CEMETERY COMMISSION MINUTES

Tuesday, January 11, 2022
12:00 pm
Location: Santo Community Center
701 N Columbus Avenue, Medford

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10. Roll Call

Members Present: Lane Forncrook, Rene Forncrook, Michael Palacios, Margaret (Meg) Klinkow Hartmann, Karen Greene

Absent: Rebecca Scott, Brigit Hovelman

Staff: Karen Burg, Brian Robinson, Rich Rosenthal

20. Approval of Minutes October 12, 2021
Minutes were approved with minor corrections.

30. Oral Requests and Communications from the Audience
None

40. Continued Commission Business

40.1 Discussion Pertaining to Change in Commission Structure
- Potential Joint Meeting with Parks and Recreation Commission

Department Director, Rich Rosenthal, addressed the Commission stating if the concept of changing from a Commission structure to a subcommittee structure under the Parks and Recreation Commission was one in which the Commission wished to further explore and discuss in further detail that it would involve the Parks and Recreation Commission and that the next joint meeting would be the fourth Tuesday in February on their normal meeting date. It would be possible to have a study session on the second Tuesday of the month. The Cemetery Commission is advisory to the Parks and Recreation Commission and to City Council, and the Cemetery Commission vote would be a potential recommendation to City Council and the Parks and Recreation Commission. The next step would be a joint meeting.

Chairman Forncrook stated the Commission would discuss the matter and decide how to proceed.

Director Rosenthal explained the structure would remain the same with being either a Commission or sub-committee structure in that the formality of the public meeting is a little lesser in terms of staff time.

Commissioner Hartmann expressed concern of becoming less visible as a sub-committee with respect to public notice, minutes, and to the cemetery receiving proper attention and that it would become

easier and easier to not do the right thing as opposed to having a higher profile. She expressed the idea that it would make it easier for them to fail versus challenging them to succeed and that there is a reason for a formal commission that is not fulfilled by a subcommittee. Ms. Hartman expressed with the hard work that has taken place, she would not be persuaded to initiate the change.

Chairman Forncrook stated there is still a Parks and Recreation Commission that we would advise either way.

Director Rosenthal explained there is a management plan in place and that all requirements of running a cemetery would still be in place whether or not there is a separate Cemetery Commission. There is still the avenue for which the public can comment on any park, including this park which just so happens to be a cemetery, through the Parks and Recreation Commission. The question is does there need to be a Commission for this one park.

Chairman Forncrook stated they could end up having more clout with the Parks and Recreation Commission. He discussed methods of taking votes on the matter.

Commissioner Palacios stated it may be helpful to have a written proposal from Director Rosenthal explaining pros and cons to be weighed out.

Director Rosenthal stated there was no rush to decide. He also emphasized that the Cemetery Commission is on the Parks and Recreation Commission agenda monthly whether or not there is anything to report. Your ability to influence outcomes doesn't change. He doesn't believe every park should have a Commission.

Commissioner Hartmann asked if as a sub-committee there would be an archival record of the meeting with staff present to take notes to which Director Rosenthal answered affirmatively. Commissioner Hartman suggested this would cause minimal change in staff time needed.

Chairman Forncrook was pleased with number of applicants for Commission vacancy indicating more interest in the cemetery.

50. Agenda Items

50.1 Introduce Karen Greene, new Cemetery Commission Member
Introduction was made.

50.2 Budget Update

- New Weed Trimmer – Commission was informed that a new trimmer was purchased.
- Entry Sign Repair/Replace – Commission was informed we are awaiting sign repair/replace details from Hale Signs.

Karen Burg went over budget status and obligations to include Sanitech Cleaning, alarm monitoring, and possible flag purchase for Memorial Day. Also discussed was possibility of facilities maintenance getting quotes for mausoleum crypt face repair. Reviewed budget

obligations of biennial budget. With outstanding obligations the balance is approximately $6,224.

60. Committee Reports

None

70. Staff Reports

70.1 Volunteer Applicants Screened and Approved

Chairman Forncrook discussed that new volunteer applicants have been screened and approved. A training session will be held Saturday, January 22, 2022, at 2 p.m. at the Cemetery with Michael Mace and Chairman Forncrook to teach how to clean graves and discuss general cleanup duties. He invited Commissioners to attend.

80. <u>Messages, Papers, Proposals and Remarks from Commission Members</u>

There was more discussion on squirrel problems which was determined not much could be done about.

Karen Burg reported Public Works is planning to replace brown Cemetery road signs at no cost to Cemetery budget. Work should be completed by end of January.

Karen also provided photo of new fence and foundation pad work done on lower section of cemetery for gentleman who purchased 16 spaces and described the obelisk that will be placed.

When asked if the Cemetery would get a maintenance person, Brian Robinson explained all of the park maintenance duty priorities with limited staffing. He indicated he would ask Director Rosenthal if there was any potential to get someone.

Commissioner Hartmann asked what the Commission could do to advocate for getting someone.

Brian Robinson explained Parks Maintenance would make sure the grounds are safe and accessible and that the mausoleum would-be maintained. He discussed how Rogue X project would take a lot of resources.

Chairman Forncrook asked if there were further remarks from anyone.

Commissioner Hartmann asked what the Commission was intending to do about deciding on the sub-committee issue.

Commissioner Forncrook stated that if most of the Commission wants to keep things the same, we don't need to make more work for the Director to present a proposal.

Commissioner Hartmann asked if they wanted to take a vote at which juncture Chairman Forncrook formulated a motion.

MOTION: Chairman Forncrook entertained a motion asking who was in favor of having the Commission staying the same and not look into changing it and wasting Rich's time.

Motion passed 5-0 by show of hands.

90. Adjournment

Meeting adjourned at 12:53 pm and next meeting date set for April 12, 2022.

Respectfully submitted,

Karen Burg

Karen Burg
Recording Secretary