



# 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  
Kristine Reisdorf  
Jerry Ruud*

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Monday, November 18, 2013

4:30 PM

City Hall Annex, Rm. 127

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### Call To Order

*Chairman Baldukas called the meeting to order at 4:31 p.m.*

*Staff Present: Director Tom Molbeck, Cemetery Supervisor Steve Bedard, and Kellie Ptaschinski.*

*Guest: Jim Fiene*

**PRESENT:** 3 - Sharon Baldukas, Sandy Weidner and Kristine Reisdorf

**EXCUSED:** 1 - Jerry Ruud

### Approval of Minutes for October 21, 2013 Meeting

**A motion was made by Sandy Weidner and seconded by Kris Reisdorf to Approve the Minutes. The motion PASSED by a voice vote.**

### Public Comment

*No Public Comment*

### Cemetery Supervisor Report

*Supervisor Bedard reports that revenue is \$18,000 down from last year, with a good chance to erase that deficit by year end.*

*The CIMS program reports were introduced and explained, which show breakdowns for both cemeteries. Alderman Weidner asks if there will be any discrepancy when past data is entered into CIMS. Supervisor Bedard reports there will be no numerical discrepancies. Updates slated for after the first of the year should take care of glitches in the program, as well as show reserved grave space.*

*Director Molbeck reports that final yearly numbers will be available in February.*

*Chairman Baldukas asks where the funds will come from to repair the damage done to the crypts at Graceland Cemetery on the Lockwood Park side of the drainage issue. Director Molbeck states those funds will come from PRCS.*

### 2014 PRCS Cemetery Goals and Objectives

*Director Molbeck presented a 2014 Cemetery Goals outline to the Commission and*

asks they review independently, and to notify him of any revisions they'd like to see on the list. He will add dates and deadlines based on the Commission's suggestions.

Supervisor Bedard and Director Molbeck are updating the Cemetery Policy and Procedure Manual and will present a rough draft to the Commission for review.

Director Molbeck also states that there is a staff instruction manual, which shows step by step cemetery procedures that will be updated by Supervisor Bedard.

Chairman Baldukas refers to the Doolittle Marker, and would like to point out discrepancies on the dates, which was found by Kris Reisdorf. They would like Supervisor Bedard to make note of the date discrepancy of James, Jr. which reads 1899, and should read 1897. Chairman Baldukas would like Supervisor Bedard to place the marker at the head of the grave.

Supervisor Bedard approximates \$500 in revenue from the Historical Walking Tour, and will confirm the amount in December.

### **Discussion: Approval of Cremation Plots, Section 23, Graceland Cemetery.**

Kris Reisdorf asks how soon Section 23 will be in use. Supervisor Bedard states it should be available for use in the Spring of 2014.

There was discussion of reaching out to various tribes for sustaining gifts for Mound Cemetery. An item will be added to the next Agenda for discussion of this matter.

Supervisor Bedard exited the meeting at 5:32 p.m.

**A motion was made by Sandy Weidner and seconded by Kris Reisdorf to Approve the concept. . The motion PASSED by Voice Vote.**

### **Adjournment**

Chairman Baldukas adjourned the meeting at 5:48 p.m.

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