



# 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, June 16, 2014

4:30 PM

City Hall Annex, Room 130

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### 1. Call To Order

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

*Staff present: Tom Molbeck, Steve Bedard, Becky Spika*

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

### 2. Approval of Minutes for May 19, 2014 Meeting

**Sandy Weidner moved and Jim Fiene seconded to approve the minutes of the May 19, 2014 meeting of the Board of Cemetery Commissioners. The motion passed by voice vote.**

### 3. Public Comment

*No Public Comment*

### 4. Cemetery Supervisor Report

*Supervisor Bedard reported that revenue is \$53, 550 below 2013 year to date totals.*

*Director Molbeck indicated he will provide the Commission with a 6 month review of the 2014 Cemetery Budget and all Cemetery related financial accounts. The information will be an agenda item for the July meeting.*

**Kristine Reisdorf moved and Jim Fiene seconded to Receive and File the Cemetery Supervisor's Report. The motion passed by voice vote.**

### 5. Unclaimed Grave Space

*Supervisor Bedard indicated he has reviewed cemetery lot cards to determine abandoned grave totals. Cemetery staff will be entering the information into the CIMS program and will obtain information about an Abandoned Grave section of CIMS.*

*Chairman Baldukas distributed state statutes concerning recovering abandoned grave sites. The Commission will be provided with copies for review.*

*Alderman Weidner asked that PRCS Administration inform the Commission of the next step in the process by the July meeting. Director Molbeck and Supervisor Bedard will be meeting with the City Attorney on this matter.*

**6. Cemetery Fees and Charges**

*Director Molbeck distributed suggested 2015 pricing for Graceland Section 23 Cremation Packages, Mound & Graceland Fees/Charges, and Mound & Graceland Crypts/Niches.*

*The Commission would like a consistent percentage established for setting Non-Resident pricing. Director Molbeck will bring 15% and 20% price recommendations to the July meeting.*

*Director Molbeck asked the Commission to review the draft of cremation package pricing and return with their recommendations to Council as soon as possible. The recommendations concerning that and other pricing will be needed before the 2015 budget is submitted.*

*Alderman Weidner left the meeting at 5:36 p.m.  
Supervisor Bedard left the meeting at 5:45 p.m.*

**7. Cemetery Rules and Regulations**

*Director Molbeck and Supervisor Bedard will present the Commission with an updated draft of Cemetery Rules & Regulations. The Commission will be asked to review and finish the final document.*

**8. CIMS Project Update**

*CIMS and PRCS are working together to resolve mapping discrepancies. Once completed, CIMS will provide a timetable for completion of the update project. Director Molbeck suggested an August completion may be possible.*

**9. Adjournment**

*July meeting of the Board of Cemetery Commissioners will be held at 4:30 p.m. at Graceland Cemetery, 3527 Osborne Blvd.  
Chairman Baldukas adjourned the meeting at 5:55 p.m.*

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