

Richmond Cemetery Maintenance District Minutes

November 27, 2012

The regular meeting of the Richmond City Cemetery District was held at the Richmond City Office Building, located at 6 West Main, Richmond, Utah on Tuesday, November 27, 2012. The meeting began at 6:00 P.M. Chairman Kip Panter and board members Denise Allen and Albert Purser were in attendance.

Richmond City council member Jeff Young was also in attendance.

No visitors were in attendance.

A motion to approve the Richmond Cemetery Maintenance District meeting minutes from November 28, 2011 was made by Denise, seconded by Albert and the vote was unanimous.

GROUND MAINTENANCE DISCUSSION

Richie Petersen worked at the cemetery from approximately May through October and did a tremendous job. There were not any complaints and he was even able to work on some of the little projects that had not been tended to before. The grounds looked as good as they ever have. Denise inquired about the agreement with Richie and he was just hired on a temporary basis for a few months in 2012. He was informed that the district was not sure what direction it would go next year and made no promises of future employment.

CEMETERY FEES

Cemetery fees for both residents and non-residents were reviewed. Kip inquired if there were any complaints and Albert stated that he only knew of a couple of issues mentioned by Chris Purser about the fee for infants and babies. Kip stated that in hardship cases involving children in the past that the fee had been waived and that was up to Chris Purser to determine when appropriate.

A motion to approve the Richmond Cemetery Maintenance District fees for 2013 was made by Albert, seconded by Denise and the vote was unanimous.

	Resident	Non-Resident
Open/Close Grave	\$400	\$800
Saturday Open/Close Grave	\$600	\$1,000
Cremation	\$300	\$600
Grave Plot Purchase	\$500	\$1,500
Baby, Infant less than (1) yr old	\$200	\$400

ROAD MAINTENANCE AND REPAIR

Kip stated that all of the existing roads that needed repair or maintenance had been completed. He was very happy with the tight edge of the new asphalt overlay and how very little grass was disturbed. Justin commented how he was pleased with how the asphalt had been carefully done by the maintenance shed and that it had been sloped to keep the water from running into the shop.

Justin also mentioned that Cory Anderson had contacted him in the spring about removing some bushes on the south west boundary and installing a six foot white privacy fence at his expense. The project was completed by Cory and the only cost to the district was in trimming a tree by the entrance that was hanging in the Anderson's yard but located on district property.

CEMETERY EXPANSION

Kip discussed how the new roads had been cut in the expansion part of the cemetery with the new roads and road base being installed from the center to the west side. Nothing was done from the center to the eastern side. The bid for the road work was \$21,936 plus there will be another invoice as Kip had requested that more work be completed than the original bid.

Kip informed the board that he had thanked Timothy Christensen for surveying the entire cemetery and not charging for this service. The north boundary is not the fence line either. It actually extends north of the fence a little bit.

Justin inquired about the plans for the new sections of the expansion. If the thinking was grass, sprinklers and leveling or roads. Kip stated that the area would need to be leveled and then grass put down and inquired if it was better to put the sprinkler system in now or later. Justin explained that now would be the best time so that there would be complete water coverage, no settling of trenches and no digging up of new grass so early on after installed. Justin stated that hydro-seed would be much cheaper than sod but all options require quite a bit of water to establish.

Jeff asked about having a permanent culinary water source installed so there would always be a constant amount of water if needed. Kip stated that the district had approximately 27 irrigation shares and 5 shares that were being leased and that possibly more could be leased if needed. Jeff expressed concern about having a constant water source for the new grass if needed so the new grass would not die when put in as it would require much more water than established areas.

The expansion would continue with ground leveling and grass installation as well as a sprinkling system from the west side working back to the center. Quotes would need to be obtained for 3" of asphalt to see how many years before a large project like that could be completed in regards to asphalt. The road base would serve just fine at this point as there would be very little traffic on the roads even after the sections were developed. Extra careful care would need to be taken in pushing snow on the road base roads; if snow as pushed at all. At this time there was no reason to push the snow on those roads in the winter as nothing was currently developed.

The new expansion would consist of only in ground headstones and people wanting above ground headstones would be required to be buried in the older part of the cemetery where there are still a couple of hundred lots remaining for purchase. Military burials would need to be in the old section at this time as the special military emblems are installed on the back side of the headstones. When the old part of the cemetery is completely full then a new small section for military only burials will need to be established somewhere in the new section.

CEMETERY MAPPING UPDATE

Jeff discussed that the mapping project had been going on for a couple of years and that they were to the point of having the database finished up but that it was best to wait until the new section could be included. If the database had to be redone it would cost an additional \$4,000 or so. Denise asked exactly what would be able to be viewed on-line when the system was completed. Justin stated that there would be a map of the cemetery, the locations of a specific person, a picture front and back of each headstone and information that the city had on file regarding that person. Also, the map should show which lots are available to purchase. Jeff stated he did not want to wait any longer to get it done but the cost savings made it worthwhile to wait until later to finish.

TREE TRIMMING UPDATE

Jeff stated that he had been working with Brad Deffinger in regards to tree trimming in the city and at the cemetery. The district had allotted \$1,000 per year for trimming. Kip stated he was very impressed with Brad and that he was very accommodating and got things done when needed.

BUDGET PUBLIC HEARING

A motion to close the regular board meeting and open the public hearing was made by Albert, seconded by Denise and the vote was unanimous.

The board was given a copy of the 2011 Income Statement, current 2012 Income Statement through the date of the meeting and a proposed draft copy of the 2013 budget.

A Billy Goat sod cutter was purchased during the year and the cost split 50/50 with the city. The sod cutter will be stored in the cemetery maintenance shop and the city will use as needed for sprinkler and other type repairs. The sod cutter will now allow for the grave sod to be removed and put back down after a burial where the current way is the existing grass is just ruined and new sod has to be purchased. The city and cemetery district each paid approximately \$1,575.

More funds were spent in 2012 than in many years but funds had been being saved and planned for the specific purpose of the cemetery expansion and other larger upgrades for a long time. All of the new roads were cut from the center to the west, road base installed and a sprinkling system was installed on the west side of the existing cemetery throughout section 1 and along the west fence.

Leveling, grading, grass and sprinkler work will be done in the expansion area starting from the far west side and if any remaining funds are available they will be considered for possible asphalt work in the new area.

The board was reminded that the majority of the revenue from property tax is not collected until in December and January when they reviewed the 2012 financial information.

In regards to time and wages the majority of the work was completed by Richie Petersen with periodic help by Justin Gilbert. Justin G. oversaw the burials.

The preliminary budget did not include funding for the expansion projects but that will now be included as part of the 2013 budget that is approved and sent to the state. The state budget report is due by December 31st.

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

A motion to approve the 2013 Richmond Cemetery Maintenance District Budget as amended was made by Albert seconded by Kip and the vote was unanimous.

A motion to approve adjustments to the 2012 Richmond Cemetery Maintenance District Budget was made by Kip, seconded by Denise and the vote was unanimous.

CEMETERY WORKERS WAGES

Richie was paid \$10.00 per hour to start with and after a probationary period was paid \$12.00 for the rest of the summer. Justin Gilbert's wage is \$13.23. Gordon Chase mowed the grounds on a part-time basis and his wage is \$12.00 per hour. Chris is paid a monthly salary of \$181.28 for handling all of the paperwork, burials, inquiries and other miscellaneous items. Justin Lewis is paid \$50.00 per month for financials to be prepared for the district.

A motion to approve the wages for the budget year 2013 was made by Kip, seconded by Albert and the vote was unanimous.

Gordon Chase \$12.00 per hour.

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Chris Purser \$181.28 per month.
Justin Lewis \$50.00 per month.
Justin Gilbert \$13.23 per hour.

Additional workers and wages to be approved by Chairman as needed

For the year 2011 net Christmas Bonuses were paid to Chris Purser \$250, Justin Lewis \$250 and Gordon Chase \$150. Justin inquired if the district wanted to do something again in 2012. Kip suggested that Richie be given a bonus as well for his excellent service to the district. The other board members strongly agreed.

A motion to approve a net payment of \$250 as a Christmas bonus for Justin Lewis, Chris Purser, and Richie Petersen and a net payment of \$150 to Gordon Chase was made by Denise, seconded by Albert and the vote was unanimous.

The district board members were paid a yearly stipend of \$100 in 2011. Justin inquired if the board wanted to do the same for 2012? Denise suggested that Kip receive \$200 as chairman and Albert agreed.

A motion to approve a yearly stipend of \$200.00 to Chairman Kip Panter and \$100.00 to board members Denise Allen and Albert Purser was made by Denise, seconded by Albert and the vote was unanimous.

BOARD MEMBER DISCUSSION

Kip informed the board that he would be resigning as chairman of the district at the end of 2012 as he had relocated from Richmond to Smithfield and could no longer serve on the board. Kip then informed the other board members that he had asked Jeff Young to serve on the board in his place. Kip inquired with both Albert and Denise if either of them wanted to take over as chairman. Both Albert and Denise expressed an interest to continue to serve on the board but neither wanted to be the chairman. Kip then asked Jeff if he would be chairman. Jeff stated he would serve as chairman only if neither Albert nor Denise wanted to do so. Jeff also stated that he was excited to serve on the board as he was currently the city council member liaison to the cemetery district. Justin stated that he would inform Lynn Lemon of the changes in the board and that Jeff would serve as chairman.

A motion to adjourn was made by Denise, seconded by Kip and the vote was unanimous.

Adjournment at 7:15 P.M.

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/s/ Jeff Young

Jeff Young, Chairman

Attest:

/s/ Justin Lewis

Justin B. Lewis, Recorder