

Johnson County Cemetery District Minutes
October 13, 2020

The regular monthly meeting of the Johnson County Cemetery District was held at The Willow Grove Cemetery in Buffalo, Wyoming on October 13, 2020. The meeting was called to order by President John Zorbas at 2:02 p.m. Present were: John Zorbas, Butch Buell, John Ehlers, Carolyn Fox, John Hansen, Nancy Elm, Tim Lohse, Megan Boggs, Dennette Mondeau (via Zoom), Linda Greenough (via Zoom), Dave Harness, Logan Williamson from the Bulletin (via Zoom), Erick Irwin and Doug Flin of CPRA, and Chanda Rule.

- I. VOUCHERS:** Nancy made the motion to approve all vouchers as submitted. This was seconded by John H. and carried by all present. Each check and/or voucher was initialed and signed by the present board members.
- II. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** John E moved to approve the September 2020 minutes, and Nancy. seconded; the motioned carried by all present.
- III. TREASURER’S REPORT:** Chanda presented the September Treasurer’s Report with all the financials and account balances. WyoStar August statements have not as of date been published so the rate on the account balance sheet is an estimate. John E. moved \$30,000 from Bank of Buffalo to FNB. He also stated that once the Capital projects were complete, we might need to do some formal reallocation of budget line items. John H made a motion to accept the treasurers report as presented, John E. seconded the motion, and it carried by all. The submitted treasurer’s report was signed.
- IV. WILLOW GROVE SEXTON’S REPORT:** Tim Lohse reported via written submission that; there were 1 burial and 1 cremation burials for September, making 43 total burials for 2020. One of the September funerals was on a Saturday. There was some discussion on Saturday burials, including the fact that with almost 40% of the 2020 burials having been on Saturdays, we may have to look further into this at a later time. John E raised a question about Tim’s report on the “Big Book Move” that Dave “wishes to keep it until the last day”, and how that reconciled with previous board directives for staff to obtain and be trained in this area by the end of September. Further discussion was delayed until Dave Harness could make a presentation under Old Business.
- V. KAYCEE SEXTON’S REPORT:** Dennette Mondeau via written submission as well. Water hoses have been winterized and desk set up. Had 1 cremation ceremony in September. Zip ties were put on hydrants to deter unauthorized public use.
- VI. GUEST/PRESENTATIONS:** CPRA Studios, Erick Irwin and Doug Flin gave a presentation on their services. They help cemeteries do strategic planning.
- VII. EXECUTIVE SESSION: I do not recall that we had an executive session at this meeting.**
- VIII. OLD BUSINESS:**
1. Progress Reports:
 - Restrooms- WG is being sheet rocked, both have electricity
 - Drainage work is done; per Tim, the District is going to cut a “road swail” in the east area, as he had accepted the work from the contractor before he realized the swail was not there.
 - Files have been moved and organization is ongoing, flammable cabinets have been set up.
 - The monument in Kaycee will be moved next week
 - Kevin Turk is close to having auto gates completed
 - Kevin Turk will get to the drainage covers in the next couple weeks
 - Computers have all been networked together.

- Marshall is still working on the signage sketches
2. John E. moved to approve the Policy and Procedures manual as presented, Nancy seconded, motion carried.
 3. Dave Harness requested that the board reconsider moving the “big book” from his office, his concern was taking away a service from the community. John Z will handle obtaining the book.
 4. Carolyn made a motion to retain the current Blue Cross Blue Shield health insurance plan for full time employees. Nancy seconded and motion carried.

IX. NEW BUSINESS

1. John H moved to accept the accounting procedures as presented. John E seconded the motion, motion carried. Chanda asked that the minutes be presented to the board 1 week instead of 2 days from the board meeting and the scanning of vouchers will be tested in the spring.
2. John E moved to approve the amendment #1 of the by-laws stating the meeting location. Butch seconded, motion carried.
3. Carolyn moved to approve amendment #2 of the by-laws changing the wording to public cemeteries. Butch seconded, motion carried.
4. John H moved to approve amendment #3 of the by-laws changing the majority needed from 2/3 to 5/6 to change the by-laws. Nancy seconded and motion carried.
5. Carolyn moved to approve the Conflict of Interest policy, John H seconded, motion carried; John E agreed to craft an optional form to be used in conjunction with this policy.
6. Carolyn moved to approve the Mission Statement, John H seconded, motion carried.
7. The board thanked John Z for his work on the policies as well as other board members for their efforts on the drainage project, sign and etc. Butch was also thanked for his years of service.

There being no further business, the meeting adjourned at 4:31 p.m., following a motion by Nancy, seconded by Butch. John Z will not be at the November meeting.

Respectfully submitted by Chanda Rule
