

Bluff Cemetery Board Approved Meeting Minutes

February 23, 2026, at 10:00 am

10:01 am Roll Call: Board Members: Kathryn Carson, Carolyn Harmon, Tom Hiserodt
Advisor: Ann Leppanen
Town Staff: Erin Nelson

1. Oaths of Office: Nelson issued the oaths of office to all three board members.

2. Conflict-of-Interest Statement Discussion, OPMA Training, Other Housekeeping Items

(Nelson): All three board members have completed their OPMA training for the year.

Nelson talked briefly about email accounts and shared documents. Conflict of Interest Statements can be found on the town's website.

3. Discussion and Selection of Chair, Vice-Chair, Cemetery Sexton, and Secretary Positions

The board members selected Carolyn Harmon as the board chair, Tom Hiserodt as the Vice-Chair, and Kathy Carson to serve as the Sexton. Erin Nelson will take meeting minutes. Tom Hiserodt will also serve as the backup Sexton, should Kathy Carson be out of town. The board will detail the position responsibilities in the bylaws document that is being drafted. The chair will set the agendas, coordinate with town staff regarding bookkeeping and OPMA postings, and will also serve as the primary point of contact for the public. The sexton position does not need to physically perform the grave openings/closings, but will oversee and coordinate the day-to-day cemetery operations including coordinating with the equipment operators for openings and closings.

4. Bylaws Discussion, Meeting Frequency, Scheduling Next Meeting Date/Time)

Carson had drafted a few items for the bylaws document. Nelson suggested moving the document into a shared format, then making determinations regarding how the board will operate, vs creating a separate document to set the policies of the cemetery. Nelson noted that some policies may need to be updated in the town's ordinance. Hiserodt mentioned specifically that there may need to be changes to the cemetery ordinance regarding the ability of people to bury on their own land. Leppanen noted that as it is currently written, burials aren't allowed on St. Christopher's Mission, which clearly needs to be modified and corrected.

The board will meet every other week for the first three months (March through May). The board will meet on Mondays at 10am; March 2nd, 16th, and 30th, April 13th and 27th, May 11th, then skipping Memorial Day and determining if the meeting frequency can slow after most of the foundational documents and processes are in place. Nelson will publish the meeting schedule in the San Juan Record. Zoom will also be available for people to virtually attend.

5. Master Fee Schedule Discussion (Plots, Opening/Closing Costs, Resident/Non-Resident Fees):

The board will discuss this further during the next meeting. The current rate to reserve a plot is \$100.00. Historically, there was no official charge for opening/closing, and the previous Sexton, Bill Davis, had either conducted the opening/closings or had worked with locals to perform the work. Sometimes, family members or community members informally paid for some of the cost of the opening/closing. Nelson will research if the town should issue an RFP (Request for Proposals) or create a list of individuals/companies who can conduct opening and closings and advise on the costs.

6. Update on Sentry Mapping Project: No updates at this time.

7. Site Visit (scheduled for 11AM): Board members signed off the meeting at 11:07 am and conducted a site visit.

8. Other/Adjourn: Board members adjourned from the site visit at 12:00 pm.

Minute Taker: Erin Nelson, Town Recorder
Meeting Minutes Approved: 3/2/26