

**MINUTES
SPECIAL CALL MEETING
HIGHLAND CEMETERY BOARD
FEBRUARY 20, 2014**

The Chairman, Chris Elledge, called the Special Call Meeting of the Highland Cemetery Board to order at 2:00 p.m., Thursday, February 20, 2014 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: Kim Shahan, Parks and Recreation Director
Keith Neitkze, Parks and Grounds Superintendent
Azalee McGahee, Cemetery Sexton
Jeanie Wheeler, Recording Secretary

VISITORS: None.

CONSIDERATION OF THE MINUTES OF THE SPECIAL CALLED MEETING MARCH 6, 2013.

Elledge asked for consideration of the minutes of the Special Called Meeting of March 6, 2013, and they were approved as amended to include Robert Williams in attendance.

CONSIDERATION OF THE MINUTES OF THE SPECIAL CALLED MEETING JULY 31, 2013.

Elledge asked for consideration of the minutes of the Special Called Meeting of July 31, 2013, and they were approved as written.

AUDIENCE PARTICIPATION: None.

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NEW BUSINESS ITEMS:

1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE CAPITAL OUTLAY REQUESTS FOR THE UPCOMING FISCAL YEAR OF 2014-2015.

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

Shahan provided background information and justification for each Capital Outlay item requested. He also elaborated on the approval process before submitting to the City Council for their approval.

McGahee also elaborated on each requested item. (See attachment justifications & requests)

There was discussion reference items 1 and 2 on the Cemetery Care Fund request list and it was the consensus of the Board members to increase line item number 1 (Removal of old insulation in the Maintenance Shop and replace with foam insulation for ceiling and walls) from 11,150.00 to 12,000.00 and line item number 2 (Removal of and replacement of tar paper and shingles on the Cemetery office building) from 4,500.00 to 5,000.00 due to covering a 30 year warranty for the roof replacement as recommended by staff.

McGahee explained that line item 3 would include (2) outdoor grass carpets and (132) chairs enough for two funeral set-ups and two were needed because the use of the present set-ups have become worn and unrepresentable. He added that doing for two sets would insure set-ups in case of funerals being done simultaneously in one day or one right after the other which has happened quite a few times and prevents delay in set up for the funerals.

Elledge asked about line item 5, the trees and what type of trees would be replaced.

McGahee stated the trees would be 150 each and 2 in size.

Shahan stated purchases of larger healthy trees were needed for the Cemetery.

Jackson asked if there would be a guarantee on the trees.

McGahee answered that they usually come with a one year guarantee for replacement.

There was continued discussion among the board members and staff members referencing each item requested.

After no further discussion, a motion was called.

MOTION by ELLEDGE; SECOND by WILLIAMS, to approve the Capital Outlay Requests for fiscal year 2014-2015 from Cemetery Care Funds as presented by staff and amended.

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

McGahee continued with explanation for the Perpetual Care Fund requests for Capital Outlay.

Some discussion between staff and Board members reference the requests for capital outlay items from the Perpetual Care Fund that when the letter would be written after Council approves the budget, the funds would then be transferred to the City of Lawton Cemetery Care Funds as standard procedure.

Shahan reminded the Board members that although the fund requests would be approved by Council when the check would be actually received from the Perpetual Care Fund Trustee and agenda item to City Council would then be submitted by the Parks and Recreation Department for receiving the funds. In the past the check was just taken to Finance and deposited but there has been new direction that the City Council must receive the funds officially in a Council Meeting before depositing.

There was no other discussion concerning this agenda item and Elledge called for a motion.

MOTION by ELLEDGE; SECOND by WILLIAMS, to approve the Capital Outlay Requests for fiscal year 2014-2015 from Perpetual Care Funds as presented by staff and amended.

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

(The Capital Outlay Request sheet as amended by the actions of this meeting will be included with these minutes).

COMMENTS/DISCUSSION/ADJOURNMENT

McGahee informed the Cemetery Board that he should be receiving the new pick-up in May.

There were no other comments or discussion and the meeting adjourned at 2:40 p.m.

RESPECTFULLY SUBMITTED,
CHRIS ELLEDGE, CHAIRMAN
HIGHLAND CEMETERY BOARD



Parks and Recreation Department

HIGHLAND CEMETERY

2201 NW Fort Sill Blvd.

Lawton, Oklahoma 73507

(580) 355-2905 Fax (580) 355-2905

CAPITAL OUTLAY REQUEST

FISCAL YEAR 2013-2014

HIGHLAND CEMETERY

1. Pickup truck	\$20,000
2. Riding mower w/ 60" front deck	\$11,500
3. Shop overhead doors	\$ 4,000
4. Shop gate and front fence replacement	\$ 2,200
5. Landscape Improvements	\$ 2,500
TOTAL	\$40,500



Parks and Recreation Department

HIGHLAND CEMETERY

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Lawton, Oklahoma 73507

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PERPETUAL CARE REQUESTS

MARCH 6TH, 2013

HIGHLAND CEMETERY

1. Chemicals	\$ 2,000
2. Portable Chemical Sprayer	\$ 600
3. One Push Mower	\$ 1,000
4. Two weed-eaters	\$ 850
5. One backpack blower	\$ 550
6. Gas powered hedge trimmers	\$ 450
Total requested funds	<u>\$ 5,450</u>

Capital outlay Items Justification

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|--|---|
| 1. Pickup Truck | Needed due to increase in work assignments |
| 2. Riding Mower with 60-inch front deck | To replace unit #496 Riding mower that is no longer operational due to a blown engine |
| 3. Shop Overhead doors | Front and rear doors are in need of replacement due to wear and tear. Present doors are difficult to open and close properly due to broken sections and parts on doors and frames. |
| 4. Shop Front Gate and Fence Replacement | Shop entrance gates need to be replaced because old gates and braces are broken, fence is off track and posts are broken. Fence wire needs to be reset so gates can operate properly. |
| 5. Landscape Materials and supplies | Needed to maintain and add to existing landscape beds |

Perpetual Care Items

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|-------------------------------|--|
| 1. Chemicals | lawn care and controlling weeds |
| 2. Portable Sprayer | Replacement for worn out sprayer |
| 3. Push Mower | Replaces one that is broken beyond repair |
| 4. Two weed eaters | Replaces two that are worn out beyond repair |
| 5. Back pack blower | Needed for daily upkeep on lots for blowing leaves and grass |
| 6. Gas powered hedge trimmers | Needed to be used for trimming hedges |