



**BROOKSVILLE CEMETERY ADVISORY COMMITTEE  
AGENDA  
JOSEPH E. JOHNSTON, III, CITY COUNCIL CHAMBERS  
201 HOWELL AVENUE**

March 2, 2022

5:30 p.m.

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. APPROVAL OF MINUTES  
December 7, 2021 meeting minutes
- D. DISCUSSION ITEMS:
  - 1. Discussion of Another Possible Amendment to Cemetery Rules – not allowing vault/body slab “wraps” or “tarps” or “vinyl” coverings on vault lids
  - 2. Update on vandalism at Cemetery
  - 3. Discussion of:
    - a. possible price increases
    - b. possible discount for veterans
  - 4. Update on current projects
- E. OLD/NEW BUSINESS
  - 1. Media Communications Training – Charlene Kuhn, City’s Public Information Officer
- F. CITIZEN INPUT
- G. NEXT MEETING DATE (tentative) – June 15, 2022 (5:30 p.m.)
- H. ADJOURNMENT

*Please be advised that two or more City Council Members may attend and participate in this meeting. In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation to participate in this proceeding should contact the City’s ADA Coordinator no later than 48 hours in advance of the meeting at (352) 540-3810. Meeting agendas and supporting documentation are available from the City Clerk’s office and on line on the City’s website. Any person desiring to appeal any decision with respect to any matter considered at this meeting, may need a record of the proceedings including the testimony and evidence upon which the appeal is to be based, and therefore must make arrangements for a court reporter to ensure that a verbatim record of the proceedings is made.*



**BROOKSVILLE CEMETERY ADVISORY COMMITTEE  
MINUTES  
JOSEPH E. JOHNSTON, III, CITY COUNCIL CHAMBERS  
201 HOWELL AVENUE  
BROOKSVILLE, FL 34601**

**December 7, 2021**

**CALL TO ORDER**

The meeting was called to order by Chairwoman Kathleen Hudak at 5:30 PM. Present were Brooksville Cemetery Advisory Committee Members: Chairwoman Kathleen Hudak, Ronald Lawson, Council Liaison Pat Brayton and Jan Knowles. Absent was Board Member Joe Merritt. Also present: Eric Stokholm, Cemetery Sexton; Jennifer Battista, City Clerk/Recording Secretary and Ron Snowberger, City Manager.

**INVOCATION AND PLEDGE OF ALLEGIANCE**

The invocation was given by Chairman Hudak, followed by the Pledge.

**APPROVAL OF MINUTES** - May 26, 2021 meeting minutes

**Motion:**

Motion was made by Brayton and seconded by Lawson to approve the May 26, 2021 Cemetery Advisory Committee minutes. Motion carried 4-0.

**DISCUSSION ITEMS:**

**Possible Amendment to Cemetery Rules – not allowing the painting of vault lids (other than natural concrete color or white)**

Chairman Hudak clarified that this would be predominately in the Garden Section of the Cemetery. The Committee discussed the maintenance problems with the upkeep of painted vaults. They further discussed whether it could just be natural concrete and not allowing any color including white. It was further discussed that a clear sealant could be used to stop it from deteriorating.

City Clerk/Recording Secretary advised that it would need to go to Council and she anticipates it being on the December 20, 2021 Council agenda.

**Motion:**

Motion was made by Lawson and seconded by Knowles to allow only a clear, protective sealant and no painting allowed on vault lids. The owners of the vaults could hire a company to do a

clear sealant, but they could also do it themselves. In response to Board Member Lawson's question, Cemetery Sexton Stokholm was not aware of any environmental issues with the sealant.

Motion carried 4-0.

City Clerk/Recording Secretary Battista and Sexton Stokholm discussed the fact that vaults are being installed by vault companies at all different heights throughout the Garden Section and some as high as 7 inches. Stokholm brought up the problems with mowing around lids of all different heights and the increase chances of damage to the high level vault lids when grave diggers and vault companies have to navigate around them.

**Motion:**

Motion was made by Brayton and seconded by Lawson to require vaults installed at a maximum height of 1/2 inch above adjacent existing grade

Motion carried 4-0.

City Manager Snowberger noted that in other sections of the Cemetery, vault lids are not allowed to be exposed or above grade.

**Discussion on recent on vandalism at Cemetery**

Chairman Hudak and City Clerk/Recording Secretary Battista reported on the recent vandalism. Battista reported that right before Thanksgiving, after a specific incident and as a temporary measure, it was decided to lock the Cemetery from dusk to dawn, which is allowed by the rules. City staff is looking at various options such as security cameras, a new gate with a locking mechanism, locks on timers, etc. Sheriff patrols have increased.

The Board discussed oil lamps to light up some areas, which was deemed too expensive. They talked about the option of security cameras; especially as it relates to the Cemetery office. Mayor Brayton and Board Member Lawson felt that cameras on the building should be something to move forward on regardless of consideration of other solutions.

Council Liaison Brayton felt that there needs to be a way to lock the gates every night or have it be on an electric timed lock. He added that if it is done electronically, an employee does not have to be paid overtime to come in weekends and holidays. It was pointed out by the City Clerk that there is no electric in the front gate(s) area.

Motion lights that send out an alarm were also discussed and it was pointed out that there are residences around the Cemetery which may be disturbed.

The Cemetery Board supported motion cameras with lights.

**Update on current Cemetery engineering task order**

City Clerk/Recording Secretary Battista reported on the tree survey and the Garden of Innocence Task Order.

**OLD/NEW BUSINESS**

**Northwest Section**

Battista advised that in the near future, Staff will be exploring the development of the northwest portion of the Cemetery. It would involve amenities, water lines, walk ways, etc.

**Golf Cart**

A new golf cart was included in the 2022 budget and has been ordered.

**Recent Flooding at Cemetery**

There was a flood very recently in the Cemetery office and the building would have to be gutted and repaired and that project is ongoing.

**Resignation of Board Member**

There has been a resignation from Duane Vann and the Cemetery Advisory Committee now has two vacancies.

**Trees allowed in Cemetery**

In response to Board Member Knowles' question on trees allowed, Sexton Stokholm reported that trees are allowed in the Green Meadows section.

**Olive Street Cemetery Marker**

Board Member Knowles stated that she is still working on getting a marker for the Olive Street Cemetery.

**CITIZEN INPUT - None**

**NEXT MEETING DATE** -The Clerk would let the Committee know of what date is available in January. [Subsequently set for January 26, 2022]

**ADJOURNMENT**

Meeting adjourned at 6:24 p.m.

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Jennifer J. Battista, City Clerk  
Recording Secretary

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Chairman

Approved \_\_\_\_\_