

MINUTES FOR CITY OF
PRESCOTT

SPECIAL MEETING NOTICE
PINE GLEN CEMETERY
ASSOCIATION

WEDNESDAY OCTOBER 25,
2023 6:30 PM
PRESCOTT MUNICIPAL
BUILDING 800 BORNER ST.
PRESCOTT, WI 54021

1. Roll Call – Board members Gene Olson, Linda Johnson, Dan Olson and Jayne Brand. Also present Carter Hayes, Pat Knox, Mike Kinneman and Maureen Otwell representing the city. Also present Julie Mallen, Chris Swatzina, Elizabeth Gergen and representatives from Starkson Family Funeral Home.
2. Electronic records update for Cemetery
Linda Johnson has completed the work for making the records for the cemetery electronic. Linda used the cemetery books and also went to the cemetery for verification of records. The records will be turned over to Carter Hayes for his input to a website so that people will be able to find the name and also create a GIS point to help find the grave easier. The Board thanked Linda for all of her work on this project.

There was also discussion on putting up street signs in the cemetery. It was discussed that the signs don't need to be like a street sign which is put up on a city street. This item will be discussed further.

3. Discussion on needs and maintenance of cemetery.
The discussion centered around the trimming of bushes and trees. There was also discussion on headstone repair. The hope is to get a group together to help with some of the maintenance issues. Public Works Director Mike Kinneman stated the public works department will work on trimming of bushes and trees as time allows. They will also hire out for the mowing of the cemetery.
4. Discussion on future control of the cemetery.
 - a. Need of additional cemetery board members to continue the Association Board including Sexton for selling and marking of graves for burials and monuments - Chris Swatzina, Elizabeth Gergen and

the representatives from Starkson Family Funeral Home stepped forward and will serve on the Cemetery Board.

Motion to work with Starkson Family Funeral Home as the Sexton for the Pine Glen Cemetery passed without a negative voice vote.

Motion to approve Dan Olson as Treasurer for the Pine Glen Cemetery Board passed without a negative voice vote.

Motion to approve Elizabeth Gergen as Secretary for the Pine Glen Cemetery Board passed without a negative voice vote.

Motion to approve \$3,000 plus cost of setting markers for a error which was made on the placement of markers passed without a negative voice vote.

Jayne Brand informed the Board this would be her last meeting as she is resigning from the Board. The Board thanked Jayne for her years of dedicated service.

Motion to adjourn passed without a negative voice vote.

Respectfully Submitted,

Jayne M. Brand