

RICHMOND CEMETERY MAINTENANCE DISTRICT DECEMBER 10, 2018

A regular meeting of the Richmond Cemetery Maintenance District was held on Monday, December 10, 2018 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: Jared Gillman, Kelly Crafts and Amy Sadler.

Paul Thatcher was excused.

Recorder Justin Lewis was also in attendance.

Visitors: None

The opening remarks were made by Jared Gillman.

APPROVAL OF THE MINUTES FROM THE DECEMBER 12, 2017 BOARD MEETING

A motion to approve the cemetery district meeting minutes from December 12, 2017 was made by Amy, seconded by Kelly, and the vote was unanimous.

Yes Vote: Gillman, Crafts, Sadler, Graham

No Vote: None

Absent: Thatcher

DISCUSSION, REVIEW AND APPROVAL OF CEMETERY DISTRICT FEES

JUSTIN: The fees have been the same for the last few years. When they were previously increased we knew we were at the higher end for the valley. We are not recommending any changes this year. With the property tax increase from a couple of years ago we are in a position where we don't need to increase fees at this time. As a reminder the district coordinates with Richmond City on burials where city equipment is used. The district pays the city for the cost of the burial.

A motion to approve cemetery district fees for 2019 was made by Amy, seconded by Jared and the vote was unanimous.

Yes Vote: Gillman, Crafts, Sadler, Graham

No Vote: None

Absent: Thatcher

2019 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

JUSTIN: As an item of clarification. One of the main questions we are asked is how we determine who is a resident or a non-resident. If a person currently lives in the district boundaries they are considered a resident. If a person pays property tax to the district they are considered a resident. If a person doesn't live in the cemetery district boundary or pay property tax to the district they are considered a non-resident in regards to the fees they pay. If a person lived in the city for several decades but moved and no longer lives in the city they are considered a non-resident.

FINANCIAL REVIEW

JUSTIN: For 2017, the district ended up being able to save \$23,180. Revenues totaled \$102,974 and expenses totaled \$79,794. Property tax is the main income source of the district and totaled \$63,487. Burial fees were above normal at \$21,600 and grave plot purchases were higher than normal at \$13,500. Expenses consist of several line items. The largest line item being salaries and benefits which totaled \$39,901. The district pays Shane Lewis, Yumi Collins, Chris Purser and myself. This is in conjunction with the wage paid by Richmond City. The maintenance expense was down about 50% compared to normal and totaled \$5,672. Utilities consist of Rocky Mountain Power and Richmond City. The utilities paid to Richmond City are for garbage and culinary water service. The cost of the annual audit was \$1,385. The grounds and equipment as well as workers compensation insurance totaled \$2,325. The fee paid to the irrigation company on the shares we own and lease totaled \$1,176. Capital improvements consisted of Phase 1 of 3 of the concrete pad work being done on the west side of the maintenance shop building. Phase 2 was completed this year and the final phase will be completed in 2019. This is a good project to have a hard surface that is not just mud. A new lawnmower was purchased at a cost of \$13,661. Overall 2017 was a good year for the district and funds were saved for future projects. We will now review 2018. As a reminder property tax is not due until the end of November so we do not collect the majority of the funds until December and January. We also have several expenses which are not paid until the end of December such as grave digging costs and utility costs. Richmond City will bill us for July through December at the start of January. They bill us twice a year. January through June and July through December. Our annual insurance payment is made in December of each year as well. So far burial fees this year total \$17,300. Grave plot purchases are way down compared to other years and total \$4,000. Since we have been able to have funds in reserve our interest earnings are increasing and we have earned \$941 in interest. There are several expenses which still need to be paid but we will review what has been paid so far this year. Capital improvements total \$13,197 and this consists of Phase 2 of 3 of the cement work on the west side of the maintenance shop. The maintenance shop was completely re-sided and some posts were installed so if people cut corners to fast they will run into the posts and not

the building. The same color siding was used and most people don't realize it has been repaired. There were significant holes and damage to the old siding. Irrigation water dues totaled \$1,350. The cost of the annual audit was \$1,400. Maintenance and repair costs were normal and totaled \$11,101 through the end of November. We anticipate costs of \$12,000 to \$13,000 a year for maintenance and repair. Wages and benefits total \$36,311 through the end of November so we still have to include December. For January through June grave digging expenses totaled \$2,025. The city will invoice us for July through December in January. We will also be invoiced for utilities for July through December at that time as well. We spent \$343 in engineering costs to have some survey markers placed in the new section in the northwest corner. It is easier to locate the new grave plot boundaries if there are several location markers in the ground to use as reference points. The location of the irrigation line was marked as well so we make sure and stay away from it. I am hopeful we will end up around \$15,000 to the good after all revenue is received and expenses paid. It could be more or less depending on the final totals.

PUBLIC HEARING, NO SOONER THAN 7:15 P.M., ON THE BUDGET FOR CALENDAR YEAR PERIODS 2018 AND 2019.

****The public hearing was opened at 7:18 P.M.****

There were not any comments or questions.

****The public hearing closed at 7:19 P.M.****

DISCUSSION AND POSSIBLE APPROVAL OF THE 2019 BUDGET AND ADJUSTMENTS TO THE 2018 BUDGET.

JUSTIN: The 2019 proposed budget is very similar to 2018. The difference is only \$50. The biggest items of note are we have not budgeted for any new equipment purchases. We have budgeted \$7,000 for the completion of Phase 3 of the concrete pad project. Right now \$9,750 is being allocated to the fund balance. If other projects come along we can allocate these funds to those projects. If equipment or other needs arise we have funds which can be made available. The proposed budget totals \$89,250. All of the other line items are very close to the budget for 2018.

AMY: What equipment do we have?

JUSTIN: We have an old tractor that is in disrepair and parts can no longer be purchased for. We have two lawnmowers and a trailer as well as some small miscellaneous equipment. We use a big lawnmower owned by the city to mow the north section when needed. For a burial, the city backhoe, dump truck and mini-excavator are used as needed. We contract with the city for all burials.

JARED: What mowers do we have?

JUSTIN: We have two we use for the areas where there are headstones. One is a stand-on mower and the other is a riding mower. When needed, we use the 72" deck John Deere lawnmower to mow the weeds in the undeveloped area to the north.

KEVIN: I have been asked why we have benefited employees. Why not have temporary employees so benefits are not paid which in turn will save money. It is a question I have been asked.

JUSTIN: The only actual savings would be health insurance unless a lower hourly wage is paid. The district pays for a portion of Yumi's health insurance but neither Chris nor I have health insurance through the district or city. Workers comp, Social Security and Medicare will all still be required no matter who the employee is. The district gets a lot of free labor as well. For example, Holly Karren was hired by the city to work Monday through Friday from 2:00 to 5:00 P.M. at the city office building. The city pays her wage but if cemetery questions are asked Holly can answer them but the district is not billed for her time. Another great example is during the Thursday and Friday before Memorial Day weekend. The entire city staff of employees helped to weed eat the entire grounds as it was impossible for one person to do in a short amount of time. The city did not invoice the district for those hours. The city and district work together. Another issue is the management of employees. If the district was by itself and not overseen by the city who would oversee the one or two temporary employees? Right now the city manager oversees all city employees including Yumi since she works for the city and the district. Typically the city council and mayor receive 90% of the calls and complaints. In turn they work with the cemetery board. Having the city manager oversee the employees' helps to make sure work is done, hours are properly spent and work is done as needed when needed. Chris is also an invaluable asset. She is paid by the district and city but her knowledge of the cemetery is invaluable. She has not asked for a pay raise and is not expecting one but she does a lot for the cemetery which goes unnoticed.

AMY: Any idea the amount of hours Chris spends?

JUSTIN: It is an unknown. It all depends on the number of burials, calls and questions per week. Some weeks there are not any burials, plot purchases or questions. Other weeks there are several. Chris and Holly handle them all.

KELLY: How are the benches coming along?

JUSTIN: Thanks to the generous donation by Allred Jackson PC and Olson & Hoggan PC we were able to purchase two benches to be placed in the grounds. The cement slabs the benches will sit on have been poured. I was contacted by a scout leader and an Eagle Scout project will be to secure the benches to the cement slabs and do a couple of other items on the grounds. I know these benches will be utilized next year during the Memorial Day weekend. They are a nice addition to the grounds.

JARED: I am working with the Eagle Scout on this project. There has been a debate on when to install them because of the weather. We don't want to crack the cement because it is too cold. This project will be done by Cole Griffiths. I am working with him on some other items as part of his project as well.

AMY: I know of other young men who are looking for projects as well.

JARED: Cole will be working on the benches and some tree projects. My son, Brennar, is going to do an archway for where the grounds are entered. Right now he is in the design stage. Once we have a picture or concept plan, I will submit it to the board for approval. The archway will be installed on two six inch posts. The debate has been how to cut the letters. I think having them plasma cut will be the best option. We are getting some pricing and the design. I will notify the board for consideration and approval. I am aware of three or four other boys wanting to do projects as well. Justin who has done the concrete slab work in the past?

JUSTIN: J Rock Concrete did Phases 1 and 2. Due to the slope and how it needs to align with the existing asphalt road we decided to have the project professionally done since there are some challenges.

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

Yes Vote: Gillman, Crafts, Sadler, Graham

No Vote: None

Absent: Thatcher

2019 RICHMOND CEMETERY MAINTENANCE DISTRICT BUDGET

Revenue

Property Tax	\$65,000
Fee In Lieu	3,600
Burial Fee	15,000
Plot Purchase	5,000
Interest Earned	650
Total Revenue	\$89,250

Expense

Wages	\$34,000
Benefits	7,300
Advertising	100
Dues & Subscriptions	100
Office Supplies	1,000
Maintenance & Repair	13,000
Utilities	4,000
Gas & Diesel	2,200
Grave Digging	4,800
Auditor	1,400
Bonds & Insurance	2,500
Irrigation Water Dues	1,350
Sundry	750
Capital Improvements	7,000
Transfer to Fund Bal	9,750
Total Expenses	\$89,250

A motion to amend the 2018 Richmond Cemetery Maintenance District Budget was made by Amy, seconded by Kelly and the vote was unanimous.

Yes Vote: Gillman, Crafts, Sadler, Graham

No Vote: None

Absent: Thatcher

APPROVAL OF WAGES AND STIPENDS FOR 2018 AND 2019.

JUSTIN: Last year the board chairman was paid a stipend of \$200 and each board member \$50. Net Christmas bonuses were paid to Chris and myself in the amount of \$500 and \$250 was paid to Shane and Yumi. The 2018 monthly wage for myself is \$150 and for Chris it is \$286.15 bi-weekly.

KEVIN: In all my time on the board wages have never been increased. They have been the same for Chris and Justin. I feel an adjustment is needed. They put in a lot of time weekly for the district.

AMY: I agree. The district is also in better shape financially than it has been in many years. I think at least a cost of living increase is warranted if not more.

KEVIN: I think Chris should be paid \$335 bi-weekly for her wage and I would like to propose that.

JARED: That is basically a 4% increase for the last few years. I will support that.

KEVIN: I only received one complaint this year. I called Justin, received an explanation of what was going on and the issue was resolved. I think Justin's wage should be increased to \$200 per month. What about Christmas bonuses?

JUSTIN: I would recommend taking Yumi from \$250 to \$500. The majority of her time for this year was spent at the cemetery while the majority of Shane's time was spent in the city parks. They both changed focus areas this year as the city transitioned to a new city manager.

KEVIN: That is what I was thinking of as well for Yumi. I am not concerned about changing the stipends for the board or myself.

AMY: When did Holly start with the city? Do we need to pay Holly anything?

JUSTIN: She started just before Black & White Days. She fills in and answers cemetery related questions when Chris is not in the office. She doesn't deal with the cemetery very much and the city is already covering her wage and not asking for additional funding to pay her. At this time I don't think the district needs to pay anything to Holly.

A motion to approve wages for 2019, Christmas bonuses for 2018 and stipends for 2018 was made by Jared, seconded by Amy and the vote was unanimous.

Yes Vote: Gillman, Crafts, Sadler, Graham

No Vote: None

Absent: Thatcher

STIPENDS 2018

Kevin Graham	\$200
Amy Sadler	50
Jared Gillman	50
Kelly Crafts	50
Paul Thatcher	50

2019 WAGES

Chris Purser	\$335.00	(Bi-Weekly)
Justin Lewis	\$200.00	(Monthly)

2018 NET EMPLOYEE CHRISTMAS BONUS

Chris Purser	\$500
Justin Lewis	500
Yumi Collins	500

DISCUSSION ON TREES IN THE CEMETERY GROUNDS.

KEVIN: I think we are going to lose a minimum of two trees in the next year in the center section where the grounds are entered. I talked to Brad Deffinger and received a quote to trim the trees. There are many dead branches throughout all the trees. Norway Maples don't have a long life span. We have some tough decisions to make on which ones to remove and replace. We are going to lose some pine trees as well.

JARED: I know we removed at least two big pine trees this year. I am not sure what the cost was to have each one removed. I would recommend replacing the trees as they are cut down.

KELLY: What was the cost to trim the trees down the middle of the grounds?

KEVIN: To remove two trees and trim all of the rest in the middle section the estimate was \$9,500. It is expensive. We will have to decide in the spring what we want to do.

JUSTIN: Jared since you deal with trees so much as part of your job. When a tree is removed that is part of a straight line of trees where should the new tree be planted?

JARED: The stump should be ground as low as possible. It should not be any more than 12 to 18 inches above the surface. Then the new trees can be planted offset from the stump. All of the trees in the cemetery are old and will die long term. Most of them are at least 70 to 90 years old. Long term they will look decent when they are offset. You can prolong the life of the existing trees by pruning them. They are at the end of their life. The hard part is they are so big they are a landmark everyone recognizes when they drive by.

KEVIN: We could consider removing a couple each year. Then I get worried about having varying sizes and heights as they grow. I don't like the idea of varying heights.

JUSTIN: There are budgetary funds available to be allocated in 2019 so it would be a good year to do tree related projects.

KEVIN: We need to make sure the new trees are a good species which will last.

KELLY: What variety has been recommended?

KEVIN: Oaks have a long life but take a long time to grow. Hickory is a good variety as well. We need to discuss what we want to do and how much we want to spend next year for trees.

JARED: Verticillium Wilt is a major problem and it stays in the ground and does not go away. Fire Blight was a huge issue in 2018 but it can be pruned out. I would recommend spending money on new trees not trying to keep the old trees alive. The old trees are still going to die from disease. Wilt stays in the ground and is very difficult to get rid of.

KEVIN: The trees down the middle section are the same ones which are on Main Street in town and they have run their course.

KELLY: Will new trees be effected by Fire Blight and Verticillium wilt?

JARED: The soil can be treated but the easiest cure is to plant trees which are not affected by these two issues. Ash trees don't have these problems either.

JUSTIN: I would recommend we all gather at the cemetery grounds in the spring after the leaves have come out. I think it would be good to tour the grounds and make a plan at that time. It is easier to see in person which trees are going to be trimmed or removed. Also, where new trees will be planted. When trees are removed you will get asked many questions so it would be good for everyone to understand what is going on and why and what our long term plan is.

KEVIN: I agree. Let's plan to schedule a time in the spring when we can tour the grounds and make a plan for what we want to accomplish next year.

BOARD MEMBER REPORTS

JARED: If we want to start to plant trees in the new section and not spend a lot of money we could purchase trees for as cheap as \$20 to \$25 each.

JUSTIN: If we are going to start planting them in the new section please plant an entire section at once. I don't think it would be very appealing to have trees of varying sizes and heights in a row in the same section. It would not look good.

JARED: Another option for budgetary reasons would be to plant half the trees in one year and the other half the next year but staggering them. In year one plant trees in slots 1, 3, 5, etc. For year two plant trees in slots 2, 4, 6, etc.

KELLY: How many do we need for the new section?

JUSTIN: Maybe Jared could create an aerial for us of what he recommends and how many trees would be needed. I think it would be easier to see and review on paper if we had something to look at.

JARED: I would be happy to do that. I will create something and send to the board for review.

JUSTIN: What is Brennar's timeline on his Eagle Scout project?

JARED: This winter and spring. I talked to Brad Deffinger to make sure the archway is high enough he won't have a problem getting his pruning truck in and out of the grounds. We have designed the height of the archway with that in mind. I would propose removing the cement entrance columns if there is not a historical significance. They are so close together it is hard to get in and out of the grounds. It would be nice if the entrance was wider. We could also add a bench or two at the entrance and change up the landscaping to make the entrance look nice. Brennar's is a multi-phase project.

KELLY: I don't have any additional items.

AMY: I don't have any additional items.

CHAIRMAN REPORT

KEVIN: I had one complaint this year. I was called and asked why a recent burial did not have the dirt brought up all the way to ground level. The person was not upset but wanted answers. I called Justin and found out the process of how a burial is handled after a person is in the ground. In this case the ground could not be compacted because it was still muddy and wet. Each burial has its own challenges based on the time of year. We did receive a recent call from a gentleman who is considering moving his wife to another plot.

JUSTIN: This gentleman does not like the direction the headstone is facing so he wants turn it 180 degrees. This would require his spouse to be moved from the plot she is in to the plot next to her. If this is to happen it would require our staff, the vault company as well as a company to move the headstone. The gentleman who made the request would have to pay all of these entities since he is making the requested change. He does not want the grave disturbed before Memorial Day so he might make this request in the summer of 2019.

KEVIN: We need to all thank Yumi for her service. She is very passionate about what she does. I would also like to thank the Richmond City staff who helped weed eat the grounds before Memorial Day weekend. Their service was appreciated.

KELLY: I think the grounds looked good this year. Thanks to everyone involved in keeping the grounds looking nice.

KEVIN: Yumi did contact me about getting a doggy refuse container. We purchased one and it is installed just inside the entrance. I am excited for the changes we have coming in 2019. It is nice to have funds in hand to make a positive change. This is an emotional location for all involved. It is a special place. I am glad we all want it to be even better. Working on trees, adding an archway and installing the benches are all great projects. Thank you to everyone who is involved in making the cemetery a better place.

JUSTIN: The council and mayor asked me to thank you for your service as well. A long time ago the board was not very involved and the council and mayor had to oversee everything since nothing was getting done. This board and recent board members have all been active and involved. The council and mayor appreciate your service and know if there are problems they can call you and you will deal with the issue at hand.

A motion to adjourn at 8:01 P.M. was made by Kelly, seconded by Jared and the vote was unanimous.

Yes Vote: Gillman, Crafts, Sadler, Graham

No Vote: None

Absent: Thatcher

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 Monday, December 10, 2018. The meeting will begin at 7:00 P.M.

Welcome and Opening Ceremonies by Jared Gillman

1. Approval of the minutes from the December 12, 2017 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 2018 and 2019.
5. Discussion and approval of the 2019 budget and adjustments to the 2018 budget.
6. Approval of Wages and Stipends for 2018 and 2019.
7. Discussion on trees in the cemetery grounds.
8. Board Member Reports
9. Chairman Report

Adjournment