



# City of Racine

City Hall  
730 Washington Ave.  
Racine, WI 53403  
www.cityofracine.org

## Meeting Minutes - Final Board of Cemetery Commissioners

*Sharon Baldukas  
Sandy Weidner  
Arthur Petersen  
Kristine Reisdorf  
Jerry Ruud*

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Monday, November 21, 2011

4:30 PM

City Hall Annex, Rm. 130

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### Call To Order

Chairman Baldukas called the meeting to order at 4:32 PM

### Roll Call

*Staff Present: Steve Bedard, Tom Molbeck, Donnie Snow, Becky Spika*

**PRESENT:** 5 - Sharon Baldukas, Sandy Weidner, Arthur Petersen, Kristine Reisdorf and Jerry Ruud

### Approval of Minutes for October 17, 2011 Meeting

A motion was made by Sandy Weidner, seconded by Arthur Peterson to Approve the Minutes.

### Public Comment

No Public Comment

### Reports

#### A. Cemetery Supervisor Report

##### i. Burial and Revenue Report

##### ii. Data Entry Report (CIMS)

*CEMETERY SUPERVISOR REPORT:*

*The inputting of burial cards in Mound Cemetery continues.*

*Fall clean-up continues; clean-up around graves is complete. Public may place winter decorations.*

*Fence work at Graceland Cemetery is complete; positive public comment has been received.*

*Paving project at Mound Cemetery office parking lot is complete. A handicap space was added.*

*A total of 294 Perpetual Care wreaths are currently being placed.*

*A monthly Burial Report and Cemetery Receipt Report were distributed.*

*DISCUSSION:*

*Alderman Weidner expressed concern that the inputting of burial cards is moving slower than anticipated. Director Snow indicated they are, in fact, ahead of schedule according to what was set forth in the audit report.*

*Director Snow announced that the CIMS upgrade will occur through the IS department in late 2011 or early 2012.*

*Chairman Baldukas suggested that future discussion take place about the Perpetual Care Program and offering wreath purchases and placement to the general public as a way of generating revenue.*

*Supervisor Bedard was asked to provide total yearly grave sale amounts in his financial reports.*

**A motion was made by Sandy Weidner, seconded by Jerry Ruud, to Adopt the Report.**

**Update on Cemetery Projects****A. Cremation Burials***CREMATION BURIALS:*

*Supervisor Bedard has not received requested information on the estimated cost of surveying Plats 21-22. Discussion was deferred to the December meeting.*

*REVENUE GENERATION:*

*Alderman Weidner asked about the amount left in the Maintenance Fund after 2012. Director Snow indicated that there will be a \$60,000-80,000 shortfall. Alderman Weidner suggested the commission focus on the upcoming shortfall and opened discussion of ways to generate funds and public interest. Some suggestions were to break a large maintenance contract into smaller contracts, abolish fee waivers for chapel use, accept donations at events, develop cremation burial sites.*

*Discussion occurred about marketing methods to promote the cemeteries. Supervisor Bedard indicated he is developing a commercial with CAR25. It was suggested that a longer historical overview and service highlight production also be offered.*

*Alderman Weidner requested that Director Snow provide information about the average lot sales for the last 10 years; the expected shortfall after 2012; and how many lot sales are needed to balance the budget.*

*RULES AND REGULATIONS:*

*Chairman Baldukas recommended the commission address the need to add regulations concerning above-ground urns.*

*Supervisor Bedard asked that the commission consider setting a winter safety rule requiring that commitals be done from the chapel rather than graveside. Chapel use would be offered free of charge.*

**10-5651**

**Subject:** Discuss Fee Increases

**Recommendation of the Board of Cemetery Commissioners on  
October 18, 2010:** That this matter be Deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on November 15, 2010:** That this matter be Deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on January 17, 2011:** That this matter be Deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on February 21, 2011:** That this matter be Deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on March 21, 2011:** That this matter be Deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on April 18, 2011:** That this matter be Deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on June 27, 2011:** That this matter be deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on July 18, 2011:** That this matter be deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on August 15, 2011:** That this matter be deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on September 19, 2011:** That this matter be deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on October 17, 2011:** That this matter be deferred.

**Fiscal Note:** N/A

**Recommendation of the Board of Cemetery Commissioners on November 21, 2011:** That this matter be adopted.

**Fiscal Note:** An increase of 10% for cemetery service fees and 5% for cemetery purchase fees to begin January 1, 2012 was proposed, discussed and adopted.

**Attachments:** [2012 Cemetery Price List](#)

*Supervisor Bedard distributed the 2012 Proposed Increase to Cemetery Prices reflecting a 5% increase to lot prices and a 10% increase to services.*

**DISCUSSION:**

*Director Snow was asked to provide sale and service averages over the past 5 years, and information about how much will be generated in revenue with proposed price increases.*

*Chairman Baldukas informed the commission that rate increases will still leave the cemetery pricing well below competitors' fees.*

*Supervisor Bedard was asked to provide information about the City's cost for inscriptions and vases. This will be sent via email before the next scheduled meeting.*

*The commission discussed each line item fee increase. Reisdorf proposed setting a flat chapel fee as opposed to an hourly charge. After amending the fee increase proposal as needed, the commission recommended the price list as attached.*

**A motion was made by Sandy Weidner, seconded by Kristine Reisdorf, that this be Recommended For Adoption. The motion PASSED by a Voice Vote.**

## **Adjournment**

**There being no further business, Chairman Baldukas adjourned the meeting at 6:15PM**

**If you are disabled and have accessibility needs or need information interpreted for you, please call the Parks, Recreation and Cultural Services Department at 262-636-9453 at least 48 hours prior to this meeting.**