

GRANT COUNTY CEMETERY DISTRICT  
MEETING MINUTES  
January 25, 2016

MEMBERS PRESENT: Chairman Darrin Figgins, Members Ronald Craft, Mary Sullivan, and Bobbi Higgs.

MEMBERS ABSENT: Cecil Simpson

STAFF PRESENT: Sexton Bernard LaFever, Secretary Paula Shapland

PUBLIC PRESENT: None

Chairman Darrin Figgins called the planning meeting to order in the Meeting Room of the Grant County Court House at 12:00 p.m.

The minutes of January 14, 2016 were approved unanimously upon motion by Bobbi Higgs and second by Ronald Craft.

Chairman Figgins referred to the list of items included in the planning agenda for 2016.

- Pending projects:
  - Water Well/Pump-water rights diversion has not been approved. Project has been approved and is to be completed as soon as diversion is received.
  - Irrigation Filter/Building-unit was winterized and the plan is to flush the intake line prior to attempting start up again. Once the unit is working an enclosure will be built.
  - Water Rights Diversion-pending state approval.
  - Restroom Building-old building is currently being used for equipment storage. The new building is not large enough to house all the equipment. Plans to add restroom facility were tabled due to cost. Visitors currently use the restroom in the cinderblock building.
- Equipment Needs/Maintenance: Tractor is worn, but works well. It has required maintenance lately. The truck and backhoe are fine. The pickup is fine.
- Grounds Maintenance: Legion crosses need to be painted and some relocated. David Rodriguez and Dave Waldron are the contacts for the legion. A letter is to be sent to request maintenance on the crosses. The irrigation system is a continual frustration due to the algae. Bernie and Harry are finding all the valves and recording the locations on a map for future reference. Five valves have been replaced and five still need to be replaced.
- Street and Drainage: The street west of Section 5 always has pine cones that need to be cleared. A mower will be kept and set aside for the sweeper unit, instead of trading it in when a new one is purchased. The streets are in good repair; however, there are sections of curbs that need repair.
- Safety: Areas of concern are making sure graves are covered until burial occurs and use of equipment such as mowers. New employees will be trained with safety guidelines.
- Hiring Process: Positions are to be advertised. The Sexton is to review applicants and communicate his top three choices to the board for their consideration. All new hires will be hired contingent on drug test results. Harry Fry has agreed to return this year so one more person will be hired around April.
- Seasonal Employee Hours: Discussion about increased seasonal hours and pay for seasonal employees. The budget for wages was increased but due to increased hours and hourly wage, the budget amount was exceeded. Sexton LaFever explained that if the employees are clocked in they are busy and he doesn't

have them work if it's not necessary. He doesn't know how to cut hours. Seasonal employees mow, trim, clean, and assist with funerals, etc.

- Backup for Sexton: The Board encouraged the sexton to work towards training someone to be the backup for locating gravesites. Bernie said that is his job and not just anyone can do that. Bernie said he agreed to come back for three years (when he was hired) and doesn't plan to leave right now but will give notice before he leaves. Board Members want a back up to ensure coverage as needed. Bernie said you can't train just anyone to locate gravesites and anyone that learns that will want a full-time job.
- Gravesite Decoration Compliance: The sexton is to provide the secretary with any compliance concerns. A letter will be mailed to the owner/family member who is responsible for the lot. Any unresolved compliance issues will be addressed by the board. There are currently three benches that are non-compliant and letters are being mailed.
- Trash service: Bernie updated the Board that Collectia has run over a sprinkler several times. Collectia has offered to waive the trash fee for 2 months to compensate for the repairs and labor. The Board agreed to accept the offer. Bernie is trying to mark the sprinkler to bring attention to it and hopefully deter additional damage.
- Grave Markers: Bernie said one problem is that funeral homes don't always put in a temporary marker and also that people complain when the markers deteriorate. Markers and monuments are not a cemetery responsibility.

There being no further business, Mary Sullivan, moved Ronald Craft seconded, that the meeting be adjourned at 1:15 pm. Carried unanimously.

*Paula Shapland*  
Secretary