

DeFuniak Springs Cemetery Board

Regular Meeting

January 19, 2010

The DeFuniak Springs Cemetery Board met in Regular Session at 5:00 PM with the following members present: Mayor C. Harold Carpenter; Board Members Jack Owen, Jack Hicks; City Manager Kim Kirby, Municipal Services Supervisor Rick Rodgers; Finance Director Sara Bowers, and City Clerk Susie Campbell-Work.

CALL TO ORDER: Mayor Carpenter called the meeting to order.

MINUTES:

(A) *October 20, 2009:* There were no corrections.

Motion made by Jack Owen to approve as presented, second by Jack Hicks, motion carried 3-0.

MAYOR C. HAROLD CARPENTER:

(A) *Appointment of Cemetery Board Member:* Mayor Carpenter recommended Jack Owen be appointed to the January 2010-January 2012 term. Mr. Owen agreed and Mayor Carpenter announced this would be brought in front of the City Council for recommendation at the next Regular Meeting.

FINANCE DIRECTOR, SARA BOWERS:

(A) *Financial Report:* Sara Bowers advised the Board this was the finance report for first quarter of FY 2010. Ms. Bowers said revenues for the first quarter were \$43,879 with \$40,000 of that coming from the general fund and expenditures were \$30,422. Mayor Carpenter asked Rick Rodgers about R & M for equipment #609. Mr. Rodgers said it was a transfer from the Water Department. There were no other questions.

CITY MANAGER, KIM KIRBY:

(A) *Discuss Certificate of Interment Rights:* Kim Kirby advised the Council at the last meeting it was recommended to create a Certificate of Interment Rights to match previous changes to the Code. Ms. Kirby referenced their packets and pointed out that paragraph 4 and 5 are the heart of the changes. She explained this will ensure that we are the only entity authorized to sell or transfer Certificates of Interments. Ms. Kirby referenced the Ownership Transfer Certificate in their packets. Discussion followed in regards to there being no reimbursement for plots when there is no proof of original selling price. Ms. Kirby stated the City Attorney did review the Certificate of Interment Rights and his comments were incorporated. Mr. Owen asked if the fair market value would be considered (when there is no proof of original selling price). Ms. Kirby said if they have the original deed, the purchase price would be on it, the (Ownership Transfer Certificate) would be for someone who did not have any evidence of the purchase price. Discussion continued. Ms. Kirby said this was a way for us to maintain accurate records. Mayor Carpenter asked about reclaiming an unused plot. Ms. Kirby said she was not sure. Mayor Carpenter requested information on if this could be done. Discussion followed on how to know what plots are owned by whom. Ms. Kirby clarified the Mayor's request that he wanted to know what our legal rights were to reclaiming unused plots after a certain number of years. Ms. Kirby thanked Rick Rodgers, Lacey Woodham, and Vanessa Mitchell for their work on the Certificate of Interment Rights.

(B) *Discuss Columbarium Procedures (interment, names plates, flowers, etc):* Kim Kirby asked for suggestions on nameplates, flowers, etc, and how best to manage this. Ms. Kirby said what we decide needs to be included in the Ordinance. After discussion Mr. Rodgers said the thought was to have monument companies do the work (putting up nameplates) and see how that goes. He continued if we want to get involved later, we could change the procedures. Mr. Hicks said that sounded good to him, to let the monument company put it on there and then they are responsible for it. Discussion followed on specifications of nameplates. Mr. Owen said we certainly want to regulate

size and style of nameplates. Discussion followed. Ms. Kirby clarified they would want it to reflect in the Ordinance as size, material, style and content on plate and then incorporate that into a permit for the Owner to give to the monument company. Discussion of the cost of nameplates followed. Consensus of the Board for the nameplates was something similar to what was included in their packets.

Discussion followed on flower vases and avoiding overpowering another niche with the height of flowers. Mr. Owen commented his first impression was to keep it as simple as possible. Mayor Carpenter asked if the columbarium was ready for use. Mr. Rodgers said yes other than operation procedures it is ready for use. He said there is still landscaping to be done.

Motion made by Jack Owen to not allow anything but nameplates on the doors, second by Jack Hicks, motion carried 3-0.

Ms. Kirby asked if they would like to see the draft guidelines for the nameplates before it goes before the Council. Mr. Owen said he thinks staff knows their intent.

Mr. Rodgers said they would continue their original plans of granite benches and landscaping, as budget permits.

(C) *Update on projects, Historical Designation, Cemetery Software, Fencing:* Kim Kirby said this is an update for their information. She explained Vanessa Mitchell was pursuing a historical designation for the cemetery and needed additional information on: any important people with local, state or national importance to our history that may be buried in the cemetery, or any distinctive markers or monuments or architectural features, and if there are any signatures of stone carvers. Ms. Kirby asked they spread the word we are gathering this information. Mr. Owen asked if, with this designation of a historic site, is there a down side. Ms. Kirby said she didn't know of any benefits of constraints, she will check on this. She asked if there was nothing that would tie our hands with what we want to do in the cemetery, could staff move ahead with the application.

Consensus of the Board was they could move ahead.

Kim Kirby discussed the cemetery software and its features. She explained we had it budgeted in two phases with \$2,500.00 this year and the phase II to would be budgeted for next year. Mayor Carpenter said he spoke with Lacey Woodham and we get the whole package with payment of the first phase. Mr. Owen asked it came with adequate support. Ms. Kirby said yes.

Ms. Kirby gave an update on the fencing. She asked for clarification on where they would like to see 4 foot high fence and the 6 foot high barbed wire fence. Discussion followed. Consensus was 6 foot high fence with barbed wire on the East side, replacing in phases as far as the budget would allow.

BOARD MEMBER COMMENTS:

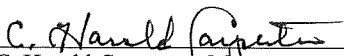
Jack Hicks – None.

Jack Owen – None.

ADOURN

There being no further business, Mayor C. Harold Carpenter adjourned the meeting.

ADOPTED this 20 day of April, 2010.


C. Harold Carpenter, Mayor

ATTEST:


Vanessa Mitchell, Deputy Clerk