

CEMETERY COMMITTEE MEETING

September 6, 2017

Brillion City Hall Conference Room

4:00 PM

CALL TO ORDER: Carrie Wenzel called the meeting to order at 4:05 PM.

ROLL CALL: Present were Alderperson Carrie Wenzel, Linda Deiter, Mary Levash, and Joan Holzschuh. 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 Levash. Call vote taken. Motion carried unanimously.

APPROVAL OF MINUTES – JUNE 6, 2017:

Motion – Deiter moved to approve the minutes of June 6, 2017 as printed. Seconded by Wenzel. Call vote taken. Motion carried unanimously.

COMMUNITY CEMETERY:

A. Weed Treatment:

Geiger explained that he received a quote from Nicklaus Landscaping for a single weed treatment to be done yet this fall at both City cemeteries. The quote is for \$660.00. Holzschuh asked if this weed treatment would eliminate the Creeping Charlie weed out there. Geiger stated this weed treatment may get that weed under control so in spring another weed treatment could be applied again. Wenzel questioned if the City would be able to receive a better price if the weed treatment would be combined with the City's other properties that receive weed treatment. Geiger stated it is important for the City's properties to receive these weed treatments, especially in the fall.

Wenzel questioned where the funds for this weed treatment would come from. Buboltz explained the only funds available would be in the Cemetery Reserve Account, which Geiger agreed would be the best place to take the funds from.

Motion – Deiter moved to recommend to City Council to use the Cemetery's Tree Removal Reserve Account for the fall weed treatment at both City's cemeteries since no tree removal will need to be done this year. Seconded by Holzschuh. Call vote taken. Motion carried unanimously.

B. Review Road and Drainage Project:

Geiger reported on the construction of the roadway. He explained that some patch work still needs to be done yet and the swale also needs to be installed yet. It was suggested to possibly install a catch basin with a pipe on the northeast corner of the roadway for drainage. Glen Braun from Deer Run Golf Course has agreed to assist with the creation of the swale. It is hoped to have the swale on the south side of the roadway installed yet this year. The northeast side may be done next year.

2018 CEMETERY BUDGET:

Wenzel explained that the last few years the Cemetery Commission has been including funds in the Reserve Account for projects at the Cemetery. She would like to continue with that.

After discussion, it was decided to place \$1,400 in the Cemetery Budget under Account #100-49-54910-231-000 for two (2) weed treatments at the City cemeteries, and to place \$500 in the Cemetery Reserve Account. It was also suggested to change the wording of the "Tree Removal" Reserve Account to "Property Maintenance".

Motion – Deiter moved to recommend to the City Council to place \$1,400 in the Cemetery Budget under Account #100-49-54910-231-000 for two (2) weed treatments at the City cemeteries, and to place \$500 in the Cemetery Reserve Account. It was also suggested to change the wording of the "Tree Removal" Reserve Account to "Property Maintenance". Seconded by Levash. Call vote taken. Motion carried unanimously.

SEXTON REPORT:

No report.

Popp presented to Geiger his list of duties as the Cemetery Sexton. Geiger suggested including that list of duties in with the Cemetery Sexton Contract. Geiger also asked Popp to compile a list of what steps he takes when he receives a call for a burial in the City Cemetery.

OLD BUSINESS:

None.

NEW BUSINESS:

The next Cemetery Commission meeting will be held on Thursday, October 12th at 4:00 PM. List of agenda items include: Cemetery Sexton Contract and Duties; Sign for the Removal of Cemetery Flowers/Decorations, Use of Cemetery Building by Jerome Popp.

ADJOURNMENT:

Motion – Deiter moved to adjourn. Seconded by Wenzel. Call vote. Motion carried. The meeting adjourned at 4:45 PM.

Joy L. Buboltz, Deputy Clerk/Treasurer
Acting Secretary