

**CEMETERY BOARD  
MEETING MINUTES  
SEPTEMBER 17, 2013**

**PRESENT:** Ed Greenfield, Kathleen Cantu, Clyde Rupnow, Francis Groh (via GoTo Meeting) and Mary Lehman (via GoTo Meeting)

**STAFF:** Angela Hellenbrand, Executive Director; Joshua Archiquette, Bureau Assistant and other Department Staff

**CALL TO ORDER**

Clyde Rupnow, Chair, called the meeting to order at 9:34 a.m. A quorum of 5 members was confirmed.

**ADOPTION OF AGENDA**

**MOTION:** Kathleen Cantu moved, seconded by Francis Groh, to adopt the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JUNE 18, 2013**

**MOTION:** Kathleen Cantu moved, seconded by Ed Greenfield, to approve the minutes from June 18, 2013. Motion carried unanimously.

**LEGISLATIVE AND ADMINISTRATIVE RULE MATTERS**

**MOTION:** Ed Greenfield moved, seconded by Kathleen Cantu, to request that DSPS Staff update the Position Statements below to include the language “relating to Cemeteries” following the word “Code”, and to be read as follows. Motion carried unanimously.

**HOW MANY BODIES MAY BE BURIED IN A SINGLE PLOT?**

The Wisconsin Statutes and the Wisconsin Administrative Code relating to Cemeteries have no requirements regarding the number of bodies buried in a single plot. You may wish to reference local ordinances for further information.

**IS THERE A MINIMUM DEPTH AT WHICH A BODY MUST BE BURIED?**

The Wisconsin Statutes and the Wisconsin Administrative Code relating to Cemeteries have no requirements regarding the minimum depth for the burial of human remains. You may wish to reference local ordinances for further information.

### **CONVENE TO CLOSED**

**MOTION:** Ed Greenfield moved, seconded by Kathleen Cantu, convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; consider closing disciplinary investigation with administrative warning (s. 19.85(1)(b), Stats. and 440.205, Stats., to consider individual histories or disciplinary data (s. 19.85 (1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.). Clyde Rupnow read the language of the motion. The vote of each member was ascertained by voice vote. Roll Call Vote: Ed Greenfield – yes; Frank Groh – yes; Mary Lehman – yes; Kathleen Cantu – yes; Clyde Rupnow – yes. Motion carried unanimously.

The Board convened into Closed Session at 10:02 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** Kathleen Cantu moved, seconded by Francis Groh, to reconvene to open session. Motion carried unanimously.

The Board reconvened into Open Session at 10:35 a.m.

### **PRACTICE MATTERS**

**MOTION:** Ed Greenfield moved, seconded by Kathleen Cantu, to table the discussion about Item H.1 Endowment Care Fund – Valhalla Memorial Park until the next Board meeting and request Tim Stanley and the Bronze Stone Group supply the Board with more information regarding the other available resources for the repairs and a statement from the family or their counsel with regard to the use of the principal amount of \$100,000 which was deposited to the Care Fund. Motion carried unanimously.

### **VOTE ON ITEMS DELIBERATED UPON IN CLOSSES SESSION IF VOTING IS APPROPRIATE**

**MOTION:** Frank Groh moved, seconded by Mary Lehman, to reaffirm all motions made in closed session. Motion carried unanimously.

### **ADJOURNMENT**

**MOTION:** Kathleen Cantu moved, seconded by Ed Greenfield, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 11:56 a.m.

**NEXT MEETING:** November 19, 2013