



CEMETERY COMMITTEE

Minutes of the April 21, 2016 Regular Meeting

Meeting Summary

Several updates were provided by staff. Preliminary drawings of the Broomfield County Commons Cemetery expansion were shared. Year-to-date activity and other cemetery-related matters were discussed.

Roll Call

The meeting was called to order at 8 a.m. in the Aspen Room at the Paul Derda Recreation Center.

Present: Bob Prince, Richard Byrne, Linda Eberhard, Mary Fiore, Jamie Lay

Absent: Dan Florez

Others in

Attendance: Nancy Harrold, Recreation Services Director
Gary Schnoor, Park Services Superintendent
Ellen Cancino, Recording Secretary

Agenda Minutes

APPROVAL OF MINUTES

After a motion by Linda Eberhard, the minutes of the December 17, 2015, meeting were unanimously approved.

WELCOME TO NEW MEMBERS

Mary Fiore and Linda provided information about themselves, and the group introduced themselves to the new members.

STAFF REPORTS

Broomfield County Commons Cemetery (BCCC) Master Plan - preliminary drawings. It will be necessary to consider completion of the next phase of BCCC soon. No spaces for upright monuments remain available, and that continues to be the preference of most customers.

Vireo, Inc., a firm in Windsor, CO, has been hired to develop a plan. Nancy provided a preliminary sketch, which includes development of the site to the north of the currently used space and extending the current road to access the new area.

Other facets of the expansion were discussed. Staff will continue to provide updates to the Committee.

Updated activity reports. Nancy provided sales and interment activity data to date. There have been 17 spaces sold at BCCC and 13 interments. Total sales for 2016 are projected

to be 49 spaces. One space has been sold at Lakeview, and there have been three inurnments. Eight sales are projected for 2016.

Nancy and Gary provided the new members with historical information on Lakeview.

Updates on maintenance/enhancement items. Gary said that activity is primarily routine maintenance. There was an existing leak at the curb stop, which has now been repaired. Some road repairs will be done, and a drainage issue is being addressed.

Staff will be preparing for Memorial Day at both cemeteries. Some sod areas that were disturbed over the winter will be repaired, as well.

Cemetery management software update. Staff is currently using software that is out-of-date and unsupported. Most software on the market does not include a financial piece, but staff feels like they may be able to use other means to handle payments.

NEW BUSINESS

Review FAQs. Nancy had requested that Committee members email her any questions that they may receive from residents to develop some frequently asked questions for publication. She has developed a list of questions and provided it to the Committee, requesting they review and offer any additional suggestions.

OLD BUSINESS

Grants for historic restoration - status update. Since Dan was not at the meeting to provide an update, Nancy gave some information about what the intent was. Linda indicated that she would be interested in helping Dan on this project.

COMMITTEE COMMENTS

None

NEXT REGULAR MEETING DATE/AGENDA ITEMS

The next meeting is planned for Thursday, June 9, 2016, at 8 a.m.

Agenda Items:

- BCCC Master Plan
- Updated activity reports
- Updates on maintenance/enhancement items
- Obtaining headstones for Lakeview unmarked grave sites
- FAQ communications

Adjournment

The meeting was adjourned at 9:15 a.m.

Approval

Minutes Prepared by: Ellen Cancino, Recording Secretary

Approved on June 9, 2016.