



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South 1st Street • P.O. Box 488 • Winneconne, WI 54986-0488
920-582-4381 • www.winneconnewi.gov

Minutes

CEMETERY BOARD

October 6, 2025 12:00 PM CST

Village Board Room, 30 South First Street

Call to Order

Meeting called to order at 12:01pm

Pledge of Allegiance said in unison.

Roll Call

Mary Kay Krings (present), Mike Bouras (present), Jaci Stelzner (present), Kelly Angell (present), Lori Allcox (present)

Also present were Clerk Saray and DPW Allen Mankiewicz.

Approval of Minutes

Motion by Bouras, Second by Angel to approve June 2, 2025 Cemetery Board Minutes Public Participation

Motion passes by voice vote 5-0-0

Communications

None.

Operations Report

As provided by Allen Mankiewicz

The Cemetery Board discussed the operations report created by DPW Mankiewicz. Of note, the Board talked through the misc. expense line in the YTD spending; this spike in expenses is due to grave cover expenses – in the next year's expenses, there will be a budget line to better bucket this expense.

Currently, cemetery has spent \$28,579.66 of the \$44,645.40 budgeted for 2025. The Village received estimates on the Removal of Ash Trees in the John White Cemetery (4 trees). Since the June 2nd meeting, there has been 2 cremations and 1 full burial.

Old Business

- Discuss cemetery cleanup Ordinance (273-6) (Spring and Fall) and updates to communications for spring and fall cleanup (as discussed updated signs, social media) (Cemetery Headstone do's and don'ts) and Memorial Day checklist Any Cost for the 2026 budget
 - Trustee Krings suggested a refresh of the "Cemetery Headstone Do's and Don'ts" document to better align with intention of the document and to update the verbiage.
 - The Cemetery Board also conferred on the consideration to replace two signs in the cemetery. The purpose of new signs would be to better describe and articulate the cemetery ordinance and rules. Currently, the sign(s) can be misleading. The Board also discussed how this can be an opportunity to add any information to the sign that would better help residents to answer questions that staff often receive.
 - At the Chair's request, an item will be put on next meeting to discuss what the sign could read. Trustee Kring suggested the members could do research between now and the next meeting at local municipal cemeteries to see if there was verbiage or ideas the Board can utilize.
 - At this time, due to time of the cleanup cycle, the Cemetery Board was not interested in putting up a Facebook post for cleanup this October.
- Memorial Day Checklist
 - The Board showed support for the checklist, noting that additional areas may need to be



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added as the checklist is utilized next year.

- Trustee Krings requested that an email be added for the Legion.
- Discuss vault requirements for urns
 - Clerk Saray had received a call from a funeral home inquiring if the Village required urns to be in a vault. Upon review of the ordinances, the Village doesn't currently have an ordinance that requires a vault; however, Member Angell and Trustee Stelzner shared that the Cemetery Board had previously approved an ordinance update dictating the requirements for urns, in addition to an ordinance update with above ground burial requirements. It appears that while the Cemetery Board passed the ordinance, the ordinance may not have been approved by the Village Board, and has not yet been incorporated into municipal code. Clerk Saray will review historical minutes to ascertain next steps and will provide an update at the next meeting.
- Discuss cemetery Ordinance in regards to damage to headstones
 - Policy must be reviewed for spelling and other verbiage concerns.
 - The Board showed support for the policy. Trustee Krings suggested a form for documentation.
 - Number 4 – Update verbiage to state “struck by Village equipment”.
- Discuss findings from Trustee Stelzner regarding lots on hold in cemetery
 - Trustee Stelzner found information regarding the on-hold lots from the previous meeting. Per Board, this issue is closed out.
- Discuss Digitalizing of the cemetery records
 - Upon further review and discussion of the cost and functionality of software, the Cemetery Board supported moving forward with updating the current Excel file, instead of moving forward with a digitization subcontracted software. Clerk Saray to provide plan for digitization at the next meeting.

New Business

- Discuss new ownership of Mueller Funeral Home and how it will impact the Village cemetery
 - Member Angell shared that the Village should experience no significant change with the change in ownership of Mueller Funeral Home. In discussion, Angell mentioned that the Village should begin to decide what staff member will work closely with him to understand the available graves/sale of the graves.

Confirm next meeting date

November 3rd at 12:00pm, 2025

Adjourn

Motion by Bouras, Second by Allcox to adjourn the meeting.

Meeting adjourned 1:13pm.

Motion passes by voice vote 5-0-0