

**CITY OF CATOOSA
CEMETERY BOARD
MINUTES OF MARCH 5, 2020
REGULAR MEETING**

I. Meeting convened

A. Call to Order: A regular meeting of the Cemetery Board of the City of Catoosa was held and called to order by City Manager John Blish at 6:05 p.m. on Thursday, the 5th day of March 2020, at Catoosa City Hall, 214 S. Cherokee, Catoosa, Oklahoma. The meeting was held in compliance with the Oklahoma Open Meeting Act and was posted in accordance therewith at least 24 hours in advance at City Hall for the purpose of discussion, consideration and possible action on the following agenda items.

B. Roll Call: The following board members were **present** for this meeting: Brenda Conley; Angela Sweet; Fred Williams and Greg Williams.

The following board member was **absent** for this meeting: Jesse Payne.

The following staff members were present for this meeting: John Blish, City Manager.

C. Public Comments: NONE

II. Consent Agenda:

Information: Consideration and appropriate action relating to a request for Board of Trustee approval of the Consent Agenda:

1) Approval of Minutes: There are no minutes to approve at this time.

III. Agenda Items:

Item #1: Cemetery Board Bylaws

A motion was made by **Fred Williams** and seconded by **Brenda Conley** to approve the 2020 Cemetery Board Bylaws. The motion **passed** with the following votes:

Brenda Conley-aye

Fred Williams-aye

Angela Sweet-aye

Greg Williams-aye

Item #2: Appointment of a Chairman

A motion was made by **Greg Williams** and seconded by **Fred Williams** to appoint Jesse Payne as Chairman to serve a one (1) year, term ending January 1, 2021. The motion **passed** with the following votes:

Brenda Conley-aye	Fred Williams-aye
Angela Sweet-aye	Greg Williams-aye

Item #3: Appointment of a Vice-Chairman

A motion was made by **Brenda Conley** and seconded by **Greg Williams** to appoint Fred Williams as Vice-Chairman to serve a one (1) year, term ending January 1, 2021. The motion **passed** with the following votes:

Brenda Conley-aye	Fred Williams-aye
Angela Sweet-aye	Greg Williams-aye

Item #4: Appointment of a Secretary

A motion was made by **Brenda Conley** and seconded by **Greg Williams** to appoint Angela Schmitt as Secretary to serve a one (1) year, term ending January 1, 2021. The motion **passed** with the following votes:

Brenda Conley-aye	Fred Williams-aye
Angela Sweet-aye	Greg Williams-aye

Item #5: Membership Terms of Service

A motion was made by **Greg Williams** and seconded by **Fred Williams** to table this item. The motion **passed** with the following votes:

Brenda Conley-aye	Fred Williams-aye
Angela Sweet-aye	Greg Williams-aye

Item #6: 2020 Meeting Schedule

A motion was made by **Brenda Conley** and seconded by **Fred Williams** to approve the meeting schedule for calendar year 2020. The motion **passed** with the following votes:

Brenda Conley-aye	Fred Williams-aye
Angela Sweet-aye	Greg Williams-aye

Item #7: Current Concerns

Discussions were held regarding lighting, drainage, roads and a flag.

IV. **New Business:** There was no new business.

V. **Board Member Comments:** There were no board member comments.

VI. Adjourn:

A motion was made by **Greg Williams** and seconded by **Fred Williams** to adjourn. The motion **passed** with the following votes: **(7:02 PM)**

Brenda Conley-aye

Fred Williams-aye

Angela Sweet-aye

Greg Williams-aye

Approved on this _____ day of _____, 2020

Angela Sweet, Secretary

Jesse Payne, Chairman