

Bluff Cemetery Board Meeting Minutes - **DRAFT**

March 20, 2026, at 1:00 pm

1:00 pm Roll Call: Board Members: Kathryn Carson, Carolyn Harmon, Tom Hiserodt
Advisor: Ann Leppanen
Town Staff: Erin Nelson

1. Review and approve meeting minutes from March 2, 2026.

The board approved the meeting minutes without any recommended changes.

2. Discuss, update, and finalize Cemetery Board Bylaws

The group discussed the bylaws and drafted a statement of purpose. They clarified the process for formal votes versus consensus decisions, with roll call votes required only for significant actions that need to be recorded including financial decisions outside normal operations of collecting fees, changes or modifications to the cemetery plot layout, approving and adopting Bylaws, recommended changes to the Cemetery Ordinance, and other significant decisions, as determined by board. The board also reviewed the relationship between their bylaws and the Town of Bluff's advisory boards and committees' policy, confirming that their bylaws would supplement the broader policy. It was decided to implement a recommendation sheet to track actions and share them with the town council.

The board members voted to accept the bylaws. Kathy – yes, Tom – Yes, Carolyn – Yes.

3. Discuss and finalize cemetery procedures

The board reviewed the discussion from the previous meeting and decided to revert the hours of burial to the cemetery ordinance that was approved in December which states dawn to dusk. The board would like the town council to maintain the cemetery with their regular vendors for mowing and weed removal but will evaluate if a community volunteer cleanup day would be feasible in the future.

Many of the procedures are already outlined in the Cemetery Ordinance, although the board will need to finalize forms including the Cemetery Interment Application, Certificate of Burial Form, Transfer to Right of Burial, and Plot change form.

The board decided that markers should be placed at the discretion of the family/individuals coordinating burial and that there wouldn't be any limitations on marker height, although the markers must fit within the plot width.

The Cemetery Ordinance outlines the procedures for grave opening and closing and requires the Sexton to coordinate. 48 hours' notice is required, although that is flexible based on religious or cultural needs. As of right now, Bill Davis has said that there are four individuals in town that have performed the opening including himself, Steve Helgerson, Mike Yearous, and Galen Headley. Yearous has charged in the past, but the others have volunteered their time and equipment.

4. Review Southwest Heritage Foundation Discussions and Next Steps (Leppanen)

Ann met with Bill Davis of the Southwest Heritage Foundation (SWHF) regarding land owned by the foundation that is considered part of the cemetery. Davis is the current board chair, and SWHF has not yet had an official board meeting to discuss the issue. A survey must be completed prior to a

transfer being processed and SWHF will pay for the cost. Ann indicated the goal would be to have the land transferred by mid-May. The Bluff Town Council will need to discuss the transfer process and whether a subdivision would be required to split the land from other land owned by the foundation.

5. Community Cemetery Clean-up Discussion

6. Discuss Equipment Needs

Lowering devices can cost up to \$3000, plus they may require an additional \$1000 for piece that goes under. Ann indicated that recent burials have used ropes and for Indigenous burials, gloves are required. A purchase of gloves and ropes is recommended at minimum. The group then discussed asking local groups such as DesignBuildUtah to design something for lowering caskets for a lower price. It was also recommended to reach out to Danny Palmer to see what he uses and what costs are associated. Kathy will research and contact these individuals to see if they can come up with any ideas or provide estimate of costs.

It was also noted that some type of marker is needed for the unmarked graves. Ann will speak with Malia Collins to verify what information needs to be on the markers, per the conversation with Amy Barry from the state.

7. Public Comment

Michael Haviken: Currently has a plot and would like to relocate it. He believes the plot he has currently sits on top of bedrock based on information he received from Mark Bond. Nelson indicated that the Board still needs to figure out where bedrock is located and recommended a geologic survey before assigning any other plots. Michael identified another location that he preferred, and Kathy will record the change.

The board identified need for a form to process plot location changes. There was brief discussion regarding currently known useable plots and decided to wait before notifying affected families until alternative locations can be clearly identified.

8. Other/Adjourn

The board talked about finding an individual or firm to perform a geologic survey of the cemetery. It was recommended they reach out to Gene Stevenson or Mary Gilliam and ask if Debbie Westfall would have any documentation from previous surveys. Tom will reach out to the individuals to seek information and/or get cost quotations.

The board will discuss the cemetery procedures again in the next meeting, as well as the drafted forms, and get an update on the land transfer from SWHF.

Due to scheduling conflicts, the next meeting is rescheduled from Friday, April 3rd to Friday, March 27th at 1pm.

Meeting adjourned at 2:32 pm.