

Bluff Cemetery Board Meeting Minutes - **DRAFT**

March 27, 2026, at 1:00 pm

1:04 pm Roll Call: Board Members: Kathryn Carson, Carolyn Harmon, Tom Hiserodt
Advisor: Ann Leppanen
Town Staff: Erin Nelson

1. Public comment. None.

2. Review and approve meeting minutes from March 20, 2026. The board approved the meeting minutes with one change to #4 to reflect that SWHF will not have a cost for the survey as SWHF board will complete it.

3. Review forms: Right of Burial Reservation, Certificate of Burial, Transference of Plot (Board). The draft forms were reviewed for typographical errors and substance discussed for changes of wording. An "Application for Purchase of a Plot" will be drafted by Harmon.

Nelson will adjust formatting and the forms will go into the shared drive. Nelson will set up Hiserodt's email next week.

4. Recommendations for changes to transference of plot application (Board). The Board recommended removal of the word "application" from the form.

5. Finalize the cemetery procedures document (Harmon). The Board discussed the draft procedures and agreed that record keeping will be done by the Sexton. Hiserodt raised the issue of a cemetery plot request form and Leppanen suggested the wording "flat rate" be changed to "flat fee."

The Board discussed a potential fee for opening and closing the grave. That is a discussion that the Bluff Town Council will have when they hold their public hearing and amended budget discussion that includes revisions to the Town's Fee Schedule. The Board will go with "to be determined" at this point.

The Board discussed maintenance and costs related to the cemetery and agreed that redrawing of plot size may be required. When applicable, the actual cemetery ordinance or exterior lighting ordinance will be cited to and linked.

6. Ongoing discussion of Southwest Heritage Foundation property acquisition (Leppanen). Leppanen confirmed that SWHF Board is working on a metes and bounds description of what the Town would like to have transferred to it to complete the cemetery boundaries. Nelson estimated the size of the transfer to be about 1.5 acres, much less than Leppanen estimated to the SWHF Board.

This item will be moved to the next meeting agenda.

7. Update on Sentry Mapping Project (Nelson). There continues to be a mapping issue that needs to be resolved with Sentry as the current cemetery map boundaries and Sentry's plots are not in alignment. Nelson will continue to work on that and this item will be moved to the next meeting agenda.

The Board discussed the need to match current use with future use, future sales further to the west and cease selling in the current section, change the size of the plots to fit the landscape, and the need to focus on the current situation.

8. Share findings of feasibility of having lowering equipment built locally (Carson). Carson contacted Danny Palmer of Palmer Mortuary and he will check pricing on a used lowering device. Palmer uses ropes and white gloves for lowering. Desert View has a lowering device that is used for burials.

9. Discussion of identification plan for unmarked burials (Board). Bricks as plot markers would be \$30 each. The bricks would be laser engraved. It may be possible to put this cost into the 2026 amended budget. Leppanen commented it would be good to get this cost in for the cemetery grant reporting due date of June 30, 2026. Nelson discussed procurement procedures with the Board and the need for approval by the Bluff Town Council.

10. Other. The next meeting will be Thursday, April 16, 2026, at 10:00 a.m.

Minute Taker: Ann Leppanen, Advisor
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