



City of Racine
Meeting Minutes - Draft
Board of Cemetery Commissioners

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

Monday, December 3, 2007

4:30 PM

City Hall Annex, Room 130

Call To Order

Staff Present: Steve Bedard, Donnie Snow, Dawn Lackey

Roll Call

PRESENT: 4 - Sharon Baldukas, Margo Drummond, Dale H. Slaasted and Sandy Weidner

EXCUSED: 1 - Vilas Lund

Approval of Minutes for October 15, 2007 Meeting.

The minutes were approved as corrected to show Vilas Lund as excused.

to Approve the Minutes

Public Comment

No Public Comment

Financial Reports

No Financial Report - Received Quarterly

Burial and Revenue Report

It is agreed that the report looks fine. The report is easy to read and understand.

The Report was Received and Filed

Grave Buy Back Program

Donnie Snow handed out two letters with possible language for the grave buy back. It was agreed to use the letter indicating immediate discontinuation of repurchasing graves, however the owner or heir of a grave may sell the plot with the proper proof of ownership. Proper proof of ownership would be: Death Certificate, Will, or Birth Certificate. Graves can also be donated by the owner to a church.

The letter has been approved in concept and will go to the City Attorney for finalization.

Cemetery Office Hours

Office hours are still under discussion. Donnie Snow would like each member to give their thoughts on the hours and keep in mind there will be additional costs (i.e. vacation).

A motion was made to defer this item until members give their thoughts in writing.

Available Family Mausoleum Space

A mausoleum takes 20 plots. There is room for a few in the cemeteries; however, Steve Bedard would need to further investigate just how much room. For a mausoleum to be erected, there needs to be designs that are approved, a deposit of money, and appropriate space. Ald. Weidner would like Steve Bedard to come to the Cemetery Board with ideas (Sharon Baldukas will work on statutes, rules, and regulations; Steven Bedard will work on space and maps and recommend how to be handled by staff).

A motion was made to defer this matter for staff to gather information.

Ground Maintenance Contract

The contract will expire in August and will be put out for bids.

This matter shall be deferred.

Discuss contract from Wood National Cemetery regarding Soldiers Lot in Mound Cemetery

This is a contract in which the Federal Government pays a stipend to cemeteries for each veteran's grave (when money is available). Each year the contract comes up for renewal, Steve Bedard requests a 5% increase. This money, when received, is put into the maintenance fund. Steve Bedard will mail copies of the contract to each member.

The Report was Received and Filed

Permission to purchase a new Casket Carriage

The Cemetery Board has agreed to the purchase of a new casket carriage.

Approved.

07-0808

Subject: (Direct Referral) Cemetery Board and Board of Parks, Recreation and Cultural Services to meet with Donnie Snow, Director of Parks, Recreation and Cultural Services, to review and recommend resolution of apparent conflicts in their functional operations as set forth in the Code of Ordinances.

Recommendation of the Board of Parks, Recreation & Cultural Services 8-8-07: that the item be deferred.

Fiscal Note: N/A

Recommendation of the Board of Parks, Recreation & Cultural Services 9-12-07: that the item be deferred.

Further recommend that the item be referred to the Board of Cemetery Commissioners

Fiscal note: N/A

Recommendation of the Board of Cemetery Commissioners 9-17-07: There is a conflict with the City Ordinance 7038 and 3044. The ordinances have conflicting language regarding who has authority over the other - Parks, Recreation and Cultural Services Department, or Cemetery commission - that needs to be discussed and resolved. Donnie Snow would like everyone to bring his or her thoughts on the subject to the next meeting to discuss. item deferred.

Fiscal note: N/A

Recommendation of the Board of Cemetery Commissioners 12-03-07: That the item be received and filed.

Fiscal note: N/A

Recommendation of the Board of Parks, Recreation & Cultural Services 12-12-07: that the item be deferred.

Fiscal note: N/A

The Cemetery Board does not agree with the proposed language change to the ordinance. The Board wants to remain independent and the language changes would not allow that. Donnie Snow agrees that the way it is written, power would be taken away. However, he feels there is no choice and that eventually the changes will happen.

The Board agrees to leave as is for now.

Recommended to be Received and Filed

Adjournment

Meeting was adjourned at 6:20 p.m.

If you are disabled and have accessibility needs or need information interpreted for you. Please call the Cemetery Office at 636-9188 at least 48 hours prior to this meeting.