MINUTES
SPECIAL CALLED MEETING
HIGHLAND CEMETERY BOARD
JULY 31, 2013

The Chairman, Chris Elledge, called the Special Call Meeting of the Highland Cemetery Board to order at 2:13p.m., Wednesday, July 31, 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, Raymond Jackson, and Robert Willams.
MEMBERS ABSENT: None.
STAFF PRESENT: Kim Shahan, Parks and Recreation Director; Keith Neitzke, Parks and Grounds Superintendent; Azalee McGahee, Cemetery Sexton; Connie Givan, Recording Secretary; and
Jeanie Wheeler, Administrative Assistant.
VISITORS PRESENT: Matthew Kehr, Safe and Sound Alarms

NO MINUTES PRESENTED AT THIS TIME.

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1. **CONSIDER AND TAKE APPROPRIATE ACTION TO ESTABLISH A SECURITY SYSTEM AT THE HIGHLAND CEMETERY.**

Kehr provided information as to cost of system installed, provisions of integral parts of alarm system, details of optional monthly cost and costs to include with or without remote control. Agreed to provide in writing this information of complete security system with costs for 1 year monitoring consideration.

Elledge asked about availability of service technicians locally and stated he would recommend to have a 1 year agreement.

McGahee introduced information received from second vendor, Sooner Alarms Systems. Presentation of availability of system for Security System for Cemetery to include costs for installation and equipment.

Shahan asked could we check for a facility utilizing this system and is it wireless?

Kehr stated that he had an existing verbal agreement with Lawton Police Department and the other wireless system already established is at the County courthouse.

Elledge wanted to know how many bids are we obligated to get for this system?

Neitzke stated that any bid exceeding $1000. would require 3 bids. This 499.00 installation and equipment would not require a bid.

Elledge asked for discussion among board members.

After no further discussion, a motion was called.

MOTION by Jackson; SECOND by Elledge; to approve consideration of a security system for the Highland Cemetery as appropriate.

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

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2. CONSIDER AND TAKE APPROPRIATE ACTION TO REPLACE CAPITAL OUTLAY ITEMS THAT WERE STOLEN FROM THE CEMETERY.

Elledge opened discussion of items stolen from Cemetery. Items values quoted.

McGahee stated that 2nd item on list had been recovered. All others were still missing.

There was continued discussion among the board members and staff of funding issue for replacement of stolen items from the Cemetery Care Fund in the next fiscal budget , and the immediate availability of funds from Perpetual Care Fund for essential items needed at this time.

After no further discussion, a motion was called.

MOTION by Jackson: SECOND by Williams to proceed to prepare the next fiscal budget for 2014-2015 to replace stolen items from Cemetery through the Cemetery Care Fund.

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

MOTION by Elledge; SECOND by Williams, to approve the recommended fund request from Perpetual Care Funds for purchase of replacements of items stolen as presented by staff, in the amount of $15,100.00.

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

COMMENTS/DISCUSSION/ADJOURNMENT

There were no other comments or discussion and the meeting adjourned 2:54 p.m.