

NOTICE OF MEETING

Alva Municipal Cemetery

Name of Municipal Public Body

TYPE OF MEETING

Regular Meeting	[X]	Cancelled Regular Meeting	[]
Special Meeting	[]	Rescheduled Regular Meeting	[]
Emergency Meeting	[]	Continued or Reconvened Meeting	[]

DATE

TIME

PLACE OF MEETING

December 13, 2017

8:00 AM

Cemetery Office Building

To be completed by person filing notice:

Name: Lisa Petitjean

Title: Office Manager

Address: 415 4th Street

Alva, Oklahoma 73717

Phone: 580-327-1340

Filed in the Office of the Municipal Clerk at 4:00 am/pm on

December 16, 2017

Signed:


Office Manager

ALVA MUNICIPAL CEMETERY
DECEMBER 13, 2017
REGULAR MEETING
8:00 AM
CEMETERY OFFICE BUILDING

As required by section 311, Title 25 of the Oklahoma State Statues notice is hereby given that The Alva Municipal Cemetery Board will hold a Regular meeting on December 13, 2017 at 8:00am.

The place of the meeting will be: Alva Municipal Cemetery Office Building, Alva, Oklahoma, 73717.

AGENDA

The commission may discuss, vote to approve, vote to disapprove, table, or decide not to vote on any item on this agenda. The following is a list of the business to be conducted by the Alva Municipal Cemetery Board at the above mentioned meeting.

1. CALL TO ORDER.
2. ROLL CALL AND DETERMINTAION OF A QUORUM.
3. APPROVAL OF MINUTES OF THE REGULAR MEETING HELD SEPTEMBER 13, 2017.
4. REPORTS FROM STAFF:
 - a. FINANCE REPORT
 - b. CHAIRMAN'S REPORT
 - c. SEXTON'S REPORT
 - d. CITY BUSINESS MANAGER'S REPORT
5. PRESENTATION AND TRAINING ON CEMETERY BOARD MANUAL.
6. DISCUSSION AND ACTION ON CHANGING THE CEMETERY BOARD MEETING PLACE.
7. DISCUSSION AND ACTION ON CHANGING THE CEMETERY BOARD MEETING TIME.
8. DISCUSSION AND ACTION ON A GARDEN TRIANGLE REHABILITATION PLAN.
9. DISCUSSION AND ACTION ON THE DEVELOPMENT OF A SELF GUIDED WALKING TOUR FOR THE ALVA CEMETERY.
10. DISCUSSION AND ACITON ON THE ENLISTMENT OF VOLUNTEERS OR VOLUNTEER GROUPS TO PROVIDE INFORMATION TO VISITORS DURING MAJOR HOLIDAY EVENTS.
11. DISCUSSION AND ACTION ON THE DEVELOPEMNT OF A REGISTRY OF INTERNMENT FOR THE ALVA CEMETERY.
12. REMARKS AND INQUIRES BY CITIZENS.
13. ADJOURN.

Notice: The agenda for the Alva Municipal Cemetery Meeting scheduled for Wednesday, December 13, 2017, was posted in prominent public view at Alva City Hall on or before 5:00pm, Monday, December 11, 2017, in accordance with the Oklahoma Open Meeting Act.