

CAMPBELL COUNTY CEMETERY DISTRICT (CCCD)

Regular Scheduled Board Meeting Minutes

Wednesday, August 7, 2019, 1:00 p.m.

804 South Emerson-Gillette, Wyoming

Board members present: Erik Bergquist, Arlene Bryant, Tom Butler, Jim Hastings, Cynthia Johnson, JD Jones. Others present: Darin Edmonds, Sexton; Greg Goddard, Attorney; Mark Hines, Engineer; Helenanne Cathey, Administrative Assistant.

President Jim Hastings called the meeting to order at 1:09 p.m.

Approval of Agenda

The agenda was reviewed. Bergquist moved to approve the agenda with additions as follows: Shelter Exterior Remodel and Roofing Project added under Old Business and Budget Amendment and Marketing Consultant Proposal added under New Business. Johnson seconded. Motion carried unanimously.

Approval of Minutes

Butler moved to approve the minutes for the July 10, 2019 workshop, budget hearing and regular meeting as written. Jones seconded. Motion carried unanimously.

President's Report

Jim Hastings reported on today's workshop discussions. Courtney Reynolds provided a social media update. Each month there is a little more activity online. Most of the workshop was spent discussing remodel project options. Kyle Gillette presented a list of items that could be deleted resulting in a savings of over \$100,000, which will be discussed later in the meeting. The Audit Committee met on Monday of this week and discussed concerns and questions regarding investing in options other than the current investment options. We would be stepping outside of the box not only for the Cemetery District but outside of what any other governmental entities in Wyoming are currently doing with investments.

Sexton Report

Darin Edmonds provided and reviewed a written report on the activities of the Cemetery District this past month. July was a busy month with the most funerals ever in a month (21). There was discussion on staffing levels. If the increased number of funerals continues to be the norm, staffing levels will need to be discussed. There was discussion on paying double time for working a holiday – for example, if the Cemetery District has a float in the 4th of July parade and staff are needed to work or for someone to open up for a sunrise service on Easter Sunday. There was discussion on the request from a neighbor on Shipwheel that wants to replace the chain link fence with the black iron fence like on 8th Street. The consensus of the Board is that the fence needs to be all the same, so if all of the people along that fence want to replace it, the Board would be okay

with it – it just all needs to be the same. The consensus of the board is to go out for bids again on the hay contract on the Mt. Nebo area since the contract is expiring this season. Big Iron Auctions will be handling the online auction September 11th or 14th.

Treasurer's Report

Financial Summary – Cynthia Johnson reviewed the financial reports which will be placed on file and are available for public review.

Approval of Vouchers – The financial information and vouchers were reviewed. Johnson moved to approve the vouchers totaling \$68,500.00 as of August 7, 2019 and ratify the vouchers for July for \$278,907.60. Jones seconded. Motion carried unanimously. No transfers were needed this month.

Sculpture Committee Report

Tom Butler reported on the Sculpture Committee meeting yesterday. The feedback on the artist reception was very positive. Artists were very positive and rated the reception as one of the best in the country. The artists especially loved the setting and the way they were treated. The feedback will be added to the website along with pictures of the sculptures. The Committee discussed having the News-Record do a feature article on the Sculpture program. The consensus of the Board is to have Tommie Butler contact the News-Record.

Engineer Report

Mark Hines provided a written report and reviewed engineering activities this past month. They are working on the sign project with Design Construction and will be scheduling the installation soon. The remodel project will be discussed under Old Business.

Legal Counsel Report

Darin Edmonds reported on a request that may be coming from a landowner regarding some plots that were owned by an individual's grandfather. Greg Goddard reported on the issue and options. There will be an Executive Session today.

Old Business

A. Memory of the 8 Sign – The organizers of the Memory of the 8 race requested that the Cemetery District pay for a sign that will hang on the back gate, and they asked that the sign be posted permanently. The consensus of the Board is that there isn't an issue with posting the sign the day of the race or a week before the race through the date of the race, but the Board is not interested in posting it permanently. The Board discussed paying for the sign, and in return, having them advertise the Cemetery District in the publication. This is a memorial event, which distinguishes it from other events like the Boy Scouts as far as any concerns about the sign. **Bergquist moved to have Darin Edmonds have a sign made for**

the Memory of the 8 event for an amount not to exceed \$500 in exchange for advertising in their publication. Jones seconded. Motion carried unanimously.

B. Wagon Invoice – A voucher was discussed for the wagon. The quoted price for the wagon was \$8,000, and the District voted to purchase the wagon for an amount not to exceed \$8,000. \$9,129.80 is the final total amount invoiced for the wagon. Tom Ford submitted a letter explaining how he built the wagon. The District paid for part of the wagon prior to this meeting. The amount remaining on the \$8,000 quoted amount is \$5,274.15. The invoice submitted for today is \$6,403.95. There was discussion. Jones moved to pay \$5,274.15 to Untamed Design as per the original quote. Johnson seconded. Motion carried unanimously.

New Business

A. Shelter Exterior Remodel and Roofing Project – This project was discussed in the workshop, and a list of items were reviewed to lower the cost of the project. The new amount with the deductions discussed with Michaels Construction will be \$639,562.00. Kyle Gillette and Mark Hines did not charge to work on this reduction with Michaels Construction. Johnson moved to approve the amended bid for \$639,562.00 for the Shelter Exterior Remodel and Roofing Project with Michaels Construction and authorize Jim Hastings to sign the agreement when it is ready. Bryant seconded. Motion carried unanimously. Jim Hastings thanked Darin Edmonds, Mark Hines and Kyle Gillette for their work on this. Bergquist moved to amend the budget by transferring \$150,000 from Land acquisition/development to Office Exterior/roofing/addition. Johnson seconded. Motion carried unanimously.

B. Marketing Consultant Proposal – There was discussion on the proposal from Tracy Matthews. The only concern was the 1 year time frame. Board members would prefer 6 months, at least to start. The other item that is recommended is a way out with 30 days-notice (by either party). Bergquist moved to accept the proposal with Tracy Matthews as Marketing Consultant with the addition of a 30-days' notice for either party to end the agreement, for a term of 6 months instead of one year, at a rate of \$1,500 per month. Johnson seconded. Motion carried unanimously

Public Comments

There was an opportunity for public comment.

Executive Session

Bergquist moved to go into Executive session at 2:31 p.m. for the purpose of real estate discussions with the Board members and guests Darin Edmonds, Greg Goddard, Mark Hines, and Helenanne Cathey. Johnson seconded. Motion carried unanimously.

The meeting came back into regular session at 2:54 p.m.

There was no action as a result of Executive Session.

Bergquist moved to approve the Executive Session minutes from today's Executive Session. Johnson seconded. Motion carried unanimously.

Signing of Documents

Board members signed minutes, checks, vouchers and deeds as necessary.

Upcoming Meetings / Workshops / Events:


Thursday, August 15, 2019	4:00 p.m. – 7:00 p.m.	Chamber Mega Mixer at Pronghorn Center
Wednesday, Sept. 4, 2019	11:00 a.m. –	Workshop
	1:00 p.m. –	Regular Meeting

President Jim Hastings adjourned the meeting at 2:55 p.m.

Respectfully submitted,
Helenanne Cathey



Jim Hastings, President



Erik Bergquist, Secretary