



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final-revised

Cemetery Commission

Pat Grulke, President

Monday, May 3, 2021

5:30 PM

Virtual Meeting

Public can view the meeting live online:
<https://waukesha.legistar.com/Calendar.aspx> or
by calling 1-877-853-5247

Webinar ID: 958 2858 4614 Passcode: 584451

Cemetery Commission

Meeting Minutes - Final-revised

May 3, 2021

1. Call to Order

Present 4 - Grulke, Raether, Rodriguez, and McElderry

Absent 1 - Andrews

2. Public Comment

3. Approval of Minutes

[ID#21-2168](#)

Attachments: [Minutes from April 12, 2021](#)

postponed

4. New Business

[ID#21-2169](#)

Sponsors: Rodriguez

Ald. Rodriguez would like to have a plan of action moving forward to re-establish the relationship with the Friends due to Director change.

Joe Nicosia, President of Friends, would like to speak with Director Kelley regarding the annual pet walk and expansion of the role of the Friends with the cemetery.

Ald. Rodriguez inquired about a list of needs from previous Director.

Ald. Cummings inquired about awning for the front of the Chapel building and the scouts from Troop 159 interested in working in area with new construction and hope to complete the project in the spring.

Candace Seib stated the Friends didn't prioritize but put a list together. Friends have started the conversation on moving forward and using connections to help.

Ald. Rodriguez and Ald. McElderry have recently toured the cemetery grounds and spoke with Director Kelley regarding the projects he was interested in. Mentioned as a priority, power washing the angel by the entrance. Director Kelley has relationships with restoration companies that could give us guidance. Does not want to attempt pressure washing until we know it won't destroy it further.

Ald. Rodriguez asked what was needed from Commission. Would like a plan to move forward.

Ald. Cummings brought attention to 3.08 that the Cemetery Commission is in charge of all buildings and all the things on the grounds. That once a decision is made with the partnership that it is approved by the Commission. Ald. Rodriguez would like to schedule on the next agenda any action.

[ID#21-2170](#)

Sponsors: Rodriguez

approved

ID#21-2170 Discussion and possible vote to return to in-person meetings

Aye: 4 - Grulke, Raether, Rodriguez and McElderry

Absent: 1 - Andrews

[ID#21-2171](#)

Sponsors: Rodriguez

Attachments: [3.08 Prairie Home Cemetery Commission](#)

Ald. Rodriguez and Ald. McElderry have raised concerns regarding code 3.08. Alderman would like to review and take action as needed in revising or creation of policies.

Ald. McElderry has concerns about the appointment of citizen members and if there has been any action to fill the positions. Director Kelley stated the Mayor is in the process of filling vacancies.

Ald. Rodriguez reading the policy and inquired if Director's Report will include financial report. Previous Director was providing a handout but Pat Grulke is unsure if that was being passed to Common Council. Director Kelley would like to know what data was shared previously.

Pat Grulke would like to discuss as a Commission or as a separate committee 3.08 with Director Kelley to establish the Commission expectations and review Council expectations and facilitation.

Director Kelley inquired about past practices for financial summaries.

Pat Grulke and Ald. Rodriguez are indifferent to formation of subcommittee but would like to be members.

Discussion between Assistant City Attorney Miles Eastman, Ald. Rodriguez, Ald. McElderry, Director Kelley and Pat Grulke regarding compliance with 3.08, for motion of subcommittee and transparency of financial reports. Assistant City Attorney to verify rules and regulations of subcommittee.

5. Reports

a. Cemetery Manager's Report

Director Kelley updated administration building work continues and temporary workstations created until furniture delivery from police station.

Sales last month was \$42,819.15, year to date is \$122,897.26. Burials year to date is 51. Last month there were 14 total burials. Five full size, five in ground cremations, one natural and three niche.

Would like to provide future reports with the excel spreadsheet with details per 3.08. End of report.

Ald. Rodriguez asked Lee to email a copy of those numbers.

Pat Grulke asked when is the target opening date of the building? Director Kelley stated next week is the tentative timeline.

Ald. Rodriguez stated concerns that the cemetery main line is not being answered because no one is in the building. Director Kelley responded that we use the MiCollab app, that all city employees use, but it does not work every time.

Ald. Rodriguez also asked how Commissioners receive their agendas. Agendas are not sent out or posted to Granicus. She made referral to establish the citizen emails for Commission members and asked Lee to follow up with Kevin or IT and implement.

Ald. Cummings inquired about digitization and handling of records. Voiced concerns about disposal after completion. Confirm with Mary Emery before record destruction. Director Kelley stated that everything sent out will be returned to us for keeping. Ald. Cummings asked about the process, documents sent out for sanitizing, then secured and digitalized, and the paper document is returned to cemetery. Director Kelley stated this is correct.

b. Cemetery Commission President's Report

No report at this time.

c. Alderman's Report

No further report.

6. Referrals

Ald. Rodriguez referral for adding to next Cemetery Commission meeting agenda: For discussion and possible action in creating a policy per 3.08, to set service hours time for the cemetery.

7. Set Next Meeting Date

Monday June 7th at 5:30pm in-person at City Hall Training Room.

8. Adjournment

8. Adjournment

Aye: 4 - Grulke, Raether, Rodriguez and McElderry

Absent: 1 - Andrews