



VILLAGE OF WINNECONNE

The Community of Opportunity

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

www.winneconnewi.gov

Minutes

CEMETERY COMMITTEE

June 2, 2025 12:00 PM CST

Village Board Room, 30 South First Street

Call to Order

Meeting called to order at 12:00pm.

Pledge of Allegiance said in unison.

Roll Call

Mary Kay Krings, Mike Bouras, Jaci Stelzner, Kelly Angell, Lori Allcox, Clerk Wasinger, Clerk Saray – all present.

Also present: Allen Mankiewicz, Assistant Public Works Director.

Approval of Minutes

Motion by Bouras, Second by Angel to approve the May 5, 2025, Cemetery Board Minutes

Motion passes unanimously by voice vote 5-0-0

Public Participation

None.

Communications

- Allen requested information on feedback from Memorial Day ceremony.
 - Cemetery Board heard no news regarding feedback on ceremony and thanks Public Works for their work in ensuring the cemeteries were properly landscaped/presented.
- Kelly received a phone call from an individual regarding spring cleanup, had brand new flowers and they had been discarded. Same individual notated that a decoration was damaged during weed trimming.
 - Cemetery signs notate cemetery cleanup in April (no date listed on sign).
 - Allen suggests the sign may need an update to list the date per ordinance.
 - April 15th is notated in ordinance as spring cleaning (273-6), however, April 1st is typically when the Public Works team has historically removed decorations.
 - Trustee Bouras suggests making social media post to update residents as well as website as a courtesy before decorations are removed.
 - Spring cleanup will now be on April 15th per ordinance and as stated by Allen.
 - Any decorations on grass will be picked up and moved – no decorations can be on the grass. Village will hold on to items for a short period of time in the cemetery garage.
- Clerk Wasinger provided an update on deeds to be post-sent.
 - Cemetery Board suggested to include reference to ordinance in mailings.
 - Perpetual care wording update – “a portion of the fee” amendment.
 - Trustee Krings suggests review of Perpetual Care documents to ensure accurate statement regarding how the portion of fees are notated.

Operations Report

Allen Mankiewicz shared the below cemetery operations report:

Personnel

- 2 summer hires have started with the Village: Jacob Lytle and Donald Parker.

Equipment

- Toro Zero Turn is having problems with the left steering arm; updates to be provided after servicing and at next meeting.

Finance

- Current spend at 34.2% of 2025 Budget (41.7% of year completed).

Key Events

- Memorial Day Remembrance was held successfully; cemeteries were prepped and landscaped.

Stats

- Full Burials YTD – 4
- Cremations YTD - 5

Old Business

- There are four plots marked as hold. Discuss what are options are for those plots...Need to ask Trustee Stelzner
 - Trustee Stelzner went through cemetery cards to review what lots are on hold.
 - Trustee Stelzner will type up notes on findings and give to Clerk Saray for review.
- Transfer of Heirs. Discuss eliminating a family member from a deed-Kelly Angell.
 - Cemetery Board reviewed a recent situation that arose from removing a family member from deed. Through discussion, it was determined that no action is required further in the situation.
- A member of the American Legion stopped in to Village Hall with a list of servicemen and bag of bronze markers collected from the Winneconne Cemeteries that he feels should have been replaced. Clerk Wasinger called the VSO and they were going to investigate the list of names to see what could be done. Trustee Stelzner was going to talk to Gary Stanek for more information...updates please this was on the agenda at the Feb meeting
 - Trustee Stelzner talked to Mr. Stanek – according to Mr. Stanek, a Legion member went through cemetery and cleaned up all markers; Mr. Stanek then brought bag of markers to Village, including a list of the names from which the markers were removed.
 - Cemetery Board suggests that the Village should give back to the Legion – the Village does not handle the removal/maintenance of these markers.
 - Clerk Wasinger sent a list to VSO, VSO is aware of the markers that were needing maintenance/replacement.
 - Allen will return the cemetery markers to American Legion.
- Fence options in the cemetery ... who is owner, what can we do.
 - Fred Doering – per Village ordinance, fence is grandfathered in and must stay.
 - Cemetery card indicates that lot owner was going to pay for care of fence.
 - As the fence continues to age, Village will need to consider the option to remove the fence for aesthetic/safety/continuity concerns.

New Business

- Welcome resident Lori Allcox to fill the vacancy on the cemetery board.
 - Cemetery Board welcomed Lori Allcox and expressed gratitude for her willingness to volunteer her time.

Discuss Digitalizing of Cemetery Records

- Findings from other municipalities
 - Trustee Stelzner discussed the software “Pontem”; per Trustee Stelzner, the Village had historically utilized this software and had digitalization almost all records at the time.
 - The Village currently does not use the software and does not have current licensing for Pontem.
- Clerk Saray shared that there is an Access file that contains 1,063 lines of cemetery records.
 - The file appears to have been last updated in 2022.
- Existing Trimble software for the location of the plots and where we are with that.
 - The Village does not have Trimble access currently.
 - How many plots are there
 - Unsure of the number of plots per Clerks Wasinger and Saray.
- What do we need to go forward...cost and manpower.
 - Trustee Krings suggested the migration of data from Access to Excel for easier review and addition of new data.
 - Clerk Saray to bring Excel view of data for next meeting.
- Put together checklist for cemetery review for Memorial Day weekend.
 - Allen will make a draft Memorial Day checklist.

Confirm next meeting date:

Sept 8th at 12:00pm

Adjourn

Motion by Alcox, Second by Krings to adjourn the meeting.

Motion passes by voice vote 5-0-0

Meeting adjourned at 1:08pm