

Town of Cedar Fort

Cemetery Committee Meeting Minutes

Monday, February 2, 2026 – 7:00 PM

Town Hall, 50 East Center Street, Cedar Fort, UT

CALL TO ORDER

The meeting was called to order at 7:10 PM.

1. Roll Call

Committee Members Present:

- Andra Carter
- Vickie Draper
- Lynda Norris
- Gina Hacking
- Harry Draper (Sexton)

Committee Member Absent:

- Cody Cook

Staff Present:

- Kandice Johnson, City Recorder
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2. Prayer/Thought

A prayer was offered by Vicky Draper to open the meeting.

3. Pledge of Allegiance

The Pledge of Allegiance was led by Andra Carter.

REPORTS

1. Sexton – Harry Draper

The Sexton reported the following:

- No burials had occurred during the past month.
- Two additional cemetery signs will be installed once the ground thaws.
- Cemetery markers have largely been coordinated with existing maps, though some discrepancies remain.
- A drone overview is pending to assist with matching cemetery locations to the digital map.
- A 12' x 12' concrete slab is pending for installation of the gazebo once weather permits.
- Discussion occurred regarding improving identification of veterans buried in the cemetery, including Veterans Day flag placement and methods for tracking military service status.

- The Sexton indicated a small information form could be developed to collect veteran status during burial arrangements.
- Photos of headstones are being gathered for mapping purposes, with one remaining photo pending from the older cemetery section.

CONSENT ITEMS

1. Approval of Minutes – March 18, 2025

Discussion clarified the minutes under review were from **November 5, 2025**.

Motion: To approve the November 5, 2025 Cemetery Committee meeting minutes.

Moved by: Vicky Draper

Seconded by: Lynda Norris

Vote: All Aye

Motion carried.

2. Review Budget and Grant Funds Spent

An update was provided on grant expenditures, including:

- \$5,300 paid for cemetery mapping services
- \$6,900 paid as a project retainer
- Total spent to date: \$12,200
- Remaining grant balance discussed, with emphasis on expending funds prior to the June deadline

No formal action was taken.

BUSINESS ITEMS

1. Discussion of Available Grants for 2026

The Committee discussed potential grant opportunities for 2026. No new grants were identified at this time. Staff will research possible options and report back.

No action was taken.

2. Sentry/Chronicle Digital Map Update

An update was provided regarding the cemetery digital mapping project, including:

- Completion of initial mapping
- Instructions for verifying and correcting cemetery data
- Plans for printing and reviewing maps for accuracy
- Coordination with Sentry Mapping and Chronicle for final digital publication

No action was taken.

3. Vote on Updated/Amended Chronicle Bid

The Committee reviewed updated pricing for Chronicle services due to increased annual subscription costs.

Motion: To approve the amended Chronicle bid at an annual rate of \$990, totaling \$7,400 for a multi-year agreement.

Moved by: Andra Carter

Seconded by: Gina Hacking

Vote: All Aye

Motion carried.

4. Maintenance Plans / Ideas

The Committee discussed cemetery maintenance options, including:

- Possible involvement of the Fire Department for volunteer or contracted maintenance
- Fire hazard mitigation through mowing and disking perimeter areas
- Obtaining bids for weed spraying throughout the cemetery and along fence lines
- Planning a community service project for cemetery cleanup

A tentative cemetery service project was discussed for Wednesday, April 29, 2026, beginning at approximately 4:00 PM, with youth participation expected later in the evening.

No formal action was taken.

PUBLIC COMMENT

No public comments were received.

ADJOURNMENT

Motion: To adjourn the meeting.

Moved by: Vicky Draper

Seconded by: Lynda Norris

Vote: All Aye

The meeting adjourned at 8:19 PM.

Minutes approved by the Cedar Fort Town Cemetery Committee on:

3/2/2026

Date

Kandice Johnson
Kandice Johnson Town Recorder