

Johnson County Cemetery District Minutes
May 12, 2020

The regular monthly meeting of the Johnson County Cemetery District was held at the JCCD Willow Grove Cemetery, Buffalo, Wyoming, on Tuesday, May 12, 2020. The meeting was called to order by President John Zorbas at 2:00 p.m. Present were: John Zorbas, Butch Buell, John Ehlers, Carolyn Fox, John Hansen, Nancy Elm, Tim Lohse, Megan Boggs, Dennette Mondeau (via Zoom), Linda Greenough (via Zoom), and Chanda Rule.

- I. VOUCHERS:** Butch Buell made the motion to approve all vouchers as submitted. Seconded by Nancy Elm and carried by all present. Each check and/or voucher was initialed and signed by the present board members.
- II. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Butch moved to approve the April 2020 minutes, and John Ehlers seconded; the motion carried by all present. Butch made a motion to include and approve the minutes from the May work session as provided by Carolyn Fox. Carolyn seconded the motion, motion carried.
- III. TREASURER’S REPORT:** Chanda presented the April Treasurer’s Report with all the financials and account balances. Chanda pointed out that we are 83% through the year and any line items over 83% expended were highlighted. Butch made a motion to accept the treasurer’s report as presented, John Hanson seconded the motion, and it carried by all. The submitted treasurer’s report was signed.
- IV. WILLOW GROVE SEXTON’S REPORT:** Tim reported via written submission that; there were 4 burials and 0 cremation burials for March, making 17 total burials for 2020. Two of the funerals were on Saturday for a total of 3 hours for both Megan and Tim. Megan has been adding pictures of the headstones to the CIM site. More gravel was spread. The equipment was serviced. They met with contractors for restroom project. The shop was cleaned due to COVID-19 meeting standards. Tim looked into finding land line service for the cemetery shop. They got some pricing for the front gate. Updating letters were mailed to 25+ funeral homes. Installed mailbox and started forwarding mail. Purchased new computers, printers and weed sprayer for Kaycee.
- V. KAYCEE SEXTON’S REPORT:** Dennette Mondeau via written submission as well. She reported that trees have been unwrapped and water turned on, new batteries installed in the timers and drip system up and running. Two new tires for the John Deere have been ordered. The new drag was used to smooth out roads and it worked well. The weeds around the headstone were weed wacked.
- VI. GUEST/PRESENTATIONS:**
Restroom bid recommendations: see work session minutes. After an interview with Clear Creek Construction, the lowest bid, they pulled their bid. After interviewing Clear Creek Builders, the subcommittee recommends Clear Creek Builders for the construction of the bathroom projects with a total bid of \$113,749.00. Butch moved to accept the bid from CCB, John H seconded the motion, motion carried. Carolyn made the motion to authorized the president to sign the bid contract, Nancy seconded the motion, motion carried.
Mower Bid: Kubota-\$21,269.00 72” front deck. At meeting date, no written bid was received from Rocky Mt Equip, but online prices are around \$17,000. Tim would prefer Kubota due to front deck as opposed to under deck, the interchangeability with other current mowers, and the safety features. Butch made the motion to purchase the Kubota mower, Carolyn seconded the motion, motion carried.
- VII. OLD BUSINESS:**
1. The authorization for registered agent documentation has been tabled until the official district letter head has been approved. Carolyn will have it next month.

2. The burial option resolution has been tabled until after the budget has been established.
3. Simon Construction has not been heard from on the pothole issue. Tim will touch base with them when they get their batch plant fired up.
4. The Employee handbook draft has been reviewed by Tim and Megan. John Zorbas will have the final version for approval next month. The operations manual and board by laws can then be done.
5. There has been no contact on the drainage project due to COVID-19.

VIII. NEW BUSINESS

1. We received pricing and a contract from Rocky Mountain Power on the power at the new bathroom. A pole will be installed at 300' and the line will be trenched in the rest of the way. The payment options were presented and reviewed. There will be a 15' right of way easement with the installation of the line. Butch moved to accept RMP proposal for power with \$10,465.00 payoff option. John H. seconded the motion and motion carried.
2. FY 20-21 preliminary budget was presented. We are looking at \$235,000 tax assessment or between 2/3rds and 3/4th of a mil. Nancy moved to approve the prelim budget. John H seconded, motion carried. This needs filed with Dept of Audit and the County by June 1st. Linda Greenough stated that she appreciates the boards understanding of the county's decreased valuation.
3. Professional Services Agreement. See attached submitted by John E. John E. made the motion that the Board promptly give formal notice of termination of the PSA to Harness Funeral Home, in accordance with Para G of the Amendment to Professional Services Agreement. Carolyn seconded the motion. After lengthy discussion, motion carried by 4 yay's to 1 nay submitted by John H. John Z with visit with Dave and Carolyn will draft and mail a formal letter.

There being no further business, the meeting adjourned at 3:29 p.m., following a motion by Butch, seconded by John E.

Submitted by Chanda Rule
