

Johnson County Cemetery District Minutes
September 8, 2020

The regular monthly meeting of the Johnson County Cemetery District was held at The Johnson County Courthouse in Buffalo, Wyoming on September 8th, 2020. The meeting was called to order by President John Zorbas at 2:03 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, Jill Wright, Brad Turley, Marshell Kelley, and Chanda Rule.

- I. VOUCHERS:** John E made the motion to approve all vouchers as submitted. This was seconded by Carolyn 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:** Carolyn moved to approve the August 2020 minutes, and John E. seconded; the motion carried by all present.

- III. TREASURER’S REPORT:** Chanda presented the August Treasurer’s Report with all the financials and account balances. WyoStar July statements have not as of date been published so the rate on the account balance sheet is an estimate. We have limited funds locally so may need to make a WyoStar transfer next month to cover expenses as well as do some budget allocations. Nancy. made a motion to accept the treasurers report as presented, John H. seconded the motion, and it carried by all. The submitted treasurer’s report was signed.

- IV. WILLOW GROVE SEXTON’S REPORT:** Tim Lohse reported via written submission that; there were 3 burial and 4 cremation burials for August, making 41 total burials for 2020. Six 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 and got electrical lines trenched in. Still having some irrigation issues. They travelled to Gillette to meet with Gillette cemetery personnel. They also worked on the office update. Still no firm date on when potholes will be filled.

- V. KAYCEE SEXTON’S REPORT:** Dennette Mondeau via written submission as well. There is a cremation burial scheduled for September. The restrooms are progressing and she has been keeping the cemetery picked up.

- VI. GUEST/PRESENTATIONS:** Marshell Kelley was in attendance to review the plans for the signage. John E. made the motion that Carolyn be appointed to work with Marshell to create signage as needed up to \$1500. Nancy seconded the motion and motion carried.

- VII. EXECUTIVE SESSION:** John E made a motion to adjourn the business meeting and go into executive session. John Hanson seconded the motion, motion carried. No motions or decisions need to be addressed in the business meeting. John E moved to reopen business meeting and John H seconded.

- VIII. OLD BUSINESS:**
 1. After some discussion, John H moved to accept Rocky Mountain Equipment estimate to repair the drainage issues, Butch seconded the motion and motion carried.

 2. Progress Reports:
 - Carolyn reported that for the office transformation, everything but the lumber for the shelving has been purchased. There was \$10,000 budgeted for the office and about \$7000 has been spent thus far. John E made a motion for funds to be used from the office transformation budget to purchase appropriate work wear for the full-time staff. John H seconded the motion, motion carried.

- Tim reported that the restrooms are framed and have Tyvek on, plumbers were on site this week in both WG and KC. John H moved to sign change order to allow for material price increases. Butch seconded the motion and motion carried.
- Bradley Turley who was hired to organize the transfer of records from HFH to WG and update the policies and procedures gave an update. There was some discussion on the record retention and who will have possession of the “big” book.

IX. NEW BUSINESS

1. Butch made the motion to allow Tim to purchase chemical storage cabinets as needed for up to \$2000.00, John H seconded the motion, motion carried.
2. John E. moved that Tim and Megan both file the necessary paperwork to become Notary’s. Carolyn seconded; motion carried.
3. There was some discussion on selling HFH a lower device, the one in mind didn’t work well; possibly come up with a rental agreement.
4. CIPR will be at the October meeting to give a presentation on the services they provide to help cemetery districts come up with a 5-20 year plan.
5. There is still a rock at KC cemetery that has not been placed correctly. The Sexton will send a formal letter giving the family 30 days to correct the placement or the district will do it and send a bill.
6. We received updated pricing options on health insurance for Tim and Megan. November 1st is the anniversary date; this is tabled until the next meeting.

There being no further business, the meeting adjourned at 4:34 p.m., following a motion by Nancy, seconded by Butch.

Respectfully submitted by Chanda Rule
