



# 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*

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Monday, April 18, 2011

4:30 PM

City Hall Annex, Rm. 130

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### 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, Arthur Petersen, Kristine Reisdorf and Jerry Ruud

**EXCUSED:** 1 - Sandy Weidner

### 3. Approval of Minutes for March 21, 2011 Meeting

*Jerry Ruud Moves to Approve the Minutes from the March 21, 2011 Meeting*

*Kristine Reisdorf - 2nd*

*4 - Yes*

*0 - No*

*Passed Unan.*

**to Approve the Minutes**

### 4. Public Comment

*No Public*

### 5. Reports

*Received permission from Council to retain Nielsen, Madsen & Barber to prepare plans, specifications and construction supervision for the 2011 paving project. Total contract cost is \$24,700.00.*

*Bids were received for the annual flowers for the parks and cemeteries and awarded to Milaeger's, Inc. Total bid of \$5,558.82.*

*Fence project - fence will be placed on top of the retaining wall and will be detachable.*

*Cemetery Audit - Commission would like to know when the deadline for the completion of the audit is. Donnie Snow will have that information at the next meeting and will also request the Auditor, Mr. Elsass, to be present to answer any questions*

and give an update. Donnie Snow also reminds the Commission that this is not just a financial audit, it is an operational audit as well.

*Jerry Ruud - Moves to Receive and File Report*

*Kristine Reisdorf - 2nd*

*4 - Yes*

*0 - No*

*Pass Unan.*

**The Report was Received and Filed**

## **A. Cemetery Supervisor Report**

*Cemetery has a new Secretary by the name of Jessica Salmone. A temporary part-time person will remain to continue inputting the burial cards for CIMS.*

*Spring cleaning of the cemeteries is underway.*

*Information regarding the repairs to the crypts needed was passed out. Steve Bedard stated that the crypt fronts are not structural issues.*

*Jerry Ruud Moves to Received and File Report*

*Kristine Reisdorf - 2nd*

*4 - Yes*

*0 - No*

*Passed Unan.*

**The Report was Received and Filed**

### **i. Burial and Revenue Report**

*There were three resident burials; one child burial through Human Services.*

*Art Petersen Moved to Received and File Report*

*Kristine Reisdorf - 2nd*

*4 - Yes*

*0 - No*

*Passed Unan.*

**The Report was Received and Filed**

### **ii. Data Entry (CIMS)**

*CIMS = Cemetery Information Management System. The cemetery is inputting information (i.e., date of birth, date of death and at times the cause of death) from lot and burial cards into the CIMS computer program. Graceland Cemetery is completed. Mound Cemetery is approximately 20-25% complete. Once completed, the burial and lot cards will be retained.*

*The Auditor will take a look at how updating to the next level of CIMS will benefit the cemeteries (Mound and Graceland cemeteries are using CIMS Light).*

*Kristine Reisdorf Moves to Received and File Report*

*Art Petersen - 2nd*

*4 - Yes*

*0 - No*

*Passed Unan.*

**The Report was Received and Filed**

[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

*This matter will continue to be deferred until there is a recommendation by the Cemetery Auditor. Auditor may have a preliminary proposal at the May meeting.*

*Sharon Baldukas Moves to Defer*

*Kristine Reisdorf - 2nd*

*4 - Yes*

*0 - No*

*Passed Unan.*

**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

**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

*This matter will continue to be deferred until there is a recommendation by the Cemetery Auditor.*

*Sharon Baldukas Moves to Defer this matter while waiting for the completion of the Audit Report*

*Kristine Reisdorf - 2nd*

*4 - Yes*

*0 - No*

*Passed Unan.*

**Deferred**

## **8. Adjournment**

*Meeting Adjourned at 5:15 p.m.*