



Advisory Committee:

- Sharon Huettl, Chair
- Mandy Dendy, Vice Chair
- Cindy Rebenitsch, Citizen
- Marsha Boehm, Citizen
- Becky Hilfer, Citizen
- Mike Braun, City Commissioner
- Jim Neubauer, Administration
- Jeff Wright, Public Works
- Chad Boehm, Grounds Maintenance
- Nancy Moser, Secretary

**AGENDA**  
**MANDAN UNION CEMETERY ADVISORY COMMITTEE**  
**VETERAN'S CONFERENCE ROOM – CITY HALL**  
**THURSDAY, SEPTEMBER 8, 2016 - 6:30 P.M.**

1. Roll Call
2. Introduction of new employee, Jason Schafer.
3. Approval of the April 21, 2016 minutes.
4. Update on perpetual care fees.
5. 2017 flowers – possible donations from merchants.
6. Mission statement.
7. Entrance sign. Should it be larger and lowered to the ground for easier viewing/readability?
8. Columbarium update; future plans.
9. Meditation area update; future plans.
10. Update from Chad and Jeff on cemetery; future plans.
11. Liability on the public during funerals or any time someone is on the premises.
12. Insurance on the gravestones, etc. to cover any damage in the event of vandalism, cemetery workers, tree removal/trimming companies, monument workers, etc.
13. Assisting low income burials along with Morton County Social Services.
14. Thank you Jeff for the explanation in the newspaper of cemetery upkeep to public.
15. Other business.

**Mandan Union Cemetery Advisory Committee**  
**Thursday, April 21, 2016**  
**6:30 p.m.**

**Advisory Committee:**

- Sharon Huettl, Chair
- Mandy Dendy, Vice Chair
- Cindy Rebenitsch, Citizen
- Marsha Boehm, Citizen
- Becky Hilfer, Citizen
- Sandy Tibke, City  
Commissioner
- Jim Neubauer,  
Administration
- Jeff Wright, Public Works
- Chad Boehm, Grounds  
Maintenance
- Nancy Moser, Secretary

**1. Roll Call.**

**2. Installation of regulations sign.**

*Jeff passes out two drafts of a sign. He asks the board to look it over and for their opinion on the colors. The size of the sign is discussed. The 2 x3' option may be too small and the 4'x6' too big. The 3'x4' may be good. Jeff will check on that size first. Another option may be 4'x4'. The black lettering on green background is the favorite colors. There will be a city logo in the upper left hand corner. The thought is to begin with one sign at the entrance. More signs can be added later. Grounds maintenance would like to see the back entrance closed eventually. A fence would probably have to be constructed to accomplish that. Jeff will work on getting the sign quote in the coming week. The sign should be posted by Memorial Day.*

*Becky Hilfer arrives at 6:45 p.m.*

**3. Upcoming projects. Report from Chad: park & entrance plantings, benches, and painting arch.**

*Chad hands out his Memorial Day to do list:*

- He wants to expand on the plantings at the entrance. A patron didn't want 2 cement planters that needed to be removed and he has another set of 2 planters he could use at the front entrance. He wants to plant annuals in these. He was thinking marigolds (because they deter deer), petunias and patience .*

- Chad hands out a map of the park. He wants to plant white petunias or blanket of snow where the cross is. He wants to do 2 flower gardens where the brown areas are, on the map. Both gardens would have annuals and perennials. The south garden should have shorter flowers because the bench would be in the middle. The 2 grey areas on the map is where he wants to put benches. There are benches that have been left behind by patrons. The two oblong areas on the north side are where there are currently rows of peony bushes. He wants to add wood chips around the peonies to deter grass from growing there. There is discussion about the wood chips. The chips could get into the grass and kill it. Marsha suggests bunching the woods chips closer to the plants and leaving an edge around the border so he can mow. The wood chips need time to settle otherwise the wind could blow them around. Mandy suggests rose bushes in the north garden. There are smaller varieties that come in different colors.*

- Chad wants to paint the arch at the entrance a glossy black with white lettering. It would have to be pressure washed and sanded first.

- All the bushes and shrubs in the cemetery have to be trimmed and shaped.

- Tree stump removal. There are more or less 20 stumps that are in the way of mowing.

- Replace spotlights in the park. The ones there are not really meant for that. He has to replace the bulbs too often. He wants to replace them with some spotlights better suited for the purpose.

#### **4. Notify the public about the June 1 deadline for memento's that need to be picked up or they will be discarded. Should a reminder on the rules be published?**

There is still quite a bit of things left that have to be removed by June 1<sup>st</sup>. Jeff is working with Krista to get a reminder in the Mandan Messenger and what other media she thinks we should use. Everybody would like to have this out before Memorial Day. Mandy suggests a temporary sign at the cemetery. A lot of people only come around Memorial Day and a sign out there would be a good reminder for them to remove items, but do not want to confuse patrons leaving items for Memorial Day. Maybe word the sign to direct people who are looking for missing items as well. Jeff will check on the rent-a-sign.

Nancy gives board members a copy of the brochure that was made.

#### **5. Future projects: columbarium, meditation area.**

Jeff has worked with the city auditor to earmark funding for a columbarium. The money comes from the state and could stop coming, but we may be able to go forward with the columbarium this year.

Chad wants to place the columbarium on the west side of Block 10. The columbarium is a wall with niches that look like safety deposit boxes. A tile can be engraved and then slides in front of the niche. We would start with one wall containing up to 144 niches. Additional walls could be added later. The price is approximately \$12,000. Sharon would like to see a blueprint with a plan of how future walls would be added and would like to see a garden area here as well. Chad would like to put a garden area in the middle of columbarium walls. The average height is 6'. The niches are customizable, so you could have single and double or different sizes in the same wall. There would be a maximum size of urn that could fit in the niches. We may have to establish a criteria for the font etched on the tiles.

#### **6. Committee members provide email addresses, phone numbers and mailing addresses.**

#### **7. Mission statement for webpage.**

The board wants a mission statement to put on the website and brochures.

*Sharon wrote this mission statement: We celebrate and remember life by providing a respectful resting place for our families of all faiths while preserving our heritage of our past generations and providing a legacy for our future generations.*

*The board members will work on their ideas for a mission statement and email them to Nancy before the next meeting, so they can be included with the next meeting agenda.*

**8. Other topics for discussion.**

*Chad has a budget for planting flowers each year.*

*Another meeting will be scheduled when Jeff knows about the funding for a columbarium.*

*Sharon and/or Mandy will look into what the guidelines are for state mandated perpetual care fees.*

**9. Adjourn.**

*Becky motions to adjourn. Sharon seconds. Motion passes unanimously.*

*Meeting adjourns at 7:50 p.m.*

The ND state law on Perpetual care cemeteries (NDCC Chapter 23-21.1 - Cemetery Organizations) and the Mandan Union Cemetery, as a municipal cemetery, is exempted from having to operate as a perpetual care cemetery. Those types of cemeteries have to maintain a fund in a minimum amount set by law, for cemetery maintenance use and comes particularly in handy when private cemeteries without budgets basically run out of property to sell and receive income from but still have maintenance costs for cemetery grounds, etc.

The Mandan City Code under Sec. 103-2-6, Cemetery funds; care and investment - states that "all money received for the performance of any service or from contributions or bequests shall be placed in a cemetery fund, which shall be used for the payment of all improvement, care and maintenance of said cemetery, and for no other purpose."

The North Dakota Administrative Code 33-05-01-04 regulations on columbariums. Subsection 4 reads: No person or persons, organizations, or associations shall place, establish, or construct wholly or partially above the natural surface of the ground any vault, crypt, columbarium, mausoleum, or other structure or device by whatever name for the interment of any dead human body without first meeting the cemetery registration requirements and submitting the plans and specifications for the proposed installation to the state department of health for preliminary inspection and recommendation. The plans and specifications shall be submitted to the state department of health in triplicate and shall be developed to assure conformance to the following basic requirements:

- a. Designation of the sections, halls, rooms, corridors, elevators, or other subdivisions and including descriptive names and numbers of the areas.
- b. Arrangement of the structure so that the cell, niche, or crypt may be readily examined by those legally authorized.
- c. Provision for hermetically and permanently sealing in a suitable manner each crypt or cell so that no fluid may escape therefrom after the placing of any dead human body therein.
- d. Provision of construction materials of the best quality and of a character best suited for the purposes intended.
- e. Construction to ensure durability, permanence and the protection of the safety, convenience, comfort, and health of the community in which it is located consistent with modern mausoleum construction and engineering science at the time.

Submitted by Sharon Huett!

We Celebrate and remember life by providing a respectful resting place for our families of all faiths while preserving our heritage of our past generations and providing a legacy for our future generations.

Submitted by Marsha Boehm

Honoring the memory of those who have chosen Mandan Union Cemetery as their final resting place by providing them and the bereaved with a respectful and peaceful environment.

Submitted by Mandy Dendy

- "Peacefully serving, with dignity and respect, the generations at eternal rest and those who watch over them."

- "Honoring loved ones laid to rest and those who remember them"

Agenda Item # 7  
Sign





## MEMO

**Date:** August 26, 2016  
**To:** Cemetery Advisory Board  
**From:** Nancy Moser, Secretary  
**Subject:** Morton County Social Services Low Income Assisted Burials

Morton County Social Services provides assistance to a qualifying low income resident for a burial, and grave space, if needed. I do not know the specific criteria the county uses for the applicant to qualify for this assistance. The Mandan Union Cemetery receives, on average, two of these burials a year. The City of Mandan/Mandan Union Cemetery itself does not provide discounts or assistance.

DaWise-Perry Funeral Home recently scheduled one such burial. David DaWise says they receive \$1900 total from Social Services, which does not cover all his costs. In this case, the deceased had a pre-purchased grave space. The burial charges for Mandan Union totaled \$550, which left DaWise-Perry \$1350 for other charges incurred. If the deceased also had to purchase a space, this would have left the funeral home with more costs. He says the funeral home ends up eating the remainder of any other charges incurred. He has asked that the city offer a discount or assistance as well.

I called Morton County Social Services and spoke with Shannon. This is the information she gave me:

- For cremations she gives the funeral home \$1900 total. If they purchase a resident/summer cremation space and burial, the cost is \$550, leaving the funeral home \$1350 for remaining charges.
- For full burials she gives the funeral home a total of \$3050, broken down as follows:
  - \$500 for grave space
  - \$650 for opening/closing
  - \$1150 total leaving the funeral home with \$1900 for remaining charges.