

**MINUTES**  
**CEMETERY ADVISORY BOARD SPECIAL MEETING**  
DOUGLASS ACTIVITY CENTER  
November 9, 2023 - 4:00 P.M.

Present were the following members of the Cemetery Advisory Board: Mr. Eric Londeen, Mr. Richard Akins, Mr. Patrick Gormely, Mr. Dustin Duntz and Mr. Mike Carlson.

Absent: Ms. Melanie Nord and Mr. Joe Gerken.

Employees Present: Mr. Mike Mohler, Cemetery Sexton; Mr. Casey Smithson, Park Superintendent, Mr. Alfonso Leyva, Park Planner II; Ms. Jenna Goldsmith, Park Planner Intern, and Mr. Aaron Stewart, Parks and Recreation Director.

A. MINUTES

Mr. Londeen called the meeting to order. It was moved by Mr. Duntz, seconded by Mr. Akins, to approve the minutes of the regular meeting held on July 20, 2023, and the special meeting held on September 19, 2023. On vote, motion carried 5-0.

B. PUBLIC COMMENT

None.

C. SEXTON'S REPORT

Mr. Mohler shared that revenue for the current year were as follows: Sunrise Cemetery \$67,350 to include sales and burials; Sunset Cemetery \$9,200 to include sales and burials. Mr. Mohler provided an annual report for January – October 2023 burials.

Mr. Mohler shared that seeding is done for the year as of mid-September and will resume again in the Spring. Cleanup of fallen leaves has started as well.

D. OLD BUSINESS

Mr. Leyva presented an updated Cemetery Master Plan to the Board. He shared some background of the Master Plan process and stated the next step to occur is for the Cemetery Advisory Board to review the Master Plan and make a recommendation for Staff to then take to City Commission in January 2024. Staff is proposing to go with Scenario 2, which is to collaborate with the Sunset Zoo in having a joint maintenance shop to benefit both departments.

Mr. Leyva stated Staff is looking for feedback from the Board and to support the final draft Master Plan as presented.

Board members asked a few questions regarding location of roads to access shops, public access, columbarium's, and road enhancements of the Master Plan to which Mr. Leyva, Mr. Mohler, and Mr. Smithson were able to answer.

It was moved by Mr. Carlson, seconded by Mr. Duntz, to approve the Cemetery Master Plan as presented. On vote, motion carried 5-0.

Meeting adjourned.