

**Johnson County Cemetery District  
Minutes  
December 10, 2019**

The regular monthly meeting of the Johnson County Cemetery District was held at the JCCD Willow Grove Cemetery, Buffalo, Wyoming, on Tuesday, December 10, 2019. The meeting was called to order by President John Zorbas at 2:05 p.m. Present were: John Zorbas, Butch Buell, John Ehlers (via Skype), Carolyn Fox, Nancy Elm, John Hansen, Tim Lohse, Dave Harness, and Chanda Rule.

- I. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Butch Buell moved to approve the November 2019 minutes and Nancy Elm seconded; the motion carried by all present.
- II. TREASURER'S REPORT:** Dave presented the November Treasurer's Report with all the financials and account balances. Butch made a motion to accept the treasurer's report as presented, John Hansen seconded the motion, and it carried by all. John Ehlers made a motion to transfer funds within budget line items; \$3000 from general contingency to rental, \$8000 from capital outlay contingency to Kaycee capital equipment, and \$14,500 from capital outlay contingency to sprinkler system upgrade. Butch seconded the motion and motion carried. The submitted treasure report was signed.
- III. WILLOW GROVE SEXTON'S REPORT:** Tim reported via written submission that; 1 burial and 4 cremation burials for November, making 60 total burials for 2019. 2 of the cremation funerals were on Saturday for a total of 7.5 hours with 4.5 hours of snow plowing. Megan reported that 99% of Kaycee Cemetery is done. They have mulched leaves and trimmed trees. The contractor has the replacement water lined laid and will just need to test and clean up in the spring. Seven loads of gravel were scattered. Some plowing was done. Perk test holes were dug and then filled. Tim also met with the conservation district at the head gate. The employee handbook was reviewed.
- IV. KAYCEE SEXTON'S REPORT:** Dennette Mondeau reported via written submission also; skid plates were placed on the side by side plow and it is now useable. The chairs were brought down and there was some discussion on a tent. Dennette has the link for the CIMS website, but will need further training. Dennette is utilizing her personal computer so she can update the Kaycee burials as needed. John Z will check with BCC to see what they have for a computer and printer for Kaycee. The mower has a tire that will need replaced come spring; John H recommended both rear tires get replaced.
- V. GUEST/PRESENTATIONS:** None
- VI. OLD BUSINESS:**
1. Tim gave a restroom project update; perk test holes are completed, the building design is still at the engineers office, when design is complete, will bid it out.
  2. Butch reported that the trails system update is in the hands of the City Attorney.
  3. John Ehlers presented a proposal for investing district funds, (see attached). He made a motion that the board president, secretary and bookkeeper are directed to cash in the FIB CD, and deposit the funds in the FNB checking account. The Treasurer and bookkeeper are further directed to set up WyoStar accounts and initially invest up to \$750,000 in WyoStar II as soon as practical. Butch seconded the motion, motion carried. There was some discussion on moving ANB CD to WyoStar as well when it comes due in January.
- VII. NEW BUSINESS**
1. Nancy made a motion that all 3 full time employees attend the grounds keepers training conference in Casper on February 19-21, 2020 and the district pay for per diem, lodging and fees.

2. John Z will getting pricing at the next meeting for a laptop in Kaycee, if there is CIMS capability; it needs to be utilized in Kaycee as well. John Z will also look for a laptop for Megan too. As well as a Jitterbug type phone for Dennette. Internet access in Kaycee will also need to be looked at.
3. Tim presented the holiday leave dates from the commissioners. John Z will update the district policy to reflect these.
4. Butch made a motion to purchase a tent for Kaycee. After some discussion, Carolyn seconded the motion to purchase the tent, motion carried.
5. Chanda was asked to work with Tim to get the direct deposit set up for salaried employees.
6. After extensive discussion, beginning Jan 1, 2020 compensation time can be accumulated up to 40 hours and must be used within 120 days. Tim will report Saturdays and comp time acquired and this may be adjusted to reflect this data.
7. John E made the motion that the board direct the sexton staff to make recommendations to the board at our regularly scheduled January meeting as to the training and procedural changes needed so that the public has the option to purchase burial sites from either JCCD staff or any board designated sale agent; and further, that the burial services calendar be placed under the direct control of the Sexton staff. Such recommendation should be crafted in anticipation of an intended implementation date of no later than March 1, 2020. Carolyn seconded the motion. After more discussion the motion carried by a vote of 4 to 1.

**VOUCHERS:** Carolyn made the motion to approve all vouchers as submitted. Seconded by Butch 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 3:56 p.m., following a motion by Butch, seconded by Carolyn.

---

---