



VILLAGE OF WINNECONNE

The Community of Opportunity

30 South First Street - P.O. Box 488 - Winneconne, Wisconsin 54986-0488 - 920-582-4381

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Minutes

CEMETERY COMMITTEE

May 5, 2025 12:00 PM CST

Village Board Room, 30 South First Street

Call to Order

Meeting called to order at 12:00pm by Chair Mary Kay Krings.

Roll Call

Mary Kay Krings (present), Mike Bouras (present), Jaci Stelzner (absent), Kelly Angell (present), Clerk Wasinger (present), Clerk Saray (present)

Also present: Allen Mankiewicz, Assistant Public Works Director, and Lori Allcox.

Approval of Minute

Motion by Bouras, Second by Angell to approve February 17, 2025, Cemetery Board Minutes

Motion passes by voice vote 2-0-1

Public Participation

Communications

Operations Report

Allen Mankiewicz, Assistant Public Works Director

- Update on equipment needs
 - Lawnmower had spring tune-up, new flags ordered for cemetery for large poles, called Reinke on ruts from delivery of large vault, waiting for call back.
 - Cemetery Board suggested to give option - Village repairs ruts and charges Reinke for time and material.
 - Allen will send an estimate to send to Reinke.
 - Previous 30 days – April 1st cemetery cleanup, removed all decorations, start of mowing season.
 - Next 30 days – Will be putting out flags for Memorial Day event
 - Readiness for Memorial Day
 - Biggest cemetery event of year
 - Prep includes hand mow and edge sidewalk around flag, blow off headstones, clean up cemetery, loose debris
 - Gary Stanek for Legion contact.
 - Long term (30-120 days) – Will remove rest of dead ash trees, and come to conclusion on fence in cemetery.
 - Allen will attempt to record name on fence for further investigation.
 - No changes in personnel
 - Equipment
 - New Hydro static filters and oil change, engine oil and filter, engine air filter (2), cutting deck belt, and rear tire on the left side

- Finances
 - Expenses YTD: 22.6% Total of \$10,087.93
 - All line items are tracking well under 25%, except for Cemetery Misc Expense is at 115%
 - Next year, line item will read “Full Burial Expenses.” While the percentage for this year will be well over 100%, the revenue generated from these full burials does cover the expense.
- Statistics: Year to Date - 4 full burials, 2 cremations
- Standard Operating Procedure (SOP) – Allen to make string trimming schedule SOP.
- Support Needed – Allen needed information on responsibility of two planters at flag poles
 - Mary Kay to contact Jeanie Lehr at Auxiliary

Old Business

Discuss four plots marked as hold.

- John White Addition – 4 graves marked as “hold”.
 - Inquiry to Trustee Stelzner requesting information regarding who the graves were held for.
 - Upon hearing from Trustee Stelzner, we will discuss next steps in upcoming Cemetery Board meeting.
 - Allen will probe graves to ensure no burials before the next meeting.

Discuss Transfer of Heirs guidelines.

- Kelly discussed the situation which prompted this discussion on Transfer of Heirs guidelines.
- Kelly will bring documents regarding this situation to next meeting.

New Business

Discuss preparation/ownership for Memorial Day veteran grave markers and flags.

- Discussed above in Operations Report.

Cemetery records

- Discuss Kelly’s findings on what software other municipalities are using to digitalize our cemetery records.
 - Kelly called local municipalities – Omro, Neenah, Clayton, Berlin, and found information published on Ripon’s website.
 - Berlin, Ripon and Neenah use program CIMS (Cemetery Information Management System). This system is user friendly per municipalities.
 - A few of the contacted municipalities are using different methods (cards, Excel, etc.)
 - Allen suggests that the software has GIS (Geographic Information System) functionality.
 - Chair Krings suggests that in the meantime until a software plan is approved/budgeted, to begin utilizing Excel to begin the digitization process by entering card information into the file.
 - This option would allow time to properly research cemetery management software.
 - This will be a time-consuming process. Suggestions were made to utilize internship time and bring a personal laptop to not utilize all Village resources.

- Cremation only graves – previous minutes will be reviewed to ensure accuracy/completion.
- Clerk Saray will inquire with McMahon Associates, Inc. on ability/cost to create duplicates of cemetery maps.
- Clerk Saray will request information from fellow clerks on cemetery management systems.
 - Clerk Saray will get back to Chair Krings by May 16th, 2025 regarding findings.
- Discuss using the binder put together in 2004 by a village board member for the information.
 - The order in which resources are utilized are as follows: cemetery cards, binder, Access system.
 - The priority in which the binder will be entered into Excel/future cemetery management software would be after cemetery cards.
- Discuss when and what we are going to use to enter this information for the digital cemetery records and what is needed to go forward with this.
 - Discussed above.

Motion by Angell, Second by Bouras to recommend Lori Allcox to the Village Board as a resident member of the Cemetery Board.

Motion passes by voice vote 3-0-0

Follow-up

Confirm next meeting date: June 2nd at noon

Adjourn

Motion by Angell, second by Bouras to adjourn meeting

Meeting adjourned at 1:05 pm

Motion passes by unanimous voice vote 3-0-0

Ahlana Saray, Clerk