



CEMETERY COMMITTEE

Minutes
September 12, 2013

Meeting Summary

Year-to-date activity and other cemetery-related matters were discussed. Matthew Martella, Cemetery Operations Coordinator, provided information about a conference he recently attended.

Roll Call

The meeting was called to order at 8:05 a.m. in the Aspen Room at the Paul Derda Recreation Center.

Present: Bob Davenport, Don Piehn, Larry Burt, Dan Florez

Absent: George Brandt, Maria (Bernie) DiFalco, Rae Melin

Others in

Attendance: Nancy Harrold, Recreation Services Director
Gary Schnoor, Park Maintenance Superintendent
Kevin Standbridge, Deputy City and County Manager
Matthew Martella, Cemetery Operations Coordinator
Ellen Cancino, Recording Secretary

Agenda Minutes

APPROVAL OF MINUTES

After a motion by Dan, the minutes of the June 20, 2013 meeting were unanimously approved.

CEMETERY MAINTENANCE BUILDING

Constructing a maintenance/administrative building on site at Broomfield County Commons Cemetery (BCCC) has been discussed for several years. City Council reviewed overall facility needs in 2012. The cemetery building was not considered a priority and is not included in the five-year plan.

Gary suggested that the building be incorporated into future expansion plans/budgeting. Nancy said that just 20% of the upright monument full burial spaces remain available at BCCC. Kevin noted that City Council will want to know that everything possible has been done to accommodate the maximum number of burials before they approve developing more.

Matthew said that having a building on site would be very helpful in the process of making arrangements with families. He currently has to take families to three different buildings and the cemetery to complete the process.

STAFF REPORTS

Recap of International Cemetery, Cremation, and Funeral Association Conference. Matthew recently attended the Conference and enrolled in leadership, management, and administration

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courses. He noted that national rates continue to trend toward cremation versus full burials, perhaps with cost being the driving factor. Matthew said that he felt the Conference was well worth attending.

Conference attendees discussed holding non-funeral events at cemeteries. Many large cemeteries nationwide reported successfully holding concerts and other public events at the facilities.

New equipment purchases. Gary said that a mini-excavator purchased by the Utilities division has been used at BCCC. It works well in regular soil but is not effective in areas with sandstone. A new lowering device was purchased, as well, and has helped in instances where the existing equipment was not operational.

Planning/budget process for Broomfield County Commons Cemetery expansion. With the number of available spaces at BCCC decreasing, staff would like to begin considering expansion of the site. The original plan will be reviewed. It is hoped that a consultant would be hired in the next three years to determine the amount of expansion needed.

Some discussion followed regarding the street signage at BCCC, which some consider to be difficult to see by passersby. Kevin also asked for the Committee's input on providing 'finders fees' to funeral homes. The Committee was not in favor of doing so.

Updated activity reports. Nancy reviewed the number of sales/burials at each of the cemeteries. She noted that 41 spaces remain available at Lakeview.

Updates on maintenance/enhancement items. There are no notable items.

NEW BUSINESS

None

OLD BUSINESS

Identifying veterans in Lakeview Cemetery - progress made. Efforts to determine identities of veterans in Lakeview Cemetery continue. In conjunction with their "Wreaths Across America" program, the Broomfield Rotary is assisting in these efforts. The "Wreaths" event will take place on December 14 at 10 a.m. at BCCC and Lakeview.

COMMITTEE COMMENTS

None

NEXT REGULAR MEETING DATE/AGENDA ITEMS

The next meeting is planned for Thursday, November 21, 2013, at 8 a.m. in the Aspen Room.

Agenda Items:

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

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Adjournment

The meeting was adjourned at 9:30 a.m.

Approval

Minutes Prepared by: Ellen Cancino, Recording Secretary

Approved on November 21, 2013.