



City of Waukesha

City Hall,
201 Delafield Street
Waukesha, WI 53188

Meeting Minutes

Cemetery Commission

Pat Grulke, President

Monday, February 14, 2022

5:30 PM

Room 162, City Hall

1. Call to Order

Present 3 - Grulke, Raether, and Lambert

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

Attachments: [Minutes from December 13, 2021](#)

ID#22-3404 Minutes from December 13, 2021

Aye: 4 - Raether, McElderry, Trotter and Lambert

Absent: 3 - Andrews, Grulke and Rodriguez

4. New Business

Attachments: [Agenda Cover Sheet- Cemetery Chapel Roof](#)

[City of Waukesha - Prairie Home Cemetery - Inspection Report](#)

Motion to refer to bid process as required by City for contract work.

ID#22-3592 Review and act on cemetery chapel building roof for 2022.

Aye: 4 - Raether, McElderry, Trotter and Lambert

Absent: 3 - Andrews, Grulke and Rodriguez

Attachments: [Agenda Cover Sheet- Cemetery Purchase Contract](#)

[2022 Purchase Contract](#)

[2021 Purchase Contract](#)

ID#22-3406 Review and act on changes to Prairie Home Cemetery Purchase Contract.

Aye: 4 - Raether, McElderry, Trotter and Lambert

Absent: 3 - Andrews, Grulke and Rodriguez

5. Reports

a. Cemetery Manager's Report

December had 26 burials and January had 22 burials. February has had three burials and five additional are scheduled this week. We have had families scheduling April thru June for cremation services.

An audit of Sales and Services information has been completed from 2019 to present. Adjustments to incorrect sales numbers from 2019: 70 graves, 5 crypts, 39 niches, 16 cremation garden, 19 natural graves and 2 private estate/ bench/ rock sales to equal 151 burial spaces.

The total revenue for December was \$95,264.51.. January was \$66,253.37. We have has 13 sales and 25 burials for 2022 to date.

Attachments: [January 2022 Services and Sales](#)

[PL Statement Jan- November 2021](#)

b. Friends of Prairie Home Cemetery President's Report

The K9 Project monument was ordered. When they have a date of delivery, they will schedule the Pet Walk for 2022.

c. Cemetery Commission President's Report

No Report

d. Alderman's Report

No update on status of Cemetery Director hiring.

6. Referrals

7. Set Next Meeting Date

Next meeting is set for March 14, 2022 at 5:30pm.

8. Adjournment

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Aye: 4 - Raether, McElderry, Trotter and Lambert

Absent: 3 - Andrews, Grulke 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.