

Johnson County Cemetery District Minutes
March 9th 2021

The regular monthly meeting of the Johnson County Cemetery District was held at The Willow Grove Cemetery in Buffalo, Wyoming on March 9th, 2021. The meeting was called to order by President John Zorbas at 2:00 p.m. Present were: John Zorbas, Carolyn Fox, John Hansen, Nancy Elm, Craig Wetterlund, John Ehlers (via Zoom), Tim Lohse, Megan Boggs, Dennette Mondue (via Zoom), Linda Greenough (via Zoom), Logan Williamson from the Bulletin, Kay (via Zoom), and Chanda Rule.

- I. VOUCHERS:** Nancy made the motion to approve all vouchers as submitted. This was seconded by Craig. After some discussion, the motion was then carried by all. Each check and/or voucher was initialed and signed by the present board members.
- II. ACCEPTED MINUTES AS PRESENTED FOR PAST MEETING:** Nancy moved to approve the February 2021 minutes, and John H seconded; the motioned carried by all present.
- III. TREASURER'S REPORT:** Chanda presented the February Treasurer's Report with all the financials and account balances. WyoStar February statements have not as of date been received so the rate on the account balance sheet does not include that interest. For a few of the utility accounts that are paid via automatic withdrawals, there is no recording in February. This is due to the fact that we use cash basis accounting and will be recorded when the transaction takes place. Also, even though we are 66% thru the fiscal year, we have only received 57% of the tax revenue levied. There are concerns that we won't collect the assessed amount, but no actual numbers thus far. John H made a motion to accept the treasurers report as presented, Nancy seconded the motion, and it was 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 5 burials for January, making 9 total burials for 2021 and 0 spaces sold last month making the total sold for 2021, 2. The bathroom at WG walk thru has been completed. The drainage area remediation seems to be working well. Tim presented the board a fee schedule for spaces. Resident is not clearly defined in the policies. This issue will be tabled until next meeting.
- V. KAYCEE SEXTON'S REPORT:** Dennette Mondeau via written submission as well. She has been plowing snow as needed. The bathroom project is not yet complete due to inability to completely shut off water at city curb, Rex Maxwell with the town of Kaycee has been contacted. Due to scheduling conflicts the Town of Kaycee cannot get to the repairs for several months. Carolyn made a motion to get the water curbside problem fixed. Craig seconded the motion, motion carried. Tim will stay in touch with John H on actual costs.
- VI. CIMS REPORT:** Megan has been scanning deeds and is now 100% completed with deeds received from HFH. 7% of the burial permits has been completed.
- VII. GUEST/PRESENTATIONS:** None
- VIII. EXECUTIVE SESSION:** None.
- IX. OLD BUSINESS:**
1. John Z reported that the employee reviews were not yet complete, but there has been good communication between the employees and board.
 2. Tim and Megan presented some information on block signs. After some discussion, the board would like to see actual samples of option #1 and the decision on the purchase will be tabled until next month.


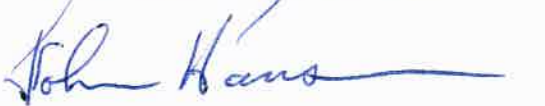
3. Carolyn contacted the State Archives department, Pat Newbern. Due to state statute record retention policies, she doesn't recommend donating records to the museum unless they are copies.

X. NEW BUSINESS

1. Accounting procedures amendment #1, this amendment adds agreed on procedures to the annual review. Craig moved to approve the addition as written, Nancy seconded and motion carried.
2. Employee handbook amendment #1, this amendment adds annual sign off of the employee manual by full time employees. Carolyn moved to approve and Nancy seconded the motion. There was some discussion on undue burden and employee's responsibility for board errors. Motion carried.
3. Amendment #9, traffic-this has been tabled until next meeting, still needs some clean up.
4. Amendment #10, hours of operation-#2 adds unless approved by the board, so that the museum can do their evening cemetery tours. #3 is being removed since it is not applicable to the hours section. John H moved to approve, Craig seconded and motion carried.
5. Amendment #18-adds article #21 sigs. Employees can put out signs as needed. Nancy moved to approve, Carolyn seconded, motion carried.
6. Tim asked for authority to sell a 2002 Kodiak 4-wheeler that needs some repair and is no longer used. Craig moved to allow staff to sell the 2002 Kodiak 4-wheeler, Nancy seconded and motion carried.
7. Tim and Megan gave a presentation on street signs within the cemetery. The cost would be between \$8000-10,000. Craig suggested we table this until next year and get the block signage completed first.
8. John E asked if the cattle guard in Kaycee has sold yet. It has not.

There being no further business, the meeting adjourned at 3:45 p.m., following a motion by John H, seconded by Nancy.

Respectfully submitted by Chanda Rule

Johnson County Cemetery District

Amendment 9 to the Johnson County Cemetery District Policy and Procedures Manual dated December 8, 2020

Article 3 as reads:

Article 3: Traffic Regulations:

1. No person unless employed by JCCD during the course of their work may operate or cause to operate any vehicle within the cemetery except on roads designed for that purpose.
 2. No vehicle shall be driven in excess of 10 miles per hour on any road within any cemetery.
 3. No person shall enter the cemetery with a loaded truck except the cemetery crew or permission has been received from the sexton of the cemetery.
 4. No person shall unload any materials in the cemetery without the express permission of the sexton of the cemetery.
 5. Any person operating a vehicle within any cemetery shall be subject to the traffic laws of the state of Wyoming.
 6. Unlicensed ATV's or go carts are not allowed within the boundaries of any cemetery unless use is for the conducting of cemetery operations.
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Changed to read:

Article 3: Traffic Regulations:

1. No person unless employed by JCCD during the course of their work may operate or cause to operate any vehicle within the cemetery except on roads designed for that purpose.
2. No vehicle shall be driven in excess of 10 miles per hour on any road within any cemetery.
3. No person shall enter the cemetery with a loaded truck except the cemetery crew or permission has been received from the sexton of the cemetery.
4. Any person operating a vehicle within any cemetery shall be subject to the traffic laws of the state of Wyoming.
5. Unlicensed **vehicles** are not allowed within the boundaries of any cemetery unless use is for the conducting of cemetery operations.

Adopted this 13 Day of April 2021



President of the Board

ATTEST:



Secretary of the Board

Johnson County Cemetery District

Amendment 20 to the Johnson County Cemetery District Policy and Procedures Manual dated December 8, 2020

Article 2 as reads:

Article 2: Conduct in cemeteries: No unauthorized person shall:

1. Enter a cemetery except through an unlocked established gate or entrance.
2. Pick or mutilate any flowers, either wild or domestic or disturb any tree, shrub, plant, shed, or any other item placed on or near a space other than on a space owned by that person or with the express permission of the space owner. Exception is Cemetery Staff in the course of their normal duties.
3. Use the cemeteries for recreational purposes other than in connection with a religious service unless approved by cemetery board.
4. Consume alcoholic beverages on the premises.
5. Discharge firearms or arrows in the cemetery without the permission of the sexton in charge. This prohibition shall not apply to authorized volleys at burial services conducted by recognized military organizations or associations of the United States Military.
6. Hunt on cemetery property without the express written permission of the cemetery sexton.
7. Use any form of private advertising on cemetery premises.
8. Injure or deface any monument, stone, fence or other structure within any cemetery.
9. Allow domestic livestock within the cemetery. Grazing leases may be approved by the JCCD Board on a case by case basis for the purpose of grazing domestic livestock. The exception will be for use during a funeral service.
10. Allow children under to age of 10 in the cemetery unless accompanied by an adult.

Changed to read:

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1. Enter a cemetery except through an unlocked established gate or entrance.
2. Pick or mutilate any flowers, either wild or domestic or disturb any tree, shrub, plant, shed, or any other item placed on or near a space other than on a space owned by that person or with the express permission of the space owner. Exception is Cemetery Staff in the course of their normal duties.
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Johnson County Cemetery District

6. Use any form of private advertising on cemetery premises.
7. Injure or deface any monument, stone, fence or other structure within any cemetery.
8. Allow domestic livestock within the cemetery. Grazing leases may be approved by the JCCD Board on a case by case basis for the purpose of grazing domestic livestock. The exception will be for use during a funeral service.
9. Allow children under to age of 10 in the cemetery unless accompanied by an adult.
10. No person shall unload any materials in the cemetery without the express permission of the sexton of the cemetery.
11. The limb and debris burn pile is for cemetery use only.

Adopted this 13 Day of April 2021



President of the Board

ATTEST:



Secretary of the Board

Johnson County Cemetery District

Amendment 16 to the Johnson County Cemetery District Policy and Procedures Manual dated December 8, 2020

Article 15 as reads:

Article 15: Monuments and grave markers:

1. Size, shape and color restrictions are as follows;
 - i monument is inside the allotted space as follows:
 - ii Stone shall not exceed the size of the space set aside for stones.
 - iii 2 1/2 feet by 5 feet for single stones,
 - iv 2 ½ feet by 10 feet for double stones.
 - v These sizes include the 4 inch pad boarder all the way around and under the stone.
 - vi Exceptions may be approved with prior consent by the cemetery sexton or employed cemetery crew.
 2. All monuments will be placed on concrete, granite or marble pads with a border of no less than 4 inches around entire marker and a depth of no less than 4 inches without prior consent of cemetery sexton.
 3. All monuments will be placed at the west end of the graves and aligned from north to south accordingly.
 4. The cemetery board of directors reserves the right to refuse monuments that are not in keeping with good taste or are considered offensive socially.
 5. Family monuments may be placed in the alley way between east and west halves of lots if the entire lot is owned by one owner. Accompanying headstones may then be placed at individual graves.
 6. Stones or foot markers on any grave with more than one stone, (in the case of multiple burials) the stones at the foot of the graves must be flush with the surrounding terrain.
 7. All headstones and markers must be within the confines of the allotted plot space purchased by purchaser or current owner or person with permission to have the burial.
 8. All benches will have prior approval of cemetery sexton or employed cemetery crew. Said person will approve location of bench or help find alternate location for bench. All benches must be set on a concrete base or approved equal that completely covers the ground under the bench.
 9. Temporary markers placed by the cemetery or a mortuary may remain on a grave space for 1 year. If a temporary marker is missing or in bad shape, the inquiring family should be advised to contact one of the mortuaries or monument companies to have a more permanent marker installed.
 10. For monument installed without the permission of the sexton or cemetery staff that does not conform to cemetery rules and regulations. The owners will be notified to correct said monument to conform to cemetery rules and regulations.
 11. Marker/Bench Placement card must be filled out prior to setting.
-

Changed to read:

Article 15: Monuments and grave markers:

1. Size, shape and color restrictions are as follows;
 - i. monument is inside the allotted space as follows:
 - ii. Stone shall not exceed the size of the space set aside for stones.
 - iii. 2 1/2 feet by 5 feet for single spaces,
 - iv. 2 ½ feet by 10 feet for double spaces.
 - v. These sizes include the 4 inch pad boarder all the way around and under the stone.

Johnson County Cemetery District


- vi. Exceptions may be approved with prior consent by the cemetery sexton or employed cemetery crew.
2. All monuments will be placed on concrete, granite or marble pads with a border of no less than 4 inches around entire marker and a depth of no less than 4 inches without prior consent of cemetery sexton.
 3. All monuments will be placed at the west end of the graves and aligned from north to south accordingly.
 4. The cemetery board of directors reserves the right to refuse monuments that are not in keeping with good taste or are considered offensive socially.
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 9. Temporary markers placed by the cemetery or a mortuary may remain on a grave space for 1 year. If a temporary marker is missing or in bad shape, the inquiring family should be advised to contact one of the mortuaries or monument companies to have a more permanent marker installed.
 10. For monument installed without the permission of the sexton or cemetery staff that does not conform to cemetery rules and regulations. The owners will be notified to correct said monument to conform to cemetery rules and regulations.
 11. Marker/Bench Placement/**Work** card must be filled out prior to setting.

Adopted this 13 Day of April 2021



President of the Board

ATTEST:



Secretary of the Board

Johnson County Cemetery District

Amendment 15 to the Johnson County Cemetery District Policy and Procedures Manual dated December 8, 2020

Article 12 as reads:

Article 12: Cemetery Maintenance

1. All cemetery maintenance, building, sub-contracting and care will be the expressed responsibility of the sexton hired by the Board of Directors. Without limiting the generality of the foregoing, the cemetery sexton shall address such items as the upkeep
i of all roads, entrances, buildings, fences, spring and fall clean up, trimming Of grass around headstones, plowing of snow, machinery upkeep and repair, sprinkler repair and watering of all grass.
2. The cemetery will not be responsible for the care of privately planted shrubs, trees or bushes.
3. The cemetery will not be responsible for continued watering of newly planted grass or sod on private graves.
4. Any artificial flowers that are blown away from a gravesite, or unsightly will be discarded at the discretion or the cemetery sexton
5. Any natural flower wreaths that are dead and unsightly may be removed at the discretion of the cemetery sexton.
6. Cemetery shall not be required to grow grass under Evergreen trees or elsewhere in the cemetery if excessive shade or other conditions that make growth difficult.
7. The cemetery shall not be liable for any damages which may result to any burial plot, or any grave marker, bench or other items thereon, which may result from acts of nature.

Changed to read:

Article 12: Cemetery Maintenance

- 1 All cemetery maintenance, building, sub-contracting and care will be the expressed responsibility of the sexton hired by the Board of Directors. Without limiting the generality of the foregoing, the cemetery sexton shall address such items as the upkeep of all roads, entrances, buildings, fences, spring and fall clean up, trimming of grass around headstones, plowing of snow, machinery upkeep and repair, sprinkler repair and watering of all grass.
- 2 The cemetery will not be responsible for the care of privately planted shrubs, trees or bushes.
- 3 The cemetery will not be responsible for continued watering of newly planted grass or sod on private graves.
- 4 Any artificial flowers that are blown away from a gravesite, or unsightly will be discarded at the discretion or the cemetery sexton
- 5 Any natural flower wreaths that are dead and unsightly may be removed at the discretion of the cemetery sexton.
- 6 Cemetery shall not be required to grow grass under Evergreen trees or elsewhere in the cemetery if excessive shade or other conditions that make growth difficult.
- 7 The cemetery shall not be liable for any damages which may result to any burial plot, or any grave marker, bench or other items thereon, which may result from acts of nature, **thieves, vandalism, or by other causes beyond its control.**

Adopted this 13 Day of April 2021

Johnson County Cemetery District



President of the Board

ATTEST:



Secretary of the Board

Johnson County Cemetery District

Amendment 13 to the Johnson County Cemetery District Policy and Procedures Manual dated December 8, 2020

Article 6 as reads:

Article 6: Digging of graves and preparation for graveside services

1. The only person allowed to spot and dig graves in a Cemetery in Johnson County will be the sexton or employed cemetery crew or a contractor, contracted by the Cemetery District to dig a grave in a cemetery other than Willow Grove.
2. Graves will be dug with a backhoe with rubber tires or sexton approved machinery and the dirt shall be removed until the burial is complete.
3. Graves will be dug to the specifications of the cemetery sexton. To wit; no larger than 4 feet wide and no longer than 8 feet with a depth no greater than 6 feet the exception of double burials in the New Veteran's Section.
4. The cemetery will provide the cost of open and closing the grave; a tent with or without walls, chairs for family members and a lowering device to facilitate lowering the casket into the grave.
5. During graveside services all machinery will be respectfully shut off during the duration of the service.
6. In so much as possible the Cemetery sexton staff must be given at least 48 hours prior notice with proposed burial time and locations.

Changed to read:

Article 6: Digging of graves and preparation for graveside services

1. The only person allowed to spot and dig graves in a **public** Cemetery in Johnson County will be the sexton or employed cemetery crew or a contractor, contracted by the Cemetery District.
2. Graves will be dug with a backhoe with rubber tires or sexton approved machinery and the dirt shall be removed until the burial is complete.
3. Graves will be dug to the specifications of the cemetery sexton. To wit; no larger than 4 feet wide and no longer than 8 feet with a depth no greater than 6 feet the exception of double burials in the New Veteran's Section.
4. The cemetery will provide a tent with or without walls, chairs for family members and a lowering device to facilitate lowering the casket into the grave.
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Adopted this 13 Day of April 2021



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ATTEST:

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A handwritten signature in blue ink, appearing to read "Ted - John Hans", is written over a horizontal line.

Secretary of the Board