



City of Racine

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

Meeting Minutes - Final Board of Cemetery Commissioners

*Sharon Baldukas
Margo Drummond
Alderman Sandy Weidner
Arthur Petersen*

Monday, August 16, 2010

4:30 PM

City Hall Annex, Room 130

1. Call To Order

Meeting Called to Order at 4:30 p.m.

2. Roll Call

Staff Present: Donnie Snow; Steve Bedard; and Dawn Lackey

3. Approval of Minutes for July 19, 2010 Meeting and July 22, 2010 Special Meeting

Margo Drummond Moves to Approve the Minutes - Art Petersen 2nd Pass Unan.

Approved

to Approve the Minutes

4. Public Comment

Public Present: Kathie Glenzer, 3282 N. Elmwood Drive, Racine, WI 53405 - 554-6639

Mrs. Glenzer's daughter is buried in Graceland Cemetery in an area where the bushes have been removed and weeds are growing. On the other side of the fence (Lockwood Park) the weeds are taller than the fence. She would like to know why the area looks so bad and what will be done about it. Mrs. Glenzer met with Jack Schumann and Ald. Weidner approximately one month ago and was told that the mower cannot get up to the area, so they weed whack. Jack Schumann did price check for a new fence in the area due to the fact that parts of the tree have grown into the old fence - a new fence would be \$1,188 per 8x8 section installed.

Donnie Snow stated that just south of the grave is where the cemetery has had the issue of water run off and the PRCS is intending on fixing that problem by installing a berm. The bushes were removed so the terrain could be looked at more closely to find the exact problem where the water run off is coming from and also due to the fact that the teenagers were having parties. The ground maintenance of the area is the contractor's responsibility and some areas in public parks are designated as non-mow areas, such as in Lockwood. The landscaping in the cemetery would be the cemetery Department once the berm on the park's side is in place.

Ald. Weidner feels the branches could be snapped and cut out of the fence and there

would be no need for a new fence to be installed. Donnie Snow said that can be attempted, however, there is no guarantee that the roots can be dislodged from the fence.

Mrs. Glenzer wants the area cleaned up or her daughter relocated to another area. Donnie Snow gives his assurance that the area will be cleaned up, however, cannot guarantee that the landscaping will be done as quickly.

Margo Drummond makes a Motion to clean up the area, take the weeds out around the grave, clean up the fence, cut the vines and branches out of the over hanging tree, and cut the weeds on the West side of the fence to the satisfaction of Kathie Glenzer within one month. Art Peterson 2nd

Pass Unan.

5. Reports

Margo Drummond Moves to Receive and File
Ald. Sandy Weidner 2nd

Pass Unan.

The Report was Received and Filed

A. Cemetery Supervisor Report

The report was distributed to the members.

The cost for raising the "Hanley" monument is \$100.00; Bosman Monument will do the job.

A motorcycle ran into a monument in Mound Cemetery. There was no damage done to the monument.

On approximately August 5th, A citizen broke the front door at Mound Cemetery accidentally. It has not yet been repaired, but Green Glass will do the replacement of the glass and the lead panes also need to be replaced. Margo Drummond suggests maybe putting a sign up on the door stating "Use the South Entrance" due to the fact that this door is a very heavy old door.

Laurie Coleman-MacIntosh is on medical leave for 30 days. Ald. Weidner would like to know about back up staff for marking graves. Donnie Snow states that Laurie is the back up for Steve and that if all else, Bruce Company may be able to handle that. Steve Bedard is working on step-by-step instructions for his duties as it relates to marking graves so that if both he and Laurie are out, someone else would be able to do it. Donnie Snow states that if Steve and Laurie are gone, duties would have to be done by himself, Jack, or Bruce Company.

I. Burial and Revenue Report

Updated report distributed. Donnie Snow also distributed a copy of an older report that has more information available, the Commission needs to decide what information they would like to actually have in the report each month.

II. Data Entry (CIMS)

The inputting of burial cards for Mound Cemetery is still in process. They are almost done with Section B.

6. Update on Cemetery Projects

Bane Nelson is requiring their subcontractor to remove and replace the entire coating in the fountain. This work began on August 16, 2010.

Bids will be received for the asphalt work at Mound Cemetery. The asphalt will be around the office building and out to the bridge.

Janitorial services for Mound Cemetery will now be done by MJJ, Inc. twice a week.

*Margo Drummond Moves to Receive and File Report
Ald. Sandy Weidner 2nd*

Pass Unan.

The Report was Received and Filed

7. Communication

[10-5397](#)

Subject: Communication from the Director of Parks, Recreation & Cultural Services requesting the amendment of Ordinance Sec. 30-121. Sale; numbering of burial spaces, to change the number of burial spaces to be sold to one person from 20 graves to 10 graves.

Recommendation of the Board of Cemetery Commissioners on August 16, 2010: To approve the Amendment of Ordinance Sec. 30-121. Sale; numbering of burial spaces to be sold to one person be changed from 20 graves to 10 graves.

Fiscal Note: N/A

Ordinance for the sale of graves says 20 and the Commission wants it to say 10. The change will only be - "20," which will now be "10."

Recommended For Approval

8. Review and Discussion of Cemetery Audit RFP.

The RFP was distributed to the Commission and reviewed. This will now be sent out to specific and relevant consultants and they must reply yes or no by September 3, 2010 and if reply yes, a proposal must be received by September 30, 2010.

*Ald. Sandy Weidner Moves to Approve the RFP and send it to the following three consultants:
Mr. Daniel Knable, CPA, Jenkins & Vojtisek, S.C., CPA, 8338 Corporate Drive, Racine, WI 53406;
Ms. Julie Craig, Gordon J. Maier & Co., LLP, 845 Wisconsin, P.O. Box 1708, Racine, WI 53401-1708;
Mr. Brian McMahon, McMahon & Veltus, S.C., 7033 Washington Avenue, Racine, WI 53406; and*

any other relevant consultants.

Sharon Baldukas 2nd

Pass 3 Yes and 1 abstain

The Report was Received and Filed

9. Review Wis. Stats. §157.07

§157.50(2) states "The governing body of every municipality acquiring a cemetery shall by ordinance determine the system of management and operation. Any Municipality may proceed under §157.07, 157.08 or 157.11(7), or otherwise as provided by ordinance."

A municipal cemetery can create its own guidelines and Racine created a board of cemetery commissioners consisting of four citizens and one alderperson under Sec. 30-41. A cemetery authority (non-municipal) must have more than seven people that come together and there must be between three and nine trustees.

Burials have been taking place in the alleyway since approximately 1918. Donnie Snow has put a stop to the selling of the alley graves, however, there will still be burials from people who had already purchased them, but not yet buried.

Steve Bedard is to gather the accurate numbers of how many alleyway graves have been sold; how many are buried in; how many purchased over 50 years ago; and how many not used by the next meeting. He is also to make copies of the documentation he currently has on this issue and distribute to the Commission at the next meeting.

Donnie Snow is to speak with the City Attorney about attending a meeting and have information available regarding how to be sure the cemetery is in compliance with State Statutes, if not already.

10. Adjournment

Meeting Adjourned at 6:45 p.m.

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