

# Johnson County Cemetery District

## Monthly Board Meeting Minutes

July 12, 2022

The regular monthly meeting of Johnson County Cemetery District, was held at the Willow Grove Cemetery in Buffalo Wy. on July 12, 2022.

**Present at the meeting were:** President John Hansen; Vice chairman, Craig Wetterlund; Secretary, Carolyn Fox; Treasurer, John Ehlers; John Zorbas; Nancy Elm; Temporary Administrative Assistant Grant Bryan; Deputy Sexton, Megan Boggs; Bookkeeper, Chanda Rule.

**Attending Visitors:** 307 Net Radio had a voice recorder for representation, Sheila Camino, Linda Ehlers.

**Attending Via Zoom:** Kay; Buffalo Bulletin with Seth Taylor;

### I. Open Meeting

a. The meeting started with Vice President Wetterlund chairing the proceedings via delegation from President Hanson.

b. The Meeting was **called to order** by Vice Chairman Wetterlund at 2:03 PM

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

### III. Budget Hearing

a. 2:11 Motion was made by Mr. Ehlers for the Board to Moved into budget hearing. Seconded by Mrs. Fox. Action presumed by Board.

**Issues discussed in budget hearing were:**

- a. Address on budget is outdated. An alteration occurred of address, from 10 hillside Ave. to 5 Hillside Ave. when the office was moved from the shop building to the residence building. Board decided that final decision on this adjustment will take place in a future meeting.
- b. There was a question concerning where the bankruptcy funds were represented in the budget. It is proposed in the budget line in the event it is collected, and it will be used to replenish reserves depleted in previous projects.
- c. There were no questions from the attending public.

b. 2:16 Motion made to adjourn from budget session back into regular meeting by Mr. Ehlers and seconded by Mr. Zorbas.

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### **IV. Approve Final budget for 2022-2023**

Motion made by Mrs. Fox to approve final proposed budget for 2022-2023.

Motion seconded by Mr. Hansen. Motion carried and passed by unanimous acclimation. 2:17.

### **V. Vouchers** were passed and signed.

**a.** Motion made by John Zorbas to accept all vouchers as requested, seconded by Nancy Elm. Motion carried by unanimous acclimation. 2:18

### **VI. Meeting minutes** from June 14, 2022 were read by all.

**a.** Mrs. Nancy Elm moved that minutes be accepted. Motion was seconded by Mr. Zorbas and was passed by acclimation with no dissenting votes. 2:18

### **VII. Financial report** was given by Mrs. Chanda Rule.

**a.** Clarifications were given regarding the \$8,000 down payment for plumbing supplies. This action was approved in a previous board meeting, and per direction by board, were dispersed from the budget after July 1, 2022.

**b.** Motion made by Mr. Zorbas to accept the financial report as submitted to the board, seconded by Mrs. Fox. Unanimously accepted by acclimation. 2:24

### **VIII. Rolling Calendar.**

**a.** Budget Hearing – Done

**b.** Submitting of final budget to County Clerk. Mrs. Chanda Rule consented to do so by end of July.

**c.** Legal notices for hearing were given in timely manner - Done

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

Discussions and actions were as follows:

**a.** Request for mirrors at Kaycee facilities.

i. Board deferred issue to Deputy Sexton Dennette Mondeau.

**b.** New estimate from H and M construction for handrail upgrades including refinishing existing handrails, and installing metal handrail along building wall.

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- c.** Motion made by Mr. John Ehlers to accept estimate #1059 dated 03/28/2022 from M and N construction for a total of \$9,300.00. Motion seconded by Mr. Hansen, and board unanimously accepted bid by acclimation. 2:44

### **X. Executive session**

- a.** At 2:45 a motion was made by Mr. Zorbas to move the Board into an executive session in order to discuss the Sexton appointment. Motion was seconded by Mrs. Elm. The motion was adopted by the board and said action was presumed.
- b.** At 4:39 The board withdrew from the executive session. And resumed July's Monthly Board Meeting.

### **XI. Old Business**

- a.** Mr. John Ehlers presented a motion from the executive session that "the board authorize the chairman to negotiate and execute an employment arraignment for sexton position in accordance with the stipulations discussed."  
Mr. Zorbas Seconded the motion and the motion was carried and passed unanimously.
- b.** Mr. Zorbas then made the motion to move the remaining articles under "Old Business" on the agenda, to the next month's regular meeting. Motion was seconded by Nancy Elm, and passed unanimously by acclimation.

### **XII. New Business**

- a.** Annual Bookkeeping Contract  
Motion made by Mr. Zorbas to "Renew the contract with our bookkeeper Mrs. Chanda Rule for one more year". Motion was seconded by Mrs. Fox. Motion carried by unanimous acclimation.
- b.** Mr. Zorbas made a motion made to move "Resurfacing of road in Adams Addition" to Old Business on the agenda for August's meeting. Seconded by Mrs. Elm. Motion affirmed by acclimation and carried.

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- C. Mrs. Fox expressed concerns about the of Mileage rates for traveling board members and Employees were discussed. The Sextons were instructed to research Per Diem information to be presented to board in August meeting.

**XIII. Motion to adjourn** made by Mrs. Elm and seconded by Mr. Ehlers. Passed by acclimation at 4:48.

Signature \_\_\_\_\_

President of the Board

Date \_\_\_\_\_

Signature \_\_\_\_\_

Secretary

Date \_\_\_\_\_