

Town of Sugar Creek

Ordinance # 2025-02, Cemetery Committee Ordinance

(a) **Establishment;** This ordinance hereby establishes the Cemetery Committee for the Town of Sugar Creek.

(b) **Purpose.**

(1) The purpose of the Cemetery Committee is to promote the general welfare of the community.

(2) The Committee will receive directives and requests from the Town Board, which will be presented to the Committee.

(3) The Committee will prepare and present recommendations in response to directives from the Town Board in a timely manner.

(4) The Committee may obtain assistance from outside entities but only after obtaining approval of the liaison member of the Town Board.

(5) The Committee may adopt by-laws and shall submit them to the Town Board for approval.

(c) **Authority.** The Town Board of the Town of Sugar Creek has authorized the Cemetery Committee to plan, regulate and restrict the use of all town cemeteries to stabilize and protect the property values, and to promote the beauty of the community. The Cemetery Committee shall be an advisory committee to the Town Board with all final decisions being made by the Town Board

(1) The Town Board of the Town of Sugar Creek has the specific authority under s. 157.50 (2), Wis. stats., and under its Town Board powers under s. 60.22, Wis. stats., to adopt this ordinance.

(d) **Jurisdiction.** The jurisdiction of this Committee shall include all current town cemeteries and the planning of all future town cemeteries within the Town of Sugar Creek.

Current town cemeteries are:

(1) Millard Cemetery at County Trunk Road 0, Elkhorn, Wisconsin 53121

(e) **Duties and Responsibilities.** The Cemetery Committee shall have the following duties and responsibilities:

(1) To comply with the provisions of Town of Sugar Creek Ordinance # 2023-01, Town Cemetery Ordinance.

(2) To advise the Town Board regarding cemetery infrastructure improvements, grounds maintenance, record maintenance, and equipment. The Town Chairman and Town Board shall advise the committee and provide support services.

(f) Meetings.

(1) The Cemetery Committee shall meet on the fourth Tuesday of each month or as directed by the Chairperson of the Committee. The Committee shall meet a minimum of one time each calendar quarter.

(2) All meetings shall be posted a minimum of 3 days prior to the meeting.

(3) Agendas shall be posted a minimum of 24 hours prior to the meeting.

(4) Four members of the Committee shall constitute a quorum.

(5) A majority vote of the quorum shall be necessary to adopt a motion.

(6) Any member who is not going to attend a meeting must notify the Chairperson within a reasonable time before the meeting.

(g) Annual Report. The Cemetery Committee shall produce and send to the Town Clerk an annual report of its transactions and activities

(h) Appointments and Terms of Office.

(1) The Cemetery Committee shall consist of five (5) property owners in the Town of Sugar Creek.

(2) In addition to the property owners, there shall be a liaison member of the Committee from the Town Board who shall be appointed by the Town Chair.

(3) All members of the Committee, except the liaison member, shall be appointed for staggered three (3) year terms commencing on the second Wednesday of April. No more than two (2) members' terms shall expire each year.

(4) All members of the Committee, except the liaison member, shall be appointed by the Town Chair and confirmed by the Town Board. The Committee Chair shall be appointed by the Town Chair and confirmed by the Town Board.

(5) Recommendations of possible members may be made by the Cemetery Committee to the Town Chair.

(6) Any member who misses 50% of the regular meetings during the year shall be subject to removal from the Committee by the Town Board upon recommendation of the Committee Chairperson.

(7) All requests for removal of a member shall be in writing.

(8) Upon receiving a written request for removal of a member, the Town Board will review it and determine if the member shall be removed.

(9) Committee vacancies shall be replaced using the same procedure as the initial appointment. Appointments to fill vacancies shall be for the unexpired term of the committee member being replaced.

(i) **Officers and Duties.**

- (1) The officers of the Committee shall be a Chairperson and a Secretary.
- (2) The Chairperson is responsible for preparing an agenda for each meeting and making sure it is properly posted to meet the open meeting laws of the State of Wisconsin. The Chairperson shall preside over the Committee meetings.
- (3) The Chairperson shall give a copy of the agenda for each meeting to the Town Clerk.
- (4) The Secretary will take minutes of all meetings and present a copy of the minutes to the Town Clerk for the Clerk's records. The Secretary shall also have a copy of the minutes at each meeting for approval.
- (5) If the Chairperson cannot attend a Cemetery Committee meeting the members at that meeting shall appoint a temporary Chairperson.

(j) **Agent.** None of the Cemetery Committee members shall be considered agents of the Cemetery Committee or the Town of Sugar Creek pursuant to section 157.067(2) of the Wisconsin Statutes. The only agent for the Cemetery Committee and the Town of Sugar Creek shall be the Town Chairperson.

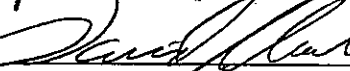
It is hereby ordained by the Town Board of the Town of Sugar Creek, Walworth County, Wisconsin, as follows:

Adopted this 15 day of Sept., 2025.

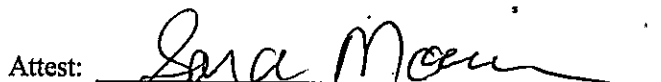
TOWN OF SUGAR CREEK


David Roberts, Chairperson


Jamie Morin, Supervisor #1


David Clarbours, Supervisor #2

I, Sara Morin, Clerk of the Town of Sugar Creek, Walworth County, Wisconsin, certify that the foregoing is a true, correct and complete copy of an ordinance adopted by the town board of the Town of Sugar Creek on Sept. 15th, 2025.

Attest: 
Sara Morin, Clerk