



Cemetery Commission Meeting Agenda

September 17, 2020, 4:30 PM

MEETING CONDUCTED VIA ZOOM (some commissioners present at 645 Pine St)

- I. Approval of Agenda
- II. Approval of Minutes from 7/16 Meeting
- III. Section 8
- IV. Cemetery Commission Retreat
- V. Veteran Flag Update
- VI. Staff/Director Items
- VII. Commissioner Items
- VIII. Public Comments
- IX. Adjournment



Cemetery Commission Meeting Minutes

Meeting Date: Thursday, September 17, 2020, 4:30 pm

Commissioners Present: Rita Church, Jennifer Diaz, Nancy Kirby, Alexandra Millar, Mary Wesley

Staff Present: Cindi Wight – BPRW Director, Holli Bushnell - Office Assistant, Sophie Sauve – Parks Comprehensive Planner

Public Present: Jon Stilan – LA Group

Meeting was called to order at 4:41pm

I. Approval of the Agenda

Alexandra Millar moved to approve the agenda. Jennifer Diaz seconded. All were in favor.

II. Approval of Minutes from 7/16/2020

Diaz moved to approve the minutes. Rita Church seconded. All were in favor.

III. Section 8 Update (Sophie Sauve, Jon Stilan)

Sophie Sauve and Jon Stilan took the commissioners through the changes that were made to the final design based on feedback from commissioners and cemetery staff. A 15' access area has been added behind the tree border on the northwestern side of the section for maintenance purposes. The area designated for in-ground cremation burials are now convertible to full burials if need be. A new regulation will need to be developed for Section 8 that requires monuments to be installed a minimum of 6" from the head of the lot. The possibility of designating space for mausoleums was also considered in this draft, but no specific area was identified. Instead, Stilan informed the commission that any mausoleum should be placed somewhere that it will not impact adjacent burials, likely near the tree line or next to the road.

After showing this updated final concept Stilan informed the commission that the next step will be for him to put together a report detailing the development of the section. Sauve suggested commissioners take the next week to consider the plan and provide feedback to Holli Bushnell, Cindi Wight, or herself before 9/24/2020.

Millar asked if native mast species such as Oak and Spruce were being considered as shade trees. Stilan confirmed that he will recommend those to city arborist VJ Comai.

Wight asked if Stilan could provide recommendations of possible engineers for the project. Stilan confirmed that most engineering firms with the ability to do surveying could do work for the project. His company, LA Group, frequently works with DuBois and King. Wight made sure the commission understood that funds for the engineering side of the project will likely be part of the FY22 budget.

The commissioners will provide any feedback before 9/24 and Stilan will generate a report shortly thereafter.



IV. Cemetery Commission Retreat

Wight confirmed that Emma Mulvaney-Stanak would be able to facilitate a retreat for the commission and the Friends of Lakeview, however we would not be able to hold the retreat in person. The goals would be to get clear on the rules and regulations, the roles of both the commission and the FoL, and develop a plan for the future of both groups.

Diaz felt there could definitely be value to a retreat stating that it would be good to get a clear plan for moving forward and that a retreat would be the perfect opportunity to figure things out and set goals.

Millar commented that she was still unclear on who the Friends of Lakeview are and what they do. Church was happy to report that the members of the FoL were very happy to be invited and would like to attend.

After some debate, the commission identified four possible dates – 10/15 between 4:30pm and 7:30pm, 11/7 between 8am and 11am, 11/19 between 4:30pm and 7:30pm, and 11/21 between 8am and 11am. Bushnell will send out a doodle poll to finalize the date.

V. Veteran Flag Update

There have been several delays obtaining the last flags needed for veterans' graves. The current goal is to have new flags placed on all veterans graves for Veteran's Day (11/11). Bushnell will email volunteers to inform them of this.

VI. Staff/Director Items

Bushnell informed the commission that an individual has requested approval of a new mausoleum. She showed the commission the images provided by the Cairns family and informed them of the request that the mausoleum be placed in Section 8. The commission approved the design but was not able to approve the location until the plans for Section 8 are finalized. Bushnell will inform the family of the commission's ruling.

VII. Commissioner Items

Church provided the commission with an update from the Friends of Lakeview. They now have a finalized plan for the new lighting in Lousia Howard Chapel and now need to raise funds to put the plan into action. The next time they meet will be with the city electrician who may be able to handle re wiring work over the winter. The city may also be able to provide some funds for this work.

The Friends also had several requests for work to be done around the cemetery such as tree replacements and repairs. Bushnell will collect that information and put in work requests via facilities dude.

Finally, Church reminded the commission about the book on Lakeview Cemetery by Thea Lewis. Bushnell will purchase a copy of the book using the special supplies budget line to have on hand for the future.

VIII. Public Comments

No public comments were made at this time.

IX. Adjournment

Kirby moved to conclude the meeting, Diaz seconded, and all were in favor. The meeting was adjourned at 6:36pm. The next meeting will be held via zoom and in person at a date to be announced.