

**March 28, 2017 – Hackl called the Special Meeting of the Village Board to order at 6:00 pm** in the old Library room of the Kratochwill Memorial Building. The following members were present: Anderson, Bartlett, Bindl, Goplin, and Miller. Also present: Vi Smith, Eileen Williams, & Betty Rasmussen (Cemetery Association), Mark Jelinek, Dave Fry, Jim Kauffman, Wendell Smith, Wardell, and Faga.

**PROOF OF PUBLICATION:** MOTION Bartlett, second Anderson to accept the Proof of Publication. **MOTION CARRIED.**

**PLEDGE OF ALLEGIANCE.**

**DISCUSSION AND ACTION ON PUBLIC CEMETERY:**

Hackl opened the discussion by explaining to the visitors that the current Cemetery Association has decided to resign from their positions therefore the Village will inherit the public side of the Muscoda Cemetery. Eileen Williams, with the Association, announced that she wanted to end her duties immediately. Hackl asked if they would stay on for a while until the Village Board has a better understanding of what all is involved. Bindl volunteered to be the Village contact and assist Williams with future inquiries and the need to go to the cemetery to map out a plot. Mark Jelinek with Pratt Funeral Service, and Dave Fry with the City of Richland Center's cemetery, were present to help answer questions. Fry brought a copy of their cemetery map and requirements and mentioned that it is all computerized.

Williams stated that the current map is hand written and hard to read; she does have a list of plots that have been sold. Vi Smith mentioned that there is a disk at Community First Bank with names but it is not current. Jelenik mentioned that since the cemetery has a sum of money that could pay for a proper map, he suggested closing the middle section of the public cemetery since it is very old and quite possibly full, and not have that portion mapped, only map the north, east, and west sides. Earlier Administrator Johnson had received one verbal quote from Ramaker & Associates to map the cemetery although more research needs to be done.

Goplin asked how much space is left and the longevity of the cemetery. Jelenik said it depends on how the bylaws are written; how many cremations are allowed in one plot, how close the vaults are buried next to each other, and what has been sold. He stated that we do not need to keep any of the old bylaws, which need to be rewritten. He mentioned that perpetual care can only be charged once, but a maintenance fee can be charged as needed, keep this in mind when writing new bylaws. Families take care of the head stones; leveling, cleaning, damage. Richland Center does not have bylaws, they have an ordinance.

Hackl asked the Association about letting their tax exempt status lapse and that there are unpaid taxes/fines due to the IRS. Williams said they are working on having that taken care of and getting it paid; they have an appointment with Aaron Halverson in Richland Center to help. Bindl stated that he would go with Williams to this meeting.

Hackl stated that this is too much of an undertaking to expect Village employees to take on. A sexton will need to be hired to take care of lots, phone calls, burials, selling lots, and be the “go to person” for all cemetery business. Dave Fry explained that it is very time consuming and takes a very dedicated person.

Currently Toby Johnson does the digging of graves, and Tim Biba does the lawn care, he has his own equipment; should they stay on we will need to see if they have Workers Compensation and Liability Insurance which is a requirement of the Village. The Association mentioned that Jerry Brown use to do a lot of work for the cemetery and he is very knowledgeable about the layout of plots.

Once things are in order the Association will turn the bank account over to the Village, until then the Association will continue to pay for digging and lawn care.

The Board agreed to take the following steps at this point:

- 1) Current Association take care of their outstanding IRS taxes/fines; Bindl will attend meeting with Williams
- 2) Research firms that will map public side of cemetery: Laura will call firms, Troy will check with Delta 3
- 3) During transition, Bindl will work with Williams when she gets a call for a plot
- 4) Contact Toby Johnson to see if he will continue digging and see if he is interested in being the sexton: Laura will call
- 5) Contact Tim Biba to see if he will continue lawn care: Bartlett will contact
- 6) Gather information and discuss at the April 11<sup>th</sup> Village Board meeting.

**ADJOURNMENT: MOTION** Bindl, second Bartlett to adjourn. **MOTION CARRIED.**

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Laura Faga – Deputy Clerk Treasurer