

# City of Racine

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



## Meeting Minutes

Monday, April 16, 2007

4:30 PM

City Hall, Room 103

**Board of Cemetery Commissioners**

## REVISED AGENDA

### Call To Order

*The meeting was called to order at 4:30 P.M.*

### Approval of Minutes for March 19, 2007 Meeting

*The minutes were ammended to include a request from the Finance Department for information on any funds related to the cemetery. The minutes were then approved on a motion by Alderperson Weidner, seconded by Dale Slaasted.*

**to Approve the Minutes**

### Roll Call

*Staff: Steve Bedard*

*Donnie Snow*

**PRESENT:** 5 - Sharon Baldukas, Margo Drummond, Vilas Lund, Dale H. Slaasted and Sandy Weidner

### Burial and Revenue Report

*Questions regarding "Miscellaneous" items were raised along with "Garage Costs". Supervisor Bedard explained the costs. Payment for services rendered by the cemetery were discussed and following that discussion, Supervisor Bedard was instructed to provide each commissioner with a revised version of the Rules and Regulations Booklet. It was also noted that the doors to the Cemetery Office are no longer locked.*

### Cemetery Project Update

*A discussion was held on the cost of, and need for road repairs. Dale Slaasted said that he had spoken with Jack Schumann about the issue. Director Snow said that very little paving could be done for \$20,000. He said he did not think that future cemetery projects involving large trucks would damage the roadways. A motion was made by Dale Slaasted and seconded by margo Drummond to receive and file the projects report.*

**The Report was Received and Filed**

#### 06-2639

#### **Volunteer Computer Work**

**Subject:** Volunteer Computer Work: Item was discussed as a non-agenda item. Item is now open for discussion. Questions regarding item should be referred to file no. 06-2597 supplement to Agenda items.

*Director Snow informed the Commission that this item was addressed in the audit report which he shared copies of. He said that the Mayor would call a committee of the whole meeting which would include the Cemetery commission and at that time issues addressed in the audit would be discussed. On a motion by Dale Slaasted, seconded by Vilas Lund, the item was received and filed.*

**Received and Filed**

07-0447**Financial Report****Subject:** Account Status Report

*It was decided by the Commission to have the audit placed on the May agenda for discussion. On a motion by Dale Slaasted, seconded by Vilas Lund, the financial report was received and filed.*

**Received and Filed**07-0463**Cemetery Audit**

**Subject:** Cemetery Audit is now complete and will be presented to the Board of Cemetery Commissioners for review.

*The Mayor will be calling a meeting of the whole to discuss the Audit.*

**Deferred**07-0466**Mekus Studios Crypt Design**

**Subject:** Discussion regarding the Mekus studios Crypt Design.

*Mr. Mekus from Mekus Studio Crypt Design presented the Commission with some preliminary ideas and design work for the Mound Cemetery crypt project including the following:*

- \* A Topographic survey now underway.*
- \* Possible inclusion of interior crypts in the chapel area.*
- \* Utilization of the pond area.*
- \* Uses for the stone left.*
- \* Possible adaptations of the Fountain and the reflecting pool surrounding it.*
- \* Redoing the existing ramp and stairway.*
- \* The construction of 3 new crypt buildings to the west of the existing ones.*
- \* The possible use of ground markers in the area around the fountain.*
- \* The inclusion of niches in the side walls of the new crypts.*

*He explained that the project could be doing in phases with Phase I adding 450 new crypts and Phase II (3 buildings on the West) 990 Crypts. He asked the Commission to consider building materials (which will affect the budget), how best to restore the fountain, a time frame for going forward, and issues related to future phases. The commission let Mr. Mekus know that they were please with the direction the design work was going.*

**Deferred**

07-0467**Procedure for the Recording of the Minutes**

**Subject:** Discussion on how the meeting minutes shall be recorded.

*Director Snow said that the minutes of the Commission meetings were too detailed. He offered the Commission a choice of either having the meeting procedures recorded or to have the minutes taken by a clerical staff person from the city. He also said that the meetings were too long and should be limited to an hour and a half. On a motion by Dale Slaasted seconded by Vilas Lund, the clerical staff was chosen. Margo Drummond abstained.*

**Received and Filed**

**Miscellaneous****Adjournment**

*The meeting was adjourned at 6:16 P.M.*