



# 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  
Betty Larsen*

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Monday, January 18, 2010

4:30 PM

City Hall Annex, Room 130

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### 1. Roll Call

*Staff Present: Donnie Snow, Steve Bedard, Dawn Lackey*

*New Board Member Present: Arthur Peterson*

**PRESENT:** 3 - Sharon Baldukas, Margo Drummond and Sandy Weidner

**EXCUSED:** 1 - Betty Larsen

### 2. Call To Order

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

### 3. Approval of Minutes for November 16, 2009 Meeting

*The November 16, 2009 Minutes are Approved.*

**to Approve the Minutes**

### 4. Public Comment

*No Public*

### 5. Reports

#### A. Quarterly Finance Report

*The Finance Report was handed out. Sharon Baldukas stated that third quarter was down by about 30% and it looks as if by the end of the year they were only down 25%. The Board wanted to know if the year-end totals included the wreaths – Donnie Snow believes so, but will check with Kathy Kasper on this. Ald. Weidner asked which fund is the Fund Balance of \$549,269 from? Donnie Snow stated it is from the Maintenance Fund.*

*There has been one cremation niche sold so far in the new addition. Donnie Snow has a communication into the Council regarding extending the discount program and a sign has been placed that says "Buy Now and Save". Margo Drummond left a message with Mark Hertzberg to do an article for the Journal Times. Donnie Snow stated that final payment for the project has been requested.*

*Ald. Sandy Weidner – Moves to Receive and File  
Arthur Peterson – Second*

4 Yes – 0 No  
Received and Filed

**The Report was Received and Filed**

## **B. Cemetery Supervisor Report**

*Report was passed out. Stones were reset (due to vandalism). A companion niche in the new complex at Mound was sold. 865 wreaths for perpetual care accounts were installed before December 1, 2009. Grief Warehouse used the chapel for its annual meeting. They donated \$100.00 toward the fence fund.*

*The fence in Graceland has been bent and the Bruce Co. will try to fix that.*

*Ald. Sandy Weidner – Moves to Receive and File  
Margo Drummond – Second  
4 Yes – 0 No  
Received and Filed*

**The Report was Received and Filed**

## **I. Burial and Revenue Report**

*Report was passed out. It has come to the Board's attention that 12 plots were purchased at one time from a family and only 10 at a time are to be purchased without the Board's approval. Steven Bedard apologized for the mistake.*

*On the December report, Mound Cemetery, the \$370 needs to be moved to Saturday O.T. and \$395 needs to be added to the Double Depth.*

*Ald. Sandy Weidner – Moves to Receive and File  
Margo Drummond – Second  
4 Yes – 0 No  
Received and Filed*

**The Report was Received and Filed**

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

*Report handed out. The temp is adding between 90 – 110 cards per day. Section H is halfway complete and Sections I through Z are complete.*

*Ald. Sandy Weidner – Moves to Receive and File  
Margo Drummond – Second  
4 Yes – 0 No  
Received and Filed*

**The Report was Received and Filed**

## **III. Request of the Cemetery Supervisor to Relandscape in Graceland - Block 12, Lot 48**

*This area is the infant section, in the middle of adults. Trees were removed and the next step is to remove the stumps. The PRCS Dept. is working on trying to figure out where the wash out is coming from and there will be no bids until they can figure that out and how to repair it.*

*Ald. Sandy Weidner – Move to Defer to February meeting  
Margo Drummond – Second  
4 Yes – 0 No  
Deferred*

## **6. Update on Cemetery Projects**

*2010 Mound Asphalt Project:*

*Nielsen, Madsen and Barber Engineering are going to prepare plans and specs. Should be able to complete Mound entrance road from the gates to the bridge, make the turn to the office parking lot and make the turn toward the maintenance buildings. The project will include concrete curb and gutter, new asphalt and new concrete walks. Ald. Weidner would like the Board to consider going with all concrete and curved curb and gutter. She feels it would be a longer lasting option. Donnie Snow can see if there is enough time to look at that option. Ald. Weidner would also like to look at the cost of cobblestone. Donnie Snow stated that there can be a cement base, not sand otherwise grass would grow through it. He also suggests the Board looks at the crosswalks downtown for the color change – it has faded over time.*

*Ald. Sandy Weidner – Moves to Receive and File  
Margo Drummond – Second  
4 Yes – 0 No  
Received and Filed*

**The Report was Received and Filed**

### **A. Mound Cemetery New Crypt Project**

*Change Order #2 was finalized and final project cost was \$1,412,612.50.*

## **7. Discussion of the Possibility of Selling Items Such as Wreaths**

*Donnie Snow spoke with the City Attorney and the Board has been given the approval for selling wreaths. The Board will give it time to see how this goes and then possibly look into doing the same with Spring Plantings. Steve Bedard suggests doing some advertising and will contact Car25 and put a letter together for a mailing.*

*Ald. Sandy Weidner – Motion to move forward with implementing Policy and Procedures to start selling Wreaths for the 2010 winter season.  
Margo Drummond – 2nd  
4 Yes – 0 No  
Motion Approved*

## **8. Miscellaneous**

*Plaque: Donnie Snow contacted Mekus and sent the template for the plaque to them. Mekus thought with them and Bane-Nelson, it would be paid for (approximately \$600).*

*Expansion: Arthur Peterson would like to know if there is room for expansion in Mound Cemetery. He states that around the bend and below, there is a park and is wondering if expansion could be done there. Donnie Snow stated that there are areas there that are historical and that is not saying it could not be done, however, would be a big project. There are grave Lots available. The property in the cemetery is platted; it just needs to be named. The Board would like to review Wis. Stats.*

§157.07 Platting and get the City Attorney’s approval so no laws are broken. Steven Bedard has been following what has been done in the past and explains that the alley way between the plots is the same size as the other lots and can be recorded and used (see below) – he will get an opinion from the City Attorney.

*Burial Lots with the Alley Way not split.*

10	9	8	7	6	10	9	8	7	6
5	4	3	2	1	5	4	3	2	1

*Burial Lots with the Alley Way split for additional burials.*

10	9	8	7	6	6A	10	9	8	7	6
5	4	3	2	1	1A	5	4	3	2	1

*Audit: The specs. need to go to Finance for the Audit proposals to go out. Margo Drummond will get that information to Donnie Snow and the Board one week prior to the next meeting on February 15, 2010.*

*Pricing: Sharon Baldukas would like to discuss pricing and this item is to be put on the February agenda. She will type a comparison with other cemeteries and the Board will review that information. One cemetery is advertising specials and discounts if bought pre-need, while other cemeteries are charging a warming fee for winter burials (this is a device that warms the ground).*

**9. Adjournment**

*Meeting was adjourned at 6:10 p.m.*

If you are disabled and have accessibility needs or need information interpreted for you, please call the Parks, Recreation & Cultural Services Department at 636-9131 at least 48 hours prior to this meeting.