

RICHMOND CEMETERY MAINTENANCE DISTRICT DECEMBER 1, 2021

A regular meeting of the Richmond Cemetery Maintenance District was held on Wednesday, December 1, 2021 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, Kelly Crafts, Amy Sadler.

Cheryl Peck and Jared Gillman were excused.

Recorder Justin Lewis was also in attendance.

Visitors: Terrie Wierenga

The opening remarks were made by Kelly Crafts.

APPROVAL OF THE MINUTES FROM THE DECEMBER 2, 2020 BOARD MEETING

A motion to approve the cemetery district meeting minutes from December 2, 2020 was made by Kelly, seconded by Amy, and the vote was unanimous.

Yes Vote: Sadler, Crafts, Graham

No Vote: None

Absent: Gillman, Peck

DISCUSSION, REVIEW AND APPROVAL OF CEMETERY DISTRICT FEES

JUSTIN: The last time the fees were adjusted was on January 1, 2014. Costs are rising and the amount we pay the city for burials is increasing. So far this year we have done 26 regular burials and five cremation burials. I would suggest considering raising some of the costs possibly \$100.

KELLY: Raise the fee for both residents and nonresidents?

JUSTIN: Yes.

KEVIN: I did some research and it looks like the average burial plot purchase is \$600. Logan City charges \$606. I did find two places cheaper than \$600. Right now we are charging \$500.

JUSTIN: I don't think we can compare our fees to others as we don't know their revenue sources, expenses or possible capital projects they are funding. The reason we charge substantially more for nonresidents is we don't want people coming here because we are the cheapest. We only have a finite amount of graves and we want people here because this is where they want to be not because we are the cheapest option.

AMY: Doing a \$100 increase is cheaper than if we had done an annual increase since 2014.

KELLY: It would be inline with what others are charging as well. What about cremations?

JUSTIN: We don't do a lot each year. This year we have done five. In previous years it might only be a couple per year. One item to consider is when we open another new section is to have a cremation area only. In Smithfield, they are creating an area for cremations only. The grave plots are smaller; therefore, they are cheaper to purchase. If you create an area like this, I suggest making it mandatory that only in-ground headstones are allowed. The plots are so small a mower

could not get in there. Only a trimmer. For maintenance reasons we would want them flat where they would be in a confined area.

KELLY: Where would we do this at?

JUSTIN: It could be considered when we open another new phase down the road. Right now there are plenty of plots available in the newest phase. I don't see another new phase being opened for a long time.

A motion to approve cemetery district fees for 2022 was made by Kelly, seconded by Amy and the vote was unanimous.

Yes Vote: Sadler, Crafts, Graham

No Vote: None

Absent: Gillman, Peck

2022 CEMETERY DISTRICT FEES

	Resident	Non-Resident
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 we ended up \$16,331 to the positive. Total revenue was \$108,871 and total expense was \$92,539. Revenue consists of property tax, fee in lieu, burial fees, grave plot purchases and a small amount of interest earned. Expenses mainly consist of wages/benefits and maintenance costs for the grounds. There are other smaller expenses such as advertising, office expense and sundry. The annual audit for 2020 cost \$2,500. Fees paid to the irrigation company totaled \$1,299.50. Insurance for the equipment, grounds and general liability totaled \$2,866.95. The amount paid to the city for burials totaled \$4,650. Utility costs totaled \$2,307 which consist of electricity, garbage and culinary water use. The tree planting project in the middle part of the grounds started. The trees cost \$4,664. For 2021, through the end of October, we are running a deficit of about \$22,620. This is because we do not collect the majority of our property tax until November and December. We still have about \$60,000 in property tax we will receive.

Maintenance costs so far total \$10,701. Sadly, that early snowstorm caused significant damage to the old trees down the middle of the grounds. We were lucky and none of the new trees were damaged by limbs and branches which broke off of the old trees. Irrigation water share expense totaled \$1,060. We added more trees in the middle part of the grounds as well. The annual audit for 2021 cost \$3,000. For January through June we paid the city \$1,875 for burial expenses. We will pay for July through December by the end of the year. We have done a few less burials this year than last year to this point in the year. Grave plot purchases are up a lot over last year. In 2020, we collected \$11,000 in grave plot purchases. So far this year we have collected \$17,500.

KEVIN: I am hoping we end up around \$18,000 to the positive this year when things are finalized. Did we sale any surplus equipment this year?

JUSTIN: No. A&D Landscaping did replace a couple of the new trees which died. They replaced them at their cost since they were less than a year old.

PUBLIC HEARING ON THE BUDGET FOR CALENDAR YEAR PERIODS 2021 AND 2022.

JUSTIN: The original budget for 2021 totaled \$102,489. We need to make some adjustments to revenue and expense. The revenue adjustments would be for increases to property tax, fee in lieu, burial fees and a big increase for grave plot purchases. There would be a decrease in interest earned and the transfer-in from the fund balance. When we started the year, we were having to use some of our reserve. Now as we end the year, we will be transferring some to our reserve so that is a big positive. Increases to expenses will be for benefits, gasoline, annual audit and insurance as well as a transfer to the fund balance. Decreases will be for office supplies, maintenance and irrigation water share fees. The new budget is proposed at \$110,100. It is very similar to the 2021 starting budget. An increase in wages and benefits is included. As well as slight increases for the audit, insurance and gasoline. I have not included any new capital projects. I did include more trees for possible expansion to the north. I have a concern about adding more trees in the new section. The road is just dirt right now. I think it is hard to plant trees before the asphalt road and water system are installed. The city will be approaching the district about possibly purchasing some land on the north end for a new road which will be 500 North. The initial survey shows no land is needed at the east side but as it goes west there is the possibility 31 feet on the western boundary will be needed. This would potentially affect how the roads turn at the north end. Right now the city needs to work with the Sanders and Johnson families as well for land needed for the road. Nothing right now is finalized as the city is just starting the process of working with these groups on this possible project.

KEVIN: I don't want an exit going out the north.

JUSTIN: I would agree. I think our intent has been if the road is actually installed, we would install a fence on the entire north end. We don't want people speeding through the cemetery off of 500 North. I think a nice 2-rail vinyl fence would look nice and serve the purpose of keeping people from entering the north end.

KEVIN: I don't want to do any additional projects in the new area until we know what is going to happen with the road.

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: Sadler, Crafts, Graham

No Vote: None

Absent: Gillman, Peck

The public hearing opened at 6:59 P.M.

TERRIE WIERENGA: You guys are doing a good job overseeing the district. Well done.

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

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

The public hearing closed at 7:00 P.M.

DISCUSSION AND APPROVAL OF THE 2022 BUDGET AND ADJUSTMENTS TO THE 2022 BUDGET.

A motion to approve amendments to the 2021 Richmond Cemetery Maintenance District Budget was made by Amy, seconded by Kelly and the vote was unanimous.

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

A motion to adopt the 2022 Richmond Cemetery Maintenance District Budget was made by Amy, seconded by Kelly and the vote was unanimous.

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

2022 RICHMOND CEMETERY MAINTENANCE DISTRICT BUDGET

Revenue

Property Tax	\$72,609
Fee in Lieu	4,300
Burial Fee	15,000
Plot Purchase	5,000
Interest Earned	500
From Fund Bal	12,691
Total Revenue	\$110,100

Expense

Wages	\$44,500
Benefits	20,500
Advertising	100
Dues & Subscriptions	100
Office Supplies	1,000
Maintenance & Repair	18,000
Utilities	3,000
Gas & Diesel	2,400

Grave Digging	6,000
Auditor	3,000
Engineering	500
Bonds & Insurance	3,000
Irrigation Water Dues	1,250
Trees	6,000
Sundry	750
Total Expenses	\$110,100

APPROVAL OF WAGES AND STIPENDS FOR 2021 AND 2022.

JUSTIN: Last year the stipend paid to the chairman was \$200 and each board member received \$100. The wages paid for 2021 were \$335 per bi-weekly payroll to Chris and \$200 per month to myself. The district pays 75% of the cost of Yumi’s wage and benefits.

KEVIN: I think wages need to be increased. Inflation is over five or six percent this year. Just adding that alone for one year would put Chris at about \$350 and Justin at about \$212.

AMY: I don’t recall doing a wage increase in the past. I know it has not been done annually.

KEVIN: I think we need to do at least a cost-of-living adjustment each year and start doing it annually.

JUSTIN: Yumi has received a cost-of-living adjustment of about 3.00% in July of each year as approved as part of her wage by the city council.

KEVIN: I suggest we adjust Chris’s wage to \$400 per bi-weekly payroll and Justin’s to \$250 per month.

AMY: I think that is very reasonable where we have not done anything in the past.

KELLY: I agree.

KEVIN: I don’t recall giving wage increases in the past. If we have it has been a long time ago.

KELLY: I think moving forward we should include at least a 3.00% cost of living increase.

A motion to approve wages and stipends was made by Kevin, seconded by Amy and the vote was unanimous.

Yes Vote: Sadler, Crafts, Graham

No Vote: None

Absent: Gillman, Peck

Stipends 2021

Kevin Graham	\$200
Jared Gillman	\$100
Amy Sadler	\$100
Kelly Crafts	\$100
Cheryl Peck	\$100

Net Employee Christmas Bonus – 2021

Chris Purser	\$500
Justin Lewis	\$500
Yumi Collins	\$500

Wages – 2022

Chris Purser	\$400	per bi-weekly payroll
Justin Lewis	\$250	monthly
Yumi Collins	75%	of total wage paid by the city

DISCUSSION ON PROJECTS AT THE CEMETERY.

KEVIN: The new entrance sign looks good. The bracing needs to be removed eventually.

JUSTIN: I know Jared was waiting for the cement to cure where the poles are so heavy and the concrete was poured when the weather was colder.

KEVIN: I noticed the flagpole is not lit up.

JUSTIN: It has a solar light on it. I will work with the staff to find out why it is not working and get it functioning.

KEVIN: We can put a powered light on there if necessary.

JUSTIN: The staff does not have any projects planned in the old section. We are wondering if there is anything you want completed.

KEVIN: I would like to see the furthest east road removed. I could not find a contractor this year who could do it.

JUSTIN: I will talk to the city staff and see if this is something the city could do and then charge the district for their time. I know Jared mentioned at one time when we removed the road, we could plant trees in that area. They would be replacements for the big pine trees on the east side which are dying.

KEVIN: I would like the board to meet on the grounds in April or so. I would also like to see some entrance gates installed at the south end.

JUSTIN: I will talk to Jared. If I recall correctly, he had the new sign poles built so gates could be installed on them.

TERRIE WIERENGA: If the gates are installed who would open and close them? When they were closed and opened in the past, I know it was an issue getting someone to do it. How would that work?

KEVIN: I would hope we could install powered gates which could be on a timer. I know years ago Leslie Erickson opened and closed the gates. I know they were left open all the time for the last several years until they were removed as part of the entrance sign project.

JUSTIN: What color would you like the gates to be?

KEVIN: Black.

AMY: Black would be nice and match the entrance sign.

KELLY: I agree.

KEVIN: Are there areas in the cemetery where we need to put concrete on bends in the road? Having this at the entrance is very nice where people cut the corners to sharply in their cars.

JUSTIN: I know on the west side of the old section there are some areas it would be nice to see widened.

BOARD MEMBER REPORTS

KELLY: Remind me, are there trees down the west side?

JUSTIN: Yes. Rhett Christensen and his family installed them as part of an Eagle Scout project a few years ago.

AMY: How do we find a specific grave in the cemetery?

TERRIE WIERENGA: There is a link on the city website.

JUSTIN: A few years ago five or more scouts took pictures and gathered all of the information.

TERRIE: I think around 57 people were involved from gathering pictures and the headstone information, to inputting the information and then finally reviewing and proofing the information.

JUSTIN: Chris can help anyone with questions as well about specific graves.

CHAIRMAN REPORT

KEVIN: I only got one email this year with a complaint. I think overall people are content with what is going on there.

JUSTIN: I am not aware of any unreasonable complaints this year.

KELLY: I received one complaint about sprinkler pipe laying close to some graves in the old section on the north end.

JUSTIN: When you are at the grounds next time drive down the east side and see what you think about planting trees where the road will be removed.

KEVIN: If we do that, I would like to match the new trees with the trees planted down the west side so it looks the same.

A motion to adjourn at 7:24 P.M. was made by Amy, seconded by Kelly and the vote was unanimous.

Yes Vote: Sadler, Crafts, Graham

No Vote: None

Absent: Gillman, Peck

RICHMOND CEMETERY MAINTENANCE DISTRICT

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 Wednesday, December 1, 2021. The meeting will begin at 6:30 P.M.

Welcome and Opening Ceremonies by Kelly Crafts

1. Approval of the minutes from the December 2, 2020 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 2021 and 2022.
5. Discussion and approval of the 2022 budget and adjustments to the 2021 budget.
6. Approval of Wages and Stipends for 2021 and 2022.
7. Discussion on projects at the cemetery.
8. Board Member Reports
9. 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.