Minutes
Double Butte Cemetery Advisory Committee
September 19, 2012

Minutes of the Double Butte Cemetery Advisory Committee meeting held on September 19, 2012, 4:00 p.m., Tempe Public Library – Library Board Room, 2nd Floor, 3500 S. Rural Rd.

Members Present:
Sandi Hutson, Chair
Linda Cole
Mary Ann Dillon
Brad Olsen
Katherine Rountree
Katherine Schmidt
Frederick Wood

Members Absent:
Joann Miller – Vice Chair
Eleanor Pickett

City Staff Present:
Oliver Ncube, Public Works – Field Operations
Rebecca Orta, Public Works – Field Operations
Cynthia Yanez, Community Services

Meeting convened at 4:00 pm.

Sandi Hutson called the meeting to order.

Agenda Item 1 – Consideration of Meeting Minutes
Meeting minutes of May 16, 2012 were accepted.

Agenda Item 2 – Public Appearances
None

Agenda Item 3 – Sales Report, Marketing Brochures, Current/Future Status of Memorial Wall and Pricing
Cynthia Yanez provided an update on the sales, cemetery brochures and memorial wall status.

- New burial and peripheral sales report as of September 19, 2012 was provided- Sales are $20,000 ahead from last year
- Burial pricing sheet was provided and a comparison of other cities pricing to Tempe's. Pricing proposed to increase by 4 percent per year to be in line with other cities
- Companion plots are not selling well, a lot of sales are single do to immediate need and economic reasons

Cemetery Brochures

- Cemetery brochures are available to visitors at the Library, Tempe Cemetery and sending to mortuaries
- If anyone would like to make changes or additions to the brochures please contact Cynthia
- Memorial Wall, there are only 75 memorial plaques available for purchase
    - Members would like Tempe residents to have first availability to purchase at a reasonable price and non-Tempe resident's to purchase at different price
    - Every year there is a mortuary that is purchasing the memorial plaques and Cynthia would like know since there are only 75 plaques available to purchase if these should be sold and then possibly open up the West wall for more plaques to be placed
        - Members suggested stopping the orders of plaques until further decision on the West wall
        - Put in place purchasing guidelines for Memorial Wall
        - Memorial plaque is currently priced at $121.77 and increase to $175.00 is being proposed
        - Oliver recommended that he will contact Michael Greene in the Purchasing Department regarding selling and revenue of the plaques

<u>Agenda Item 4 – Maintenance Updates</u>

Cynthia provided an update on recent maintenance activities.

- Maricopa County volunteers keeping cemetery clean and well maintained
- With the recent rain there were about 35 sunken graves that were repacked and markers that were reset
- Organic green compost is being used at the cemetery which has added more growth and green color to the landscape

Agenda Item 5 – Tempe City Code, Boards and Commissions, Powers and Duties
Memorandum was issued regarding the process and rules for setting up meetings and document provided of Requirements and Guidelines for Subcommittees which a board or commission subcommittee can create.

Agenda Item 5 – Future Agenda Items

- Hold next meeting on October 17, 2012 at 4:00 p.m.
- Members to visit West Wall Memorial to make current and future decisions

Meeting adjourned at 4:45 p.m.

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