



City of Racine

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

Meeting Minutes - Revised Board of Cemetery Commissioners

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

Monday, July 16, 2012

4:30 PM

City Hall Annex, Rm. 127

Call To Order

Chairman Baldukas called the meeting to order at 4:35 p.m.

Staff present: Tom Molbeck, Steve Bedard, Becky Spika

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

ABSENT: 1 - Arthur Petersen

Approval of Minutes for June 18, 2012 Meeting

Alderman Weidner moved and Jerry Ruud seconded to Approve the Minutes.

Public Comment

No Public Comment

Cemetery Supervisor Report

Supervisor Bedard distributed the Cemetery Supervisor Report, the Monthly Financial Report and the Cemetery Receipts Report showing average sales for June and a continued year-to-date increase over 2011. He reported that drought conditions and the warmer weather have resulted in the Bruce Company halting grass cutting and moving to trimming, watering and straightening of headstones.

After discussion of a possible CIMS upgrade, Director Molbeck indicated he will read through the 2011 Audit Report recommendations and consider the upgrade in upcoming budget planning.

Director Molbeck informed the commission that he will come to the September meeting with budget items for discussion.

The commission requested that quarterly financial reports be distributed by Director Molbeck.

Supervisor Bedard indicated the Movie Night at Mound Cemetery was well received and well organized by staff. Attendance was reported to be approximately 400. The commission asked to be informed of any future Mound Cemetery tours being presented by Supervisor Bedard.

Alderman Weidner moved and Kristine Reisdorf seconded to Receive and File

the Report.

Update on Cemetery Projects

Sub-committee updates:

1. *Pet Burials - More information about ordinances and legal definitions of pets is needed. Director Molbeck will look into this. Alderman Weidner indicated public input is important.*

2. *Marketing - Alderman Weidner asked that CAR25 be contacted to do a brief history of the Mound Cemetery fountain and available grave space. Director Molbeck informed the group that the Seance Tour DVD should now be ready for public showing. It was determined by the commission that approval from Margot Drummond and Roberta Fiene be obtained before moving forward. A marketing plan for 2013 will be discussed further during budget consideration in September.*

Alderman Weidner left the meeting at 5:05 p.m.

3. *Cremation Burials - Kristine Reisdorf reported that the committee met to identify the components desired for a premiere cremation burial site at Graceland Cemetery. Meditation space, walking paths and themed areas were mentioned. Chairman Baldukas asked that maps of the pond area be provided so that the committee can better plan for development. Supervisor Bedard indicated that draining and dredging of the pond should be the first task to be considered. Kristine Reisdorf requested information from Director Molbeck concerning state and federal statutes on columbariums.*

4. *Package Pricing/Replating - A letter from the City Attorney concerning cemetery merchandise was discussed. Chairman Baldukas asked that Director Molbeck contact the state to clarify some terminology used in the letter. Director Molbeck indicated that the CIMS upgrade and other pricing information will be brought up during budget discussions in September.*

Project Update:

Infant burial headstone sizes were discussed. Kristine Reisdorf moved and Jerry Ruud seconded that the maximum size of an infant burial marker be no more than 10" wide x 20" long x 16" high. The motion passed unanimously.

Program Update:

There was discussion of the cemetery Saturday hours. Director Molbeck informed the group that the current staff job requirement is for 5 days a week with flexible Saturday hours as needed. Policies and procedures do indicate there are Saturday hours and he would like to move towards consistency. Supervisor Bedard indicated service is never denied on a Saturday. In the first six months of 2012 the Cemetery office was open seven Saturdays for burials. Further discussion was tabled until the August 20th meeting.

Adjournment

Chairman Baldukas adjourned the meeting at 6:03 p.m.

If you are disabled and have accessibility needs or need information interpreted for you, please call the Parks, Recreation and Cultural Services Department at (262)636-9453 at least 48 hours prior to this meeting.



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Meeting Minutes - Final Board of Cemetery Commissioners

Sharon Baldukas
Alderman Sandy Weidner
Arthur Petersen
Kristine Reisdorf
Jerry Ruud

Monday, August 20, 2012

4:30 PM

City Hall Annex, Rm. 130

Call To Order

Chairman Baldukas called the meeting to order at 4:32 p.m.

Staff Present: Steve Bedard, Becky Spika.

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

ABSENT: 1 - Arthur Petersen

Approval of Minutes for July 16, 2012 Meeting

Jerry Ruud moved and Alderman Weidner seconded to Approve the Minutes

Public Comment

No Public Comment

Cemetery Supervisor Report

Supervisor Bedard reported that sales increases are still holding at \$17,000 over 2011 levels. There has not been much interest in crypts at Mound Cemetery. Lower sales at Mound may be the result of economic times and the public's lack of knowledge about available space at Mound.

Six to eight maintenance staff are working on trimming, tree removal and headstone straightening. Alderman Weidner asked how maintenance work is assessed. Supervisor Bedard indicated it is done by written work order.

Alderman Weidner moved, and Kris Reisdorf seconded, that PRCS Administration provide the board with a summary of the current Bruce Company contract items: jobs performed, what does not get performed and what needs to be performed.

Alderman Weidner moved and Kristine Reisdorf seconded to Receive and File the Cemetery Supervisor's report.

Update on Cemetery Projects

A. Sub-Committee Updates

Pet Burials - Supervisor Bedard reported he could find no cemeteries that provide pet burial with human remains. No legal information about this was available. Concerning

the possible development of Lockwood Park as a Pet Burial area, he believes there is a green space reciprocity agreement that requires the city to provide green space for green space taken.

Cremation Burials - Supervisor Bedard has been working with Bob Rafel on mapping possible revenue from cremation burial spaces. It has been estimated that 30"x36" space alone would provide a potential \$300,000 in revenue. It was determined that a 36"x36" space with a 12"x24" marker would be most beneficial. The first step in the development of a cremation burial site is to have asphalt removed.

Package Pricing & Replatting - Will report back at a later date.

Marketing Publications - Supervisor Bedard has obtained permission to screen the Seance DVD to the public. Alderman Weidner asked that Supervisor Bedard provide a copy of the DVD to each board member. Chairman Baldukas handed out a brochure she created about the development of the Mound Cemetery Mausoleum Crypts and Niches.

Alderman Weidner left the meeting at 5:07 p.m.

B. Program Updates - Supervisor Bedard reported that no maps of the Graceland pond have been located and that it, to his knowledge, has never been platted. CIMS project should be completed before the end of the year. Discussion occurred about pursuing the Potowatomie connection with Ho-Chunk Casino for possible funding. Kristine Reisdorf suggested we begin to put together research on the matter and seek an ambassador to go forward. Chairman Baldukas will inquire with Preservation Racine for additional help. The discussion was deferred to a future meeting.

Adjournment

Chairman Baldukas adjourned the meeting at 5:26 p.m.

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