

Johnson County Cemetery District Minutes and Budget Hearing July 14th, 2020

The regular monthly meeting and budget hearing of the Johnson County Cemetery District was held at the JCCD Willow Grove Cemetery, Buffalo, Wyoming, on Tuesday, July 14, 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), Dave Harness, Jennifer Romanoski, and Chanda Rule.

- I. BUDGET HEARING:** John Ehlers made a motion to adjourn the regular business meeting and open the budget hearing. Butch Buell seconded the motion and motion carried. John E then presented the budget for the fiscal year end 2021 for approval, this is the same as the preliminary budget previously presented, asking for \$235,000 in mil levy. Public comments were asked for with none being submitted. Carolyn Fox moved to close the budget hearing; John Hanson seconded the motion and motion carried.
- II. BUDGET APPROVAL:** John E. made a motion to approve the final budget as presented and authorize the board treasurer to sign any documents as required. Nancy Elm seconded the motion, motion carried.
- III. VOUCHERS:** Butch made the motion to approve all vouchers as submitted. John E amended the motion to include payment of charges on credit card of automation gates. This was seconded by Nancy and carried by all present. Each check and/or voucher was initialed and signed by the present board members.
- IV. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Butch moved to approve the June 2020 minutes, and John E. seconded; the motioned carried by all present.
- V. TREASURER'S REPORT:** Chanda presented the June Treasurer's Report with all the financials and account balances for fiscal year end. WyoStar June statements have not as of date been published so the rate on the account balance sheet is an estimate. Butch made a motion to accept the treasurers report as presented, Nancy seconded the motion, and it carried by all. The submitted treasurer's report was signed.
- VI. WILLOW GROVE SEXTON'S REPORT:** Tim Lohse reported via written submission that; there were 2 burial and 5 cremation burials for May, making 27 total burials for 2020. Three of the funerals were on Saturday. Megan has been adding pictures of the headstones to the CIM site. They are still working with the contractors on the restrooms. The water lines were worked on all month; testing lines, fixing leaks, breaks, wiring problems and replacing sprinklers, John Zorbas recommended coming up with a maintenance schedule on the irrigation system. New blinds were installed in the meeting room. Tim met with Saluting Branches. A container with human cremains was found on site, with the help Dave and several lawyers, the family was located and paperwork/fees were finalized to bury. Tim also reported that they used pipe and conduit to take electrical line over the irrigation ditch.
- VII. KAYCEE SEXTON'S REPORT:** Dennette Mondeau via written submission as well. She reported that water was turned off for 3 days due to city well going down, it is now up and going again. She has been spot weed eating and mowing as needed. The plumbers have been on site to place pipes in preparation for the cement pad.
- VIII. GUEST/PRESENTATIONS:** Jennifer Romanoski from the Jim Gatchell Memorial Museum was present to ask the board to allow them to have the cemetery tours as they have in the past. Nancy made a motion to approve the museum to use the facilities for the Echoes of the Past tours, John E. seconded the motion, motion carried. Jennifer will provide the route information to Megan and Tim. Jennifer also mention her series of articles in the Sentry Magazine on the tombstone symbols; the board would like to have that link to the museum on their website.

IX. OLD BUSINESS:

1. Tim reported on Cepi's drainage findings, he will report back at the October meeting on the installation of the culverts and rock.
2. Simon Construction is supposed to have their hot mix plant set up in August. They will cut out and patch hole, not just topped.
3. John Z will email the employee handbook to the board members to review. John H moved to approve the employee handbook, Butch seconded the motion. After some discussion John Z amended the motion to approve at next meeting to give employees a chance to review it. Motion carried.
4. Carolyn brought up the burial options. No motion was made for approval; more information/convents are needed.
5. Megan/Tim gave a CIMS update; there was extended discussion on what were the priorities for completion. It was decided that name, plot, lot, picture and burial permit were required.
6. Butch presented a handout outlining the bookkeeping/administrative duties; this will be pursued at the next meeting.
7. Marshall Kelly should have a draft of the new signage at the next meeting.

X. NEW BUSINESS

1. There was some discussion on the records transfer from HFH to the District. Carolyn will check with State Archives to get their record retention schedule.
2. John Z will have a copy of the draft by-laws ready for review.
3. Carolyn made a motion to hold the Kubota check until July 31st, 2020 if the mower has not shown up by then it will be voided and order cancelled. Butch seconded the motion and motion carried.

There being no further business, the meeting adjourned at 5:00 p.m., following a motion by Butch, seconded by Nancy. The August meeting will be held at Harold Park in Kaycee at 2:00 pm

Respectfully submitted by Chanda Rule
