

Johnson County Cemetery District Minutes
February 11th, 2020

The regular monthly meeting of the Johnson County Cemetery District was held at the JCCD Willow Grove Cemetery, Buffalo, Wyoming, on Tuesday, February 11th, 2020. The meeting was called to order by President John Zorbas at 2:02 p.m. Present were: John Zorbas, Butch Buell, John Ehlers (via Skype), Carolyn Fox, John Hansen, Tim Lohse, Megan Boggs, Dennette Mondeau, and Chanda Rule.

- I. VOUCHERS:** Carolyn Fox made the motion to approve all vouchers as submitted. Seconded by John Hanson and carried by all present. Each check and/or voucher was initialed and signed by board members.
- II. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Butch Buell moved to approve the January 2020 minutes and John H seconded; the motioned carried by all present.
- III. TREASURER'S REPORT:** Chanda presented the January Treasurer's Report with all the financials and account balances. Chanda reported that she has received the documentation from the IRS for all transaction from 4th QT 2017 and if her math is correct the difference is around \$15.00 so this situation is cleared up. Chanda also made the journal entries to clean up the Worker's Comp liabilities in QB. The Direct Deposit issue has not yet been resolved. We need to prove that the QB and Intuit payroll subscription that we are using is all registered to the funeral home. Chanda has suspicions that the Intuit payroll is under CPA accounting license, but is still working on this. Butch made a motion to accept the treasurers report as presented, John Ehlers seconded the motion, and it carried by all. The submitted treasure's report was signed.
- IV. WILLOW GROVE SEXTON'S REPORT:** Tim reported via written submission that; 2 burials and 3 cremation burials for January, making 5 total burials for 2020. One of the funerals was on Saturday for a total of 3.5 hours. Megan has been adding pictures of the headstones to the CIM site. Snow was plowed as needed. Chair pricing was researched. Jacob McCarthy is helping to organize Saluting Branches for volunteers in September. Wendy Clements got the spruce tree out front moved at no cost. Discussions were had with the county about putting the services calendar on the county web site. Tim and Megan researched Green Burials. There was a lot of discussion and fact provided on the procedure and pros/cons of Green Burials. This item was tabled until the March meeting so Tim has time to write up some operational procedures.
- V. KAYCEE SEXTON'S REPORT:** Dennette Mondeau reported via written submission also. There were no burials in Kaycee in January. She has also been plowing as needed. Dennette requested to set up an email for Kaycee Cemetery so she was not using her personal email. Carolyn moved to approve Dennette setting up a Kaycee email, kayceecemetery@gmail.com with passwords stored in both Kaycee and WG.
- VI. GUEST/PRESENTATIONS:**
WG Septic System-Rocky Mt Equipment Brokers-\$17,200 for 2 systems
-Shawn Welsh-\$8000 each
It was decided that it would make sense to do the site prep at the same time, so this will be tabled until this information can be shared with contractors.
- VII. OLD BUSINESS:**
1. Butch has a warranty deed with the city that needs signed and notarized for the trail board. The legals have been previously approved, just need signed. This is for a 45' temporary construction easement.
 2. John Z noted that the minutes have been caught up to date on the County Website.

3. The telephone for Dennette in Kaycee is tabled until the next meeting so the board has time to review the options. Same for the computers.
4. Tim has some options for office chairs that last month's motion provided for. Butch made a motion authorizing Tim to purchase 10 executive office chairs not to exceed a total of \$1000. John H seconded the motion, motion carried.
5. The board received restroom drawings for both WG and Kaycee bathrooms. They are both slab on grade with protruding roofs and handicap accessible. It was recommend adding casement type windows and motion censored exhaust vent. Butch made a motion to send out bid packages for both WG and KC bathrooms to contractors. Carolyn seconded the motion and motion carried.

VIII. NEW BUSINESS

1. After much discussion, Butch made a motion to authorize Tim to selection a location in WG cemetery to accept scattered remains. John H seconded the motion, motion carried. Tim will research easements and buried lines before selecting the location.
2. There was discussion on the addition of a Rock garden/Inspiration Garden similar to what Campbell County has. Rocks that are already pre-set are sold to customers who can then add the remains to the rock. This would allow for portions of the cemetery that are unfit for burials to be utilized. Butch made the motion to eventually build a rock garden, Carolyn seconded the motion. John E. commented that he loves the idea, but we need a better plan before we commit to the motion. John H mentioned that there could be extensive costs to the project, especially when revenues are down. The motion is denied, however, Tim will locate and bring to the board next month locations that could be set aside for this project and should be labeled as not for sale.
3. The RFP request was sent to CPA, Mohatt, PMCH, and Verity. Bids were requested by February 28th, we will have recommendations at the next meeting.
4. There is a Special District meeting in Cheyenne on February 25-26; the president is the voting delegate. Carolyn made a motion to authorize the reimbursement of travel and mileage for John Zorbis to attend this meeting. John E seconded motion. Motion carried.
5. The March budget work session should involve looking at the projected capital outlay projects; this will be put on the bottom of the March agenda.
6. There is a pothole issue between the shop and the culvert. This is probably an original paving issue, several board members have volunteered to be on site when Simon Contracting comes to look at the problem.
7. John Z reminded the board that special districts candidates for board position need to file with the clerk in August to be added on the ballot.
8. It was requested that a new hire packet be prepared for summer employees. John Z should have a completed draft of the employee handbook next month.

There being no further business, the meeting adjourned at 4:07 p.m., following a motion by Butch, seconded by Carolyn.
