Johnson County Cemetry District  
Minutes  
September 10, 2019

The regular monthly meeting of the Johnson County Cemetery District was held at the JCCD Financial Office, Buffalo, Wyoming, on Tuesday, September 10, 2019. The meeting was called to order by President John Zorbas at 2:13 p.m. Present were: John Zorbas, Butch Buell, John Ehlers, Carolyn Fox, 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 August 2019 regular meeting, Butch Buell moved, and Nancy Elm seconded to accept the minutes as written; the motioned carried by all present.

II. TREASURER’S REPORT: Jill Wright presented the August Treasurer’s Report with all the financials and account balances. Butch Buell made a motion to accept the treasurers report, John Ehlers seconded the motion, and it carried by all.

III. WILLOW GROVE SEXTON’S REPORT: Tim reported two burials and five cremation burials for August, making 46 total burials for 2019. Megan reported that 25 total blocks have been completed in CIMS, accounting for 25% total. Late summer and fall maintenance is underway. All school-age summer employees are back to school, and Shawn Fender is still working. 80 test holes were drilled in the south expansion and some spaces were labeled as “unsuitable for full burial”. The concept to a “Cremation Garden” was discussed to fill the unusable section. Megan Boggs was asked to gather more information and present it at the October meeting. Tim reported that he and Megan visited the Kayce Cemetery three separate times and starting the mapping for CIMS. It was noted that the block corners are not clearly marked and make it possible for vehicles to drive too close to graves. He suggested that posts be set at each block corner. He was asked to gather information to present in October. Hay was put up in the Bill Adams Addition, totaling 61.5 total bales.

IV. KAYCEE SEXTON’S REPORT: Dennette reported that there were no burials in the last month. She reported that she and Tim have looked at some four wheelers and side-by-sides for the Kayce Cemetery. After a board discussion regarding the purchasing of a vehicle Carolyn Fox made a motion to direct Tim Lohse to facilitate the purchasing of a side-by-side, to include all of the attachments that will be needed, for around $10,000, Butch Buell seconded the motion, at it carried by all present.

V. OLD BUSINESS:

1. A contract was presented from HIGH LAND INC. to work on the irrigation system in Willow Grove. John Ehlers made a motion to accept and sign the contract; Butch Buell seconded, and the motion carried by all present. The contract was signed.

2. A RAMAKER contract was presented to add the Kayce Cemetery into the CIMS program. John Ehlers made a motion to sign the contract and move forward with adding Kayce Cemetery to the CIMS program, Carolyn Fox seconded, and the motion was carried. The contract was then signed.

3. Regarding the proposed trail system, the JCCD is waiting for Ben Kirven with the City of Buffalo to provide needed documents.

4. Willow Grove Restroom preliminary plans have been drafted and Big Horn Surveying willing be asked to ensure that they are ADA compliant. Butch Buell made a motion to install 2 double stalled
restrooms in Willow Grove, and 1 single stall restroom in Kaycee, Nancy Elm seconded, the motion carried by all present.

5. John Ehlers reported that each JCCD CD will need to be bid separately. John Ehlers made a motion that he would be responsible for getting the necessary information to each Buffalo banking institution for bid; seconded by Nancy Elm and the motion carried

2. NEW BUSINESS
   1. New fencing was installed by the Town of Kaycee enclosing the newly deeded property at the Kaycee Cemetery.

   2. John Zorbas deferred his JCCD presidency to Butch Buell. John Zorbas then made a motion to authorize John Ehlers to contact the landowner and offer to sell approximately .8 of an acre for $1000.00 to resolve the difference between the legal property line and the current chain-link fence line on the southwest corner area of Willow Grove. Carolyn Fox seconded the motion, and the motion carried by all. After the vote John Zorbas reassumed his presidency from Butch Buell.

   3. Regarding upcoming health insurance renewals, discussion was had that included the possibility of reimbursement for personal policies, or possibly joining the Johnson County group plan, or renewing the current policy. The discussion was tabled for a later meeting.

   4. Butch Buell made a motion to authorize John Ehlers to investigate other options regarding our accounting functions, Carolyn Fox seconded, and the motion carried. John Zorbas would like the minutes to reflect that Jill shared with the board that Dave is also looking at different accounting options.

   5. John Ehlers made a motion to authorize Carolyn Fox to purchase equipment that can record all meetings to then be transcribed.

At 3:40 PM John Ehlers made a motion to adjourn to an Executive Session to address payroll and salaries. The JCCD board resumed the general meeting at 4:05.

   1. John Ehlers made a motion to all John Zorbas to report salary changes to Jill Wright, he reported that Tim Lohse and Dennette Mondeau would receive a salary increases of 3% each, and Megan Boggs would receive an increase of 12%, to take effect with the September 31, 2019 pay checks, Nancy Elm seconded, and the motion carried.

VIII. VOUCHERS: Vouchers were voted to be approved by Carolyn Fox; seconded by John Ehlers and carried by all present. Each check and/or voucher was initialed and signed by board members.

There being no further business, the meeting adjourned at 4:10 p.m., following a motion by Butch Buell, seconded by Nancy Elm.

[Signatures]