



# CEMETERY COMMITTEE

Minutes of the June 9, 2016 Regular Meeting

## Meeting Summary

Several updates were provided by staff. 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, Dan Florez, Mary Fiore, Jamie Lay

Absent: Linda Eberhard

Others in

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

## Agenda Minutes

### APPROVAL OF MINUTES

After a motion by Jamie Lay, the minutes of the April 21, 2016, meeting were unanimously approved.

### STAFF REPORTS

Broomfield County Commons Cemetery (BCCC) Master Plan - update. 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.

Gary and Nancy displayed the preliminary plans provided by the consultant. Staff has been asked to decrease the proposed budget for the project by two-thirds. The proposed plan could provide 300 upright monument spaces even with the budget decrease. The primary reduction would result from omitting the planned road.

Customers often request upright monument spaces and end up settling for a flush monument space instead. Some ask if they would be able to relocate when upright spaces become available.

One other possibility is to add a columbarium in the veterans' section for cremated remains.

Next steps would be to finalize the master plan and develop construction drawings. It is estimated that construction could begin in spring 2017.

Updated activity reports. Matt provided sales and interment activity data to date. There have been 24 spaces sold at BCCC and 24 interments. Total sales for 2016 are projected to be 49 spaces. Two spaces have been sold at Lakeview, and there have been four interments. Eight sales are projected for 2016.

Updates on maintenance/enhancement items. Gary said that activity is primarily routine maintenance.

## NEW BUSINESS

Committee input on FAQs. Nancy reported that a "Frequently Asked Questions" document has been posted on the city website.

Invitation to participate in Recreation Services Director assessment process. Staff had been asked if one member from each committee associated with Recreation Services would like to participate in the process to hire Nancy's successor. Bob Prince has volunteered to serve as the Cemetery Committee's representative.

## OLD BUSINESS

Grants for historic restoration - status update. Dan provided background information on this proposal. The idea was to provide headstones for the unmarked graves in Lakeview Cemetery. Dan requested the committee's input on how they thought it would look. Dan asked everyone to consider how they would like to be involved if the project moves forward. Discussion will continue at the next meeting.

## COMMITTEE COMMENTS

None

## NEXT REGULAR MEETING DATE/AGENDA ITEMS

The next meeting is planned for Wednesday, August 17, 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

## Adjournment

The meeting was adjourned at 9:05 a.m.

## Approval

Minutes Prepared by: Ellen Cancino, Recording Secretary

Approved on August 17