



**CEMETERY SYSTEM BOARD OF TRUSTEES**  
**MINUTES OF MEETING**  
**CITY OF FORT LAUDERDALE**  
**FIRE STATION 2 ADMINISTRATION/HQ**  
**528 NW 2<sup>nd</sup> STREET, FORT LAUDERDALE, FL 33311**  
**THURSDAY, SEPTEMBER 14, 2023 – 3:30 P.M.**

<b>Members</b>	<b>Attendance</b>	<b>Cumulative Attendance</b>	
		<b>03/2023 through 02/2024</b>	
		<b>Present</b>	<b>Absent</b>
Mark Van Rees, Chair	P	4	1
Patricia Zeiler, Vice Chair	P	2	3
Scott Busa	P	5	0
Chelsea Krebs	A	3	2
Fred Nesbitt	P	5	0
Dennis Ulmer	P	4	1
Michael Watson	A	3	2

City Staff

Stacy Spates, Parks and Recreation

Guests

Dylan Smith, Truist Bank

Carla Blair, Recording Secretary, Prototype-Inc.

**1. CALL TO ORDER**

Chair Van Rees called the meeting to order at 3:32 p.m.

**A. Roll Call**

Roll was called.

**B. City Ordinance No.C-09-05, Quorum Requirement**

It was determined a quorum was present.

Ms. Spates noted that, according to the ordinance, when a member misses two meetings they are supposed to be removed from the board, although they can be reappointed. She said they receive a notice first from the Clerk's Office.

**2. OLD BUSINESS**

**A. Sunset Memorial Gardens RFP Mausoleum Update (Discussion)**

Ms. Spates stated that it is not yet released but Procurement said it may be released this week.

*Vice Chair Zeiler arrived at 3:35 P.M.*

Chair Van Rees asked Ms. Spates to explain design build or not design build. Ms. Spates clarified it will either be turnkey or a design build.

Mr. Nesbitt asked why they did not put both mausoleums together. Ms. Spates explained this is the first CIP project of this type under the City.

Chair Van Rees said there needs to be considerable discussion in terms of a site plan for Lauderdale Memorial Park.

Mr. Busa asked if there are specifics in the RFP. Ms. Spates said the RFP includes the details of 476 crips between the three mausoleums.

Ms. Spates greeted Mr. Kurtz and noted she received an email from the City Clerk's office that he termed out on September 8, 2023. Mr. Kurtz stated he did not know he termed out. Ms. Spates explained the ordinance and attendance requirements. Mr. Nesbitt thanked Mr. Kurtz for his service.

### **3. NEW BUSINESS**

#### **A. Approval of Meeting Minutes for August 10, 2023 (Discussion/Motion)**

Chair Van Rees noted his last name correction.

Mr. Ulmer noted on Page 4 that Mr. Busa abstained and that is not permissible unless there is a conflict of interest. Ms. Spates said she will alert the City Attorney.

**Motion** made by Mr. Nesbitt, seconded by Mr. Busa, to approve the meeting minutes for August 10, 2023, as amended. In a voice vote, the **motion** passed unanimously. (5-0)

#### **B. Perpetual Care Trust Fund Investment Review/Truist Bank (Discussion)**

Mr. Dylan Smith, Truist Bank, introduced himself and distributed a packet to each Board member. He reviewed the following: Performance Summary as of August 31<sup>st</sup>; Index Returns; Style Returns; Sector Returns; Red Flags; GDP Year Over Year; Employment Levels; Aggressive Rate Heights; Inflation; Simple Chart; Blind Chart Evaluations; Treasury Yields; and Activity Summaries.

Mr. Nesbitt asked about the withdrawal amount and two prior motions. Chair Van Rees noted the information is located in the minutes. Ms. Spates further clarified the amounts are listed on Page 4 of the minutes.

Mr. Smith continued by reviewing the Composition page. Ms. Zeiler noted the large upcoming draw. Mr. Smith confirmed there is a little over \$2M in cash. Chair Van Rees said he does not believe anything needs to be done right now. Ms. Zeiler asked about upfront money, if needed. Ms. Spates said they would front the money and come back for reimbursement.

Chair Van Rees cautioned against sales prior to project completion. Ms. Spates said they see families every day.

Ms. Spates said there is a drainage issue at Lauderdale.

Vice Chair Zeiler noted that she sends information about grant opportunities to Enrique as it may benefit Woodlawn. Ms. Spates clarified that it should be sent to Carl Williams instead. Vice Chair Zeiler added that there is Native American specific funding opportunities as well.

Mr. Smith continued by reviewing underperformance. He also noted that he highlighted the dividend, year over year, for the last 10 years.

**C. Joint Workshop Discussion/Recommendations to Commission:**

- Burials restricted to residents only
- Resident Discount
- Cemetery Land Acquisition

Ms. Spates said she wanted to start the conversation over the next two meetings but is looking at the Joint Workshop in January. She invited the Collier's real estate representatives to come in November.

Mr. Nesbitt asked if they would have an update of the operation of the cemetery fund and profits since the City has taken over. Ms. Spates said that would probably not be ready until January.

Chair Van Rees said he does know if he wants to wait until January to have the discussion. He recommended a Special Meeting.

Ms. Spates noted there is family lineage and legacy within the cemeteries.

Vice Chair Zeiler said that it should not be residents-only but prices for non-residents should be increased.

Ms. Spates spoke about enforcing the resident discount.

Vice Chair Zeiler said that if they do not acquire new property, they have a finite number of spaces.

Discussion ensued about perpetual care funds, future of cemeteries, and niche banks.

Mr. Nesbitt clarified that what he is hearing is that they do not want to do a resident restriction.

Vice Chair Zeiler said they need to determine how space is left in each cemetery, how much is in the Master Plan to go forward, and what they need to acquire. She recommended Collier's join them at the Joint Workshop.

Mr. Nesbitt asked if they actually need a meeting with the City Commission.

Vice Chair Zeiler recommended they first meet with Collier's in November.

Mr. Ulmer would like to meet with the City Commission, so he can better understand their goal for the Board.

Vice Chair Zeiler asked if they have an inventory of the pre-need that was sold by Carriage. Ms. Spates said they do, but the data is not perfect.

Vice Chair Zeiler recommended reviewing the Master Plan and making a list of where it was recommended that they acquire land. Mr. Ulmer stated that the real estate people would have that information. Vice Chair Zeiler noted they need to point out the challenges and items that would not be obvious within the Master Plan.

Chair Van Rees said that new buildings are all mapped out within a sequence. He spoke about driving the price down by building two mausoleums at once.

Vice Chair Zeiler stated she would be in favor of building at Lauderdale. She noted the skyrocketing prices of labor.

#### **D. Joint Workshop Dates**

The Joint Workshop was discussed during the previous item.

#### **E. Other Business**

Ms. Spates said the Evergreen private estate previously discussed has submitted a new rendering. She noted the highlighted changes.

Vice Chair Zeiler said it needs landscaping.

Ms. Spates said they received the City's agreement with strikethroughs from the family's representatives. Ms. Spates noted it is now a Legal and Procurement issue.

Mr. Ulmer stated this is not what they approved.

Chair Van Rees said it was proposed with landscaping and they need to go back to it. The City is not responsible for providing landscaping. Ms. Spates said that all private estates have landscaping.

Mr. Ulmer said the patio is too big and it needs to be landscaped as originally planned.

Discussion ensued about landscaping, changes to the design, and setbacks.

Ms. Spates read the dimensions of a private family estate. Mr. Nesbitt stated that it says nothing about landscaping. Mr. Ulmer argued that the language outlines keeping with the aesthetics.

Chair Van Rees said it needs to be worded somewhere that the City does not provide landscaping.

Discussion continued about landscaping. Mr. Busa said the less landscaping, the better.

**Motion** made by Vice Chair Zeiler, seconded by Mr. Nesbitt, to approve the Private Walk-Up Mausoleum, as amended, with the proposed design and the specifications with production installation.

Mr. Nesbitt recommended a new motion. Discussion ensued about the motion and the contract.

**Motion** made Mr. Nesbitt, seconded by Vice Chair Zeiler, to approve the Case Family proposal for a private family walk-up mausoleum as presented by SCI Funeral Services of Florida DBA as prepared on September 7, 2023. In a voice vote, the **motion** passed unanimously. (5-0)

Mr. Nesbitt asked to add status update on the database to the agenda.

Mr. Nesbitt noted he has not seen expenses for the last fiscal year and would like to continue to see reports on a regular basis. Ms. Spates said they will provide an update after the fiscal year end.

Mr. Nesbitt noted that, historically, they used to receive a report of cemetery expenses and the Board voted on it.

Mr. Nesbitt said that, as a Trustee, he should understand the expenses.

Chair Van Rees asked for an accounting for capital expenditures. He said there were items he had questions about. Mr. Nesbitt said to ask Finance to run a report.

Vice Chair Zeiler asked if there is an equipment replacement plan. Ms. Spates replied yes.

Mr. Nesbitt requested to have expenses as a regular agenda item. Ms. Spates said it can be provided quarterly.

Chair Van Rees asked why there was no regular deposits. Ms. Spates said they did not have staff in place.

Chair Van Rees asked if the revenue was earning interest before it was deposited into the Trust. Ms. Spates said she does not know. Chair Van Rees said the family deposits needs to get resolved. He said the deposits are going into the City and not into the Trust.

Ms. Spates explained the Merchandising Services Trust Fund.

Vice Chair Zeiler stated we have serviced some pre-need contracts and there has been no transfer of funds. Ms. Spates confirmed there has been no transfer of funds on either side.

Chair Van Rees requested an update from Carriage on the next agenda. He noted that he would be bringing it up to the Mayor. Ms. Spates said the Interim City Attorney will have the historical knowledge.

Discussion ensued about Park Lawn and reconciliation. Chair Van Rees said the City owes the Trust money and it needs to be resolved. He added that the City has a huge liability.

Ms. Spates said she'll bring Kimberly up to speed.

#### **F. Communication to the City Commission**

There was no Communication to the City Commission.

#### **4. ADJOURNMENT**

There being no quorum present to conduct the business of the Board, the meeting was adjourned at 5:51 p.m.

**NEXT SCHEDULED MEETING: Thursday, November 9, 2023 - 3:30 P.M.**