

**MINUTES
SPECIAL CALL MEETING
HIGHLAND CEMETERY BOARD
MARCH 6, 2013**

The Chairman, Chris Elledge, called the Special Call Meeting of the Highland Cemetery Board to order at 2:00 p.m., Wednesday, March 6, 2013 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 and Raymond Jackson

MEMBERS ABSENT: Robert Williams

STAFF PRESENT: Kim Shahan, Parks and Recreation Director
Keith Neitkze, Parks and Grounds Superintendent
Azalee McGahee, Cemetery Sexton
Debbie Griswold, Recording Secretary

WELCOME VISITORS: NONE

CONSIDERATION OF THE MINUTES OF THE REGULAR MEETING OF July 11, 2012 . Elledge asked for consideration of the minutes of the Regular Meeting of July 11, 2012, 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 2013-2014.

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.

MaGahee also elaborated on each requested item. (See attached justifications & requests)

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 JACKSON, to approve the Capital Outlay Requests for fiscal year 2013-2014 as presented by staff.

AYES: Elledge and Jackson NAYS: None. MOTION CARRIED

COMMENTS/DISCUSSION/ADJOURNMENT

There were no other comments or discussion and the meeting adjourned at 2:30 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

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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

- | | |
|--|---|
| 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 |