

**MINUTES
CEMETERY BOARD
SPECIAL MEETING**

ITEM 1: CALL TO ORDER/ROLL CALL

The November 16, 2009, special meeting of the Cemetery Board was called to order by Pam Griffith at 4:03 p.m.

ROLL CALL:

Randy Corbin	Absent
Debbie Chappell	Present
Pam Griffith	Present
Sharon Ferguson – Ex-Officio	Absent

Others: Ian Crittenden

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

October 19, 2009 Special Meeting

Pam Griffith made the motion to approve the minutes of the October 19, 2009 Special Meeting. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.

ITEM 4: CITIZENS COMMENTS

None

ITEM 5: DISCUSSION AND POSSIBLE ACTION ON SELECTION OF PROPOSAL FROM CEMETERY DESIGNERS

City Planner, Ian Crittenden, sent letter out to MKEC and AI for rough estimates. City Planner had to send an amended letter only asking for a price range for the scope of services that was outlined in the RFP.

The proposals received from MKEC and AI both meet all the criteria that was requested by the City, so these proposals can be evaluated on price.

After further discussion, Pam Griffith made the motion to recommend to the City Council the proposal submitted by Terry Parker, Architecture Incorporated , (AI). Debbie Chappell seconded the motion.

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON APPROVAL OF PAVING CEMETERY ENTRANCE

Pam Griffith made the motion to recommend approval to the City Council to pay \$8,755.00 for cemetery entrance road cost (material only). See attached road estimate cost sheet. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON CEMETERY BY-LAWS – continued

Committee reviewed the latest draft of by-laws from City Attorney, Ted Haxel. Further revisions were made and will be sent to Ted Haxel to update draft.

City Planner, Ian Crittenden work on lot price comparisons from surrounding cemeteries and present at next meeting.

Pam Griffith made the motion to send the discussed corrections to Ted Haxel to update the by-laws. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON SETTING MEETING DATE FOR NEXT SPECIAL MEETING

The next regular meeting date will be January 18, 2010, at 6:00 p.m.

ITEM 9: NEW BUSINESS

None

ITEM 10: OLD BUSINESS

None

ITEM 11: ADJOURNMENT

Pam Griffith made the motion to adjourn the meeting at 5:15 p.m. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.