



CITY OF ALVA

415 4th Street
Alva, Oklahoma 73717
(580) 327-1340
Fax: (580) 327-4965

June 13, 2018

The Cemetery Board met in the City Council Chambers at 8:06 am on June 13, 2018 for a regular meeting.

Those present were Member Len Reed and Member Arden Chaffee.

Chairman Arden Chaffee brought the meeting to order. Roll was called and a quorum was determined.

Approval of minutes of the regular meeting held March 14, 2018. Thereupon it was motioned by Member Reed and seconded by Member Chaffee to approve the minutes of the regular meeting held March 17, 2018. The roll was called with the following results. Ayes: Reed, Chaffee. Nays: None. Absent: Martin. The motion was declared carried.

Financial Report. Member Chaffee reported the cash balance for the Cemetery Fund as of May 31, 2018.

Thereupon it was motioned by Member Reed and seconded by Member Chaffee to approve the financial report. The roll was called with the following results. Ayes: Reed, Chaffee. Nays: None. Absent: Martin. The motion was declared carried.

Chairman's Report. Chairman Chaffee reported the Memorial Day Service went well and the Cemetery looked great.

Sexton's Report. Sexton Greve reported the inmate crew assisted with mowing and Cemetery cleanup prior to Memorial Day. Mr. Greve informed the Board the seasonal help has started to assist with the mowing and the new mower is working great. Sexton Greve advised staff is performing Memorial Day clean up as it mows each block. Mr. Greve reported due to the 11 inches of rain several graves have dropped. Staff is working to fix these as they come to them.

Manager's Report. City Business Manager Dunham is out of the office. No report was given.

Discussion and action on the development of an electronic map of the Alva Cemetery. Member Reed reported he had no update. Sexton Greve reported staff had been reviewing websites regarding software that will be adaptable to the current software utilized at City Hall. At this time Sexton Greve is awaiting quotes and additional information. No action was taken.

Discussion and action on the development of a self-guided walking tour of the Alva Cemetery. Member Chaffee reported this was already in place at the Museum. Member Chaffee will get with Rose Blunk to get copies to keep at the Cemetery. Member Reed informed the Board the Boy Scouts would be willing to guide those tours on special occasions. No action was taken.

Discussion and action a policy regulating memorial tree maintenance, removal and replacement. City Business Manager informed the Board after his research was completed previously it was determined by the Board once a Memorial Tree became established it is then City of Alva property. If it dies from some other reason than neglect, the Cemetery Board will determine if the Memorial tree should be replaced. Member Martin asked if a list of trees suitable for our Cemetery could be added. Staff will bring a written policy with a list of suitable trees to the next Board meeting. No action was taken.

Discussion and action on a garden triangle rehabilitation plan. Member Martin outlined a written plan to plant five red double knock out rose bushes, ten bags of Back to Nature compost and ten bags of Grade A Cedar Bark Mulch

to the triangle garden. Member Martin informed the Board Mr. Tom Crenshaw has donated his time to plant the garden, however Member Martin requested Mr. Crenshaw be paid his average rate which is one half of the cost. Mr. Crenshaw added a fifty foot soaker hose should also be used since the garden sat at an angle. This would keep water from pooling in the garden. Thereupon it was motioned by Member Reed and seconded by Member Martin move forward with the outlined plan provided by Member Martin. The roll was called with the following results. Ayes: Reed, Martin, Chaffee. Nays: None. Absent: None. The motion was declared carried.

Discussion and action on the development of an electronic map of the Alva Cemetery. As Sexton Greve was not in attendance at the meeting. No action was taken.

Discussion and action on the development of a self-guided walking tour for the Alva Cemetery. Ms. Rose Blunk was unable to attend the meeting, however City Business Manager reported he did have a copy of the Cemetery Tour to provide to the Board Members. Member Reed stated he believed that tour should be expanded to include more items. City Business Manager Dunham will distribute current tour information to the Board prior to the next meeting. No action was taken.

Discussion and action on developing a foundation for the Alva Cemetery. Member Chaffee reported after discussing with the city attorney this foundation would not be administered through the City of Alva. Member Chafee will be working on this separate from the Board. No action was taken.

Discussion and action to modify the city ordinances to the Alva Cemetery. Member Chaffee outlined the steps required in order to make the change from a three member board to a five member board. However, since not all board members are present will not take any action at this meeting. Member Chaffee requested a copy of the ordinance be mailed out to all board members. No action was taken.

Remarks and inquires by citizens. Mr. Tom Crenshaw inquired what the ordinance change was regarding. Member Reed stated the members would like to increase the board to five members. Mr. Crenshaw would recommend one of the new members be from one of the local funeral homes, monument company or florist.

There being no further business, the meeting adjourned at 8:25 am.

Angelica Brady, Secretary of the Board