

CITY OF EL RENO CEMETERY BOARD

Minutes of the Regular Meeting Held Thursday, January 8, 2015

Pursuant to the legal notice as is required by the Oklahoma Open Meeting Act, including the posting of the notice and agenda, the El Reno Cemetery Board met in Regular Session **Thursday, January 8, 2015**, at **4:00 P.M.** in the City Hall Conference Room in the El Reno Municipal Building, 101 North Choctaw Avenue, El Reno, Oklahoma.

Said notice and agenda were posted on the bulletin board in the Lobby of the El Reno Municipal Building, on Tuesday January 6, at 3:15 P.M.

Members Present: Craig Huber, Chairman
Scott Ryan, Vice-Chairman
Carolyn Barker, Member
Linda Moore, Member

Members Absent: Bert Allen, Member

Staff Present: Matt Sandidge, Community Services Director
Jeff Kouba, Public Works Director
Marsha Leck, City Treasurer
Vera Mae Morse, Recording Secretary
Ed Stanton, Assistant City Manager

Citizens Present: Tony Smith & Chris Smith

Item No. 1 – Call Meeting to Order. Chairman Huber called the meeting to order at 4:05 p.m., declaring a **quorum of four** members were present. Member Allen was absent.

Item No. 2 – Consider Approval or Amendment to the Minutes of the Regular Quarterly Meeting held October 9, 2014. Member Barker moved, Member Ryan seconded, to **approve the minutes of October 9, 2014 as written.** Votes were AYE: Barker, Huber, Moore, and Ryan. NAY: None. Chairman Huber declared the motion **carried 4-0** with one absentee.

Item No. 3 – Presentation and Discussion of Cemetery Financial Reports for FY2014-15 (7/01/14 thru 12/31/14). City Treasurer Marsha Leck presented the following reports: **Cemetery Care fund** has balance of **\$156,456.34**. Report of revenues and expenses are on the attachments in packet. Discussion concerned budget for renovation of building: \$10,000 set aside for renovation and furniture.

Perpetual Care has balance of **\$159,009.95** (\$151,888.80 reserved, *with only \$7,121.15 spendable funds*).

Everlasting Care has total balance of **\$102,915.71** (including \$6,881.04 interest).

[This item was created by Ordinance in 2005 to set aside \$100 of each gravesite sale for future maintenance of the cemetery when all available gravesites have been sold. The ultimate goal is \$1.2 million; then the interest should assist the City with future maintenance.]

Item No. 4 – Discussion, Consideration, Report, and/or appropriate action on the Shop Addition and Office Remodel Project in Cemetery Building. Jeff Kouba advised we have small amount and want to keep within budget, so Public Works has inmate who can do the renovation which allows more work without labor costs. Want to start work to build Sexton's office in shop. The front existing office will be separate with seating area to talk with family. Work from original idea with open family area, and remodel existing into ADA unisex restroom for public use. Rework plan to incorporate having two restrooms by adding new one in shop for employees. We want to make sure we get it right the first time. (Asst Mgr Ed Stanton arr. 4:15 pm)

Look to start next week and be done by end of February with front and back. Great time of year for to-do list. Will do concrete approach into new shop entry. Add West side door, cut a hole between shops for entry, need heater in shop. Bring plot of front end before we do it so Board can approve. Original plan for facia was to make the brick and rework appear to be one building when finished.

Item No. 5 – Discussion, Consideration, Report, and appropriate action concerning **Proposed Demolition of the Cemetery House.** Jeff Kouba advised Council approved the demolition, and City will do it. After house is removed, plan to place two roll-off dumpsters with area to store stuff.

(Discussion from previous meeting: open another service entrance, reconstruct the frontage to enclose the trash cans, and use as staging area to keep trucks out of cemetery, which will protect our interior roads.)

Item No. 6 – Discussion, Consideration, and appropriate action concerning the Smith Family (Chris & Tony & Karmon Stanley) request to plant a tree at SW corner of the Pavilion with a Memorial Marker for mother. Chris and Tony advised their sister was unable to attend, but she desired to have Memorial for Mom. She ordered an Oak Tree and the Cemetery Staff has already planted it at SW corner of Pavilion. They also have a stone to place there, but would also like to bury her ashes under it. Their suggestion was to **create a Cremation Garden** there since it can't be used for in-ground burials. Estimate perhaps 200-300 cremation spaces. Discussion concerned possibilities and how do other cemeteries do Cremation Gardens. Decisions would have to be made on how to plat, the cost of permits, type of stones allowed, regulations, etc. Jeff Kouba volunteered to do some research on this. Vice-Chairman Ryan moved, Member Moore seconded, to **approve planting tree at SW corner of pavilion.** Votes were: AYE: Barker, Huber, Moore, and Ryan. NAY: None. Chairman Huber declared the motion **carried 4-0** with one absentee.

Item No. 7 – Discussion, Consideration, Report, and/or appropriate action on **Columbarium Interment Sealing Requirements and Columbarium Indemnification Agreement form.** Jeff Kouba stated that Bob McCray is working on getting the right combination of silicone to seal temporarily and get the right locking nuts on stud with decorative knob for security issue. He will try few things until get right method. Chairman Huber commented that City Attorney advised similar to state policy that we should develop our policy for sealing niches with silicone apoxy and locking nuts. Be better not to require family to sign agreement. PW Director Kouba suggested washing out the niche prior to interment so it is clean for the sealing process. We are getting a plan together.

Item No. 8 – Discussion, Consideration, Report, and/or appropriate action on **Marker violations and Maintenance** of Items on Gravesites. Jeff Culpepper is working service at cemetery, so Jeff Kouba reported there are no issues; people have been abiding by rules.

Item No. 9 – Discussion, Consideration, and appropriate action concerning Cemetery **Equipment.** Jeff Kouba advised that we have good ideas but are not ready to move on them. We are using the small bobcat rather than the heavy backhoe to avoid deep ruts. Good top soil used to backfill the grave hole and looks better. We are trying out ways to improve maintenance. Jeff Culpepper will figure it out until the cemetery looks "front yard smooth". In 10 years 2 weeks, this is first time Public Works (37) & Cemetery (3) employees have worked together on cemetery maintenance. Chairman Huber mentioned a dump truck "Coyote" to backfill graves. Jeff Kouba advised having a machine to break clods & smooth dirt behind. You will see a big difference by next spring.

Item No. 10 – Report from **Community Services Director Matt Sandidge.** C.S. Director Sandidge introduced Ed Stanton, Assistant City Manager, who came from Crescent, OK. He started work here Monday. We had several burials, but public feedback has been fairly quiet.

Item No. 11 – Report from **Cemetery Sexton Jeff Culpepper.** PW Director Kouba commented that pavilion services held today and yesterday in this cold weather required drawing the blinds. We might consider placing into budget the installation of a couple infrared heaters in pavilion with a control lock-box. Chairman Huber suggested finishing the underside of the pavilion to prevent the bird problem. Secretary Morse advised the last page lists the total burials for past 5 years.

Item No. 12 – Consider **Communications** from the Public. There were none.

Item No. 13 – Consider **New Business** of an Emergency Nature that had not been contemplated at the time of the agenda preparation. PW Director Kouba suggested budget item to finish fencing on East edge and the large service entrance on NW corner for heavy trucks.

Item No. 14– Consider Motion for **Adjournment**. Member Barker moved, Member Moore seconded, that the meeting be adjourned. Votes were AYE: Allen, Barker, Huber, and Moore. NAY: None. Chairman Huber declared the motion **carried 4-0**, and the meeting was **adjourned** at 4:58 p.m.

Respectfully submitted,

Vera Mae Morse, Cemetery Records Clerk

Next regular meeting: **April 9, 2015**