MEETING NOTICE:
CEMETERY BOARD FOR VILLAGE OF WINNECONNE

Tuesday, July 02, 2019 @ 10:00 a.m. at Village Hall Municipal Center – Annex Room, to consider;

Call to Order
Public Participation
Communications
Approve Minutes from January 07, 2018
Operations Report – DPW Kirk Ruetten

Old Business
Request for Cremation Remains Above Ground
- Discussion
- Recommendation

New Business

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.
MEETING MINUTES:  
CEMETERY BOARD FOR VILLAGE OF WINNECONNE

Minutes For:  
Monday, January 7, 2019 @ 11:30 a.m. at Village Hall, Annex Location, to consider:

Cemetery Board Meeting called to order by Chairperson Ruetten at  
Members present: Ruetten, E. Fischer, Angell, and S. Fischer.  
Member absent: Boucher

Public Participation:  
- None

Communications – Memorial Tree  
- A young lady inquired about a memorial tree . . . and Kirk is working with her on  
  placement along the path and type of tree. A memorial plaque will be placed by the  
  tree.

Approve Minutes from September 7, 2018

MOTION by E. Fischer, seconded by Angell, to approve the Cemetery Board Minutes from September 7, 2018. Carried by voice vote.

Operations Report – DPW Kirk Ruetten  
- Finished mowing for season.  
- Planted 13 trees – a group of high school students mulched.  
- Discussed gazebo  
  o DPW Kirk Ruetten to bring design to next meeting.  
  o Discussed plaque for gazebo  
    • Mrs. Fischer presented different versions of wording to be placed on plaque for review.

Old Business  
- None

New Business

Request for Park Bench  
- Discussion:  
  o Received request for a memorial bench with cremains to be placed inside bench.  
  o Current ordinance and rules/regulations require a concrete vault and remains  
    buried underground.  
  o Concerned about setting a precedent .. do we want 50 benches throughout the  
    cemetery. What will be next?  
  o Could still have bench and bury cremains underground.
- Recommendation
  o Consensus to have them bring design of bench before the Cemetery Board for approval.

Confirm next meeting date and adjourn

- Next meeting date set for 10:00 a.m. on Monday, February 4th.

MOTION by E. Fischer, seconded by Angell to adjourn. Carried by voice vote.

Jacquin Stelzner, Secretary
Winneconne Cemetery Board
11:52 a.m.
H. The depositing of rubbish on cemetery roads, or any part of the grounds, is strictly prohibited. Receptacles are provided for waste.

I. The cemetery may be closed at the direction of the Director of Public Works due to weather, grounds condition or other circumstances warranting closure.

§ 273-8. Interments and disinterments; cremains.

A. Interments.

1. 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.

2. 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.

3. All graves shall be dug under the contract of 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.

4. A legal burial permit and the grave opening fee shall be paid prior to interment.

5. One burial per grave space will be allowed except that space will be allowed if the remains are cremated. (Subsection C below regarding cremains.)

6. Above ground burials will not be allowed.

7. Only human remains shall be buried in the cemetery.

B. Disinterments.

1. A completed disinterment permit, issued by the Winnebago County Coroner's office, is required before human remains are removed from the Winneconne Cemetery. When a body has been cremated and the ashes buried, no disinterment permit is required to move the ashes.

2. A disinterment permit is the only authority required by law to transport disinterred remains and reinter the remains. A burial permit is not required. No death certificate is required to obtain a disinterment permit because the original death certificate has already been filed with the state and the local registrar at the place where death occurred.
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(3) Disinterred corpses are declared dangerous to health and shall not be transported unless each corpse is accompanied by a separate permit from the local health officer for removal, showing the name, age, place, cause of death and medical attendant, the point to which it is to be shipped, and the undertaker in charge and attached to such permit is the consent of the Department of Health Services.

(4) A validated disinterment permit must be presented at the Village office before any disinterment can take place. All removals will be made by the Village under the supervision of a licensed funeral director, according to Wisconsin Statutes.

C. Cremains.

(1) Cremation of a dead human body shall be considered as a final disposal of that body. No additional permit covering transportation, interment or other disposal of the ashes of a cremated body is required. Cremains will be interred at the current fee schedule. Cremains must be disposed of in a respectable way. Scattering or disposal of cremains over public grounds is not allowed. Two cremains may be buried in a single grave space. One cremain may be buried in a crematorial grave space.

(2) Disinterment of cremains requires permission of the Village Cemetery Board.


A. Grave markers and foundations will be set only by the monument company according to regulations specified by the Village. Except as herein otherwise provided, under no conditions will the Village construct monument or marker bases or erect monument or markers on bases. The Village reserves the right to require the construction of a foundation of such size, material and design as directed by the Village as will provide ample insurance against settlement or injury to the stone work. The top of the concrete foundation will be constructed flush with the ground line. Whenever possible, all markers will be set with a five-inch margin, with 12 to 15 inches on at least one end.

B. 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 the marker permit, Village personnel will stake the approved location, a minimum of one working day in advance of the intended installation date stated on the permit. The permit becomes void and the fee forfeited if installation is not completed within 30 days of the 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.

C. 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 7:00 a.m. and 3:00 p.m., Mondays through Fridays. All work as outlined above shall be completed and debris removed immediately.
D. The Village reserves the right to refuse permission to erect any monument work not in keeping with the good appearance of the grounds. The Village may 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.

E. All monuments must be set in line with other monuments so far as possible as directed by the Cemetery Board or its designee. 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.

F. Stone work or monument work, once placed on its foundation, shall not be removed, except by permission of the Cemetery Board.

G. The lot must be paid in full or other assurance given of payment before markers and monuments are set.

H. Temporary markers must be removed or replaced with a permanent marker within one year.

I. Bronze government markers may be placed on the backside of a family stone.

§ 273-10. Miscellaneous.

A. It is urged that lot owners interest themselves in the present and future care of their lots, as a single neglected lot mars the beauty of the entire cemetery.

B. The Village will take reasonable precautions to protect all private property, lots and/or grave owners' property in the cemetery from loss or damage, but it distinctly disclaims all responsibility for loss or damage from causes beyond its control and especially from the acts of thieves, vandals and rioters and from all acts of Providence, including wind, tornadoes, hail, snow, rain and frost, whether the damage be indirect or proximate.