MINUTES
REGULAR SCHEDULED MEETING
HIGHLAND CEMETERY BOARD
APRIL 1, 2015

Azalee McGahee, Cemetery Sexton, called to order the Regular Scheduled Meeting of the Highland Cemetery Board at 2:18 p.m., Wednesday, April 1, 2015, 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: Gerald (Deuce) Gragg, Raymond Jackson, Robert Williams
MEMBERS ABSENT: None
STAFF PRESENT: Keith Neitzke, Parks and Grounds Superintendent, Azalee McGahee, Cemetery Sexton Deborah Long, Recording Secretary
VISITORS: None.

CONSIDERATION OF THE MINUTES OF THE SPECIAL CALLED MEETING MARCH 4, 2015.
Keith Neitzke requested that the word "each" be added after the dollar amount in the statement regarding the cost of the trees which were replaced.

MOTION by WILLIAMS; SECOND by JACKSON, to accept minutes of the MARCH 4, 2015, meeting with the correction discussed. AYES: Gragg, Jackson, Williams NAYS: None. MOTION CARRIED

DISCUSSION: Jackson asked how much money was in the Cemetery Care Fund
McGahee answered that there was $176,051.00, in the Cemetery Care Fund.

AUDIENCE PARTICIPATION: none

NEW BUSINESS ITEMS:

1. CONSIDER AND TAKE APPROPRIATE ACTION TO NOMINATE THE CHAIRMAN POSITION OF THE HIGHLAND CEMETERY BOARD
McGahee called for nominations. Gragg nominated Robert Williams for the position of Chairman of the Highland Cemetery Board. No other nominations were submitted. McGahee called for a motion to vote.

MOTION by Gragg; SECOND by JACKSON, to nominate Robert Williams as Cemetery Board Chairman for a term of six (6) years. AYES: Gragg, Jackson, Williams NAYS: None. MOTION CARRIED.

McGahee relinquished his authority to Robert Williams to conduct the meeting of the Cemetery Board.

Williams asked if there was a job description. McGahee answered that the Chairman's job description is in the State Statutes of Cemetery Boards.

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2. CONSIDER AND TAKE APROPRIATE ACTION FOR APPROVAL AND REPLACEMENT OF THE ICE MACHINE AT HIGHLAND CEMETERY, FUNDING TO BE APPROPRIATED FROM THE CEMETERY CARE FUNDS NOT TO EXCEED $2,500.00.
McGahee explained that ice machine stopped working. Carl's Refrigeration submitted an estimate of $1,330.00, to repair the item with no warranty because of the age of the machine. He submitted a quote of $2,170.00, to replace it. So McGahee is asking the Board to replace the ice machine.

MOTION by JACKSON; SECOND by GRAGG TO ACCEPT THE QUOTE AND PURCHASE A NEW ICE MACHINE FOR THE CEMETERY. AYES: Gragg, Jackson, Williams NAYS: None. MOTION

<u>CARRIED.</u>

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3. CONSIDER AND TAKE APPROPRIATE ACTION, IF NECESSARY, FOR APPROVAL TO CONVERT A PORTION OF THE CEMETERY CARE FUNDS FOR CERTIFICATE(S) OF DEPOSIT AND DIRECT STAFF TO HAVE THE FINANCIAL SERVICES OFFICER TO BEGIN THE PROCESS.

DISCUSSION:
McGahee: Adding the $2500.00, to the budget of $10,555.00, comes to $13,055.00. Deduct the $13,055.00, from $176,051.00, comes to $162,996.00, remaining. In the past the Board would put aside $50,000.00, to invest. If we did this it would leave $112,996.00, in the Cemetery Care Fund. We won’t be able to operate from the Cemetery Care Fund until next fiscal year.

Jackson asked what the road work is coming out of. McGahee answered $50,000.00, from the Perpetual Care Fund.

Jackson continued are there any other costs coming out of the Perpetual Care Fund? McGahee answered, no.

Jackson again asked if we had a catastrophe or a storm out here would the $112,000.00, cover it. McGahee provided that $112,000.00, should be enough to cover anything we need to do.

Neitzke asked how long is the term on a CD. McGahee stated usually one year.

Williams asked if the $112,000.00, is an emergency fund. Jackson informed that it was not, it was operating funds.

Williams called for a motion.

<u>MOTION by GRAGG; SECOND by WILLIAMS, to CONVERT $50,000.00, OF THE CEMETERY CARE FUNDS FOR CERTIFICATE(S) OF DEPOSIT FOR ONE YEAR AND DIRECT STAFF TO HAVE THE FINANCIAL SERVICES OFFICER TO BEGIN THE PROCESS.</u>
<u>AYES: Gragg, Jackson, Williams NAYS: None. MOTION CARRIED</u>

McGahee reminded the Board that the Chairman will sign the request letter for the Perpetual Care Fund.

There were no other comments or discussion and the meeting adjourned at 2:57 p.m.

RESPECTFULLY SUBMITTED,
ROBERT WILLIAMS, CHAIRMAN
HIGHLAND CEMETERY BOARD