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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: May 13, 2025

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

- *Cutting of Trees in SHC (\$5,000)*

Announcement:

I, Mike Wood, have stepped down from this committee for the foreseeable future due to personal, health and time constraint issues. I want to thank everyone on the committee for allowing me to serve for as long as I have and the support you have extended me.

Old Business:

- I. Create Introduction Document (Ministry Guide) to accompany all communication media, as necessary; could also contain cemetery information for new members.
- II. Any communications to be published will be provided to Nikki by Dick Sr.
- III. Location of Columbarium for each cemetery site (**Committee will take road trip to discuss**)
- IV. The meeting to be held to discuss water runoff problem with Doug Larssen, HOA president, will be delayed until discussions with Richfield Village Administrator, Jim Healy, can occur – determine what needs to be provided (e.g., permits, Civil Engineer, more elevation shots, etc.)

before proceeding. This is holding up SHC layout and pinning of grave sites by Legacy Mark for new areas, including roadway access.

- V. A notice has been placed in the Church Bulletin to seek the help of a Landscape Architect volunteer to design columbarium structures and other such matters for all cemeteries.
- VI. Bob R. is collecting grave plot costs from other cemeteries in our local area to help committee establish new prices for future purchases (**in process**).
- VII. 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. (**still waiting**)
- VIII. Mike R. has announced a \$3,500 annual budget for repair of a subset of headstones in 2025 and beyond by Miller Monument. Miller Monument should submit an invoice each year showing which grave sites will be repaired and the costs. **Several headstones in the old section of SHC have illegible inscriptions – need power washing. One large headstone needs to be up-righted.**
- IX. Temporary placement and mounting of church bells in all cemeteries.
- X. Volunteers needed to help prune other trees and shrubs/bushes in SHC and SMC.
- XI. A list of high-priority short-range initiatives have been created. These initiatives require a Planning Document deliverable.

New Business:

- I. \$5,000 has been approved for tree removal.
- II. A spending plan is needed for submittal to Director of Administration for budget planning purposes regarding: Monument Maintenance, Tree Removal and Property Maintenance, new burial plot costs and columbarium. Mike R. has asked that the committee use a “best guess” approach due to fact that SGP does not provide Profit/Loss data and past church expenditure records are sketchy at best; future grave site sales is also unknown.
- III. SCC granite Sign needs to be installed and payment made to Miller Monument.
- IV. An informational document needs to be created that compares the costs for an **inground burial** and a **columbarium burial** after committee determines new burial costs going forward. Once completed, give to Dick Sr. for handoff to Nikki Packee to publish in the bulletin for church member benefit.
- V. Dick Jr. has estimate (\$2,800) for all cemetery sign poles. He will purchase and pick up poles at Uline in Kenosha. Payment reimbursement has been authorized by Mike R. Signs will be installed this summer over a two-day period of time.
- VI. Dick Jr. has provided updated estimate from RG Tree Service to remove trees in SHC. Total of all items is \$11,000. Service will be performed over a few years. Items 3, 4, 6, 7 and 8 will be completed first at a cost of \$5,000 (**see attached email**).
- VII. Legacy Mark updated and demonstrated by Mike R. Still, somewhat incomplete but does contain all plot marking data and names for all plots in all three cemeteries.
- VIII. Dick Sr. has met with family interested in donating a statue at SHC. They will select and provide cost to Cemetery Committee for approval. A location site has yet to be determined.
- 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. The cemetery grounds damaged by maintenance and burial crews has been repaired by Committee members. 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 in future. Dick Sr. submitted invoice of material costs to Mike R..

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 cemetery 10 foot sign poles: \$2,800

Next Agenda: June 10, 2025

1. Opening Prayer.
2. Review/Approve Last Month's Meeting Minutes.
3. Address item in list of Hi-Priority Short-Range Initiatives (Costs for Critical Issues; SCC Cemetery Sign and payment; Burial Plot Comparison costs – all types; Water Runoff Problem).
4. Develop next meeting agenda.