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CC: **Jill Sheehan**, Parish Secretary, jsheehan@stgabrielhubertus.org; 262.628-1141  
**Nikki Packee**, Marketing and Media Administrator, bulletineditor@stgabrielhubertus.org; 414.477-8857

Subj: Cemetery Committee Meeting

Date: March 11, 2025

A meeting of the Cemetery Committee was held and opened in prayer. In attendance were those listed above except Bob, Jake and Jill.

The committee provides recommendations to Director of Administrative Services and Parish Council, as necessary, for approval and funding, and those changes affecting Parish members; **Committee requests that Parish Council provide feedback to close the loop.**

#### **MINUTES:**

##### **Committee approved the following:**

- *Last month's meeting minutes.*

##### **Finance Council approved the funding for:**

- *None*

#### **Old Business:**

- I. Pulpit announcement (Dick Sr. and Father Tim).
- II. Create Introduction Document (Ministry Guide) to accompany all communication media, as necessary; could also contain cemetery information for new members
- III. Any previously published communications will be provided to Nikki by Dick Sr.
- IV. Location of Columbarium for each cemetery site (**Committee will take road trip to discuss**)
- V. Does Diocese regulate or prevent the placement of statuary within Catholic cemeteries?
- VI. The meeting to be held March 11 to discuss water runoff problem with Doug Larssen, HOA president, will be delayed until the purchase of the old St Huberts Church property by Great Lakes Adult and Teen Challenge has been decided by Richfield's Plan Commission.
- VII. Dick Sr. will contact a Landscape Architect to discuss columbarium structures for all cemeteries.

- VIII. Bob R. is collecting grave burial costs from other cemeteries in our local area to hand off to Mike R. for future discussions.
- IX. Bob R. will have tree in SCC that is located in center of cemetery near east-west road path and obstructing view of granite sign location removed.
- X. Bob R. has estimate to remove two trees in SHC. He needs volunteers to help prune other trees and shrubs/bushes. How much is estimate?
- XI. Mike R. will place a notice in church bulletin to inform parish of yearly budget for repair of a subset of headstones in 2025 and beyond hoping for feedback.
- XII. Temporary placement and mounting of church bells in all cemeteries.

#### **New Business:**

- I. Trees to be removed need to be marked with high-visibility tape (preferable **RED**) in all cemeteries. Pictures have also been taken.
- II. Removed Action Items from meeting minutes.
- III. John Johnson has been notified he is no longer the Sexton for SCC.
- IV. A suggested notice will be drawn up and given to Nikki Packee for placement in church bulletin. The contents are in an attached, separate document.
- V. A list of high-priority short-range initiatives has been created. The contents are in an attached, separate document. These initiatives require a Plan Document deliverable.
- VI. Move ongoing issues from minutes to Short-Range Assignments document.
- VII. A spending plan is needed for submittal to Director of Administration for budget planning purposes regarding: Monument Maintenance, Tree Removal and Property Maintenance.
- VIII. Bob R. will pick up cemetery sign poles at Uline in Kenosha. Payment reimbursement has been authorized by Mike Reichert.

**Parking Lot Action Items:**

1. To discuss damage to grass areas in cemeteries due to equipment traffic with Kons.
2. To discuss tree and shrub pruning strategy in all cemeteries.
3. To discuss mounting and placement of signs within the cemeteries.
4. Dick Sr. suggested that 4" X 4" posts be purchased and covered with a green sleeve to be used to mark the corners of SHC cemetery boundaries.
5. To discuss rules for grave markings (e.g., type, markers/headstone added within a specified timeframe, etc.). Cremation burial areas will have a flat-type marker with four feet deep foundation to avoid weather shifting.
6. Need plan for main entrance: How and where to collect marble sign, bell, statues and history plaque.

**Approved By Cemetery Committee to be forwarded to Finance Council for Approval and Funding:**

- 1.

**Next Agenda:** April 8, 2025

1. Opening Prayer.
2. Review/Approve Last Month's Meeting Minutes.
3. Address item in list of Hi-Priority Short-Range issues (New layout for SHC).
4. Develop next meeting agenda.