

**MINUTES  
CEMETERY BOARD  
SPECIAL MEETING**

**ITEM 1: CALL TO ORDER/ROLL CALL**

The March 3, 2010, meeting of the Cemetery Board was called to order by Pam Griffith at 6:00 p.m.

**ROLL CALL:**

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

Others: Ian Crittenden, Terry Parker with Architecture Incorporated

**ITEM 2: CONSIDER APPROVAL OF AGENDA**

Randy Corbin made the motion to approve the Agenda as presented. Pam Griffith seconded the motion.

**Board Polled:**

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

**ITEM 3: CONSIDER APPROVAL OF MINUTES  
January 18, 2010, Regular Minutes**

Debbie Chappell made the motion to approve the minutes of the January 18, 2010, Regular Meeting. Randy Corbin seconded the motion.

**Board Polled:**

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

**ITEM 4: CITIZENS COMMENTS**

Mr. and Mrs. Leroy Griffin, citizens were in attendance. The Griffin's are interested in the opening date and the date lot sales will begin for the cemetery.

**ITEM 5: DISCUSSION AND POSSIBLE ACTION ON CONSULTATION WITH CEMETERY PLANNER – continued**

Terry Parker, Architecture Incorporated, discussed that as soon as possible, a Contract needs to be in place with his company. A Letter of Agreement was sent to Ian Crittenden. Mr. Parker stated that this letter needs to be signed by the City and can also act as the Contract.

Mr. Parker said he would like the committee to generate ideals from this first meeting. He also discussed that after the master plan is approved by the Cemetery Board, the City will need to hire a civil engineer to take the master plan prepared by Architecture, Inc. and develop it into a platted document that has plots, streets, right-of-ways, paving and sidewalks.

Mr. Parker presented drawings of two possible plans: (1) using main entrance off Highway 62; and (2) using main entrance off 24<sup>th</sup> Street.

After further discussion, the committee would like Mr. Parker to present plans using main entrance off Highway 62 with circle drive on the second five acres that will be developed first. This plan will have exit onto 24<sup>th</sup> Street. Mr. Parker will bring back plans developing boulevard with circle drive and also using criss/cross pattern on streets to the next meeting.

**ITEM 6: DISCUSSION AND POSSIBLE ACTION ON CEMETERY BY-LAWS – continued**

City Attorney, Ted Haxel, is still working on last revisions.

**ITEM 7: DISCUSSION AND POSSIBLE ACTION ON ELECTION OF CHAIRMAN AND VICE-CHAIRMAN**

Debbie Chappell made the motion to re-elect Pam Griffith as Chairman and Randy Corbin as Vice-Chairman. Randy Corbin seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

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

Pam Griffith made the motion to schedule the next special meeting on March 24, 2010, at 4:00 p.m. Debbie Chappell seconded the motion.

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

**ITEM 9: NEW BUSINESS**

City Planner will talk with City Engineer regarding civil engineering needed.

**ITEM 10: OLD BUSINESS**

None

**ITEM 11: ADJOURNMENT**

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

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.