



**Advisory Committee:**

Sharon Huettl, Chair

Erica Bertman, Citizen

Victoria Vayda, Citizen

Susan Kuntz, Citizen

Mike Braun, City  
Commissioner

Mitch Bitz, Public Works

Jason Herman, Grounds  
Maintenance

Nancy Moser, Secretary

**AGENDA**  
**MANDAN UNION CEMETERY ADVISORY COMMITTEE**  
**CEMETERY GROUNDS BUILDING**  
**MONDAY, MARCH 2, 2020 – 7:30 A.M.**

1. Roll call.
2. Approval of the December 2, 2019 minutes.
3. Updates from Jason on cemetery happenings.
  - a. Update on North side of cemetery along refinery fence.
  - b. Monument for scattering garden.
  - c. Trees
  - d. Saturday/after 3 pm rates.
4. Review brochure – looks great on the website.
5. Memorial Fund.
6. Scattering garden listed on website, ok?
7. Info for Mandan messenger about trees/shrubs potential destroying of gravestones.
8. Grant money applications.
9. Letters of interest for open seat.
10. Other Business
11. Adjourn

**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 \*\*\*Correction- September 7 is Labor Day. Meeting changed to September 14\*\*\**

**11. Adjourn.**

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

**From:** [Halvorson, Carolyn O.](#)  
**To:** [Kari N. Moore](#)  
**Subject:** Cemetery board  
**Date:** Tuesday, December 03, 2019 2:12:15 PM

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Hello:

I would like to put my name in for a cemetery board member. I have never been on a board before, I believe this board will be a great start/fit for me in reviewing past minutes and frequency of meetings, do not believe this would over whelm me with duties and times attending. At the end of my life, I will be buried at the cemetery and having a beautiful place to be at some point is a good thought. If I can help with keeping it beautiful, peaceful and respectful to all families involved that is a huge contribution we can all provide.

I have been a citizen of Mandan since 2001, I own my home at 1308 1<sup>st</sup> St NE. I work for the ND State Tax dept.

Carolyn O. Halvorson  
701-328-3023 day phone  
701-226-6541 cell phone

December 03, 2019

Kari Moore, Program Coordinator

City of Mandan

205 2<sup>nd</sup> Ave NW

Mandan, ND 58554-1345

Dear Ms. Moore

I am interested on serving on Cemetery Advisee Committee. Being a Mandan resident for 45 years, I feel Mandan Union Cemetery is a historic sacred place that should be kept up and preserved at all times. It is a historic place for Mandan residents to remember their loved ones, to say goodbye, to cherish memories and reflect upon. It is very important to keep Mandan Union Cemetery up-to-date and to keep the history of Mandan intact.

I feel I can make a small contribution to that end.

Very Truly Yours,

Robert Vayda