



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Cemetery Commission

Pat Grulke, President

Monday, November 8, 2021

5:30 PM

Room 162, City Hall first floor

1. Call to Order

Present 4 - Grulke, Rodriguez, Trotter, and Lambert

Absent 3 - Andrews, Raether, and McElderry

2. Public Comment

Comments will be limited to 2 minutes and the Commission will take all comments under advisement at our next meeting.

3. Approval of Minutes

A motion was made by Alderman Rodriguez, seconded by Member Lambert, that this be approved. The motion carried by the following vote:

Aye: 4 - Grulke, Rodriguez, Trotter and Lambert

Absent: 3 - Andrews, Raether and McElderry

[ID#21-3124](#)

Attachments: [Minutes from October 11, 2021](#)

4. New Business

[ID#21-2810](#)

Attachments: [Cover Sheet ID# 21-2810](#)

[Wisconsin Statute 29.604 Endangered and threatened species protected](#)

Alderman Rodriguez has received contact for the DNR. Interim Director Vicky Lewis has continued contact with the Prairie Enthusiasts. Richard is in frequent contact with DNR and they will contact us when time allows. Alderman Rodriguez recommends placing this item on hold until DNR contacts us or we get closer to the situation needing immediate attention.

5. Reports

a. Cemetery Manager's Report

[ID#21-3125](#)

Attachments: [2022 EXECUTIVE CIP BUDGET BOOK- Cemetery](#)

The CIP budget is the cemetery equipment and fleet purchases for 2022. The crypt lift, due to it's age and functionality is being replaced. The cost is \$27,775.00.

The cemetery is replacing a 2014 John Deere mower and adding an additional mower to the fleet.

Future equipment replacement will include a backhoe in 2024.

In addition, the roof for the chapel building needs replacement which includes gutters, downspouts and edging. Interim Director Vicky has received three quotes using different types of materials. Additional discussion and decisions will be made at the December meeting.

[ID#21-3126](#)

Attachments: [2022 EXECUTIVE OPERATING BUDGET BOOK- Cemetery](#)

Actual operating budget is decreasing in 2022. Personnel increases with the Cemetery Director's salary, additional hours due to the demand on the administrative position and an additional seasonal employee position.

[ID#21-3127](#)

Attachments: [November 2021 Service and Sales](#)

Cemetery just completed 202nd burial service which surpasses the total for last year.

October had 21 burials and November has had three so far. Total revenue for October was \$68,856.29.

We are having a good response to our wreath and silk flower sales for the holidays and those will be placed just before Thanksgiving.

[ID#21-3128](#)

Attachments: [November 2021 Comparative Summary Sales Report](#)

b. Friends of Prairie Home Cemetery President's Report

Joe provided photos of the Pet Cemetery monument that has been drafted and prepared for bids. The monument has black granite and would feature the Police K9 Officer Emma on the front. He has just started the bidding process.

He has contacted the building trade laborers in hopes that they would be willing to donate their time to install the bricks. The materials would be provided but he hopes are that the journeymen would donate their time and use this project to train apprentices.

The Friends have been busy with fundraising and will start with corporate fundraising to reach their goal. They would like to order the monument by the beginning of 2022 so it could be in place by the Summer 2022.

c. Cemetery Commission President's Report

No Report

d. Alderman's Report

Question about Cemetery Director's job opening. Was told the posting would occur later this week.

6. Referrals

7. Set Next Meeting Date

Next meeting is set for December 13, 2021 at 5:30pm.

8. Adjournment

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Aye: 3 - Grulke, Trotter and Lambert

Absent: 1 - Rodriguez

Please Note: There may be a majority of Council Members attending this meeting.

Notice: Any person who has a qualifying disability under the Americans with Disabilities Act that requires that the meeting be accessible or that materials at the meeting be in an accessible format, please contact Prairie Home Cemetery, 48 hours prior to the meeting, at 262-524-3540 or TDD at (800) 947-3529 so that arrangements may be made to accommodate the request.