



CEMETERY COMMITTEE

*Minutes
March 14, 2013*

Meeting Summary

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 Conference Room at the Paul Derda Recreation Center (PDRC).

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

Absent: Bob Davenport

Others in

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

Agenda Minutes

APPROVAL OF MINUTES

The minutes of the December 10, 2012 meeting were unanimously approved.

STAFF REPORTS

Updated activity reports. Nancy reported sales and burial activities year-to-date. Through the end of February, 12 spaces were sold, and there have been four interments at Broomfield County Commons Cemetery (BCCC). There was two inurnments at Lakeview through the end of February.

Staff continues to receive many calls requesting information about the cemeteries. There will be some changes in administrative staff soon, and Nancy plans to train someone to be a backup for Matthew Martella, the Cemetery Coordinator.

Don asked Nancy for an update on the status of obtaining the bronze nameplates for Lakeview. Nancy said that communication with the vendor has improved. Broomfield does have an inventory of blank plates. It still takes quite a while for the vendor to produce a finished plate.

Dan asked if staff felt there could be a shortage of available spaces anytime soon. Nancy and Gary responded that there may be, at some time, a shortage of spaces to accommodate upright monuments, but overall, there is probably an adequate number of spaces to last 10 to 12 years. Specifically, the veterans' area has 77 spaces available. Nancy suggested that staff may need to look into expanding in five to seven years.

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Updates on maintenance/enhancement items. Gary said staff changed out the street signs at Lakeview with ones with larger fonts. Matthew continues to research options for niche wall vases. A seasonal worker that will help Matthew with cemetery matters started work on Monday.

Lakeview historic memorial dedication ceremony. Nancy asked for input regarding the date of the ceremony, as well as who should be invited, marketing efforts, and program. All agreed that it should be open to the public, with special invitations to the Historic Landmark Board, the Depot Museum staff, City Council, and other major donators. The date and time of Saturday, May 11, at 11 a.m. was selected. Advertising will appear in the *Enterprise*, on KCCB and on the website, and, if scheduling allows, the April utility bill stuffers. A small canopy will be set up and cookies will be served.

Nancy said that there was money remaining in the fund after all expenses related to the memorial had been paid. Staff refunded money to the major contributors proportionate to what they had given.

Rae suggested that the Committee be involved in planning the event. A meeting with Nancy was set for April 18 at 8 a.m., at the PDRC.

Marketing cemeteries in church bulletins - follow-up. Bernie gave Nancy a program from Nativity of our Lord Catholic church, which had samples of the types of ads that would be available.

NEW BUSINESS

None.

OLD BUSINESS

None

COMMITTEE COMMENTS

Dan: There appears to be no address for BCCC.

Nancy: There is a street address on the city's website. However, Google maps does not locate BCCC correctly.

Dan: Could the address be added to the main sign?

Nancy/Gary: No, but will check with staff to see if a sign indicating the address could be added (hung from below?).

Dan: Maybe the next project for the Committee could be to study the design of the BCCC. He does not feel that the proposed building should be on top of the hill near Sheridan. Is a building on the site really necessary?

Gary: Yes. For staff to accommodate a service, all of the equipment must currently be hauled from and to the Public Works Service Center. There are also no restrooms on site or nearby for staff or patrons. Staff must meet interested parties at the site and then go elsewhere to complete paperwork, which is difficult for grieving families.

Dan: Isn't it odd that all markers do not face east/west?

Nancy: While it is traditionally true, there are many cemeteries that don't follow that guideline. In BCCC's case, it was an attempt to maximize the use of the three-acre site. Other operational issues have arisen, as well.

Gary: The size of the spaces requires moving headstones for burial if the headstone was placed prior to death. This will be considered in the next phase.

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Dan: It seems that everyone entering BCCC for a service parks close to the entrance, not realizing that there is additional parking further into the site. Could someone be available to assist with parking?

Gary: Staff does not have adequate time to do so. The funeral home staff usually takes on that task.

Nancy: Staff attempts to gauge how many people will be attending the graveside service when arrangements are made.

NEXT REGULAR MEETING DATE/AGENDA ITEMS

The next meeting has been planned for Thursday, June 20, 2013, at 8 a.m. Location to be determined.

Agenda Items:

- Updated activity reports
- Updates on maintenance/enhancement items
- Niche wall vases

Adjournment

The meeting was adjourned at 9:20 a.m.

Approval

Minutes Prepared by: Ellen Cancino, Recording Secretary

Approved on June 20, 2013 by the Cemetery Committee.