



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*

Monday, April 21, 2014

4:30 PM

City Hall Annex, Room 130

Call To Order

Meeting was called to order at 4:35 p.m.

Staff Present: Tom Molbeck, Steve Bedard, Becky Spika

PRESENT: 3 - Sharon Baldukas, Kristine Reisdorf and Sandy Weidner

EXCUSED: 1 - Jim Fiene

Approval of Minutes for March 17, 2014 Meeting

**Sandy Weidner moved and Kristine Reisdorf seconded to Approve the Minutes.
Motion passed with a voice vote.**

Public Comment

No public comment.

Cemetery Supervisor Report

Sandy Weidner requested that Director Molbeck provide the Commission with a Yearly Financial Comparison Report each month. The last report was issued in August 2013.

Revenue is down \$25,000 from 2013 totals. Discussion occurred concerning the marketing of Mound Cemetery's available grave space. Supervisor Bedard was asked to provide information for a brochure by the next meeting.

Director Molbeck left at 5:00 p.m. Returned at 5:30 p.m.

Sandy Weidner moved and Kristine Reisdorf seconded to Receive and File the Report. Motion passed with a voice vote.

14-10057

Subject: (Direct Referral) Communication from Purchasing Agent requesting permission to begin a request for proposals process for the management and operational functions of the Cemetery.

Recommendation of the Board of Cemetery Commissioners on 4/21/14: To approve the request from the City of Racine Purchasing Agent to begin a request for proposals process for the management

and operational functions of the Cemetery.

Fiscal Note: N/A

Attachments: [14-10057](#)

The current maintenance contract expires in August 2014. Staff and Administration are seeking to initiate a request for proposals process for a contract package that would include management and maintenance of the cemetery. An evaluation committee will be formed to review proposals. Committee members have been asked to direct any questions, concerns and comments to City of Racine Purchasing Agent Kathy Kasper as soon as possible.

Sandi Weidner moved and Sharon Baldukas seconded a Recommendation For Approval. Motion passed with a voice vote.

Cemetery Fees & Charges

Discussion occurred concerning package pricing. Kristine Reisdorf suggested a company for grave markers be selected so that package pricing may be set. Director Molbeck indicated this would need to be a request for proposal process and would obtain more information. Supervisor Bedard was asked to provide a communication to Council requesting approval to sell cremation burial packages.

Discussion occurred concerning the landscaping of the Graceland Cemetery cremation area. The commission asked to be kept involved in the development of the area.

Sandy Weidner requested that a reduction in the pricing of Mound Cemetery Crypt/Niche space be considered and made a priority.

CIMS Update

Supervisor Bedard provided the following information concerning the CIMS upgrade:

- 1. CAD maps have been submitted to CIMS for mapping. Alleys will be platted.*
- 2. Work orders are now being processed through CIMS.*
- 3. Photos and genealogy information are now able to be entered in CIMS.*
- 4. Future applications will include receipts, deeds and the ability to reserve grave space.*

The Commission recommended cross-training a third staff member as backup.

Graceland Pond Project Update

Supervisor Bedard provided the following information concerning the Graceland Pond Project:

- 1. Dredging of the pond area will begin in the Winter of 2014/2015.*
- 2. Block 15 road will be removed as it is not needed and may be used as additional grave space.*
- 3. Springs located south of the pond may take up some of the area originally set aside for premier cremation garden space.*
- 4. An asphalt walkway through Graceland Cemetery is being proposed providing PRCS receives the DNR Stewardship Grant.*
- 5. Section 23 will be platted.*

Sandy Weidner asked if committee members may be present at the next project

meeting. Director Molbeck indicated a separate meeting immediately following the project meeting could be arranged. Committee members have been asked to provide any ideas, concerns and comments to Supervisor Bedard as soon as possible.

Changes/Additions to Cemetery Rules and Regulations

Supervisor Bedard provided information concerning recommended changes to Cemetery Rules and Regulations. He is seeking:

- 1. The ability to accept prepayment of opening/closing fees.*
- 2. Guidelines and fees concerning Second Right of Burial*
- 3. A change to the marker requirements for the infant burial section. (Elimination of slant markers and a restriction of 16"x8" marker size)*
- 4. The addition of a responsibility disclaimer concerning lost or damaged decorations.*

The Commission asked to have the amended Cemetery Rules and Regulations presented at the next meeting for approval. They suggested the removal of change #3 as there would be little support from the commission members.

Adjournment

Meeting was adjourned at 6:44 p.m.

If you are disabled and have accessibility needs, or if you 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.