## Goodwell Minute Notes – Special Cemetery Meeting August 02, 2023

- ♦ John T. called meeting to order 7:00 pm:
  - 🛠 John T., Rachel B., Bob Birr, Tim M., and Jennifer W. present
  - **☆** Public:
- Bill HensleyClint CookBarb Shafer
- ♦ Pledge of Allegiance recited.
- ♦ Public Comment:
  - Barb gave the history of the cemetery ordinance and explained the current state of the work. She turned in the shed and hall keys. Howard's tools are cleaned out except for a ladder in the well pit. Barb and Howard will continue to help in every way they can during the transition.
  - Fill asked questions about the work expected and the process for flow of work. Barb helped answer.
  - Find motioned that Bill perform the Sexton position through the 2023 season (November 1). Bob 2<sup>nd</sup>, passed. The job description will be written up with Barb's help, and a job posting will be printed in the paper. Barb will be paid a minimum of one hour per call as she helps.
  - 3 As per 2009 ordinance, the Clerk will perform the clerical portion of the cemetery.
  - > The Clerk will continue to contact businesses involved regarding the interim change of Sexton.
  - Barb explained the documentation she has. This includes contact information, cemetery deed papers, burial permits, and record of burials. These documents are now in the Clerk's possession.
  - Fin and John will research cemetery computer programs to replace the current manual process. The current plot maps are deteriorating and updating them is difficult. Having cemetery data digital is expected to be complete before May 1, 2024
- ♦ Cemetery Ordinance
  - \* The cemetery Ordinance was reviewed by the board with the following discussed in depth:
    - Forfeiture of Vacant Cemetery Lots or Burial Spaces. This portion has not been followed, so data must be collected in order for the clerk to begin follow-up on plots fitting this description. This job will be paid for outside of clerk salary, whomever performs the job.
    - Internment Regulations: Change from "Not less than 36 hours notice" to "Not less than 72 hours notice". An additional statement: "Shorter time periods must be approved by sexton and an extra charge assessed." The holiday/weekend fee was added after the original ordinance, but not added to the ordinance. This will be corrected.
    - Figure 3 General Rules: Add statement "Cemetery operation will be May 1 through November 1 (any burial outside these dates must be approved by sexton". Should this have a fee?
- ♦ Bob motioned to approve the ordinance with the changes. Tim 2<sup>nd</sup>, passed. The Ordinance will be typed (no electronic file exists with the document, so must be entered) and adopted at the August 30<sup>th</sup> regular meeting. The ordinance will then be printed in the Times Indicator.
- Public Comment: none
- ♦ Bob motioned to adjourn, Rachel 2<sup>nd</sup>, passed. Meeting ended 9:25.
- Next meetings:
  - ★ Township meeting August 30<sup>th</sup>, 7pm

Planning meeting August 8th, 7pm