

**Mandan Union Cemetery Advisory Committee  
Cemetery Grounds Building  
Minutes – Monday, December 2, 2019  
7:30 a.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
- Nancy Moser, Secretary
- Jason Herman, Grounds Maintenance

**1. Roll Call.**

**2. Approval of the September 9, 2019 minutes.**

*There is not a quorum. Motions cannot be voted on.*

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

*Some dead and diseased trees were removed or trimmed this fall. General clean up before winter. Dakota Community Bank is donating trees. They are going to plant 20-30 of these trees along the east boundary of the cemetery, where the fence used to be. It is still unknown where the north boundary line is and who owns the property. Marathon may agree to trees along there and may donate some as well.*

**a. Columbarium** – *The columbarium is in. It is going to be turned to face south. So, they have to move it again. Can we use the Veterans Cemetery emblem list?*

**b. Scattering garden** – *Jason & Mitch want to install a slab or bench where names can be attached of those who have been scattered.*

**4. Review Brochure updates.**

**a. Are resident/nonresident fees necessary (checked with many other cemeteries and none use that option.** *Resident rates are lower because they pay city taxes that are used for cemetery maintenance.*

**b. Fees aren't consistent** – *Mitch and Jason will look at this next time they review the budget.*

**c. Memorial fund Section 501c(3): is the portion of the US Internal Revenue Code that allows for federal tax exemption of nonprofit organizations specifically those that are considered public charities, private foundations or private operating foundations.** *From last meeting: City attorney says the city is a political subdivision of the State of ND. Monies contributed to the cemetery of the city are not tax deductible as the city is not a charitable or non-profit entity. The tax deductible donation quote on the brochure has to be removed. Other adjustments are made to the Memorial Fund section in the brochure.*

*This meeting: Sharon asks why aren't donations tax deductible when they are for the Veterans Cemetery. Mitch will ask Jim.*

**d. Special Days** – *We need to make sure Veterans Day is included in the holiday list. It was looked over when the rules and regulations were adopted.*

**5. Memorial fund.**

*We will send Memorial Fund information with columbarium information when that is ready. Do we have to remove the tax deduction part on the brochure?*

**6. Website.**

*Bismarck Marble & Granite may be out of business. Remove them from website after verifying. Dakota Monument (Jamestown) will be working out of Mandan Memorial and will acquire the business. A printable pdf version of the brochure will be added to the website.*

**7. Applications for grant money**

*Applications will be looked at this winter.*

**8. Other business**

*Discussion on posting problem trees in the Mandan Messenger.*

*Everybody in attendance wants to keep the meeting time at 7:30 a.m.*

*Meeting dates are set for 2020: March 2, June 1, September 7 and December 7*

**11. Adjourn.**

*Meeting adjourns at 8:35 a.m.*