

Advisory Committee:

Sharon Huettl, Citizen

Mandy Dendy, Citizen

Cindy Scheurer, 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

**Mandan Union Cemetery Advisory Committee
Thursday, October 8, 2015
5:30 p.m.**

1. Committee meets at cemetery at 5:30 p.m. to look at monuments.

Chad Boehm, Grounds Maintenance, shows the committee a ground mount memorial base holder he would like to see patrons use. The city could buy them in bulk and sell them to patrons. They can be found at www.monumate.com.

Chad points out an example of a veteran's memorial medal that is staked in the ground. He would like to see these medals epoxied to the monument or they could be attached to the base holders he suggested.

There is discussion on what items will be removed and what will be allowed to stay. Temporary flat markers will remain and be adjusted where possible. Some items removed may be tossed if broken or tattered. Grounds maintenance will determine what will be tossed and what will be stored. Some items will be placed on the base of monuments if there is room and the item does not tip over or cause a nuisance. No commemorative items will be allowed on the monument pads or on flat markers.

The committee looks at monument sizes. Chad says the maximum height for single space monuments should be 4' and the width 4' also. Double monuments should have a maximum height of 4' and a maximum width of 7'. Chad points out a homemade wooden cross that is over 4' tall. The width on the cross is about 4' and Chad thinks it extends too far into the path because of its height. He suggests cross monuments be a maximum of 4' tall and 3' wide.

The monument pad should be at least 4" thick and provide at minimum a 4" thick base around the monument.

The committee looks at a grave site that has a ground cover. There is a space next to the site for the spouse who will also want the ground cover. That could be grandfathered, but the consensus is to not allow the ground covers.

The committee looks at various grave sites and what needs to be cleaned up and what items need to be removed.

The last grave site the committee visits is a great example of what Chad would like to see how items could be attached to the monument.

2. The committee meets in the Veterans' Conference Room, City Hall, at 7:00 p.m.

3. The committee reviews the proposed monument regulations.

There is much discussion on changes to the draft proposal. Sharon shares some of the rules for monument regulations at the St. Mary's Cemetery in Bismarck. They have a comprehensive list of regulations.

There are monuments in the cemetery that have been placed off centered and impedes on neighboring grave sites. Many monuments are placed after hours without notifying grounds maintenance. Chad said grounds maintenance would not even know who to contact if there was a problem with the placement of a monument. The only company that consistently notifies ground maintenance when they are coming to place a monument is Bismarck Memorial.

Chad is concerned about burials on Mondays being scheduled on the Friday before. He would like another day's notice. The regulations say burials are to be scheduled 48 hours in advance, not counting Sundays. There is discussion on how that could be enforced. Maybe a letter to funeral homes can be sent with a copy of adopted monument regulations.

The committee reviews the drafted sign that will be placed at the entrance.

Becky motions to approve the following changes. Mandy seconds. Upon vote, the motion is approved unanimously and the following changes are made:

The following changes are made to the draft of Monument Regulations:

- a. The last two bullet points pertaining to scheduling monument installation will be deleted and reworded and moved to the first bullet point.*
- b. Reword the fourth bullet point. The monument base must extend a minimum of 4' around all sides of the monument.*
- c. Eighth bullet point is changed to read: Monuments may not exceed a height of 4' from the pad.*
- d. Ninth bullet point is changed to read: Monument crosses may not exceed a width of 3' per grave space and a maximum height of 4'.*
- e. Tenth bullet point changed to: Only grass will be allowed to cover grave.*

Grammatical correction is made to the sign.

Changes to the adopted Rules and Regulations:

- a. Change "Independence Day" to "Fourth of July".*
- b. "Floral items may be placed on graves no earlier than 7 days ~~from~~ prior to the following holidays:".*

4. Discussion about committee terms.

Terms for committees are typically 3 years. At the time of creation of the commission, the first member will hold a 1 year term, the second member will hold a 2 year term and the remaining members a term of 3 years. The committee will meet as needed. The committee will ask Commissioner Tibke if she is a voting member. Term begin date is October 1st, 2015.

Marsha motions to appoint Sharon as Chair and Mandy to Vice Chair. Mandy seconds. Upon vote, motion passes unanimously.

Marsha will serve a 1 year term.

Mandy will serve a 2 year term.

Becky, Sharon & Cindy to serve 3 year terms.

Becky motions to adjourn. Marsha seconds. Upon vote, motion passes unanimously.

Meeting adjourns at 9:06 p.m.