

Johnson County Cemetery District Minutes
February 9, 2021

The regular monthly meeting of the Johnson County Cemetery District was held at The Willow Grove Cemetery in Buffalo, Wyoming on February 9, 2021. The meeting was called to order by President John Zorbas at 2:05 p.m. Present were: John Zorbas, John Ehlers, Carolyn Fox, John Hansen, Nancy Elm, Craig Wetterlund, Tim Lohse, Megan Boggs, Linda Greenough (via Zoom), Logan Williamson from the Bulletin, Kay (via Zoom), and Chanda Rule.

- I. **VOUCHERS:** Nancy made the motion to approve all vouchers as submitted. This was seconded by John E. After some discussion, the motion was then carried by all. Each check and/or voucher was initialed and signed by the present board members.
- II. **ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Carolyn moved to approve the January 2021 minutes, and Nancy seconded; the motioned carried by all present.
- III. **TREASURER'S REPORT:** Chanda presented the January Treasurer's Report with all the financials and account balances. WyoStar January statements have not as of date been received so the rate on the account balance sheet does not include that interest. John E made a motion to accept the treasurers report as presented, Nancy seconded the motion, and it was carried by all. The submitted treasurer's report was signed. The internal control form from the Department of Audit was reviewed. Craig moved to approve yes/no answers presented by John E on the internal control worksheet. Nancy seconded and motion carried.
- IV. **WILLOW GROVE SEXTON'S REPORT:** Tim Lohse reported via written submission that; there were 4 burials for January, making 4 total burials for 2021 and 2 spaces sold last month making the total sold for 2021, 2. The restrooms are still waiting on plumbing for completion, a wireless keypad for the automatic gate has been acquired. The school has completed the drainage covers and they look good, we get some publicity for the project. The shirts have come in and been well received. Inventory has been completed. Craig helped get the phone situation resolved, the jet pack and a phone line will be sent to Kaycee. The website will be updated with the new phone contact information. Nancy made a motion to allow Tim to sell the cattle guard at Kaycee, Craig seconded the motion. Tim made the board aware that he had a family member that was interested in purchasing the cattle guard. Craig amended the original motion to state that Tim should put a for sale sign of \$600 on the cattle guard, John H seconded the motion, motion carried. Original motion to sell the cattle guard also carried. Tim and Megan are in the process of coming up with an equipment replacement schedule and with visit with Road & Bridge to maybe coincide with their replacement schedule to get some used equipment. They will be ordering around \$1000 worth of sprinkler parts.
- V. **KAYCEE SEXTON'S REPORT:** Dennette Mondeau via written submission as well. She has been hand shoveling snow as needed and trying to prevent rabbits from digging under the building. She has also completed inventory.
- VI. **CIMS REPORT:** Megan has been scanning deeds and is now 76% complete as compared with 52% last month.
- VII. **GUEST/PRESENTATIONS:** None
- VIII. **EXECUTIVE SESSION:** John E made a motion to go into executive session to review the director's conflict-of-interest submissions. Carolyn seconded the motion, motion carried. The board returned to regular session with no issues noted in the conflict-of-interest review.
- IX. **OLD BUSINESS:**

1. Surety Bond Review-John E reported that previously on the board treasure had a bond in their name. North Wyoming insurance has since issued a bond covering the other 5 board members and the bookkeeper for \$300/year.
2. Amendment #12 concerning buying and selling of grave spaces, the word "lot" was removed and replaced with "space" and spaces must be paid in full at time of sale. John E moved to approve as submitted, Craig seconded the motion and motion carried.
3. Amendment #8 concerning conduct in the cemetery, sexton staff are the only one authorized to pick up items off of graves, there is to be no shooting of arrows as well as firearms and livestock may be used during services. Craig moved to approve as submitted, John E seconded the motion and the motion carried.
4. Amendment #1 concerning fees for children. It was decided that all fees will be listed in a fee schedule instead of listed in the policy manual. The fee schedule details is tabled until the next meeting

X. NEW BUSINESS

1. CPA contract review, John E made a motion to engage Mohatt, Johnson, & Godwin to complete the FYE21 review at a price not to exceed \$4750.00 John H seconded the motion and motion carried. John E will contact MJG to notify them.
2. Salary compensation review, John H and John Z are working on the annual review for the full-time employees, they will report to the board with recommendations at the next meeting.
3. John E presented a spreadsheet with the FYE22 preliminary budget. With the added administrative responsibilities added to current staff, additional summer help may be needed. Also, John E recommends designating the \$173,000 of unassigned funds to the capital outlay reserves returning the balance to around \$500,000. John H made a motion to approve the preliminary budget as presented and to move \$173,000 of unassigned funds into capital outlay reserves. Carolyn seconded the motion, motion carried.
4. Tim and Megan had a power point presentation on block signage. This will be tabled until next month.
5. John Z presented 2 amendments. The first being, the account procedures and the need to ask for extended services, the second being the annual testament to the employee handbook. These will be tabled until the next meeting.
6. John E made a motion to allow up to 2 people to attend the WASD training in Cheyenne on February 24 & 25th. Craig seconded the motion. John H had some concerns about adding another layer of bureaucracy to the state government. John Z and John E felt that the education on the requirement and new laws received thru the WASD outweighs the negative. Motion carried to send 2 to the conference.
7. The topic of document donation to the museum will be tabled until next month.
8. Change order #8, reduction of \$1005 for lack of electric hand driers and change order #7, addition of \$900 for generator use along with an invoice for remainder of bathroom have been presented. Craig moved to approve the change order #7 for the generator use, John H. seconded, motion carried. John H. moved to approve the change order #8 for the reduction for lack of electric hand driers. Craig seconded and motion carried. Nancy moved to pay the invoice from Clear Creek Construction for the final bathroom construction payment less \$5000 until spring thaw. Craig seconded and motion carried.

There being no further business, the meeting adjourned at 4:42 p.m., following a motion by Nancy, seconded by Carolyn.

Respectfully submitted by Chanda Rule


