

Johnson County Cemetery District Minutes
September 14th, 2021

The regular monthly meeting of the Johnson County Cemetery District was held at The Willow Grove Cemetery in Buffalo, Wyoming on September 14th, 2021. The meeting was called to order by President John Zorbas at 2:00 p.m. Present were: John Hanson, Carolyn Fox, Craig Wetterlund, John Ehlers, John Zorbas, Nancy Elm, Megan Boggs, Van Frazier, Linda Greenough (via Zoom), D (via Zoom), Seth Taylor from the Bulletin, and Chanda Rule.

Van Frazier was introduced as the new Sexton.

- I. VOUCHERS:** John E 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 August 2021 minutes as presented, and Nancy seconded. The motioned carried by all present. Craig moved to approve the August 30, 2021 special meeting minutes as presented, and John H seconded. The motioned carried by all present
- III. TREASURER'S REPORT:** John E and Chanda presented the August Treasurer's Report with all the financials and account balances. August WyoStar II interest has not yet been published. We will need to make some line-item budget transfers, John E will look at this. Some old equipment was sold through Brannian Auctions and the income is reflected in the treasurer reports. The utilities have been higher in Kaycee and this was due to the bathroom addition and the dry season causing the need to water trees more often. John H made a motion to accept the treasurer's report as presented, Craig seconded the motion, and it was carried by all. The submitted treasurer's report was signed. Chanda commented that Chris Williams was requesting financial statements from the special districts in the county, John E has already received the email and corresponded accordingly.
- IV. WILLOW GROVE SEXTON'S REPORT:** the sexton's report was via written submission; there were 7 burials for July, making 54 total burials for 2021 and 0 spaces sold last month making the total sold for 2021, 13. The pads for the bathrooms have been completed and working on backfilling the approaches. Megan has found several leaks in the irrigation lines. Block 107 and 114 have been mapped. General office duties and cemetery maintenance has been done.
- V. KAYCEE SEXTON'S REPORT:** Dennette Mondeau via written submission as well. She has been busy with general clean up and mowing. She has also been backfilling the approach to the bathroom pad as needed. There will be several services in September.
- VI. CIMS REPORT:** Via written submission, burial permits are at 66% complete. It has been updated with current funerals.
- VII. GUEST/PRESENTATIONS:** John Z commented on how the agenda for the board meetings is compiled. As president he doesn't restrict what is on the agenda; it is open for all board members to add too. This helps keep discussions at the board meetings instead of outside of them. John E added that if you do add to the agenda, please be prepared to present.
- VIII. EXECUTIVE SESSION:** John H moved to go into executive session to discussion employee compensation, Craig seconded. After the executive session the business meeting was reopened.
- IX. OLD BUSINESS:**
 1. Amendment 11/price list/definitions- this was tabled.
 2. Blocks 107 and 114 opening- Craig would like to re-visit this issue, he visited with Dave Lodden and he is looking for a family area. Craig would like to see this area open for those that would like to

purchase a family area. Although CIMS was the correct mapping at the time of the purchase, the customer made a purchase with out doing his due diligence. After the work session earlier this morning, Carolyn would like to wait until the master plan is complete before any more sections are open for sale. Craig made a motion to open sections 107 and 114 for sale. There was no second to the motion so motion failed.

3. John E moved to approve the 4 job descriptions dated August 9, 2021, John Z stated that adjustments can be made but this gives the employees a starting spot. John H seconded; motion carried.
4. Saturday burial options- This was tabled to give Van a chance to review and present options as well as pros and cons at the next meeting.
5. Cremation Garden- After completing the work session this morning on the cremation garden, John E made a motion to approve the concept of design presented for the cremation garden with the addition of an ossuary and the memorial pavers dated September 14, 2021. Nancy seconded the motion and motion carried. John H made a motion to request construction documents from CPRA for \$17,500. Nancy seconded and motion carried by a vote 4 to 1.
6. Wyoming Retirement System- John E has made contact with them and hope to be able to have employees enrolled by November.
7. CPA review- Mohatt, Johnson and Godwin will present the review/financial statements at the November 9th meeting. Chanda has collected their requested information.
8. Disinterment documents are in hand and will be filed.
9. Van will be the new point of contact for the public records. He will let the state and the court house know.

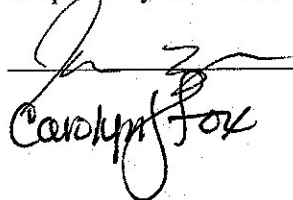
II. NEW BUSINESS:

1. Craig made a motion that Van has the purchase authority to spend up to \$1500 per episode on purchases that are not normal maintenance items with out prior board approval. Nancy seconded the motion, motion carried.
2. John E gave a presentation on the pro and cons of the county health insurance plan verses the BCBS plan currently in use. The county plan has better coverage, but the employee must pay 10% and the employee has to participate. This is a self-insured plan administered by BCBS. This will be billed quarterly by the county clerk. Craig made a motion that the cemetery district participate in the county health insurance plan, John H seconded and motion carried. John E and Craig will be part of the subcommittee to get the plan initiated.
3. John H made a motion that Megan receive a one-time performance bonus of \$4000 for her work in-between sextons. Carolyn seconded the motion and motion carried. Megan thanked the board.

There being no further business, the meeting adjourned at 4:01 p.m., following a motion by Nancy, seconded by John H.

The next meeting will be October 12th at 2:00 in Willow Grove Cemetery.

Respectfully submitted by Chanda Rule



Carolyn Fox