

## Johnson County Cemetery District

The regular monthly meeting of Johnson County Cemetery District, was held at the Willow Grove Cemetery in Buffalo Wy. on April 19, 2022.

Present at the meeting were: President, John Zorbas; Vice chairman, John Hansen; Secretary, Carolyn Fox; Treasurer, John Ehlers; Nancy Elm, Craig Wetterlund; Acting Sexton, Grant Bryan; Deputy Sexton, Megan Boggs

Attending Visitors: Jane Worth; Jerry Speiring; there was also an unidentified voice recorder placed on the conference table. Later inquiry revealed the recorder belonged to 307 Net Radio, and was placed and retrieved by Mr. Wetterlund.

Attending Via Zoom: Buffalo Bulletin, Seth Taylor; Kay; Leah

I. The meeting was called to order by President John Zorbas at 2:00 PM

II. Public comments/questions session was opened. There were no responses or comments from any attendees.

Mr. Zorbas read an extensive list of projects completed over the last couple years, and also expressed anticipation for future projects. He also discussed some updates and implementing of policies concerning term limits and duties. Mr. Zorbas then distributed to board members a list of Board President Tasks. He closed the discussion with announcing his resignation from the position of Board President, effective immediately.

Mr. Zorbas resigned the chair by handing the proverbial gavel to Vice Chairman Mr. John Hansen. After slight hesitation Vice President Mr. Hansen took the chair and announced the next order of business being the election of a new President of the Board.

First order was the opening the floor for Nominees. The nominees received included Mr. Hansen and Mrs. Carolyn Fox. Mrs. Fox immediately declined the nomination.

Nominations were closed. Mr. Grant Bryan was appointed the duties of teller. Ballots distributed, and 6 were cast in a simple vote of for/against style.

Mr. Hansen received an unanimously affirmative vote, which he graciously accepted.

As a first order of duty, Mr. Hansen opened the floor for nominees to fill the now vacant Vice chair position.

Mr. Wetterlund was the sole nominee. Motion to close nominations was made by Mr. Ehlers. Seconded by Mr. Wetterlund and carried by acclamation.

Mr. Bryan issued and gathered 6 ballots cast also in a simple for/against form.

2:31 pm. Mr. Wetterlund was elected by an unanimous cast, and accepted the position.

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**III.** Vouchers were passed around and signed. Motion was made by Mr. Zorbas to approve all vouchers submitted. Motion was seconded by Mr. Ehlers and carried by acclimation.

**IV.** Copies of March Board Meeting Minutes were read and approved by the board.

2:34 **V.** Financial report was led by Mr. Ehlers due to the absence of Mrs. Chanda Rule.

2:47 Motion to accept financial report was made by Mrs. Fox, seconded and passed by unanimous acclimation.

**VI.** Rolling calendar was left as is until further updates.

3:28 Mrs. Nancy Elm excused herself from the meeting

**VII.** Willow Grove Sexton Report was given by Ms. Megan Boggs. She also provided a helpful report from the training session she attended.

Discussion ensued concerning 1. Part time employees pay rates. 2. Signage Replacements 3. Installing of "No Dogs" signs. 4. Leak by lower pump house 5. Fuel tank bids.

Decisions were agreed upon to 1. Promptly repair and replace welcome sign and to install more "no dogs" signs. 2. Confer to Acting Sexton to investigate options for addressing fuel tank containment issues. 3. Prioritize fixing the leak by lower pump house

**VIII.** Not addressed

**IX.** No Executive Session Needed

**X.** Old Business

**A.** Mr. Ehlers handed out FY23 Preliminary Budget Drafts. Adjustments were suggested and applied. Staffing and prioritizing projects will be addressed in special work session. (session was later scheduled for May 3, 2022 at 2:00 PM.)

4:07 **B.** Handout titled "Vendor Policy", previously distributed in November by Mr. Zorbas addressed contractors and business that work for/with us. This policy strengthens JCCD's ability to terminate business with any vendors that demonstrate behavior that is in conflict with the JCCD values and policies.

Mr. Zorbas made the motion to adapt this policy as written and add it to our Procedures and Policies Manual. Seconded By Mrs. Fox. and motion carried by unanimous acclimation.

**C.** Strategic plan updates are in development.

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D. Acting Sexton was assigned to pursue bids for Willow Grove log building renovations, and Kaycee shop renovations. Bids for Willow Grove to include framing wall, windows, electrical upgrades, and new flooring. Referred to acting Sexton to investigate affordable options for bulk fuel tank containment.

E. Bids for Kaycee to include wall framing and finishing, and heating installed for an office withing the existing shop building.

4:31 F. Mr. Zorbas submitted a drafted letter and proposed the board to read, approve, and mail to persons indicated, regarding civil behavior policy by members of the public while on District premise.

A point of order was called addressing conflict of interest regarding statements made by Mr. Wetterlund. in response, Mr. Wetterlund recused himself from the vote.

Motion made by Mr. Zorbas to accept, and mail said letter. Motion seconded by Mrs. Fox, and passed by acclimation.

G. Mr. Zorbas and Mr. Hansen presented committee report with drafts to determine/clarify duties and responsibilities of various positions in the district. After some discussion, the handout was tabled for further discussion in a future meeting.

H. Refer to (B.) under "New business".

I. J. Lists of pending projects left from Mr. Van Frazer and Mr. Zorbas were compared. After some discussion, it was determined that the projects listed could be conformed with current budget and should be implemented as best determined by Sextons.

## XI. New Business

A. Motion made by Mr. Zorbas to purchase 6 additional "No Dogs" signs and have them posted strategically around the premises. Seconded by Mr. Ehlers. Carried by acclimation vote.

B. Motion made by Mr. Ehlers to raise summer help starting pay rates to \$12.50 per hour, and annual increments to an additional \$1.00 per hour. Cap to be set at \$15.50 Per hour. Motion Seconded by Mrs. Fox, and passed by unanimous vote of acclimation.

C. Separate work session to address project list, set for May 3<sup>rd</sup>, 2022. Appropriate public announcement will be made.

XII. 5:40 Mr. Zorbas made motion to adjourn. Seconded by Mr. Wetterlund, and unanimously carried by acclimation.

Handwritten signatures of Carolyn Fox and John Hanson.