

*Mandan Union Cemetery Advisory Committee  
Cemetery Grounds Building  
Minutes – Monday, September 9, 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 June 3, 2019 minutes.**

*Victoria points out a spelling error in the word “Mandan” on item #6.*

*Victoria motions to approve the June 3, 2019 minutes. Susan seconds. Upon vote, the motion passes unanimously.*

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

**a. Lot posts – installed.** *Jason says all blocks have posts and all the lot posts are installed in Block 11. Having the updated map online and out by the entrance has helped patrons, especially monument companies, find their way around. Young professionals are going to donate their time next week to re-landscape around the entrance.*

**b. Trees** – *discussion about getting the message out to families to take care of trees they have planted. There is planning that has to be done before we can do this.*

**c. Columbarium** – *public works will help Jason pour another footing this fall. He hopes to have the columbarium installed this fall. Details have to be decided before we advertise for sale. There is discussion about the chances future columbariums would match this one. It could take several years to sell all the niches from this first one. That is probably too far in the future to think about right now.*

**d. Scattering garden – Weigel memorial** – *Jason thinks we should plan on the city providing a memorial, or bench for this area instead of asking Weigel Funeral Home for one. We need to put more thought into a scattering garden and there are doubts about having one. We should provide one. It should be in a nice park maybe surrounded by shrubs to make it more private. We will wait and put this on the back burner and take care of other things first.*

**4. Review Brochure updates:**

**a. Are resident/nonresident fees necessary (checked with many other cemeteries and none use that option).** *Jason says it is that way because the cemetery is city owned, city taxes are used for cemetery maintenance. The rates have to stay resident or non-resident.*

**b. Fees aren't consistent** – *Sharon points out the amount the rates go up between summer and winter burials are not consistent. Jason says we should look at that next spring. He and Mitch will be looking at rates every spring. Right now, it is too late for the 2020 budget process. Nancy will check on where*

*the city corporate boundary and the two-mile extraterritorial jurisdiction is. Should we allow non-residents of Mandan on the board?*

- c. **Memorial fund a separate account? Questions on taxable fund and guidelines.** Nancy asked the finance department and they said donations go into the general fund. There is discussion on how we can advertise the Memorial Fund to increase awareness.*
- d. **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.** 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.*
- e. **Special Days under Fresh Cut/Artificial Flowers: The Mandan Union Cemetery is an all faith cemetery and respects all special days. What are the special days?** We will leave this for now and address it if it comes up.*

*5. **Memorial fund. Did funeral directors get the info?** We will send Memorial Fund information with columbarium information when that is ready.*

*6. **Website: looks great and informative.***

- a. **Any problems with funeral home directives – minor corrections to website.***
- b. **Rates: updated? Yes***
- c. **Ground mount memorial vase holders are allowed to be placed on the SW corner of a flat marker, please explain.** This has been removed from the website. It needs to be removed from original rules.*
- d. **Location of cemetery updated.** Sharon suggests rewording the directions to say Exit 153, on Interstate 194. Add Nancy's email address under the contact information. These changes will be made.*

*Susan suggests updating the cemetery sign when you come in from Mandan Avenue. It is faded and the white lettering doesn't show up when it is dark. Can we thank Young Professionals and United Way of Caring for volunteering and put it on the Main Street marquee? United Way was here in August. Nancy will talk to Ellen Huber, Business Development Director. Jason says United Way of Caring took out fence along the east side by the old shop. The plan is to plant trees there.*

*7. **Applications for grant money***

*a. **Trees -** Jason says applications will be looked at this winter. The problem with these grants in the past, is that they are matching funds and you have to prove you have your match first. Jason says they are looking at that going forward to have some matching funds available.*

*b. **Spraying –** Applications will be looked at this winter.*

*8. **Other business***

*Jason wants to trim some trees this fall. There is discussion about noticing in the Mandan Messenger for patrons to remove trees or shrubs that are a problem. Jason has been hired to fill Chad's position. They have started the process to fill Jason's position.*

*Crematoriums were approved for industrial zoning. David Wise is looking into putting one in next to Engage Church.*

***December 2<sup>nd</sup> meeting will be changed to 7:30 a.m. All meetings will now be held at the Grounds Maintenance Building at the cemetery. Consider changing time for all meetings to 7:30 a.m.***

## ***11. Adjourn.***

*Susan motions to adjourn. Victoria seconds. Vote passes, meeting adjourns at 9:05 a.m.*