



CEMETERY COMMITTEE

*Minutes
June 20, 2013*

Meeting Summary

Year-to-date activity and other cemetery-related matters were discussed.

Roll Call

The meeting was called to order at 8:05 a.m. in the Gold 2 Room at the Broomfield Community Center.

Present: Bob Davenport, Don Piehn, Larry Burt, Dan Florez, George Brandt, Maria (Bernie) DiFalco, Rae Melin

Absent: None

Others in

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

Agenda Minutes

APPROVAL OF MINUTES

After a motion by Don Piehn, the minutes of the March 14, 2013 meeting were unanimously approved.

STAFF REPORTS

Updated activity reports. Nancy reported sales and burial activities year-to-date and provided a spreadsheet. She noted that there have been 21 spaces sold and 16 interments at Broomfield County Commons Cemetery (BCCC) in 2013. Last year, the sales were trending toward cremations, but that has not been true this year. There have been few sales at Lakeview Cemetery. Revenue is in line with budget at this time.

Gary Schnoor added that the purchase of the second niche wall for Lakeview has been postponed until at least 2015 due to the slower sales.

Larry Burt inquired about the "Niches Refunded" figures on the spreadsheet. Nancy explained that they reflected spaces at Lakeview that were traded for spaces at BCCC. When someone chooses to do that, 50% of the amount paid is refunded to them. Others owned spaces in the ground vault at Lakeview and wished to move to the newer niche wall.

Updates on maintenance/enhancement items. Gary said staff is currently in "summer maintenance mode."

Niche wall vase options-update. Small bronze vases that adhere to niche wall faceplates have been purchased. They are made available to patrons for \$30. Additionally, a vase option has

been made available to those in the veterans' section. Staff has the patron work directly with the vendor for those, and staff establishes the placement location on each gravesite to maintain uniformity.

Gary added that there have been no issues with personal decoration items since the removal policy went into effect.

NEW BUSINESS

Volunteers to assist in determining veterans in Lakeview Cemetery.

Nancy requested volunteers from the group to assist in determining who of those inurned at Lakeview after 1954 and that currently own spaces are veterans. Several committee members volunteered to help. Dan said he is familiar with a website that may provide information. Rae suggested using the National Archives and Records Administration, and George said he would contact the American Legion.

OLD BUSINESS

None

COMMITTEE COMMENTS

Bob: Has additional staff been hired to assist Matthew Martella?

Gary: Yes, there is one person that primarily does maintenance (no sales).

Nancy: She is training Matthew Gulley, Facility Manager, and Angela Kochevar, Administrative Staff Supervisor, on the cemetery sale process.

Bob: Would like to see if larger American flags can be placed on gravesites on holidays.

Discussed contacting the Broomfield Veterans Memorial Museum, the VFW, and the American Legion for donations.

Bob: Inquired about modifying the entryway sign at BCCC. Gary and Nancy reiterated that no changes are allowed.

Bob: Are there still plans to build the maintenance facility/office at BCCC?

Nancy/Gary: The construction has dropped off the five-year capital improvements program listing. It may not be constructed until the second phase of the cemetery goes forward.

Dan: Is concerned with the proposed site of the building.

Gary: The site last considered was to the north of the entry road, in a slightly lower elevation. Staff has carefully determined that placement there would not distract from mountain views.

Gary/Nancy: Would be willing to have City Engineer Katie Allen come to the next meeting to speak about the building.

Bob: Really feels it is important to have the building on site to strengthen sales, provide storage for the maintenance staff, and house restrooms for patrons.

Bob: Thanked staff for the work they did to prepare for the Lakeview Memorial dedication.

Dan: Asked if the peonies at Lakeview could be thinned and if some could be planted at BCCC.

Gary replied that staff thins and divides them about every five years; they would be doing so again in approximately two years and could look into transplanting some then.

NEXT REGULAR MEETING DATE/AGENDA ITEMS

The next meeting has tentatively been planned for Thursday, September 5, 2013, at 8 a.m. Location to be determined.

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Agenda Items:

- Updated activity reports
- Updates on maintenance/enhancement items
- Veterans listing

Adjournment

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

Approval

Minutes Prepared by: Ellen Cancino, Recording Secretary

Approved on September 12, 2013.