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## Minutes Double Butte Cemetery Advisory Committee September 19, 2007

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Minutes of the Double Butte Cemetery Advisory Committee meeting held on September 19, 2007, 4:00 p.m., Tempe Public Library – Board Room, 2<sup>nd</sup> Floor, 3500 S. Rural Rd.

**Members Present:**

Jim Mack, Chair  
Carol McKnight, Vice-Chair  
Marian Hoyt  
Brad Olsen  
Lois Love-Rizzo  
Eduarda Yates

**Members Absent:**

Sandi Hutson (excused)  
Katherine Schmidt (excused)

**City Staff Present:**

Shawn Wagner, Recreation Supervisor - Parks & Recreation  
Cynthia Yanez, Executive Assistant - Parks & Recreation  
Sam Thompson, Deputy Manager, Park Services – Parks & Recreation  
Jerry Santee, Parks & Golf Supervisor, Park Services – Parks & Recreation

**Meeting convened at 4:01.**

**Jim Mack** called the meeting to order.

**Agenda Item 1 – Consideration of Meeting Minutes – July 18, 2007**

The minutes of the July 18, 2007 meeting were accepted as written.

**Agenda Item 2 – Public Appearances**

**None.**

**Agenda Item 3 – Maintenance Updates**

**Sam Thompson, Deputy Manager, Parks Services, spoke about ongoing maintenance in the cemetery.**

1. The sprinklers are now in use.
2. The irrigation has been resumed as well.

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**General Discussion by the Committee:**

- The western border between the cemetery and the industrial complex is the responsibility of the property management.
- The property management has submitted plans to build a brick and wrought iron fence along the western border.
- The height of the brick portion of the wall is 3'.
- Jim Mack asked if the City would be willing to partner with the property management to build an eight foot wall.
- A solid brick wall may invite graffiti.
- There were plans to build a niche wall along the west side of the cemetery, but those plans were not scheduled until possibly the 3<sup>rd</sup> phase of the master plan.

**Agenda Item 4 – CIP Phase I Update**

**Shawn Wagner, Recreation Supervisor, informed the committee that Phase I is nearly closed out.**

1. Staff will do a walk through on Friday and complete a punch list of items that need to be addressed.
2. Once the contractor has addressed each of the items, another walk through will take place and if all items have been completed, the project will be closed out.

**General Discussion by the Committee:**

- The flowers for the planter in the center of the Memorial Gardens will be installed by City staff.
- The trees along the north end of the cemetery are on ADOT property.
- ADOT is in the process of widening the on-ramp and the US 60 Freeway.
- The plots will be ready for sale once the project is completed.

**Agenda Item 5 – Brochures**

**Shawn Wagner, Management Assistant, shared the revisions that have been made to the brochure thus far.**

1. Staff provided the revised verbiage for the new cemetery brochure.
2. There are still a few pictures that need to be added.
3. There was a consensus among the committee to add information in honor of former council member and cemetery advisory committee member, Carol Smith.
4. The size and look of the brochure has been changed to accommodate the additional information and to differentiate it from the previous brochure.
5. It was suggested that a picture of the new entrance be featured on the cover of the brochure.

**Agenda Item 6 – Elections**

**MOTION:** Eduarda Yates made a motion to re-elect Jim Mack as Chair.

**SECOND:** Brad Olsen.

**DECISION:** Motion carried.

**MOTION:** Eduarda Yates made a motion to re-elect Carol McKnight as Vice-Chair.

**SECOND:** Brand Olsen.

**DECISION:** Motion carried.

**Agenda Item 7 – Candidate Forum**

The Committee was invited to attend the candidate forum for the City Manager position.

**Agenda Item 7 – Chair/Board Member Comments**

None.

**Meeting adjourned at 4:46 p.m.**

Prepared by: Cynthia Yanez, Executive Assistant, (480) 350-5240

Reviewed by: Shawn Wagner, Recreation Supervisor, (480) 350-5299