



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

Monday, September 17, 2012

4:30 PM

City Hall Annex, Rm. 130

Call To Order

Chairman Baldukas called the meeting to order at 4:33 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 August 20, 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

Kristine Reisdorf arrived at 4:40 p.m.

Supervisor Bedard distributed the Monthly Financial Report, Sales Report, Burial Report and Cemetery Receipt spreadsheet. Sales and revenue continue to show an increase over 2011 levels. There were two Saturday burials in August.

Supervisor Bedard distributed the Cemetery Supervisor's Report. CIMS data input project has been completed; the project will be checked for errors through September.

There was a discussion of Perpetual Care funds and how they are administered. Alderman Weidner requested that PRCS Administration provide the committee with a breakdown of the Perpetual Care Fund. Supervisor Bedard agreed to provide this at the October meeting.

There was discussion of providing wreath services to those without Perpetual Care funds. This will be discussed further as part of the 2013 Marketing Plan.

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 Budget

Director Molbeck distributed the 2012 budget and year review listing completed projects, remaining projects and programs held during the year. The following items will be provided to the commission for the December 2012 meeting:

A. Marketing Plan for 2013

B. 2013 year outlook for Mound and Graceland Cemeteries

The commission agreed to have the Master Plan replaced by the CIMS upgrade in the CIP project plan.

Supervisor Bedard was asked to provide DVD copies of the Seance Program at Mound Cemetery.

2013 Budget

Director Molbeck distributed the 2013 Budget and Year review listing CIP Projects, Operating Budget information, Fee/Charges information and Marketing Plan information.

Supervisor Bedard distributed a draft of a promotional brochure. The committee suggested adding more service oriented information. Further discussion will take place at future meetings.

Chairman Baldukas and Kristine Reisdorf offered to work with PRCS Administration on a Marketing Plan for 2013.

Bruce Company Contract

A copy of the current Bruce Company contract was distributed. The committee has been asked to review pages 1-6 of the Bruce Company's current contract to be discussed at the October 2012 meeting.

Adjournment

Chairman Baldukas adjourned the meeting at 6 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.