

Bluff Cemetery Board Meeting Minutes

March 2, 2026, at 10:00 am

10:03 am Roll Call: Board Members: Kathryn Carson, Carolyn Harmon, Tom Hiserodt
Advisor: Ann Leppanen
Town Staff: Erin Nelson

1. Review and approve meeting minutes from February 10, 2026, and February 23, 2026

Minutes from February 10th and 23rd were approved unanimously.

2. Update on shared document access and email addresses (Nelson)

Nelson updated the board on the status of their email accounts and talked about how to access shared folders. The primary contact email address for the cemetery board is cemetery@townofbluffutah.gov. There will not be a separate phone number for the cemetery board, but Nelson will list the town's main line on the cemetery's landing page and Nelson will forward on any voicemails or people calling in are connected with the Chair.

3. Discuss board bylaws

Board members discussed what they wanted to include in the board's bylaws. It was noted that procedures for everyday cemetery maintenance should not be included in the Bylaws document. Nelson noted that many cemeteries are not affiliated with a municipality, so examples of bylaws include procedures that are going to be handled by town ordinances or other mechanisms not affiliated with the board bylaws. Nelson directed that the bylaws should talk about meeting protocols and meeting frequencies and how the board should work together. The board discussed the duties of each of the following positions: Chair, Vice Chair, Sexton, and Vice Sexton. They also recommended including information about communication protocols, meeting minutes, an anchor location at the Bluff Community Center, using Zoom to have a virtual participation option,

Many of the items that were discussed are already covered in the Town's Boards and Committees Policy, and therefore the Bylaws will reference that policy.

4. Discuss cemetery procedures and fee recommendations for master fee schedule

The board ultimately determined that continuing to charge \$100 for Right of Interment, which was the fee used by the previous cemetery board. The current board determined that the fee should apply to any individual wishing to reserve a plot, resident or non-resident because it would be difficult to determine residency status (if someone lived in Bluff for six months, resides in Bluff upon their passing, etc.). The cost for opening and closing a grave should be based on the actual costs. Nelson will relay this recommendation to Town Council during the budgetary discussions.

Nelson will put together a list of contractors who would be approved/available to open and close graves and would note on the master fee schedule that the fee from the town would be "at cost". There was also discussion about creating contracts with approved vendors to ensure they are available for burial services.

The board talked about some of the procedures currently laid out in the Bluff Cemetery Ordinance and items they would want to include in a procedural document including that payment must be included with the application to reserve a plot, funeral hours shall take place between 8am and 2pm, no funerals allowed in Sundays or formal federal/state holidays, transference of burial plots,

markers placed at the discretion of plot holder/family, and limiting the maximum size of a grave marker.

5. Discuss current cemetery plot map based on 2/23/26 site visit

The board talked about the locations of the unmarked burials and needing to notify plot owners who have already purchased plots that are on or near the unmarked burials.

The board also discussed how to visually identify the boundaries of each plot including using rocks, wooden stakes or metal stakes to use as corner markers, or other options. Ultimately, it will be important to mark out the available plots so that they align to the map.

Hiserodt talked about once the new section has been transferred from the Southwest Heritage Foundation, the town could cease selling plots in the “old section” and only sell in the new section to avoid running into the unknown burials. Leppanen is scheduling a meeting with the Southwest Heritage Foundation to discuss the transfer of the property on the west side of the current property, including the current burial locations.

Any new sections should be marked out professionally, which could be completed through a surveyor or local archaeologist. The board members also talked about ensuring any future burial locations are useable with the soil type and not getting too close to the side of the hill.

Hiserodt talked about the site needing a great deal of cleaning up including weeding and defining the walkways (defining public places as opposed to the burial places). He also suggested installing a fence or gate, which the board may talk about later.

6. Revisit meeting schedule and set next meeting date and time

Harmon has a conflict on Mondays and requested to change the meeting date and time. The board decided to move the regular meetings to Fridays at 1:00 pm, starting on Friday, March 20th. Meetings are scheduled for April 3, April 17, May 1, and May 15th. The board will reconsider the meeting frequency during the May 15th meeting and may adjust to fewer meetings once the majority of the formation items are completed.

7. Other/adjourn

The board set out their next meeting agenda including approving minutes, finalizing board bylaws and procedures, talking about Leppanen’s meeting with the Southwest Heritage Foundation, and discussing equipment needs.

Meeting adjourned at 11:29 AM.