

RICHMOND CEMETERY MAINTENANCE DISTRICT DECEMBER 4, 2019

A regular meeting of the Richmond Cemetery Maintenance District was held on Wednesday, December 4, 2019 at the Park Community Center, 90 South 100 West, Richmond, Utah at 7:00 P.M. Chairman Kevin Graham was in the chair.

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

Jared Gillman was excused.

Recorder Justin Lewis was also in attendance.

Visitors: None

The opening remarks were made by Kelly Crafts.

APPROVAL OF THE MINUTES FROM THE DECEMBER 10, 2018 BOARD MEETING

A motion to approve the cemetery district meeting minutes from December 10, 2018 was made by Amy, seconded by Kelly, and the vote was unanimous.

Yes Vote: Crafts, Sadler, Graham

No Vote: None

Absent: Gillman

DISCUSSION, REVIEW AND APPROVAL OF CEMETERY DISTRICT FEES

JUSTIN: The fees have been the same for the last few years. We are not the highest or the lowest in the valley. Since we increased the property tax rate a few years ago we have not raised the fees. The staff does feel increasing the fees, at this time, is necessary. The intent has been to have non-resident fees quite a bit higher than resident fees as we don't want people coming here only because we are the cheapest option. This year we did more burials than I can ever remember. There are burials almost every Friday and Saturday and some weekdays. As the population continues to grow there will be more burials. The baby boomers are starting to pass on and there are many of them.

KEVIN: I agree, we are doing more and more burials. Do you know how many we have done this year?

JUSTIN: I don't have the count with me but I can look it up and let you know.

KEVIN: I agree. The fees don't need to be changed at this time.

A motion to approve cemetery district fees for 2020 was made by Kelly, seconded by Amy and the vote was unanimous.

Yes Vote: Crafts, Sadler, Graham

No Vote: None

Absent: Gillman

2020 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 2018, we ended up \$23,079 to the good. Great job to the staff and board for saving funds and still getting things done. The main projects in 2018 were Phase 2 of the cement slab project and redoing the exterior of the maintenance/storage shop. For 2019, this time of year the financials always look bad because we don't collect the vast majority of our property tax revenue until later this year. Right now we are showing a loss of almost \$12,000 but when we add on the property tax revenue we receive later this month of about \$50,000 we will be to the positive quite a bit. This year there are more burials than I can remember so burial fee revenue is much higher than usual. We have sold more plots this year than we expected as well. Interest earnings are up as we have more funds in the fund balance and the rate paid on the reserve is higher than in the past. Expenses are pretty much in line with previous years. We did Phase 3 of the cement slab project which is the last phase of the project. We only had to pay for materials as the labor was done as part of an Eagle Scout project. We pay the city for utilities and burial fees twice per year. So far we have paid for January through June. At the end of this month we will pay for July through December. We did not purchase any new equipment in this budget year. Maintenance costs were higher than last year but they also include paying for the new trees on the west side of the grounds. We talked about asking for donations to pay for the trees. The plan was to have a sign built and installed in the southwest corner of the grounds where plaques stating who had donated would be installed. The original plan was to put a base and plaque by each tree. This has proven to be problematic. The maintenance of mowing around the bases and having them be an issue as the trees grow was a real concern. We can still consider collecting donations if we want too but they would be on one sign in the southwest corner of the grounds.

KEVIN: What options should we consider?

JUSTIN: We don't have to collect donations. We were enough under budget this year we could just pay for the trees as part of our regular budget. There were 15 new trees planted this year.

KELLY: I don't have a preference either way if we collect donations or not.

AMY: I am okay if we don't collect donations. If we don't have a sign that is less maintenance work for the staff.

KELLY: Another concern is how people will know their family donated for a tree if there is only one sign in the corner of the grounds.

JUSTIN: Another option to consider is doing memorial benches throughout the cemetery grounds and people could donate towards them. They could be located closer to where their family members are buried. I don't think we could go wrong adding additional benches to the grounds.

KEVIN: I would prefer we collect donations for benches and not for the trees.

JUSTIN: Benches are a great option and serve a great purpose.

AMY: The labor on doing the cement slabs for the benches is easy to do as well.

KELLY: My preference is if we collect donations for new benches.

JUSTIN: Typically we ask for a donation of \$500 for the naming rights to a bench. The cost of the bench and cement slab is usually around \$1,000 to \$1,200. We don't ask for someone to cover the entire cost of the bench and cement slab.

KEVIN: I agree. Let's focus on collecting donations for benches and not trees.

JUSTIN: I am not aware of anyone who will be mad we are making this change. We have not collected any donations in this regard. The people willing to donate are willing to help out where needed whether with trees or benches.

PUBLIC HEARING, NO SOONER THAN 7:15 P.M., ON THE BUDGET FOR THE CALENDAR YEAR PERIODS OF 2019 AND 2020.

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: Crafts, Sadler, Graham

No Vote: None

Absent: Gillman

The public hearing opened at 7:19 P.M.

JUSTIN: The proposed budget is based on previous budgets with few changes. Total revenue and expenses are proposed at \$95,400. Revenue is very comparable to last year with the main change being to interest earned. Where the rate is higher and there is more in the fund balance I increased our revenue. For expenses, I adjusted the wages to current wages paid. I did add extra funds to maintenance and repair as I know there are some projects which will be finished up next year such as the archway at the entrance. I did increase grave digging fees as I expect the number of burials we do to continue to increase. I have not included any large infrastructure projects. The city would like to purchase a new tractor which the district can utilize. The city is asking for the district to pay for the snow blower unit if they pay for the cost of the tractor. Proposed changes to the 2019 budget include revenue increases for burial fees, plot purchases and interest earned. Increases to expenses are for wages, benefits, maintenance and repair, grave digging fees, the annual audit and engineering. The engineering cost is the fee Gateway Mapping charges us to update our grounds map periodically. There are decreases to utilities and irrigation water share dues.

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

Yes Vote: Crafts, Sadler, Graham

No Vote: None

Absent: Gillman

The public hearing opened at 7:23 P.M.

DISCUSSION AND APPROVAL OF THE 2020 BUDGET AND ADJUSTMENTS TO THE 2019 BUDGET.

KEVIN: Will the city ever purchase any of the new equipment they talked about purchasing in the past? I thought they were purchasing a new mowing machine last year and we were paying for the snow blower unit then?

JUSTIN: The city had to put the purchase on hold as the 300 East Trail project took significantly more funds and time than expected.

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

Yes Vote: Crafts, Sadler, Graham

No Vote: None

Absent: Gillman

2020 RICHMOND CEMETERY MAINTENANCE DISTRICT BUDGET

Revenue

Property Tax	\$70,000
Fee in Lieu	3,600
Burial Fee	15,000
Plot Purchase	5,000
Interest Earned	1,800
Total Revenue	\$95,400

Expense

Wages	\$39,000
Benefits	12,300
Advertising	100
Dues & Subscriptions	100
Office Supplies	1,000
Maintenance & Repair	20,000
Utilities	3,000
Gas & Diesel	2,200
Grave Digging	6,000
Auditor	2,000
Engineering	500
Bonds & Insurance	2,800
Irrigation Water Dues	1,300
Sundry	750
Equipment	4,350

Total Expenses \$95,400

A motion to amend the 2019 Richmond Cemetery Maintenance District Budget was made by Amy, seconded by Kelly and the vote was unanimous.

Yes Vote: Crafts, Sadler, Graham

No Vote: None

Absent: Gillman

APPROVAL OF WAGES AND STIPENDS FOR 2019 AND 2020.

JUSTIN: Last year the chairman was paid \$200 and the board members were paid \$50. Paul Thatcher has not been involved for a couple of years and we need to find a replacement for him. If you have any recommendations let me know. I would hope we could find someone from the Cove area since Kevin, Kelly and Jared are basically from Richmond even though they don't live inside the city limits. Kelly is the only board member who lives in the city limits. Last year Chris, myself and Yumi were paid net Christmas bonuses of \$500.

KEVIN: I would propose the board members are paid at least \$100.

AMY: I know Jared spent a lot of time at the grounds this year.

KEVIN: I feel like I don't spend any more time than the rest of you.

JUSTIN: I think it is a great to pay the board at least \$100 each.

KEVIN: We used to not have any funds to do any projects. The board and staff have made decisions to save money the last few years. I think paying the board \$100 is very fair and still not what they are worth for the time they spend.

JUSTIN: I recommend leaving the wages the same as last year for Chris and myself. Yumi is paid by the city and we pay a portion of her wage to the city.

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

Yes Vote: Crafts, Sadler, Graham

No Vote: None

Absent: Gillman

Wages & Stipends 2019

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

Net Employee Christmas Bonus – 2019

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

Gross Wages – 2020

Chris Purser	\$335.00	Bi-Weekly
Justin Lewis	\$200.00	Monthly
Yumi Collins	75% paid by the Cemetery District and 25% paid by Richmond City	

DISCUSSION ON PROJECTS AT THE CEMETERY.

JUSTIN: Jared asked me to provide you the following information: All of the projects were a success. I really appreciate everyone’s hard work from the young men, to their parents and the community. As an update on Brennar’s project, Jared’s son, a busy summer let to the project not being completed. We have plans to finish the project mid-winter or in the spring depending on how deep the frost goes. I think there are still opportunities for young men to participate in next year. The tree project turned out well. I would like to know how many trees can come down next year. I think it would be best to remove some of the spruce trees. I think it would be best to remove the two worst trees. Also, the maples need to be trimmed or removed starting at the north going south. I echo Jared’s comments. Many great projects were completed. I know I am missing some but the Wallis project removed the old entranceway and cleaned up some debris. The Sadler boys did a lot of cement work at the entranceway, bench slabs and Phase 3 of the big project. The Christensen’s’ installed the trees and the district paid for them. There was also a Saturday where about 10 people needing to do community service came up and cleaned up headstones as well as debris in the southeast corner of the grounds.

AMY: I agree some of the trees are dying.

JUSTIN: I would suggest we meet at the grounds in the spring when the trees have budded out so we can decide which ones to remove.

KELLY: Will an ugly hole be left from the trees which are removed?

JUSTIN: No, we will make sure the stump is removed and the hole filled in, area leveled and cleaned up. Sod will be installed if needed.

KEVIN: I will talk to Brad Deffinger about pruning the maple trees before Memorial Day and removing the spruce trees after Memorial Day.

JUSTIN: A new flagpole will be installed in the spring as well. Brennar Gillman will finish up the archway project at the entrance. Long term I think we should remove the old dilapidated road to the east and install some trees there. Jared recommended planting some spruce trees there and then after they have grown for three to five years remove the existing old spruce trees.

AMY: I would like to show you some cemetery grounds I came across. This cemetery in Colorado puts all of the headstones on cement which is poured down the middle and the plots are in the grass. Another city I visited in the Salt Lake area only allows in-ground headstones so maintenance costs are less.

BOARD MEMBER REPORTS

AMY: I think we had a good year.

KEVIN: I agree we did some good projects. Are we now going to get some cement blocks to put on the cement slab?

JUSTIN: Yes, now the cement work is done we will get some blocks and make a U-shape on the cement slab.

KELLY: I don't have any additional items.

CHAIRMAN REPORT

KEVIN: I am grateful for the board members and staff. Do we need to consider expanding the grounds anytime soon?

JUSTIN: We need to sell many more plots in the new section. What we don't want to happen is have just a few plots sold in the new section and then just a few sold in the next new section. I think until over 50% of the plots are sold in the new section we don't consider opening the next section to the east.

KEVIN: Things are running well. Yumi did a great job this year on the grounds. I am not aware of any problems. I have not had any complaints. The main calls I receive are people wanting to sell plots they previously purchased or were given. I also have received calls from people trying to find people in the cemetery and don't know where to start looking. I think the reason we don't get any complaints is because the staff does a great job on the grounds and in the office. I am very grateful for what they do and what you do as board members.

A motion to adjourn at 7:49 P.M. was made by Amy, seconded by Kelly and the vote was unanimous.

Yes Vote: Crafts, Sadler, Graham

No Vote: None

Absent: Gillman

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 4, 2019. The meeting will begin at 7:00 P.M.

Welcome and Opening Ceremonies by Kelly Crafts

1. Approval of the minutes from the December 10, 2018 board meeting.
2. Discussion, review and approval of cemetery district fees.
3. Financial Review
4. Public Hearing, no sooner than 7:15 P.M., on the budget for the calendar year periods of 2019 and 2020.
5. Discussion and approval of the 2020 budget and adjustments to the 2019 budget.
6. Approval of Wages and Stipends for 2019 and 2020.
7. Discussion on projects at the cemetery.
8. Board Member Reports
9. Chairman Report

Adjournment