



Minutes Double Butte Cemetery Advisory Committee October 19, 2011

Minutes of the Double Butte Cemetery Advisory Committee meeting held on October 19, 2011, 4:00 p.m., Tempe Public Library – Library Board Room, 2nd Floor, 3500 S. Rural Rd.

Members Present:

Brad Olsen, Chair
Sandi Hutson, Vice-Chair
Carol McKnight
Katherine Rountree
Eduarda Yates

Members Absent:

Jim Mack
Robert Marshak
Katherine Schmidt

City Staff Present:

Mike Clark, Public Works - Field Operations
Bobbi Lloyd, Public Works – Field Operations
Oliver Ncube, Public Works – Field Operations

Meeting convened at 4:08 pm.

Brad Olsen called the meeting to order.

Agenda Item 1 – Consideration of Meeting Minutes

Meeting minutes of August 17, 2011 were accepted with one change noted.

Agenda Item 2 – Public Appearances

None

Agenda Item 3 – Boards and Commissions – Powers and Duties

Memorandum dated September 1, 2011 from Andrew Ching, City Attorney and Brigitta Kuiper, City Clerk was provided in packet. The memo stated that ordinance 2008.01 was adopted by City Council in January 2008. One significant change noted was that boards and commissions no longer had the authority to create committees and sub-committees to work on issues and make recommendations to the board/commission.

Agenda Item 4 – Elections

Clarification needed regarding if an officer can only serve in the same capacity for no more than two consecutive one-year terms. Item will be deferred to next meeting date.

Agenda Item 5 – Maintenance Updates

Mike Clark provided an update on recent maintenance activity.

Comments/Follow up:

- Donation of 30 trees from Arbor Day 5K “Trees for Double Butte” were installed on October 15, 2011. There were 20 added to the grassy area and 10 in the desert section. These were used to help replace some past lost trees.
- Request to get address information to send thank you for tree donation. Will provide at next meeting.
- Comment regarding if there was a landscape plan for the cemetery. Will add to Future Agenda Item and will request to have Mark Vinson attend future meeting.
- Request to have oleanders in section 1 checked for proper watering.
- Semi-Annual clean-up will be starting in November. Sandwich/message board is posted to make visitors aware. All decoration items will be removed from the lawn area the 1st week of November and 1st week of May to allow for proper maintenance. Request made to see about permanent signing regarding this, will follow up with Cemetery Administration.

Agenda Item 6 – Sales Report

Sales sheet reflecting new burial and peripheral sales was provided in packet.

Agenda Item 7 – Paranormal Class for Winter Session

Due to print deadlines the next Paranormal Class scheduled for the Winter Session 1/18/11-2/22/11 from 6-8pm with the field trip date of Wednesday, February 22, 2011 will move forward. Carmen will provide details from the first class at next meeting since field trip is later this evening.

Agenda Item 8 – Future Agenda Items

- Request to have Mark Vinson attend future meeting to discuss landscape plan in cemetery.
- Request to have Cynthia Yanez attend future meeting to review sales and marketing efforts.
- Request to have Carmen Sanchez attend future meeting to provide update on Paranormal Class from Fall Session.

Meeting adjourned at 4:50 p.m.

Prepared by: Bobbi Lloyd, Administrative Assistant II, (480) 350-8352

Reviewed by: Oliver Ncube, Parks Manager (480) 350-5234