

## CEMETERY COMMITTEE MEETING

October 25, 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** – Holzschuh moved to approve the agenda as printed. Seconded by Deiter. Call vote taken. Motion carried unanimously.

### **APPROVAL OF MINUTES – SEPTEMBER 6, 2017:**

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

### **CEMETERY SEXTON CONTRACT AND DUTIES:**

Geiger stated he will work with Cemetery Sexton Jerome Popp in creating a list of duties he does as the Cemetery Sexton. This list will not be part of the Cemetery Sexton contract.

Wenzel stated the Cemetery Sexton Contract is a yearly contract between the City of Brillion and Jerome Popp. The proposed contract has no changes made to it from last year. Holzschuh questioned who is responsible for the maintenance to the bushes at the Cemetery. Wenzel stated the DPW Staff would take care of the bushes and the landscaping maintenance at the City Cemeteries.

Geiger asked Popp if he is in agreement with the payment per mowing cycle and the hourly wage in the Contract. Popp stated yes.

**Motion** – Levash moved to recommend to City Council to approve the one (1) year Cemetery Sexton Contract between the City of Brillion and Jerome Popp as presented. Seconded by Holzschuh. Call vote taken. Motion carried unanimously.

### **REMOVAL OF CEMETERY FLOWERS/DECORATIONS:**

Buboltz explained that the Cemetery Commission did put in their Cemetery Rules and Regulations that bouquets, plants, or decorations shall be removed by May 1<sup>st</sup> of each year. Holzschuh suggested a fall clean up period also. Popp suggested posting signage at each Cemetery stating by May 1<sup>st</sup> of each year bouquets, plants, or decorations shall be removed from markers/monuments. Holzschuh suggested placing this information in News From City Hall.

Suggestions for the wording on the sign were discussion. Geiger stated he will keep the wording simple.

**Motion** – Holzschuh moved to post signage at each Cemetery stating by May 1<sup>st</sup> of each year bouquets, plants, or decorations shall be removed from markers/monuments. Seconded by Deiter. Call vote taken. Motion carried unanimously.

### **USE OF CEMETERY BUILDING BY JEROME POPP:**

Popp stated he would like to use the building at the Community Cemetery for no cost and in return would make repairs to the building, i.e. repair door, install a new lock set. Wenzel stated she would like to see a contract in writing for that use. Geiger suggested running this agreement concurrent with the Cemetery Sexton Contract for review each year. Geiger stated with the understanding that the City may want to use it.

**Motion** – Wenzel moved to authorize Director of Public Works Andy Geiger to sign the contract between the City of Brillion and Jerome Popp for use of the building at the Community Cemetery and to review this contract

each year and to run it concurrent with the Cemetery Sexton Contract. Seconded by Holzschuh. Call vote taken. Motion carried unanimously.

**SEXTON REPORT:**

Popp stated a weed treatment was done at each Cemetery by Nicklaus Landscaping.

**OLD BUSINESS:**

Geiger reported there is a spot on the new Cemetery roadway that puddles. Bob Woelfel will do a “reheat” and patch that area.

**NEW BUSINESS:**

None.

**ADJOURNMENT:**

**Motion** – Wenzel moved to adjourn. Seconded by Holzschuh. Call vote. Motion carried. The meeting adjourned at 4:39 PM.

Joy L. Buboltz, Deputy Clerk/Treasurer  
Acting Secretary