



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Draft

Cemetery Commission

Pat Grulke, President

Monday, December 13, 2021

5:30 PM

Room 162, City Hall

1. Call to Order

Present 6 - Grulke, Raether, Rodriguez, McElderry, Trotter, and Lambert

Absent 1 - Andrews

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

[ID#21-3264](#)

Attachments: [Minutes from November 8, 2021](#)

ID#21-3264 Minutes from November 8, 2021

Aye: 6 - Grulke, Raether, Rodriguez, McElderry, Trotter and Lambert

Absent: 1 - Andrews

4. New Business

[ID#21-3293](#)

Attachments: [Roof Replacement Cover Sheet](#)

[RoofScope Report](#)

[Nations Roof Replacement Estimate](#)

[SemperFi Roof Replacement Estimates](#)

The Commission members discussed and decided to get bids for asphalt that looks like slate and the metal slate roof replacements.

ID#21-3293 Review and act on cemetery chapel building roof replacement for 2022.

Ald. Rodriguez made Motion to advise staff to start bidding process for roofing project for a roof with slate characteristic.

Aye: 6 - Grulke, Raether, Rodriguez, McElderry, Trotter and Lambert

Absent: 1 - Andrews

[ID#21-3297](#)

Attachments: [2022 Price Increase Cover Sheet](#)
[2022 Price List](#)
[2022 Crypts and Niches Cemetery Inventory](#)
[2021 Price List](#)
[2021 Crypts and Niches Cemetery Inventory updated 8.2021](#)

ID#21-3297 Review and act on 2022 price increases.

Ald. Rodriguez made Motion to approve 2022 price increases.

Aye: 6 - Grulke, Raether, Rodriguez, McElderry, Trotter and Lambert

Absent: 1 - Andrews

[ID#21-3295](#)

Attachments: [Rules and Regulations Cover Sheet](#)
[Prairie Home Cemetery Rules and Regulations 2020](#)
[Proposed Prairie Home Cemetery Rules and Regulations 2022](#)

ID#21-3295 Review and act on Cemetery Rules and Regulations changes.

Ald. McElderry made Motion to approve the 2022 Rules and Regulations with added regulation of: Bodies must be transported to the cemetery by a funeral director.

Aye: 6 - Grulke, Raether, Rodriguez, McElderry, Trotter and Lambert

Absent: 1 - Andrews

[ID#21-3265](#)

Attachments: [Purchase Contract Cover Sheet](#)
[2021 Purchase Contract](#)
[2022 Purchase Contract](#)

Postponed

5. Reports

a. Cemetery Manager's Report

*November had 12 burials and December has had 13 thru today. We have an additional 6 services scheduled and 2 pending to be scheduled.
Our total revenue for November was \$67,916.79. We have had 144 sales thru today.
Our first set of Thin Niches has been installed. I am currently working with families that were on the wait list to purchase.
End of Report.*

[ID#21-3296](#)

Attachments: [December 2021 Services and Sales](#)
[December 2021 Comparative Summary Sales Report](#)

b. Friends of Prairie Home Cemetery President's Report

No Report.

c. Cemetery Commission President's Report

Curt Andrews has resigned from the Commission due to conflicts with his work schedule. The Mayor should be reappointing a 7th person to the Commission.

d. Alderman's Report

Discussion of current hiring status of Cemetery Director position.

6. Referrals

7. Set Next Meeting Date

Next meeting is set for January 10, 2022 at 5:30pm.

8. Adjournment

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

Absent: 2 - Andrews and 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.