



City of Racine Meeting Minutes Board of Cemetery Commissioners

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

Monday, August 20, 2007

4:30 PM

City Hall Annex, Room 130

REVISED 2

Call To Order

The meeting was called to order at 4:33 p.m.

Roll Call

*Staff present: Steve Bedard, Donnie Snow, Diana Felix
Kathy Kasper, Finance Department*

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

EXCUSED: 1 - Margo Drummond

Approval of Minutes for July 16, 2007 Meeting

A request was made to amend the minutes correcting the spelling of "journal" on page 2 at the end of paragraph 2. However, it was found that the font makes the "r" and "n" look like an "m".

to Approve the Minutes

Financial Report

Kathy Kasper from the City of Racine Finance Department appeared and answered questions regarding the Financial Report. After discussion the Board agreed quarterly reports showing the budgeted, year to date, difference and percentage amounts was sufficient. The reports will be submitted the second Thursday of the month in April, July, October and January.

Ald. Weidner moved to receive and file the report. Passed unan.

The Report was Received and Filed

Burial and Revenue Report

It was requested that lot sales be reported out as the number of residents, non-residents, crypts and niches in order to look at trends and make better informed decisions in the future. It was requested that the grave buy back plan to placed on the next agenda.

Ald. Weidner moved to receive and file report. Passed unan.

The Report was Received and Filed

07-0779

Subject: Update of Crypt Design with Mr. Mekus

Recommendation of the Board of the Cemetery Commissioners 6-18-07: that the Crypt Design Plan be deferred.

Recommendation of the Board of the Cemetery Commissioners 7-16-07: that the item be deferred.

Recommendation of the Board of Cemetery Commissioners 8-20-07: that the request be approved.

Further recommend that the item be referred to the Committee of the Whole.

Fiscal Note: \$1,465,200.00

Ald. Weidner moved to approve.

Further recommend that the item be referred to the Committee of the Whole.

Recommended For Further Consideration**07-0908**

Subject: Approval of Burial Permission Form

Recommendation of the Board of Cemetery Commissioners 7-16-07: that the item be approved with corrections.

Fiscal Note: N/A

Recommendation of the Board of Cemetery Commissioners 8-20-07: that the item be deferred.

Fiscal note: N/A

Ald. Weidner submitted a copy of the Burial Permission Form with highlighted items in question given to her by the City Attorney.

Ald. Weidner moved to defer this item so Donnie Snow can speak with the City Attorney for clarification of his concerns on the highlighted items. Passed unan.

Deferred**Cemetery Office Hours**

The City Council voted to re-establish Saturday burial hours. Staff has to be in the office when burials take place. Ald. Weidner would like to see what the bargaining contract states regarding hours for the Cemetery Secretary. Dale Slaasted and Sharon Baldukas will develop a questionnaire with a list of questions that will be directed to funeral homes as a survey.

Dale Slaasted moved to defer this item to the next meeting. Passed unan.

Discussion of Cemetery Grounds Maintenance Contract

Presentation to the Board of Cemetery Commissioners 2008 5-year proposed CIP

Donnie Snow handed out the CIP Budget for the Cemetery. At the request of the Board, Snow said he will attempt to extend the Mound dredging to 2009. Snow explained the figure for the Mound new Fountain & Crypts included the ramp only. However, it can be modified to include the elevator when moved to approve the design. Ald. Weidner moved to add \$72,000 to the 2008 Fountain & Crypts at Mound to include the Chapel Room with glass front images.

Dale Slaasted moved to receive and file the 2008 five year CIP and 2008 budget. Passed unan.

The Report was Received and Filed

Discussion of Fees and Charges

Donnie Snow reported the 2006 price list was approved late in 2006; therefore the same fees were kept in place for 2007. Sharon Baldukas and Steve Bedard will look at the current fees and will develop recommended 2008 fees not to exceed 3.75 to 4% increases and will bring the recommended fees to the next meeting.

Miscellaneous

A request was made to include as an agenda item for the next meeting - "What Space is Available for Family Mausoleums".

Adjournment

There being no further business, meeting adjourned at 7:13 p.m.

Office of the City Cemetery

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.