

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

1) Name and title of person submitting the request: Megan Glaeser, Bureau Assistant on behalf of Christian Albouras, Executive Director and Jameson Whitney, Legal Counsel		2) Date when request submitted: 10 August 2020 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting	
3) Name of Board, Committee, Council, Sections: Cemetery Board			
4) Meeting Date: 11 August 2020	5) Attachments: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	6) How should the item be titled on the agenda page? <input type="radio"/> Request to Approve a Withdrawal from Cemetery Care Trust Fund Principal, Pursuant to s.157.19(2)(b)	
7) Place Item in: <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	8) Is an appearance before the Board being scheduled? <i>(If yes, please complete  <a href="#">Appearance Request</a> for Non-DSPS Staff)</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	9) Name of Case Advisor(s), if required:	
10) Describe the issue and action that should be addressed: Discussion and consideration of request from Kenosha Cemetery Association			
11) Authorization			
<i>Megan Glaeser</i>		10 August 2020	
Signature of person making this request		Date	
Supervisor (if required)		Date	
Executive Director signature (indicates approval to add post agenda deadline item to agenda)    Date			
Directions for including supporting documents: 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.			

June 29, 2020

Christian Albouras  
Executive Director, Division of Policy Development  
Wisconsin Department of Safety and Professional Services  
4822 Madison Yards Way  
Madison, WI 53705

RE: Transfer of Trust Funds to Appropriate Account

Dear Mr. Albouras,

The Kenosha Cemetery Association dba Green Ridge Cemetery requests permission to transfer funds in the amount of \$2625 from our Columbarium A Trust Fund to create another trust fund for our public mausoleum.

In 2009 our cemetery board became aware of our previous manager's embezzlement of cemetery funds. At which time, we fired and pressed charges against her. We discovered she also removed the funds from our fully trusted public mausoleum, Columbarium A and B.

We were able to re-trust fully our Columbarium A on March 26, 2012 for \$4534.75 at the level required. The requirement for our Public Mausoleum is \$27,534.85. We were able to sell several spaces in our Public Mausoleum trusting the sales into the Columbarium A account rather than create a small trust account as follows:

\$725 June 18, 2013  
\$1425. March 15, 2015  
\$475. May 31, 2019

Totaling \$2625

Columbarium A Account Value December 31, 2019 was \$8161.53. On March 31, 2020 Value was \$6768.54 due to the impact of the COVID19 Pandemic. We anticipate all of our trust fund balances to improve for the June 30, 2020 Quarter close.

Although our Public Mausoleum was completely sold out when we discovered the embezzlement by our former manager, we did foreclose on the double crypt that she still owed a significant amount of money. We were indeed fortunate to have a family donate back to the cemetery two single side by side crypts along with two adjacent cremation niches. We also bought back another single mausoleum crypt at a fraction of the original sale price. When these items are sold, we plan to trust greater than the minimum required in order to attempt to fully fund our public mausoleum as soon as possible.

It should be noted we have fully trusted our Columbarium B as of August 2013 and have a significant start on our Columbarium C with a required trusting of \$7314 and only \$2414 remaining to trust. Columbarium C has 56 open niches as of today. We have 30 niches remaining for sale in our Columbarium B.

The total cost of the construction of Columbarium C was covered by a generous donation from a charitable trust. We were very fortunate to receive their gift.

On behalf of our Board of Directors, it is our hope you will permit us to transfer the \$2625 from our Columbarium A Trust in order to create our Public Mausoleum Trust.

Please do not hesitate to contact me for any further information.

Sincerely,

Peter S. Johnson  
Kenosha Cemetery Association Board Chair  
Green Ridge Cemetery General Manager