

**SPECIAL MEETING
MINUTES
CEMETERY BOARD**

ITEM 1: CALL TO ORDER/ROLL CALL

The April 15, 2009, Special Meeting of the Cemetery Board was called to order at 4:00 p.m. by Pam Griffith.

ROLL CALL:

Chairman	Pam Griffith	Present
Vice Chairman	Randy Corbin	Present
Member	Debbie Chappell	Present
Ex-Officio	Sharon Ferguson	Present

ITEM 2: CONSIDER APPROVAL OF AGENDA

Randy Corbin made the motion to approve the Agenda as presented. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

**ITEM 3: CONSIDER APPROVAL OF MINUTES
April 2, 2009, Special Meeting**

Randy Corbin made the motion to approve the minutes of April 2, 2009. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

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

ITEM 5: DISCUSSION AND POSSIBLE ACTION ON REQUEST FOR PROPOSAL FOR CEMETERY PLANNING SERVICES

City Planner, Chace Cottrell, presented RFP (Request for Proposal) for Cemetery Planner and Services. Deadline listed in RFP is May 15, 2009. Will check with City Attorney to verify if deadline date is okay. Will publish in the Daily Oklahoman. Chace will also check on trade publications for publishing.

Pam Griffith made the motion to recommend approval of the Request for Proposal. Randy Corbin seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON ENTRANCE PLANS AND POSSIBLE BIDS

Randy Corbin made the motion to recommend authorization of City Manager, Nick Nazar, to sign the Driveway Permit Agreement for ODOT and to get prices for gate and entry way. (see below for descriptions). Pam Griffith seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

Pam Griffith will check with Mainus Tile to see if they would donate marble or granite to use for entrance sign.

Agenda Item for next meeting: Discussion and possible action on authorizing City Staff to price wrot iron gate and entry way (to include footings and options for cap stones). Use descriptions of 20 ft. gate (#3 on Richey estimate) and 35 ft. brick entry (#2 Richey estimate).

**ITEM 6: DISCUSSION AND POSSIBLE ACTION ON FUTURE
CEMETERY PLANS**

A copy of the City of Edmonds Rules and Regulations was reviewed. Ted Haxel, City Attorney, will attend next meeting. Committee members can give their suggestions for Rules and Regulations to Ted so he can compile one for Newcastle.

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

The next special meeting will be held on May 14, 2009, at 4:00 p.m.

ITEM 8: CITIZENS COMMENTS

None

ITEM 9: NEW BUSINESS

None

ITEM 10: OLD BUSINESS

None

ITEM 11: ADJOURNMENT

Pam Griffith made the motion to adjourn the meeting at 5:40 p.m. Randy Corbin seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.