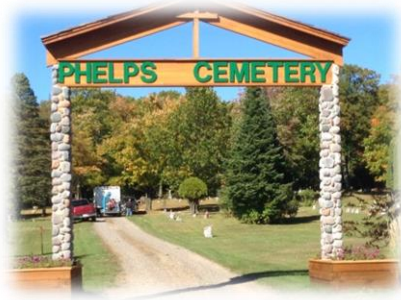


# Phelps Cemetery Factsheet

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## Phelps Cemetery

*Tom Wilson (Sexton)*

*(October 14, 2014)*

*Note: Mr. Wilson has announced his intent to retire from the Sexton position on November 15, 2014*

### 1. Brief Statement of your Department's/Groups' Mission, Purpose and Capability

- Maintain Phelps Cemetery as an attractive repository for the remains of deceased residents and visitors. Sell gravesites, prepare sites for burials.

### 2. Legal Basis of Charter for your Department/Group

The Cemetery is owned by Phelps Township and operates under the supervision of the Township Board.

### 3. Summary of your current personnel resources: *(List your Department's human resources):*

- number of compensated full-time Staff: 0
- part-time staff (in full-time equivalents): 0.1
- estimated of the annual number of volunteers (uncompensated): 0
- estimated number of volunteer annual hours contributed: 0

[See Appendix 3 for additional information](#)

### 4. Provide a summary of Policies, User Procedures and Priorities that govern your Department's or Groups' delivery of services:

Please contact the Town Clerk for Cemetery related services or purchases

[See Appendix 4 for additional information](#)

### 5. Physical location(s)/properties(s) that are occupied or controlled by your Department or Group:

- Phelps Cemetery has approximately 10-acres developed for grave sites with an additional 5-acrs. in reserve. Currently there are about 50 grave sites available for purchase.

[See Appendix 5 for additional information about Phelps Cemetery](#)

## Phelps Cemetery Factsheet

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**6. Provide an estimated total current value of your Groups functional equipment and indicate percentage of the total that is leased.**

Total equipment value: \$ 20,000 (0% leased). Equipment includes a Backhoe Crawler (no longer functional), two Mowers, a Blower, Trimmer, Dump Trailer, wheel borrow, and hand tools (pick, shovel, rakes, and hand trimmer).

[See Appendix 6 for functional Cemetery Equipment](#)

**7. Provide a summary of Contracts or Agreements executed by your Department or Phelps Township on behalf of your Department or Group**

none

**8. Provide a summary of your financial resources:**

- Total 2013 operating expenditures (excluding capital): \$ 3,025.87
  - Total of above provided by Phelps Township: All
- Total past 5-yr average for annual Capital and lease expenditures for (2009-13): approx. \$1,000 per yr.
  - Total of above funded by Phelps Township: All

[See Appendix 8 for details of expenditures and budget](#)

**9. Rate your Department/Group and identify your Departments'/Groups highest priorities for change over the next 5-yrs for both "Capacity" and "Efficiency".**

On a scale of 1 (bottom 10 %) – 10 (top 10 %) rate your department in comparison to other like-sized townships for: Capacity 10 Efficiency 10

**Our priorities (5-yrs forward) include:**

**Capacity:** Improve visitor and potential buyer access to grave sites (index/map) and develop additional grave sites area as necessary.

**Efficiency:** Maintain quality, timely and courteous services as in the past.

# Phelps Cemetery Factsheet

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## Appendix 1 Founding Documentation and Ordinances:

### Ordinance 63-2 Town of Phelps Cemetery

An ordinance relating to reasonable rules of management and operation of the Town of Phelps Cemetery.

The Town Board of the Town of Phelps do ordain as follows:

Section 1: That, pursuant to Section 157.11(2) Wisconsin Statutes, it is necessary to have reasonable rules of management and operation of the Municipal Town of Phelps Cemetery, in order to prevent chaos and confusion in the management and operation of said lots in said cemetery, due to the care and management thereof in the grass growing season, it is hereby declared that it is prohibited in Block C thereof, any tombstone, head stone or grave marker, higher than a mere "surface marker", in order that said area or Block C can or may be lawn mowed properly, without too much trouble or inconvenience.

Section 2: A "surface marker" is hereby defined as one marker or monument that does not protrude above the surface of the natural soil or natural ground. Any stone or marker, of any material, protruding above said soil or ground is hereby defined as an unauthorized grave marker; and any violation of this ordinance, shall be a misdemeanor, and the violation shall be subject to payment of a fine or forfeiture of not more than \$10.00 for violation of said regulation or ordinance; and may be collected as any other forfeitures are, under the law.

Section 3: That copies of this ordinance shall be posted in at least 3 conspicuous places in said Town. One of which shall be the front door of the Town Hall and also posted in at least 3 conspicuous places in the so-called Block C of said Cemetery.

Section 4: That hereafter, upon conviction thereof, any person, firm or corporation shall forfeit not more than the said maximum fine as a forfeiture, and the costs of prosecution; and in default of payment of such forfeiture and costs of prosecution, shall be imprisoned in the County Jail of Vilas County, Wisconsin, until payment of such forfeiture and the costs of prosecution; but not exceeding ten days, for each violation.

Section 5: This ordinance shall be effective and in force, upon its passage and posting in the six public places herein before mentioned; and an affidavit to that effect made by the Town Clerk is so made by said Town Clerk showing said facts, is made and so filed in said Town Clerk's office.

Passed December 10, 1963  
Posted December 16, 1963

Carl Elverson, Clerk

# Phelps Cemetery Factsheet

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## Appendix 2 Board information: none

## Appendix 3 Human Resources

Cemetery Sexton (Tom Wilson)

### Sexton Position Responsibilities

Meeting family for burial sites individual and Veteran (confirm with Clerk site has been purchase, approved by Town Board, paid for & availability is approved)  
Sell cemetery lots to public individuals that wish to purchase at time of death and ones who purchase ahead of death  
Talk with funeral home on confirmation of burial site & area of burial in cemetery  
Confirm date & time funeral with funeral homes and clergy- collect proper paperwork from funeral home and burial certificates to be turned into Town Clerk for record keeping including burial fees  
Finding corner stone for burials  
Lawn mowing  
Leaf removal & raking  
Tree removal and brush cleanup  
Trash removal  
Weed wacking stones and veteran markers  
Equipment maintenance (lawn mover & weed whacker)  
Trim border plants when appropriate (newly planted edge on road so won't be necessary for several years)  
Confirm and mark grave sites for monument companies & Veteran markers  
Maintenance for weed whacker & lawn mower paint equipment shed & upkeep  
Town crew assistance on digging hole for full burial  
Confirming grave sites etc with Funeral homes & filing paperwork with Town Clerk (burial certificates & cremation sites)  
Check burial by families for site & placement of burial of ashes (turn paperwork in to Town Clerk)  
Clean up days: Memorial Day, July 4<sup>th</sup>, Labor Day  
Check burial site for settling & fill where appropriate, seed grass  
Check graves in spring after snow melt to be sure all sites are good with grass and proper fill is present

Complete paperwork is correct and graves are noted in and on map  
Confirm with Sanitary District that water is turned on by Memorial Day and off by September 30

Mark graves for memorial stone placement and on occasion mark second death for stone engraving

# Phelps Cemetery Factsheet

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**Appendix 4 Policies and procedures** [If available, please append your Department's or Groups' policies, user procedures and service prioritization plan as appendix 4 (or indicate "none available")]

- Contact the Town Clerk for service or to arrange purchase of grave site(s). Phelps Service Provider Factsheet
- Currently, cost are priced at 250.00 each (approximately 50 grave sites available).
- Preparation of burial site is 250.00 (standard interment) or 75.00 (cremation urn interment))

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## Appendix 5 Brief description of the Cemetery

- Phelps Cemetery is approximately 10 acres on Hwy 17 N on south-eastern gentle slope and mature trees.

## Appendix 6 Major Equipment

<u>Item</u>	<u>age</u>	<u>remain service</u>	<u>replacement cost</u>
John Deere Backhoe Crawler	1975	0	(not necessary)
Mower (diesel)	2005	5-10 yrs.	12,000

**Appendix 7 Agreements:** Perpetual care with sale of grave sites.

## Appendix 8 Expenditures and budget details

Cemetery	2011	2012	2013	2014 Budget
Cemetery Wages*	3,170	3,024	2,782	4,500
Cemetery FICA	242	231	213	344
Cemetery-Communications	291	218	7	50
Cemetery-Water/Other	34	1,470	24	200
Capital Outlay-Equipment/Maint.	4,363	344	-	1,000
Total	8,101	5,288	3,026	6,094

*\*NOTE: The 2014 budget increase is to permit overlap and training of a new sexton as Mr. Wilson has announced his retirement from the sexton role on Nov. 15, 2014.*