

Johnson County Cemetery District

Monthly Board Meeting Minutes

The regular monthly meeting of Johnson County Cemetery District, was held at the Harold Jarrard Park conference room in Kaycee Wy. on Aug. 9, 2022.

Present at the meeting were: President John Hansen; John Zorbas; Nancy Elm; Sexton, Grant Bryan; Deputy Sexton, Megan Boggs; Deputy Sexton, Dennette Mondau;

Attending Visitors:

Attending Via Zoom: Bookeeper, Chanda Rule; Secretary, Carolyn Fox; Sheridan Media, Aaron Palmer; Buffalo Bulletin, Seth Taylor; Kay; Linda Greenough

I. Open Meeting

Board President, Mr. Hanson opened the meeting at 2:18

II. Session was opened for **public comments**. None were forthcoming.

III. Election of Vice Chair

a. Floor was opened for nominations for appointment to the Vice President position recently vacated by Mr. Wetterlund.

b. John Zorbas was the sole nominee.

c. Motion made by Mr. Hansen to appoint Mr. Zorbas as Vice Chair. Seconded by Mrs. Elm. Unanimous vote was by acclimation. 2:19

IV. Vouchers were passed and signed.

a. Mrs. Elm raised criticism against the documentation of expenses backing a voucher for Per Deim reimbursements.

b. Motion made by Mr. Zorbas to accept remaining vouchers, seconded by Mrs. Elm. Motion carried by unanimous acclimation. 2:20

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- V. Meeting minutes** from July 12, 2022 were read by all.
- a.** Mr. Zorbas moved that minutes be accepted. Motion was seconded by Mrs. Fox and was passed by acclimation with no dissenting votes. 2:22
 - b.** Mr. Zorbas also moved to accept the minutes of the special board meeting held on July 13, 2022. With the single alteration of correcting the date on top of the document from “2020” to “2022”. Motion seconded by Mrs. Fox. Passed by unanimous acclimation. 2:23

VI. Financial report was given by Mrs. Chanda Rule.

Discussion ensued concerning

- a.** Looking into having a separate bank account for income from mineral rights.
- b.** The question was raised and discussed about what expenses brought us 20.78% through the years budget.
- c.** Motion made by Mr. Zorbas to accept the financial report as submitted to the board, seconded by Mrs. Elm. Unanimously accepted by acclimation. 2:30

VII. Formal acceptance of Mr. Wetterlund’s written resignation

- a.** Letter was opened at board meeting and read by all members present.
- b.** Motion was made by Mr. Zorbas to “accept the written resignation of Mr. Wetterlund”. Seconded by Mrs. Fox. Motion passed by unanimous acclimation.

VIII. Rolling Calendar.

- a.** Updated versions of the JCCCD Bylaws, Policy and Procedures Manual, District Handbook, and Accounting Procedures, were distributed to board members. Vote on approval was moved to the September 2022 board meeting.

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IX. Sextons Reports from Willow Grove and Kaycee were given.

Discussions and actions were as follows:

- a.** Alter spreadsheet to indicate gravel application rather than amount purchased.
- b.** Request Mr. Sullivans assistance in contacting the correct owners of the monuments.
- c.** Need policy concerning appropriate cell phone use by summer employees.
- d.** Adjust reporting spreading sheet to indicate the “# of tons of gravel applied”
- e.** Motion made by Mr. Zorbas to “close the Cemetery to the Public on September 28, 2022 to facilitate Saluting Branches”. Motion Seconded by Mrs. Elm. Motion carried by unanimous acclimation. 3:04
- f.** Motion made by Mrs. Elm to Approve \$1,000.00 for lunch for volunteers of the Saluting Branches. Seconded by Mr. Zorbas. Vote taken by acclimation. Carried unanimously. 3:06
- g.** Board reassessed travel reimbursement for board members, and decided against increasing amount to pace with Per Diem rates.
- h.** Discussed future developments of Kaycee operations, including shop heater and office space development.
- i.** Motion Made by Mr. Zorbas to approve the revamped Burial Request Form, with the addition of a time stamp. Seconded by Mrs. Elm. Vote by acclimation was carried unanimously. 3:24

X. Guest Presentations and Bids – None forthcoming

XI. Employee Performance – Postponed indefinitely

XII. Old Business

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- a. Deer Fencing – Postponed to next month’s board meeting

XIII. New Business 3:25

- a. **Adams addition roads** – postponed to next month

XIV. Adjourn Mrs. Elm made motion to adjourn. Seconded by Mr. Zorbas. Carried by unanimous acclimation. 3:26

Signature _____

President of the Board

Date _____

Signature _____

Secretary

Date _____