

**MEETING NOTICE:
CEMETERY BOARD FOR VILLAGE OF WINNECONNE**

Thursday, August 4, 2016 @ 2:30 p.m. at Village Hall Municipal Center – Annex Room, to consider;

Call to Order
Public Participation
Communications
Approve Minutes from June 7th, 2016
Operations Report – Mike Cook

Old Business

Perpetual Care Update/Discuss Investment Options
Silver Maple Tree near Fuller Monument
Water Fountain/Hose Bib
Update on Ordinances and Rules & Regulations
Hinz Donation for Tree Purchase
 – Discussion and location
Headstone R&R
 – Discussion

New Business

Community Garden Discussion
 - Utilizing the vacant lot

Confirm next meeting date and adjourn

Kirk Ruetten
Public Works Director

Pursuant to WI State Statute 985.02(1)(b); notice is hereby given that Village Board Members may also be present at this meeting for informational purposes.

Cemetery Board June 7, 2016 1:00 a.m.

Members: Chairperson Ed Fischer, Doug Falk, Jeanne Lehr, Kelly Angell, and Jim Krueger.

Called to order by Chairperson Fischer at 1:00 p.m.

Members present: Fischer, Lehr, Angell, and Krueger

Also present: DPW Kirk Ruetten, Mike Cook, Administrator Mitch Foster, Clerk Jaci Stelzner

Public Participation

- None

Communications

- None

Approve February 9, 2016 Cemetery Minutes

MOTION by Angell, seconded by Krueger, to approve the February 9, 2016 Cemetery Board minutes.
Carried by voice vote.

Operations Report – Mike Cook

- Review of cemetery ground operations given by Mike Cook.
- Grass growing faster than we can mow due to the rain.
- Looked nice for Memorial Day. Everything was in bloom on the right day.

Falk present at 1:03 p.m.

Old Business

Perpetual Care Update/Discuss Investment Options

- Reviewed by Mitch Foster.
- Carryover from earlier meeting . . . what can and cannot the cemetery invest.
- Currently invested with Ehlers.
- Have option of combining expansion account with perpetual care account.
- Board approval is required for purchases from perpetual care.

Flagpoles

- Administrator Letter written to Legion Commander if they would donate toward project. . . either volunteer or financial support. . . waiting for authorization from Cemetery Board before sending letter. Consensus to send letter to organizations soliciting donations.
- Reviewed by Kirk Ruetten. Recommend updating flagpole area for Memorial Day services . . . see prices.
- Reviewed quotes for flags/flagpoles. . . prices do not include concrete.
- Fischer would like to move forward and pick a quote. Fond du Lac Tent and Awning.
- Existing flag pole to be removed.

MOTION by Falk, seconded by Lehr, to recommend to the Village Board to approve the purchase of flags from Fond du Lac Tent and Awning with perpetual care fund with amount not to exceed \$4,480.00. Roll Call: Lehr, Falk, Angell, Krueger and Fischer ayes.

Tree Purchase

- Hope to finish project this summer. Early fall project.
- Remove bushes and replace with trees.
- Good pricing at Tillman's. How many? Fischer to ask Men's Club for donation.
- Work on 5th Avenue first. Move on to Memorial and then look at Green Wing.
- Like to cleanup trees/bushes along 5th Avenue on Original cemetery also.
- Set a dollar amount rather than a number of trees.
- \$4000.00.

MOTION by Lehr, seconded by Angell, to recommend to the Village Board purchase trees for both cemeteries with perpetual care funds not to exceed \$4000.00. Roll Call: Lehr, Falk, Angell, Krueger, and Fisher; ayes.

Silver Maple Tree near Fuller Monument

- Beautiful tree . . . starting to push on monument.
- Mitch, Kirk and Mike to review for next meeting.

Water Fountain/Hose Bib

- Reviewed by Mike Cook.
- Currently have pipe stuck in ground with hose bib attached.
- Recommend a nice fountain to get water for people to water flowers.
- Winterizing may be an issue.
- Mitch, Kirk, and Mike to review for next month's meeting. Well?
- Military memorial? Gazebo with benches??
- Think about what you want entrance to look like. – Bring picture for next time.
- Reach out to Men's Club and Historical Society.

Update on Ordinances and Rules & Regulations

- Update given by Mitch Foster.
- Ongoing project.
- Nothing new to report at this time.

New Business

Cemetery Software Mapping – Discussion

- Reviewed by Jaci Stelzner.

MOTION by Lehr, seconded by Krueger, to recommend the Village Board approve the purchase of cemetery software mapping. Roll Call: Lehr, Falk, Angell, Krueger, Fischer; ayes.

Donation for Tree Purchase – Discussion

- Reviewed by Jacquie Stelzner for the Hinz Family.
- Not in pathway.
- Mitch, Kirk, Mike to review.
- Email list of acceptable trees to family.

Headstone R & R (Remove and Replace) – Discussion

- Reviewed by Kirk Ruetten.
- Southeast corner of John White Memorial Addition (JWMA)
- Headstones not in accordance with way should be. Some at foot of graves, some at heads.
- Cost to put stones in right place . . . get quotes . . . how many? About a dozen.
- Courtesy to let families know.
- Staff issues . . . do funds come from perpetual care or general fund?
- Angell – one monument company do all? Or each company? Let's take a look at where headstones are from . . . may have a tag on back of monument.

Confirm next meeting date and adjourn

Next meeting date: Wednesday, July 6th at 1:00 p.m.

MOTION by Lehr, seconded by Falk, to adjourn. Carried by voice vote.

Jacquín Stelzner
Cemetery Board, Secretary

Cemetery Board.**(a) Appointment of Board.**

- (1) The Cemetery Board shall consist of six (6) members as follows: Three (3) members of the Village board, Village Clerk-Treasurer, and two (2) citizen members. The citizen members shall be of recognized experience and qualifications.
- (2) The members of the Village Board, appointed to the Cemetery Board, shall be appointed by the Village President and confirmed by the Village Board annually during the month of April.
- (3) One (1) citizen member shall be appointed each year for a two (2) year term of office.
- (4) The Village Clerk-Treasurer, by virtue of his/her office, shall be a member of said Board in his/her capacity as Treasurer for the purpose of disposition and handling of cemetery funds and maintaining lot ownership and burial records.

(b) Vacancies. All vacancies of the Cemetery Board shall be filled for the unexpired term in the same manner as appointed for the full term.**(c) Compensation.** No compensation shall be paid to the members of the Cemetery Board.**(d) Organization of Board.**

- (1) The Village President will appoint a Village Trustee to serve as Board Chairperson with approval of the Village Board. The Village Clerk-Treasurer shall be a non-voting member.
- (2) The Cemetery Board shall keep written records of the names of owners of all lots in plats, recordings of burial and other written records as required by law and conducive to a successful operation, a record of its proceedings including all actions taken, a copy of which shall be filed with the Village Clerk-Treasurer.
- (3) Three (3) members shall constitute a quorum, but one of said members at all times must be a citizen member. All actions shall require affirmative approval of a majority of the members of the Board.

(e) Powers and Duties.

- (1) The Cemetery Board shall have the exclusive power to employ expert advice and such staff and/or personnel as may be necessary, and pay for the services and such other expenses as may be required, necessary and proper to carry on the successful control and management of the cemetery and pay out of the cemetery funds under its discretion and control or out of

funds placed at its disposal through gifts or otherwise.

- (2) The Cemetery Board shall have the powers and duties prescribed to municipally owned cemeteries by Ch. 157, Wis. Stats., and all legislative enactments amendatory thereof or supplementary thereto and such other powers and duties which shall be vested in them from time to time by law or by the Village Board.
- (3) As far as possible the Cemetery Board shall utilize the services of the existing Village officials when necessary.
- (4) The Cemetery Board is hereby authorized to adopt rules governing its proceedings.
- (5) The Cemetery Board shall file copies of its meeting minutes with the Village Clerk-Treasurer.

PREFACE

Winneconne Cemetery is owned and maintained by the Village of Winneconne for the benefit of all citizens. It was founded in 1871 by the Winneconne Cemetery Association which conveyed the cemetery property and trust funds to the Village in 1962. The Cemetery Association made several additions to the original plat between 1871 and 1962. There have been two additions under Village ownership: the John M. White Addition in 1969 and a two-acre land purchase in 1992, which has not yet been developed.

General cemetery operation is subject to provisions of Wisconsin State Statutes, Section 69.18 and Chapter 157, and the Village Code of Ordinances, Section 2-4-4. A Cemetery Board, consisting of five members appointed by the Village President and approved by the Village Board, together with the Clerk-Treasurer, oversees the maintenance of records and property and recommends rules, regulations and cemetery charges for approval by the Village Board.

This booklet contains cemetery rules and regulations established by the Village Board. They may be amended or changed as need arises. Current fees and charges are contained in a separate schedule, available on request.

Visitors are welcome to visit the cemetery. People requesting information on the cemetery should contact the Village office during regular business hours.

MAINTENANCE OF LOTS

The Village of Winneconne assumes costs for permanent care of lots, roads, buildings, equipment and all trees, hedges and shrubs planted with the approval of the Cemetery Board. Funds for these costs are derived from income earned on investment of perpetual care funds and an annual budget allotment approved by the Village Board. The perpetual care fund contains money paid by the lot owner upon purchasing a lot.

Cemetery maintenance does not include the cost of repairing damage to grave markers through vandalism, acts of God or deterioration. This is the responsibility of the lot owner.

LOT LANDSCAPING

No earth or turf shall be raised upon any grave above the general level of the lot. No hedges, fences, or enclosures of any kind will be permitted on or around lots. Boxes, containers, glass jars, bottles, toys, cans and other miscellaneous objects shall be not be placed on lots. If so placed, said objects will be removed by the Village without notice. All landscaping, care of lots and other work in the cemetery will be done by the Village.

TREES AND SHRUBS

The planting of trees and shrubs on lots or parts thereof is allowed only with the consent of the Cemetery Board. All plant materials shall be planted in line with existing markers or in planting areas designated on the cemetery maps.

Lot owners may arrange with the Cemetery Board for removal of trees or shrubs planted on lots in previous years, that hinder the full usage of the grave site. The expense of the tree or shrub and stump removal will be paid by the lot owner.

FLOWERS, OTHER DISPLAYS OR PLANTINGS

Fresh cut flowers may be used anytime and may remain until they become wilted or unsightly in the judgement of the cemetery caretaker. Potted plants may be set on lots without disturbing the sod. Artificial flowers are treated in the same manner as potted plants and must be placed in a vase or pot. Vines, ground cover or flowers planted on the grave are not permitted.

Lot owners will be asked to remove any other grave displays that interfere with mowing or are considered inappropriate by the Cemetery Board.

INTERMENTS

Interments are arranged through the Clerk-Treasurer's office during regular business hours. With favorable weather and ground conditions, two-day advance notice is required for the preparation and opening of a grave. A longer time may be required during times of adverse weather or ground conditions and the funeral director will be asked to arrange a reasonable extension. Under extreme conditions requiring vaulting until a grave can be opened, the Village will assume the vaulting fee and the funeral director shall assume all other related costs.

When the Clerk-Treasurer's office is closed for more than the regular two-day weekend or in the event of a midweek holiday, and the grave opening is desired for the day following such an occurrence, the funeral director shall give advance notice to the person on duty in Public Works and complete arrangements when the Clerk-Treasurer's office reopens.

The current schedule of grave opening fees is available in the Village office. Charges will vary for adult and baby burials on weekdays or on Saturdays. No burials will be made on Sundays or official Village holidays without approval of the Clerk-Treasurer. Grave opening fees shall cover restoration of the site after burial. The Village will assume no responsibility for the protection, maintenance, damage or vandalism to flowers, wreaths, or any items used in funeral or interment proceedings.

All graves shall be dug by the Village under the direction of the Public Works department. Depth of graves shall conform to the Wisconsin State Board of Health specifications. The interment of bodies of persons who have died of contagious disease shall be made in strict accordance with the rules of the State Board of Health.

A legal burial permit and the grave opening fee shall be presented at the Village office prior to interment.

All interments shall be made in a concrete burial vault. Airseal vaults and vaults made of other materials are not permitted.

The interment of two bodies in one grave will not be allowed, except in the case of a mother and infant or two small children buried in one casket, or two cremation burials.

Only human remains may be buried in the Winneconne Cemetery.

MONUMENTS AND MARKERS

Grave markers and foundations will be set only by monument companies according to regulations specified by the Village. The Village will not construct or erect monuments, markers or bases, except as herein provided. The Village reserves the right to specify adequate foundations to support the specified monument. The top of the concrete foundation will be constructed flush with ground level. Whenever possible, all markers will be set with a five-inch margin.

A marker permit application, stating the size, type and desired location of said marker, must be filed with the Clerk-Treasurer's office at least one week before the intended installation. Upon issuance of marker permit, Village personnel will stake the approved location, a minimum of one working day in advance of intended installation date, stated on permit. The permit becomes void and fee forfeited if installation is not completed within thirty (30) days of date stated on the permit. A new application and fee will then be required to complete the installation. The lot must be paid for in full before the marker permit is issued.

All upright national and state veteran markers will be set by the Village. All others are the responsibility of the lot owner. The setting of monuments, stones and markers, and the transportation of all tools, materials, etc. within the cemetery shall be subject to the supervision and control of the Public Works Department. Unless special arrangements are made with the Village, such work will be conducted between the hours of 7 a.m. and 3 p.m., Mondays through Fridays. All work as outlined above shall be completed and debris removed immediately.

The Village will refuse to issue a monument permit for any monument or marker that in the opinion of the Cemetery Board will be unaesthetic in appearance. The size of the monument or marker must be in harmony with the size of the lot. All monuments must be set in line with other monuments or as otherwise directed by the Cemetery Board. Only two markers will be allowed on a grave space, of which one will be flush with the ground and of a size which meets the approval of the Cemetery Board.

Monuments or markers once placed on their foundations shall not be removed except by permission of the Cemetery Board.

VAULTS AND MAUSOLEUMS

Construction of vaults and mausoleums will be permitted in accordance with the established rules and regulations as established herein. Construction plans for vaults and mausoleums shall be approved by the Cemetery Board before a construction permit is issued by the Village.

VILLAGE OF WINNECONNE



Office of
Cemetery Board

Winnebago County . . . *The Community of Opportunity* . . . Winneconne, Wisconsin

The John M. White Memorial Addition to the Winneconne Cemetery was established in 1969 on four acres of land donated by Lola White in memory of her grandfather. The cemetery was designed and platted as a place of simple beauty and cherished memories.

To maintain this concept, the Winneconne Cemetery Board has set down guidelines for lot owners in the White Memorial Addition.

1. Grave markers are to be a flush-type set with 4 inches of concrete on all sides. When purchasing a marker, the lot owner should advise the sales representative to obtain a marker permit from the Village Cemetery office.
2. Winter grave decorations are permitted between October 15 and April 15. Plants and flowers in movable and durable containers are permitted between May 1 and October 15.
3. No permanent plantings such as trees, shrubs or bushes are permitted on the graves. They do not conform to the original design of the cemetery and could encroach on a future grave site as they grow.
4. Persons wishing to plant a living memorial should contact the Village Cemetery office and make arrangements to locate it in a designated planting area.

WINNECONNE CEMETERY BOARD

7/6/2016

12:55 P.M.



Hinz Cemetery Choices

Sargent Crabapple

Serviceberry

Sunburst Locust

Please call Mr. Hinz

582 - 4947

Cell 410 - 9070

Location

Availability of trees

White Cemetery

Tree Planting Plan



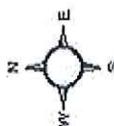
McMAHON
ENGINEERS ARCHITECTS

Utilities Data

- Water Main
- Storm Main
- Sanitary Main
- Culverts
- Hydrant
- System Manhole
- Sanitary Manhole
- Catch Basin
- System Valve
- Outlet
- Record Drawings

Land Base Data

- Water Body
- Parcel Boundary
- Municipal Boundary
- City Block Interval
- Roads



04/28/2014
Scale: 1:1000

Other Owners: Utilities, Other, and Landowners. All rights reserved. This drawing is prepared and issued as a part of the Client's Contract Documents. It is the Client's responsibility to verify the accuracy of all information and data provided to the Engineer. The Engineer is not responsible for any errors or omissions in this drawing. The Engineer is not responsible for any errors or omissions in this drawing. The Engineer is not responsible for any errors or omissions in this drawing.

Trees NOT Ordered for Fall 2012

Type	Number	Location
American Hophornbeam	3	Marble Pk
American Hophornbeam	1	Waterfront
Amur Maple	1	LWP
Arbor Vitae	10	Coughlin
Arbor Vitae	10	Waterfront
Autumn Blaze Maple	3	LWP
Bald Cypress		Cemetery
Bald Cypress	2	Marble Pk
Black Tupelo		Cemetery
Downy Serviceberry	2	Marble Pk
Eastern Hemlock	5	LWP
Eastern Redbud	10	Marble Pk
Golden Raintree	6	LWP
Jap Lilac Tree	2	Coughlin
Jap Red Maple	1	East Entry
Jap Red Maple	2	Marble Pk
Kentucky Coffee Tree	4	Marble Pk
Kentucky Coffee Tree	1	Waterfront
Little Leaf Linden	1	Marble Pk
Norway Maple	2	Marble Pk
Norway Maple	1	Waterfront
Norway Maple	2	LWP
Quaking Aspen	1	Coughlin
Quaking Aspen	3	Marble Pk
River Birch	2	Marble Pk
River Birch	2	LWP
Sassafras		Cemetery
Sassafras	1	Marble Pk
Scarlet Oak	2	Marble Pk
Sugar Maple	3	Marble Pk
White Oak		Cemetery
White Oak	2	LWP
Willow Oak	1	LWP
Witchhazel	1	LWP

Trees Ordered for 2012

Type	Number	Location
Burr Oak	1	Coughlin
Burr Oak	3	LWP
Flowering Dogwood	1	LWP
Hackberry	1	Coughlin
Hackberry	2	LWP
Honey Locust	1	Coughlin
Honey Locust	1	LWP
Jap Lilac Tree	3	Marble Pk
Jap Lilac Tree	3	LWP
Jewelcole "Red Jewel"	1	LWP
Kentucky Coffee Tree	5	Marble Pk
Little Leaf Linden	3	Marble Pk
Norway Maple	2	LWP
Austrian Pine	11	Marble Pk
Austrian Pine	15	Coughlin
White Pine	10	Marble Pk
Redmond Linden	1	Coughlin
Redmond Linden	2	LWP
River Birch	1	LWP
Sugar Maple	3	Marble Pk
Yellow Poplar	4	Marble Pk
Colorado Spruce	5	Coughlin
Burr Oak	3	Marble Pk
Greenspire Linden	3	Marble Pk
Eastern Redbud	2	Marble Pk

Kentucky Coffee Tree 1 Cemetery For John and Kelly Lallier
Austrian Pine 5 Industrial Park

Tillman

10 Trees
(BWB)

87
Yellow wood / Kentucky / Honey Locust
Black Locust
Linden

Bill with
P.O.

Cherry?

Red Oak

Sky Line Honey Locust
(Lot of water & Rain)