

**EL RENO CEMETERY BOARD**  
REGULAR Quarterly Meeting

**THURSDAY, 4:00 P.M.**

**January 12, 2017**

Board to **discuss and take appropriate action**, including recommendations to City Council, on the following items:

- Item No. 1 – Call the Meeting to **Order**.
- Item No. 2 – Discussion, Consideration, and appropriate action concerning the **Regular Quarterly Meeting Dates for Calendar Year 2017**.
- Item No. 3 – Consider Approval or Amendment to the **Minutes** of the **Regular Quarterly** Meeting held **October 20, 2016**.
- Item No. 4 – Presentation and Discussion of Cemetery **Financial Reports** for **FY2015-16 (7/01/15 thru 12/30/16)**.
- Item No. 5 – Discussion, Consideration, Report, and/or appropriate action on **Office Renovation** Project in Cemetery Building.
- Item No. 6 – Discussion, Consideration, Report, and/or appropriate action on **Accessing INCODE** computer program to the Cemetery Building.
- Item No. 7 – Discussion, Consideration, Report, and appropriate action concerning **Signage to Clean Up Cemetery** regarding **decorative violations** and Maintenance of Items on Gravesite.
- Item No. 8 – Discussion, Consideration, Report, and/or appropriate action on **Pavilion Façade and Tarp Straps**.
- Item No. 9 – Discussion, Consideration, and appropriate action concerning **Fencing** Project.
- Item No. 10 – Discussion, Consideration, and appropriate action concerning Cemetery **Equipment**.
- Item No. 11 – Consider Report from **Public Works Director** Jeff Kouba.
- Item No. 12 – Consider Report from **Cemetery Sexton** Tony Smith.
- Item No. 13– Consider **Communications** from the Public.
- Item No. 14 – Consider **New Business** of an Emergency Nature that had not been contemplated at the time of the agenda preparation.

Item No. 15 – Consider Motion for **Adjournment**.

This **Regular Meeting** of the El Reno **Cemetery Board** will be held  
in the ***City Hall Conference Room***  
at **101 North Choctaw Ave.**, El Reno, OK.

NOTICE: The City of El Reno encourages participation from all its Citizens.  
If participation at any public meeting is not possible due to a disability,  
notification to the City Clerk at least 48 hours prior to the scheduled meeting  
is encouraged to make the necessary accommodations.  
The City may waive the 48-hours rule, if interpreters for the deaf (signing)  
are not the necessary accommodation.

This is in compliance with Title 25, OKLAHOMA STATUTES, Sections 301-314,  
The OKLAHOMA OPEN MEETING ACT, including the posting of Notice and Agenda.

Posted on the Bulletin Board on Tuesday, January 10, 2017, at 2:00 P.M.  
at the entrance to El Reno Municipal Building, 101 North Choctaw, El Reno, OK.

Vera Mae Morse, Cemetery Records Clerk

**CEMETERY BOARD MEMBERS:** (5 Year Term Ends)

Craig Huber, Chairman	April 2019
Bert Allen	April 2018
Linda Moore	April 2017
Scott Ryan, Vice-Chairman	April 2021
David Tinsley	April 2020

**NOTICE:**

Next Regularly Scheduled  
Quarterly Meeting Date  
**April 13, 2017**

Board Member continues to serve until that Expired Term seat is refilled.

EL RENO **CEMETERY BOARD**

MEETING DATES  
CALENDAR YEAR **2017**

The **second Thursday of each Quarter** of the year 2017 as follows:

**January 12**  
**April 13**  
**July 13**  
**October 12**

The Cemetery Board Members must approve the meeting dates for the calendar year 2017, and the City Clerk must submit the various lists of meeting dates to the Secretary of State before December 15, 2016, in accordance with the **Oklahoma Open Meeting Law** and in compliance with **Title 25, Oklahoma Statutes**, Sections 301-314.

Therefore, due to failure to include this agenda item for consideration at the regular meeting held on November 12, 2016, the above proposed dates for the Quarterly Cemetery Board Meetings were submitted to the City Clerk on November 23, 2016, for submission to the Secretary of State according to the Oklahoma Open Meeting Law.

This item is included in the January Quarterly meeting agenda to allow El Reno Cemetery Board Members to take action and approve or accept the above meeting dates for 2017.

All El Reno Cemetery Board quarterly meetings are scheduled to begin **at 4:00 P.M.**  
in the **City Hall Conference Room**  
located at 101 North Choctaw Avenue, El Reno, Oklahoma.

Respectfully submitted,

Craig Huber, Chairman  
El Reno Cemetery Board

Action of the Cemetery Board at 1- 12 -2017 meeting:  
Member \_\_\_\_\_ moved, Member \_\_\_\_\_ seconded, to **approve** the above  
**2017 meeting dates, time, and location** of meetings with a vote of:  
AYE: \_\_\_\_ to NAY: \_\_\_\_.

## CITY OF EL RENO CEMETERY BOARD

Minutes of the Regular Meeting Held Thursday, October 20, 2016

The Regular Scheduled Meeting for Thursday, October 13 was postponed to Thursday, October 20, 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, October 20, 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 Wednesday, October 12, at 2:00 P.M.

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

Members Absent: Craig Huber, Chairman

Staff Present: Matt White, Mayor  
Tony Smith, Cemetery Sexton  
Vera Mae Morse, Recording Secretary/Cemetery Records Clerk

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

Item No. 2 – Consider Approval or Amendment to the Minutes of the Regular Quarterly Meeting held July 14, 2016. Member Tinsley moved, Member Moore seconded, to **approve the meeting minutes of July 14, 2016, as written.** Votes were AYE: Allen, Moore, Ryan, and Tinsley. NAY: None. Vice-Chairman Ryan declared the motion **carried 4-0** with one absentee (Huber).

Item No. 3 – Presentation and Discussion of Cemetery Financial Reports for FY2015-16 (7/01/15 thru 9/30/16). City Treasurer Marsha Leck was out-of-office. Discussion concerned the following items:

Promote a **fund raiser** to complete the Cemetery fencing project.

*(Note: Garland Parker donated \$37,419.50 to erect a decorative wrought iron fence--estimated 1,137 feet, avg. \$312 per panel--along the North side of Cemetery in memory of his wife, Vanda Lee Parker. A memorial 24" x 18" bronze-cast plaque was erected on the fence. Bob Gammon with Allied Fence Company contracted and installed the fence at the end of October 2008.)*

Give families opportunity to **purchase a fence panel with a donor plaque.**

Estimated 2,496 feet from the NE corner to the SE corner of the Cemetery along South Shepard Avenue. Perhaps set donation at \$400 to \$450 per ten foot panel to include the donor plaque. Get price estimates for panel and donor plaque, set a time frame, then promote the project and prepare flyer to be handed to visitors at the Cemetery around Memorial Day.

Suggested Member Tinsley to determine number of fence panels needed and to get more bid estimates, get specifications, and get bids to do the fence panels. Once we get these bid prices, we can set a special meeting and make recommendation to the City to proceed with the official bidding and awarding process. Suggested contacting Bob McCray and get price for car-tag sized donor plaque – single side and/or double sided, to be attached to the fence panel.

Apply to Ashbrook Foundation for grant to purchase fence panels and new roll-down glass doors on the Pavilion to replace the deteriorating drop-down canvas tarps. Consider infra-red heater in Pavilion. Mayor White suggested closing two unused roads in older part of cemetery, and sell graves. He wants his mausoleum in that area.

Columbarium has new locks that require a special tool to unlock and open the niches. Sexton Tony Smith advised there are four die & tool keys using the same studs, and they are secure, aluminum polished knobs.

Suggestion to have Mayor White declare a proclamation for El Reno Appreciation Day at El Reno Cemetery, promote in newspaper, and have flyers to hand out. Get date set and move forward. Have sample fence panel on display Memorial weekend to draw attention to the fence project promotion. (Mayor left meeting.)

**Cemetery Care fund** has balance of **\$169,762.94**. Reports of revenues and expenses are on the attachments in packet.

**Perpetual Care** has balance of **\$159,886.66**. (\$151,888.80 reserved, *with only \$7,973.44 spendable funds*). The Perpetual Care funds are used to take care of the cemetery.

**Everlasting Care** has total balance of **\$121,095.42**. (*including \$7,520.19 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 Allen moved, Member Tinsley seconded, to accept the Financial Reports. Votes were AYE: Allen, Moore, Ryan, and Tinsley. NAY: None. Vice-Chairman Ryan declared the motion carried 4-0 with one absentee.

Item No. 4 – Discussion, Consideration, Report, and/or appropriate action on the **Office Remodel Project in Cemetery Building**. *30' x 50' area to include a Family room, handicap restroom, employee restroom & shower, utility room, breakroom, hallway, and two offices.* Sexton Tony Smith advised that John and Stan work on weekends and say a few more weekends, ready to texture walls, paint. It was idea of Willie & Jeff for tile in main lobby and ADA restroom. Suggest use laminate (less expensive) on floors in other rooms. Amy Smith has purchased the furniture for Vera's office and is working on getting a safe room to store the record books and for use as a storm shelter. Clerk Morse advised even though records are being input into computer, the official record books must be protected.

Item No. 5 – Discussion, Consideration, Report, and/or appropriate action on Accessing INCODE computer program to the Cemetery Building. Sexton Tony Smith commented that the computer at the cemetery is out of date. City had purchased a new cemetery computer which was finally received three years later. We can't do anything on it. We need a new updated computer. Clerk Morse advised Smart Tech is working on getting a remote computer access or a tower to access the INCODE cemetery program via internet. It will take a couple months or more to accomplish that. Sexton Smith commented they are working on the version of INCODE access with estimated cost of \$8,000.

Item No. 6 – Discussion, Consideration, Report, and appropriate action concerning **Signage to Clean Up Cemetery** regarding decorative violations and **Maintenance of Items on Gravesite**. Sexton Tony Smith commented that in the past, the Smith violation had brought threat of shooting anybody interfering with him, so nothing has been done there. The Ashley Family has 26 solar lights and a rock border on their lot. Mr. Blackowl also has solar lights on gravesite. As for the signage concerning violations, Jeff Culpepper had prepared a draft of signage and presented to City Manager Galloway to proceed. Need to check with him on status.

Need to check with Jeff Kouba if he has contacted Angela Mills about relocating the large monument from the marker row to the monument row for Jeff Mills.

*(PW Director Kouba advised it would not be too difficult to break it down and reset the base. He and Amy Smith will contact Angela Mills to advise of the situation. Then she can decide if she would like Warren Monument or City Staff to move it.)*

Item No. 7 – Discussion, Consideration, Report, and/or appropriate action on **Columbarium Interment Sealing Requirements**. Member Tinsley moved, Member Moore seconded, to accept the completion of the secure locking system on the Columbarium Niches (as per discussion in Item No. 3). The four key tools are to be distributed to Lindsey Grigg (City Vault), Amy Smith (Public Works), Tony Smith (Cemetery), and Bob McCray (Arnold Monument).

Item No. 8 – Discussion, Consideration, and appropriate action concerning **Fencing Project**.  
This item was previous discussed in Item No. 3.

Item No. 9 – Discussion, Consideration, and appropriate action concerning Cemetery Equipment.

Sexton Tony Smith advised big backhoe has 20 foot extension and works well in most cases. Some people want to use the small excavator, but it does not work in all situations.

Item No. 10 – Report from Public Works Director Jeff Kouba. PW Director Kouba was absent.

Item No. 11 – Report from Cemetery Sexton. Sexton Tony Smith advised that staff is Tony and Charles, inmate Robert is great help, and occasionally a community service person. They keep things under control. No complaints. At a recent service, people commented how good cemetery looks. Vice-Chairman Ryan commented that they are doing good job.

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. Discussion concerned an incident at a funeral Mon. 10/17/2016. Due to the 60 mph wind, the new tarp strap basically untied itself, and a man standing in back of the pavilion was hit. He was okay; however, Police, Fire Department, and Ambulance arrived on the scene when the son of the deceased lady had a heart attack and was near death, but was revived and taken to ICU in OKC.

Discussion then concerned possibly attaching another strap in the middle of the tarp and anchoring to the floor so the strong winds could not loosen it. It does need better method to secure, rather than just the wall hooks. Sexton Smith commented that the original straps were not long enough to provide tension needed so the wind whipped it loose.

Sexton Smith advised that some of the rock is falling off the columns of the pavilion. The Community service guy knows how to fix the rock façade. It needs to be repaired before next service.

Member Tinsley visited with Tom Awbrey who will talk to family about bringing his Mom's ashes back to the Niche. The gentlemen did a great job on the columbarium to secure the niches.

Sexton Smith advised that the newest golf cart can seat six people. The Grandmother to the Rust Family of five is keeping decorations around the stones. If anything is a problem, let her know and she will take care of it.

Item No. 14 – Consider Motion for Adjournment. Member Tinsley moved, Member Moore seconded, that the meeting be adjourned. Votes were AYE: Allen, Moore, Ryan, and Tinsley. NAY: None. Vice-Chairman Ryan declared the motion **carried 4-0**, and the meeting was **adjourned** at 5:05 p.m.

Respectfully submitted,

Vera Mae Morse, Cemetery Records Clerk

Next regular meeting: **January 12, 2017**

Item No. 9 – Discussion, Consideration, and appropriate action concerning **Fencing Project**.

The following are excerpts from minutes of discussion at previous meetings concerning the Cemetery Fencing Project:

El Reno Cemetery Board  
Minutes 7-10-2008  
Page 2

Item No. 4 – Discussion, Consideration, and possible action regarding a proposal from Garland Parker concerning donation of a decorative fence around the Cemetery.

Member Arnold advised that Mr. Parker called Cook Fence Company and is waiting on a price of the proposed fence. He would like to install wrought iron fencing with gates similar to the Historical Museum or Catholic Church. We'll **table this item** until Mr. Parker is ready to present his proposal with a sample of the desired fence. It appears that the recently planted new trees may be in line where the fence would extend from the entry gate; but the young trees could be moved. Mr. Parker plans to start on the North side of cemetery along Elm St. from rental house to Shepard Ave. (as he gets finances).

El Reno Cemetery Board  
Minutes 9-18-2008  
Page 2

Item No. 3 – Discussion, Consideration, and Possible Action regarding acceptance of a \$37,419.50 donation from Garland Parker to install a decorative fence along the North side of the Cemetery, and make recommendation to City Council to accept the donation with appreciation. Garland Parker has donated \$37,419.50 to erect a wrought iron fence along the North side of the Cemetery in memory of his wife, Vanda Lee Parker. An article was published in the 9/14/08 El Reno Tribune with a photo of Mr. Parker presenting the check to the Mayor, City Manager, Finance Director, and Cemetery Sexton. PW Director Luckett advised that Bob with Allied Fence Company has submitted a sample piece of the fence, which is available in the City conference room for review. Allied Fence will contract to do the complete installation of the fence. There is an untraceable fiber phone line on the South side of Elm Street that at&t can't seem to locate.

Member Schnider moved, Member Barker seconded, to accept with gratitude the donation of \$37,419.50 from Garland Parker to install a decorative fence along the North side of the Cemetery, and make recommendation to City Council to accept the donation with appreciation. Votes were AYE: Barker, Huber, Moore, and Schnider. NAY: None. Chairman Huber declared the motion carried 4-0 with one absentee.

Discussion concerned the proposed cost of the Shepard Avenue length of the fence which would be about twice the Elm Street length. Sexton Adams advised that Mr. Parker wants to challenge other local clubs to install some of the remaining fence around the cemetery. Sexton Adams advised that a 24" x 18" bronze-cast plaque will be erected on the fence in memory of Vanda Lee Parker.

Staff will have to walk the fence daily to remove any debris that may accumulate in order to keep the fence line clear.

PW Director Luckett extended his appreciation of the Board Members for meeting on this special occasion.

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Item No. 4 – Discussion, Consideration, Update report, and possible action regarding the Cemetery fence project. P.W. Director Luckett advised the fence was ordered the day Parker's donation was received. Bob Gammon, Allied Fence, says fence materials to be here at his shop by Tues. and start fence work the week of Oct 20-24. Estimate take about a week to set the posts which will go straight East and West from the gate columns with trees outside the fence. Have ordered from ARK Romas a bronze plaque for the donation which Council officially accepted past Tuesday night. The existing gates do close properly.

Item No. 4 – Discussion, Consideration, Update report, and possible action regarding the Cemetery fence project. P.W. Director Luckett advised that Allied Fence has installed the North fence, and the Parker donation bronze plaque is in place. Greg Parker asked to delay the presentation to his dad until after Christmas holidays. Sexton Lee Adams advised that his staff clears the fence of any debris twice a day. Community Services Director Terry Floyd will do stories on the Cemetery, and Garland Parker will try to get others interested in donating toward the Cemetery fence project. Discussion concerned: North side was 1,137 feet and East side will be approximately twice that length; perhaps churches could donate a section of fence; individuals could give small donations that will go toward the fence; and maybe some will give end-of-year donations for tax purposes. Director Luckett asked to remove this item from agenda until have something to report.

Item No. 10 – Report from Public Works Director Jeff Kouba. PW Director Kouba suggested creating a fund raiser to extend the Cemetery fence on the East side. Start now to advertise and perhaps set up a mock fence and plaque display in the Cemetery on Memorial Weekend to give folks opportunity to help get the fencing project completed and have memorial plaque for loved one. Estimate about \$70,000 project and cost approx.. \$615 per panel. Start working on this now to get actual costs and have ready by next May. He appreciates fact that Cemetery helped with Burger Day and Public Works helped with Memorial Day and we are working together for first time in many years. It will be great to get the rules and regulations set and City follow them and we make everybody else follow them, the cemetery will be a "jewel" out there.



Item No. 11 – Report from Cemetery Sexton Jeff Culpepper.

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. 8 – Discussion, Consideration, and appropriate action concerning Fencing Project. Member Tinsley obtained estimate of material costs for East side: 6' tall fencing with two rails for about \$30,550 cost for 163 panels 8' long, average about \$187 each. Public Works would send crew of four guys to help install fencing. Members thought it should be installed by a fencing company who knows the precision installation of posts. Considering \$35,000 for the North fence and \$30,550 estimate for East fence materials, we should set goal of \$65,000. Once we get the total project price, we could make application to Ashbrook for a grant to benefit community cemetery; then perhaps create a fund-raising project to match the grant funds. Chairman Huber declared that we will get bid on fencing and give to PW Director to write the grant app.

Chairman Huber advised that a man told him how nice the cemetery looks, so the public is noticing.

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Suggestion to have Mayor White declare a proclamation for El Reno Appreciation Day at El Reno Cemetery, promote in newspaper, and have flyers to hand out. Get date set and move forward. Have sample fence panel on display Memorial weekend to draw attention to the fence project promotion. (Mayor left meeting.)