

Johnson County Cemetery District
Minutes
July 10, 2018

The regular monthly meeting of the Johnson County Cemetery District was held at the Willow Grove Cemetery Shop, Buffalo, Wyoming, on Tuesday, July 10, 2018. The meeting was called to order by President Steve Gunsolley, at 2:20 p.m. Present were: Steve Gunsolley, Butch Buell, John Ehlers, John Zorbas, Nancy Elm, Linda Greenough, Tim Lohse, Megan Boggs, and Jill Wright. Absent was director Gene Beahler

- I. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** After reviewing the minutes of the June 2018 regular meeting, John Ehlers moved, and John Zorbas seconded to accept with a few minor changes to verbiage; the motion carried by all present.
- II. TREASURER'S REPORT:** Jill presented the June/End of 2017/2018 fiscal year Treasurer's Report with all the financials and account balances. Butch moved, and Nancy seconded to approve the Treasurer's Report as presented, the motion carried by all present.
- III. WILLOW GROVE SEXTON'S REPORT:** Tim reported 2 full burials and 3 cremation burials for June, making 33 burials for 2018, with 17 full burials and 16 cremation burials. Tim reported that they are watering new trees 2-3 times per week. They are also on a weekly basis having to tear apart the lower pump outlet screen to service a bearing that keeps hanging up and not allowing the bars to rotate and self-clean. The fuel pump and fuel system in the 2008 mower have all been replaced and serviced. Prior Sexton Richard Staley visited. Tim and Megan were both able to take some vacation time. The water reel system is now being used in the Bill Adams addition. Wind storms have caused some tree breakage that had needed to be cleaned up.
- IV. KAYCEE SEXTON'S REPORT:** Dennette reported other than standard maintenance all is well in Kaycee.
- V. OLD BUSINESS:**
 1. UPPER PUMP HOUSE COMPLETION- A motion was made by John Zorbas to expedite the completion of the upper pump house. Tim be allowed to contact and hire whom he feels confident,

within a \$2,500 maximum budget. Butch seconded the motion, and it was carried by all.

2. KAYCEE CEMETERY SURVEY- Big Horn Surveying came and presented an overlook of the current property corners of the Kaycee Cemetery as well as the proposed new section that is being considered ~0.4 acre. Big Horn Surveying was hoping to have all corners marked by September 1, 2018. Nancy noted that Kaycee would be having a meeting that night and because of that she had not approached the Town of Kaycee regarding the purchase of the Green Section. Due to this the subject was tabled until the August Meeting.
3. CIMS- All data has been sent and at the time of the meeting there were no updates.
4. ROAD PAVING- Simon Construction is about three weeks behind on their construction schedule. No updates were available.
5. BLUE CROSS / BLUE SHIELD- After reviewing 2018/2019 premiums it was noted that there were no large changes (approx. \$10/month) and Life Insurance has now been transferred to Dearborn National (a subsidiary of BCBS) for \$40/quarterly.

THE JCCD ENTERED INTO EXECUTIVE SESSION TO DISCUSS EMPLOYEE SALARIES.

6. Butch Buell made a motion to increase all salaried employees by 3%, the amount that had been previously considered during the budget session. John Zorbas seconded, and all present agreed.
7. PRESIDENT STEVE GUNSOLLEY- President Gunsolley shared a message he had prepared. (Please see his attached notes.)
8. AUGUST MEETING- Butch Buell motioned that the August 14, 2018 meeting he held in Kaycee at the Harold Jarrard Park at 2:00 p.m., with lunch held prior at the Country Inn at noon. John Ehlers seconded, and the motion carried by all present.

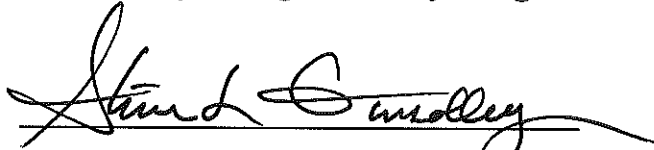
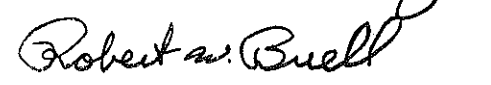
VI. NEW BUSINESS

1. JCCD meeting location following the August 14th Kaycee meeting was discussed at length. Gene, due to his absence had provided an absentee vote (see attached). John Zorbas motioned that all future meetings be held at the Willow Grove Cemetery. The motion was seconded by John Ehlers. Much was offered when the floor was opened for comment and discussion. When the vote was called, John Zorbas, Butch Buell, and John Ehlers voted in agreement, and Nancy Elm, Gene Baehler (via absentee) and President Steve Gunsolley voted nay. Due to the presidential tie breaker the motion was defeated.

VIII. VOUCHERS: See attached list.

Vouchers were initialed, and checks signed by the board members.

There being no further business, it was motioned by Steve and seconded by Butch that the board adjourn. The meeting adjourned at 4:15 p.m. **The next regular board meeting will be held at the HJP, Kaycee, Wyoming, Tuesday, August 14, 2018, at 2:00 p.m.**

Pres. Gunsolley Message Notes

Pros and cons of having the cemetery board meetings at 351 N. Adams, the longtime business office for the cemetery, referred to as the current location:

Pros

1. All records pertaining to the finances of the district are stored at current location.
2. All mail for the district comes to the current location.
3. All vouchers are prepared at the current location.
4. Current location has records and computers and Quick Books to alter vouchers when necessary
5. All Fed-Ex deliveries come to current location.
6. Office has potential for internet phone meetings.
7. Office has air-conditioned space to accommodate 100+ people.
8. Office has central location for general public.
9. Business office employees have their offices here.
10. Current office offers a professional setting befitting a board meeting.
11. Internet connections and television screens conducive to skype meetings
12. Equipment at current location able to display on screen images of projects
13. Funeral Homes and Cemeteries need to work hand-in-hand to offer the best service to the public.
14. By default, because the current location is housed with the Funeral Home, the public is able to talk to a knowledgeable cemetery representative 24 hours a day, seven days a week regarding plot sales and records.

Parking with board members and visitors that will be attending meeting 6= board members 3 =cemetery staff 1= county commissioner 2= Funeral home staff. That is 12 automobiles possible at every meeting. This does not count any public attendance.

CON'S

Not large enough office to conduct meetings, especially when public attendance or contractors attend.

Records from past months, invoices or any pass information that might be needed at current meeting.

If error in payment and new check needs to be wrote and signed.

Current Mail , items that might need signed, information that Board might need copies of.

Cemetery shop office heating and air-condition is loud and could be hot or cold in office because of it location, hearing would defiantly be a issue was not designed for small office meeting room.

Interruptions with help needing in shop, addition noise with equipment running, additional interruption with people needing help or sales men.

Parking issues, board members cars parked, where cemetery employees can't put mowers and other equipment away after work, plus more traffic in office.

No phone hard line if we continue to allow missed meetings with phone intercom.

Office staff having to bring all paper work to cemetery office, creating a problem that is not needed.

Pres. Gunsolley Message Notes

C I M S

Cemetery inventory management system

A computer program that shows information on each burial plot in the cemetery. If that plot is currently in use, any information on the person that is available. And location in cemetery.

The program also shows location of water lines, valves, drains, electric signal lines, any information that involves the irrigation system. It also shows areas where a full burial would not be possible or where ashes would be a better choice.

Sold plots are identified as are available plots. A running account is kept and updated of recently sold sites or new sites that might have been added.

It looked like the C I M S was the silver bullet, or the goose that laid the golden egg to some.

BUT!! Like all computer programs, they all have glitch every now and then and are only as good as the information that is entered.

There are a number of things that the C I M S program does not I repeat **DOES NOT DO.**

IT DOES NOT have trained personal to meet and help family members for the final care of their loved one 24-7-365 at one of the hardest times in their lives.

It does not write / notarize plot deeds, send to court house, record information and collect fees for the plot. CIMS is not a bookkeeper. That requires another computer program.

IT DOES NOT list has other items that are not included in operations but is a wonderful tool for what it is designed for.

THE FUNERAL HOME has been the facility where a grieving family can sit and conduct all the needs for their loved ones final resting place. This arrangement has worked extremely well for over 40 years in a clean comfortable setting. Working with caring trained staff whom have years of experience in helping folks thru this time of their life's.

LAST FALL WORK SESSIONS

There were conversations / discussions on where to install something or someplace where folks that came to the cemetery would be able to view the C I M S map and possibilities of printing out a map of the site they were inquiring about. The discussion came up with perhaps a building around 2000 square feet in size with restrooms, office or two and perhaps a large meeting room. Sketchy floor plans were drawn and talked over. A location was picked out as perhaps the most practical spot. Rough idea on cost ran between \$300 to \$400 thousand dollars depending on type of construction and the amenities.

A huge question was how would this facility actually be used? How would it be staffed? Would it require a full time person at 40 hours a week, benefits, insurance, retirement? Utilities , property insurance and the list goes on. I was HOT and COLD on this idea and could not see a need at this time or near future. I still strongly feel there is defiantly NOT A NEED for this building.

Just recently the idea of using the cemetery office came up; even with the idea of putting a temporary wall out in the bay closest to the office to enlarge the office itself.

Visiting with Tim and Megan, they prefer not to be involved in the selling of plots. They both are uncomfortable of being in that situation.

Megan also indicated she doesn't really want to be in an office all day.

IN CLOSEING

I have to agree with Gene B. When I saw him a couple of weeks ago

“In the nine years I have been on the Cemetery Board this is the Stupidest thing I have heard “

The Motion was shoved up on the board without allowing quality time for discussion or even the option to table the motion till the next board meeting. To set the meeting place for the Board for the next year in a quick 10 minutes was totally irresponsible. A jerk- kneen action without considering the ramifications.

In some of the last words spoken where the only reason mentioned was “felt that the Funeral Home Business needs to be separated from the Cemetery Business”

It really meant to say, Dave Harness needs to be separated from the Cemetery Business