

**RICHMOND CEMETERY MAINTENANCE DISTRICT      NOVEMBER 15, 2022**

A regular meeting of the Richmond Cemetery Maintenance District was held on Tuesday, November 15, 2022 at the Park Community Center, 90 South 100 West, Richmond, Utah at 6:30 P.M. Chairman Kevin Graham was in the chair.

The following board members were in attendance: Kevin Graham, Amy Sadler, Kelly Crafts and Amber Ervin.

Board Member Jared Gillman arrived during the meeting.

Treasurer HollyJo Karren and Recorder Justin Lewis was also in attendance.

Visitors: None

The opening remarks were made by Amy Sadler.

**APPROVAL OF THE MINUTES FROM THE MARCH 24, 2022 BOARD MEETING**

\*\*\*A motion to approve the March 24, 2022 board meeting minutes was made by Kelly, seconded by Amy and the vote was unanimous.\*\*\*

Yes Vote: Graham, Sadler, Crafts, Ervin  
No Vote: None  
Absent: Gillman

**DISCUSSION, REVIEW AND APPROVAL OF CEMETERY DISTRICT FEES**

**JUSTIN:** Last year we increased the fees for the first time in several years. I am not recommending any increases this year.

\*\*\*A motion to adopt the 2023 Richmond Cemetery Maintenance District Fee schedule was made by Amy, seconded by Amber and the vote was unanimous.\*\*\*

Yes Vote: Graham, Sadler, Crafts, Ervin  
No Vote: None  
Absent: Gillman

**2023 CEMETERY DISTRICT FEES**

	<b>Resident</b>	<b>Non-Resident</b>
Plot Purchase	\$600	\$1,600
Grave Open/Close	500	900
Grave Open/Close – Saturday	800	1,200
Cremation	300	600
Infant (Less than 1 year old)	200	400

## **FINANCIAL REVIEW**

**JUSTIN:** Last year, 2021, the district ended up \$16,861 in the positive. As you know we don't collect property tax for 2022 until December and January 2023 so we run a negative until those funds come in. So far this year we have received \$17,850 in burial fees, \$23,200 in grave plot purchase revenue, \$15,000 on the sale of the little strip of land to Richmond City for a road expansion project and \$1,555 in interest revenue. Interest revenue is up quite a bit over last year. Last year we only received \$502 in interest revenue for the entire year. For expenses we paid burial costs for January through June in the amount of \$1,750 to Richmond City. We will pay for July through December at the end of December. The annual audit cost \$3,200. Annual irrigation water share assessment totaled \$1,361. The only big purchase this year was the purchase of the new lawnmower at a cost of \$8,875. The old mower lasted for about a decade but was worn out and could not be repaired as it needed a new engine. Budget adjustments to the current budget will be increases to property tax, fee in lieu, burial fees, grave plots purchases, interest and for the sale of the land to the city. A decrease will be made to having to use funds from our fund balance. It is nice that we are not having to use any of our fund balance and will actually be adding to the fund balance again this year. Expense increases are for the purchase of the lawnmower, wages and benefits and putting money into our fund balance.

**KEVIN:** Will we be opening up another new section soon?

**JUSTIN:** No, we have a lot of plots left to sale in the new section before we need to open another new one. I suspect it will be a few years before we open another new section.

**KEVIN:** When will the fence be installed on the north end of the grounds?

**JUSTIN:** We are waiting to install it after the new road is paved and shoulder graded. The new road is 500 North. The contractor is currently working on the infrastructure on the project to the north. When he paves the road in the spring, we will get the fence installed shortly thereafter. The new budget is very similar to the current budget with no additions at this time for equipment purchases or capital improvements unless you have items you want to add.

## **PUBLIC HEARING ON THE BUDGET FOR THE CALENDAR YEAR PERIODS OF 2022 AND 2023.**

**JUSTIN:** The pickup truck with the flatbed on it we use at the cemetery is broken and cannot be repaired. It is too old to consider dumping any additional funds into it. We are looking at some different options in this regard. We will be getting with you about it at a later date when we have some numbers and options to consider.

**KEVIN:** How much do we currently have in our reserve fund?

**JUSTIN:** Approximately \$136,000 between our checking and savings accounts.

**AMY:** Do we have any other equipment?

**JUSTIN:** We had the old truck and a couple of lawnmowers. We don't have much equipment where the city does the burials for us.

**AMY:** Is the old truck only used at the cemetery?

**JUSTIN:** Yes. They put dirt and debris from the burials on it.

\*\*\*A motion to close the regular board meeting and open the public hearing was made by Amy, seconded by Kelly and the vote was unanimous.\*\*\*

Yes Vote: Graham, Sadler, Crafts, Ervin  
No Vote: None  
Absent: Gillman

*The public hearing opened at 6:47 P.M.*

There were not any comments or questions.

\*\*\*A motion to close the public hearing and reopen the regular board meeting was made by Amber, seconded by Amy and the vote was unanimous.\*\*\*

*The public hearing closed at 6:47 P.M.*

Yes Vote: Graham, Sadler, Crafts, Ervin  
No Vote: None  
Absent: Gillman

<b>DISCUSSION AND APPROVAL OF THE 2023 BUDGET AND AMENDMENTS TO THE 2022 BUDGET.</b>
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\*\*\*A motion to adopt amendments to the 2022 Budget was made by Amy, seconded by Amber and the vote was unanimous.\*\*\*

Yes Vote: Graham, Sadler, Crafts, Ervin  
No Vote: None  
Absent: Gillman

\*\*\*A motion to adopt the 2023 Budget was made by Amy, seconded by Amber and the vote was unanimous.\*\*\*

Yes Vote: Graham, Sadler, Crafts, Ervin  
No Vote: None  
Absent: Gillman

**2023 RICHMOND CEMETERY MAINTENANCE DISTRICT BUDGET**

**Revenue**

Property Tax	\$75,805
Fee in Lieu	4,400
Burial Fee	15,000
Plot Purchase	5,000
Interest Earned	1,800

From Fund Bal	12,445
Total Revenue	\$114,450

**Expense**

Wages	\$48,000
Benefits	22,000
Advertising	100
Dues & Subscriptions	100
Office Supplies	1,000
Maintenance & Repair	18,000
Utilities	2,000
Gas & Diesel	2,400
Grave Digging	6,000
Auditor	3,200
Engineering	500
Bonds & Insurance	3,000
Irrigation Water Dues	1,400
Trees	6,000
Sundry	750
Total Expenses	\$114,450

**OPEN AND PUBLIC MEETINGS TRAINING**

**JUSTIN:** We need to do some training or a refresher on some items regarding the board and how we do things. Here are a few reminders about how we conduct business.

- A quorum of the board is three (3) board members.
- If only three board members are in attendance and the vote is 2-1 in favor of passing the agenda item the request is considered denied as it takes three YES votes in order for a motion to adopted/approved.
- The chairman is a voting member of the board.
- All meetings of the board are required to have an audio recording and written meeting minutes.
- All meetings of the board must be advertised and are currently advertised at the Park Community Center, library, city website, post office and the Utah Public Notice Website.
- Any board member with a conflict of interest needs to announce the conflict before an item is discussed and give a reason for the conflict. The board member is allowed to

participate in the discussion and vote if they choose to do so or they can abstain from the discussion and vote.

- Any vote of the board requires a Yes or No from each board member and the vote of each board member must be specifically listed in the meeting minutes.
- Any vote to approve or amend the budget requires a public hearing beforehand.
- Administrative items do not require a public hearing.
- The board is required to meet at least once annually.

**JUSTIN:** Also, I am required to fill out and submit an annual Fraud Risk Assessment form. It is a state requirement. Based on their point criteria we are considered low risk. Each of you have been provided a copy to review. There are areas we don't get points in such as having a certified public accountant on staff.

#### **APPROVAL OF WAGES AND STIPENDS FOR 2022 AND 2023**

**JUSTIN:** Richmond City Administrator Jeremy Kimpton is currently doing a wage review study for the city. With inflation and increasing wages above the normal cost of living amounts we are trying to get a better feel of what we need to do. I would suggest we don't adjust wages at this time and work with the city at a later date once they have some options, they are considering in regard to wages. We pay 75% of Yumi's wage and then a portion of my wage and a portion of HollyJo's wage. Last year we paid a stipend to the chairman of \$200 and each board member \$100. A net amount of \$500 was paid to Chris Purser, myself and Yumi last year as a Christmas bonus. I would suggest we incorporate HollyJo into this where she has been working with the cemetery district since April. With Chris retiring at the end of October the transition has been pretty flawless going to HollyJo.

*\*\*\*Board Member Jared Gillman arrived at the board meeting at 6:57 P.M.\*\*\**

**KEVIN:** I would suggest we do a net Christmas bonus of \$700 to Justin and Yumi and \$500 to Chris and HollyJo. Where HollyJo and Chris were not with us the entire year I suggest going a little bit under the others. Next year I would recommend HollyJo at the same amount as Yumi and Justin.

*\*\*\*A motion to approve stipend payments of \$100 to each board member and \$200 to the chairman was made by Amy, seconded by Jared and the vote was unanimous.\*\*\**

Yes Vote: Graham, Sadler, Crafts, Ervin, Gillman

No Vote: None

*\*\*\*A motion to approve net Christmas bonuses in the amount of \$500 to HollyJo Karren and Chris Purser and \$700 to Yumi Collins and Justin Lewis was made by Amy, seconded by Jared and the vote was unanimous.\*\*\**

Yes Vote: Graham, Sadler, Crafts, Ervin, Gillman

No Vote: None

## DISCUSSION ON PROJECTS AT THE CEMETERY

**KEVIN:** We still don't have an entrance gate yet. I would like to see one.

**JARED:** I have talked to Johnson Welding and they are willing to help with the design.

**AMBER:** I need to disclose my son works at Johnson Welding. He has mentioned materials are hard to acquire. If we want it done soon, we will need to order the material. They just ordered material for a job and the material won't arrive until March 2023.

**KEVIN:** Will they help with the design?

**AMBER:** Yes.

**KEVIN:** Amber are you willing to take on this assignment and work with them on a design?

**AMBER:** Yes. I will get a couple of options and bring back to the board for review.

**KEVIN:** We have nobody to open and close the gate at night so we will need to look at some electronic options to make that work.

**AMBER:** What is the timeframe on this project?

**KEVIN:** Either before Memorial Day or after Memorial Day but not during the week of or week after.

**AMBER:** I will say by April 30<sup>th</sup> or not until after June 1<sup>st</sup>.

**KEVIN:** Justin would the city staff be willing to help with the removal of the old road on the east side of the grounds?

**JUSTIN:** I will speak with Jeremy Kimpton about it. I think they can help as long as they have advance notice.

**KELLY:** What about the trees along the east side?

**JUSTIN:** There are a bunch of old pine trees which most likely need to come down as well. I would suggest touring the grounds in the spring as a board so you can review the lay of the land and make some decisions onsite.

**JARED:** I would suggest removing at least every other tree or all of them. When the road is dug out it needs to be wider than the existing road so we can properly grade the area.

**KELLY:** Can we replace the old fence along the east side with a new fence?

**JUSTIN:** I can get a quote when the fence on the north end is installed. The board can decide if we want to do the east side at the same time as well.

**AMBER:** Do we need to disclose to anyone what we are doing on the east side?

**JUSTIN:** No. None of the graves will be disturbed. We will be removing the old road and possibly some trees and replacing with grass and new trees.

**KEVIN:** Let's meet up there in the spring and tour the grounds. Maybe we could create a walking path where the removed road is located.

**KELLY:** Could we submit a RAPZ Tax application?

**JUSTIN:** I will check and find out. You might be able to for a path or trail. The other items are considered maintenance and repair.

**KELLY:** Maybe we could add a bench at the top and bottom as well.

**JARED:** We need to do some tree trimming down the main corridor. Some of the new trees died this year because of a lack of water. They have been replaced. We need to open up the canopy so the new trees get some sunlight. I think around 1/3 of the top of each tree will need to be

removed. Also, I would like to put in a temporary drip system to water the new trees. It would be staked into the ground so it does not disturb the lawnmowing or get tripped over.

**AMY:** I agree with doing that. We are investing so much money in trees we don't want them to die.

**KELLY:** I think that is a great idea.

**HOLLYJO:** How old are the trees that are planted?

**JARED:** They are larger trees in the 2 ½ inch to three-inch size. They are a sycamore. Once established they are a good canopy tree. It can be hard to get them established. They are a fast-growing tree. They are the same trees which line the main road going through Brigham City.

**KEVIN:** We want to keep going north with new trees as well once we have new trees throughout the old section.

**JARED:** The irrigation water is cleaner now than in the past. We could consider installing some sprinkler heads along the main roadway as well.

**KEVIN:** We need to discuss how much we want to keep in reserve as well. We should have around \$150,000 at the end of the year. I think we need to probably keep at least \$100,000. We have a lot of projects we are considering.

**AMBER:** Do we have vandalism problems?

**KEVIN:** There have been some nights when some unsavory people have been there.

**AMY:** Some headstones were vandalized one time during the day.

**KELLY:** We are going to need to keep people from coming off the new road, 500 North, down through the cemetery grounds.

**JUSTIN:** It is the main reason we want to put in the new fence on the north end as soon as the road is completed. The fence will keep out all access from the north.

**JARED:** If we install a powered gate system, we should install a new light which shines on the flag. Right now the flag is lighted by a solar powered light.

**KELLY:** That is a great idea.

**KEVIN:** For next year we look at a new entrance gate and a way to properly water the new trees. If we have extra funds, we can consider the road project.

**JARED:** We need to make sure there is a way for people to get out if the gate closes when they are inside the grounds.

**KEVIN:** It will have to have an automatic opening system from the inside.

## **BOARD MEMBER REPORTS**

**JARED:** I will work on a dripline system to water the trees. I will meet with Brad Deffinger about doing some tree trimming. If he cannot do it, I know someone who can.

**AMY:** I only had one call this year and the staff took care of it.

**KELLY:** I don't have anything additional to report.

**AMBER:** I don't have anything else either.

<b>CHAIRMAN REPORT</b>
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**KEVIN:** I only received two phone calls and it was from people trying to locate a specific headstone. I used to get complaints nonstop and things have changed and I rarely receive one.

**JUSTIN:** A new software is being considered in regard to locating headstones. The current software is no longer being serviced.

**HOLLYJO:** The software is great for finding headstone information, doing ancestry work or when the city office is closed. The current software no longer updates. I have talked with North Logan, Logan City, Wellsville and a couple of others about what they are doing. One option has a \$5,000 implementation fee and the other option is free. I will have to do the upkeep either way. They are very different programs. I am going to look at both options. I am still researching this issue. I will have a recommendation by spring. The old information can still be looked up but no new information can be added to the existing software.

**KEVIN:** I am happy with how things are going. I think we are in a good place with things. I want all of us to meet up there in the spring. How did we do watering the grounds this year?

**JUSTIN:** The irrigation company was great to work with. There was not a lot of water but they allowed us to use as much as they could.

\*\*\*A motion to adjourn was made by Amber, seconded by Kelly and the vote was unanimous.\*\*\*

Yes Vote: Graham, Sadler, Crafts, Ervin, Gillman

No Vote: None

The meeting adjourned at 7:29 P.M.

**RICHMOND CEMETERY MAINTENANCE DISTRICT**

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Justin B. Lewis, Recorder



**RICHMOND CEMETERY MAINTENANCE DISTRICT**  
**90 South 100 West**  
**Richmond, Utah 84333**

**AGENDA**

Public Notice is given that the Richmond Cemetery Maintenance District will meet in a regularly scheduled meeting at 90 South 100 West, Richmond, Utah on **Tuesday, November 15, 2022**. The meeting will begin at 6:30 P.M.

Welcome and Opening Ceremonies by Amy Sadler

1. Approval of the minutes from the March 24, 2022 board meeting.
2. Discussion, review and approval of cemetery district fees.
3. Financial Review
4. Public Hearing on the budget for the calendar year periods of 2022 and 2023.
5. Discussion and approval of the 2023 budget and amendments to the 2022 budget.
6. Open and public meetings training.
7. Approval of Wages and Stipends for 2022 and 2023.
8. Discussion on projects at the cemetery.
9. Board Member Reports
10. Chairman Report

Adjournment

**\*\*\*Items on the agenda may be considered earlier than shown on the agenda.\*\*\***

In accordance with the Americans with Disabilities Act, individuals needing special accommodation for this meeting should contact the City Office at (435) 258-2090, at least three (3) days before the date of the meeting.