



# Action Minutes

Cemetery Commission Regular Meeting

Friday, February 21, 2020 at 11:30 a.m.

1<sup>st</sup> Floor Conference Room – 525 Henrietta Street, Martinez, CA 94553

| Commissioners in Attendance  |         | City Staff in Attendance            |
|------------------------------|---------|-------------------------------------|
| Chair Harlan Strickland      | Present | Kara Galindo, Recreation Supervisor |
| Commissioner Peter Carpenter | Present |                                     |
| Commissioner Carter Wilson   | Present |                                     |
| Commissioner Gina Zagotta    | Present |                                     |
| Commissioner Carolyn Duncan  | Present |                                     |

## 1. Roll Call

## 2. Consent Calendar

| 2. Review and Motion to Approve Minutes for September 19, 2019 |                              |     |               |     |
|--|------------------------------|-----|---------------|-----|
| Speakers:  | None                         |     |               |     |
| Public Comment:  | None                         |     |               |     |
| Closing Comments:  | None                         |     |               |     |
| Motion to:   | Approve minutes as presented |     |               |     |
| Motion by:   | Peter Carpenter              |     | Seconded By:  |     |
| Motion passed<br>5-0   | Harlan Strickland            | Aye | Carter Wilson | Aye |
|  | Peter Carpenter              | Aye | Gina Zagotta  | Aye |
|  | Carolyn Duncan               | Aye |               |     |

## 3. Public Comment – Reserved for Items not on the Agenda

Joseph Palmer, Martinez Cemetery Preservation Alliance President, mentioned the publishing of the MCPA column in the Tribune and Martinez Gazette online. Mr. Palmer also asked about the process of having a new headstone installed. Staff responded with noting that since the Cemetery is still an active Cemetery, coordination with the plot's family, providing of a deed, and working with the third party headstone installers would be necessary.

## 4. New Items

### A. Receive update on St. Catherine's Cemetery

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| Speakers:         | <ul style="list-style-type: none"> <li>Commissioner Carpenter reported that deteriorated pathways were repaired and patched, that a stolen vehicle was abandoned on the property and a tow truck was used to remove the vehicle</li> </ul> |
| Public Comment:   | None   |
| Closing Comments: | None   |

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| <b>B. Receive Report and Hold Discussion on Recap of October 2019 Cemetery Clean-Up Event</b> |  |
| Speakers:   | <ul style="list-style-type: none"> <li>• Commissioner Wilson reported that turnout was lower than expected, but volunteers did typical clean up and hopes for a better showing next time.</li> <li>• Chair Strickland hopes that scheduling conflicts on Clean-Up Events can be reviewed moving forward.</li> <li>• Commissioner Zagotta mentioned that the Clean-Up dates are typically the weekend of Mother’s Day and in the Fall and that post cards are needed to send out to the community.</li> <li>• Recreation Supervisor Galindo added that the dates can be changed if needed and that due to staff turnover and that current staff will look into what the previous mailing list to possibly be used and to utilize water bill inserts for marketing. She also added that marketing is also done through social media, website postings and digital newsletters.</li> <li>• Commissioner Duncan suggested looking into alternative ways to get a larger turnout.</li> <li>• Commissioner Wilson mentioned that if the dates were changed, he would need to check with the Clampers to see if that would work with the organization’s schedule.</li> <li>• Recreation Supervisor Galindo noted that the current request from Public Works regarding the Cemetery is head stone repair.</li> </ul> |
| Public Comment:   | <ul style="list-style-type: none"> <li>• Mr. Palmer noted that part of the problem in gaining volunteers is the date and hosting the event in the spring the same weekend as Mother’s Day.</li> </ul>  |
| Closing Comments:   | <ul style="list-style-type: none"> <li>• Commissioner Duncan confirmed that the current Clean-Up dates for 2020 would be May 9<sup>th</sup>, as originally planned, and move the fall date to October 17<sup>th</sup>.</li> </ul>  |
| <b>C. Review Update on Cemetery Tours for April 24<sup>th</sup> and April 25<sup>th</sup></b> |  |
| Speakers:   | <ul style="list-style-type: none"> <li>• Recreation Supervisor Galindo reported that the upcoming Tour dates are Friday, April 24<sup>th</sup> at 10:00 am and Saturday, April 25<sup>th</sup> at 4:00 pm. She mentioned that would be hosted by Barbara Patchin.</li> </ul>   |
| Public Comment:   | None   |
| Closing Comments:   | None   |
| <b>D. Hold Discussion Regarding the Chinese Funerary Burner Process</b>                       |  |
| Speakers:   | <ul style="list-style-type: none"> <li>• Recreation Supervisor Galindo reported that while the project has gone through discussion and approvals before, it was not formally brought to the City Council for necessary approvals. She mentioned that the MCPA would need to provide a list of the scope of work, proposed timelines of completion, insurance and anything else that would help support the overall proposal, types of equipment to be used, how many people on the project, etc. Staff could then review</li> </ul>  |

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|   | <p>and work with MCPA to draft an agreement, that would then go to City Council. She suggested that bringing the scope of work proposal, agreement, insurance and volunteer waivers to the Commission should happen together.</p> <ul style="list-style-type: none"> <li>• Commissioner Zagotta mentioned that the Mayor may have said the project proposal would not need to go the City Council at first, but instead go to the Commissioner to review, then to City Council.</li> <li>• Commissioner Boone requested that the proposal and agreement be sent as an email or packet for review before the meeting to discuss. She also expressed concern over timelines of project plans to gain Council approval so suggested that be taken into consideration.</li> <li>• Commissioner Zagotta suggested to list potential costs or value of the project to be offset by donations and other funding and to be included in the scope of work (in-kind services, labor, materials, etc.)</li> </ul> |
| Public Comment:   | <ul style="list-style-type: none"> <li>• Mr. Palmer mentioned that when he spoke to the Mayor, he mentioned that the project would not need to go to City Council, but understands that a more formal process may be needed. He requested that excavation to be done the first weekend in May, to be completed in a single day, then in June drainage could be installed and foundation poured, then in July begin to lay brick. He also mentioned volunteers would be working on the project.</li> <li>• Mr. Palmer requested further excavation of the space in May and that the weather has exposed more brick. He noted that the proposed archeological work plan is to pull as many bricks and artifacts as possible from the space.</li> <li>• Judy Palmer added that all work on the site will be done by hand and machinery will not be needed.</li> </ul>   |
| Closing Comments:   | <ul style="list-style-type: none"> <li>• Chair Strickland confirmed that there will be a special meeting scheduled in the future to review the project, that will then be recommended by the Commission to go to the City Council.</li> <li>• Recreation Supervisor Galindo suggested a meeting with MCPA would need to take place at the end of March to review scope of work before presenting to the Cemetery Commission and Council for recommendations and approval in order to meet the projected work timeline of the 2020 summer.</li> </ul>   |
| <b>E. Review and Hold Discussion on the Cemetery Fund Balance</b> |  |
| Speakers:   | <ul style="list-style-type: none"> <li>• Recreation Supervisor Galindo reported on the trusts' process as well as the year-to-date expense line amount remaining of \$5,244.66 for 2019-2020.</li> </ul>   |
| Public Comment:   | None   |
| Closing Comments:   | None   |

| <b>5. New Business</b>   |   |
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| <b>A. Hold Discussion and Provide a Recommendation for a Letter to City Council Regarding the Parks Master Plan and the Cemetery to be Prepared and Submitted by the Cemetery Commission Chair</b> |   |
| Speakers:  | <ul style="list-style-type: none"> <li>• Chair Strickland suggested the City establish a contract with MCPA for future partner projects, modeling similar to the contract the City of Concord has with their partner groups, in order to encourage more activity and attention to the Cemetery.</li> <li>• Commissioner Boone questioned as to whether or not that will already be happening since a partnership with MCPA is going to happen anyway.</li> <li>• Commissioner Zagotta suggested Chair Strickland send a letter to the City Council on behalf of the Cemetery Commission outlining approval of partnership.</li> <li>• Recreation Supervisor Galindo wanted clarification on what Chair Strickland was wanting to gain from the Commission. She mentioned that she understood the letter request was to ensure that the City Council knew that the Cemetery Commission wanted to make sure to be folded into the overall Parks Master Plan project – not necessarily including MCPA since they will be a Cemetery partner anyway through their upcoming project proposal.</li> </ul> |
| Public Comment:  | <ul style="list-style-type: none"> <li>• Mr. Palmer suggested that once there is a Master Plan, then outside groups can be solicited for further support.</li> </ul>  |
| Closing Comments:  | <ul style="list-style-type: none"> <li>• Chair Strickland decided that no vote on an action was needed since a draft could be reviewed and voted to submit by the Commission at the next meeting.</li> </ul>  |

| <b>6. Commissioner and City Staff Comments</b>      |   |
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| Comments/ Updates                                   | <ul style="list-style-type: none"> <li>• Recreation Supervisor Galindo reported that all meeting minutes will now move towards an Action Minutes format. She also mentioned about hosting Special Meetings to discuss upcoming needs, such as Cemetery Tour Fees to be added to the City's Fee Schedule, a mid-year budget ask, and more that can be discussed during future meetings.</li> <li>• Commissioner Boone asked the Commission if they would like to add Tour Fees.</li> </ul> |
| <b>7. Adjournment</b>                               |   |
| Chair Strickland adjourned the meeting at 12:57 pm. |   |

Harlan Strickland, Chair

Kara Galindo, Recreation Supervisor 5/24/21