



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*

Monday, October 17, 2011

4:30 PM

City Hall Annex, Rm. 130

Call To Order

Chairman Baldukas called the meeting to order at 4:30 PM.

Roll Call

Staff Present: Donnie Snow, Steve Bedard, Becky Spika

PRESENT: 4 - Sharon Baldukas, Arthur Petersen, Kristine Reisdorf and Jerry Ruud

EXCUSED: 1 - Sandy Weidner

Approval of Minutes for September 19, 2011 Meeting

A motion was made by Jerry Ruud, seconded by Arthur Petersen, to Approve the Minutes. The motion PASSED by a Voice Vote.

Public Comment

No public comment.

Reports

- A. Cemetery Supervisor Report**
 - i. Burial and Revenue Report**
 - ii. Data entry (CIMS)**

CEMETERY SUPERVISOR REPORT:

The inputting of burial cards in Mound Cemetery was delayed for a few days due to fiber optic line damage by a construction crew. The line has since been repaired and the project has moved into the "Ra" section.

Fall clean-up has begun. Water in both cemeteries and at the fountain has been shut down for the season.

Reinforcement of a section of concrete wall and replacement of fencing in Graceland Cemetery is continuing and should be complete around mid-November.

The paving project for the Mound Cemetery office parking lot is progressing. Sewers were added last week and curbs were poured. Paving is expected to be completed

by the end of the week of October 28th.

The position of office secretary has been re-posted.

In response to a request by the Board of Cemetery Commissioners, Supervisor Bedard distributed a monthly financial report with comparisons to the 2010 Year To Date totals. The cemeteries sales are \$14,327.00 less than last year.

DISCUSSION:

Ruud questioned the cemeteries remaining open on Saturdays when no burials take place. Chairman Baldukas explained that Saturday hours are common among other county and private cemeteries and is recommended as a way to maintain good customer service for those that are unable to do business during the week. No further discussion was had.

A motion was made by Kristine Reisdorf, seconded by Jerry Ruud, to Receive and File the Report. The motion PASSED by a Voice Vote.

Update on Cemetery Projects

Director Snow distributed second and third quarter 2011 financial reports submitted by the Finance Department along with an explanation of the encumbrances and the balance sheet. He explained that account receivables currently outstanding may eventually be written off if not collectable after assessment and recovery attempts are made. \$673 is outstanding.

Fund encumbrances have increased from last report due to fence and drive work around the main office and chapel in Mound Cemetery.

Director Snow will continue to distribute the detail breakdown in quarterly budget reports.

Chairman Baldukas initiated a discussion of the feasibility of surveying a small area of Graceland Cemetery for cremation burials. Although, a full cremation garden is not in the budget until 2016, the form of burial has grown in popularity. Currently full size graves are sold for burial of cremated remains. Supervisor Bedard indicated sites 21-22 would be appropriate for this. He will review other possible areas for this use and provide the information for the November meeting. Director Snow confirmed the estimates could be obtained should the Board of Cemetery Commissioners approve an area.

The discussion was deferred to the November meeting where the following topics will be discussed:

1. Using crypt space for the storage of cremated remains until a permanent cremation garden is available.
2. Developing area around the pond at Graceland Cemetery for a premiere cremation garden.
3. Surveying plat 21-22 for use in more immediate burial of cremated remains.

A motion was made by Sharon Baldukas, seconded by Kristine Reisdorf, to Receive and File the Report. The motion PASSED by a Voice Vote.

[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

Recommendation of the Board of Cemetery Commissioners on June 27, 2011: That this matter be deferred.

Fiscal Note: N/A

Recommendation of the Board of Cemetery Commissioners on July 18, 2011: That this matter be deferred.

Fiscal Note: N/A

Recommendation of the Board of Cemetery Commissioners on August 15, 2011: That this matter be deferred.

Fiscal Note: N/A

Recommendation of the Board of Cemetery Commissioners on September 19, 2011: That this matter be deferred.

Fiscal Note: N/A

Recommendation of the Board of Cemetery Commissioners on October 17, 2011: That this matter be received and filed.

Fiscal Note: N/A

There was discussion of how and when to begin recommended platting upgrades. Director Snow indicated that platting costs have not been budgeted for 2012. He recommended first purchasing the software, then beginning the mapping upgrade. He has approached IS about making the software purchase and they have indicated this is a possibility.

Supervisor Bedard recommended that the Board of Commissioners begin the process of reviewing abandoned graves so that they may be considered during the platting process.

A motion was made by Jerry Ruud, seconded by Sharon Baldukas, to recommend that this be Received and Filed. The motion PASSED by a Voice Vote.

[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

Recommendation of the Board of Cemetery Commissioners on February 21, 2011: That this matter be Deferred.

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There was discussion concerning current fees at Mound and Graceland Cemeteries. In some cases pricing is as much as 40% less than county and private cemeteries. It was suggested by Reisdorf that increases of 5% to grave fees and 10% to opening/closing costs be considered. Director Snow will provide a copy of the Mayor's proposed budget and an actuarial of proposed fee increases for the November meeting.

The Board of Commissioners will discuss this further in November, determining where within the range of fees they want to fall.

Deferred

Adjournment

Chairman Baldukas moved to adjourn at 5:50 PM.

If you are disabled and have accessibility needs or need information interpreted for you, please call the Parks, Recreation and Cultural Services Department at 262-636-9453 at least 48 hours prior to this meeting.