



Elmwood - St. Joseph
Cemetery

Board Of Trustees Meeting Notice

Thursday, February 10, 2022 9:00am

1224 S. Washington Ave. Mason City, IA

Meeting Minutes

- **Call meeting to order**
- **Roll Call:**
 - **Ron Norlinger __ Carlene Davis __ Karen Byrne __**
 - **Tyler Schaefer __ Tyler Anderson __ Julie Meindl __**
- **Review minutes of January 2022 meeting**
 - **Motion to approve 1st: 2nd:**
- **Review warrants for January 2022**
 - **Motion to approve 1st: 2nd:**
- **Monthly Staff Overview**
- **Rulebook - markers / headstones, foundations, & other services provided - suggestions or revisions?**
 - **Motion to approve 1st: 2nd:**
- **CIP Update - both major projects (shop building, pond restoration) should be a part of 2022-23 CIP budget, allowing us to pursue and complete both projects next fiscal year**
- **Butterfly Garden Update**
- **History Walk 2022 Update - theme, Throwback Thursday Live**
- **Adjourn Meeting**



Elmwood - St. Joseph
Cemetery

Board Of Trustees Meeting Notice

Thursday, January 13, 2022 9:00am

1224 S. Washington Ave. Mason City, IA

Meeting Minutes

- **Call meeting to order**
- **Roll Call:**
 - **Ron Norlinger __ Carlene Davis _x_ Karen Byrne _x_**
 - **Tyler Schaefer _x_ Tyler Anderson _x_ Julie Meindl __**
- **Review minutes of December 2021 meeting**
 - **Motion to approve 1st: Carlene 2nd: Tyler; motion passed**
- **Review warrants for December 2021**
 - **Motion to approve 1st: Tyler 2nd: Carlene; motion passed**
- **Monthly Staff Overview**
- **Staff End Of Year Review**
- **Rulebook - Plots and Burials Section - suggestions or revisions?**
 - **Motion to approve 1st: Carlene 2nd: Tyler; motion passed**
- **Vaccine Status Reporting Form - OSHA update for staff**
- **CIP Update - possible projects include new shop building, pond repair**
- **History Walk 2022 Update - theme, Throwback Thursday Live**
- **Adjourn Meeting**

CEMETERY CLAIMS

January 2022

<u>Date</u>	<u>Expenses</u>	<u>Amount</u>	<u>Description</u>	<u>Account</u>
1/14	Payroll	\$7,570.42	Admin. & Operating	Salaries
1/28	Payroll	\$8,009.22	Admin. & Operating	Salaries
1/28	FICA	\$1,106.47	Admin. & Operating	FICA
1/28	IPERS	\$1,470.72	Admin. & Operating	IPERS
1/1	Health & Life Ins.	\$3,333.34	Admin. & Operating	Health & Life Ins.
12/30	M.C. Public Utilities	\$126.37	Water/Sewer/Garbage	Gas & Electricity
1/7	Alliant Energy	\$678.21	Gas & Electricity	Gas & Electricity
1/1	CenturyLink-Lightedge	\$78.31	Phone	Phone
1/14	City of Mason City	\$75.00	Safety Shoes	Safety Shoes
12/14	U.S. Metalcraft	\$115.18	Vase	Vases & Decorations
1/12	Staples	\$136.86	Binders for Office	Office Supplies
1/15	U.S. Metalcraft	\$95.21	Vase	Vases & Decorations
1/17	LeDoux Signs	\$357.00	Directional Signs	Advertising
1/25	Cerro Gordo Co.	\$70.00	Training for T. Ristau &	Travel & Conference

Vendors

11/12	Menards	\$326.76	Snow Fence/T-Post	Tools & Supplies
11/18	Menards	-\$48.99	Credit Return Snow Fence	Tools & Supplies
12/15	Mason City Tire Service	\$52.11	Oil Change Dump Truck	Repairs & Maintenance
12/15	Floyd & Leonard	\$9.08	Winter Oil & Fuel Filter	Tools & Supplies
12/20	Floyd & Leonard	\$500.00	Snow Blower	Cemetery Preservation
12/21	VanWall Equipment	\$36.50	Cable	Tools & Supplies
12/21	VanWall Equipment	\$35.54	Filter	Repairs & Maintenance
12/27	Tractor Supply	\$149.98	Trailer Jack	M/E Repairs
1/3	Petroblend Corp	\$168.17	Air Filters	M/E Repairs
1/7	Federal Fire Qup. Co.	\$91.00	Annual Inspection	Miscellaneous Expense
1/7	Charlie's Auto Repair	\$34.58	Oil Change - Ranger	M/E Repairs
1/11	O'Reilly First Call	\$13.70	Battery Terminals	M/E Repairs
1/11	O'Reilly First Call	\$154.95	Battery - Van	Repairs & Maintenance
1/13	Menards	\$46.40	Tap & Filter	Tools & Supplies
1/14	City of Mason City	\$150.00	Safety Shoes	Safety Shoes
1/19	Tractor Supply	\$5.49	Lock Pin	Tools & Supplies

\$24,947.58

Date: _____

Signatures: _____

SERVICES AND SALES

FY 2022

Sales & Services

SERVICES MONTH	INTERMENTS			INURNMENTS			TOTALS		
	Budget	FY21	LY	Budget	FY21	LY	Budget	FY21	LY
JULY	5	3	6	7	11	10	12	14	16
AUGUST	4	5	2	7	7	5	11	12	7
SEPTEMBER	4	7	5	6	10	5	10	17	10
OCTOBER	4	3	4	6	7	6	10	10	10
NOVEMBER	4	6	7	4	4	3	8	10	10
DECEMBER	3	7	10	4	5	6	7	12	16
JANUARY	3	5	13	4	3	3	7	8	16
FEBRUARY	3		4	4		3	7	0	7
MARCH	4		5	5		3	9	0	8
APRIL	4		5	6		2	10	0	7
MAY	5		3	8		10	13	0	13
JUNE	5		2	8		13	13	0	15
YTD TOTAL	48	36	66	69	47	69	117	83	135

Budget FY 2021

Burials	\$0
Interments	
Budget per Mo	\$0
Avg Revenue	
Inters per Year	#DIV/0!
Inters per Mo	#DIV/0!
Inurnments	
Budget per Mo	\$0
Avg Revenue	
Inurns per Year	
Inurns per Mo	#DIV/0!

SALES MONTH	LOT SALES			NICHE SALES			TOTALS		
	Budget	FY21	LY	Budget	FY21	LY	Budget	FY21	LY
JULY	5	14	1	1	0	3	6	14	4
AUGUST	5	5	9	1	1	0	6	6	9
SEPTEMBER	5	5	11	1	1	1	6	6	12
OCTOBER	5	2	8	1	1	2	6	3	10
NOVEMBER	5	0	10	1	1	6	6	1	16
DECEMBER	2	5	2	1	0	1	3	5	3
JANUARY	2	6	5	0	10	1	2	16	6
FEBRUARY	2		7	0		2	2	0	9
MARCH	4		6	0		0	4	0	6
APRIL	5		5	1		0	6	0	5
MAY	6		19	2		0	8	0	19
JUNE	6		4	1		2	7	0	6
YTD TOTAL	52	37	87	10	14	18	62	51	105

Lot Sales	\$0
Lot Budget	
Budget per Mo	\$0
Avg Revenue	
Lots per Year	#DIV/0!
Lots per Mo	#DIV/0!
Niche Budget	
Budget per Mo	\$0
Avg Revenue	
Niches per Year	#DIV/0!
Niches per Mo	#DIV/0!

REVENUES MONTH	SERVICES			SALES		
	INTERMENTS	INURNMENTS	TOTALS	LOT SALES	NICHE SALES	TOTALS
JULY	\$ 2,195.00	\$ 6,000.00	\$ 8,195.00	\$ 5,535.00	\$ -	\$ 5,535.00
AUGUST	\$ -	\$ 4,850.00	\$ 4,850.00	\$ 2,600.00	\$ 1,116.00	\$ 3,716.00
SEPTEMBER	\$ 7,610.00	\$ 3,650.00	\$ 11,260.00	\$ 2,280.00	\$ 1,116.00	\$ 3,396.00
OCTOBER	\$ 5,520.00	\$ 4,120.00	\$ 9,640.00	\$ 920.00	\$ 1,116.00	\$ 2,036.00
NOVEMBER	\$ 3,010.00	\$ 2,110.00	\$ 5,120.00	\$ 200.00	\$ 1,116.00	\$ 1,316.00
DECEMBER	\$ 5,770.00	\$ 3,525.00	\$ 9,295.00	\$ 1,960.00	\$ -	\$ 1,960.00
JANUARY	\$ 5,100.00	\$ 3,140.00	\$ 8,240.00	\$ 2,480.00	\$ 10,360.00	\$ 12,840.00
FEBRUARY			\$ -			\$ -
MARCH			\$ -			\$ -
APRIL			\$ -			\$ -
MAY			\$ -			\$ -
JUNE			\$ -			\$ -
YTD TOTAL	\$ 29,205.00	\$ 27,395.00	\$ 56,600.00	\$ 15,975.00	\$ 14,824.00	\$ 30,799.00

PERPETUAL CARE FUND

JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
\$ 1,370.00	\$ 929.00	\$ 849.00	\$ 509.00	\$ 329.00	\$ 490.00
JAN.	FEB.	MAR.	APRIL	MAY	JUNE
\$ 3,160.00					
YTD TOTAL					\$ 7,636.00

Elmwood - St. Joseph Municipal Cemetery

FY 2021 - Numbers As Of ~~DEC 31, 2021~~

JAN 31, 2022

<u>FUND REVENUES</u>	<u>Non Operational</u>	<u>YTD</u>	<u>BUDGET AMOUNT</u>	<u>VARIANCE</u>	<u>% OF BUDGET</u>
TOTAL GENERAL PROPERTY TAXES	\$29,857.00	\$102,969.37	\$182,804.00	\$79,834.63	0.56%
TOTAL ANNUAL CARE OF LOTS	\$0.00	\$0.00	\$487.00	\$487.00	0.00%
TOTAL INTERMENTS	\$0.00	\$56,000.00	\$83,000.00	\$27,000.00	0.67%
TOTAL FOUNDATIONS	\$0.00	\$21,251.80	\$18,000.00	(\$3,251.80)	1.18%
TOTAL CEMETERY CAPITAL IMP REVENUE	(\$2,475.00)	\$6,925.00	\$3,209.00	(\$3,716.00)	2.16%
TOTAL CEMETERY PRESERVATION	(\$5,037.00)	\$5,652.07	\$6,000.00	\$347.93	0.94%
TOTAL INTEREST ON INVESTMENTS	\$0.00	\$3,367.63	\$18,500.00	\$15,132.37	0.18%
TOTAL GIFTS AND DONATIONS	(\$339.00)	\$1,000.00	(\$1,000.00)	(\$1,000.00)	
TOTAL SALES OF LOTS	\$0.00	\$21,951.00	\$33,000.00	\$11,049.00	0.67%
TOTAL VASES, DECORATIONS & ENGRAVING	\$0.00	\$12,533.00	\$20,000.00	\$7,467.00	0.63%
TOTAL OTHER MISCELLANEOUS		\$2,608.00	\$5,000.00	\$2,392.00	0.52%
TOTAL MISC. REFUNDS		\$0.00	\$0.00	\$0.00	
TOTAL TRANSFERS	(\$21,400.00)	\$0.00	\$35,300.00	\$35,300.00	0.00%
TOTAL FUND REVENUES	\$606.00	\$234,257.87	\$405,300.00	(\$7,348.07)	0.58%
OPERATIONAL REVENUES \$234,863.87					

ADMINISTRATIVE EXPENSES

TOTAL SALARIES	\$0.00	\$53,627.90	\$89,521.00	\$35,893.10	0.60%
TOTAL FICA	\$0.00	\$10,075.80	\$17,277.00	\$7,201.20	0.58%
TOTAL IPERS	\$0.00	\$12,301.94	\$19,431.00	\$7,129.06	0.63%
TOTAL SAFETY SHOES	\$0.00	\$150.00	\$150.00	\$0.00	1.00%
TOTAL HEALTH & LIFE INSURANCE	\$0.00	\$23,333.38	\$40,001.00	\$16,667.62	0.58%
TOTAL ADVERTISING (GENERAL)	\$0.00	\$1,102.43	\$2,000.00	\$897.57	0.55%
TOTAL DUES & PUBLICATIONS	\$0.00	\$0.00	\$400.00	\$400.00	0.00%
TOTAL PHONE EXPENSE	\$0.00	\$561.76	\$900.00	\$338.24	0.62%
TOTAL TRAVEL AND CONFERENCE	\$0.00	\$70.00	\$0.00	(\$70.00)	
TOTAL GAS & ELECTRICITY	\$0.00	\$4,380.04	\$8,600.00	\$4,219.96	0.51%
TOTAL POSTAGE	\$0.00	\$174.18	\$700.00	\$525.82	0.25%
TOTAL INSURANCE	\$0.00	\$808.21	\$1,800.00	\$991.79	0.45%
TOTAL COPY CHARGE	\$0.00	\$345.45	\$450.00	\$104.55	0.77%
TOTAL OFFICE SUPPLIES	\$0.00	\$1,000.62	\$1,550.00	\$549.38	0.65%
TOTAL VASES & DECORATION	\$0.00	\$5,349.73	\$7,000.00	\$1,650.27	0.76%
TOTAL ENGRAVING EXPENSE	\$0.00	\$3,742.87	\$10,000.00	\$6,257.13	0.37%
TOTAL MISCELLANEOUS EXPENSE	\$0.00	\$2,411.15	\$3,000.00	\$588.85	0.80%
TOTAL REFUND EXPENSE	\$0.00	\$525.00	\$0.00	(\$525.00)	

OPERATIONAL EXPENSES

TOTAL SALARIES	\$0.00	\$87,014.65	\$136,310.00	\$49,295.35	0.64%
TOTAL SAFETY SHOES	\$0.00	\$300.00	\$300.00	\$0.00	1.00%
TOTAL M/E REPAIRS	\$0.00	\$1,467.52	\$3,500.00	\$2,032.48	0.42%
TOTAL BUILDING REPAIRS AND MAINTEN	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.00%
TOTAL REPAIRS AND MAINTENANCE	\$0.00	\$2,356.77	\$4,000.00	\$1,643.23	0.59%
TOTAL PROFESSIONAL SERVICES	\$0.00	\$119.50	\$160.00	\$40.50	0.75%
TOTAL MAINTENANCE MATERIAL	\$0.00	\$6,420.29	\$6,500.00	\$79.71	0.99%
TOTAL TOOLS AND SUPPLIES	\$0.00	\$1,389.13	\$2,300.00	\$910.87	0.60%
TOTAL FOUNDATION MATERIAL	\$0.00	\$13,894.27	\$4,000.00	(\$9,894.27)	3.47%
TOTAL THERMOGAS	\$0.00	\$0.00	\$500.00	\$500.00	0.00%
TOTAL OIL AND GREASE	\$0.00	\$188.90	\$150.00	(\$38.90)	1.26%
TOTAL FUEL	\$0.00	\$5,045.70	\$6,000.00	\$954.30	0.84%
TOTAL MISCELLANEOUS EXPENSE	\$0.00	\$1,017.59	\$1,000.00	(\$17.59)	1.02%
TOTAL CEMETERY EQUIPMENT	(\$22,427.88)	\$10,957.77	\$7,000.00	(\$3,957.77)	
TOTAL CEMETERY IMPROVEMENTS	(\$1,513.11)	\$23,255.95	\$25,000.00	\$1,744.05	
TOTAL CEMETERY PRESERVATION	(\$1,142.21)	\$5,373.46	\$6,000.00	\$626.54	0.90%
TOTAL TRANSFERS	(\$1,000.00)	\$0.00	\$0.00	\$0.00	
TOTAL FUND EXPENDITURES	(\$26,083.20)	\$278,761.96	\$408,000.00	\$2,522.32	0.68%

OPERATIONS EXPENSES \$252,678.76
NET REVENUES OVER EXPENDITURES (\$17,814.89)

January 2022 Staff Update – Elmwood – St. Joseph Cemetery

Tyler

- Working with City Hall on next steps on CIP projects – new shop building, pond restoration
- Started initial conversations with Tricia Sandahl (development staff at city hall) about historic preservation options for the Federal Ave. wall restoration project
- Rulebook creation with other cemetery staff – what a project!

Paula

- Continuing to add information to CIMS, including older obituaries and new additions to the grounds
- Answering several questions about plots, upcoming inurnment burials, and decoration guidelines
- Rulebook creation with other cemetery staff

Grounds:

- Worked with Tyler on creating new cemetery section signage, to be installed in early Spring
- Busy with snow removal, burials
- Rulebook creation with other cemetery staff
- Working with Tyler on initial conversations with new shop building



Elmwood - St. Joseph
Cemetery

Cemetery Rulebook Markers / Headstones

MARKERS / HEADSTONES

A marker is made of granite and at least four inches thick. Marker sizes and styles vary by cemetery section. Please refer to the plot's section overview for more details.

- **All markers must be pre-approved before purchase by submitting a foundation installation order, photo or mock-up of the marker, and product description of the marker to the cemetery office.**
- **Installation of a flat marker - a flat marker can only be placed directly into the ground and only installed by a cemetery staff member. Flat markers can be dropped off by a monument company or individual from April to October each year. Installment must be pre-paid in the cemetery office by time of drop-off.**
- **Installation of a bevel, slant, or monument marker - marker must be on either a concrete pad (provided by cemetery) or granite pad (must be provided by approved granite company) to ensure stability and long-term care. Marker can be installed on cemetery grounds by a monument company from April to October each year. See foundation rules for more details.**
- **The primary marker placed must be in the designated marker row, and the type of marker allowed varies by each section. See the plot's section overview sheets for more information.**
- **A secondary marker can be placed on the same plot, can only be up to a 24" x 12" flat marker, and placed flush with the ground.**
- **Veteran's markers - veteran's family works with an approved monument company. The cemetery installs an upright veteran's marker for \$130 (sandset), a bronze flat marker for \$249 (concrete reinforcement and sandset), and a flat granite or marble marker for \$130 (sandset). Smaller bronze niche markers can be installed directly onto a headstone by an approved monument company.**
- **Above ground crypts must be approved by the cemetery manager and cemetery board. Contact the cemetery office for more information.**
- **The cemetery can temporarily remove markers for burials, tree removal, and other routine maintenance on the cemetery grounds.**

Types Of Markers:



Flat - flush to the ground



**Bevel - above ground,
slight viewing angle**



**Slant - above ground,
steep viewing angle**



**Monument - above ground,
upright on all sides**



Elmwood - St. Joseph
Cemetery

Cemetery Rulebook Foundations

FOUNDATIONS

Cemetery law allows only cemetery staff to dig holes of any kind on sacred ground. When placing a marker (headstone), the cemetery requires either a sandset installation (flat marker only) or concrete foundation (bevel, slant, monument marker) to ensure lasting stability. A foundation installation form must be completed and approved by the cemetery office. Payment must be made after order approval, and the order will be placed on the wait list after payment is received.

- **Concrete pads are installed by the cemetery, and a total of 12 inches under ground, including 8 inches of wet pour concrete and a 4 inch pre-cast concrete pad (reinforced with rebar).**
 - **Concrete pads come in three different sizes to meet the needs of both single and double plot marker options. Contact the cemetery office for more information.**
- **Granite pads must be purchased from an approved granite vendor, and will be installed a total of 12 inches under ground, including 8 inches of wet pour concrete and a 4 inch granite pad. Upon order approval and payment, the cemetery will coordinate with the granite vendor on delivery and installation.**
 - **Granite pad size can be up to 38" x 22" for a single plot, and up to 68" x 22" for a double plot.**
- **Sandset installation is only allowed for a flat marker. Sandset installation places a flat marker directly into the ground, with the flat marker flush to the ground. Upon order approval and payment, the cemetery will receive the flat marker and install it in a timely manner.**
- **In general, the cemetery does concrete work and sandset installations from April - October each year. Concrete work will be done in the order it was received.**
- **Permanent vases can be attached to either the marker or pad, by an approved monument company. Vases cannot be any larger than 8 inches in diameter.**



Elmwood - St. Joseph
Cemetery

Cemetery Rulebook Other Services Provided

Other Services Provided

The cemetery provides additional services to support the ongoing operations. Contact the cemetery office for more information on any of the services provided below.

- **Bench Program** - recycled plastic benches are placed near loved ones' gravesites and engraved with a personal message.
- **Vase And Flower Program** - purchasing an annual subscription, including an in-ground vase (placed on side of marker) and flowers placed in the vase twice a year (Memorial Day, Winter).
- **In-Ground Vase And Memorial Light Sales** - a variety of styles and colors of in-ground vases are available for purchase in the cemetery office. Memorial lights are on display and available, too.
- **Columbarium Niche Vase Sales** - niche vases are available for the columbariums at the cemetery. Vase size varies, depending on the size of the columbarium niche.
- **Flower Sales** - double, silk bouquet flowers are available for purchase in the cemetery office all year. Additionally, the cemetery office offers a seasonal flyer during the Memorial Day and Winter seasons. To be added to the mailing list, contact the cemetery office.
- **Vase Installation** - the price of vase installation is included in the purchase of an in-ground vase from the cemetery. If purchased from outside the cemetery, cost to install is \$50 per in-ground vase. Any vases placed directly onto a marker, concrete pad, or granite pad, must be installed by an approved monument company.
- **Engraving And Final Date Services** - final date or adding additional inscriptions to existing markers, headstones, or columbarium niches. The cemetery also assists families with a bronze veteran's marker requiring a final date.
- **Lifting A Sinking Marker** - Cemetery staff can adjust existing marker or headstone to become more stable and level on the ground. Pricing depends on the size and type of marker. Fill out a "Sinking Marker Form" in the cemetery office.



Conservation Board Cerro Gordo County

3501 Lime Creek Road Mason City, Iowa 50401-9256 (641) 423-5309
Board Members: Shannon Anderson, Jacquelyn Arthur, Stephen Gales, Dudley Humphrey, Jim Roseland
Mike Webb, Director

Based on the information provided, the following are some recommendations for the Elmwood Cemetery native prairie reconstruction project.

- Since there are a lot of unknowns related to soil and moisture conditions at the proposed site, it makes sense to scale down the scope of the project by planting it in several phases. This will provide the opportunity to evaluate the success of the first phase, and adjust the approach as needed over the remainder of the area. I would suggest starting with approximately ½ - 1 Acre.
- Seed Sources and Mixes: There are numerous quality seed vendors that sell local ecotype native prairie seed, we can help you determine the best fit for your project. As we discussed at our meeting, Pheasants Forever is a good starting point <https://www.pfhabitatstore.com/>. It is my understanding that a high diversity mix with an abundance of wildflowers would be desirable. I would recommend one of the following mixes: CP42 pollinator 10/30, CP42 Leopold #2, or CP42 Ada Hayden Monarch Pollinator 10/40. You will note that the cost per acre increases as does the number of species represented in the mix.
- The approximate project time line should look as follows:
 - Between now and Spring – Measure the site and order seed.
 - Late April-Early May – Haul in fill material and level the seed bed as needed.
 - Mid-Late May – Concentrate on weed control. This will likely take several applications of a non-selective herbicide such as Round Up.
 - Late May-Mid June – Plant the site. We can provide the Dew Drop seeder and a small cultipacker. You will need a utility trailer to haul it to the cemetery and a small utility tractor or UTV to pull it.
 - Depending on growing conditions, the site will need to be mowed 2-4 times during the first growing season. As a general rule, once the vegetation has grown to 12-18”, it should be mowed down to 6-8”. Do not mow too short, or too often, as it may result in burn-down of desirable prairie growth.
 - Maintenance mowing will need to take place during the first several growing seasons. The native prairie vegetation may be allowed to grow to maturity at some point during year 2 or 3. As time progresses, we can help you determine when the seeding is ready to discontinue mowing.
 - Spot spraying and weed whipping of non-desirable growth may need to be done occasionally after maintenance mowing is no longer regular.
 - Most native prairie communities rely on prescribed fire to invigorate native plant growth and discourage weed growth on a 3–5-year rotation. Understanding that this may not be feasible given the location in city limits, you may need to substitute an occasional mowing/haying for the prescribed fire.

I will be available to assist with technical advice and project planning as needed, and our Environmental Education Coordinator, Heather Hucka, can assist with signage and public outreach on the project. Feel free to contact either of us with any questions or concerns.

Josh Brandt
Wildlife Area Manager
Cerro Gordo County Conservation