

May 14, 2024, Meeting Minutes

Public Hearing and Action Board of Directors Meeting 7 p.m. located at 6700 W 700 N West Warren UT 84404.

1- Approval of April Meeting Minutes-Board

- a. Duncan Murray, Brent Wayment, Ryan Rogers, Amy Coleman and Carolyn Hales from the public were in attendance. Brent Called the meeting to order at 7:00 p.m. Duncan motioned to approve the minutes as written. Ryan seconded the motion thus the motion carried.

2- Public Comment- Carolyn Hales

- a. Brent offered Carolyn the opportunity to provide comments at the beginning of the meeting. Carolyn voiced a complaint about the removal of decorative items from the graves. There was a loss of a wreath during the winter that she had used for several years and was hoping to continue using. An engraved rock that was placed on Gary Hales' headstone and the skirting was also removed. She wanted to know what the procedure and policies are to be able to decorate the graves and have items removed within the time frame set. The items were removed in February. The board explained that if there is a burial in the winter and a lot of snow items will be covered, and there is no way to know where items are placed. The cemetery will need to move snow to accommodate a burial and there is a chance items will get scooped up in the snow. The cemetery is going through a transition period, including updating the By-Laws. The board directed Jace to remove all decorative items seven days after the new year. Carolyn suggested that once a month, during the winter months, all items be removed. Amy will email Carolyn the new rules once they have been established with the changing by-laws. A member of the board will follow up with Jace to see if he removed the engraved rock. Carolyn was able to find a replacement shepherd's hook. Carolyn left.

Discussion continued about the best way to proceed with item removal. Brent suggested that we wait until the end of February and the end of March to remove holiday items. At that point the cemetery will begin mowing season and items will be removed once a week.

3- April Monthly Activity-Amy

- a. Plots updated
 - i. There were 13 certificates to be signed from a combination of sales, transfers and reissuing of plots for the end of April and beginning of May. Amy will print monthly activity reports to bring to each board meeting and will provide a compiled report at the end of the year.
- b. Notarization of plot sales-Duncan

- i. There were more plot sales than in previous months because of the price increase notice. Two families also came forward and claimed family plots, so there were three plot transfers.
 - c. Monthly Health Department Report
 - i. As of April 16, the cemetery no longer needs to submit a monthly report to the health department. The State was receiving a double report, one from the health department and one from the cemeteries. The health department report was eliminated, and the cemetery will submit the state report annually.
- 4- Maintenance Updates and Procurement Items – Ryan reported in Jace's absence.
 - a. The county is planning to pave the new parking lot, hopefully before Memorial Day.
 - b. The jumping jack was repaired and returned to the cemetery building.
 - c. Jace has been spraying the new area for weeds lightly but will be spraying them more aggressively this year. Jace held off on mowing the new section to see if that would help the grass fill in.
 - d. Guy Harbertson emailed a complaint to Duncan, including pictures. Guys concern was that the cemetery broke Sonja Harbertson's headstone. Snow removal, headstone settings, or burials include but are not limited to the reasons headstones can be occasionally driven over. Ryan commented that he noticed the headstone was broken before the Skeen burial. (Guy claimed the headstone was broken during the burial process for Joan Skeen.) Jace dug the grave with a track hoe and no stabilizers were used. It was a logical complaint/conclusion, but the equipment the Harbertson family suggested the cemetery used was not so. The tracks are next to the headstone and not on the grave in question. Depending on how the headstone was made can cause it to break over time. Ice during the winter can get in between the headstone granite and the concrete causing the seal to pop.
- 5- Cemetery Rate Increases-Board
 - a. Present Cemetery Rate Increases Proposal
 - i. The board reviewed the rate table presented. They verified the cost of new and existing sections. The board wants to fill in the old sections and therefore those plots cost less.
 - b. Public Comments
 - i. Amy did receive a few phone calls asking what the rates were and what they were going to. She emailed one person the new rates and met with two others. There were concerns about who was mowing each month and that the cemetery would begin implementing a certificate fee.
 - ii. No one from the public was in attendance. The board sent out notices in the Warren, West Warren Water bills, posted reminders on Facebook and the rate comparison sheets on the cemetery

bulletin board. The board felt there was ample opportunity for the public to attend and comment. The cemetery's plot sale revenue was up because the cemetery made the public aware that rates were increasing.

- iii. The cemetery has two streams of revenue. Taxes and a user fee. The user fee is the fee paid for plots and burials. Taxes are used to operate the cemetery. User fees are for the people that use the cemetery, meaning they are buried or will be buried there. The cemetery is trying to not raise taxes and has never asked for a tax rate increase.
- iv. Rates are listed to reflect headstone moving and leveling fees.
- v. The board reviewed the proposed rate increases. They felt like all the information was transparent and that the rates were reasonable. Duncan motioned to approve the rate increase proposal as written. Brent seconded the motion; Ryan was a yay. The vote was unanimously approved. Effective immediately.

The county commission should reappoint the board members after a specific space of time. The cemetery board is set up as an appointed board. Duncan will do follow up research to make sure that the cemetery board is operating within the laws and appointed time frames.

6- By-Laws Review for Approval- Board

- a. Duncan will draft a statement about the removal of items for the by-laws. Amy will send the most current draft of the by-laws, with the color-coded changes for the proposed statements to the board members.
- b. Ryan recommended adding a fine print statement saying that it is at the discretion of the sexton to leave or remove decorative items outside of the seven-day time frame.
- c. Duncan will check to make sure there is a statement that says the cemetery is not responsible for items that are lost or stolen. It is hard to find a line to determine the best way to remove items.

7- Certificate Renewal

- a. Maturity Date June 1, 2024
 - i. Amy reported on the certificate, savings and checking account balances. Amy will contact the bank to find out the certificate and money market account interest rates. The board discussed separating funds into three different accounts. One certificate account that is not accessible to use for a set amount of time. One money market account that is liquid and available to access funds. A checking account for everyday operations. A follow-up email will be sent in the next few weeks to all the board members allowing them to review the information, as Brent will not be able to attend the June meeting.

8- Other Business

- a. Mail

- i. The business entity is up for registration. Amy will renew it and reimburse it.
- b. Checks
 - i. Amy will begin to invoice any additional services provided with the new rate increases.

Ryan motioned to adjourn the meeting. Duncan seconded the motion; thus, the motion carried. The meeting was adjourned at 8:43 p.m.