

**Johnson County Cemetery District Minutes
February 8th, 2022**

The regular monthly meeting of the Johnson County Cemetery District was held at The Willow Grove Cemetery in Buffalo, Wyoming on December 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 (Zoom), John Zorbas, Chanda Rule, Megan Boggs, Van Frazier, Honey Harriett, Dave Harness, Jill Wright (Via Zoom), Linda Greenough (via Zoom), Seth Taylor from the Buffalo Bulletin, Kay (via Zoom), Tracy Chesterman (Via Zoom), Barbara Mueller, Carla Bishop, Shane Schrader, Mark Bently, Doug Wasinger, Paul Gilbert, Jennifer Romanoski, Luke Goddard (Zoom), B Wolf (Zoom), Kaycee Cemetery (Zoom), Leighton Gammon (Zoom) and Lisa Norman.

Note: Had a significant large attendance due to the signed petitions be delivered by Barb Mueller.

I. PUBLIC COMMENT:

Barbara Mueller presented signed petitions. 1316 signatures on this petition for rescinding Saturday Burial Fees and refund those who have paid this fee.

Honey Harriet talks and wants the Saturday Burial Fee rescinded.

Doug Wasinger thinks the Saturday Burial Fee is a burden and is out of line with the values of the community and wants the fee rescinded.

Paul Gilbert states that this Saturday Burial Fee will not solve management problems for the Cemetery District and wants the fee rescinded.

Lisa Norman says that rescinded the Saturday Burial Fee is the right thing to do.

Carla Bishop thinks it is very important that people can have burials on Saturdays and want this fee rescinded. Carla also offered the Johnson County Facebook page to advertise for cemetery employee recruitment.

Craig Wetterlund reads a letter from Terry & Lynn Ridgeway wanting JCCD to rescind Saturday Burial Fee.

Dave Harness wants the Saturday Burial Fee rescinded.

Shane Schrader warns about the legacy the JCCD board is leaving and wants the Saturday Burial Fee rescinded.

Comments from Zoom attendees; Luke Goddard wants the Saturday Burial Fee rescinded.

II. VOUCHER: John Hansen moves to accept vouchers and Carolyn Fox seconds. No discussion about vouchers There was a vote and motion carried.

III. MINUTES: Craig Wetterlund makes a motion to approve the minutes. John Hansen seconds the motion. No discussion. There is a vote motion carried.

IV. GUEST SPEAKERS: Jennifer Romanoski gave background on echoes of the past events that have been held in the Willow Grove Cemetery. She also asked the board if these could happen again in the cemetery. The board consensus was yes and approved for these for this year.

V. TREASURER'S REPORT:

Chanda went over the financial report. Chanda reports that JCCD has expended 58% of what has been budgeted. She also states there have been line item over runs but money has been moved to cover these. John Z asks if there is a motion to approve the financial report and submit to the board? John Hansen makes a motion and Craig Wetterlund seconds. No discussion. There is a vote, motion carried.

VI. ROLLING CALENDAR

John Ehlers discusses preliminary budget and his is handed out to board members to review for the next meeting.

VII. WILLOW GROVE SEXTON'S REPORT:

Van Frazier gives an update on various JCCD Cemetery projects. The meeting room remodel has started and is almost finished. Megan is doing research on irrigation system sprinkler head replacement costs for Willow Grove Cemetery.

There is a mower at the dealer getting repaired. The dealer found more leaks than what was thought as well as a wheel spindle that has been ruined.

Cemetery staff has been registered and will be attending the WGGGA conference in Casper 2/16 through 2/17 2022.

Cemetery truck has been in the shop for repairs and new tires.

Meagan and Van went to Gillette to tour the cemetery and talk to Darin Edmonds about how their cremation gardens look and how it interacts with CIMS.

Ordered new heat pump/air conditioner for the shop break room and it came in and was replaced.

VIII. KAYCEE SEXTON'S REPORT:

Van states there is nothing out of the ordinary to report for Kaycee Cemetery.

IX. CIMS REPORT:

X. PRESENTATIONS:

XI. EXECUTIVE SESSION:

XII. OLD BUSINESS:

1. Vendor policy. This will be tabled until next month.
2. Strategic Plan work session is scheduled for 3/1/2022 at noon and pick up starting with page 5 of the draft.
3. JCCD has received the completed plan set from CPRA and they will be shelved at this time.
4. John Ehlers makes a motion to delete article 3.5B through 3.5F which will do away with compensatory time for JCCD staff. John Hansen seconds the motion. No discussion and a vote. Motion carried.
5. Van Frazier proposes a flat rate pay schedule for Saturday Burials for JCCD staff and part time/seasonal employees. The flat rate pay was dropped for JCCD permanent staff and it was decided this would be paid as overtime. John Ehlers makes a motion to accept the \$125.00 flat rate for payment for part time and seasonal staff for each burial they help with on Saturdays. John Hansen seconds the motion, no discussion and a vote. Motion is carried.

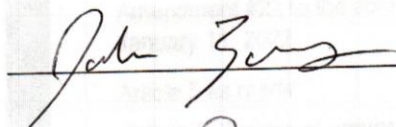
XII. NEW BUSINESS:

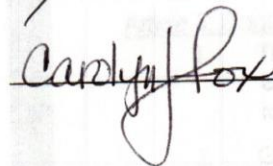
1. Craig Wetterlund makes a motion to rescind the JCCD Saturday Burial Fee and refund the money that families have paid since it has been in place. John Hansen seconds the motion. There is discussion on how this does not solve the problem that the Cemetery District has. There is a vote. Craig W. votes yea, John H. votes yea, Carolyn F. abstains, John E. votes nay, John Z votes nay, Nancy E. not present to vote. Vote is a tie and motion failed.
2. Heated office for the Kaycee shop was discussed. Craig Wetterlund makes a motion to get price quotes for this office, John Hansen seconds the motion. There is discussion about how this should be done through strategic planning process. Vote takes place. Craig W. votes yea, John H. votes yea, Carolyn F. votes yea, John Z. votes yea and John E. votes nay. Motion is carried.
3. There was a consensus of the board for approval in getting price quotes for converting the old log building into a Willow Grove directory building and for price quotes on building a handicap ramp/doorway to meet ADA standards for the new office.
4. Amendments #23 to Article #5 JCCD Policy and Procedure Manual to correct grammatical errors was approved by the board with general consensus. Amendment #21 to Article 3 JCCD Policy and Procedures Manual to correct grammatical errors was approved by the board with general consensus.

There being no further business, the meeting adjourned at 3:52 P.M., following a motion by John Hansen and seconded by Craig Wetterlund.

The next meeting will be March 8th at 2:00 PM at the Willow Grove Cemetery Business Office.

Respectfully submitted by Van Frazier

 Board President

 Board Secretary

1. All digging will be done with a backhoe with rubber tires or Section approved machinery and the dirt shall be removed until the burial is complete.
2. Graves will be dug to a specification of the cemetery Section. To wit: no larger than 4 feet wide and no longer than 8 feet with a depth no greater than 6 feet the exception of double burials in the new Veteran's section.
3. The cemetery will provide the cost of open and closing the grave, a tent with or without table, chairs, hot & cold refreshments and a lowering device to facilitate lowering the casket into the grave.
4. During grave-site services all machinery will be respectfully shut off during the duration of the service.
5. Inasmuch as possible the cemetery Section staff must be given at least 48 hours advance notice of any proposed burial time and location.
6. Regularly it is recommended to complete and furnish the form "Johnson County Cemetery District Burial Order" as part of the proposed funeral service application process.

Johnson County

Johnson County

1. The only person allowed to spot and dig in a cemetery in Johnson County will be the Section of maintenance cemetery crew or a contractor contracted by the Cemetery District to dig a grave in a cemetery other than Willow Grove.
2. Digging will be done with a backhoe with rubber tires or Section approved machinery and the dirt shall be removed until the burial is complete.
3. Graves will be dug to a specification of the cemetery Section. To wit: no larger than 4 feet wide and no longer than 8 feet with a depth no greater than 6 feet the exception of double burials in the new Veteran's section.

Johnson County Cemetery District

Amendment #22 to the Johnson County Cemetery District Policy and Procedures Manual dated January 11, 2022

Article 5 as reads:

Article 5: Digging of graves and preparation for graveside services:

1. The only person allowed to spot and dig in a cemetery in Johnson County will be the Sexton or employed cemetery crew or a contractor contracted by the Cemetery District to dig a grave in a cemetery other than Willow Grove.
 2. Graves will be dug with a backhoe with rubber tires or Sexton approved machinery and the dirt shall be removed until the burial is complete.
 3. Graves will be dug to a specification of the cemetery Sexton. To wit: no larger than 4 feet wide and no longer than 8 feet with a depth no greater than 6 feet the exception of double burials in the new Veteran's section.
 4. The cemetery will provide the cost of open and closing the grave; a tent with or without walls, chairs for the family members and a lowering device to facilitate lowering the casket into the grave.
 5. During graveside services all machinery will be respectfully shut off during the duration of the service.
 6. In so much as possible the cemetery sexton staff must be given at least 48 hours prior notice with proposed burial time and locations.
- b. Requestor is responsible to complete and furnish the form "Johnson County Cemetery District Burial Order" as part of the proposed burial service application process.

Changed to read:

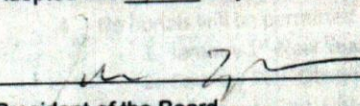
Article 5: Hours of operation:

1. The only person allowed to spot and dig in a cemetery in Johnson County will be the Sexton or employed cemetery crew or a contractor contracted by the Cemetery District to dig a grave in a cemetery other than Willow Grove.
2. Graves will be dug with a backhoe with rubber tires or Sexton approved machinery and the dirt shall be removed until the burial is complete.
3. Graves will be dug to a specification of the cemetery Sexton. To wit: no larger than 4 feet wide and no longer than 8 feet with a depth no greater than 6 feet the exception of double burials in the new Veteran's section.

Johnson County Cemetery District

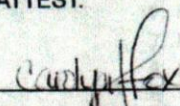
4. The cemetery will provide the cost of open and closing the grave; a tent with or without walls, chairs for the family members and a lowering device to facilitate lowering the casket into the grave.
5. During graveside services all machinery will be respectfully shut off during the duration of the service.
6. In so much as possible the cemetery sexton staff must be given at least 48 hours prior notice with proposed burial time and locations.
 - a. Requestor is responsible to complete and furnish the form "Johnson County Cemetery District Burial Order" as part of the proposed burial service application process.
 - b. **Requestor (funeral Home or representative of the family) is responsible to remit any and all related fees for the requested services, prior to Burial Permit being issued, and the grave being dug.**

Adopted this 17 Day of January 2022



President of the Board

ATTEST:



Secretary of the Board

Johnson County Cemetery District

Amendment 21

Johnson County Cemetery District

Policy and Procedures Manual dated January, 10 2022

Article 3 as reads:

Article 3: Hours of Operation

1. There will be no admittance into the Willow Grove Cemetery before sunrise or after sunset.
2. No person shall be allowed in the cemetery after dark with the exception of a funeral director conducting funeral business or for purposes of physical emergency unless approved by the cemetery board.

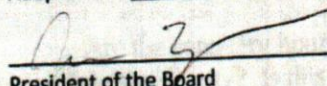
Changed to read

Article 3: Hours of operations

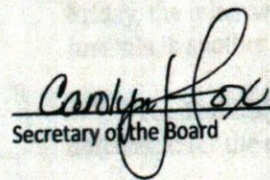
1. There will be no admittance into the Willow Grove Cemetery before sunrise or after sunrise.
2. No person shall be allowed in the cemetery after dark with the exception of a funeral director conducting funeral business or for purposes of physical emergency unless approved by cemetery board.
3. All Johnson County Cemeteries will observe the following list of federal holidays and observed holidays. When a holiday fall on a Saturday the proceeding Friday will be observed also. When a Holiday falls on a Sunday the following Monday will be observed also.
4. No burials will be permitted on these dates or the observed dates.
 1. January 1st-New Year's Day
 2. Equality Day- Observed on the third Monday of January
 3. Presidents Day- Observed on the third Monday of February
 4. The Saturday before Memorial Day
 5. Memorial Day -Observed on the last Monday in May
 6. Independence Day- July 4th
 7. Labor Day- Observed on the first Monday of September
 8. Columbus Day- Observed on the second Monday of October
 9. Thanksgiving Day- Observed on the fourth Thursday of November
 10. Christmas Eve- December 24th
 11. Christmas day- December 25th
 12. New Year's Eve- December 31st
 13. Upon declaration by the Governor of Wyoming, any date appointed or declared and approved by the Johnson County Cemetery Board.
 14. Any date appointed or declared by the president of the United States as an occasion of national mourning, rejoicing or observed national emergency.
 15. All other Holidays proclaimed by the Johnson County Cemetery Board.

Johnson County Cemetery District

Adopted this 11th day of January 2022


President of the Board

Attest


Secretary of the Board

Johnson County Cemetery Board

January 5 2022

Concerning the Saturday funeral issues

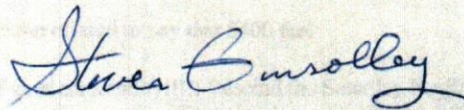
. Are the cemetery hours set for the convenience of the employees or for the people of Johnson county? Is this a business or a service?

We looked at options like comp time, changing the work schedule from both full time employees working Monday thru Friday, to one full time working Monday thru Friday, the other working Tuesday thru Saturday. Part time help for the Saturday funerals is another option.

The Saturday funerals can be done without additional cost to the family. It is unrealistic for the employees to think they have a 9 to 5 job Monday thru Friday.

Again are the hours set for the convenience of the employees or for service to grieving people without an additional charge?

Respectfully Steve Gunsolley

A handwritten signature in blue ink that reads "Steve Gunsolley". The signature is fluid and cursive, with the first name "Steve" and last name "Gunsolley" clearly legible.

The following are comments that were posted to the chat room during the cemetery board meeting on January 11, 2022.

Traci Chesterman

- Well Said!!!
- How about NONE! Resend the fee!!!!!!
- NONE!!!!!!
- No FEE PERIOD!!!!!!

barbaramueller

- The November minutes read that "it is not about the money but rather to discourage Saturday burial so the cemetery staff can have family time".

Traci Chesterman

- Mr. Zorbas, You are not looking out for County Residents. Who are you serving?
- Thank You Carla for saying what we all are thinking! Your words are so true!
- Mr. Zorbas you said it wasn't about the money! Make up your mind!
- Rescind the Saturday Fee! Do it for your community!!!

Jill Wright

- You have already said it is not about the money. The people are speaking. You made a bad decision, just move to rescind it.

barbaramueller

- There is no weakness in reconsidering a decision. There is strength and character in listening to the public and acting accordingly. Further discussion, a second vote, and a remittance of fees needs to happen.

Traci Chesterman

- Barbara Muller!!! Well said!!!
- Why is he reading this!!!!

Jill Wright

- Amen Barb

barbaramueller

- And your deputy sexton offered to pay that \$400 fee!

Traci Chesterman

- Mr. Zorbas think of your community!!!!!! Rescind the Saturday Fee!!!
- Make a motion to rescind the fee!!!

Jill Wright

- FYI: when funeral homes schedule out of town funerals they always call the receiving cemetery. AND how would a family ever get your form? This has never been a problem as far as I know so why would it suddenly become a problem?