

**MINUTES
CEMETERY BOARD**

ITEM 1: CALL TO ORDER/ROLL CALL

The August 18, 2010, meeting of the Cemetery Board was called to order by Chairman Pam Griffith at 4:10 p.m.

ROLL CALL:

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

Others: Ian Crittenden, Kenny Sullivan

ITEM 2: CONSIDER APPROVAL OF AGENDA

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

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

**ITEM 3: CONSIDER APPROVAL OF MINUTES
July 19, 2010, Special Meeting**

Pam Griffith made the motion to approve the minutes of the July 19, 2010, Special Meeting. Randy Corbin seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

ITEM 4: CITIZENS COMMENTS

Residents Cindy Shepherd and Sara Saunders are interested in purchasing lots.

Resident Tom Gilliam inquired as to how far along the plans were and when the proposed opening will be.

ITEM 5: DISCUSSION AND POSSIBLE ACTION ON ENGAGING A SURVEYOR FOR NEWCASTLE MEMORIAL GARDENS.

City Engineer, Kenny Sullivan, was in attendance. The City Council had requested that Kenny check on a surveyor for platting of lots and roads in cemetery and individual pinning of lots.

Rick Ewalt, with Cartographic, did original survey when property was purchased and is interested in doing survey. The original survey does show some problems with master plan layout. When Master Plan was laid out, 660' x 1320' was used, however, this is not all usable. South end will need adjustments. Need to establish right-of-way to use on South side. (40' or 50') Also field verifications need to be done regarding creek area and roadway.

Kenny stated that Mr. Ewalt gave a price of \$4,500 for platting the 5 acres and filing of plat at courthouse, plus additional to Sullivan's for oversight. Kenny Sullivan will meet with Rick Ewalt for price estimates on the pinning of the blocks and staking of roads.

Pam Griffith made the motion to recommend Cartographic to provide a formal proposal on surveying for the cemetery. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

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

The By-laws have been approved by the City Council. City Attorney, Ted Haxel, is working on formal approval in the form of an Ordinance or Resolution that will allow for management of by-laws, maintenance, and fees and also amendments each year.

ITEM 7: DISCUSSION AND POSSIBLE ACTION ON CEMETERY SOFTWARE – continued

City Council approved \$5,000 for software. This will cover the database program as well as mapping and the creations of deeds.

City Council has not yet decided on who will maintain this program. Pam Griffith will forward to Ian contact information on the CIMS system.

ITEM 8: DISCUSSION AND POSSIBLE ACTION ON CEMETERY GARDEN NAMES - continued

Debbie Chappell presented list of Garden names. Committee members will review list and continue discussion to next meeting.

ITEM 9: DISCUSSION AND POSSIBLE ACTION ON SIGN FOR CEMETERY - continued

City Planner, Ian Crittenden, presented cost of \$160.00 for Banner and \$400.00 for a pre-baked, aluminum sign. Sign to say "Future Site of Newcastle Memorial Gardens Cemetery"

Randy Corbin made the motion to recommend the \$400 pre-baked aluminum sign to be ordered. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.

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

The next special meeting will be scheduled for August 31, 2010, at 4:00 p.m.

ITEM 12: NEW BUSINESS

None

ITEM 13: OLD BUSINESS

None

ITEM 14: ADJOURNMENT

Pam Griffith made the motion to adjourn the meeting at 5:00 p.m. Debbie Chappell seconded the motion.

Board Polled:

Corbin	Yes
Chappell	Yes
Griffith	Yes

Motion carried.