



CEMETERY SERVICES

Lakeview Cemetery • Broomfield County Commons Cemetery
Office: 13201 Lowell Blvd • Broomfield, CO 80020 • ph.: 303.460.6900 • fax: 303.460.6940 • www.broomfield.org/cemeteries

Minutes of the March 7, 2019

MEETING SUMMARY

See Agenda

ROLL CALL

Committee Chair Dan Florez called the meeting to order at 8:03 a.m. in the Aspen Conference Room at the Paul Derda Recreation Center.

Present: Dan Florez
James Pitre
Kevin Wood

Absent: Mary Fiore
Linda Eberhard
Matthew Martella

Others
In Attendance: Matt Gulley, Recreation Manager
Pat Chatterton, Recording Secretary

Guests: Larry Hardouin, Resident

MINUTES

INTRODUCTIONS

APPROVAL OF MINUTES

After a motion by Kevin Wood, which was seconded by Jim Pitre, the minutes of the December 6, 2018, meeting were unanimously approved.

STAFF REPORTS

Cemetery Software Update. Matt provided an update. Continuing to work with GIS. Still working on who previously owned spaced in the old section and transferred into the new section and how to preserve the data but making the spaces available for resale.

Updated Activity Reports. There have been a couple of services in February. We are still selling spots in both locations. People are interested in purchasing blocks of spaces for families. We have sold approximately 20 spaces in the new section. Matt will be looking into adding a third columbarium in Lakeview. 20 of the 64 spaces of the new wall from 2017 have been sold. They will be doubles like the others.

Dan - Does the surplus money go back into the Cemetery fund?

Matt - The funds go back into the general fund. The revenue for 2018 came in higher than projected. For 2019, Matt tied the spaces to the dollars for a more accurate projection of revenue.

Dan - how many lots are in the family areas?

Matt - 10 - they can be used at double depth making it a total of 20

Matt - we have not sold any of the new veteran spaces.

Kevin - any update on the signage out in front or lighting in front of the cemetery?

Matt - not at this time. He will talk with Ryan, Matthew, & Tom.

One addition you will see moving forward is a storage container to store mowers during the growing season. It will be behind the restroom building.

Jim - does the gate still close each night?

Matt - yes, it should be closing at dusk.

Updates on Maintenance/Enhancement Items. Jason, the part-time staff person is back on and assisting.

NEW BUSINESS

Committee Members to Review Policies and Procedures Manual. Dan - we have not reviewed these as a group. We should keep this on the agenda for the next meeting.

Matt - there is a need for clarification regarding the number of interments that can be placed in a space. We would like the committee to review. There was discussion on how it is currently worded and how it can potentially be interpreted. Broomfield uses a poly material unless the family specifically requests concrete. Matthew will be a good resource to help us. He takes pictures of the space once an interment has taken place so it can be used in the future for the potential additional interments in the same space.

Matt - please read through the entire manual before the next meeting so we can discuss any changes that need to be made.

Pat will email the manual to the committee & Larry, if approved to be a committee member.

Matt - we also need to discuss fees.

OLD BUSINESS

Wreaths Across America. Jim provided an update. He contacted Wreaths Across America. They require a tax I.D. and they create a fund and obtain approval. We would then need to register the cemetery(s). If someone from the American Legion or Rotary would like to contact them, Jim has a contact name for them. Clay will be talking to the Rotary and Matt will follow up with Clay.

Letter of Support for Maintenance/Administrative Building at Broomfield County Commons Cemetery.

Pat will follow up with Eileen in the CMO office to get a status update.

Dan - we understand that we may not get this off the ground right away but we do want to get this into the right hands.

Discussion of New Veterans' Area for Joint Use by Spouse or Others. Dan provided a brief update. The veteran headstone can be placed in any section of the cemetery, it doesn't have to be in the veteran section. If they are double depth, we are able to have more veterans' in the veterans' section. Currently, both names are listed on the front of the headstone. Because our cemeteries are small, it is important to utilize the space we have the best way we can.

COMMITTEE COMMENTS

Pat will put together a Doodle Poll for month, day of the week, time of the day.

Continue to meet quarterly and add special meetings when there are higher priority needs on the agenda.

NEXT REGULAR MEETING/AGENDA ITEMS

The next meeting date will be determined after the committee determines a day/time that is agreeable to the committee and staff supporting the committee.

Agenda Items -

Policy & Procedures Manual - moving forward, as of this date, we will do what the committee determines should be.

Maybe a grounds crew member come to explain their challenges so they can advise what is feasible -

Matthew can speak to this. Possibly have a video.

Kevin will bring actual urns for a visual idea of space needed.

ADJOURNMENT

There was a motion made by Kevin Wood, seconded by Jim Pitre to adjourn the meeting and adjourned at 9:12 a.m.

APPROVAL

Minutes prepared by Pat Chatterton, Recording Secretary