

**RICHMOND CEMETERY MAINTENANCE DISTRICT      DECEMBER 6, 2016**

A regular meeting of the Richmond Cemetery Maintenance District was held on Tuesday, December 6, 2016 at the Richmond City Office Building, 6 West Main, Richmond, Utah at 7:00 P.M. Chairman Jeffrey Young was in the chair.

The following board members were in attendance: Kevin Graham, Paul Thatcher and Amy Sadler.

Denise Allen was excused.

Recorder Justin Lewis was also in attendance.

The opening remarks were made by Kevin Graham.

**APPROVAL OF THE MINUTES FROM THE DECEMBER 10, 2015 MEETING**

\*\*\*A motion to approve the district meeting minutes from December 10, 2015 was made by Amy, seconded by Kevin, and the vote was unanimous.\*\*\*

Yes Vote: Graham, Young, Thatcher, Sadler

No Vote: None

Absent: Allen

**DISCUSSION, REVIEW AND APPROVAL OF CEMETERY DISTRICT FEES**

**JEFF:** The same fees have been in place for a few years. I like having the higher price for non-residents as I feel it is appropriate.

**JUSTIN:** We have been at the higher end in regards to fees charged in the valley for the last couple of years. That is now changing as Smithfield just changed their resident fees to match ours and other cities have increased their fees as well. Smithfield's non-resident fees are still a little bit lower. With the property tax increase last year and our current budgetary needs I would recommend leaving the same fee schedule in place for 2017. We are not the highest or the lowest but in the upper half for the valley. I feel the fees are fair compared to the surrounding area.

**AMY:** I think it is a good idea to leave them the same as well.

**PAUL:** I am good with them as well.

\*\*\*A motion to approve the fees for the Richmond Cemetery Maintenance District for 2017 was made by Kevin, seconded by Paul and the vote was unanimous.\*\*\*

Yes Vote: Graham, Young, Thatcher, Sadler

No Vote: None

Absent: Allen

**2017 RICHMOND CEMETERY MAINTENANCE 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:** After the audit was completed and everything was done the district ran a deficit in 2015 of \$10,991. The district has run in a deficit for many years and the driving force in proposing and implementing the property tax increase for this year. Property tax received in 2015 totaled \$25,235 and starting this year we will receive \$60,000. I over estimated on grave plot purchases in 2016. I thought they would be much higher than they are. Several people had told me they wanted to purchase plots in the new section as soon as they were available but we did not sell as many this year as I anticipated. For 2016, there are several things I would like to point out. As in all years we will always run a deficit until property tax is collected in November and December. Through the end of November the district is running a deficit of \$27,968. The good news is we will be receiving about \$50,000 in property tax during the remainder of the year and the deficit will be a nice positive. Burial numbers for 2016 were very high. I don't know why as our plots are not the cheapest or the most expensive but the staff had to handle a lot of burials this year. Maintenance costs were down significantly. We budgeted \$15,000 and through November had spent less than \$6,000. Yumi Collins, Shane Lewis and Robert Bair have done a great job. The cost of the audit was less than in previous years. Gas and oil is down as the price of gas is much less than in previous years. The capital improvements completed during the year were the paving of two roads for the new section of the grounds and some repair of some old roads by the new roads in the old section of the grounds. Originally, we had budgeted \$15,000 for road improvements and were going to reroof the maintenance shop as well. With the additional funds needed for the extra road work on the roads we decided to hold off on the roof repair this year until we have been through a cycle of the new property tax rate. A new roof is included in the 2017 budget. I am proud of being able to minimize costs as much as possible since we have such a limited budget. We started off the year hoping to put \$2,100 in our fund balance and I am hoping at the end of the year we are close to \$8,000. For 2017, we are looking at the new roof and contributing with the city to purchase a new truck and a new lawnmower. The 1988 Chevrolet truck used by the staff has over 350,000 miles and would not pass an emission test in 2017. The truck sprang a gas leak last week and has been officially taken out of service. The intent is to participate in the cost of the new truck with the city. The new truck will be used for the cemetery and the parks and recreation program of the city. The new truck is a new Ford F150. We will be able to purchase with good incentives at the start of the year. The cemetery and city parks department use four different lawnmowers. One of the mowers is used more than all the rest. It gets about 400 hours per month put on it. The intent would be to buy a new mower to replace this one and keep the old one as a backup and to blow snow and use the sweeper on it. The new mower would still be able to utilize the attachments on the current mower. Salaries have now stabilized. Shane was not employed by the district in the first quarter

of 2015 but was hired full time since then. The city pays 79% of his wage and the district pays 21% at this time. Yumi Collins wage is paid 40% by the district and 60% by the city. Chris Purser is paid \$520 per month and I am paid \$100 per month. The wages are now set salaries and will be consistent moving forward.

**PUBLIC HEARING, NO SOONER THAN 7:15 P.M., ON THE BUDGET FOR THE CALENDAR YEAR PERIODS 2016 AND 2017.**

\*\*\*A motion to close the regular board meeting and open the public hearing was made by Kevin, seconded by Amy and the vote was unanimous.\*\*\*

Yes Vote: Graham, Young, Thatcher, Sadler  
No Vote: None  
Absent: Allen

*The public hearing opened at 7:20 P.M.*

There were not any residents or visitors in attendance.

\*\*\*A motion to close the public hearing and to reopen the regular board meeting was made by Kevin, seconded by Paul and the vote was unanimous.\*\*\*

Yes Vote: Graham, Young, Thatcher, Sadler  
No Vote: None  
Absent: Allen

*The public hearing closed at 7:21 P.M.*

**DISCUSSION AND APPROVAL OF THE 2017 BUDGET AND ADJUSTMENTS TO THE 2016 BUDGET.**

**JUSTIN:** The proposed budget for 2017 would be \$82,400. The district would allocate \$14,000 for equipment purchases and \$2,500 for the new roof on the maintenance shop.

**PAUL:** Is the truck going to be paid for with cash?

**JUSTIN:** Yes. The city never wants to pay interest unless it is a large infrastructure project we just cannot pay for all at once like a water or sewer project.

**JEFF:** Long term we will need to look at purchasing a new tractor as well. The current one is old and we cannot purchase parts for it any longer. There will not be any new road work in the new budget.

**KEVIN:** I see the budgeted amount for burials is an increase over previous years.

**JUSTIN:** I looked at a five year average and went slightly less than that amount. I have tried to be very conservative on the revenue side so we don't overspend.

**KEVIN:** Are you leaving plot sales the same?

**JUSTIN:** Yes. I think we will be higher this year as there are very few plots left in the old section and they are almost all single plots.

\*\*\*A motion to approve the 2017 Richmond Cemetery Maintenance District Budget was made by Kevin, seconded by Amy and the vote was unanimous.\*\*\*

Yes Vote: Graham, Young, Thatcher, Sadler

No Vote: None

Absent: Allen

## **2017 RICHMOND CEMETERY MAINTENANCE DISTRICT BUDGET**

### **REVENUE**

Property Tax	\$60,000
Fee In Lieu	1,800
Burial Fee	15,000
Plot Purchase	5,000
Interest Earned	600

**Total Revenue           \$82,400**

### **EXPENSE**

Wages	\$30,900
Benefits	6,288
Advertising	100
Dues & Subscriptions	100
Office	2,350
Maintenance & Repair	11,312
Utilities	3,000
Gasoline	2,000
Grave Digging	4,000
Auditor	1,800
Bonds & Insurance	2,100
Irrigation Water Dues	1,200
Sundry	750
Equipment	14,000
Capital Improvements	2,500

**Total Expense           \$82,400**

**JUSTIN:** Proposed changes to the current year budget include an increase for burial fees and interest and a decrease in grave plot purchases. On the expense side, there is an increase for wages and benefits, office supplies, capital improvements and the transfer to the fund balance. Decreases in expenses will be for maintenance and repair and the audit report. I am actually hoping to see a larger amount sent to the fund balance than we are budgeting for.

**JEFF:** I don't feel we have ever really pulled our weight in comparison to the city and it is nice to see us finally paying our fair share.

\*\*\*A motion to approve adjustments to the 2016 Richmond Cemetery Maintenance District Budget was made by Amy, seconded by Paul and the vote was unanimous.\*\*\*

Yes Vote: Graham, Young, Thatcher, Sadler

No Vote: None

Absent: Allen

### **APPROVAL OF WAGES AND STIPENDS FOR 2016 AND 2017.**

**JEFF:** I know we adjusted bonus amounts in the last couple of years. I think the upkeep of the grounds has come a long ways. This year I had less than five calls regarding the maintenance and care of the cemetery grounds. Shane and Yumi have given their heart and soul to the district in how they have maintained the grounds. They see people on a daily basis while they are up there working and people are very emotional when they are there. I would like to see each of them have something as well for Christmas as a thank you from the district. I am not sure how much but I think they deserve something.

**AMY:** I agree with your comments.

**JEFF:** What amount is appropriate?

**JUSTIN:** What about a net amount of \$250 each?

**KEVIN:** I would be good with that.

**JEFF:** So am I. I would propose the stipends for the board members stay the same as last year. Is everyone in agreement with that?

**KEVIN:** Yes.

**PAUL:** Yes.

**AMY:** Yes.

**JEFF:** In regards to wages. Justin when was the last time you or Chris received a wage increase?

**JUSTIN:** There has not been a wage increase for either of us since I started in April 2004 that I can remember. I would like to commend Chris for what she does for the district. She is invaluable. She will never ask for a wage increase but she deserves one. She keeps the grounds going, burials in the right place, all the paperwork completed. She is invaluable to the district.

**AMY:** How much time does she spend on cemetery related items?

**JEFF:** I cannot tell you the amount of time but 80% of the time when I get a call about burials and other items I automatically refer them to Chris. She deals with the staff, mortuaries, headstone companies and all of the paperwork which can be tedious.

**JUSTIN:** Chris will never ask but I would recommend an increase of \$100 per month.

**JEFF:** I like that suggestion. Justin is involved in everything that goes on as well as he does everything financially related and helps on the grounds as needed. I think he should receive an increase as well and I know he won't ask for one. I would recommend we increase Justin's wage \$50 per month.

\*\*\*A motion to approve wages for 2017 and stipends for 2016 for the district was made by Amy, seconded by Kevin and the vote was unanimous.\*\*\*

Yes Vote: Graham, Young, Thatcher, Sadler  
No Vote: None  
Absent: Allen

### **STIPENDS 2016**

Jeff Young	\$200
Kevin Graham	50
Denise Allen	50
Paul Thatcher	50
Amy Sadler	50

### **2016 NET EMPLOYEE CHRISTMAS BONUS**

Chris Purser	\$500
Justin Lewis	500
Yumi Collins	250
Shane Lewis	250

### **2017 WAGES**

Chris Purser	\$310	(Semi-Monthly)
Justin Lewis	\$150	(Monthly)

### **BOARD MEMBER REPORTS**

**KEVIN:** I have a young man that would like to do an Eagle Scout project at the cemetery by making some overburden bins and use concrete blocks as the walls. The area right now is a mess. The project would be completed in 2017.

**JEFF:** Great idea.

**PAUL:** The flagpole at the grounds is located by a tree and some electrical wires. I would like to see it relocated to a different area. This would be a good scout project as well. I think it would fit better on the east side of the entrance to the grounds rather than the west side. A nicely decorated area could be done in conjunction with the project as well.

**JUSTIN:** I will advise Marlowe, Chris and the council if they get requests for Eagle Scout projects to contact you.

**PAUL:** That would be great. I am glad to help with them.

**JEFF:** I know Ruth Little would like to see a bench up there as well.

**JUSTIN:** I think the local veteran's fund would participate in the cost of the bench as well.

**KEVIN:** There are several projects that could be completed as part of this project.

**JEFF:** I like the idea of making the commodity bins and cleaning up the area. The area is right by the road and in the spring the area is muddy and we can ruin the asphalt pulling in and out. I would suggest all of you go and see the new bins at the city maintenance shop. The city was having the same problem as the district. The southwest corner of the grounds is a problem. We border the Sanders property and some of our dirt has sluffed off onto their parcel and we will need to clean it off. It would be nice to have a defined barrier.

**JUSTIN:** I would suggest two bins. One for new clean topsoil and the other one for the overburden that is removed. It would be nice to keep them separate. We also need to thank Wheeler Machinery as they allowed us to use their front end loader in conjunction with the Black & White Days activities and the staff was able to haul away all of the overburden at that time that had been accumulating for a period of time. It saved us a lot of work with our backhoes.

## **CHAIRMAN REPORT**

**JEFF:** I would like to give an update on the water connection the district made to the city culinary water system a couple of years ago. The irrigation water system was piped this past year and experienced some issues where our lateral did not have any water for a very long period of time. We never got our allocation of water. Being able to work with the city and use culinary water allowed us to keep the grass at the cemetery alive.

**JUSTIN:** There was a learning curve for the irrigation company with the new system. We would have been without water for 75 to 90 days if we had not had the connection to the city.

**JEFF:** We have a good agreement with the city. We need to utilize more underground sprinklers when we can in the future.

**JUSTIN:** As an update to the board when we have both irrigation laterals running it is 38 sprinkler heads. They were putting out about ten gallons per minute. The staff installed some restrictors in the sprinkler heads that cut the flow back to about five gallons per minute.

**JEFF:** The sprinkling system is good for the few areas it is installed. We will continue to have water problems in the future. The more efficient we can be the better off we are. The new irrigation system is piped and much cleaner than in the past so we won't have plugged screen problems. Hopefully we can add onto the sprinkler system in the next three to five years.

**JUSTIN:** One area which will continue to be a problem is the old steel pipe that runs across the entire top, north, portion of the grounds. There are not connections. The entire pipe is welded together. To replace the entire pipe would be very expensive as we would have to bore each section of road as the cost to cut and remove and replace the asphalt would be too expensive and create big cut lines in the roads. We cannot replace the line in sections as the fear is if we disturb the old steel line it will create more leaks in the system.

**JEFF:** I want to give an update on our new software project for the grounds. A grant helped to pay for the project a few years ago and we now just pay a yearly software maintenance fee. The project had been put on hold for a couple of years while we finished mapping out the new section as it would have cost us thousands of dollars to add the new section after the fact. The new software is here and ready to go and should be live within two months. I am working with Chris to make this happen. The entire database of the cemetery grounds will be able to be accessed digitally. People will go to the city website and click on a link to the cemetery. Names will be searchable, lots to purchase will be shown, and headstones will be viewable. It is a big project. I want to demo it to the board in the future. I would like to invite the six or so scouts that helped with the project to show them what has been completed thanks to their help.

**PAUL:** On the few remaining single plots in the old section should we sell them at a reduced rate?

**JUSTIN:** There are less than fifty plots and I would not reduce the price. On occasion we have infant or single burials and these plots could be used for that purpose. Most people purchase plots in increments of two, four or eight.

**JEFF:** There are a lot of plots in the old section that are not used but some of them most likely have people buried in them we are not aware of. I know the Cove LDS Church Ward has eight to ten plots and they think some of them have been used but no idea which ones or how many. They don't even know the names of who was buried on the plots. I know other cities have tried to reclaim plots and run into problems when they sold them again and found out there was already someone buried in the plot from decades before. I think we utilize the 50 or so plots in the old section we are aware of and then push everyone else to the new section. I talked to Denise Allen before this meeting and she has served for many years and has new things going on in her life and has decided to resign from the board effective at the end of the year. I would like to thank her for her many years of dedicated service to the district. We will notify the county of the need for a new board member. Also, I am going to step down as the chairman and as a board member. I am now the mayor of the city and it is time for someone else to fill this role. I have enjoyed my time serving on the board and it is time for someone new with a different perspective. I will notify the county of a need for two new board members and a new chairman. I like the board being five members; it is not too many and not too few. I would prefer one of you serve as the chairman. I would also like to recommend one of the two vacant spots be filled by a Richmond City Council Member. There needs to be a liaison between the district and the city. The city will always receive the calls of people complaining since they think the city owns and oversees the grounds. I would like to recommend Council Member Kelly Crafts serve as a board member. She is in charge of the parks and recreation program of the city and I feel this would be a good fit for her and the board. I would like one of you to serve as chairman.

**JUSTIN:** It would be nice to have Denise's position filled with someone from Cove since Cove is in the district. It is not mandatory or required; just a suggestion.

**JEFF:** I know Adrienne Gilbert walks the cemetery grounds all the time and she would do a good job. The county will make the final decision but they will consider input from the board and city council.

**JEFF:** Kevin would you consider being chairman or would one of you like to do it?

**AMY:** I am in support of Kevin as chairman.

**KEVIN:** I am willing to do it if neither Paul nor Amy want to do it.

**PAUL:** I would support Kevin as chairman.

**JEFF:** I will contact the county and let them know. I support Kevin as chairman. We have seen a lot of drastic changes to the grounds in the last few years. There are new roads, water services and a new section. We had to implement a tax increase but it was needed and will carry us many years down the road. I never want to leave a project worse than when I started and I feel good about where things are at right now. I like and have enjoyed serving with each of you. You are good people. Thank you for your willingness to be active and involved on the board.

\*\*\*A motion to adjourn at 8:01 P.M. was made by Paul, seconded by Amy and the vote was unanimous.\*\*\*

Yes Vote: Graham, Young, Thatcher, Sadler

No Vote: None

Absent: Allen

**RICHMOND CEMETERY MAINTENANCE DISTRICT**

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Justin B. Lewis, Recorder

**RICHMOND CEMETERY MAINTENANCE DISTRICT MEETING  
6 West Main  
Richmond, Utah 84333**

**AGENDA**

Public Notice is given that the Richmond Cemetery Maintenance District will meet in a regularly scheduled meeting at 6 West Main, Richmond, Utah on Tuesday, December 6, 2016. The meeting will begin at 7:00 P.M.

Welcome and Opening Ceremonies by Kevin Graham

1. Approval of the minutes from the December 10, 2015 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 2016 and 2017.
5. Discussion and approval of the 2017 budget and adjustments to the 2016 budget.
6. Approval of Wages and Stipends for 2016 and 2017.
7. Board Member Reports
8. Chairman Report

Adjournment