



City of Racine

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

Meeting Minutes - Final Board of Cemetery Commissioners

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

Monday, July 18, 2011

4:30 PM

City Hall Annex, Rm. 130

1. Call To Order

The meeting was called to order at 4:30 PM.

2. Roll Call

Staff Present: Donnie Snow, Robert Rafel, Sherri Ruud

PRESENT: 5 - Sharon Baldukas, Sandy Weidner, Arthur Petersen, Kristine Reisdorf and Jerry Ruud

3. Approval of Minutes for the June 27, 2011 Meeting

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

4. Public Comment

No public comment

5. Reports

A. Cemetery Supervisor Report

i. Burial and Revenue Report

ii. Data Entry (CIMS)

The Burial and Revenue Report was distributed. There was a question regarding the year to date burials in 2010 versus 2011.

A motion was made by Sharon Baldukas, seconded by Arthur Petersen, to Receive and File the Burial and Revenue Report. Passed Unan.

The CIMS Data Entry Report was distributed.

A motion was made by Kristine Reisdorf, seconded by Ald. Sandy Weidner, to Receive and File the CIMS Data Entry Report. Passed Unan.

6. Update on Cemetery Projects

Robert Rafel of the Parks, Recreation and Cultural Services Department appeared and provided a drawing of the cemetery repaving project. A bid has been accepted in the amount of \$87,434.50. Due to the requirement of the DNR to install storm sewers, the project is \$49,434.50 over budget. The five required storm sewers cost \$41,000 alone. Many alternatives were researched; this was the most cost effective solution for the storm sewers and road repairs. As there are not enough funds in the cemetery budget to accommodate the increase, the overage will be taken from the 10 Year Park Projects CIP.

The asphalt surface has an expected 25-30 service years; the storm sewers 100 to 150 service years. The project is expected to begin in mid-August and should be complete within two to three weeks.

[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

A motion was made by Kristine Reisdorf, seconded by Sandy Weidner, that this be Deferred. 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.

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 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

Ald. Weidner asked Director Snow if there has been any word from the Mayor regarding fee increases. Director Snow indicated he has not heard anything as of yet regarding fee increases.

The last time there was an increase in Cemetery fees was 2009. As noted in the Cemetery Audit, it was recommended that fees not be increased; rather, efforts should be made to improve marketing in an effort to increase sales as opposed to increasing fees.

A motion was made by Sandy Weidner, seconded by Arthur Petersen, that this be Deferred. The motion PASSED by a Voice Vote.

[11-6438](#)

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

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

The Board agreed that all concerns discussed today regarding the Cemetery Audit would be compiled by Staff and emailed to Dan Elsass of Public Administration Associates. The Board will be copied on the email to Mr. Elsass.

Sharon Baldukas commented on Page 5 of the Audit under "Facilities": It was Sharon's understanding that for cremation burials, four to six urns could be placed in a full size crypt, which would make the potential number of cremation burials higher than reported in the audit.

Sharon Baldukas commented on Page 8 of the Audit under "Cemetery Professional Service Contracts". While the audit indicated the contract with the Bruce Company was a good one for the City, Sharon was concerned with shifts in the contract that should be considered part of the day to day operations of maintaining a cemetery are now considered extra charges.

Sharon Baldukas commented on Page 15 of the Audit under "Marketing and Sales". The sale of Burial Sites in 2010 shows \$89,784. Sharon feels this is too low considering the 2010 year to date figure of 98 burial site sales on the Cemetery Supervisor's June burial report. The source of the revenue reported is the December

31, 2010 Racine City Quarterly Income Report. Staff will request a copy of the December 31, 2010 Racine City Quarterly Income Report, which will then be forwarded to the Board for their review. Sandy Weidner requested that one of the recommendations should be an easier to understand monthly burial and revenue report; perhaps Mr. Elsass has some examples from other cemeteries.

Ald. Sandy Weidner commented on Page 7 of the Audit under "Hours and Facilities Recommendations". She would prefer to have Saturday hours for better customer service.

Sharon Baldukas asked if CIMS data entry hours is based on a 0.6 person or a 0.5 person.

Kristine Reisdorf commented on Page 26 of the Audit under "Alley Burials Recommendations". Kristine is concerned with the recommendation that an amendment to the Cemetery ordinances requiring markers or headstones marking future graves in alleys be flush with the ground. The expectation at the cemeteries is that all family members have the same headstone; if the ordinance is passed, those family members in alley graves would have different markers.

Kristine Reisdorf asked if perpetual care was still offered. Kristine indicated the offering of perpetual care could be a good marketing tool.

A motion was made by Sandy Weidner, seconded by Arthur Petersen, that this be Deferred. The motion PASSED by a Voice Vote.

Adjournment

There being no further business, the meeting adjourned at 5:45 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.