

## **August Meeting Minutes**

The regular, monthly board meeting for the Johnson County Cemetery District was held at the main office conference room on August 8<sup>th</sup>, 2023.

**Present at Meeting:** Chairperson, Luke Goddard; Vice Chairperson, Liz Graves; Secretary, Barb Mueller; Treasurer, Sheila Camino; Bob Hancock; Kassie Spiering; Bookkeeper, Chanda Rule.

**Attending Visitors:** Deputy Sexton, Paul Kozisek; 307netradio, Kate Harness; Buffalo Bulletin, Peder Schaefer; Shawn Sullivan, Deputy Sexton, Deanette Mondeau

### **I. Open Meeting**

Board Chairperson, Mr. Goddard opened the meeting.

### **II. Appointment of New Board Member**

Kassie Spiering was sworn in as a new member on the Johnson County Cemetery District Board.

### **III. Public Comments**

Newly appointed Sexton, Shawn Sullivan announced his start date as September 1<sup>st</sup>, 2023.

### **IV. Approve Meeting Agenda**

Ms. Graves and Mrs. Camino added items for discussion to the agenda under 'New Business'.

Ms. Graves made a motion to accept the motion to accept the agenda with the new additions. Mr. Hancock seconded the motion and it carried unanimously.

### **V. Approve Vouchers**

Ms. Mueller made a motion to approve the vouchers as presented  
Ms. Graves seconded the motion, and it carried unanimously.

### **VI. Meeting Minutes**

July's Meeting Minutes were not available at the meeting, as they were still pending approval. They will be read for approval at the September meeting.

### **VII. Financial Report**

The Financial Report was presented by Bookkeeper, Mrs. Rule.

- a. An up-to-date finalized fiscal year-end balance sheet and budget summary were included.

Ms. Mueller made a motion to approve the Financial Report. Mr. Hancock seconded the motion and it carried unanimously.

- a. **Public Officer Training Requirements**

- i. State Statutes for Public Funds requires a training to be completed by public officers.

#### **X. Old Business**

- a. Cremation Garden Committee Update
  - i. A hold was placed on moving forward until Sexton, Mr. Sullivan can be brought up to date with the current situation. Mr. Hancock volunteered to join the committee.
- b. Sexton Job Description
  - i. Mrs. Camino and Ms. Muller are in progress of preparing a revised version of the Sexton Job Description.

#### **XI. New Business**

- a. Irrigation System Update
  - i. Deputy Sexton, Mr. Kozisek updated the board on the progress of getting the irrigation system working; Issues with broken or improperly working equipment are being addressed.
- b. New Truck and Plow Update
  - i. The original truck and plow that was proposed has sold. Mr. Kozisek is continuing to search for options.
- c. Kaycee Deputy Sexton Report
- d. Summer Employee Appreciation
- e. Meeting Time
  - i. It was agreed that the Johnson County Cemetery District's monthly board meeting will remain at 2:00 on the second Tuesday of the month.
  - ii. It was decided that the September board meeting will take place in Kaycee.

#### **XII. Executive Session**

- a. Mr. Hancock made a motion to move to executive session to discuss personnel matters. Ms. Graves seconded the motion and it carried unanimously.

Signature\_\_\_\_\_Luke Goddard\_\_\_\_\_

Date\_\_\_\_\_10/10/2023\_\_\_\_\_

**President of the Board**

Signature\_\_\_\_\_Barb Mueller\_\_\_\_\_

Date\_\_\_\_\_10/10/2023\_\_\_\_\_

**Secretary**