



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*

Monday, December 10, 2012

4:30 PM

City Hall Annex, Rm. 130

Call To Order

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

Staff present: Tom Molbeck, Steve Bedard, Mike Willis, Kellie Ptaschinski, Becky Spika

PRESENT: 4 - Sharon Baldukas, Sandy Weidner, Kristine Reisdorf and Jerry Ruud

Approval of Minutes for October 15, 2012 Meeting

A motion was made by Sandy Weidner, seconded by Jerry Ruud, to Approve the Minutes. The motion PASSED by a Voice Vote.

Public Comment

No Public Comment

Cemetery Supervisor Report

Supervisor Bedard distributed the Monthly Financial, Burial, and Sales Reports for October and November. Sales are still \$1,586 over 2011 totals.

Director Molbeck agreed to provide the commission with a financial summary of the 2012 reports in January 2013.

The commission requests to no longer include the monthly Cemetery Receipts in distributed materials.

A motion was made by Sandy Weidner, seconded by Kristine Reisdorf, to receive and file the Cemetery Supervisor Report. The motion PASSED by a Voice Vote.

2012 Quarterly Reports

Director Molbeck will invite a representative from the Finance Department to attend the February meeting. The commission was asked to review the 2012 Quarterly Reports and prepare any questions for the representative.

2013 Marketing Plan

Director Molbeck distributed the 2013 Marketing Plan, 2013 Mound and Graceland

Cemetery Projects, 2013 CIP Project List, and the 1998 Mound Cemetery Tour CD.

Supervisor Bedard clarified that the fence at Graceland Cemetery will end at the beginning of the Jewish Cemetery on Lathrop Ave.

The commission discussed an upgrade to the full version of CIMS. Director Molbeck will report back on the cost of the upgrade and will prepare a statement regarding the possible financial returns on investing in the upgrade.

2013 Cemetery Fees

Supervisor Bedard distributed a Cemetery Fee report with breakdowns of pricing increases at various levels for the commission to review; suggests separate meeting to discuss new fees.

Director Molbeck suggested the fees be submitted in March for approval and in place by June 2013.

Chairman Baldukas will provide copies of price comparisons of other cemetery fees for the February 2013 meeting.

Supervisor Bedard was asked to provide the total 2012 revenue for February 2013 meeting.

Commission Member Criteria

Board may consist of four (4) resident and one (1) non-resident members. The commission was asked to provide nominations at the January 2013 meeting.

The commission would like the appointment to be made by February 1, 2013.

Bruce Company Contract

The commission discussed items 23-30 and was asked to review items 31 & 32 for discussion at the January 2013 meeting.

Parks Superintendent Mike Willis was asked to provide designs for the planting of annuals around the cemeteries.

Adjournment

Chairman Baldukas adjourned the meeting at 6:28 pm

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