

**MINUTES
REGULAR CALL MEETING
HIGHLAND CEMETERY BOARD
JANUARY 5, 2011**

The Chairman, Chris Elledge, called the Regular Meeting of the Highland Cemetery Board to order at 2:10 p.m., Wednesday, January 5th, 2011 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
Gerald Catlett, Parks and Grounds Administrator
Azalee McGahee, Cemetery Sexton
Debbie Griswold, Recording Secretary

VISITORS: None.

CONSIDERATION OF THE MINUTES OF THE SPECIAL CALLED MEETING OF AUGUST 18, 2010. Elledge asked for consideration of the minutes of the Special Called Meeting of August 18, 2010, and they were approved with one correction to page 1, paragraph 2.

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 2011-2012. (A list of these items was presented to board members and staff.)

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

Catlett 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.

Shahan also provided input on the Capital Outlay approval process.

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 action for capital outlay requests as presented by staff for the upcoming fiscal year of 2011-2012 as follows:

1)	DUMP BED LIFT KIT FOR GATOR XUV 4X4	ADDITION	\$ 1,000.00
2)	Z-TRACK RIDING MOWER WITH 60" DECK	ADDITION	\$11,000.00

3)	Z-TRACK RIDING MOWER WITH 60" DECK	REPLACEMENT	\$11,000.00
4)	ELECTRIC & FLAG LIGHT FOR VETERAN AREA	ADDITION/REPL	\$ 1,200.00
5)	4 DECORATIVE CHAPEL BENCHES	REPLACEMENT	\$ 4,000.00
5)	DIRECTORY	REPLACEMENT	\$ 6,000.00
6)	LANDSCAPE MATERIALS & SUPPLIES	ADDITION	<u>\$ 2,500.00</u>
			\$36,700.00

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

2. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE RFP (REQUEST FOR PROPOSAL) FOR THE INSTALLATION OF NEW AND REMOVAL OF OLD TREES AT HIGHLAND CEMETERY.

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

Catlett provided a draft RFP for this item.

Shahan also provided input on the approval process stating the Highland Cemetery Trustee would review prior to the presentation to the City Council for their approval to proceed.

Jackson questioned if the number of trees to be replaced in the RFP were all the trees in the cemetery.

Catlett stated the 300 trees referenced in the RFP were only the damaged trees in the cemetery. He also added this RFP would also require the removal of the damaged trees, including stump removal.

There was continued discussion among the board members and staff members.

After no further discussion, a motion was called.

MOTION by Elledge; SECOND by Jackson, to approve the RFP (Request For Proposal) for the installation of new and removal of old trees at Highland Cemetery.

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

3. CONSIDER AND TAKE APPROPRIATE ACTION FOR A RECOMMENDATION FOR GERALD CATLETT, PARKS & GROUNDS ADMINISTRATOR, TO WRITE SPECIFICATIONS ON LEVELING MONUMENTS THROUGHOUT THE CEMETERY.

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 on leveling the monuments.

Elledge informed the Board he would be willing to bring his staff out to the Cemetery to show them the process of leveling monuments.

Catlett expressed concern for the City's liability if any of the older or larger monuments were damaged by a City employee during the leveling process. He further stated he did not want to place the City at risk to pay for any damage that could occur. He added the replacement cost of some of these monuments could be very costly.

Jackson questioned if anyone would be allowed to bid on this project.

Elledge stated most contractors would not bid on this type of project unless they were in this type of business.

Williams questioned the time limit on this project.

Shahan clarified the request was only for Catlett to write the specifications, which could include any time period that was agreed upon by the Board.

There was continued discussion among the board members and staff members.

After no further discussion, a motion was called.

MOTION by Jackson, SECOND by Williams, to approve action for Gerald Catlett, Parks & Grounds Administrator to write specifications on leveling the monuments throughout Highland Cemetery.

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

COMMENTS/DISCUSSION/ADJOURNMENT

There were no other comments or discussion and the meeting adjourned at 3:20 p.m.

RESPECTFULLY SUBMITTED,
CHRIS ELLEDGE, CHAIRMAN
HIGHLAND CEMETERY BOARD

