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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: April 8, 2025

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

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 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 (**in process**).
- IX. Bob R. will have tree in SCC, located in center of cemetery near east-west road path and obstructing view of granite sign location, removed.
- X. 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.
- XI. Temporary placement and mounting of church bells in all cemeteries.
- XII. Volunteers needed to help prune other trees and shrubs/bushes in SHC and SMC.

New Business:

- I. Trees to be removed need to be marked with high-visibility tape (preferable **RED**) in all cemeteries.
- II. A list of high-priority short-range initiatives has been created. These initiatives require a Plan Document deliverable.
- III. A spending plan is needed for submittal to Director of Administration for budget planning purposes regarding: Monument Maintenance, Tree Removal and Property Maintenance and new burial plot costs. There is controversy over the inability to project future costs for budget submittal due to fact that church financial records are inaccurate and/or incomplete to be used as past expenses (**Bob R. and Dick Jr.**). **Mike R. needs to address.**
- IV. Bob R. will pick up cemetery sign poles at Uline in Kenosha. Payment reimbursement has been authorized by Mike R.
- V. Bob R. and Dick Jr. provided estimate from RG Tree Service to remove trees in SHC. Total of all items is \$11,850. Service will be performed over a few years. Items 3, 4, 6, 7 and 8 will be completed first at a cost of \$5,400 (**see attached**). Need Finance Council approval.
- VI. Legacy Mark updated planned for 4/9/25.
- VII. Does the church possess a Tax Exempt ID to avoid paying sales tax on purchases for church business? (**Mike R.**)
- VIII. A family has come forward with request to donate a statue at SHC. They will select and provide cost to Cemetery Committee for approval. **Dick Sr.** will meet with them to select specific site.
- IX. Cemetery Committee needs an updated plat copy reflecting recent survey of SHC from **Mike R.** to modify as new layout.
- X. Monthly bulletin submissions will be provided to Nikki Packee describing activities of Cemetery Committee to keep congregation engaged as to our activities. They will focus on: Current, This Month and Future. For example, **Tree Removal, Columbarium Planning and Experienced Landscape Architect volunteers needed (contact Dick Sr.)**.
- XI. Maintenance and Burial crews have been damaging grounds and have failed to repair. Committee is adamant that those who damage should be responsible for timely repair, and should not expect that the Cemetery Committee will take care of it.
- XII. Using borrowed Laser, shoot new gravesites at SHC before it is no longer available (**Dick Sr.**).
- XIII. Need editable file copy of the "St. Gabriel Congregation Cemetery Regulations" for modification reflecting Committee plans for future, and to place it online via church website for

congregation to view and be aware of options and current costs (**see attached**). This information can also be provided to local funeral directors to advise their customers (**Jill and Nikki**).

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 (**Landscape Architect**)

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

1. Expenditures for tree removal: \$5,400

Next Agenda: May 13, 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, Burial Plot costs and grounds damage caused by maintenance and burial crews).
4. Develop next meeting agenda.