MINUTES
REGULAR CALLED MEETING
HIGHLAND CEMETERY BOARD
JANUARY 9, 2008

The Chairman, Chris Elledge, called the Regular Called Meeting of the Highland Cemetery Board to order at 2:10 p.m., Wednesday, January 9, 2008 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: 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
Jeanie Wheeler, Recording Secretary
VISITORS: None.

CONSIDERATION OF THE MINUTES OF THE REGULAR CALLED MEETING OF JANUARY 3, 2007. Elledge asked for consideration of the minutes of the Regular Called Meeting of January 3, 2007, and they were approved as written.

AUDIENCE PARTICIPATION: None.

Williams asked about the stolen gator.

McGahee provided that is disappeared over a weekend and the gate lock had also been taken.

There was continued discussion by the board members and staff members reference establishment of more precautions to be taken to provide safer security of equipment to alleviate this situation in the future.

(ITEMS 1, 4, 5, AND 6 WERE REQUESTED BY STAFF TO BE CONSIDERED SIMUTANEOUSLY CONCERNING THE CAPITAL OUTLAY BUDGET FOR 2008-2009.)

1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE ITEMS 1, 4, 5, AND 6 AS CAPITAL OUTLAY REQUESTS FOR THE COMING FISCAL YEAR 2008-2009. (A list of items and quotes were presented by staff). This list will be included with these minutes.

Elledge introduced these items for discussion and agreed that items 1, 4, 5, and 6 could be reviewed simultaneously for approval.

McGahee provided background information and justification for each item requested for capital outlay as presented on the outlined listing.

Catlett informed the board members that the dump truck would have to be purchased with a state contract request.

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

Catlett stated that the present electrical flag light did not put out enough light and recommended trenching a line to install a regular floodlight.

Jackson questioned tree placement and planting.

McGahee answered that most of the tree planting would be for replacement trees.

Shahan interjected a more detailed explanation of the capital outlay budget process to be approved by the Board and then taken to Council for final approval for the budget.

Catlett and Elledge further explained the perpetual care funding provided for the continuous care of the perpetual care lots.

There was no other discussion and a motion was called.

MOTION by WILLIAMS; SECOND by JACKSON.

To approve action for capital outlay requests as presented by items 1, 2, 4, 5, and 6 and presented with the attached listing of the specific items for the coming fiscal year of 2008-2009.

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

(ITEMS 2 AND 3 WERE REQUESTED TO BE CONSIDERED SIMUTANEOUSLY BY STAFF MEMBERS).

2. CONSIDER AND TAKE APPROPRIATE ACTION TO REQUEST FROM THE TRUSTEE OF THE PERPETUAL CARE FUNDS FOR CHEMNICALS AND WEED CONTROL PRODUCTS AND ITEM 3. REPLACEMENT OF ONE GATOR UTILITY VEHICLE THAT BEEN STOLEN FOR THE PURPOSE OF CARING FOR THE PERPETUAL CARE LOTS.

Elledge introduced items 2 and 3 as requested to be considered simultaneously and also as listed on the attached cemetery budget request listing for 2008.
There was much discussion of dedicating equipment for the support of taking care of the perpetual care lots.

McGahee confirmed that two gators were necessary for the care of the 58 perpetual care lots considering that there were only four employees to work the entire cemetery.

There was no other discussion and a motion was called.

MOTION by JACKSON; SECOND by WILLIAMS.

To approve action to request from the Perpetual Care Fund Trustee the following items for care of the Perpetual Care lots:

1ea	**Gator, Utility Vehicle**	**$ 7,000.00**
	Chemicals and Lawn Care items	**2,000.00**
2ea	**Self-propelled Commercial Walk Behind Mowers at $1,100.00 ea**	**2,000.00**
	Total Request	**$11,000.00**

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

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REPORTS/CORRESPONDENCE:
A. Cemetery Care Funds Report. (Copies handed out at meeting, included with these minutes)
B. Cemetery Sexton's Output Report.
The Sexton provided the information for the Output Report for October, November, December. **(Included in agenda packet)**
C. Staff update on all Cemetery projects that are not completed.

Elledge asked about the above ground fuel tanks.

Catlett answered that it has not been started or completed because of the issue with the Fire Marshal.

COMMENTS/DISCUSSION/ADJOURNMENT
There were no other comments or discussion and the meeting adjourned at 2:55 p.m.

RESPECTIVELY SUBMITTED,
CHRIS ELLEDGE, CHAIRMAN
HIGHLAND CEMETERY BOARD