



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes - Final

Cemetery Commission

Pat Grulke, President

Monday, June 7, 2021

5:30 PM

City Hall Training Room

Cemetery Commission

Meeting Minutes - Final

June 7, 2021

1. Call to Order

Welcome to new member Chris Lambert.

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

Absent 2 - Andrews, and Trotter

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#21-2168](#)

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

approved

ID#21-2168 Minutes from April 12, 2021

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

Absent: 2 - Andrews and Trotter

[ID#21-2391](#)

Attachments: [Minutes 5.3.2021](#)

postponed

4. New Business

[ID#21-2390](#)

Sponsors: Rodriguez

Attachments: [3.08](#)[Prairie Home Cemetery Rules 2020](#)

Ald. Rodriguez expressed her intent in the referral of setting hours as policy to provide expected customer service.

Discussion between Commission members about policy making and creating a subcommittee.

Next meeting to create subcommittee on Wednesday June 9 at 8:30am to review 3.08 including service hours.

5. Reports

a. Cemetery Manager's Report

Director Kelley updated that office building is open to public. Currently hiring LTE Administrative Assistant.

Burial and finance report. 68 burials thru month of May 2021 compares to 58 in 2020. Total revenue collected for 2021 is \$230,431.34.

Met with Joe from Friends.

End of report.

Ald. Rodriguez stated that reports are lacking that are reported to Council. Director Kelley asked for extension on reports until August.

Pat Grulke inquired about staffing and services.

[ID#21-2392](#)**Attachments:** [Services and Sales 2021](#)[Comparative Sales Summary 1.1-5.31 20-21](#)

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

Friends are interested in creating a seperate K9 area in the pet cemetery. Pet Walk will be in September for fundraising.

Discussed other projects at meeting with Director Kelley.

Friends meeting on June 17 at 6:00pm in the Community Room at Waukesha State Bank.

Ald. McElderry expressed interest in the K9 project and informing the community.

c. Cemetery Commission President's Report

Pat Grulke would like agenda and items on a screen during meeting.

Concerns about door being unlocked for meetings.

d. Alderman's Report

No report.

6. Referrals

No referrals.

7. Set Next Meeting Date

To be determined based on room availability.

8. Adjournment

approved

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

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

Absent: 2 - Andrews and Trotter

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.