

**Mandan Union Cemetery Advisory Committee**  
**Cemetery Grounds Building**  
**Minutes – Monday, April 1, 2019**  
**6:30 p.m.**

**Advisory Committee:**

- Sharon Huettl, Chair
- Marsha Boehm, Citizen
- Victoria Vayda, Citizen
- Erica Bertman, Citizen
- Susan Kuntz, Citizen
- Mike Braun, City Commissioner
- Mitch Bitz, Public Works
- Chad Boehm, Grounds Maintenance
- Nancy Moser, Secretary
- Jason Herman, Grounds Maintenance

**1. Roll Call.**

*Erica Bertman introduces herself. She is a new member on the board. She is a Funeral Director with DaWise Perry. She is representing as a Mandan citizen.*

**2. Approval of the December 3, 2018 minutes.**

*Marsha motions to approve the December 3, 2018 minutes. Victoria seconds. Upon vote, the motion passes unanimously.*

**3. Updates from Chad and Jason on cemetery happenings.**

*Chad says they are working on sinking and packing the graves from winter burials. He plans on renting a hydro seeder. They removed 3 trees from the older blocks and it made a mess. It needs to be reseeded. Mitch says if they have to they can ask Parks to borrow their hydro seeder.*

*They would like to get in block posts, like they did in block 9, before Memorial Day and are working on decoration rules signs. Chad would like to do a rock border around the main rules sign. There are plants there already.*

*They are going to turn on the sprinklers soon to make sure they are all working property.*

*Install of flat, corner lot markers made of concrete will go in the new section.*

*Tom Hanson, Mandan resident, joins the meeting. He has ashes of family members and he is interested in cremation burial options. He saw the notice for the meeting and thought there was some interesting topics on the agenda.*

*There still is no clear answer on the north property line. It is either public right of way or Tesoro's. There is discussion about how a row of trees can be placed there. Maybe Tesoro will pitch in. Chad wants to do the east side first.*

*They did get a mini excavator. It is a lot easier to use and should have had it a long time ago.*

*Part time jobs will be posted next week. One for cemetery, one for forestry and two for grounds maintenance. The part timers will end up crossing over into each department quite a bit. Hopefully, they will all start by May 1, depending on their circumstances.*

*There will be a contract with YCC (Youth Correctional Center) this year. Four kids will weed eat once a week for 8-10 hours. Mitch says the pay is reasonable.*

*Small trees are not tagged yet. Marsha says she is willing to volunteer tagging small trees. There is discussion on notifying people to remove the trees. How long should we give them? Chad wants them to talk to him before people start coming in and tearing out trees. They could do a lot of damage. Should we get notices out by Memorial Day? Nancy will check if that is something that can be posted in the messenger. It could probably go on the city's Facebook page or a bulk email can be sent out. Chad should have input on the message that is posted. Chad says they don't have the time or people to remove trees. We should start with a handful of trees that will be flagged. Maybe we could give people 30 day notice to remove before we come in and remove it. Sharon can help find the owners of the trees on these grave spaces.*

*Flag pole for ND flag is tabled. The protocol is to place the state flag below the American flag. Maybe the Amvets, American Legion or VFW would donate a flag.*

#### **4. Columbarium.**

*Chad thinks they will be installing the Columbarium sometime in June. There is not a lot of time to get it done before Memorial Day. The tiles on the columbarium are thin. The bottom niches will probably have to be sold first because the tiles slide in through the top and they would have to move all the tiles that were above the one they are working on, increasing the chances of breaking them. He has to put together an engraving bid and contract. The company that comes back with the best price will get the bid. We want to make sure everything will be uniform in color, size, font, etc. Chad wants the bottom niches sold first. In that case, we would not be able to pre-sell niches if we wanted to fill them from the bottom and work our way up. There is discussion on how that would work for a married couple that wanted double niches next to each other.*

#### **5. Scattering Garden**

*They want to get some perennial plantings going in the scattering garden. Chad is still waiting to hear from Weigel Funeral Home about a monument for the name plates they were going to donate. He doesn't want to hound them about it. Jim Neubauer wanted to see a bench. Chad is waiting to see what he gets from Weigel before he adds anything.*

#### **6. Brochure updates.**

*Nancy hands out copies of the updated brochure. When ready, columbarium and scattering garden information will have to be added. The picture on the back might have to come off to make room. Sharon would like to see the revision date printed on the brochure. Can we add Memorial Fund information as well?*

#### **7. Memorial Fund, any donations? Are funeral directors aware of this?**

*Nancy says there was a \$10 donation. Should we put memorial fund information on the brochure? Nancy will send memorial fund information with the columbarium and scattering garden information. Erica says she can help getting out any information we want to funeral homes.*

#### **8. Application for grants – trees, headstone leveler, spraying.**

*Chad will be applying for tree and weed spraying grants.*

#### **9. Kiosk update.**

*Have not heard anything.*

**10. Other business.**

*There is discussion about pet burials, which we do not allow. Erica says sometimes the pet's cremains do go in people's caskets.*

*Discussion on winter rates and summer rates. We don't want to set a date when winter rates are on and off. Chad and Jason will have to determine when the rates change by how much frost is in the ground.*

*There is a municipal code amendment going before City Commission on April 16 regarding what zoning districts crematoriums should be allowed in. There is approximately 50 more years of burial land in the cemetery. The committee does not want to give up any land for a crematorium as this was suggested. The committee is opposed to restricting them to cemeteries only. Mitch says city administration and the city attorney were looking at the cemetery deeds to see if there were any restrictions that would pertain to this. None were found.*

*Marsha motions to recommend to City Commission that the Cemetery Advisory Board is opposed to restricting crematoriums to cemetery properties. Victoria seconds. Upon vote, the motion passes unanimously.*

**11. Adjourn.**

*Marsha motions to adjourn. Victoria seconds. Vote passes, meeting adjourns at 8:05 p.m.*