



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Cemetery Commission

Pat Grulke, President

Monday, August 9, 2021

5:30 PM

Room 162, First Floor City Hall

1. Call to Order

Present 5 - Grulke, Raether, Rodriguez, Trotter, and Lambert

Absent 2 - Andrews, 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.

Richard Batz, a member of the Prairie Enthusiasts volunteers to care for the natural prairie at cemetery, voiced concerns about the pale purple cone flower seeds being taken. He believes they are being harvested by an outside party and then being sold for a personal profit. The pale purple cone flower is a threatened species in Wisconsin and the seeds are worth thousands of dollars. This has been happening for the past few years and would like to bring to the City's attention for action.

3. Approval of Minutes

[ID#21-2692](#)

Attachments: [Minutes from May 3, 2021](#)

ID#21-2692 Meeting Minutes from May 3, 2021

Aye: 5 - Grulke, Raether, Rodriguez, Trotter and Lambert

[ID#21-2693](#)

Attachments: [Minutes from June 7, 2021](#)

ID#21-2693 Meeting Minutes for June 7, 2021

Aye: 5 - Grulke, Raether, Rodriguez, Trotter and Lambert

4. New Business

[ID#21-2689](#)

Sponsors: Rodriguez

Ald. Rodriguez conducted research by contacting surrounding funeral homes to inquire how Prairie Home Cemetery could better serve them.

It was suggested that the current business hours of 7:30am to 4:00pm be adjusted a half hour later. Discussion between Ald. Rodriguez, Pat Grulke and Interim Cemetery Director Vicky Lewis came to agreement that adjusting the hours of business would be beneficial and meet more customers needs.

New business hours were proposed as 8:00am to 4:30pm and a motion was made to approve the new hours.

ID#21-2689 Review and act on Cemetery Administration/Chapel Building hours to be Monday - Friday, 8:00 am - 4:30 pm.

Aye: 5 - Grulke, Raether, Rodriguez, Trotter and Lambert

[ID#21-2694](#)

Attachments: [Overtime Fee Proposal 2021](#)

Interim Cemetery Director Vicky Lewis proposed a flat fee of \$300 for overtime. Comparisons from surrounding area cemeteries and the average cost to perform an overtime service were taken into consideration.

ID#21-2694 Review and act on Cemetery overtime fee.

Aye: 5 - Grulke, Raether, Rodriguez, Trotter and Lambert

5. Reports

a. Cemetery Manager's Report

The administration and chapel building repairs have been completed. The office workstations have been setup utilizing furniture from the City Police Department.

We have the addition of two Administrative Assistants, Diana Hill limited term employment for 6 months and Laurie Bullis permanent part time.

June was a record month for both sales and services. There were 40 burials, the previous record was 27.

Total revenue year to date to July 31, 2021 is \$394,220.64. This is a \$93,262.66 increase from the same time frame last year.

Due to a dwindling inventory of niches, we are adding thin niche units to an already existing mausoleum. This eliminates the need for a costly construction project at this time. The location of these niches will be on the Feature Mausoleum in section 11. According to a National Funeral Directors Association report, Wisconsin is projected to have a cremation rate over 80 percent by 2030. We will need to consider constructing additional buildings in the near future to meet projected demands.

End of Report.

[ID#21-2695](#)

Attachments: [Cemetery Summary for August 2021](#)

[ID#21-2697](#)

Attachments: [Comparative Sales Report](#)

b. Friend's of the Cemetery President's Report

Friends of Prairie Home Cemetery President Joe Nicosia is unable to attend tonight. He sent a report to Interim Cemetery Director Vicky Lewis.

Friends will hold annual pet walk fundraiser on September 25, 2021 from noon to 3pm. They will have a bake sale, silent auction and a 50/50 raffle if license is secured by then. Requesting assistance with the Waukesha Police Department K9 unit to attend and asking for volunteers for the day of the event.

They are also participating in the Waukesha Unlocked weekend of October 9th and 10th. There will be a walking tour and scheduled hayrides. Liability insurance will be purchased.

They are working with a monument company on drafting a design of the K9 memorial. They have a commitment from Century Fence for fencing around the K9 area. They are drafting a plan for the layout and location of these projects.

[ID#21-2696](#)

Attachments: [Pet Walk Flyer](#)

c. Cemetery Commission President's Report

Pat Grulke wanted to recognize and thank Vicky Lewis for her efforts and for all the detailed information she has presented. She expressed how much she appreciated how Vicky jumped right in to take on the additional tasks of the Interim Cemetery Director. Ald. Rodriguez echoed the thank you to Vicky Lewis for becoming our Interim Cemetery Director and providing excellent detailed information as this was what she had been requesting since she took the position on the Cemetery Commission.

d. Alderman's Report

No Report

6. Referrals

Discuss public comment regarding protection of prairie foliage notably the pale purple cone flower.

7. Set Next Meeting Date

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

8. Adjournment

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Aye: 5 - Grulke, Raether, Rodriguez, Trotter and Lambert

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.