

Beech Grove Cemetery Board of Trustees
Minutes

July 14, 2022

Members present: Sally Jo Vasicko, Linda Barton, Zac Bow, Tommy Goul, Lesia Meer, Karen Vincent

Member absent: John Beatty

Also present: Troy Watters, Superintendent

- Sally Jo Vasicko called the meeting to order at 4:12 p.m. She welcomed Tommy Goul, board member, and Troy Watters, superintendent, to their first board meeting.
- Minutes
 - Upon a motion made by Lesia Meer and seconded by Linda Barton, the minutes of the June 21, 2022 Executive Committee were approved.
 - Upon a motion made by Zac Bow and seconded by Linda Barton, the minutes of June 14, 2022 Board of Trustees meeting were approved.
- Claims
 - Claims were reviewed page by page and signed. Upon a motion made by Leisa Meer and seconded by Zac Bow the claims were approved.
 - Discussion about claims:
 - Lawn care bill. Sally Jo Vasicko reported that there was no mention of this bill at the recent budget meeting. She also noted that it was a great meeting and that the administration wants Beech Grove to succeed.
 - Uniform and tool allowances as stated in employee contracts. Troy Watters will provide the board with copies of both the union and non-union contracts.
 - There was also discussion about buying certain items including oil and brake fluid in bulk and buying an oxygen tank and refilling as necessary.
- New Business:
 - Karen Vincent relayed a request from the Paul Revere Chapter of the Daughters of the American Revolution to hold a meeting of the group at Beech Grove and to lay wreaths on the graves of Revolutionary War soldiers in April 2023. By consensus the request was approved.
- Other Business
 - Since John Beatty was not in attendance, discussion about membership in the Indiana Cemetery Association, Inc. was tabled until the next meeting.
 - Dates of board organization and review and reappointment of the superintendent.

- The ordinance to change the date of board reorganization and reappointment of the superintendent will be introduced to City Council in September and voted on in October. Linda Barton and Tommy Goul will work with Sally Jo Vasicko to develop an evaluation for the superintendent.
- Superintendent Report
 - Troy Watters reported that he:
 - Met with employees on his first day to discuss his expectations about attendance and work behavior. There are currently ~~four~~ ^{five} full-time and four part-time employees.
 - Asked that the white truck be given an overhaul including cleaning the interior. He and Tina Sulfridge will use it within the cemetery. By consensus of the board, he was given authority to purchase tires.
 - Discussed some disciplinary actions that he has taken in regard to attendance and insubordination.
 - Would like to hire Vickie Love part-time to work outdoors and to clean the waiting station. By consensus, the board approved hiring her.
 - Noted that several employees are driving without licenses. He will obtain copies of drivers' licenses and not allow those without to drive. He will also address speeding within cemetery grounds.
 - Would like to be able to determine pay within parameters based on performance. By consensus of the board, he was given authority to determine a way to evaluate workers and to determine pay. By consensus give him authority to determine way to evaluate.
 - The tree planted in memory to Dorothea Bump has been cut down, because it was posing a hazard to the chapel. A replacement will be planted later. Watters will call Carl Malone of the Parks Department and the urban forester about grinding stumps.
 - Made a list of repairs needed in chapel and bathrooms. Damaged and water-stained ceiling tiles will be replaced at a cost of less than \$200. Upon a motion made by Zac Bow and seconded by Linda Barton, the board approved the motion allowing Watters to get quotes and to approve work on the waiting station.
 - Will get a credit card for purchase of tools, supplies, and equipment.
 - Noted that at a recent department head meeting, he was told that employee evaluations for full-time employees must be submitted by the end of July. He will talk with Human Resources about this deadline.
 - Told Tina Sulfridge ^{OFFICE MANAGER} that she must be present during regular office hours with a one-hour lunch break. Upon a motion made by Zac Bow and seconded by Lisa Meer, the board approved making the office hours 8 a.m. to 4 p.m.

- Reported on the budget meeting with Mayor Ridenour, City Council President Jeff Robinson, City Controller Craig Wright, Sally Jo Vasicko, Zac Bow, and Troy Watters. It was noted that there is \$37,989 of American Rescue Plan (ARP) money to spend. The superintendent is authorized to spend up to \$5,000 without seeking approval from City Council. Money that isn't spent this year can put in rainy day fund. Sally Jo Vasicko said that one the most important things that she got out of meeting is that city officials want Beech Grove to succeed and will help us to succeed. She also noted that the Board of Trustees will be part of the budgeting process from now on. Sally Jo Vasicko appointed a finance committee consisting of herself, Lisa Meer, Zac Bow and Troy Watters to work on the budget. She and Watters will meet with Marcy Minton at Community Foundation about the money held in trusts. Troy Watters will present the budget to the City Council in August. He will also present the request for appropriations to the Council.
- Upon a motion made by Linda Barton and seconded by Lisa Meer, the meeting was adjourned at 6:32 p.m.
- After the meeting was adjourned, Troy Watters gave board members a tour of the outside of the building and the needed repairs.

Respectfully submitted,
Karen M. Vincent, secretary


Sally Jo Vasicko


Attest

Sec. 38.06. - Small purchases.

- (A) This section applies to a purchase estimated by the purchasing agent to be less than \$150,000.00.
- (B) Purchases below \$5,000.00: A purchasing agent may make a purchase estimated to be less than \$5,000.00 pursuant to policies established by the purchasing agency.
- (C) Purchases between \$5,000.00 and \$20,000.00. If the purchase is estimated to be between \$5,000.01 and \$20,000.00, the head of the department making the purchase shall at least 24 hours prior to completing the purchase supply the controller or person deemed by the controller, plus the mayor, with prices from at least three suppliers. The purchasing agent shall keep a file for purchases made under this subsection with the following information:
 - (1) The name, address, and phone number of each supplier who provided a price;
 - (2) The price provided by each supplier;
 - (3) The supplier chosen and the reason for the choice, if the supplier did not provide the lowest price.
- (D) Purchases between \$20,000.01 and \$150,000.00. If the purchase is estimated to be between \$20,000.01 and \$150,000.00, the purchasing agent may purchase supplies by inviting quotes from at least three persons known to deal in the lines or classes of supplies to be purchased. The procedure to be followed is as follows:
 - (1) The purchasing agent shall mail an invitation to quote to the persons selected at least seven days before the time fixed for receiving quotes.
 - (2) If the purchasing agent receives a satisfactory quote, the purchasing agent shall get written approval from the controller or person deemed by the controller, or by the mayor on the chosen quote then award a contract to the lowest responsible and responsive offer for each line or class of supplies required.
 - (3) The purchasing agent with written approval by controller may reject all quotes.

(Ord. No. 59-09, § 1, 11-2-09; Ord. No. 3-20, § 1, 2-3-20)

State Law reference— I.C. 5-22-8.