



# City of Racine

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

## Meeting Minutes - Final Board of Cemetery Commissioners

*Sharon Baldukas*  
*Jim Fiene*  
*Kristine Reisdorf*  
*Sandy Weidner*

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Monday, September 15, 2014

4:30 PM

City Hall Annex, Room 130

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### Call To Order

*Chairman Baldukas called the meeting to order at 4:33 p.m.*

*Staff present: Director Tom Molbeck, Kellie Ptaschinski, and Crystal Weime*

**PRESENT:** 4 - Sharon Baldukas, Jim Fiene, Kristine Reisdorf and Sandy Weidner

### Approval of Minutes for the August 18, 2014 Meeting

**Jim Fiene moved and Kris Reisdorf seconded to Approve the Minutes. The motion PASSED by voice vote.**

### Cemetery Supervisor Report

*Director Molbeck states that revenue is down approximately \$28,000 year-to-date from 2013.*

*Alderman Weidner entered the meeting at 4:40 p.m.*

*Crystal Weime presented new Burial Management Report from CIMS, which shows an interment number that is extremely helpful when navigating the software program.*

*Director Molbeck reports that Section 23 has been leveled, graded, and sodded. Chairman Baldukas hands out a new marker price list from the recent catalog of Star Granite. After discussion, Kris Reisdorf suggests getting the recommendation of Star Granite staff for appropriate size markers.*

*Director Molbeck reports that the Mound Cemetery bathroom project is complete. Bids are out for chapel and Graceland projects.*

*The Commission set a price of \$45 for wreath sales which are not part of the perpetual care fund. Director Molbeck will place marketing information via an ad in the newspaper, signs and banners, and place information on the cemetery website.*

**Kris Reisdorf moved and Jim Fiene seconded to Receive and File the report.**

### Unclaimed Grave Space

*Alderman Weidner asks how many unclaimed grave spaces have been identified. Director Molbeck approximates at least 100.*

## Old Business

*Director Molbeck asks the Commission to provide goals at the next meeting that they would like to see achieved.*

*Director Molbeck reports that the proposal for the management contract has been voided, as the bids were too expensive. He will be working with Purchasing to send out individual bids for snow removal, ground maintenance, and burials.*

*Kris Reisdorf suggests the maintenance contract be worded to pay per burial, versus a set amount for burials. Director Molbeck will report back how the current RFP reads in regards to burials.*

## Adjournment

*Chairman Baldukas adjourns the meeting at 6:06 p.m.*