

Johnson County Cemetery District Minutes November 9th, 2021

The regular monthly meeting of the Johnson County Cemetery District was held at The Willow Grove Cemetery in Buffalo, Wyoming on November 9th, 2021. Before the meeting started John Zorbas communicated that the Sexton would have to track and report on what has been spent on the cremation garden project. It was also mentioned the sexton would sign vouchers that were created to pay for cemetery operations in place of John Zorbas. The meeting was called to order by President John Zorbas at 2:00 p.m. Present were: John Hanson, Carolyn Fox, Craig Wetterlund, Nancy Elm, John Ehlers (Zoom), John Zorbas, Chanda Rule, Megan Boggs, Van Frazier, Linda Greenough (via Zoom), Seth Taylor (via Zoom) from the Bulletin, Kay (via Zoom), John Moller (Zoom), Michael Johnson.

Note: *The meeting started off with a vote for JCCD board officers. This was added to the agenda as new business. Carolyn F. makes a motion to approve the slate as it is, John E. seconds the motion. There is a vote, John H. votes no, Craig W votes no, Carolyn F. votes yes, John Z. votes yes, John E. votes yes and Nancy E. votes no. Motion failed because of a tie. Going to vote for individual candidates with ballots. Van Frazier collects ballots and counts the votes. Craig W. dominates himself for president. John Z. carries four votes and Craig W. two votes for president. John Hanson is nominated for vice president by John Z. and carries five votes. Carolyn F. is nominated for secretary by Nancy E. Carolyn carries five votes and Craig W. carries one for secretary. John E. is nominated for treasurer by Carolyn F. and it is seconded by John Z. John E. carries 5 votes.*

- I. VOUCHERS:** John Hanson moves to accept vouchers and Nancy Elm seconds. Discussion included John Zorbas wanting the sexton to keep track of what is being spent with CRPA for the cremations garden project. There was a vote and motion carried.
- II. MINUTES:** John H moved to approve the October 2021 minutes as presented, and Craig seconded. During discussion phase of the motion Nancy Elm questions the Saturday Burial issue. She has had several people ask why the district is charging \$400.00 for Saturday Burials. She also stated that she does not like the idea of just having burials on Saturday mornings. She was absent from the last meeting when this discussion took place and learned about it from the newspaper. John Zorbas explained that this motion is to approve the minutes from the last meeting and her concerns can be addressed under old business "Account Procedures Amendment". There was a vote and motion carried
- III. GUEST SPEAKERS: -MICHAEL JOHNSON WITH MOHATT, JOHNSON AND GODWIN**

Guest presenter Michael Johnson went over the Financial Statement Review report. Michael stated there was one journal entry that was in question. It was a payment for insurance that was paid by a check written in FY 2020 and voided in FY 2021. There had to be adjustments made which changed insurance expense in a minor fashion. Michael also went over notes that are part of this report and gave a brief explanation of these notes. Michael explained this Financial Statement Review was conducted with procedures that mirror the way the State of Wyoming audits special districts. This review looked for 2 signatures on checks that were issued. It also checked to make sure payments were coded correctly. Another item was segregation of duties and how this is documented. Another topic of review was the backup plan in case of an absence person in the organization. John Zorbas asked Chanda what the backup plan was for her duties and she explained that she has a checklist for people to review. John Zorbas asked for a copy of this checklist. Michael Johnson stated that overall, this report shows everything looks good. John Ehlers makes a motion to accept this report and Carolyn Fox seconds. There was no discussion and a vote, motion carried. John Ehlers expressed that he would like to request a proposal from Mohatt, Johnson and Godwin to do this review again for the next fiscal year. John E. makes a motion and Carolyn F. seconds. No discussion and a vote, motion carried. Michael stated that he would prepare this for the December meeting. There was discussion about this being paid for with next fiscal years budget and it would have to be a line item put into the budget during the budget preparation process.
- IV. TREASURER'S REPORT:** Chanda Rule explains to the board how the Wyoming Retirement payment works after John Hanson asks about it. She explained that money is deducted from the staff's compensation and she pays the entire payment for the district. It is roughly a 50/50 split contribution between employee and JCCD for the payment.

Chanda went over the financial report. She says that the district is at about 33% of the budget for the fiscal year with a few line items that are over run. She states this is not a concern because of the nature of how the district does business. She also stated there is nothing outstanding or of concern. Chanda also reported that \$1740.00 has been paid for construction documents and all the rest of the monies paid to CPRA has been for the conceptual phase tasks. A motion was made by Nancy E. and Craig W. seconded to accept financial report. There was no discussion, a vote and the motion carried.

V. WILLOW GROVE SEXTON'S REPORT: There were seven burials with one of them being on Saturdays. Six were full casketed burial and one was cremation funerals. Megan worked on finishing blowing out the sprinkler systems for the winter. Her and a seasonal employee have also been mulching fallen leaves. There was a good-sized snow storm that produce a need to plow the cemetery roads. This storm also produced significant amount of limb cleanup due the trees having a lot of remaining foliage. Many of these limbs were large in size and the cleanup involved cutting these limbs to a manageable size. The entire cemetery staff worked on getting the business office moved to the sexton house. This included making signs, moving file cabinets, gun safe, moving furniture and managing the movement of internet/phone to the new office. Van helped with branch cleanup and moving the office as well as administrative duties.

VI. KAYCEE SEXTON'S REPORT: Dennette Mondeau had no funerals in Kaycee. Dennette made daily checks on the rest rooms for cleaning, daily drive cemetery drive throughs, checked emails, met with monument company for headstone installation. Dennette turned up the heat in water pump room, bathrooms and water heater room because of the ambient temperature declining. Dennette also replanted and wrapped a tree that was blown over, this was a tree that is not yet established. She also sent weekly reports to the sexton and interacted with Megan about CIMS questions. Dennette noted that Sundays aren't included in her daily statement.

VII. CIMS REPORT: There were 4 entire old funeral permit books scanned and added to CIMS this last month bring this project to 74% complete.

VIII. PRESENTATIONS: CPRA sent a presentation for the Cremations Garden project. It included illustrations for inventory layout for the design. Also included was a choice for the selection of color and types plaques, pavers, garden blocks, granite monuments and niche wall arrangements. The presentation stated that if JCCD wanted to follow a spring 2021 completion schedule there have to be colors and designs selected very soon because these materials are hard to come by and are months out for delivery. Craig W. states that he doesn't care about documents and asked "what's the cost?" Craig also states that this project cannot be done financially because of the current state the county's budget is in. Craig stated that the district has taken too much money of reserves and has already over spent on this project. He states "the board is not being fiscally responsible." John Z stated the Cemetery District is already committed to obtaining construction documents. John Z also thinks that JCCD receives the construction documents and stop at this for now. John E says that the current contract requires CPRA to deliver construction documents. John E also states that he would like to see the board keep moving forward with this project and this is why there is construction money reserves. John E also feels this needs to be added to the strategic plan to help determine a completion timeline. John E expressed just wanting construction documents at this time and is not concerned for colors or a spring completion at this time. There was general consensus from the board members that timing has not been decided and they are not interested in colors at this time. John Z asks Van Frazier to communicate this to CPRA.

IX. OLD BUSINESS:

1. Strategic Plan- John Z handed out a format for a strategic plan last month for board members to look at. John Z stated that this format is just a starting point and the strategic plan needs to be changed as needed. John Z asks board member if the "frame work" of this document was suitable? He also states that maybe there be time in January that can be set up for a workshop to develop the strategic plan. John would like a vote on the format that was presented. Carolyn Fox states that she like the idea of having a strategic plan and that it would be part of a master plan. John H makes a motion to accept the document format that John Z handed out. Carolyn Fox seconds the motion. Only discussion was when the workshop would be scheduled. There is a vote and the motion is carried. Midway between the January and February board meeting is the consensus from the board about when workshop needs to be scheduled. John E. states that he will work hard to get back to Buffalo

to attend this workshop. John E also feels that all board members need to be committed to attending/participating in this workshop.

2. Social Media Policy- John Z hand this policy out for review last month to JCCD board members. John Z states that keeping with the times, this policy needs to be in place. This policy will address any concerns about cemetery staff representing the cemetery district in a derogatory or negative fashion. The Cemetery Board can address this issue if it arises. Carolyn Fox makes a motion to accept the social media policy and John H seconds. There is a vote and the motion is carried.

3. Saturday Funeral Amendment to accounting procedures. John Z. states that this is just about the fee change for Saturday burials. Craig W. Reads a letter he received from someone in the public about the fee for Saturday burials. This person does not want to have the fee and feels it puts more of a burden on a family that has lost a loved one. This letter also states that Saturday burials are necessary a lot of the time so family can make it. This person also feels this is all about money. A copy of this letter is attached to this minute's report. Megan Boggs states that she has heard from many people around the community about their dislike for this fee and asked why the \$400.00 increase? John Z. has heard from one person and this person agrees with the fee. John H. has talked to 10 people and 6 of them do not care about the Saturday burial fee. Others have asked him why. John H. explains that its not about the money but rather to discourage Saturday burial so the cemetery staff can have family time. Nancy E. has talked to several people and they do not like the fee. Nancy also states that she wants there to be funerals all day on Saturday and is really against making them take place before noon. John E. agrees and understands with the emotions that people have. John E. also states that it is the business part that needs to be looked at. John E refers to sexton report which states how many hours are dedicated to Saturday burials. He also says that rounding up this number up a little makes it roughly 170 hours last year spent on Saturday burials which equates to roughly 1 months' worth of hours. This is one month that is given up in comp time and cemetery district business is not being taken of during regular business hours during. John E. also states that the board will have to ask the public for a mil levy to hire additional staff so the current 2 person staff is not run ragged. John Z. states that this fee is putting the burden on the hand full of people who want Saturday burials and putting this burden on the entire community with a mil levy would not be a good thing. John Z. also states that he has done some research. The cemetery in Sheridan charges \$300.00 and the cemetery in Gillette charges \$400.00 for Saturday burial. John Z. feels that JCCD is not out of line for charging a Saturday burial fee because it is aligned with other cemeteries in the region. John Z. also brought up that future staff for the cemetery district might have children in their household. In saying this these children will have weekend functions that staff members may need to participate in and this needs to be considered. Craig W. states that numbers for Saturday burial were skewed because of COVID. Craig W. also states that the funeral home works the same way and that nobody that works there wants to have funerals on Saturdays but it is the way that it is. He also states that the funeral home does not promote Saturday funerals. Carolyn F. states that there are 3 ways to look at this. 1. Do we focus on and vote on the side of the people who want the board to watch the money and how it is spent? 2. Do we focus on and vote with the people's emotion for this issue? 3. Do focus and vote to protect the Johnson County Cemetery District employees? John Z. says his focus is the cemetery staff and the cemetery staff needs to have guaranteed family time. John E. makes a motion to accept the \$400.00 Saturday burial fee Carolyn F. seconds the motion. Craig W. says he cannot stomach the \$400.00 fee. Carolyn F. asks Craig W. what fee would he be comfortable with. John H. states that less fee mean less deterrent for Saturday funerals. Carolyn F. states that the tax payer does not want another mil levy to solve this issue but we have to keep employees in mind. Carolyn also states that is difficult for the public to understand the balancing act for providing Saturday burials and protecting staff. John Z. says that can be communicated and education the public through venues like the newspaper and radio. John Z. also states that this does not have to stay in place forever and it can be reevaluated at a later time when there is data collected on. John E. states that there is an obvious problem and we can either solve it or ignore it. Ignoring it doesn't make anything better. John E. also states that if anyone has a better solution to bring it forward at this time. John E. states that we have to craft a decision ourselves and implement a fee then let the consumer decide. Craig W. asks the cemetery staff if moving the work week to Tuesday through Saturday and rotate this schedule would be an option. It was brought to Craig's attention that a full burial would require two staff members and that rotating would not work. John Z. says the Saturday burial fee can be used to hire temporary permanent staff that could work on Saturdays. John Z. also states that the motion can be amended. Craig W. offers an amendment for making Saturday burial fee \$250.00 and Nancy E. seconds the motion. John E. doesn't vote, Nancy E. votes yes, Carolyn F. doesn't vote, John H. votes no, Craig W. votes yes and John Z. votes no which make the vote

count tied. Motion to amend the Saturday burial fee fails. The vote for original \$400.00 Saturday burial fee then takes place. John E. votes yes, Nancy E. votes no, Carolyn F. votes yes, John H. votes yes, Craig W. votes no and John Z. votes yes. Four to two vote count, motion is carried.

4. John Z. goes over the updated policy manual. John Z. also states that this can be voted on today or taken home and proofed first. Craig W. ask if amendment 11 was approved and John Z. says no and this is why it is not included. John H. makes a motion to approve the updated policy manual and Carolyn F. seconds. No discussion and a vote took place, motion carries.


IIX. NEW BUSINESS:

1. Reaffirming WYOSTAR investments. John Z. asks John E. if there needs to be a vote. John E. says there is no vote needed. All board members agree to reaffirm.
2. Office Manager/Financial Specialist Contract. Renew contract with Chanda Rule and move some duties from her to the sexton. Craig W. made a motion to renew this contract and Nancy E. seconded the motion. There was no discussion, a vote took place and motion carried.
3. New office renovations. Van Frazier went over the renovations for the new meeting room in the new business office. A bid was also presented for this work and work to make the office handicap accessible. Carolyn F. makes a motion to accept the bid for the renovations and John H. second. Craig W. makes a motion to amend and wants two more bids by the next meeting. Nancy E. seconds the amendment. There is a vote and motion carries. Carolyn F. pulls the original motion to accept the renovation bid.

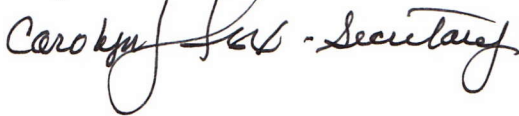
There being no further business, the meeting adjourned at 4:45 P.M., following a motion by John Hanson, seconded by Nancy E.

The next meeting will be December 14th at 2:00 in Willow Grove Cemetery.

Respectfully submitted by Van Frazier



John Z.


Carolyn F. - Secretary

Donna Garrison

I am not one to write a letter to the editor, but believe if I have caught with anyone that is where I should go.

I was in town as I read your article in the paper concerning an extra charge of \$100 for a dog funeral. That decision was all about money with not one that about there where heart is broken because of the death of a loved one. Where is your compassion for the hunting + broken? I just lost a precious niece, born in Bulgaria 57 yrs. ago, from a little cancer. He wants to be buried with her dog + man + a cat at 13 yrs. old of a construction accident. Her son + daughter have full time jobs in another town in Ohio. Plus family from other states who have to travel for his service. No way likely they may need to have a dog funeral to allow family to travel + be home for rest on Mon. Even those in Ohio would have to leave by 4am to be here for a morning service. Then you add a huge penalty charge because it is inconvenient. I need one of you write to our charge more + say one stood up for the people who select you therefore, I have chosen to give this letter to Gary Stettin, because I believe I can trust him to read + record it + not throw it in the garbage because he doesn't care.

In asking you, please consider the option not ask another burden to grieving families