

Meeting Minutes of the Cemetery Technical Advisory

Committee - Tuesday, April 17, 2018

9 am to 12 noon

City of Sacramento Corp Yard, 5730 24th St., Bldg #3

The meeting was called to order by Park, Planning, & Development Services Manager, Gary Hyden at 9 am.

Present: Carson Anderson, Jeanne Baldwin, Lori Bauder, Connie Bettencourt, Caru Bowns, Shannon Brown, Anita Clevenger, (Chris Conlin), Judy Eitzen, Marcia Eymann, Joe Flores, Gary Hyden, Samantha Minor, Cassandra Musto, Douglas Nelson, Jeff Nittka, Claudia Richardson, Larry Sloane, Will Sloane, Rob Taylor, Josh Tuttle, Jan Wooley

Not Present: Tony Ulep

- I. Approval of Minutes – The minutes from the October 25, 2017 meeting were approved by the majority.
- II. Scope of Services
 - A. Gary Hyden: The City has Measure U money for fund the irrigation in the amount of \$600,000 for a \$2M project. The work has already begun.
 - B. Larry Sloane: Will repair and restore; find ways to re-purpose.
 - C. Doug Nelson: Goal is to establish the cemetery assessment and operations review; cemetery mapping system; operations and maintenance; volunteer and event operations
- III. Initial Observations of Cemetery – Consultant team described initial observations of existing conditions.
- IV. Assessment of Cemetery Records
 - A. Digitize records - Marica Eymann and Leah Castro are working on entering records. There are currently 33,000 records.
 - B. Make records accessible to the public by utilizing staff for assistance or provide the public with on-line access
 - C. Will Sloane: Get records entered and assess next steps from there
 - D. Marica Eymann indicated there will be a soft roll-out on the digital system. Currently, there is ability to zoom in to view a plot but not a head stone. There is not a capacity to make edits to entries at this time.
 - E. Gary Hyden: The GIS system needs maintenance and policies to go along with it.
 - F. System plot search - Recommended that a process is set up.
 - G. Provide ways to make the system user-friendly

- V. Cemetery Mapping – City staff reported that mapping process is still underway. Completion will be sometime in late Fall 2018.
- VI. Cemetery Operations
 - A. Lori Bauder oversees the day-to-day operations
 - B. Marcia Eymann and Leah Castro do their part on establishing the digital records
- VII. Cemetery Maintenance
 - A. Larry Sloane: Preserve headstones (not replace)
 - B. Current staffing: Two full-time City Parks Staff
 - C. Outside parties also assist with the cemetery (large number of stakeholders)
 - D. Will Sloane: Establish distinct areas to create attractions such as the Rose Gardens. Monetize site and make more than just a cemetery
 - E. (Anita Clevenger) Use of lawn mowers – list ways to prevent potential damage in Master Plan *Evicted ground keeping practices*
 - F. Larry Sloane will prepare standards and recommends trying it out. Changes can be made.
 - G. Carson Anderson: Trees – Will they be replaced? Larry Sloane commented that he will be critical when addressing this section.
 - H. Need process in place for maintenance on historic pieces
- VIII. Assessment of Irrigation System and Concept Design for Improvements
 - A. Address over spray on surfaces; potential damage to headstones
 - B. The lack of automatic systems calls for staff involvement
 - C. Rehabilitation of existing line will take up most of budget; 2nd line may be installed
 - D. Shannon Brown: Irrigation cannot be shut off *~ can not be abandoned*
 - E. Doug Nelson: Establish smaller-scale turf sprays or use technology for underground drip
- IX. Volunteers and Event Operations Assessment
 - A. Continue to reach out to schools for tour opportunities. Can charge fee for private schools.
 - B. Outreach suggestions: Broadway PBID; Old Sac Residents *Sacramento Area Museum*
 - C. Build on horticulture aspect
 - D. Consider setting up a group/body to delegate roles
- IX. TAC Discussion and Input
 - A. Consider addressing the lack of restrooms, parking, kitchen, etc. first
 - B. Larry Sloane: Plan to submit initial draft to the City and finalize written plan in 30 to 60 days.
- X. Meeting concluded at 11:40 a.m.