

**MINUTES
CEMETERY BOARD
SPECIAL MEETING**

ITEM 1: CALL TO ORDER/ROLL CALL

The June 8, 2010, meeting of the Cemetery Board was called to order by Chairman Pam Griffith at 4:05 p.m.

ROLL CALL:

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

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
June 2, 2010, Special Meeting**

Debbie Chappell made the motion to approve the minutes of the June 2, 2010, Special Meeting. Pam Griffith 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 CEMETERY MASTER PLAN

An updated Master Plan was presented to the committee. Per the contract with AI, full size plans, along with renderings still need to be submitted. Cost from AI is \$4,800.00.

Pam Griffith made the motion to recommend approval to the City Council of the Cemetery Master Plan. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.

ITEM 6: DISCUSSION AND POSSIBLE ACTION ON ENGAGING A SURVEYOR OR ENGINEERING FIRM TO BEGIN THE PLATTING PROCESS FOR NEWCASTLE MEMORIAL GARDENS

Pam Griffith made the motion to recommend to the City Council that a surveyor or engineering firm be engaged to begin platting for Newcastle Memorial Gardens. 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

City Planner, Ian Crittenden, presented revised copy of By-laws.

Debbie Chappell made the motion to recommend approval to the City Council of the By-Laws as presented. Pam Griffith seconded the motion.

Board Polled:

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON CEMETERY SOFTWARE

Pam Griffith's research produced demos of 2-3 programs. The CIMS seemed to be the easiest and most user-friendly program to use. This program uses Quick Books. Pam will research more on CIMS with current users.

Continue to next meeting.

ITEM 9: DISCUSSION AND POSSIBLE ACTION ON CEMETERY GARDEN NAMES

Continue to next meeting

ITEM 10: DISCUSSION AND POSSIBLE ACTION ON SETTING MEETING DATE FOR NEXT SPECIAL MEETING

The next special meeting will be scheduled July 6th, 2010, at 4:00 p.m. The next regularly scheduled meeting is July 19, 2010, at 6:00 p.m.

ITEM 8: NEW BUSINESS

Committee discussed that mowing of property needs to begin.

ITEM 9: OLD BUSINESS

None

ITEM 10: ADJOURNMENT

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

Board Polled:

Cemetery Board Minutes June 8, 2010

Corbin	Absent
Chappell	Yes
Griffith	Yes

Motion carried.