



# City of Racine

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

## Meeting Minutes - Final Board of Cemetery Commissioners

*Sharon Baldukas  
Alderman Sandy Weidner  
Arthur Petersen  
Kristine Reisdorf  
Jerry Ruud*

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Monday, March 19, 2012

4:30 PM

Mound Cemetery Office: 1147 West Blvd.

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### Call To Order

*Chairman Baldukas called the meeting to order at 4:45 pm.*

### Roll Call

*Staff present: Steve Bedard, Robert Rafel and Marie Wilkinson.*

**PRESENT:** 4 - Sharon Baldukas, Sandy Weidner, Arthur Petersen and Kristine Reisdorf

**EXCUSED:** 1 - Jerry Ruud

### Approval of Minutes for the February 20, 2012 Meeting

**A motion was made by Chairman Baldukas, seconded by Sandy Weidner, to Approve the Minutes. The motion PASSED by a Voice Vote.**

### Public Comment

*No public comment.*

### Cemetery Supervisor Report

*Supervisor Bedard distributed the burial and revenue reports for February, 2012, which showed an improvement from last year due to more burials and sales.*

*Supervisor Bedard said when the CIMS data entry project is completed, by the end of summer, additional graves may be reclaimed.*

**A motion was made by Chairman Baldukas, seconded by Kristine Reisdorf, that the Report be Received and Filed. The motion PASSED by a Voice Vote.**

### Update on Cemetery Projects

*The group discussed the need for a Master Plan to be implemented.*

*Reisdorf would like to see areas of concern prioritized for a better focus on each project.*

*Petersen asked if available grave sites could be flagged for the public to see.*

*Reisdorf also expressed the need for grave sites to be available for families to purchase.*

*Supervisor Bedard said twelve new trees will be planted in Mound Cemetery.*

*Petersen left the meeting at 6:10 pm.*

#### **A. Revenue Ideas**

*Supervisor Bedard shared many ideas for revenue generation. The group would like to designate work on these ideas to specific persons in order to implement them for revenue generation.*

#### **B. Bruce Company Agreement**

*Supervisor Bedard reported that the Bruce Company continues to straighten headstones by hand.*

*Supervisor Bedard stated the Bruce Company contract expires in two years from this coming August, and that the current contract needs review.*

#### **C. CIMS Software**

*Supervisor Bedard stated progress on CIMS data entry is now in the TR section. He feels the project should be complete by the end of summer.*

*Weidner inquired on the full CIMS software upgrade. She asked that the MIS Director be contacted regarding this matter.*

#### **D. Cremation Burial Sites**

*The group discussed offering package deals, along with other options, to cremation burial customers.*

#### **E. Secretarial Position**

*Various hiring possibilities were discussed regarding filling this position to best suit the cemeteries needs.*

#### **ADA Chapel Restroom Proposal**

*Rafel distributed and presented an ADA compliant restroom drawing, for one unisex facility, for the Chapel building at Mound Cemetery; then he led a tour showing the group where the restroom would be built. The group would like to see Rafel move forward with this plan, without altering the integrity of the building.*

*Rafel left the meeting at 5:30 pm.*

#### **Adjournment**

*The meeting was adjourned by Chairman Baldukas at 6:35 pm. Next meeting: Monday, April 16th, 4:30 pm, at Mound Cemetery.*

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