

# City of Racine

*City Hall  
730 Washington Ave.  
Racine, WI 53403*



## Meeting Minutes

Monday, May 15, 2006

4:30 PM

City Hall, Room 103

**Board of Cemetery Commissioners**

**Call To Order**

*Staff Present: Supervisor Steve Bedard, Park and Recreation Director: Donnie Snow*

**PRESENT:** Sharon Baldukas, Margo Drummond, Vilas Lund, Dale H. Slaasted and Sandy Weidner

**Public Comment**

*None*

**Approval of Minutes for April 17, 2006 Meeting**

**to Approve the Minutes**

**Reports**

*Approval of Monthly Report*

**The Report was Received and Filed**

**Old Business****Status of bulb spring planting project**

*Steve Bedard Reported that Jack Schumann had overlooked the \$1,000.00 bulb planting allocation. Donnie Snow said he would talk to the contractor about getting the bulbs for fall planting.*

**Considered as Reported**

**Update of Mound Cemetery fountain designer**

*Sharon Baldukus explained the need for a designer who could incorporate the existing fountain into a design that would include crypts and niches, both of which would add to cemetery revenues. Donnie Snow showed the Commission some possible types of Crypts/Niches. A discussion allowed. Steve Bedard said that the fountain should be restored. The Commission agreed, based on the fact that it was given by William Wadewitz in memory of his wife as part of his generous gift of the Crypt Fund. Margo Drummond pointed out that the Crypt Fund could be used to do the design work, since that was what Mr. Wadewitz specified it be used for. Sharon Baldukus volunteered to contact several design firms regarding the project, making inquiries but not commitments. Donnie Snow informed the Commission that the design work would likely be done in 2007 and the actual construction in 2008.*

**Considered as Reported**

**Status of Flagpoles for Cemeteries**

*Steve Bedard reported that two flagpoles would be replaced, one at each Cemetery, hopefully by July 4, 2006. They are on order.*

**Considered as Reported**

### Status of Saturday burial

*Steve Bedard said that information on this subject was on the Mayor's desk. Donnie Snow said that the Mayor was not satisfied with the initial fee proposal but that, to date, Don Jensen from the Bruce Company had not yet been contacted by the Mayor. Sharon Baldukas said she could find no indication of a \$30,000 savings since the Bruce Company quit doing Saturday burials. She pointed out that the Bruce Company contract costs have risen nearly \$15,000.00 per year. At the same time they are not maintaining flower beds sizes as stipulated in the contract, that perpetual care plantings are greatly diminished and that there has been no fountain maintenance.*

*Donnie Snow shared with the Commission the fact that the Bruce Company would require \$925.00 for the first 4 hours (8am-12pm) on Saturdays and \$230 per hour for each hour after. Mr. Snow was able to get that amount reduced by 25% to \$693.75 (\$173.50 per hour) at West Lawn the cost is \$150.00 per hour and at the Catholic Cemeteries \$200.00, the cost being passed on to the client those fees double after noon. West Lawn also charges \$95.00 for any further transaction. The City Cemeteries (Mound and Graceland) do not charge administrative fees. Mr. Snow also explained about employee hours and costs involved in having Saturday Cemetery hours.*

*Alderman Weidner then made the following statement, "We don't run the City for the convenience of the employees." Her concern, she explained, was based on the fact that a child's family could not bury her, following the funeral on Saturday, which was just not right. Alderman Weidner also questioned whether the contract for the cemetery office assistant had actually been renegotiated since the elimination of Saturday hours. She added that this situation could be worked through without so many hurdles being raised. Donnie Snow acknowledged that two Saturday burials had taken place since the change. He also pointed out that the minimum fee for Saturday burials would have to be paid, regardless of the number of Saturday burials. Alderman Weidner stated that the number of burials taking place have declined and therefore the Bruce contract should be looked at, because they are not doing as many burials but are still being paid. She said she would take the issue to the Mayor.*

*Steve Bedard was asked to report on how many burials the Bruce Company has actually done (year by year) since 1996. The Commission also agreed that, should a Saturday burial fee be adopted, it should appear on the price list. The item was deferred to the June meeting. copies of the contract will be sent to Commission members by Steve Bedard.*

*A question was raised by Vilas Lund as to who would be keeping track of the hours and work done by the Company that the City contracted with to do \$10,000.00 of tree care per year. Donnie Snow said that the City Forrester would oversee the work. Mr Lund also asked if it was a yearly contract and how the bid was handled. Donnie Snow suggested he call the Parks and Recreation Department for answers. Mr. Snow said that the price was based on tree removal stump grinding, etc. Steve Bedard said the prices was determined based on expenses incurred in past years but that he had not handled the specifics, Jack Schumann had. Vilas Lund stated that, as a taxpayer, he wanted to know who was keeping track? The Commission was told by Donnie Snow that each member would be sent a copy of the contract.*

**Considered as Reported**

**Status of original Mound fencing**

*Steve Bedard said that he was unable to clean the fence. He contacted Jensen Metalos about sandblasting it and making new parts. He did not have information on the cost for such work.*

**The Report was Received and Filed**

**New Business****Cemetery Video**

*Steve Bedard informed the Commission that he intended to create a video of Historic Mound Cemetery the work being done on his own time. He assured the Commission that the video would NOT be sold, the Commission being adamant on the point that it could not be for profit. Alderman Weidner Pointed out that there are Cit staff who could work on this project. Mr. Bedard was instructed to contact the City Attorney's office for advice on the legality of such a project*

**The Report was Received and Filed**

**Cemetery Property Evaluation and Inventory**

*Supervisor Bedard explained that the walnut Bench from the Horlick Mausoleum had been repaired and would be placed back in the mausoleum along with the carpeting which is presently in the office basement. He said that he did not believe there was an existing inventory of cemetery property. He further stated that he, Supervisor Bedard, was responsible for keeping an inventory and a maintenance schedule as well as seeing to it that both are upheld. The commission then required that a complete inventory of all cemetery property be prepared along with a maintenance schedule.*

**MOUND CRYPT CLEANING AND REPAIR**

*Keith Dipple will do repairs to the Mound Crypts in 2007 according to Supervisor Bedard, following the repairs, the crypts will be cleaned.*

**Considered as Reported**

**Monument Square Dedication**

*Margo Drummond reported that the event might include some Mound Cemetery walking tour characters, based on a request from Mike Dumbrowski. Donnie Snow said the event would be sometime in late or early June.*

**Considered as Reported**

**Discussion of grave buy back program**

*Discussion was deferred to the next meeting.*

**should be considered separately from the other items of the Report**

**06-1709**      **Subject:** Communication from the Director of Parks & Recreation and Cultural Services requesting to discuss the Cemetery Commission's recommendation of the fees and charges for 2006.

**Recommendation of the Cemetery Commission:** Approve the fees & charges recommendations. **Added 5-15-06:** The new price list was presented and discussed after which it was approved as submitted. It was noted that if the Cemeteries were to be opened for operation on Saturdays in the future, additions/corrections would have to be made at that time.

**Recommendation of the Finance & Personnel Committee 05-08-06:**  
That the item be received and filed.

**Fiscal Note:** N/A

**Recommendation of the License & Welfare Committee of 5/8/06:**  
That the item be deferred until one of the June, 2006 License and Welfare Committee meetings.

**06-1843**      **Subject:** Communication from Preservation Racine requesting the use of the Mound Cemetery Chapel for a special membership meeting on July 10, 2006.

**Recommendation of License & Welfare Committee of 5/8/06:** That the item be deferred until the 5/22/06 License and Welfare Committee meeting.

**Recommendatio of Board of Cemetery Commissioners 5-15-06:**  
Recommended for Approval

**Recommendation of License & Welfare Committee of 5/22/06:** That the item be received and filed.

**Fiscal Note:** N/A

**Recommended For Approval**

**Next Meeting Date June 19, 2006**

**Adjournment**

*The meeting was adjourned at 6:23 p.m.*

**declared the public hearing closed**