Minutes
Double Butte Cemetery Advisory Committee
April 18, 2012

Minutes of the Double Butte Cemetery Advisory Committee meeting held on April 18, 2012, 4:00 p.m., Tempe Public Library – Library Board Room, 2nd Floor, 3500 S. Rural Rd.

Members Present:
Joann Miller- Vice Chair
Mary Ann Dillon
Brad Olsen
Eleanor Pickett
Katherine Schmidt

Members Absent:
Sandi Hutson, Chair
Katherine Rountree

City Staff Present:
Amy Douglass, Community Services
Billy Kiser, Community Development
Bobbi Lloyd, Public Works – Field Operations
Oliver Ncube, Public Works – Field Operations
Joe Nucci, Community Development
Cynthia Yanez, Community Services

Meeting convened at 4:00 pm.

Joann Miller called the meeting to order.

Agenda Item 1 – Consideration of Meeting Minutes
Meeting minutes of March 21, 2012 were accepted.

Agenda Item 2 – Public Appearances
None

Agenda Item 3 – Sales Report/Marketing Update- Cynthia Yanez
Sales sheet reflecting new burial and peripheral sales was provided to members at the meeting.

Cynthia Yanez, city staff personnel for Cemetery Administration Office attended meeting and provided the following:
• Cemetery is no longer an enterprise fund therefore has no marketing budget.
• Did outreach by faxing local mortuaries (40 total) letting them know city has plots available.
• Plans to work with Community & Outreach Coordinator to create sales brochure.
• Was on site during Cemetery walking tour event held March 4th, 2012 with plot maps and contact information for anyone interested.
•Cemetery has Facebook and twitter account.
• Sales are currently down about $10,000 from last year.
• Will be working on a rate study comparing with other cemeteries to see if rate increase is needed. Will bring back to committee when completed.
• Will also be looking at memorial garden plaque fees since currently only covers cost of plaque, currently $121.77. Will bring back to committee to discuss at future meeting.

Agenda Item 4 – Restoration Plan Follow Up- Amy Douglass
Amy Douglass stated that now that the cemetery is on the Tempe Historic Property Register a preservation plan will want to be put in place. Phase one would be to do a condition assessment of every grave marker to record conditions. Amy distributed a sample field survey sheet along with a plot map of the desert section which would be an ideal place to start. The process would include a survey sheet completed along with a photo of each marker to establish a baseline and record. Amy would provide the necessary training and would propose volunteers of 3-5 teams containing 2 members each. Amy will work with Cynthia to determine how many markers are present and will come back to the committee later in the year with a training plan.

Agenda Item 5 – Historic Designation Follow Up- Joe Nucci
Joe Nucci stated the process is complete and the cemetery is now listed on the Tempe Historic Property Register. The next thing to work toward is having it listed on the National Register. All documentation from this process can be found at:
http://www.tempe.gov/historicpres/DoubleButte.html

Agenda Item 6 – Food Co Op/Food Band Olive Harvesting Follow Up- Mary Ann Dillon
Mary Ann Dillon located a group called the Boys Team Charity Sonoran Fiesta League, comprised of a group of 100 high school boys, who may be able to help. The equipment, gloves or anything else needed would have to be provided. Oliver will get with Mike to determine what time of year this has to be done and follow up with Mary Ann so that she can go back to the group with additional details.

Agenda Item 7 – Maintenance Updates
Oliver Ncube provided an update on recent maintenance activities.

Comments/Follow up:
- The semiannual clean-up of grassy area will take place the end of April.
- Eleanor wanted to know the height of the fence on the grassy area.
- Joann requested to have the holes checked out to see what was causing them, possibly gophers.
- Compost will be added in the sunrise area around the end of April or beginning of May to help build the nutrients in the soil.

Agenda Item 8 – Future Agenda Items

- Hold next meeting in May
- Members bring calendars to May meeting for future meeting availability
- Cynthia Yanez to attend future meeting with updates to sales brochure, rate study results and plaque fees and policy
- Amy Douglas to attend in the fall with Restoration Plan training follow up
- Mary Ann Dillon with olive harvesting follow up

Meeting adjourned at 4:50 p.m.

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