

OAK HILL CEMETERY BOARD OF MANAGERS

March 8, 2022

MEMBERS PRESENT

Greg Hager  
Julio Monge  
Judy Rodden (via speakerphone)  
Kerry Ward

ALSO PRESENT

Superintendent Tennant  
Tammy Rogers  
Mayor Barry

Alderman Bryant (Absent)

Chairman Hager called the meeting to order at 5:00 P.M.

**PURCHASE REPLACEMENT CEMETERY SIGN WITH PERPETUAL CARE INTEREST MONEY**

Superintendent Tennant advised the Committee that he received two quotes for the replacement of the sign at the entrance of the Cemetery. One quote from Lilly signs was \$9,000.00 not including installation, with the other quote coming from Walnut Street Woodworks at a cost of \$5,375.00 including installation.

Motion by Board Member Ward and seconded by Board Member Monge to recommend to the City Council to approve the replacement of the sign at the entrance of Oak Hill Cemetery by Walnut Street Woodworks at a cost not to exceed \$5,500.00 to be paid from Perpetual Care funds. Motion carried 4-0.

**ACCEPT 2022/2023 BUDGET**

Superintendent Tennant presented the fiscal year 2022/2023 budget to the Committee.

Motion by Board Member Board Member Monge and seconded by Board Member Rodden to accept and refer the proposed FY 2022/2023 Oak Hill Cemetery budget to the Finance Committee. Motion carried 4-0.

**PURCHASE NEW FORD F-350 DUMP TRUCK**

Superintendent Tennant explained the condition of the current dump truck at the Cemetery. The dump truck is 20 years old and in need of repairs. He would like to purchase a new Ford F-350 Dump Truck with an extended cab and plow. He recommends that the truck be a gasoline engine instead of the current diesel engine. A quote from Bob Ridings for the new truck is projected to be around \$81,000.00. Superintendent Tennant has included this item in his FY 2022/2023 budget, which will be reviewed at the upcoming Finance Committee meeting.

**SUPERINTENDENT'S REPORT**

Superintendent Tennant provided information on various projects being worked on at the Cemetery, including new fence updates, new sidewalk installation and new brick base/refinished stone. He also explained that we need to be thinking about purchasing a backhoe, due to the current one being twenty years old.

**GRAVE PLOTS REMAINING**

Superintendent Tennant provided information about remaining Grave Plots in Block 34, Block 12 and Block 40.

**FY MAY 1, 2021 TO OCTOBER 31, 2021**

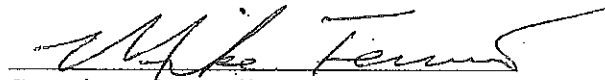
Superintendent Tennant advised the Board there have been 14 burials and 16 cremations to date this year. There have been 17 graves sold.

**ANY OTHER MATTERS**

Superintendent Tennant advised that he has had some complaints about the fuel tanks that sit near Block 40, they are an eyesore to that area of the Cemetery. He has spoken with F/S and with Superintendent Mann about relocating them to a different area. F/S will help with this project at no cost to the City. Ricki Peters has been contacted, and will come out to provide a quote for pouring concrete in the proposed new location.

Cemetery worker Art Bohlen has constructed flag holders for additional flags to be placed along Cherokee and Gandy Streets. Flags are expected to be donated by a local organization.

Motion to adjourn by Board Member Monge and seconded by Board Member Ward. Motion carried 4-0.  
Meeting adjourned at 5:53 P.M.



Superintendent Mike Tennant

OAK HILL CEMETERY BOARD OF MANAGERS

August 2, 2022

MEMBERS PRESENT

Greg Hager  
Julio Monge  
Judy Rodden  
Kerry Ward  
Alderman Brown

ALSO PRESENT

Superintendent Tennant  
Kaylee Jones  
Mayor Barry  
Mike Assalley  
Austin Peters

Chairman Hager called the meeting to order at 5:00 P.M.

PURCHASE OF A COLUMBARIUM

Mike Assalley, owner of Assalley Funeral Home, presented information about installing a columbarium at Oak Hill Cemetery. The Board discussed possible location and price, and decided to table the discussion for a future meeting.

MOVING THE FUEL TANK

Superintendent Tennant discussed using up to \$2,500.00 of the Perpetual Care Interest to move the fuel tank to the east side of the building. He advised that both he and Mayor Barry have received multiple complaints about the way the tank looks in its current location.

Motion by Board Member Rodden and seconded by Board Member Monge to recommend to the City Council to approve the moving of the cemetery fuel tank at a cost not to exceed \$2,500.00, with the money coming from the Perpetual Care Interest in the FY 2022/2023 budget. Motion carried 5-0.

SALE OF UNUSED EQUIPMENT

Superintendent Tennant requested to include a 1972 Ford Dump Truck and a John Deere Leaf Vac for a lawn mower in the City auction.

Motion by Board Member Monge and seconded by Board Member Hager to recommend to the City Council to include a 1972 Ford Dump Truck and a John Deere Leaf Vac in the City auction. Motion carried 5-0.

SUPERINTENDENT'S REPORT

- Austin Peters advised he is interested in giving the City Glen Haven and Fraley Cemeteries.
- Superintendent Tennant provided information about remaining Grave Plots in Block 34, Block 12 and Block 40.
- 18 burials and 13 cremations to date this year.
- 12 graves sold.
- 24 footings installed, 5 of which were Government markers

ANY OTHER MATTERS

No other matters were brought before the Board.

Motion to adjourn by Board Member Ward and seconded by Board Member Hager. Motion carried 5-0.  
Meeting adjourned at 6:06 P.M.

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Superintendent Mike Tennant

# OAK HILL CEMETERY BOARD OF MANAGERS

November 1, 2022

## MEMBERS PRESENT

Greg Hager  
Julio Monge  
Judy Rodden, via phone call  
Kerry Ward  
Alderman Brown

## ALSO PRESENT

Superintendent Tennant  
Kaylee Jones  
Mayor Barry

Chairman Hager called the meeting to order at 5:35 P.M.

## PURCHASE OF A COLUMBARIUM

Mayor Barry discussed Assalley Funeral Home funding the purchase of the Columbarium, with the Cemetery paying him back with interest as the individual niches are sold. Superintendent Tennant agreed to meet with Mike Assalley, Mayor Barry and the City Attorney to discuss options.

## PURCHASE OF A NEW X-750 LAWN TRACTOR

Motion by Board Member Ward and seconded by Board Member Monge to recommend to the City Council to approve the purchase of a new X-750 48-inch deck Lawn Tractor from Sloan Implement at a cost not to exceed \$10,500.00, and to waive the statutory bidding process with a trade in of a 2014 X-750 48-inch deck Lawn Tractor, with the money coming from the Perpetual Care Interest Fund in the FY 2022/2023 budget. Motion carried 5-0.

## GRAVE SPACE LIMITATIONS FOR INTERNMENT

The Board Members discussed limiting the number of internments per grave.

Motion by Board Member Ward and Seconded by Board Member Rodden to recommend to the City Council to approve the change to the Cemetery Deeds and to the Cemetery Rule Book to a limit of two internments per grave. Motion carried 5-0.

## REVIEW/ INCREASE PRICING

Superintendent Tennant advised there is currently a requirement for a 12-hour notice for funerals, however, there is no penalty if a 12-hour notice is not given. He suggested if funerals are requested after 2:00 P.M. on weekdays, there will be an additional \$100.00 charge as a penalty.

Motion by Board Member Rodden and seconded by Alderman Brown to recommend to the City Council to approve the change to the Cemetery Rule Book to include a \$100.00 charge for funerals that are requested after 2:00 P.M. on weekdays. Motion carried 5-0.

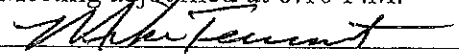
## SUPERINTENDENT'S REPORT

- The fuel tank has been successfully moved.
- Mowing is finished, and they are now moving on to leaf clean-up.
- The new base was built for the marble stone to be placed.
- The new Dump Truck has been ordered.
- So far for 2022, there have been 189 burials, 79 of which were cremations.
- 39 footings installed, 4 of which were Government markers

**ANY OTHER MATTERS**

No other matters were brought before the Board.

Motion to adjourn by Board Member Monge and seconded by Board Member Ward. Motion carried 5-0.  
Meeting adjourned at 6:10 P.M.

  
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Superintendent Mike Tennant