

Johnson County Cemetery District Minutes

June 8th, 2021

The regular monthly meeting of the Johnson County Cemetery District was held at The Willow Grove Cemetery in Buffalo, Wyoming on June 8th, 2021. The meeting was called to order by Vice President John Hanson at 2:00 p.m. Present were: John Hanson, Carolyn Fox, Craig Wetterlund, John Ehlers, John Zorbas (via Zoom), Tim Lohse, Megan Boggs, Linda Greenough (via Zoom), Jennifer Romanowski, and Chanda Rule.

- I. VOUCHERS:** Carolyn made the motion to approve all vouchers as submitted. This was seconded Craig. 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. MINUTES:** John E moved to approve the May 2021 minutes as presented, and Carolyn seconded. The motioned carried by all present.
- III. TREASURER'S REPORT:** John E and Chanda presented the June Treasurer's Report with all the financials and account balances. John Z wondered if since we are under budget if some funds should be transferred to reserves, John E reminded the board that the tax collections were also under budget as well. John E made a motion to accept the treasurers report as presented, Craig seconded the motion, and it was 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 4 burials for May, making 26 total burials for 2021 and no spaces sold last month making the total sold for 2021, 5. The toilet is still not in yet, should be by the 3rd week in June. The weed sprayer is not working so Tim borrowed one from Weed and Pest at no cost. Tim also reported that the installation of the block signs are about 1/3 done, they are shooting to be completed by the end of June.
- V. KAYCEE SEXTON'S REPORT:** Dennette Mondeau via written submission as well. She has been busy with general clean up and mowing. Bathrooms are cleaned regularly. They had 1 full-service burial.
- VI. CIMS REPORT:** Megan has been scanning burial permits and deeds. All deeds from HFH have been added and burial permits back to 1992. She will need to change the format of the scans to make all the information public so she estimated to be complete by the end of September.
- VII. GUEST/PRESENTATIONS:** Jennifer Romanowski on behalf of the Jim Gatchell Memorial Museum was present to ask to hold the cemetery tours again this year. They plan to hold them August, 11-14 and 19-21. Last year they had the best attendance ever and Jennifer appreciated the bathrooms when they had school groups tour the cemetery earlier. John E made a motion to approve the cemetery tour program with the final details to be worked out with the sexton. Craig seconded the motion and motion carried.
- VIII. EXECUTIVE SESSION:** None
- IX. OLD BUSINESS:**
1. John E reported on the budget meeting with the commissioners earlier in the week. Himself, John Z, Carolyn and Chanda attended. There was no controversy and was an excellent session. The final budget approval will be at the July meeting/budget hearing.
 2. Carolyn presented the final draft of the letterhead and envelopes.
 3. Carolyn also presented the completed signs. John H thanked Carolyn for her work on those.
 4. Megan presented the board with a packet of possible price lists and definitions for the board to review for the next meeting. Still the issue of defining resident, possibly raise the lot price to cover grave open/closing. John Z pointed out that it would take a change in policy and procedures manual not by-laws to change the definitions/price list. This is tabled until next month.

II. NEW BUSINESS:

1. John E presented a CPRA proposal to design a crematory garden. They are looking at an area near the pump house/block 54A. This would allow for a cremains area that could not be utilized otherwise, creating 400 sites instead of 30 full burial sites. CPRA would design a general concept and if accepted, we could get specific construction drawing at additional costs. John Z made a motion to not exceed \$10,000 for CPRA to design a cremains garden concept. After some discussion on out-of-pocket costs, (travel, printing) John Z amended his motion to not exceed \$15,000. John H. asked if we should look at other design firms. The board is impressed with their work in Gillette. Carolyn seconded the motion, motion carried. John E will contact CPRA. John E and Carolyn will be on the subcommittee.

There being no further business, the meeting adjourned at 3:23 p.m., following a motion by John E, seconded by Craig.

Respectfully submitted by Chanda Rule


