



City of Racine

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

Meeting Minutes - Final Board of Cemetery Commissioners

*Sharon Baldukas
Margo Drummond
Alderman Sandy Weidner
Arthur Petersen*

Monday, October 18, 2010

4:30 PM

City Hall Annex, Room 130

1. Call To Order

Meeting Called to Order at 4:30 p.m.

2. Roll Call

Staff Present: Donnie Snow, Steve Bedard, Dawn Lackey

PRESENT: 4 - Sharon Baldukas, Margo Drummond, Sandy Weidner and Arthur Petersen

3. Approval of Minutes for September 20, 2010 Meeting

*Ald. Sandy Weidner Moves to Approve the Minutes
Margo Drummond Seconds
Passed Unan.
Approved*

to Approve the Minutes

4. Public Comment

Jerry Ruud present - Mr. Ruud would like to know what exactly an Alleyway is? It was explained that an Alleyway is the walkway that separates the lots/sections.

Jim Drummond present - Mr. Drummond has a friend who was sold an alleyway for his son to be buried and they have taken the Deed to the Register of Deeds, however, is cannot be registered because it was not a lawful sale due to the fact that alleyways cannot be sold as burial plots. Mr. Drummond was told that the City Attorney has a form now in process for the sales and there will be a charge of \$100 for new deeds. He feels this is wrong and that the Cemetery Commission needs to come clean, admit the mistakes and fix them. Mr. Drummond states that a re-platting should be done, publicly announce and acknowledge the mistakes and take a look at the supervision.

Donnie Snow states there has never been anything to come clean about, all discussions have been on record and the alleyway burials started in the 1920s. There will be no further sales of alleyways and burials for the ones already sold will be dealt with on a case-by-case basis. The Deeds for plots are handled through the City Clerk and not the County Register of Deeds and if there are to be no more sales, there is no need for re-platting. The Cemetery Commission is also waiting for a written response from the City Attorney's office for recommendations.

Sharon Baldukas brought a book to the meeting that indicates alleyway burials actually began in 1917. In 2006 a letter was received from Nielsen, Madsen & Barber, S.C. saying it was okay to continue the alleyway burials. The letter also states that the platting is to be recorded, however, the lots do not have to be recorded.

Margo Drummond does not feel this can be dealt with on a case-by-case basis and wants this taken care of.

Donnie Snow will check into the \$100.00 and if a fee needs to be made public or not. Mr. Drummond did state that because the Deed was from 2005 and not registered in the first year is where the \$100.00 fee comes into play.

The Cemetery Commission states that it is possible when the laws and ordinances changed, the information did not get to where it needed to be. Margo Drummond states that the City does not supercede the State law. Donnie Snow stated that the law says the City Cemetery does not have to follow the State laws and can follow its own ordinances. He also states that the Cemetery Commission has the authority to put something in place so we are functioning under policy.

Mr. Drummond would like to see a policy put into place that conforms to the State Statutes and submit a replatting for only the alleyways.

Mr. Ruud states that the City Attorney was a little vague at the last meeting and as of right now cannot really do anything until the written recommendation comes through from that office.

Donnie Snow will follow up with contacting the City Administrator.

5. Reports

A. Cemetery Supervisor Report

Margo Drummond makes a Motion to Receive and File the Report
Ald. Sandy Weidner Seconds
Passed Unan.
Received and Filed

The Report was Received and Filed

I. Burial and Revenue Report

Margo Drummond makes a Motion to Receive and File the Report
Ald. Sandy Weidner Seconds
Passed Unan.
Received and Filed

The Report was Received and Filed

II. Data Entry (CIMS)

Graceland Cemetery is completed. Mound Cemetery is a little larger and should be completed in another year.

Sharon Baldukas makes a Motion to Receive and File the Report

*Ald. Sandy Weidner Seconds
Passed Unan.
Received and Filed*

The Report was Received and Filed

6. Update on Cemetery Projects

No new information on Cemetery Projects

[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

*Ald. Sandy Weidner Moved to have this matter Deferred
Sharon Baldukas Seconded
Passed Unan.
Deferred*

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

Fees and Charges were discussed late last year and did not increase. Donnie Snow makes a recommendation that there be no increase at this time.

*Ald. Sandy Weidner Moves to Defer this matter
Margo Drummond Seconds
Passed Unan.
Deferred*

Deferred

[10-5652](#)

Subject: Review and Discussion of RFP's for Cemetery Audit

Recommendation of the Board of Cemetery Commissioners on October 18, 2010: To Accept the proposal submitted by Public Administration Associates, LLC.

Fiscal Note: \$12,800.00 to be paid for Audit

*Ald. Sandy Weidner made a Motion to Accept the Proposal Submitted by Public Administration Associates, LLC
Sharon Baldukas Second*

Discussion followed Motion - Donnie Snow stated that he sent the proposal out to

seven different consultants and received two responses. He recommends consensus with the motion. Donnie Snow also stated that the Cemetery Commission could interview Public Administration Associates, LLC first. Sharon Baldukas would like the opportunity to sit down with the company prior to the audit beginning and discuss exactly what they are looking to have done. Ald. Sandy Weidner states that if the proposal corresponds with the RFP she would like to move forward with the audit.

Ald. Sandy Weidner Moves to Accept the Proposal Submitted by Public Administration Associates, LLC

Sharon Baldukas Seconds

Sharon Baldukas - Yes

Ald. Sandy Weidner - Yes

Margo Drummond - No

Art Peterson - Abstains from Vote

Passed

Recommended For Approval

[10-5653](#)

Subject: Discussion of Fence Project at Graceland Cemetery

Recommendation of the Board of Cemetery Commissioners on October 18, 2010: Deferred

Fiscal Note: N/A

The Osborne section has been completed and looks very nice. Donnie Snow is suggesting the Graceland Boulevard side would be next and the cement wall due to the fact that it is the most visible. He also recommends that the fence be placed on top of the wall because it will take it further from the street and could be screwed in and removed if at any time repairs had to be made. Ald. Sandy Weidner would like to know if at the time the land was sold to St. Mary's was there an agreement for keeping the area up? Donnie Snow states there was no easement so there may be some conditional use agreement; he will check on this. Donnie Snow will also speak with the administration for the hospital regarding some possible landscaping that could be done. The Cemetery Commission suggests the same type of bushes as are on Osborne.

Deferred

11. Adjournment

Ald. Sandy Weidner made a Motion to Adjourn

Art Peterson Second

Pass Unan.

Meeting was Adjourned at 6:05 p.m.

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