

**OAK GROVE CEMETERY  
VILLAGE OF WEBSTER, WISCONSIN**

**BY-LAWS**

**BOARD OF TRUSTEES**

ARTICLE I. 1. The Cemetery Board of the Oak Grove Cemetery, village of Webster, Burnett County, Wisconsin, shall consist of seven (7) members, for a term of two year, two positions beginning in odd numbered years, three positions beginning in even numbered years. The Village Clerk/Treasurer shall act as the Cemetery's Secretary/Treasurer whose term shall not expire. The President of the Cemetery Board shall be the Village President whose term will run concurrently with the office of Village President. The five remaining Cemetery Board Members shall be elected by persons owning a lot or part of a lot in said Oak Grove Cemetery. Of these said members, no less than one shall be a Veteran representative.

**MEETINGS**

ARTICLE II.1. The Oak Grove Cemetery Board shall meet once in February and once in June of each year. Previous notice of such meetings and place of meetings shall be given by publication of such notice at least two weeks in the following papers: The Inter-County Leader; Frederic, Wisconsin and the Burnett County Sentinel; Grantsburg, Wisconsin.

2. At said meetings, the Secretary/Treasurer's report and such other reports of interest to members shall be presented to the Board for approval and any other business affecting the Cemetery shall also be transacted. Only persons or their heirs owning a lot, or lots, or a part of a lot in the Oak Grove Cemetery shall be entitled to vote at the meetings of said Cemetery Board and not more than one vote shall be cast for each lot or parcel thereof.

**DUTIES OF THE PRESIDENT**

ARTICLE III.1. The President shall preside at all meetings of the Cemetery Board, and shall have executive care of the Cemetery grounds, in carrying out the rules and regulations of said Cemetery, and such plans and /or agreements qualified by the Board and in case of any controversies with members of said board, the entire Board shall act thereon, and their decision shall be final. The President shall also call all special meetings.

**DUTIES OF THE SECRETARY/TREASURER**

ARTICLE IV.1. The Secretary/Treasurer shall keep a record of all proceedings of the Cemetery Board, said records to be accurately kept and open to the inspection of any lot owner or heirs and shall be the property of the Oak Grove Cemetery.

2. The Secretary/Treasurer shall give the notices of the meetings of the Cemetery Board, have charge of the Record Books and Files of papers and correspondence of the Oak Grove Cemetery, keep a correct record of all conveyances of lots in the Cemetery, containing the lot

and block numbers, to whom conveyed and date thereof, and the consideration therefore, and keep a correct record of all interments in the Cemetery, showing the age, birthplace, residence, marital status, disease and time of interment, re-interment or disinterment of all persons buried in the Cemetery, and of the lot or part of lot in which the person was interred, by lot and block number.

3. The Secretary/Treasurer shall keep a correct account of all moneys received and disbursed, in itemized form, showing dates of each transaction, and properly classified as required by the Wisconsin Statutes, of all moneys belonging to Cemetery arising from sale of lots, interment, assessments, endowments and interest there from, said endowment funds to be handled strictly as required and provided for in the Wisconsin Statutes.
4. All moneys disbursed shall be by voucher order system, issued by the Secretary/Treasurer, issuing the original voucher to creditor and retaining a record of the voucher written attached to the original invoice.
5. The Secretary/Treasurer shall keep a duplicate receipt system for all moneys received, issuing original and retaining duplicate.
6. The Secretary/Treasurer shall report receipts and disbursements, in their proper classified accounts, showing condition of each account, balances on hand in said funds, at each meeting held, and /or as often as required by the Cemetery Board. The Secretary/Treasurer shall be bonded as required by law.

## PERPETUAL CARE

- ARTICLE V.1. The charge for perpetual care shall be one hundred (\$100.00) dollars per grave site, until, or if, further action is taken at a Cemetery Board meeting, said moneys so collected shall be invested or deposited by the Secretary/Treasurer and disbursed according to the Wisconsin Statutes.
- A. Non resident of Burnett County will be charged one hundred (\$100.00) dollars per grave site, until, or if, further action is taken at a Cemetery Board meeting, said moneys so collected shall be invested or deposited by the Secretary/Treasurer and disbursed according to the Wisconsin Statutes.

## SALE OF LOTS

- ARTICLE VI.1. The charge per grave site shall be three hundred (\$300.00) dollars until, or if, further action is taken at a Cemetery Board meeting. The cost of cremains per grave site shall be one hundred (\$100.00) dollars until, or if, further action is taken at a Cemetery Board meeting. Only one cremain is allowed to be buried with an existing vault or cremains per lot. All deeds of conveyance shall be executed in the name of the Village of Webster, Oak Grove Cemetery, and shall be signed by the President and Secretary/Treasurer. The price of all grave sites must be paid in full before interment. In no case shall a deed be issued for the conveyance of a lot or part thereof until settlement has been made in full.
- A. Non resident of Burnett County will be charged five hundred (\$500.00) dollars until, or if, further action is taken at a Cemetery Board meeting. The cost of

cremains per grave site shall be two hundred (\$200.00) dollars until, or if, further action is taken at a Cemetery Board meeting. Only one cremain is allowed to be buried with an existing vault or existing cremains per lot. All deeds of conveyance shall be executed in the name of the Village of Webster, Oak Grove Cemetery, and shall be signed by the President and Secretary/Treasurer. The price of all grave sites must be paid in full before interment. In no case shall a deed be issued for the conveyance of a lot or part thereof until settlement has been made in full.

B. Resale of lot(s) must be sold back to the Oak Grove Association at original cost, and the perpetual care monies are forfeited.

2. Before ordering the closing or distribution of an estate the Burnett County Judge shall order paid out of assets of the estate of a deceased person, interred in this Cemetery, the sums so specified in Articles V and VI. When perpetual care of a lot has been given for two (2) consecutive years, for which assessments are unpaid, where possible, notification to the next of kin will be made, directing payment to the Secretary/Treasurer within thirty (30) days, and such assessment shall be a personal liability. After thirty (30) days title to all unoccupied part of the lot shall pass to the Oak Grove Cemetery and may be sold.

## VETERAN'S SECTION

ARTICLE VII.1. Any honorably discharged veteran and their spouse if the spouse does not remarry as well as the minor dependent or child of laid to rest veteran may reside in the Veteran's Section of the Oak Grove Cemetery. Markers shall be memorial markers only, no headstones are allowed.

## INTERMENTS

ARTICLE VIII.1. In each case of burial a statement giving the name, birthplace, residence, age and disease of the person interred, marital status (wherever such facts can be obtained), a properly executed burial permit and if transported, shipping papers, shall be filed with the Secretary/Treasurer, so that an accurate record of same may be made as required by the By -Laws of the Cemetery Board and of the Vital Statistics Laws of the State of Wisconsin.

At least one day's notice should be given to the Secretary/Treasurer whenever interments are to be made, of outside box or vault and outside measurements of same, so proper opening may be made.

2. Graves shall be dug and interments made only after the Director of Public Works, Village of Webster has properly marked the grave site. All interments shall be made side by side and in no case will an interment be permitted otherwise. Fees shall be paid in full for each person buried. All graves are to be dug not less than five (5) feet deep.
3. No interments shall be made unless the lot has been settled for in full as provided for in Article VII, unless by the written authority of the Cemetery Board. No interments shall be made on lots where the perpetual care charge has not been paid.

## MAINTENANCE

- ARTICLE IX.1. The Director of Public Works, Village of Webster shall be in charge of locating and marking grave sites prior to digging and interments, and shall also be in charge of snow removal from roadways and any other necessary areas in the Cemetery during winter months prior to interments.
2. A Cemetery Caretaker shall be appointed each spring for the purpose of mowing/trimming of grasses/weeds at the Cemetery during summer months on a regular basis so as not to allow a growth of over three (3") inches. The Caretaker shall be appointed by the President after being reviewed with the Board at the February meeting. The rate of pay for the Caretaker shall be reviewed annually in February until, or if, further action is taken at a Cemetery meeting.

## RULES

- ARTICLE X.1. No cement retaining walls shall be permitted. All grave borders shall be flush with the grade of said lot.
2. Foundations for monuments shall not be less than three and half (3 ½) inches in depth and must be at least four (4) inches larger in dimension in all directions, than the monument, of a good grade of reinforced concrete. All markers erected in said Cemetery shall be set flush with the grade of the lot, in order to permit free lawn mowing of said lot.
  3. Shrubbery and plants and maintenance of said shrub and plants set by members of the Cemetery shall be under the supervision of the Cemetery Board. Such shrubbery and plants shall not exceed six (6') foot in height and three (3') foot in width and maintenance of all shrubbery and plants shall be at the discretion of the cemetery Board.
  4. No commercial fertilizers to be used.
  5. Spring flowers must be **removed** by **October 1<sup>st</sup>**. Winter Decorations must be **removed** by **April 1<sup>st</sup>**.
  6. All grading of lots in said Cemetery shall conform to the natural grade where said lot is located.
  7. All vehicles shall drive on the graveled streets only.
  8. All trucks or vehicles leaving the graveled streets or returning to graveled streets, for memorial erections or other purposes, shall use plank to drive said vehicles upon, and under no circumstances will this rule be deviated, (memorial erections, removal of memorials, foundation materials and work, dirt hauling or any trucking).
  9. Pedestrians shall walk on designated streets and alleys in going to and from their lots, or in visiting lots on designated streets and alleys in going to and from their lots, or in visiting lots in said Cemetery.

10. Graves shall be opened and closed at seasonal rates as set by the Cemetery Board, and no graves to be opened, unless supervised by the Director of Public Works or Secretary/Treasurer.
11. Burning in the improved portion of said Cemetery is prohibited, and then only under the supervision of the Director of Public Works, all rubbish, such as papers, discarded flower pots, vases, etc..., shall be deposited by the lots owners in rubbish containers provided for that purpose.

#### AMENDMENTS

- ARTICLE XI.1. These By-Laws may be amended or extended at any duly qualified meeting of the Oak Grove Cemetery Board, by a majority ballot on same.

Revised June 2010