

# Holy Cross Cemetery - Meeting Minutes

**Meeting Date:** June 20<sup>th</sup>, 2023

**Meeting Time:** 5pm

**Location:** KCP Parish Office

**Attendees:** David Haessly, Scott Hietpas, Jerry Schumann, Tom Van Heuklon, Cristina Heindel, Cheryl Kumm, & Pat Campbell

**Not in Attendance:** Jerry Schumann

## **Meeting Agenda:**

### **1. Roundtable Topics:**

- a. Pat Campbell commented that we should consider that over 70% of the burials that we have now are cremations, we should consider other alternatives. **ACTION: Pat to come with ideas**
- b. Cheryl Kumm Retirement - Cheryl will be retiring in August 2023. June meeting is her last meeting. Thank you, Cheryl, for all your great work for the Holy Cross Cemetery! Best of luck to you!
- c. Fr. Luke - will be at our next meeting

### **2. Approval of meeting minutes:** Pat motioned; Tom seconded.

### **3. Review of Financial Report:**

- a. AR Summary
  - i. Cheryl has not received the check for Alice Nackers. When she called her contact, she stated that are unsure what happened to the check, will resend a new one.

**Motioned to approve the Financial Report:** Tom approved; Pat seconded.

### **4. New/Old Business:**

- a. Ash Tree Project
  - i. Ongoing project - trees continue to be cut and cleared away.
- b. Columbarium Project
  - i. Coldspring (dated 6/27/23) - replicating current Columbarium
    1. 128 niche Rockville White Granite Trim with Carnelian Granite, Carnelian Granite mural (both sides). 8 wide x 4 high x 4deep. Includes: freight. Excludes: setting, foundation or permits.
    2. Bronze name plates are applied to the niche exterior (ordered from Coldspring)
    3. Estimated Delivery -June 2024
    4. Cost 45K - The project is approved. Pat motioned; Tom seconded.
    5. **ACTION - Cristina to connect with Coldspring to place the order. Also, to reach out to Tri-City Monument letting them know that we are going with another vendor.**
- c. New Cemetery Sign
  - i. Ongoing project with the lighting of the sign. Expected to be completed by fall. Dave noted that the sign now has all the lettering installed - now reading the established date on the sign - 1887.

- d. Lawnmowers
  - i. Scott stated that the Dixon riding lawnmowers was not working and was waiting 3 weeks for parts. Due to the make/model of the mower, they are still not able to get parts for it in a timely manner for the summer lawn cutting season. We purchased a new 50" Toro mower for 4k from Pleschek. **ACTION - Scott to talk to John, KCP maintenance if they can use the one that is not working at one of the parishes.**
- e. Fuel Surcharge
  - i. Dave Vander Boomen is currently charging a \$50 fuel charge for every burial, Holly Cross is passing this cost onto the guest. **ACTION -review service charge at the next meeting.**
- f. Cemetery Beautification
  - i. Sue Konkell, would like to donate a dollar amount to the cemetery. She was given options (Trees or benches) and will get back to Dave by the end of July. Once the project/item is determined, it will be earmarked in our accounts until it is completed.
  - ii. Schmaltz Nursery donated \$1000 to our beautification project. Phase 3 completed. **ACTION - Cheryl to develop a bulletin notice thanking Schmaltz for their donation, celebrating the wonderful things they have done.**
- g. Water Lines Project
  - i. Scott worked with Gordy Vosters and they were able to lay the lines and hooked up five spigots. Just waiting on the city to hook it up. Cost of project -under 1000K. **ACTION - Cheryl to send a thank you card to Gordy for all your great work on the water project.**
- h. Cemetery Chromebook - completed.
- i. HC Cemetery Contact Sheet Update
  - i. Cheryl will update and send out revised list.
- j. Property Updates
  - i. Roof for the Black Dirt Pile - Table for 2024
- k. Cemetery Rate Review - Completed
- l. Employee PayScale & Job Descriptions
  - i. Job Descriptions - Sexton job description was reviewed and approved.
- m. HC/SKD Bulletin - **ACTION - Cheryl to develop notices for the bulletin listing all the good things that are happening (new sign, beautification, tree updates**
- n. Cremation opening service charge- outside of standard burial hours.
  - i. Effective July 1<sup>st</sup>, 2023 - Charging an additional \$150 for burial services that are between 3-5pm on Saturday. This will be in addition to the current fee that we have in place now, totaling \$300 for the service. The pricing will be the same in summer and winter. The person on site that is performing the service will get a \$100 incentive pay.
  - ii. Tom motioned to approve charge; Pat seconded.
- o. Cemetery Associate update
  - i. Scott will continue on as Sexton, Len Meyer will remain an employee as on needed basis.

- p. St Francis Cremation Policy
  - i. Steve, St. Francis, stated they have allowed three cremations on one grave site. This is not our policy, all cemeteries agreed to the rules/regulations that were put in place on August 1<sup>st</sup>, 2022. We need to be careful on how these are handled in the future at all sites.
- q. Landscape Vision
  - i. Tom would like to know more about the vision/planning of the trees within the cemetery. Why we choose the type, the reason why we plant them and when.  
**ACTION - Tom to create a recommendation for our next meeting.**

**Next Meeting Action Items - each member to bring a to-do list for 2024**

**Meeting adjourned, Tom motioned, Pat second**

**Next Meeting: September 12th, 5pm, KCP Joint Parish Office**