

**SPECIAL MEETING
MINUTES
CEMETERY BOARD**

ITEM 1: CALL TO ORDER/ROLL CALL

The April 2, 2009, Special Meeting of the Cemetery Board was called to order at 4:00 p.m. by Pam Griffith.

Those present were:

Chairman	Pam Griffith
Vice Chairman	Randy Corbin - <i>Absent</i>
Member	Debbie Chappell
Ex-Officio	Sharon Ferguson

ITEM 2: CONSIDER APPROVAL OF AGENDA

Debbie Chappell made the motion to approve the Agenda as presented. Pam Griffith seconded the motion.

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.

**ITEM 3: CONSIDER APPROVAL OF MINUTES
February 10, 2009, Special Meeting**

Pam Griffith made the motion to approve the minutes of February 10, 2009. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.

ITEM 4: DISCUSSION AND POSSIBLE ACTION ON PROPOSALS FROM CEMETERY DESIGNERS

City Planner, Chace Cottrell, presented proposals from MKEC Engineering, Oklahoma City, and Landmark, Colorado. These proposals provided information about each company and what services they offer.

City Staff, along with Pam Griffith, met with MKEC for information purposes. Chace Cottrell will check with OU Planning Department to see if they might be interested in presenting proposal for cemetery plan.

MKEC developed plan for Grove, Oklahoma. Pam will get pictures of the cemetery to review

Chace Cottrell informed the committee that an RFP (Request for Proposal) will need to be done for the cemetery designer. This RFP will be listed in Oklahoma and Texas publications. Chace will check on submitting to a trade magazine.

The RFP needs to include the entire 20 acres, but will need to be done in Phases. The RFP will also need to include: Master Plan for the entire 20 acres: 1st Phase of 1-2 acres: Road, access road and entrance locations; future memorial, chapel, pavilion, flags. Chace will work up and present for review.

ITEM 5: DISCUSSION AND POSSIBLE ACTION ON ENTRANCE PLANS AND POSSIBLE BIDS

Pam Griffith presented proposals from Richey Fencing for the entrance. City engineer, Kenny Sullivan, is working on the driveway permit from the state. Chace also suggested locating a sign on the site indicating that this is the future home of the cemetery once road is constructed.

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON FUTURE CEMETERY PLANS

See above discussions.

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON SETTING MEETING DATE FOR NEXT SPECIAL MEETING

The next special meeting will be held on April 15, 2009, at 4:00 p.m. Members will start looking at by-laws.

ITEM 8: CITIZENS COMMENTS

None

ITEM 9: NEW BUSINESS

None

ITEM 10: OLD BUSINESS

None

ITEM 11: ADJOURNMENT

Debbie Chappell made the motion to adjourn the meeting at 5:10 p.m. Pam Griffith seconded the motion

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried