

**MINUTES
REGULAR CALL MEETING
HIGHLAND CEMETERY BOARD
JANUARY 11, 2012**

The Chairman, Chris Elledge, called the Rescheduled Regular Meeting of the Highland Cemetery Board to order at 3:00 p.m., Wednesday, January 11th, 2012 at the Highland Cemetery Office. Notice of the meeting and agenda were posted on the City Hall bulletin board as required by State Law.

ROLL CALL

PRESENT: Chris Elledge, Raymond Jackson, and Robert Williams.

MEMBERS ABSENT: None.

STAFF PRESENT: Gerald Catlett, Parks and Grounds Administrator

Azalee McGahee, Cemetery Sexton

Debbie Griswold, Recording Secretary

WELCOME VISITORS: Kim McConnell. Lawton Constitution

CONSIDERATION OF THE MINUTES OF THE SPECIAL CALLED MEETING OF July 27th, 2011.

Elledge asked for consideration of the minutes of the Special Called Meeting of August 18, 2010, and they were approved as written.

AUDIENCE PARTICIPATION: None.

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NEW BUSINESS ITEMS:

1. DISCUSS AND TAKE APPROPRIATE ACTION TO ACCEPT A PROPOSED DESIGN FOR HOUSING UNITS FOR A MULTI-UNIT COLUMBARIUM.

Elledge introduced this item for discussion and asked the members for their review and consideration for discussion and approval as appropriate.

Elledge requested Catlett provide background information on this item.

Catlett stated the proposed area for the columbarium would be constructed around the existing Chapel area and the proposal would be to start this project with one multi-unit columbarium that would allow for additional multi-units to be added as needed at later dates. Catlett stated the unit would have the appearance of a wall with the niche's built in to this wall. They would be covered with a blank faceplate until purchased, at which time the granite faceplate would be engraved as requested by the families. Catlett stated this area is being renovated with new benches from the 2011-12 capital outlay budget and would also provide an area for a funeral services if desired by family members. He stated this was only a proposal and was open for discussion.

Elledge also provided input on the popularity of columbarium units noting two local churches and the Ft. Sill National Cemetery having columbarium facilities.

Catlett stated he had the information from the columbarium company, Homecoming, Inc. that had given a presentation last year to the cemetery board.

Elledge added that natural hard rock materials versus a man-made or fiberglass casing would provide for a more durable and everlasting memorial for the columbarium. He also stated a solid stone material would also provide for an air-tight, waterproof niche; whereas that could not be a guarantee with any man-made material. He also provided details on size, weight, approximate costs of a granite or similar rock wall with spaces for 48 units or niches. Elledge also stated the columbarium would need to be mounted on concrete footing and with the weight of the columbarium wall it would require a crane service to set it in place.

Catlett added the cost of the footings for the columbarium wall would be minimal and could possibly be an in-house project; therefore the cost would only be for materials.

Jackson stated he wasn't happy with the presentation from the out of state company on their product because it was not a solid stone, it was manufactured man-made products.

Williams stated we were only looking to approve a design for housing units for the columbarium.

Jackson asked if additional niches could be added to the unit.

Catlett stated no additions could be added to the original wall, but that was one of the reasons for wanting to build the columbarium wall around the Chapel area; there would be ample space for additional columbarium walls around the exterior of the Chapel.

Elledge also stated the area around the Bell Tower would also be an option for locating additional columbarium walls.

Williams asked if there had been any inquiries at the cemetery about columbariums.

McGahee stated we have not had any calls specifically about columbariums, but he does receive calls about cremations.

Jackson stated we would need to get this information out to the public if it was decided to go ahead with this project.

Elledge added it would be helpful to gather information about other columbariums in our area.

Catlett stated we would need to discuss retail pricing to be competitive with other facilities and still cover our cost.

Jackson asked when we could get the pricing information.

Williams asked if there were other columbariums in the area similar to what we are discussing.

Elledge stated there is a bronze columbarium at one of the local churches and it is built into the wall structure of the church and another church has an interior, climate controlled unit made from aluminum.

McGahee provided pricing from the other local cemetery which was \$2,026.47 or \$2,447.00 based on which one of the two areas were bought.

Catlett stated he can write the specifications as discussed for the unit as discussed today and present to the board for their review.

After no further discussion, a motion was called.

MOTION by Williams; SECOND by Jackson, to approve a housing unit for a multi-unit columbarium.

AYES: Elledge, Jackson, Williams. NAYS: None. MOTION CARRIED

2. DUSCUSS AND TAKE APPROPRIATE ACTION TO APPROVE FUDNING TO PURCHASE MATERIALS TO BUILD ONE HOUSING UNIT FOR A MULTI-UNIT COLUMBARIUM.

Elledge introduced this item for discussion and asked the members for their review and consideration for discussion and approval as appropriate.

Catlett suggested this item be tabled until additional information is obtained outlining detailed costs of the materials, supplies and labor to purchase and install the columbarium as discussed today.

After no further discussion, a motion was called.

MOTION by Williams; SECOND by Jackson, TO TABLE AGENDA ITEM #2

AYES: Elledge, Jackson, Williams. NAYS: None. MOTION CARRIED.

3. DISCUSS AND TAKE APPROPRIATE ACTION TO APPROVE PARKS AND GROUNDS ADMINISTRATOR TO BID A COLUMBARIUM UNIT OF 48 SPACES TO BRING BACK TO THE CEMETERY BOARD FOR APPROVAL AND FUNDING TO PURCHASE.

Elledge introduced this item for discussion and asked the members for their review and consideration for discussion and approval as appropriate.

Catlett stated he was requesting the Board's support to write the specifications for the columbarium as discussed in today's meeting. Catlett also stated the specifications would need to be generic in nature without brand names mentioned

Elledge stated he would be available for any additional information needed for the specifications. He also stated it would be a good idea to specify the unit be preassembled, not built on site.

After no further discussion, a motion was called.

MOTION by Jackson; SECOND by Williams, to approve Parks and Grounds Administrator to bid a columbarium unit of 48 spaces to bring back to the Cemetery Board for approval and funding to purchase.

AYES: Elledge, Jackson, Williams. NAYS: None. MOTION CARRIED.

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COMMENTS/DISCUSSION/ADJOURNMENT

There were no other comments or discussion and the meeting adjourned at 4:00 p.m.

RESPECTFULLY SUBMITTED,
CHRIS ELLEDGE, CHAIRMAN
HIGHLAND CEMETERY BOARD