

RICHMOND CEMETERY MAINTENANCE DISTRICT DECEMBER 2, 2020

A regular meeting of the Richmond Cemetery Maintenance District was held on Wednesday, December 2, 2020 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, Jared Gillman, Cheryl Peck & Amy Sadler.

Recorder Justin Lewis was also in attendance.

Visitors: Sharik Peck

The opening remarks were made by Amy Sadler.

APPROVAL OF THE MINUTES FROM THE DECEMBER 4, 2019 BOARD MEETING

CHERYL: I will abstain from voting where I was not in attendance or on the board at that time.

A motion to approve the cemetery district meeting minutes from December 4, 2019 was made by Jared, seconded by Kelly, and the vote was unanimous.

Yes Vote: Sadler, Crafts, Gillman, Graham

No Vote: None

Abstain: Peck

DISCUSSION, REVIEW AND APPROVAL OF CEMETERY DISTRICT FEES

JUSTIN: We have not increased the fees for the last few years. Where we increased the property tax rate about five years ago we decided not to increase the fees since then. I have checked with other cemeteries and our fees are not the highest or the lowest. We have priced non-resident prices on the higher end so that we do not get any cemetery plot shoppers looking for the cheapest price. I am not recommending any changes to the current fees and would suggest leaving them the same for 2021.

AMY: I don't want to raise fees during a pandemic.

KEVIN: It is not a burden to the district to leave the fees where they are at. I agree we should leave them the same.

JARED: I would agree as well. The budget has been doing well and we have been able to stay on top of things. I think we continue with our current fees.

KEVIN: How many burials have we done this year?

JUSTIN: Through the end of November there have been 29 burials so far this year. Last year was the highest number of burials I can remember and it was 46.

A motion to approve cemetery district fees for 2021 was made by Amy, seconded by Kelly and the vote was unanimous.

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

No Vote: None

2021 CEMETERY DISTRICT FEES

	Resident	Non-Resident
Plot Purchase	\$500	\$1,500
Grave Open/Close	400	800
Grave Open/Close – Saturday	700	1,100
Cremation	300	600
Infant (Less than 1 year old)	200	400

FINANCIAL REVIEW

JUSTIN: For 2019, we ended up to the positive \$33,134. We did not overspend in expenses and we did many more burials than normal so it ended up being a good year financially. I would mention one decrease in revenue is from interest earned on our savings. Last year we earned about \$2,000 in interest. This year it will be around \$1,000. Due to the pandemic the interest rate has decreased dramatically. For 2020, through the end of November, we are a negative \$26,000. This is because we receive almost 90% of our property tax in November and December. We should be receiving over \$50,000 in property tax in the next two months which should put us at least \$20,000 to the positive. Wages are approximately \$40,000. The district pays 75% of Yumi's wage and then a portion of Chris Purser and my wage. Maintenance and repair is our largest line item in the budget. We traditionally budget around \$18,000 per year for this. We have utilities which consist of culinary water, garbage and Rocky Mountain Power. We purchase fuel as needed for the equipment. Grave digging is done by Richmond City with their equipment. We pay the city a set rate for each burial they do for the district. The city bills the district in June and December for utilities and grave digging. The annual audit cost \$2,500. This year we have to submit a Fraud Risk Assessment to the state. The districts will mirror the cities where the finances run through the same department as well we abide by the same rules as the city. I have provided a copy for your review. We pay to insure the grounds and equipment. The amount paid to the Richmond Irrigation and Power Company for the dues and assessment on our shares was \$1,250. The main project completed at the grounds this year was installing twelve new trees in the old section at a cost of \$4,664. I fully expect we will end up at least \$15,000 to the positive if not more when yearend is completed. Proposed changes to the current budget are for revenue increases for burial fees and grave plot purchases and a decrease for interest earned. Expense increases are for wages and benefits, the annual audit, the tree planting project and an increase to the fund balance. The proposed budget for 2021 is very similar to 2020. The biggest difference being from including a tree planting project at a cost of \$6,289. The starting budget for 2020 was \$95,400 and the proposed new budget is \$102,489.

AMY: What equipment do we own?

JUSTIN: Inside the maintenance shop are a few mowers, power tools and some miscellaneous tools. We have an old truck that is not really drivable as well as a tractor that is no longer usable. The tractor is originally from Japan and hard to get parts for. It is very old as well.

KEVIN: Have we paid Brad Deffinger for his tree trimming this year at the grounds?

JUSTIN: We have not. I will get with him and have him get us invoiced for work he has completed this calendar year.

JARED: Did he get two large trees removed?

KEVIN: I know he recently cut one large one down at the north end of the old section.

JARED: I know he did some trimming earlier in the year on the main drive through the grounds.

JUSTIN: Even including his invoice we will still stay within budget.

KEVIN: What assets do we have?

JUSTIN: We really don't have much. We have some equipment we store in the maintenance shed and the shed itself. The office in the shed is not really of any value.

KELLY: Can the office be removed so we have more room in the shed?

JUSTIN: I would think so. It was built after the shed was built. We only use the building for storage. We don't do any office work up there.

PUBLIC HEARING ON THE BUDGET FOR CALENDAR YEAR PERIODS 2020 AND 2021.
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A motion to close the regular board meeting and open the public hearing was made by Cheryl, seconded by Kelly and the vote was unanimous.

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

No Vote: None

The public hearing opened at 6:51 P.M.

SHARIK PECK: Tell me about cremations. Can more than one go on a plot? Is the cost of the plot in the burial fee?

JUSTIN: All cremations are done by hand. We allow two cremations per burial plot. We will allow a cremation to be buried on top of an existing vault. The fees do not include the cost of the burial plot. The burial plot cost is separate. We are starting to do more cremations. They are cheaper. I would estimate around 10% of our burials are cremations. Over time I would expect that number to increase slightly each year.

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

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

No Vote: None

The public hearing closed at 6:53 P.M.

DISCUSSION AND APPROVAL OF THE 2021 BUDGET AND ADJUSTMENTS TO THE 2020 BUDGET.

A motion to approve amendments to the 2020 Richmond Cemetery Maintenance District Budget was made by Amy, seconded by Kelly and the vote was unanimous.

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

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

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

2021 RICHMOND CEMETERY MAINTENANCE DISTRICT BUDGET

Revenue

Property Tax	\$70,671
Fee in Lieu	3,600
Burial Fee	15,000
Plot Purchase	5,000
Interest Earned	1,050
From Fund Bal	7,168
Total Revenue	\$102,489

Expense

Wages	\$43,000
Benefits	15,000
Advertising	100
Dues & Subscriptions	100
Office Supplies	1,000
Maintenance & Repair	18,000
Utilities	3,000
Gas & Diesel	2,200
Grave Digging	6,000
Auditor	2,500
Engineering	500
Bonds & Insurance	2,800
Irrigation Water Dues	1,250
Trees	6,289
Sundry	750

Total Expenses \$102,489

APPROVAL OF WAGES AND STIPENDS FOR 2020 AND 2021.

JARED: What is Yumi’s wage?

JUSTIN: It is approximately \$40,000 per year and the district pays approximately 75% of her wage. The city pays a portion of Chris and my wage as well. It is easier to have the district pay 75% of her wage and then not bill the district when other city employees come up and help. Net Christmas bonuses for 2019 were \$500 for Yumi, myself and Chris. The stipends paid last year were \$200 to the chairman and \$100 to each board member.

KEVIN: I don’t think my stipend should be increased.

KELLY: I am fine leaving the board member stipends the same as well.

AMY: I am in support of the Christmas bonuses and keeping them the same as last year.

A motion to approve Stipends and Christmas bonuses for 2020 was made by Amy, seconded by Kelly and the vote was unanimous.

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

No Vote: None

Wages & Stipends 2020

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

Net Employee Christmas Bonus – 2020

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

DISCUSSION ON PROJECTS AT THE CEMETERY.

JARED: I have a design for a new archway. I obtained some pricing earlier this year. I need to get with IPACO and have them update their quote. I am guessing the steel for the archway will cost between \$2,200 and \$2,800. The posts would be six inches in diameter. The tubing used for the top and bottom would be two inch. The letters would be twenty-four inches tall. I talked to Brad Deffinger and his tree trimming truck is 15 feet 5 inches tall. The archway would be seventeen feet tall so we would have extra clearance. This project could be an option for 2021. I am happy to donate the labor for the project. There are some local young men who are willing to donate some labor as well. I have a friend who is willing to help with the welding. I did this same type of project 29 years ago and the archway is still standing. I am guessing with the materials and the power coating the project will cost around \$4,500. If we powder coat the material now

we won't have to paint it later. We need sixteen more trees to finish up our tree planting project in the south end of the cemetery in the old section of the grounds. There are a total of 28 trees needed in the old section and we planted 12 this year so we need 16 more. The bid for the 16 trees is \$6,289. Labor is 31% of the cost or around \$1,950 for the labor and staking. The rest is the cost of the trees themselves. The trees are 2.5 inch caliper. Each tree costs around \$272 which includes freight. We like to plant this variety in the fall when the tree goes dormant. This variety transplants better in the fall. Are we going to do anything along the southeast fence line?

KEVIN: We decided not to because of the cost and we didn't want to disturb the neighbor to the south and impede his privacy.

JUSTIN: Finishing the tree project in the old section is part of the new budget. There are funds available; if you want to install the archway next year as well.

KEVIN: I would like to see the archway installed. I would also like to see some new gates installed especially after some headstones were damaged earlier this year.

JUSTIN: There were approximately twelve headstones which were vandalized. All but one of them was put back together in a relatively decent manner. The other one was ruined.

CHERYL: What about installing some surveillance cameras?

JUSTIN: We would need to run electricity wherever they are installed. Right now there is only electricity at the maintenance shed.

JARED: We could add hinges for the gates to the archway. We would build the archway in three pieces. The two side posts and then the arch. Johnson Welding in Lewiston does a great job. We could get a bid for the gates from them.

KELLY: What type of gates are you thinking?

KEVIN: Some type of black metal gate that would be similar to the archway.

JUSTIN: I think the archway would be nice. We should get a quote for the gates as well.

JARED: If the project is just one piece it would be hard to power coat and transport. Doing it in three pieces would be easier.

CHERYL: I think it makes the most sense to do it that way.

KEVIN: Jared, please get some quotes for the gates to go with the archway.

JUSTIN: When will the trees be planted in the old section next year?

JARED: That variety of tree is not something we plant early in the year. They could possibly be planted in mid-June or in the fall.

KEVIN: I would say we wait until next fall and plant them about the same time we planted the new ones this year. Then in 2022, I would like to see new trees planted in the new section to the north.

JUSTIN: That is a great idea so all of the trees in the main driveway would be planted within two years of each other. I want to thank the board for approving and getting several projects done over the last few years. We did the big cement pad project in the southwest corner. New trees were planted on the west side by Kevin Christensen and his boys. New trees were planted down the middle this year. More new trees will be planted next year. The old entrance was removed and a new archway will be installed. These projects are possible because we have been frugal with our funds and a board that supports the projects.

KEVIN: I would like tear out the asphalt road furthest to the east. Tree roots have infiltrated the asphalt and ruined the road. I would propose we remove the road and replace it with grass. A road cannot be put back in there. The new road would be torn up again by tree roots. If enough tree roots were removed or cut the trees would die. I will work on this project and see what needs to be done to make this happen. What is the status of the benches?

JUSTIN: We have four cement pads and two benches installed. Two donors paid for the benches.

JARED: The road to the east is a problem. I would like to see it removed long term as well.

KEVIN: Are we asking for donations for the other two benches?

JUSTIN: No. I can get two new benches and get them installed before Memorial Day if you want?

KEVIN: Let's get them purchased and installed.

JUSTIN: I will work to get it done before Memorial Day.

BOARD MEMBER REPORTS

AMY: I have had people call me because they are wanting to get buried here. We have a beautiful cemetery.

JUSTIN: The two burials issues we were aware of last year at this time were resolved this year. Neither of them ended up being as bad as they could have been. To the best of my knowledge the three families are happy with how things turned out and the issues have been resolved.

AMY: Do you have an update on the new road the city will install on the north end of the grounds?

JUSTIN: Tim Christensen is in the process of surveying our parcel as well as the Sanders parcel to the west. The city has completed the land purchase from Paul and Leslie Erickson. Once the survey is complete the city will approach the board about purchasing some land along the north end of the grounds so that 500 North can be installed long term. I would expect we will have survey information in the spring. I will let you know as soon as I know what is proposed. This is a long term project for the city with no deadline so it is moving along very slowly.

CHAIRMAN REPORT

KEVIN: Was the irrigation water leak fixed?

JUSTIN: Yes. There was a riser leaking in the southwest corner of the grounds. The city staff removed a bunch of dirt covering the leak and repaired it.

KEVIN: The complaints we used to get in the past have disappeared. We have made a lot of positive changes on the grounds. I have not received any recent complaints. I am thankful for what each of you do as well as the staff. I talked to Yumi and she does not have any current requests for any new equipment so we will continue on with what we have.

A motion to adjourn at 7:26 P.M. was made by Amy, seconded by Jared and the vote was unanimous.

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

No Vote: None

RICHMOND CEMETERY MAINTENANCE DISTRICT

Justin B. Lewis, Recorder

RICHMOND CEMETERY MAINTENANCE DISTRICT MEETING
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 2, 2020. The meeting will begin at 6:30 P.M.

Welcome and Opening Ceremonies by Amy Sadler

1. Approval of the minutes from the December 4, 2019 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 2020 and 2021.
5. Discussion and approval of the 2021 budget and adjustments to the 2020 budget.
6. Approval of Wages and Stipends for 2020 and 2021.
7. Discussion on projects at the cemetery.
8. Board Member Reports
9. Chairman Report

Adjournment