

**Johnson County Cemetery District**  
**Minutes**  
**November 11, 2019**

The regular monthly meeting of the Johnson County Cemetery District was held at the JCCD Financial Office, Buffalo, Wyoming, on Tuesday, November 11, 2019. The meeting was called to order by President John Zorbas at 2:09 p.m. Present were: John Zorbas, Butch Buell, John Ehlers (via Scipe), Carolyn Fox, Nancy Elm, John Hansen, Tim Lohse, Jill Wright, Barry Crago, and Chanda Rule.

- I. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Butch Buell moved to approve the October 2019 minutes and John Hanson seconded; the motioned carried by all present.
- II. TREASURER'S REPORT:** Dave Harness submitted letter stating that Chanda Rule will be the employed through Harness Funeral home as the Cemetery District bookkeeper. Chanda presented the October Treasurer's Report with all the financials and account balances. John Ehlers pointed out that there were some discrepancies between the budget report and the profit and loss detail report. Chanda stated that the inconsistencies were due to her preparing part of the report and Jill preparing the other part after some corrections were made. This will not be a factor in the future since Chanda will be preparing all reports from here on out. Butch made a motion to accept the treasurers report with the discrepancies noted and will corrected reports expected at next meeting, John Hansen seconded the motion, and it carried by all.
- III. WILLOW GROVE SEXTON'S REPORT:** Tim reported via written submission that; 2 burials and 3 cremation burials for October, making 55 total burials for 2019. Megan reported that 64% of Kaycee Cemetery is done. They have mulched leaves on the cemetery and wrapped trunks on Grant trees. Tim has overseen the work with Mark Bede from Highland Inc. on the water lines. He has met with board members about water run off problem and has contacted Grouse Mountain but not heard back from them. Maintenance has been done on the '08 mower and chairs have been ordered for both Willow Grove and Kaycee Cemetery.
- IV. KAYCEE SEXTON'S REPORT:** Dennette Mondeau reported via written submission also; trees have been wrapped. The winter doors will be installed on the side x side. No burials or services to report. She is also working with VFW to get flag replaced and disposed of. Tim will get several flags ordered.
- V. GUEST/PRESENTATIONS:** Steve Wirth, Vice Commander of the American Legion was present to show their support of the permanent ceremony area with in the cemetery. After some discussion Nancy Elm made the motion to restrict the sales of plots in Block 69, Rows 7-16 for the ceremony site. Butch seconded the motion and motion carried.
- VI. OLD BUSINESS:**
1. Tim gave a restroom project update; the paperwork has not been signed at Nelson Engineering.
  2. Butch reported that the trails system update is in the hands of the City Attorney.
  3. John Ehlers reported that the CD at First Interstate Bank matured on 10-31-19, since it is 2 days past the 10 day grace period the CD automatically renewed at .55%. After a phone call to FIB by John E, the bank will allow the Cemetery District to cash the CD in without penalty today. John moved to approve the resolution that the President and Secretary have the authority to cash in the CD valued at approximately \$728,000 and reinvest in a 30 day CD at .2% and by next meeting will have a plan as to what to do with the funds. Nancy seconded the motion, motion carried.
  4. Direct Deposit will be set up for employees to receive paychecks.

5. Carolyn moved to approve Policy letter 2019 001-005, John E seconded the motion. Butch amended the motion to change Policy 004 to 7:30 am -4:00 pm. Motion carried and will be sent to the Commissioner's Office
6. After the Quit Claim Deed with M&M is signed and notarized we should receive payment.

## 2. NEW BUSINESS

1. John E made the motion to officially join the Wyoming Special Use Association (WASP) and be a dues paying member of \$150.00 year for 2 years and then re-evaluate the membership after that. This is a volunteer organization that lobbies on behalf of the special districts. Carolyn seconded the motion. Motion carried.
2. John E reported that he has completed the FYE 19 F-32 form for the State Department of Audit. He believes there might be some discrepancy in interest income but will get it cleaned up.

**VII. EXECUTIVE SESSION:** Butch made a motion to adjourn to executive session. Carolyn seconded the motion, motion carried at 3:15 pm. At 4:40 pm Butch made the motion to return to the regular meeting. Carolyn seconded the motion. Regular meeting re-opened.

**VIII. NEW BUSINESS (CONTINUED):** John Zorbas relinquished the President to Vice President Butch.

3. John Z. based on advice from legal counsel made a motion that Cemetery District Board meetings be moved to Willow Grove Cemetery. John E seconded the motion, motion carried.

Butch turned the Presidency back over to John Z.

**VOUCHERS:** Butch Buell made the motion to approve all vouchers as submitted. Seconded by Nancy Elm 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 4:43 p.m., following a motion by John H, seconded by Butch.

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