

MINUTES OF THE TOWN COUNCIL  
MEETING  
OF THE TOWN OF CLARKSTON

April 21, 2015  
7:00 P.M.

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Town Council Meeting held at the Clarkston Town Hall, 50 South Main, Clarkston, UT

Attendance: Mayor Kendon Godfrey  
Councilmembers: Ann J. Godfrey, Steven Palmer,  
Nathan Whiting, Richie Calderwood

Kristi Hidalgo, Town Clerk

Also in attendance: Cache County Sheriff Chad Jensen

1. CALL TO ORDER

Mayor Godfrey called the Clarkston Town Council to order at 7:01 p.m.  
Councilmember S. Palmer led the Pledge of Allegiance and offered Reverence to begin the meeting.

2. NEW BUSINESS

Cache County Sheriff Chad Jensen – Law Enforcement and Animal Control Contracts –  
Cache County Sheriff Chad Jensen introduced himself by saying that he grew up in Logan, worked 20 years at Lees Marketplace, and for the last 24 years he has been in Law Enforcement at the Cache County Sheriff's Office. He stated that he is excited to be the new Cache County Sheriff. Sheriff Jensen informed the Council that there are three divisions in the Cache County Sheriff's Office. There is the Jail Division, which is the largest division, there are 74 full time deputies in the Jail Division. The Criminal Division deals with Patrol, School Resource, investigations, and things of a criminal nature. The Support division deals with such things as IT Support, Civil Suits, and Court Bailiffs. Sheriff Jensen further stated that there are a total of 122 full time deputies and with additional part time and civilian staff there are a total of 174 employees at the Cache County Sheriff's office. Sheriff Jensen explained the Clarkston Town Law Enforcement and Animal Control Contracts for FY 2016. Sheriff Jensen explained that the cost of each is based strictly on patrol costs – what it costs the Sheriff's Office to put a deputy into a patrol car. There are no additional fees added on for investigations, the cost is based strictly on patrol costs. Sheriff Jensen stated that for FY 2016 the Law Enforcement Contract Fee per hour is \$48.54. The Council determined to contract with the Cache County Sheriff's Office for 98 hours of Law Enforcement Service. The total cost for FY 2016 will be \$4,756.92. Mayor Godfrey addressed the FY 2016 Animal Control Contract stating that the hours on the FY 2016 contract have been significantly reduced from the FY 2015 contract. In FY 2015 Clarkston Town contracted for 120 hours and the FY 2016 contract only allows for 72 hours. Sheriff Jensen responded that it must be a typo, it shouldn't have changed. The Council discussed how many hours to contract this year and agreed upon 100 Animal Control hours for FY 2016. The FY 2016 Animal

Control fee is \$32. The total cost for FY 2016 will be \$3,200. Mayor Godfrey signed both contracts and gave them to Sheriff Jensen.

The Council also directed the following questions to Sheriff Jensen:

- Monthly Patrol Summary Report - Mayor Godfrey referred to the Clarkston Town Monthly Patrol Summary Report sent by the Sheriff's Office each month. This report reflects the law enforcement activity including incidents, citations, and warnings responded to or issued during each given month. It also includes animal control incidents.  
Mayor Godfrey wondered what Direct Patrol Response means. Sheriff Jensen replied that it means responding to a call for service - a Clarkston Citizen calls in requesting service. Mayor Godfrey also asked what Self-initiated Patrol means and Sheriff Jensen stated that it means general patrol time – an officer comes out to patrol without being called.
- Martin Harris Pageant Law Enforcement Hours - Mayor Godfrey asked about Law Enforcement during the Martin Harris Pageant. Mayor Godfrey asked Mayor Jensen to specify how the charges for the Law Enforcement service for the pageant should be handled. Sheriff Jensen stated that in the past the Cache County Sheriff's Office has billed Clarkston and then Clarkton bills the Martin Harris Pageant for reimbursement. Sheriff Jensen further stated that the Cache County Sheriff's Office prefers to do it that way. The Town Clerk stated that it has worked out well doing it that way. The Council agreed to continue doing it that way. Sheriff Jensen stated that the pageant law enforcement hours do not come out of Clarkston Towns contracted hours.
- Certificate of Service - Mayor Godfrey asked Sheriff Jensen to specify who is responsible to take the Certificate of Service document to the First District Court after paper work is served by the Sheriff's Office. Sheriff Jensen stated that he thinks that it is the Sheriff's Office responsibility but is not positive. Sheriff Jensen will find out and call Kristi Hidalgo, Town Clerk, with a definite answer.
- Star Deputy - Mayor Godfrey asked if Clarkston Town had a Star Deputy. Sheriff Jensen stated that the Cache County Sheriff's Office is in the process of reassigning Star Deputies to all the communities in the county. The Star Deputy should attend at least one Town Council Meeting a month and be available to assist the town as needed.
- Town Hall Key – Mayor Godfrey informed Sheriff Jensen that a Town Hall key was given to Deputy Justin Curtis, who was Clarkston Town's Star Deputy at one time. Deputy Curtis was given permission to duplicate and distribute the key to other deputies so that, when they were patrolling in the north end of the valley, they could make a phone call or use the restroom facilities at the Town Hall. Mayor Godfrey asked Sheriff Jensen if he was aware of this and if the keys were still available to the Cache County Deputies. Sheriff Jensen stated that he did not know about any keys being distributed for the Clarkton Town Hall but would try to track down the keys. Sheriff Jensen recommended and asked the Council if they would be interested in having the Sheriff's Office install an electronic key code entry system at the Town Hall to allow deputies entrance to the facility.

Sheriff Jensen stated that he feels this is better than having a bunch of keys floating around. Councilmember R. Calderwood commented that the Fire Department has an electronic key code entry system and it works very well. Councilmember N. Whiting agreed. The Council approved having an electronic key code entry system installed on the Town Hall by the Cache County Sheriff's Department. Sheriff Jensen stated that he will get the system installed for the town.

Mayor Godfrey addressed the minutes of the Clarkston Town Council Meeting held April 7, 2015. Councilmember A. Godfrey motioned for the Clarkston Town Council to approve and adopt the minutes of April 7, 2015. Councilmember S. Palmer seconded the motion. All in favor "Aye". Motion carried

Resolution 15-06 "A Resolution Adopting a Town Credit Card Use Policy"- Mayor Godfrey asked if there was any discussion by the Council prior to passing the resolution. Councilmember A. Godfrey clarified that according to the Credit Card Use Policy all credit card purchases are now required to have a Purchase Order. Mayor Godfrey specified that that is correct. There was no further discussion so Mayor Godfrey read the resolution and asked for a motion to adopt Resolution 15-06. Councilmember R. Calderwood motioned for the Council to approve Resolution 15-06. Councilmember N. Whiting seconded the motion. All in favor "Aye". Motion carried

Roll Call Vote:

Mayor Godfrey	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember A. Godfrey	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember R. Calderwood	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember S. Palmer	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember N. Whiting	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent

Resolution 15-07 "A Resolution Amending The Clarkston Town Master Fee Schedule To Amend The Delinquent Dog Citation Fee"- Mayor Godfrey asked if there was any discussion by the Council prior to passing the resolution. There was no discussion so Mayor Godfrey read the resolution and asked for a motion to adopt Resolution 15-07. Councilmember A. Godfrey motioned for the Council to approve Resolution 15-07. Councilmember R. Calderwood seconded the motion. All in favor "Aye". Motion carried

Roll Call Vote:

Mayor Godfrey	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember A. Godfrey	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember R. Calderwood	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember S. Palmer	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember N. Whiting	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent

3. DEPARTMENTS

Mayor Godfrey – Chainsaw – Mayor Godfrey reported that the Roads Department chainsaw is still missing and asked Councilmembers to check with Department Supervisors again to see if anyone knows anything about it.

Councilmember A. Godfrey – Animal Control – Delinquent Dog List – Mayor Godfrey asked the Town Clerk to send the Delinquent Dog List to the Animal Control Officers and have them begin issuing citations.

Martin Harris Pageant Dinner Update – Councilmember A. Godfrey informed the Council that Chairpersons Julynne Thomas and Tiffany Goodey have got the dinner all organized. Councilmember A. Godfrey will contact Paul Willie, Martin Harris Pageant President, and give him the dinner information to put on the pageant website.

Councilmember R. Calderwood – Water Department – Water Report - Councilmember R. Calderwood reported that last year, at this time, the system was bringing in 472 gallons per minute without Mylar Spring and this year it is bringing in 357 gallons per minute without Mylar Spring, which is a 25% reduction this year. Last year, when Mylar Springs was turned in it produced about 100 gallons more per minute. The over flow has not stopped yet, when it does Mylar Spring will be turned in and water conservation will be necessary. Councilmember R. Calderwood stated that he will put a letter in with the May Water Statements informing Clarkston Citizens of the water situation and that water restrictions will be in enforced soon.

Sanitary Survey – Councilmember R. Calderwood reported that most of the Sanitary Survey Findings have been resolved. New stainless steel screens were purchased and installed on the over flow pipes. The cost of the new screens will be divided between Clarkston, Trenton, and Newton.

Councilmember S. Palmer – Had nothing to report.

Councilmember N. Whiting – Pony Express Days Celebration – Councilmember N. Whiting stated that Jenny Whiting, Pony Express Chairperson has been trying to contact Terryl Goodey to confirm that he is planning on doing the Team Roping Event again this year and hasn't been able to get hold of him. Mayor Godfrey stated that he has Mr. Goodey's cell phone number and will text that number to Ms. Whiting. Councilmember N. Whiting confirmed that the Pony Express Days budget is \$8,000. Councilmember N. Whiting also reported that Elaine Goodey has given permission for the town to use her property for the Mud Run Event. The Council reminded Councilmember N. Whiting to implement the new Horse Race rules, discussed at a Town Council Meeting held August 5, 2014. At this meeting Mayor Godfrey proposed the following new guidelines for the saddle drawing after the Horse Race:

1<sup>st</sup> place team – gets to put in four tickets  
2<sup>nd</sup> place team – gets to put in three tickets  
3<sup>rd</sup> place team – gets to put in two tickets  
All other teams get to put in one ticket

4. RELEVANT BUSINESS

Next Meeting - The next meeting will be a Town Council Meeting and will be held Tuesday May 5, 2015 at 7:00 p.m.

5. ADJOURN

There being no further business to come before the Council, Councilmember R. Calderwood motioned that the Clarkston Town Council Meeting adjourn. Councilmember N. Whiting seconded the motion. All members present voted “Aye”. Motion carried.  
The meeting adjourned at 8:34 p.m.



Kristi Hidalgo  
Clarkston Town Clerk

**RESOLUTION 15-06**

**A RESOLUTION ADOPTING A TOWN CREDIT CARD USE POLICY**

WHEREAS, the use of credit cards has been determined to be a convenient and cost effective method of obtaining certain products and services for the town; and

WHEREAS, to ensure that Town owned credit cards are used for appropriate purposes and that adequate internal controls are established for the use of credit cards issued to Public Officials and Town Employees for the purpose of conducting Town business;

NOW THEREFORE BE IT RESOLVED by the Council of the Town of Clarkston, State of Utah, to adopt the Clarkston Town Credit Card Use Policy.

See Attachment A.

Adopted and effective this day by motion from Councilmember R. Calderwood and seconded by Councilmember N. Whiting and all approved.

Dated this 21<sup>st</sup> day of April, 2015.

Roll Call Vote:

Mayor Godfrey	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember R. Calderwood	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember A. Godfrey	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember S. Palmer	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember N. Whiting	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent

CLARKSTON TOWN, a Utah Municipal Corp.

Hudson Godfrey  
MAYOR

ATTEST:  
Kristi Hidalgo  
TOWN CLERK



# **Attachment A**

## **CLARKSTON TOWN**

### **CREDIT CARD USE POLICY**

#### **I. PURPOSE**

To ensure that Town-owned credit cards are used for appropriate purposes and that adequate internal controls are established for the use of credit cards issued to Town Council Members and employees for the purpose of conducting Town Business.

#### **II. OVERVIEW**

The use of credit cards has been determined to be a convenient and cost effective method of obtaining certain products and services for the Town. The primary purpose of Town-owned credit cards will be to pay vendor invoices. All credit card purchases are required to abide by the existing Town's purchasing policy. Purchase Orders are required for all purchases made, including credit card purchases. It is recognized that the Town's preferred payment method is through, vendor invoices and corporate checks. However, in certain circumstances, this method may not be practical and the use of a credit card may be preferred. Credit card purchases may be made when doing so facilitates a specific advantage to the Town or where payment in advance is required. Some travel and training costs may also be handled best through the credit card process. Credit cards are not intended for purchases that can otherwise be paid for using corporate checks.

All changes to the credit card account must first be approved by the Mayor and Town Council. The Town Clerk, who is listed as the Primary Cardholder on the credit card account, is the only person authorized to make any changes to the credit card account. This includes, but is not limited to, adding or deleting cardholders from the account and changing the credit line available on the credit card.

#### **III. USE OF THE CREDIT CARD**

1. The credit card is to be used in the conduct of the Town's business ONLY. The use of a Town credit card to acquire or purchase goods and services for other than official use of the town is strictly forbidden and considered fraudulent use and may subject the employee or public official to disciplinary action up to and including dismissal and/or criminal prosecution.
2. Use of the credit card for personal purchases or expenses with the intention of reimbursing the town is prohibited.
3. Cash advances through bank tellers or automated teller machines are prohibited.

#### IV. RESPONSIBILITY

Individuals holding Town owned credit cards are responsible for:

1. Ensuring that the goods or services to be purchased are within budget and properly approved.
2. Determine if the intended purchase is within the Cardholder's credit card limits.
3. Ensuring that all purchases using Town-owned credit cards are in compliance with the Town's Purchasing Policy.
4. Retaining receipts for all credit card transactions. Whenever a credit card purchase is made, either over-the-counter or by other means, documentation shall be obtained as proof of purchase. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.
  - A. When the purchase is made over-the-counter, the Cardholder shall retain the invoice and "customer copy" of the charge receipt.
  - B. When the purchase is made on the Internet, the Cardholder shall print a copy of the receipt and order confirmation before exiting the site.
  - C. When a purchase is made over the telephone, the Cardholder shall have the vendor fax or e-mail them a copy of the receipt.
  - D. When the purchase is made by mail, the Cardholder shall retain all confirmations and shipping documentation.
  - E. When an item is returned, the vendor shall issue the Cardholder a credit, which should appear on a subsequent statement. *Under no circumstances should the Cardholder accept cash in lieu of credit to the credit card account.*
  - F. All documentation and receipts need to be turned into the Town Clerk within (3) days of the purchase.
  - G. Missing Documentation - If the cardholder does not have a receipt or documentation to submit for the credit card purchase a reconciliation statement that includes a description of the item, date of purchase, merchant's name and an explanation for the missing support documents must be submitted to the Town Clerk. Frequent instances of missing documentation will cause a Cardholder's credit card use privilege to be revoked

Accounts Payable Clerk is responsible for:

1. Reviewing each transaction on the credit card statement to determine if the purchase made was for official Town use and in accordance with the Town's Purchasing Policy and procedures.
2. Processing payments for credit card invoices on a timely basis to avoid late payment charges.

V. LOST OR STOLEN CARDS

It is the responsibility of the cardholder to immediately notify the Town of a lost or stolen card.

VI. SEPARATION

Prior to separation from employment or public office, a Cardholder shall surrender the credit card held in their name. The Town Clerk will notify the Credit Card Issuer and the Cardholder's card will immediately be deactivated. A Cardholder who fraudulently uses the credit card after separation from the town will be subject to legal action.

**I have read and understand the Credit Card Policy for the Town Of Clarkston.**

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

Resolution Number:

Date Approved:

**RESOLUTION 15-07**

**A RESOLUTION AMENDING THE CLARKSTON TOWN MASTER FEE SCHEDULE TO AMEND THE DELINQUENT DOG CITATION FEE**

WHEREAS, the Town of Clarkston, issues citations to citizens who do not pay required Dog License Fees by April 1<sup>st</sup> of each year; and

WHEREAS, the Town Council has determined there is a need to amend the current Delinquent Dog License Citation Fee; and

WHEREAS, the Town of Clarkston, has determined to implement the following Delinquent Dog License Citation Fee:

Delinquent Dog License Citation Fee - \$100.00

Any person issued a Delinquent License Citation Fee may exhibit to the Court Clerk a certificate of registry, showing that the license imposed by Town Code 5-1-4 has been paid, and \$75.00 of the Delinquent Dog License Citation Fee will be waived.

NOW THEREFORE BE IT RESOLVED by the Council of the Town of Clarkston, State of Utah, that the Clarkston Town Master Fee Schedule shall be amended to include the above changes to the Delinquent Dog License Citation Fee.

See Attachment B

Adopted and effective this day by motion from Councilmember A. Godfrey and seconded by Councilmember R. Calderwood and all approved.

Dated this 21<sup>st</sup> day of April, 2015.

Roll Call Vote:

Mayor Godfrey	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember R. Calderwood	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember A. Godfrey	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember S. Palmer	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent
Councilmember N. Whiting	<input checked="" type="checkbox"/> Aye	<input type="checkbox"/> No	<input type="checkbox"/> Abstain	<input type="checkbox"/> Absent

CLARKSTON TOWN, a Utah Municipal Corp.

Kendon Goofrey  
MAYOR

ATTEST:

Kristi Hidalgo  
TOWN CLERK



**Attachment B**

**CLARKSTON TOWN MASTER FEE SCHEDULE**

<b>DESCRIPTION</b>	<b>BILLING</b>	<b>CHARGE</b>	<b>DATE DUE</b>	<b>LATE FEE</b>
Personal Copies	N/A	.05 cents/page	upon request	N/A
Copies of Town Records	up to 30 pages	.02 cents/page	upon request	N/A
Copies of Town Records	30 pages or more	.05 cents/page	upon request	N/A
Records Research Fee	N/A	\$10.00	upon request	N/A
Personal Faxes	N/A	\$1.00/page	upon request	N/A
Newsletter Advertisement Fee		1/4 page -\$10.00	upon request	N/A
		1/2 page - \$20.00	upon request	N/A
Returned Check Charge	N/A	\$15.00	10th	1.5 percent/month
Water Impact Fee	N/A	\$1,500.00	upon request	N/A
Water New Meter Connection Fee	N/A	\$1,000.00	upon request	N/A
Water Base Rate	monthly (70,000 gallons per month)	\$32.75	10th	1.5 percent/month
Water above base rate – see rate schedule	monthly as determined by Council		10th	1.5 percent/month
Vacant Home Water Service Rate	monthly (no water use)	\$5.00	10th	1.5 percent/month
Vacant Home Water Service Rate Connect Fee	N/A	\$25.00	upon request	N/A
Vacant Home Water Service Rate Disconnect Fee	N/A	\$25.00	upon request	N/A
Emergency Contract Service	Equipment plus one man labor	\$100/hr	upon request	N/A
Emergency Contract Service	One man labor	\$20/hr	upon request	N/A
Utility Service Application Fee	N/A	\$25.00	upon request	N/A
Utility Delinquent Notice Service Fee	per notice	\$20.00	10th	1.5 percent/month
Utility Disconnect Fee	disconnect	\$100.00	immediate	1.5 percent/month
Utility Reconnect Fee	N/A	\$25.00	immediate	1.5 percent/month
Utility Rate Change Fee	N/A	\$15.00	immediate	1.5 percent/month
Sanitation Collection 90 gallon residential	monthly	\$17.00	10th	1.5 percent/month
Sanitation Collection 60 gallon residential	monthly	\$14.75	10th	1.5 percent/month
Sanitation Collection 90 gallon commercial	monthly	\$13.25	10th	1.5 percent/month
Sanitation Collection 300 gallon commercial	monthly	\$35.10	10th	1.5 percent/month
E911 Service	monthly	\$3.00	10th	1.5 percent/month

## CLARKSTON TOWN MASTER FEE SCHEDULE

Dog License Female	N/A	\$10.00	Jan. 1st-March 1st	\$20.00
Dog License Male	N/A	\$10.00	Jan. 1st-March 1st	\$20.00
Dog License Spayed	N/A	\$3.00	Jan. 1st-March 1st	\$6.00
Dog License Neutered	N/A	\$3.00	Jan. 1st-March 1st	\$6.00
Dog License Duplicate Tag	N/A	\$3.00	30 days	N/A
Impound Fee (first impoundment)	N/A	\$30.00	30 days	\$30.00
Impound Fee (second impoundment)	N/A	\$60.00	30 days	\$60.00
Impound Fee (third impoundment)	N/A	\$90.00	30 days	\$90.00
Delinquent Dog License Citation Fee	N/A	\$100.00	per citation	N/A
Daily charge for boarding	per day	\$5.00	30 days	\$5.00
Euthanization fee	N/A	\$30.00	30 days	\$30.00
Single Item Inspection Fee	N/A	\$75.00	upon request	N/A
Building Permit Shipping & Handling Fee	N/A	\$20.00	upon request	N/A
Building Permit Bond Fee	N/A	\$1,000.00	upon request	N/A
Business License Resident	N/A	\$15.00	Jan. 1st-March 31st	\$50.00
Business License Non-Resident	N/A	\$5.00/day	upon request	N/A
Business License Non-Resident	N/A	\$10.00/week	upon request	N/A
Business License Non-Resident	N/A	\$20.00/month	upon request	N/A
Business License Non-Resident	N/A	\$100.00/year	upon request	N/A
Zoning Clearance Application	N/A	\$10.00	upon request	N/A
Variance Application	N/A	\$10.00	upon request	N/A
Administrative Appeal Application	N/A	\$10.00	upon request	N/A
Community Center Rental Fees:				
Security Deposit	N/A	\$100.00	due upon reserving the center	N/A
3 Hours	N/A	\$35.00	Due when key is picked up	N/A
3-5 Hours	N/A	\$50.00	Due when key is picked up	N/A
5-8 Hours	N/A	\$100.00	Due when key is picked up	N/A
Grave Opening/Closing Resident	N/A	\$400.00	upon request	N/A
Grave Opening/Closing Non-Resident	N/A	\$800.00	upon request	N/A
Cemetery Filing Fee	N/A	\$25.00	upon request	N/A
Grave Sale/Resident	N/A	\$350.00	upon request	N/A
Grave Sale/Non-Resident	N/A	\$950.00	upon request	N/A
Grave Perpetual Care	N/A	\$50.00	upon request	N/A