



City of Racine

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

Meeting Minutes - Draft Board of Cemetery Commissioners

*Alderman Sandy Weidner
Sharon Baldukas, Margo Drummond,
Vilas Lund, Dale H. Slaasted,*

Monday, March 17, 2008

4:30 PM

City Hall Annex, Room 130

Call To Order

Meeting called to order at 4:43 p.m.

Roll Call

Also present - Margo Drummond

Staff Present: Steve Bedard, Donnie Snow, Dawn Lackey

PRESENT: 4 - Sharon Baldukas, Vilas Lund, Dale H. Slaasted and Sandy Weidner

Approval of Minutes for February 18, 2008 Meeting

to Approve the Minutes

Public Comment

No Public Comment

REPORTS**A. Financial Report****B. Burial and Revenue Reports****C. Supervisor Reports****I. Request from Uss Agerholm Association for the use of Cemetery and Chapel for reunion of USS Agerholm Sailors on September 4, 2008.****II. Update on CIMS Project.****III. Update on Cemetery Projects.****IV. Update on Mound Cemetery Crypt Project.***A. Financial Report:*

12/31/07 year-end quarterly balance sheets were handed out. The City books are not closed yet, so there will be some differences.

Quarterly Balance Sheet (Cemetery): Accounts payable - there are expenses that will be paid in 2008; however, they were billed in 2007. Accrued liabilities - is payroll. Encumbrances - is the payment to Mekus Studios, which was transferred from the Crypt Fund.

Quarterly Income Statement (Cemetery): Investment income - is blended interest where the City pools the money and makes allocations. Charges for services - is various incomes for lot sales, etc. Salaries and Fringes - the extra is for overtime and temporary services. Capital Outlay - is project line items carried over from one year to the next.

Quarterly Balance Sheet (Crypt Fund): Encumbrances - Sharon believes this was for cleaning of crypts, however, Donnie Snow will check with Kathy Kasper in Finance. Total Liabilities and Fund Balances - is money removed for things such as Mekus.

Quarterly Income Statement (Crypt Fund): Operating - is the purchase of flowers. Transfers (out) - is the Mekus and a few other items that were approved by the Board.

The Board would like to have a comparison for 2006 and 2007. Donnie Snow will request this from Finance.

Mover - Dale Slaasted

Seconder - Vilas Lund

Passed Unanimously - Received & Filed

B. Burial and Revenue Report:

The February report was handed out and discussed. Steve Bedard added the chapel use; this information was not available at the last meeting. It was explained that the chapel

use is not always a burial, people request the use of it for other reasons as well.

There is burial assistance available for people even if there is no burial (i.e., if someone wanted to use the chapel for a service or visitation, but not have the burial). Funds are also available at the funeral homes; there is a limit of \$1,500 allowed through the funeral homes and \$1,000 limit through the Cemetery. If someone is eligible for State funds, they can receive financial help up to a certain amount (i.e., if the chapel is \$400, they only get \$400). How the funds are used is very strict. Funeral homes cannot bill more than \$3,500 and then the family would get the \$1,500.

Mover - Ald. Sandy Weidner

Seconder - Dale Slaasted

Passed Unanimously - Received and Filed

C. Supervisor Reports:

I. USS Agerholm Association: The USS Agerholm was a WWII ship and a number of sailors would like to have a reunion on September 2, 3, & 4, 2008 meeting in front of the chapel and then going to the Agerholm memorial where they will have a 21-gun salute and memorial. This will be on a Thursday (early afternoon) and open to the public (they want to make sure the public is aware of the event and invited to attend).

II. CIMS Project: The temporary person, Krystal, is done with blocks 1, 2, 4, 5 and almost done with 6 (7,000 burials); Laurie is almost done with Lot 17. Steve Bedard states that they are doing better than expected, they are 25% done with Graceland already.

III. Update on Cemetery Projects: An updated sheet was completed by Jack Schumann and handed out. Ald. Sandy Weidner questioned the concrete costs. Donnie Snow explained that this is in conjunction with D.P.W. and their bid for concrete work.

IV. Mound Cemetery Crypt Project: Mekus has been advanced \$109,000 for the contract and specs. The project should be on time and Donnie Snow will get a schedule in the near future and share that with the Board.

STS has been retained to do the soil boring and is very reputable. They will give the report to the City and the City, in turn, will give that to Mekus.

The Board would like to know if there are problems in the future with the footing, who would be responsible? The answer is - it depends: Mekus relies on STS for the soil boring - initial problems would be handled by the bonding company.

Ald. Sandy Weidner spoke about the possibility of pre-sale for the crypts. Mekus can help with that, brochures, advertising, etc., however if the Board waits to discuss with Mekus until they are here for a meeting on other issues as well, it will not cost additional monies.

Cemetery Office Hours

Donnie Snow handed out an informational sheet with suggested hours for Steve Bedard and Laurie McIntosh-Coleman. It has been agreed that Laurie's hours will be as follows:

*Monday through Friday - 8:00 a.m. - 12:00 p.m.
Saturday - 9:00 a.m. - 1:00 p.m.*

This is no additional cost and the website would have the small changes made. All other times will remain the same with regard to Steve.

If there is a burial on Saturday, Laurie will close the office during that time and leave a note on the door for anyone who may stop by or the Bruce Co. can also take care of the burial.

It is suggested that this be instituted and in six months can be reviewed to see how it is working. Donnie Snow will notify the Union of the hour changes and will implement the changes by April 1, 2008. This will not need Council approval because there will be no additional monies involved.

*Yes (4) - Sharon Baldukas, Dale Slaasted, Ald. Sandy Weidner, Vilas Lund
No (1) - Margo Drummond*

Approved

Adopted

08-1856

Subject: Discussion on the future of the Grave Buy Back Program

Recommendation of the Board of Cemetery Commissioners 3/17/08: To lift the moratorium and discontinue the grave buy back program.

Fiscal note: Savings of \$3,000 - \$8,000 annually.

Dale Slaasted made a motion to lift the moratorium and discontinue the grave buy back.

Margo Drummond second the motion

*Yes (4) - Sharon Baldukas, Dale Slaasted, Margo Drummond, Vilas Lund
No (1) - Ald. Sandy Weidner*

Approved

Recommended For Approval

Miscellaneous

No Miscellaneous items

Adjournment

No further items - meeting adjourned at 6:05 p.m.

If you are disabled and have accessibility needs or need information interpreted for you. Please call the Cemetery Office at 636-9188 at least 48 hours prior to this meeting.