



# City of Racine

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

## Meeting Minutes - Revised Board of Cemetery Commissioners

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

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Monday, May 16, 2011

4:30 PM

City Hall Annex, Rm. 130

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### 1. Call To Order

*Meeting Called To Order at 4:30 p.m.*

### 2. Roll Call

*Staff Present: Donnie Snow, Jack Schumann, Steve Bedard & Dawn Lackey*

**PRESENT:** 4 - Sharon Baldukas, Sandy Weidner, Kristine Reisdorf and Jerry Ruud

**ABSENT:** 1 - Arthur Petersen

### 3. Approval of Minutes for April 18, 2011 Meeting

**to Approve the Minutes**

### 4. Public Comment

*No Public*

### 5. Reports

#### A. Cemetery Supervisor Report

*Spring cleaning is almost completed. Flag burning will be held on Saturday, May 21, 2011 at Mound Cemetery. Flowers should be in by Memorial Day.*

**The Report was Received and Filed**

#### i. Burial and Revenue Report

*One double depth burial in Mound Cemetery in April. Lower device was used once for a cremation.*

**The Report was Received and Filed**

#### ii. Data Entry (CIMS)

*Three quarter way through C in Mound Cemetery.*

The Report was Received and Filed

## 6. Update on Cemetery Projects

The Report was Received and Filed

[11-6531](#)

**Subject:** [Direct Referral] Crypt Maintenance Repair Needs at Graceland Cemetery

**Recommendation of Board of Cemetery Commissioners on May 16, 2011:** To Approve the Mayor and Clerk to enter into Agreement with Mekus for crypt repairs.

**Fiscal Note:** Price not to exceed \$15,500.00, plus a not to exceed amount of \$1,000.00 for incidental costs. Funds are available in Account 207.002.5760, Mound Crypts.

*There are crypt maintenance repairs that need to be completed at Graceland Cemetery. Mekus had given a proposal which was distributed to the Commission. The granite is pushed out from the side of the crypts and there is problems with the bolts. The cost of repairs is estimated to be \$14,500 plus reimbursables. This project should remain below \$20,000.*

*Ald. Sandy Weidner Moves to Approve the Mayor and Clerk to enter into Agreement with Mekus for crypt repairs.*

*Jerry Ruud - 2nd*

*Passed Unan.*

**Recommended For Approval**

[11-6438](#)

**Subject:** [Direct Referral] Review and Discussion of Cemetery Audit by Public Administration Associates, LLC

*Mr. Elsass was present to discuss the audit with the Commission. The auditor has compared the City Cemeteries with two public - one in Madison and one in Oshkosh relating to staffing - staffing is comparable. They have also looked at three private cemeteries for hours of operation, burials and pricing - this is also comparable. There will be some specific suggestions when the audit is completed. The Auditor is also looking at the Professional Service Contract (Bruce Co.). The Auditor will be making suggestions as to cash flow, the maintenance fund and perpetual care funds.*

*Alley burials will be looked at and suggestions made regarding how to comply with the law.*

[10-5650](#)

**Subject:** Review Wis. Stats. §157.07

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

**Fiscal Note:** N/A

**Recommendation of Board of Cemetery Commissioners on**

**November 15, 2010:** That this matter be deferred.

**Fiscal Note:** N/A

**Recommendation of 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 May 16, 2011:** That this matter be deferred.

**Fiscal Note:** N/A

Deferred

[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

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**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

*Not discussed - no quorum*

## **10. Adjournment**

*Meeting Adjourned at 5:30 p.m.*