Town of Orange Park
Magnolia Cemetery Board Meeting
Wednesday, July 22, 2026
4:00 PM
Agenda

1. Call to Order/ Verification of Quorum

2. Election of Chair and Vice Chair

3. Chair Comments

4. Approval of the Minutes
    a. Approval of the Minutes for the February 19, 2026 Board Meeting

5. Old Business
    a. New Veteran Marker Update
    b. Lots Available for Sale

6. New Business
    a. July 4th Veteran Markers Reveal
    b. Cremains Workshop
    c. Headstone Cleanup - October
    d. Geocaching Adventure Lab - Julie Smithers

7. Audience Comments

8. Board Member Comments

9. Information
    a. The next quarterly meeting will be in October. Members will be polled closer to that time for an exact date.

10. Adjournment

1. CALL TO ORDER

The Town of Orange Park Magnolia Cemetery Board of Trustees meeting was called to order in the Town Council Chambers on February 19, 2026 at 4:00 p.m. by Chair Sandra DiGiovanni. The following Board members were present: Ms. Melissa Harris, Mr. Neil Bergal, Ms. Shirley Johnston and Ms. Barbara Elliott. Also in attendance were Administrative Assistant Ginny York and Town Clerk Courtney Russo.

2. APPROVAL OF THE MINUTES OF THE SEPTEMBER 30, 2025 BOARD MEETING

Ms. Harris moved for approval of the minutes of the September 30, 2025 board meeting. Ms. Johnston seconded the motion, which passed 5 to 0.

3. UPDATE ON TOWN ORDINANCE REGARDING VAULT STANDARDS

The Board noted that the previously discussed ordinance amendment has now been read twice and is officially approved. The update clarified existing language without substantively changing requirements.

4. NEW VETERAN MARKER UPDATE

An update was provided by Ms. DiGiovanni regarding efforts to secure veteran markers for unmarked graves. Thirteen eligible veterans have been identified, and six applications have been submitted to date. Three applications have been signed by family members, and additional outreach efforts are ongoing to locate and obtain consent from the remaining families. Outreach conducted during the recent Black History Month event resulted in contact with two additional family members. The military provides the flat markers at no cost, and she is working to ensure that all eligible veterans receive proper recognition by the end of the year.

5. LOT PRICES/NICHE PRICES/ COLUMBARIUM UPDATE

The Board continued its discussion regarding the purchase of a columbarium structure, which is budgeted in the current Capital Improvement Plan (CIP) for $25,000. After reviewing various design options and pricing proposals, members discussed granite construction versus steel-framed units, expressing a preference for granite due to its longevity, as well as overall capacity and long-term needs, installation and foundation requirements, and the importance of maintaining uniformity for niche plaques, including size, material, font, and Town-controlled installation. The Board also recommended limiting each niche to one set of cremains and discussed establishing a future pricing structure, including potential resident and non-resident rates. Following discussion, Ms. Harris made a motion to recommend Option B, consisting of two flat-roof granite columbarium units with 24 niches per side, double-sided for a total of 96 niches, at an approximate

cost of $24,000. The motion was seconded by Ms. Johnston and passed unanimously (5-0). Public Works will obtain two additional quotes for the same design before moving forward.

6. UPCOMING CEMETERY EVENTS

Ms. DiGiovanni announced the upcoming Black History Month Cemetery Tour scheduled for February 28, 2026, from 2:00 p.m. to 4:00 p.m. Tours will begin at the cemetery entrance, with parking available at First Baptist Church. A portable restroom will be available onsite, and the event will feature new family stories along with participation from community members.

7. MAINTENANCE OF CEMETERY/CARE OF EXISTING HEADSTONES

Concerns were raised regarding chipped headstones believed to have been caused by mowing equipment. The Chair noted that this issue has been previously raised with Public Works.

Board members discussed the importance of careful maintenance practices to preserve headstones and maintain respect for the cemetery grounds.

8. NEXT QUARTERLY MEETING

The Board discussed scheduling the next quarterly meeting for early May 2026, prior to the Town Council swearing-in of newly elected officials. Final scheduling will be confirmed.

9. AUDIENCE COMMENTS

There were no audience comments at this time.

10. BOARD MEMBER COMMENTS

Board members expressed satisfaction with the progress made regarding the columbarium recommendation.

11. ADJOURNMENT

There being no further business before the board, Ms. DiGiovanni adjourned the meeting at 4:42 p.m.