

Evergreen Cemetery Committee Meeting Minutes
December 2, 2011 Meeting
8:00 a.m.
Public Works Department

PRESENT

Snoody Borowiec, Member
Nancy Davies, Member
Mary Killary, Member
Jim Proctor, Member
Catharine Lardner, Member
Molly Evans, Assistant to Tom Klimek

ABSENT

Luche Giacomino, Council Liaison
Tom Klimek, Director of Public Works- Staff Liaison
Terry Maddux Liaison, Freeport McMoRan

Guests: Dee Flanagan, City of Bisbee Finance Director
Andy Haratyk, Public Works
Doug Dunn, President, The Bisbee Foundation

The meeting was called to order at 8:05 a.m. by chairperson Nancy Davies

Approval of November 4, 2011 minutes

Motion made to approve the November 4, 2011 minutes by Mary Killary and seconded by Snoody Borowiec was passed unanimously.

Call to Public

Dee Flanagan and Doug Dunn spoke to specific areas of the Agenda (See below)

OLD BUSINESS

Agenda Item 1. - Brochure Revision

Catharine Lardner told the committee she will be sending them copies of her suggested revisions before next meeting in January.

NEW BUSINESS

Agenda Item 2. Discussion and Action on Evergreen Cemetery Endowment

Doug Dunn, President of The Bisbee Foundation Board of Directors explained to the committee that the recommended course for them was to establish a "Fund" with The Arizona Community Foundation under The Bisbee Foundation Endowment. The Bisbee Foundation, at its November meeting, passed the resolution approving the establishment of such fund. This fund is called a "Designated Fund" which would be a stand alone fund under The Bisbee Foundation Endowment but deposited with the Arizona Community Foundation, of which The Bisbee Foundation is an affiliate. This fund would charge a fee of 1% per year (\$500 minimum) for management fees. Arizona Community Foundation in turn would do all of the accounting for the fund and issue a report quarterly. The fund would be subject to the Arizona Community Foundation's distribution policy which generally is a distribution of 5% of the fund balance based on the last 12 quarters of accounting. The first distribution would be made a year after the

fund is established. There would also be an exception built in that states *“While invasion of principal is not encouraged, it may be necessary for the preservation of the cemetery or for safety reasons. In these special circumstances, the corpus can be invaded upon receipt of a written resolution approved by at least 70% of the board of The Bisbee Foundation that stipulates to the preservation and/or safety purpose of the grant (distribution). The grant (distribution) shall be limited to the lesser of \$10,000 or 20% of the fund balance at the time as long as the minimum balance required by the Arizona Community Foundation is maintained.”* That limit is \$25,000. It was pointed out that with the \$20,000 raised by the committee, the \$2,700 grant from Freeport McMoRan and the match of \$20,000 from The Bisbee Foundation, the fund totals \$40,100.00. Distribution from this Designated Fund can go only to a non-profit organization. Since the Evergreen Cemetery Committee is only an advisory committee to the City of Bisbee and not a non-profit organization, the distribution would be to The Bisbee Foundation, which in turn would transfer the money to the Evergreen Cemetery or to whom the Evergreen Cemetery directs, depending upon the “project” or “determined use.”

Chairman Davies pointed out that another option would be to “meld” the \$40,100 with The Bisbee Foundation Endowment and have a distribution of 5% of whatever amount is accumulated per year - but still based upon the Arizona Community Foundation spending policy (which The Bisbee Foundation abides by). The drawback pointed out was that the amount would be stagnant and show no “growth” - except for added contributions - and wouldn’t have separate accounting.

Chairman Davies also pointed out that the Designated Fund would be in perpetuity and is irrevocable. Should the Arizona Community Foundation become non-existent, the moneys in the fund would revert to The Bisbee Foundation Endowment. Should The Bisbee Foundation become non-existent, the moneys would be distributed in such a manner and to such qualified organization in Arizona serving similar purposes.

After thorough discussion, it was moved by Jim Proctor and seconded by Snooky Borowiec that the \$40,100.00 be put into a Designated Fund (named the Bisbee Evergreen Cemetery Designated Fund) with the Arizona Community Foundation through The Bisbee Foundation. The motion passed unanimously.

Dee Flanagan spoke to the issue explaining that the moneys collected by the City of Bisbee for each new burial (\$100 toward maintenance) amounts to \$5,300 as of the end of the fiscal year, June 30, 2011. It had been discussed within the City whether these moneys should be deposited with the newly established Evergreen Cemetery Designated Fund. Flanagan said that these funds, though kept separate as a bookkeeping process, they are still subject to the budget laws and restrictions and that perhaps they would be better off being part of the Designated Fund. If the committee was of like thinking, they would need to go before City Council and make the request that the funds be transferred to the Designated Fund. The committee will take this into consideration, but there was no action at this time.

Agenda Item 3 - Discussion on Maintenance of Evergreen Trees in Cemetery and Repairs to Grave sites from Vandalism

Andy Haratyk spoke to the committee about the preservation of and/or removal of evergreen trees in Evergreen Cemetery. He reported that the trimming and removal of the dead trees was on his schedule. When the committee asked him about the planting of new trees in the place of the removed trees, he responded by saying that until some sort of watering system was put in place, that planting new trees was not practical. Several options were discussed about how to get water to the trees - including the placement of water barrels at key spots in the cemetery to be filled by water trucks by the City of Bisbee.

For the record it was moved by Jim Proctor and seconded by Mary Killary that “Save the Evergreens” be given top priority in the maintenance of the cemetery. Motion passed unanimously

Repair to the vandalized grave sites was not addressed and will be put on a future agenda.

Agenda Item 4 - Molly Evans’ Role/Association with the Cemetery Committee

Molly Evans reported Molly’s role with the Cemetery Committee was still being considered by the City Manager and no decision has been made.

Agenda Item 5. Future Agenda Items

The committee suggested the following future agenda items:

- Expansion plan for cemetery to present to City Council
- Suggestion to City Council that maintenance funds collected by the City for each new burial be placed with the Evergreen Cemetery Designated Fund
- Molly Evans’ participation with our committee
- Cemetery Brochure rewrite
- Progress on “Save the Evergreen Trees”
- Repair of vandalized grave sites

ADJOURNMENT

There was a motion made to adjourn by Snooky Borowiec and a second by Mary Killary. Meeting was adjourned at 9:45 a.m.

Submitted by
Nancy Davies, Ch