



**AGENDA
CITY OF HAINES CITY, FLORIDA
PARKS AND RECREATION BOARD MEETING
September 11, 2018
5:00 PM**

**COMMISSION CHAMBERS
620 E. Main Street, Haines City, FL 33844
Phone: 863-421-9921 Web: hainescity.com**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES**
 - 2.1. MINUTES FROM PARKS AND RECREATION BOARD MEETING – JULY 10, 2018**

Staff Contact: Erica Anderson, Deputy City Clerk (863)419-3518
- 3. NEW MEMBER INTRODUCTIONS**
- 4. PARK STANDARD DISCUSSION**
- 5. 2018/2019 BUDGET OVERVIEW**
- 6. ADJOURNMENT**

Website Address – hainescity.com

NOTICE – Pursuant to Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the City Commission with respect to any matter considered at this public meeting, such person will need a record of the proceedings and for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance.
Phone: 863-421-9921



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**MINUTES
PARKS AND RECREATION BOARD MEETING
HAINES CITY, FLORIDA**

July 10, 2018

5:00 PM

Commission Chambers

1. CALL TO ORDER

Chair Daniel Stanton called to order the Parks and Recreation Board Meeting on Tuesday, July 10, 2018 at 5:05 p.m. in the City Commission Chambers locate at 620 E. Main Street, Haines City, FL.

In attendance: Chair Daniel Stanton, Joshua Hicks, Buster Raggs, and Brandie Myers.

Absent: Kenneth Felix, Billy Young, and Ben Krezminski.

Staff in attendance: Parks and Recreation Director Terrell Griffin, Deputy Parks and Recreation Director Ryan Ritchie, Parks Supervisor Tom Mallernee, Parks Supervisor Jillian Latimer, City Clerk Linda Bourgeois, and Deputy City Clerk Erica Anderson.

Also in attendance was Commissioner Anne Huffman.

2. INTRODUCTION OF NEW BOARD MEMBERS

The City Commission appointed Board Member Brandie Myers to the Parks and Recreation Board on July 5, 2018. Board Member Myers introduced herself and stated she was happy to be here.

3. CEMETERY ORDINANCE PRESENTATION

City Clerk Linda Bourgeois presented on the proposed Cemetery Ordinance ~~strike through~~ and underline language to be changed and removed. She gave a brief overview of the cemetery management in Haines City.

City Clerk Bourgeois informed the board, discussion would take place on the passages in red only. If there are any questions please write them down and they would be answered at the end of the presentation.

The sections recommended for changes were as follows;

- 1) Columbarium - Adding Language for a columbarium or niche. Staff is looking to purchase a columbarium for Forest Hill Cemetery during fiscal year 18/19 for an estimated \$12 to \$15,000.00. Monies to purchase the columbarium would come from the perpetual care fund. “Columbarium / Niche shall mean a structure of vaults lined with recesses for cinerary urns”.
- 2) Define a full space as 48’ by 120’ and half space as 48’ by 60’. Also, remove the wording ~~“infant space”~~ throughout the ordinance.
- 3) Recordings - There is no language in the code that requires the cemetery deeds to be recorded, new language will be added, “and recorded in the Polk County Clerk of

Courts”.

- 4) Repurchase by the City - Currently the code states the city is responsible for transaction costs associated with repurchase. The clerk’s office understands these costs as the doc stamp and recording fee. New language will be added, “the doc stamps, and the Polk County Clerk of Courts recording fee” and “closing fees, and sale transactions back to the City shall be adopted within the Fee Schedule”; and remove ~~established by ordinance.~~
- 5) Number of Internment's - Replace the infant and adult space language;
 - a. There shall be no more than one full burial per ~~adult~~ full space.
 - b. There shall be no more than (3) cremated remains per ~~adult~~ full space.
 - c. There shall be no more than one (1) full burial, and two (2) cremated remains per ~~adult~~ full space.
 - d. ~~There shall be n~~ No more than one (1) ~~infant~~ burial or cremated remains shall be allowed in and infant per half burial space. .
 - e. There shall be no more than one cremated remains allowed in a columbarium / niche.
- 6) Vaults - Further, staff would like to add the following language for all vaults to be sealed, “and shall be sealed”.
- 7) Opening and Closing Services - Proposed language to be added ,“The city shall not provide opening or closing services for a cremated remains burial or inurnment after 4:00 p.m. Monday through Saturday. The city shall not provide opening and closing services on a Sunday or during Holidays unless authorized by the Cemetery Administrator.”
- 8) Monument Height and Discretionary Clause - staff is proposing to increase the Double monument from 48" to 60", and replace the language "Infant" with “Half Space” and “(d) Any request for monument installations outside these parameters would need to be approved by the cemetery Administrator.”
- 9) Rules and Regulations - no floral arrangements, real or artificial placed in the ground, they shall be attached to the monument, “by a monument saddle or vase.” Also, remove "liquors" and replace with "alcohol", and include “picture frames, food, solar lights and garden flags” to be included in prohibited items.
- 10) Rights Reserved by the City - (to include language) "After expiration of the first storage time frame, the city shall discard items without the notification or storage requirements." Items for this section to be renumbered.
- 11) Pricing - Propose to add an Opening and Closing Fee of \$150.00 for authorized Sunday or Holiday's cremation and \$400.00 for Columbarium.

Chair Stanton suggested shepherd’s hook be no higher than the headstone itself, 60” or less. The board discussed issues concerning gravesite flowers, flags and the use of shepherd’s hook.

Further discussion for the proposal ensued concerning verbiage, removing items in the

cemetery in violation of the code, storage and correspondence with residents.

Board member Myers made a motion to approve the recommended changes to the City Commission. Board Member Raggs seconded the motion, the motion was approved unanimously.

4. PUBLIC COMMENTS

Board Chair Stanton opened the floor for public comments.

Commissioner Huffman introduced herself and welcomed the new board member(s). She went on to suggest language be input to clarify that residents are able to receive opening and closings from the funeral homes on Sunday's and holidays. She said she likes comparison charts when it comes to pricing, in order to see what the surrounding cities are charging as well.

5. BOARD COMMENTS

Questions, Comments, and Discussion from the board:

Board Member Raggs asked whether the public purchased spaces through the county or the city. It was explained that individuals pay for the space and the city pays the documenting and recording fees.

Discussion concerning a niche and the amount of cremations allowed in a half space was had amongst the board.

Chair Stanton asked were the funeral homes able to work outside the hours of the city in regards to opening and closings, he went on to inquire whether the foundations are a certain height and suggested language to state "a total of 60" or less (including the base) from top to bottom".

Staff informed the board, the cemetery code addresses the hours of operation for the cemetery. Funeral homes are allowed to conduct burials without city staff being present.

The board suggested the total height of the shepherds hook be no more than 60".

Discussion ensued concerning flowers, flags, saddles, and the use of shepherd's hook.

Further discussion for the proposal ensued concerning verbiage, removing items in the cemetery in violation of the code, storage and correspondence with residents

Board Member Hicks suggested involving code enforcement and other language be involved for repeat offenders.

Chair Stanton inquired how often the cemetery is patrolled, he went on to propose new language for storage from 90 days to 30 days.

After further discussion, Chair Stanton asked for a motion to adopt rules for recommendation to the City Commission of stored items, (30 days after notification,

notice at the site, and upon purchasing spaces, and no items will be stored). Board Member Hicks made the motion and Board Member Raggs seconded. The motion was approved unanimously.

Board Member Hicks made a motion for any type of homemade stones within the current features of the code be approve by the administrator and one other signature before it's built. Board Member Myers seconded the motion. Board Member Raggs was not in agreement. The motion was approved with a 3 to 1 vote.

6. ADJOURNMENT

Without any further business the Parks and Recreation Board Meeting was adjourned at 6:15 p.m.

The next meeting will be held on August 7th, 2018 at 5:00 p.m.

APPROVED: _____

BY: _____

ATTEST:

Linda Bourgeois
City Clerk

Minutes Acceptance: Minutes of Jul 10, 2018 5:00 PM (Approval of Minutes)