

DRAFT

**TOWN OF TURTLE
CEMETERY COMMITTEE MEETING
MINUTES OF AUGUST 6, 2008**

1. Meeting called to order at 7:01 p.m. by Don Jones, Chairman
2. Members present were: Ralph Carlson, Ethel Maxworthy, Greg Skokut, Jean Swanson, Chuck Wollslair, Supervisor Kopp and Don Jones-Chair, and Sexton Mike Birkholz. Also present were Citizens Ed Swanson and Town Board Chair.- Dan DeLong. All members present.
3. Motion for Agenda approval was made by Greg Skokut, seconded by Tim Kopp. Motion approved by all members by voice vote.
4. Motion to approve Minutes of June 4, 2008 meeting was made by Tim Kopp, seconded by Chuck Wollslair. Motion approved by all members by voice vote.
5. A financial report was supplied to the Committee. This gave the committee a better breakdown on expenses and actual incoming monies. This report will be updated for each meeting hereafter. Presently total income for the physical year of 2008 is \$6,050.00, with expenses being \$11,263.00. There is a \$38,994.44 in money market for the Turtleville Cemetery. The new report should help the committee to see what is available, and will be a strong element in budgeting for 2009 calendar year.
6. Sexton Birkholtz reported his expenses and hourly breakdown for use of machinery and time. He indicated that the Highway Dept. will not be doing any of the smaller headstone repairs this year due to time elements and lack of personnel. All the headstone repairs for this year will be professionally completed by LLS. The family of the site that had the wreath taken off has been compensated \$35.00 per the family approval. This issue is now completed.
7. The Citizens Request/Questions timeframe in the agenda was explained to all concerned. This is the only time set aside to hear from any citizen to voice any request or poise a question to the committee. This is also the time for citizens to voice opinions and remarks to the committee. Dan DeLong, Town of Turtle Chairman, indicated that all input and remarks have been very positive in reference to both the Shopiere Cemetery and Turtleville Cemetery. Ed Swanson asked about the brush mowing in the back of Shopiere Cemetery. Mike Birkholz said that the next time the Highway Dept. mowed the town roads it would be doing the brush mowing in Shopiere Cemetery. Also that it should be done in the near future.
8. OLD BUSINESS:
 - a) A copy of the LLS restoration contract was given to each of the members for reference. The work has started in the Turtleville Cemetery and should be complete in the next week or so. Don Jones, Jean Swanson and Ralph Carlson all have indicated they have been to the Turtleville Cemetery and think the job is going well. Turtleville was started first because it was a "carry over" from 2007.
 - b) The Fall Festival did approve the \$5,000.00 donation. Their CD will be forth coming in August and given to the Cemetery Committee.

- c) Mike Birkholz has been in contact with Mr. Halverson to see if he would be interested in working with this committee. There will be a need for at least 20 quad-axle loads of fill needed in the Shopiere Cemetery. A definitive answer is still needed. It would be on “availability” basis. We would probably need to help financially in the trucking of product.
 - d) Turtleville Wreath Follow-up. Issue completed with all parties involved.
9. NEW BUSINESS:
- a) Review the Cemetery By-Laws by members. This is to review with present committee members the responsibilities of the committee. There is one update that the needs to be noted on the Article V (A). The change should read – “The Cemetery Committee shall meet the **first Wednesday** of each month or as directed by the Chairperson of the Committee.” This change needs to be presented to the Turtle Town Board for authorizing and an updated copy be put on public record. The committee secretary was directed to draft a letter to the Town Board accordingly.
 - b) Review Ordinance #103, Chapter 20 of the General Ordinance – Jean Swanson made motion to table this issue until our October meeting due to time restraints and upcoming budget issues.. All members should review in detail and return in October with questions and ready for discussion of the ordinance. Motion made and seconded by Greg Skokut, approved by all members in voice vote.
 - c) Cemetery Informational Booklet or Signage - It has been suggest by Jean Swanson, for consideration that some kind of cemetery information pamphlet might be in an acrylic box at the entrance of each gate. She showed a copy of information from the Mt. Thabor Cemetery that is also in the Cavalry Cemetery and Mt. Olivet Cemetery, Janesville. The committee indicated that a study of the need and more information might become available by other members and therefore tabled until later date, possibly in beginning of 2009. Members to gather information to bring to the table at later date.
 - d) The need to probe for grave sites in the Turtleville Cemetery to find available grave sites. However because of the “old methods” of burial, i.e. with wooden boxes and/or no boxes in early graves and decomposition of such grave sites, probing would probably not yield accurate responses. Sexton Birkholz indicated that he would/could only feel comfortable selling seven (7) actual grave sites in Turtleville. The committee agreed that these seven sites should be sold on a first come/first serve basis. This was approved for recommendation to Town of Turtle Board with a motion made by Chuck Wollslair and seconded by Tim Kopp and a roll call vote of all members of the committee. All members approved the recommendation to sell only the seven lots and consider Turtleville Cemetery full. Secretary directed to draft letter to the Town of Turtle Board
 - e) Cemetery Rules and Regulations Notice – This sheet of information was given to persons when they bought grave sites in the past years The question is whether or not this is being done today and also there needs to be updates to

the information. We will include this issue with New Business Item (c) in the future.

- f) "Perpetual Care", "Condemn", "Repossession", Terms that the committee needs to be aware of and know fully the definition of each in order to review the Chapter 20, General Ordinance #103.
- 10. Set the next meeting date of September 3, 2008 beginning at 7:00 p.m. at the Turtle Town Service Center.
- 11. Motion to adjourn meeting made by Chuck Wollslair, seconded by Greg Skokut. Motion carried by voice vote and adjourned at 8:34 pm

Respectrully Submitted

Jean Swanson, Secretary
Cemetery Committee