

CITY OF EL RENO CEMETERY BOARD

Minutes of the Regular Meeting Held Thursday, January 14, 2016

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 14, 2016**, 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 12, at 2:00 P.M.

Members Present: Craig Huber, Chairman
Linda Moore, Member
David Tinsley, Member
Bert Allen, Member
Scott Ryan, Vice-Chairman

Members Absent: none

Staff Present: Jeff Culpepper, Cemetery Sexton
Marsha Leck, City Treasurer
Vera Mae Morse, Recording Secretary/Cemetery Records Clerk

Item No. 1 – Call Meeting to Order. Chairman Huber called the meeting to order at 4:00 p.m., declaring a **quorum of five** members were present.

Item No. 2 – Consider Approval or Amendment to the Minutes of the Regular Quarterly Meeting held October 8, 2015. Member Ryan moved, Member Tinsley seconded, to **approve the meeting minutes of October 8, 2015, as written.** Votes were AYE: Allen, Huber, Moore, Ryan, and Tinsley. NAY: None. Chairman Huber declared the motion **carried 5-0.**

Item No. 3 – Presentation and Discussion of Cemetery Financial Reports for FY2015-16 (7/01/15 thru 12/30/15). City Treasurer Marsha Leck presented the following reports:

Cemetery Care fund has balance of **\$181,567.51.** Reports of revenues and expenses are on the attachments in packet. Building Renovation spent \$25,428.62. Revenue of \$500 on Pavilion Rentals.

Perpetual Care has balance of **\$159,789.09.** (\$151,888.80 reserved, *with only \$7,900.29 spendable funds*).

Everlasting Care has total balance of **\$111,567.81.** *(including \$7,173.26 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.]

Member Tinsley moved, Member Moore seconded, to accept the financial reports. Votes were AYE: Allen, Huber, Moore, Ryan, and Tinsley. NAY: None. Chairman Huber declared the **motion carried 5-0.**

Item No. 4 – Discussion, Consideration, Report, and/or appropriate action on the Office Remodel Project in Cemetery Building. Sexton Culpepper reported the walls are knocked down, but in limbo now as City pulled guys to work ice storm clearance and have done the first round of limb pickup. City employees are doing remodel. We got two helpers today & one is a carpenter. Discussion concerned fact that currently have a bit of lighting, no plumbing or water, but have a porta-potty. Robert's Glass gave a bid to install the storefront handicap doors and window. Gene's Plumbing and Tom Lloyd Electric will do utilities. PW Director Kouba wants to have it completed by Memorial Day. Sexton Culpepper commented that everybody has floorplans in their head, but nothing on paper. Estimated about 30' x 50' for remodel area to include a Family room, handicap restroom, employee restroom & shower, utility room, breakroom, hallway, and two offices.

Item No. 5 – Discussion, Consideration, Report, and appropriate action concerning **Demolition of the Cemetery House.** Sexton Culpepper said “it’s gone.” The driveway base is there for the trash dumpster and still have to maintain the area. Chairman Huber suggested might be able to plot future graves nearby.

Item No. 6 – Discussion, Consideration, Report, and/or appropriate action on **Columbarium Interment Sealing Requirements.** Chairman Huber advised the door thing will not work. Much discussion as to how secure sealing could be accomplished which included setting anchors back into the granite or having a special key, using stainless steel so it won’t rust, temporary silicone (which they got through as well). Some knobs are missing. One family saw that the niche was not secure to inter the cremains, so that brought this security situation to our attention. We thought there was another plate behind the granite marker door. Member Tinsley offered to contact his service manager for ideas and to see if they can come up with a tamper-proof device or tool. Chairman Huber stated there are 60 crypts or niches on each side, and two cremains can be placed in each one; so we need the ability to be secure, yet be able to open any time to place the second cremains.

Item No. 7 – Discussion, Consideration, Report, and/or appropriate action on Proposed **Creative Design of Cremation Garden near Pavilion.** Sexton Culpepper advised Bill Adams drew the plans and now he is gone. That proposed location allows water to stand between pond & pavilion, so we need to look for a better location, perhaps more to the West.

Previously PW Director Kouba suggested tabling this project until we have completed the office remodel and updated the pavilion; then we can contact other cemeteries to get a proposed layout design for review. Also consider inquiry from Mark Clayton, Las Vegas, NV, about the possibility of including a wall for memorial plaques in the future project.

Chairman Huber mentioned the fountain pulsing. Sexton Culpepper advised that we have problems with it. We can pull rope and it runs good a day or two.

Item No. 8 – Discussion, Consideration, Report, and/or appropriate action on **Marker violations and Maintenance of Items on Gravesites.** Sexton Jeff Culpepper commented not too many more violations. We removed and busted up Smith’s boards and have not heard from him.

Previously, it was mentioned to place nice signage in the cemetery to advise something similar to statement: “effective 8/01, staff will be removing all violations from graves”.

Also we had inmate pick up Christmas wreaths before we mowed. Discussion was that DAR program places Christmas wreaths and plan to come back, but did not. We need a date to remove them. Chairman Huber will contact Gena Lagaly with DAR to inquire about their program and if they want the wreaths back.

Member Allen mentioned the 12th night of Christmas would be appropriate for removal of decorations (January 6th). Chairman Huber suggested checking on signage with removable plates for season and date to remove.

Item No. 9 – Discussion, Consideration, and appropriate action concerning Cemetery **Equipment and Heater for Pavilion.** Sexton Culpepper had nothing new to report. Public Works still trying to work trade with Backhoe and Excavator, but it was pushed back. Discussion concerned both good and bad with trade. Backhoe is tight dig but does better on backfill. Excavator is tiny dig and takes more time. It depends upon the situation which is better. Ed Stanton and Jeff Kouba were going to set up a demonstration, but it never happened. Treasurer Leck suggested placing the equipment item on the next Budget consideration which starts in February. Chairman Huber advised needing power to lift out casket when a disinterment occurs. Sexton Culpepper advised that Cemetery did get another Chevrolet pickup.

Previously, consideration for the Pavilion heater and possibility of checking into new roll-down clear curtains for the pavilion was also tabled until the office renovation is completed.

Item No. 10 – Report from **Public Works Director Jeff Kouba.** PW Director Kouba was absent – no report. (Leck lv. 5 pm)

Item No. 11 – Report from **Cemetery Sexton** Jeff Culpepper. Sexton Culpepper commented he already discussed most items. The trees took a beating, but we had already started trimming them prior to the ice storm. Got debris picked up. Public Works rented a chipper, and we used it to get rid of limbs.

Member Moore advised that a lady who drives by the Cemetery frequently was thrilled at how well the cemetery looks. Chairman Huber advised he also gets compliments on the cemetery.

Sexton Culpepper discovered one section of fence on Shepard had been bumped by a truck that appeared to have tried to turn into clear area and snapped the four bolts that hold up the panel. Sexton Culpepper found the past fencing paperwork. Chairman Huber believes it was about \$34,000 when steel was at its highest cost when Mr. Parker donated the panels on North side. Member Moore would like to have a drive this Spring to get people to buy a panel of fence to go around the entire Cemetery. Sexton Culpepper suggested maybe display a panel in front of the building on Memorial Day for donations toward the Wrought Iron Fencing Project.

Discussion then concerned gathering email or mailing addresses for contacts associated with cemetery to send information. Clerk Morse will see if a mailing list can be printed from the computer records of cemetery contacts.

Chairman Huber suggested contacting the Rotary to see if it fits their venue, and Member Allen suggested writing up a proposal with cost estimate and sending to the Rotary.

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. There was none.

Item No. 14 – Consider Motion for **Adjournment**. Member Moore moved, Member Tinsley seconded, that the meeting be adjourned. Votes were AYE: Allen, Huber, Moore, Ryan, and Tinsley. NAY: None. Chairman Huber declared the motion **carried 5-0**, and the meeting was **adjourned** at 5:12 p.m.

Respectfully submitted,

Vera Mae Morse, Cemetery Records Clerk

Next regular meeting: **April 14, 2016**