

Johnson County Cemetery District Minutes
December 8, 2020

The regular monthly meeting of the Johnson County Cemetery District was held at The Willow Grove Cemetery in Buffalo, Wyoming on December 8th, 2020. The meeting was called to order by President John Zorbas at 2:03 p.m. Present were: John Zorbas, John Ehlers (via zoom), Carolyn Fox, John Hansen, Nancy Elm, Craig Wetterlund (via Zoom), Tim Lohse, Megan Boggs, Dennette Mondue, Linda Greenough (via Zoom), Logan Williamson from the Bulletin, BK (via Zoom), HFH (via Zoom), Karri White (via Zoom), Chris Jones, and Chanda Rule.

- I. ELECTION OF OFFICERS:** For President, Carolyn nominated John Z, Nancy nominated John H. John Z was elected President by a vote of 4 to 2. For Vice President, Nancy nominated John H, Craig moved to close nominations and submit a unanimous vote for John Hanson. Nancy seconded the motion and the motion carried. For Treasurer, Nancy nominated John H, Craig moved to close the nominations for Treasurer and cast a unanimous vote for John E. John H seconded the motion and the motion carried. For Secretary, Nancy nominated Carolyn. Craig made a motion to cease all nominations and cast a unanimous vote for Carolyn. John H seconded and motion carried.
- II. VOUCHERS:** Nancy made the motion to approve all vouchers as submitted. This was seconded by Carolyn. After some discussion, Craig made a motion to amend the previous motion to pay all submitted vouchers with the exception of the Yellow Page add. Nancy seconded the amended motions was and carried by all. Each check and/or voucher was initialed and signed by the present board members.
- III. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Carolyn moved to approve the November 2020 minutes, and Nancy seconded; the motioned carried by all present. John H moved to approve the October 19, 2020 special meeting minutes, John E seconded and motion carried. Craig moved to approve the October 27, 2020 special meeting minutes and John H seconded. Motion carried.
- IV. TREASURER'S REPORT:** Chanda presented the November Treasurer's Report with all the financials and account balances. WyoStar and FNB checking November statements have not as of date been received so the rate on the account balance sheet does not include that interest. BCBS, PreCorp, and Rocky Mt Power have all been set up as Autopay. We are still working on getting MDU, Verizon and Visa set up the same. There was a question on increased spending in office supplies, this is due to the administration now being done through the district instead of HFH. John E will work with Chanda to adjust the balances in a few line items. Carolyn made a motion to accept the treasurers report as presented, Nancy seconded the motion, and it carried by all. The submitted treasurer's report was signed.
- V. WILLOW GROVE SEXTON'S REPORT:** Tim Lohse reported via written submission that; there were 4 burials for November, making 54 total burials for 2020. Tim reported that the "big book" is still in the City's possession, they will contact us when they have completed inventorying it. The safe has been purchased and set up to store these documents. John H will look at the automatic gate with Tim to see what will be needed for a key pad installation. The high school student are working on the drainages covers, this project has been greatly apricated by the high school. T-shirts have been purchased from Sports Lure and the logo being printed on them. There was some discussion on if these t-shirts would be adequate for professional office attire. Carolyn is lead on this project and will be revisited after t-shirts are complete.
- VI. KAYCEE SEXTON'S REPORT:** Dennette Mondeau via written submission as well. According to the Kaycee Mini Voice a group will be at the cemetery to place wreaths on veterans graves.
- VII. GUEST/PRESENTATIONS:** Chris Jones was present to give an update on the restrooms. Due to COVID delays, the projects should be wrapped up by Christmas with the possible exception on the toilets.
- VIII. EXECUTIVE SESSION:** None

IX.

OLD BUSINESS:

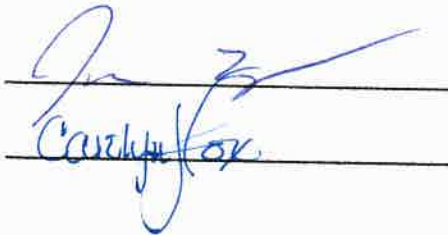
1. Amendment #5 concerning the requirement of vaults, Carolyn made a motion to review all scheduled amendments (#5, #8-19) until everyone gets a chance to review them for 30 days. John H seconded the motion, motion carried. The procedural manual is due to be reviewed in August so all of the updates will be republished then.
2. Audit update: John E has spoken with Michael Johnson, he stated that the individual tasked to complete the review is just recovering from COVID, they will have a presentation at the January meeting.

X. NEW BUSINESS

1. The board welcomed Craig Wetterlund as a new board member.
2. The deed and burial permits were reviewed, Craig recommended visiting with the county clerk to make sure they are correct.
3. Resolution 650, this is the official holidays for 2021 as approved by the county commissioners. Megan stated that the commissioners publish a few extra holidays each year above and beyond what it states in the county handbook. The district employees are requesting the board approved these holidays for them as well. After some discussion John E made a motion to stay with the holidays listed in the handbook with no changes. Carolyn seconded the motion. Craig amended the motion to include the day after thanksgiving unless there is a burial, John H seconded the motion. Craig rescinded his amendment due to the fact that the employees have personal and comp time. The original motion carried. Tim thanked the board for considering.
4. Tim asked the board in the cattle guard in Kaycee was for sale. John Z recommended he submit a proposal for purchase at the next meeting.
5. Carolyn stated that Marschell has the logo at the printer for the signage.

There being no further business, the meeting adjourned at 3:36 p.m., following a motion by John H, seconded by Nancy.

Respectfully submitted by Chanda Rule



Carolyn Fox