

**MEETING NOTICE**  
of the Snyderville Basin Cemetery District

NOTICE is hereby given that the Snyderville Basin Cemetery District Board of Trustees will meet at the anchor location of the Richins Building 1885 Ute Blvd, Park City, UT 84098 on Wednesday, January 17, 2024, at 9.00 AM.

Members of the Committee may attend by electronic means, using Zoom (phone or video). Such members may fully participate in the proceedings as if physically present. Individuals with questions, comments, or needing special accommodations pursuant to the Americans with Disabilities Act regarding this meeting may contact Amy Jones at 435-336-3042

**Agenda**

1. Call to order.
2. Roll call.
3. Discussion and possible action on draft minutes of January 3rd, 2024, meeting.
4. Discussion and possible action on Proposed Questionnaire
5. Sub-committee Reports: Progress reports and Goals for the year!
  - A. Community Outreach
  - B. Planning and Design
  - C. Finance and Operations
6. Discussion and possible action on District goals for 2024
7. Creating a Proposed Budget
8. Work-meeting with Council Chair and Manager January 17, 2024
9. Notice of Utah Association of Cemeteries and Parks March 4-6 in St. George.
10. Agenda items for Meeting February 7, 2024
11. Adjournment

DRAFT

SNYDERVILLE BASIN CEMETERY DISTRICT BOARD OF TRUSTEES

MINUTES

RICHINS BUILDING, ROOM 133

1885 UTE BLVD, PARK CITY, UT 84017

WEDNESDAY, JANUARY 3, 2024

Meeting also conducted via Zoom.

Board of Trustees in attendance:

Max Greenhalgh

Pete Gillwald

Daniel Whitehurst

William Oshinsky

Christa Cassidy (via Zoom)

Ryan Stack, Deputy Summit County Attorney, also in attendance via Zoom

Meeting was called to order at 9:27am by Max Greenhalgh. This is the seventh meeting for the Snyderville Basin Cemetery District Board of Trustees (the "Board").

Max Greenhalgh took the roll call: Max, Pete Gillwald, Daniel Whitehurst, William Oshinsky and Christa Cassidy were present.

Attached hereto is the Agenda for this Meeting.

Daniel Whitehurst moved to approve the Consent Agenda. Bill Oshinsky seconded the motion. Unanimously approved.

The Board discussed the draft Questionnaire. Bill Oshinsky addressed the rationale for putting together a questionnaire and Ryan Stack suggested that it be publicly accessible. Discussion was had to ask the County whether they would host the Cemetery District on their website and/or host a link to a Google Document for the questionnaire. The Board discussed publicizing the questionnaire through KPCW, Town Lift and The Park Record. The Board and Ryan Stack discussed deleting question 6 from the questionnaire. The Board also discussed approaching the cemetery association to address whether public cemeteries set aside sections for religious, veterans and other groups such as the rotary club. Dan Whitehurst will try to discuss this issue with individuals who run public cemeteries. Christa Cassidy indicated that she could turn the questionnaire into a Google Doc which could then be publicly disseminated. Pete Gillwald moved to table a motion on the questionnaire until our next meeting and Christa Cassidy seconded the motion. Unanimously approved.

Pete Gillwald discussed Christa having put together an action plan for the Board and site evaluation and outreach efforts. Pete Gillwald discussed the Community Garden site and restrictions on this site. He

indicated that there is a conservation easement on the site limiting use to agriculture and trail usage. He discussed the 100-acre Silver Creek site (Lewis Park Parcel) and indicated that the site is too steep for a cemetery. Mention was made of a 40-acre site and the Dakota Pacific parcel. He indicated that he would like to discuss the Dakota Pacific site with Pat Putt (Community Director) and Peter Barnes (Planning Director) to see if open space on this site could be used for a cemetery. Christa Cassidy mentioned another non-County owned site and Max Greenhalgh mentioned a Recreation District site as potential sites for a cemetery.

The Board discussed having the Subcommittees finalize their Goals which would be the Board goals. This would be put on our Agenda for our next meeting.

Max Greenhalgh mentioned that the County is willing to discuss interim financing with the Board. The Board will endeavor to present a budget together and present the budget to the County with a request for interim financing.

Daniel Whitehurst moved to re-elect officers to their current positions. Bill Oshinsky seconded the motion. Unanimously approved.

For the next Agenda, we will include:

Subcommittee goals

Proposed budget for the Board

Discussion of the draft questionnaire and county interest in publicly promoting the questionnaire on their website

Daniel Whitehurst moved to adjourn the meeting. Bill Oshinsky seconded the motion. Unanimously approved. Meeting adjourned at 10:33 am.

## SNYDERVILLE BASIN CEMETERY DISTRICT QUESTIONNAIRE

In 2012, the Summit County Council (Council) approved the creation of the Snyderville Basin Cemetery District. In 2023, the Council appointed a five-member Board of Directors (Board) for the District. The purpose for the District is to provide one or more public cemeteries to benefit residents of the Snyderville Basin area, and to provide for the improvement, maintenance, and beautification of such cemeteries. In September, 2023, the Board had its initial meeting, and has met at least monthly since then to determine how to accomplish the goals established for the District by the Council. The purpose of this Questionnaire is to assist the Board with identifying community needs and desires vis-à-vis a cemetery.

Name of person completing this form: \_\_\_\_\_

Telephone number:

\_\_\_\_\_

Email address: \_\_\_\_\_

1. Does your community currently operate a cemetery in the area?

\_\_\_\_\_

2. If yes, how many plots are currently available?

\_\_\_\_\_

3. Do you have a sense for how many burials occur in your community every year? \_\_\_\_\_

4. Generally, what have you seen in terms of burial preferences among your community (i.e., burial with casket, interment of cremated ashes, spreading of cremated ashes, other)?

\_\_\_\_\_

5. Are there specific requirements or rites, religious or otherwise, for which accommodations should be available in a new cemetery?

\_\_\_\_\_

\_\_\_\_\_

6. What type of markers or headstones would your community prefer (e.g., uniform-sized, flush with the ground, etc.)?

\_\_\_\_\_

7. If you noted a preference for headstones, would your community still prefer headstones if there were an additional cost to maintaining the area around the headstones?

\_\_\_\_\_

8. Would you or your community want a columbarium?

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9. Would you or your community want mausoleums?

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10. Would you or your community want an indoor facility or sanctuary at the cemetery at which services could be performed?

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11. Are there any additional matters which you believe the Board should be aware of related to establishing a new cemetery?

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Community Engagement and Outreach Subcommittee  
Goals and Action Plan  
Snyderville Basin Cemetery Board  
2024

Members: Bill Oshinsky and Christa Cassidy

Quarter	Goal	Actions
1	Receive guidance from local religious leaders and other community members about specific needs or desires related to a new cemetery	<ul style="list-style-type: none"> <li>● Finalize community survey with cemetery board members</li> <li>● Distribute survey to Interfaith Council and other community groups (Grey Ribbon Committee, others)</li> <li>● Work with KPCW and Park Record to distribute the Google Form more broadly for those who are interested in providing early input</li> </ul>
2	Formalize community engagement approach	<ul style="list-style-type: none"> <li>● Augment Google Form survey based on any feedback received in Q1 or additional information determined to be helpful for board's processes</li> <li>● Draft RFP (including Scope of Work) for community engagement and outreach consultant</li> <li>● Select community engagement and outreach consultant</li> <li>● Identify desired timing for community workshops on cemetery design</li> <li>● Work with operations and funding subcommittee to develop method for receiving community input on a rolling basis through eventual district website</li> <li>● Work with KPCW and Park Record to elevate the work of the cemetery board and solicit specific feedback from community</li> </ul>
3	Garner voter support for a ballot measure (assuming mill levy on 2024 ballot)	<ul style="list-style-type: none"> <li>● Working with community engagement consultant, implement public campaign related to ballot measure, including tabling at community events, drafting press</li> </ul>

		releases for local news, and possibly developing mailers or other methods for sharing information about the measure
4	Engage community in cemetery planning details as appropriate (assuming ballot passes)	<ul style="list-style-type: none"><li>• Work with community members on site specific details through design charettes and other engagement opportunities (perhaps another Google Form)</li></ul>

Planning and Design Subcommittee  
Snyderville Basin Cemetery Board  
Goals and Action Plan  
2024

Members: Pete Gillwald and Christa Cassidy

<b>Quarter</b>	<b>Goal</b>
<b>1</b>	Identify up to three potential cemetery sites
<b>2</b>	Determine cemetery site
<b>3</b>	Conceptualize selected site and support outreach efforts for successful ballot measure
<b>4</b>	Begin necessary acquisition/approvals processes and engage cemetery designer (assuming ballot success)

# Finance & Operations

## **Charter**

To lead the establishment of a functional organization, including funding, staffing, office, legal/accounting/compliance and business model.

## **2024 Goals**

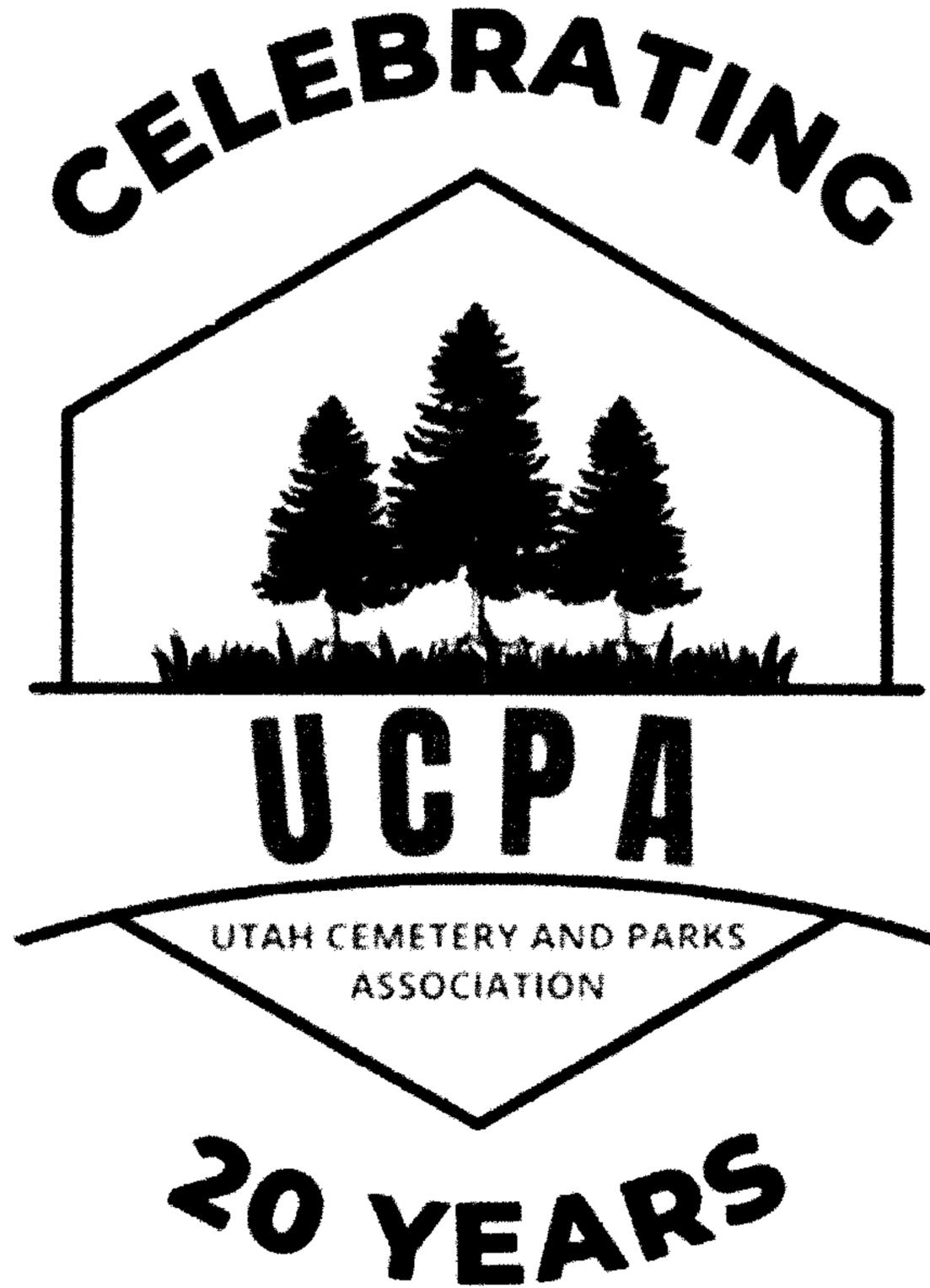
1. Obtain interim funding from County
2. Plan for long term funding (tax levy or other sources)
3. Take necessary steps to qualify for ballot measure
4. Ascertain and comply with regulatory requirements
5. Set up process for retaining consultants and future staffing
6. Connect with relevant professional organizations
7. Design long term business model

**FINANCE AND OPERATIONS COMMITTEE**  
**Update 1/17/2024**

Committee met with Lane Larkin in Sandy on January 8. He is President of Rocky Mountain Vault and Monument and serves as President of the Utah Cemetery and Parks Association. He gave us a tour of his vault and monument plant as well as the Larkin Gardens mortuary/cemetery, which is owned by the parent company of Lane's business.

Key points:

- Encouraged SBCD to join the UCPA and participate in its March meeting in St. George
- Offered to help SBCD in site selection and soil testing
- Favored flat land, accessible location
- Did not feel religious or ethnic sections were beneficial, that family areas were more important
- Suggested alternating flat grave marker rows with upright monument rows to allow for easier maintenance
- Did not recommend pre-installed lawn crypts. Involves major costs on the front end and difficulties later (water intrusion).
- Cremation trend is significant
- Mausoleums can accommodate full casket spaces as well as cremation urns
- A funeral home on the grounds allows for "one stop shopping" and greater consumer convenience
- With a proper event space, a cemetery can be an attractive location for weddings (and related pre-events), anniversaries, company parties, etc.
- Larkin Gardens has two large greenhouses that are frequently used for such events



**Hilton Garden Inn and Convention Center  
1731 South Convention Center Drive  
St. George, Utah**