



11333 N. Cedarburg Rd  
Mequon, WI 53092-1930  
Phone: 262/236-2945  
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www.ci.mequon.wi.us

Parks Department

**G. Opitz Mequon Cemetery Board  
Thursday, March 3, 2016 Time 11 AM  
Mequon City Hall  
Engineering Conference Room**

**AGENDA**

Call to Order, Roll Call

1. Election of Chairman
2. Approve meeting minutes of March 13, 2015  
**Action requested: review and approve**
3. Annual Reports
  - a. 2015 Year to date Budget Report
  - b. 2015 Cemetery Reserve Report**Action requested: review and approve**
4. Director of Parks and Operations Report  
**Action request: review and approve**
5. Adjourn

**Dated: March 1, 2016**

**/s/, Chairman**

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Notice is hereby given that a quorum of other governmental bodies may be present at this meeting to present, discuss and/or gather information about a subject over which they have decision-making responsibility, although they will not take formal action thereto at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the City Clerk's Office at 262-236-2911, twenty-four (24) hours in advance of the meeting.

Any questions regarding this agenda may directed to the City Clerk's Office at 262-236-2914, Monday through Friday, 8:00 AM – 4:30 PM

# City of Mequon Boards and Commissions

## Board Opitz Cemetery

Term Expires	Last Name	First Name	Title	Dist	Address	Zip	Home Phone	Bus Phone	Fax	Staff Liaison	e-mail
5/1/2018	Uowski	Anton	Member	A/L	2827 W. Riverland Drive	53092-	(262) 242-4328			Don Curran	antonuowski@att.net

Aldermanic Exp:	N/A
Alternate Aldermanic Rep:	N/A



11333 N. Cedarburg Rd  
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Office of the Parks & Operations Director

March 13, 2015

### Opitz Cemetery Meeting Minutes

Meeting was called to order at 11:00AM by chairman Usowski. Present were board members Anton Usowski, Tom Watson and Don Curran. City Administrator Will Jones was also in attendance.

Election of Chairman. Don Curran made a motion to nominate Anton, seconded by Tom. No other nominations, voice vote 3-0 to reelect Anton.

Tom made a motion to approve the minutes from the June 3<sup>rd</sup>, 2014 meeting. Seconded by Don, voice vote 3-0 to approve.

Tom provided a financial report for 2014 and also indicated the current fund balance. Motion to approve by Don, seconded by Anton. 3-0 vote to approve financials.

Don provided a report on 2014 activities and what funds were applied to. A brief history of the cemetery and maintenance was provided for the City Administrators benefit. Tom made a motion to approve the report, second by Anton. 3-0 vote to approve.

Recommendations for 2015 maintenance were provided by Don. Anton motioned to spend up to \$2000.00 for ongoing monument repairs. Tom amended the motion and requested the amount be escalated to \$2500.00. Don seconded the amended motion, passed 3-0.

A discussion was held regarding the need for a sidewalk from the main sidewalk up to the tank. This was suggested at the Public Welfare Committee meeting when the tank relocation was approved. After discussion it was determined there were not adequate funds to provide this improvement. It was suggested to talk to the American Legion to determine their interest. A motion was made by Tom to support the sidewalk if donated funds or an outside source would pay for it. Seconded by Anton. A question was raised regarding handicap accessibility. If there is future interest handicap access will be reviewed prior to improvements being made. Vote 3-0 to approve the sidewalk if funding is provided.

11:21AM, motion to adjourn by Don, seconded by Tom.

3a.



FOR 2015 13

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
477 Cemetary							
70 SALARIES							
110477 670101 Salaries	600	0	600	.00	.00	600.00	.0%
110477 670201 Overtime	200	0	200	.00	.00	200.00	.0%
TOTAL SALARIES	800	0	800	.00	.00	800.00	.0%
73 FRINGE BENEFITS							
110477 673101 Social Sec	60	0	60	.00	.00	60.00	.0%
TOTAL FRINGE BENEFITS	60	0	60	.00	.00	60.00	.0%
86 FACILITY & PLANT							
110477 686550 M&R Other	140	0	140	2,691.56	.00	-2,551.56	1922.5%*
TOTAL FACILITY & PLANT	140	0	140	2,691.56	.00	-2,551.56	1922.5%
TOTAL Cemetary	1,000	0	1,000	2,691.56	.00	-1,691.56	269.2%
TOTAL EXPENSES	1,000	0	1,000	2,691.56	.00	-1,691.56	
GRAND TOTAL	1,000	0	1,000	2,691.56	.00	-1,691.56	269.2%

\*\* END OF REPORT - Generated by Parks Pamela Szymanski \*\*



03/01/2016 10:46  
 parks

ORG YR/PR ACCOUNT JNL EFF DATE SRC REF1 REF2 REF3 CHECK # OB AMOUNT NET LEDGER BALANCE NET BUDGET BALANCE

ORG YR/PR	ACCOUNT	JNL	EFF DATE	SRC	REF1	REF2	REF3	CHECK #	OB	AMOUNT	NET LEDGER BALANCE	NET BUDGET BALANCE
110000	0110-10-000-000-230301-									SOY BALANCE	-11,734.70	
*15/12	475	12/30/15	GEN							2,691.56	-9,043.14	
	LEDGER BALANCES	---	DEBITS:			2,691.56				NET:	-9,043.14	
	GRAND TOTAL	---	DEBITS:			2,691.56				NET:	-9,043.14	

2 Records printed  
 \*\* END OF REPORT - Generated by Parks Pamela Szymanski \*\*



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Office of the Parks & Operations Director

TO: Opitz Cemetery Board  
FROM: Don Curran, Director of Parks and Operations  
DATE: March 1, 2016  
SUBJECT: Annual Report

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One burial was recorded in 2015; it took place on July 27. After the burial, staff restored the area by adding topsoil and grass seed.

During 2015 Parks Department staff and seasonal staff was utilized to maintain the grounds and provide lawn cutting and trimming. In addition, seasonal staff repainted the storage building located on the grounds.

In 2014 the tank was successfully relocated from the American Legion grounds to the concrete slab that was installed at the Opitz Cemetery. During 2015, after an unexpected delay the landscaping was installed around the tank along with a decorative chain fence. In addition two small trees were planted on the north side of the tank.

In 2015 we continued the effort of straightening and repositioning some of the headstones. Due to the age of many of the markers they are beginning to lean or in some cases they have fallen over. Hilgendorf Memorials returned and addressed some of the problems. The cost of this years work totaled \$2475.00. It should be noted that there are still numerous headstones in need of attention.

OPITZ CEMETERY

MEQUON, WISCONSIN

ANNUAL BURIALS

2015

NAME \_\_\_\_\_ IRENE R FISCHER \_\_\_\_\_ DATE 7/27/15 \_\_\_\_\_

BLOCK # \_\_\_\_\_ 10 \_\_\_\_\_ LOT# \_\_\_\_\_ 2 \_\_\_\_\_ SECTION \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

BLOCK # \_\_\_\_\_ LOT# \_\_\_\_\_ SECTION \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

BLOCK # \_\_\_\_\_ LOT# \_\_\_\_\_ SECTION \_\_\_\_\_

NAME \_\_\_\_\_ DATE \_\_\_\_\_

BLOCK # \_\_\_\_\_ LOT# \_\_\_\_\_ SECTION \_\_\_\_\_