

Johnson County Cemetery District
Minutes
April 9, 2019

The regular monthly meeting of the Johnson County Cemetery District was held at the Cemetery Office, Buffalo, Wyoming, on Tuesday, March 12, 2019. The meeting was called to order by President John Zorbas at 2:00 p.m. Present were: John Zorbas, Butch Buell, John Ehlers, Carolyn Fox, John Hansen, Nancy Elm, Tim Lohse, Megan Boggs, Dennette Mondeau, Linda Greenough, and Jill Wright.

- I. **ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** After reviewing the minutes of the March 2019 regular meeting, John Ehlers moved, and Carolyn Fox seconded to accept the minutes as written; the motion carried by all present.
- II. **TREASURER'S REPORT:** Jill Wright presented the February Treasurer's Report with all the financials and account balances. John Ehlers moved, and Nancy Elm seconded to approve the Treasurer's Report, the motion carried by all present.
- III. **WILLOW GROVE SEXTON'S REPORT:** Tim reported zero full burials and two cremation burials for March, making 11 total burials for 2019. Megan reported that twelve total blocks have been completed in CIMS, accounting for 12% of total. General upkeep and maintenance around the shop and garage is ongoing. Trees limbs were trimmed, and cuttings were taken to the burn pile. A ditch was dug, twice to protect the cemetery and promote drainage. Big Horn Surveying has been contacted to investigate a plan to help this problem in the future. Tim met with Butch Buell and John Hansen to discuss possible Willow Grove Cemetery plans and needs for the upcoming year, prior to the budget. Any graves that had sunk during the winter were topped. Safety equipment for staff has started to be ordered and received.
- IV. **KAYCEE SEXTON'S REPORT:** Dennette reported that general spring maintenance has begun, as well as materials have started to arrive for upcoming tree planting and watering.
- V. **OLD BUSINESS:**
 1. Kaycee Cemetery Asphalt- Simon Construction is scheduled to meet with Nancy Elm at the Kaycee Cemetery to discuss the laying of asphalt. When meeting with them she plans to discuss possible grading and laying of additional gravel. Carolyn Fox made a motion to authorize Nancy Elm, after discussion with John Zorbas, to spend up to \$5000 in additional grading and graveling of roads at the Kaycee Cemetery, John Hanson seconded, and the motion carried by all present.
 2. The board was reminded that Dept. Attorney Barry Crago will be holding a Special Use Dist. Training Wednesday, April 10, 2019 from 11:30 to 1:00 pm

VI. NEW BUSINESS

1. County Commissioner Linda Greenough cautioned the board that while making upcoming budgets the JCCD board should know that some large tax payers have not paid, and this deficit will affect tax funds this year and next fiscal year.
2. Nancy Elm made a motion to allocate \$10,000 of the capital outlay funds to Willow Grove Maintenance, Carolyn Fox seconded, and the motion carried by all present.
3. John Ehlers made a motion to request Cloud Peak Accounting to increase the standard review to a more in-depth review, costing the district \$7000; Nancy Elm seconded, and the motion carried by all present. John Ehlers was asked to contact CPA regarding this contract change.
4. After review of the current property insurance, Nancy Elm made a motion to speak with the current agent and have a full property review, John Hansen seconded, and the motion was carried by all present.
5. Regarding Executive Session confidential notes, Carolyn made a motion that the board purchase a fireproof lockbox to be kept at the Willow Grove Cemetery Shop, which will contain copies of said notes, Nancy Elm seconded, and the motion carried. John Ehlers made a motion allowing Carolyn Fox to purchase the safe, John Hansen seconded, and the motion carried.
6. John Ehlers made a motion that Tim Lohse be reimbursed at the standard mileage allotment of \$.52/mile for a trip to Casper he made to pick up WG Cemetery machinery parts, Nancy Elm seconded, and the motion carried.
7. Jill Wright reported that she had been in contact with the IRS regarding some correspondence received by them regarding the payment of payroll taxes. Per QuickBooks scheduling the taxes had been paid on a quarterly basis, which was incorrect. Cloud Peak Accounting assisted in changing the scheduling of all upcoming payments and is also assisting communicating with the IRS on JCCD behalf to effectively and efficiently rectify the problem.
8. John Zorbas received an easement request from Rocky Mountain Power for a personal individual requesting access. After reading the request and finding potential issues, John Ehlers made a motion that the easement request be updated to include no above ground services, as well as providing a potential power source to the cemetery at no additional cost, Butch Buell seconded, and the motion carried. John Zorbas will be in contact with Rocky Mountain Power.

9. John Zorbas made a motion to request that Bald Mountain Sanitation provide two additional porta-potties for the month of May, John Hansen seconded, and the motion carried.

VIII. VOUCHERS: See attached list.

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

There being no further business, the meeting adjourned at 3:21 p.m., following a motion by Butch Buell, seconded by Nancy Elm. **The next regular board meeting will be held at the Johnson County Cemetery District financial office at 351 N. Adams Ave. Buffalo, Wyoming, Tuesday, May 14, 2019, at 2:00 p.m.**




