



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, January 17, 2011

4:30 PM

City Hall Annex, Rm 130

1. Call To Order

Meeting Called To Order at 4:31 p.m.

2. Roll Call

Staff Present: Donnie Snow, Steve Bedard, Dawn Lackey

Quest: Daniel Elsass from Public Administration Associates, LLC

Introduction of new Member, Kristine Reisdorf, to Commission

PRESENT: 4 - Sharon Baldukas, Sandy Weidner, Arthur Petersen and Kristine Reisdorf

EXCUSED: 1 - Margo Drummond

3. Approval of Minutes for November 15, 2010 Meeting

Ald. Sandy Weidner Moves to Approve the Minutes from the November 15, 2010 Meeting

Arthur Petersen - 2nd

Passed Unan.

Approved

to Approve the Minutes

4. Public Comment

No Public

5. Reports

A. Cemetery Supervisor Report

Steve Bedard is having difficulty finding out who placed the light pole in the cemetery. He has spoke with Tony from the Bruce Company, who states 2 other cemeteries in the State received the light poles also. Steve Bedard is in the process of further investigating the issue. The Cemetery Commission would like this placed on the agenda for the next meeting.

The City Administrator has approved the secretarial position for the Cemetery to be

filled.

*Ald. Sandy Weidner Moves to Receive and File Report
Arthur Petersen - 2nd
Passed Unan.
Received and Filed*

The Report was Received and Filed

I. Burial and Revenue Report

There were 3 Non-Resident niches sold at Mound Cemetery; 3 Non-Resident lots sold at Mound; and 3 Resident Lots sold at Graceland for the month of December. The cemetery is averaging approximately 1 Saturday burial a month (a total of 18 for 2010).

*Ald. Sandy Weidner Moves to Receive and File Report
Arthur Petersen - 2nd
Passed Unan.
Received and Filed*

The Report was Received and Filed

II. Data Entry (CIMS)

The inputting of burial cards for Mound Cemetery for CIMS project continues. We are in the beginning of the "Cu" section.

*Ald. Sandy Weidner Moves to Receive and File Report
Arthur Petersen - 2nd
Passed Unan.
Received and Filed*

The Report was Received and Filed

6. Update on Cemetery Projects

Donnie Snow has spoken with Wheaton Franciscan Healthcare regarding the landscaping along the southwestern boarder of the campus; Wheaton will be drawing up some plans and present them to the Commission. This item will be brought back to the agenda in the spring.

[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

*Ald. Sandy Weidner Moves to Defer item until such time as ready to discuss
Arthur Petersen - 2nd
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

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

*Ald. Sandy Weidner Moves to Defer
Arthur Petersen - 2nd
Passed Unan.
Deferred*

Deferred

[11-5976](#)

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

Recommendation of the Board of Cemetery Commissioners on January 17, 2011: Receive and File the review and discussion of the cemetery audit as the audit process is just getting under way and discussion on this matter will continue as needed until the final audit is presented.

Fiscal Note: N/A

Mr. Dan Elsass informed the Commission that this is an operational audit, not financial and Public Administration Associates, LLC ("PPA") will be looking at the City's last 3 audits; personnel and policies and procedures and will then try to give a 10 year look at cremations and crypts. PPA will also survey funeral homes regarding chapel use; and the Bruce Company contract. PPA will meet with Kathleen Fischer

from Finance to look over and discuss cash reserves. PPA will review the fee structure and look at best practices and will compare to at least 2 other public cemeteries (1 in Madison & 1 in Oshkosh) and 1 private cemetery. PPA will also take a look at the computerized records and will pull random ones to verify the process.

Ald. Sandy Weidner Moves to Receive and File the Review of Audit Process

Arthur Petersen - 2nd

Passed Unan.

Received and Filed

Received and Filed

7. Adjournment

Meeting Adjourned at 5:15 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.