

CEMETERY COMMITTEE MEETING

May 11, 2017

Brillion Community Cemetery

4:00 PM

CALL TO ORDER: Carrie Wenzel called the meeting to order at 4:00 PM.

ROLL CALL: Present were Alderperson Carrie Wenzel, Joan Holschuh, Linda Deiter, and Mary Levash. Also present were Jerome Popp, Public Works Director Andy Geiger, and Deputy Clerk-Treasurer Joy Buboltz. Absent were Karen Brick and Mayor Gary Deiter.

APPROVAL OF AGENDA:

Motion – Deiter moved to approve the agenda as printed. Seconded by Holschuh. Call vote taken. Motion carried unanimously.

APPROVAL OF MINUTES – NOVEMBER 17, 2016:

Motion – Deiter moved to approve the minutes of November 17, 2016 as printed. Seconded by Levash. Call vote taken. Motion carried unanimously.

ELECTION OF OFFICERS:

A. Chairperson:

Deiter nominated Carrie Wenzel as Chairperson of the Cemetery Committee. No other nominations were given.

Motion – Deiter moved to unanimous ballot for Carrie Wenzel as Chairperson of the Cemetery Committee. Seconded by Levash. Motion carried unanimously.

B: Secretary:

Wenzel nominated Linda Deiter as Secretary of the Cemetery Committee. No other nominations were given.

Motion – Wenzel moved to unanimous ballot for Linda Deiter as Secretary of the Cemetery Committee. Seconded by Levash. Motion carried unanimously.

COMMUNITY CEMETERY ROAD:

Geiger explained that he did some research and spoke with the Calumet County Highway Department regarding chip sealing of the cemetery roadway. The Calumet County Highway Department stated, in their opinion, the chip seal would only last 7-10 years and that there is not enough traffic on the roadway for the chip sealing. They felt that putting an asphalt roadway in would be the best option.

Geiger stated he received a quote from Northeast Asphalt for asphalt and he was informed to pulverize the roadway would cost approximately \$2,295 and to reconstruct the roadway and install a 2" asphalt base would cost approximately \$29,925.00. The City would be responsible for the prep work of the roadway.

Geiger explained that the curb along the roadway would not be removed, but would be used as the grade for the road.

Discussion occurred on the roadway.

Motion – Wenzel moved to rescind the motion made at the November 17, 2016 Cemetery Commission meeting to recommend to City Council to borrow an additional \$20,000 for this roadway, the Commission would take \$1,000 from the Cemetery Reserve Account and the balance of the project to come from the Perpetual Care Account. The roadway would be double chipped with the DPW building the road base. Seconded by Levash. Call vote taken. Motion carried unanimously.

Motion – Holschuh moved to recommend to City Council to asphalt the roadway at the Community Cemetery with the cost not to exceed \$33,000. Seconded by Levash. Call vote taken. 2 yes votes cast by Levash and Holschuh and 2 no votes cast by Wenzel and Deiter. Motion failed.

REVIEW OF CEMETERY GROUNDS:

Holschuh stated she submitted pictures to the Commission on some of the graves with no grass, since 2015. Popp stated he is seeding the graves. Levash asked if Glen Braun is still planning on installing the swale for the Cemetery drainage. Geiger stated yes.

CEMETERY MAINTENANCE CONTRACT – ANNUAL REVIEW:

It was noted that this Contract was approved at the November 17, 2016 meeting. Popp stated that the name of his business should be changed to Popp Lawn Service.

SEXTON REPORT:

Popp had no report.

Geiger asked Popp if he has a contract with the City for his Sexton work of the City Cemeteries. Popp stated no, since it isn't a paid position. Geiger feels his duties should be documented and asked Popp to put together a list of his Cemetery Sexton duties/tasks.

OLD BUSINESS:

Popp stated that he is interested in renting the shed at the Community Cemetery for his lawn equipment. He stated he would also be willing to make the needed repairs on that shed. Popp was advised to make his request in writing to the City Administrator.

NEW BUSINESS:

Holschuh stated she would like to see a policy in place for the removing of old flowers from the City Cemetery in a timely manner.

The next Cemetery meeting is scheduled for May 31, 2017 at 4:00 PM.

ADJOURNMENT:

Motion – Deiter moved to adjourn. Seconded by Wenzel. Call vote. Motion carried. The meeting adjourned at 4:55 PM.

Joy L. Buboltz, Deputy Clerk/Treasurer
Acting Secretary