

**MINUTES
SPECIAL CALLED MEETING
HIGHLAND CEMETERY BOARD
MARCH 4, 2015**

Azalee McGahee, Cemetery Sexton, called to order the Special Called Meeting of the Highland Cemetery Board at 2:18 p.m., Wednesday, March 4, 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; Jeanie Wheeler, Admin Asst; Deborah Long, Recording Secretary

VISITORS: None.

**CONSIDERATION OF THE MINUTES OF THE SPECIAL CALLED MEETING FEBRUARY 20, 2014.
MOTION by MCGAHEE; SECOND by JACKSON, to accept minutes of February 20, 2014, meeting.**

AUDIENCE PARTICIPATION: Deborah Long, new recording secretary, was introduced.

NEW BUSINESS ITEMS:

1. CONSIDER AND TAKE APPROPRIATE ACTION TO APPROVE THE CAPITAL OUTLAY REQUESTS FOR FISCAL YEAR 2015-2016, AS PRESENTED BY STAFF.

CEMETERY CARE FUND ~ McGahee introduced this item and asked the members for their review and consideration for discussion and approval to purchase Capital Outlay items with funds from the Cemetery Care Fund as appropriate. McGahee provided background information and justification for each Capital Outlay item requested, and then opened the floor for questions and discussion.

Jackson asked why the security system charge increased?

McGahee and Wheeler explained that the \$3.00 increase in the budget was just to cover any fluctuation in pricing so that there would be enough in the account to cover any increase on the invoice. Wheeler stated any amount not used would be returned to the cemetery care fund.

Jackson asked about the number and cost of the trees which were replaced in the previous year. McGahee and Neitzke answered that 12-13 trees were replaced at \$150-\$225.

McGahee stated that the balance in the Cemetery Care Fund as of February 28, 2015, was \$176,051.00. Capital Outlay requests for the Cemetery Care Fund total \$10,555.00.

MOTION by WILLIAMS; SECOND by JACKSON, to approve the Capital Outlay Requests for fiscal year 2015-2016 from Cemetery Care Funds as presented by staff. (See attached listing for itemized Capital Outlay Requests).

AYES: Gragg, Williams, Jackson **NAYS:** None. **MOTION CARRIED**

PERPETUAL CARE FUND ~ McGahee first asked for clarification of funding for Perpetual Care for the benefit of new attendees to the board meetings before presenting the Capital Outlay requests for fiscal year 2015-2016, from Perpetual Care Funds.

Wheeler explained that it comes from the Perpetual Care Fund Trustee and is based on the needs of 58 lots that

were established in the 1970s. The 58 lots generate the funds for perpetual care. Right now we have available \$224,133.25, which may only be used for the care and enhancement of the 58 Perpetual Care lots.

McGahee provided background information and justification for each Capital Outlay item requested, and then opened the floor for questions and discussion.

McGahee stated that we are in Phase II of road paving. We will be going out for bid to complete that portion of the project. He explained what was trying to be accomplished and showed areas on the map which are already paved and those which are next to be paved.

Jackson asked how much this will cost. McGahee said they are asking for \$50,000.00. If \$50,000.00 will not complete the project another phase will be added.

McGahee stated that the balance in the Perpetual Care Fund was \$224,133.25. Capital Outlay requests for the Perpetual Care Fund total \$66,200.00.

MOTION by WILLIAMS; SECOND by JACKSON, to approve the Capital Outlay Requests for fiscal year 2015-2016 from Perpetual Care Funds as presented by staff. (See attached listing for itemized Capital Outlay Requests).

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

COMMENTS/DISCUSSION/ADJOURNMENT

Wheeler stated that Julie Magness, Financial Services Supervisor, has inquired about placing some of the Perpetual Care Fund into certificates of deposit and would like an answer before the end of the fiscal year, preferably by the regular April 2015, meeting. **Agreed to place on the next agenda.**

McGahee asked who would sign the letter to the Trustee. It was answered that the Chairman signs the letter which increases the importance of selecting a Chairman as soon as possible.

McGahee asked about the procedure to select a Chairman.

Wheeler responded, Call for nominations, second the motion, and then vote.

Neitzke asked about the responsibilities of Chairman. Wheeler answered that the Chairman is responsible for running the meetings, giving the annual report to Council, calling meetings if needed. **Agreed to place nomination for Chairman on next agenda.**

Gragg asked McGahee if he was satisfied with the number of waterlines for sprinklers?

McGahee responded, that right now they are satisfied because of the water restrictions.

Insulation project is in progress.

Catching runoff rainwater was discussed.

Cemetery expansion was discussed. Landowners do not want to sell.

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

RESPECTFULLY SUBMITTED,
AZALEE MCGAHEE, CEMETERY SEXTON
HIGHLAND CEMETERY BOARD

Highland Cemetery Capital Outlay Request for FY 2015-2016

Trees Replacement – 047-0853-000-00-02110000	\$3,000.00 Replacement
Lowering Device – 047-0853-000-00-03120000	\$4,000.00 Replacement
Lowering Device Carrier – 047-0853-000-00-03120000	\$2,500.00 Addition
Lowering Device Rollers – 047-0853-000-00-02110000	\$ 500.00 Replacement
Security System monitoring contract for annual service agreement – 047-0853-000-00-2120000	<u>\$ 555.00</u>
Total: 10,555.00	

Request from Perpetual Care Fund for FY2015-2016

Paving Of Roads – 047-0853-000-00-03210000 (Constr/Improvement)	\$50,000.00
Cab Enclosure for Utility Gator – 047-0853-000-00-03120000	\$ 4,000.00 Addition
Commercial Push Mower – 047-0853-000-00-03120000	\$ 1,200.00 Replacement
Riding Mower – 047-0853-000-00-03120000	\$ <u>11,000.00</u> Replacement
Total: \$ 66,200.00	