



Elmwood - St. Joseph
Cemetery

Board Of Trustees Meeting Notice

Thursday, January 9, 2025 10:00am

1224 S. Washington Ave. Mason City, IA 50401

Meeting Minutes

- **Call meeting to order**
- **Roll Call:**
 - **Charlie West __ Carlene Davis __ Karen Byrne __**
 - **Tyler Schaefer __ Tyler Anderson __ Julie Meindl __**
- **Review minutes of December 2024**
 - **Motion to approve 1st: ; 2nd:**
- **Review claims for December 2024**
 - **Motion to approve 1st: ; 2nd:**
- **Staff Updates**
- **Wreaths Across America Update - incredible turnout and support! Over 150 volunteers helped in placing over 1,300 wreaths**
- **Headstone Straightening Company Discussion**
- **CIP Project Discussion - updates from Tyler's meeting with City Hall**
- **CLOSED SESSION: Upon an affirmative vote of the cemetery board, the cemetery board may go into closed session pursuant to Chapter 21.5.1(i), Code of Iowa to evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session (Cemetery Manager annual review)**
- **Final Thoughts**
- **Adjourn Meeting**



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Cemetery

Board Of Trustees Meeting Notice

Thursday, December 12, 2024 10:00am

1224 S. Washington Ave. Mason City, IA 50401

Meeting Minutes

- **Call meeting to order**
- **Roll Call:**
 - **Charlie West _x_ Carlene Davis _x_ Karen Byrne _x_**
 - **Tyler Schaefer _x_ Tyler Anderson _x_ Julie Meindl _x_**
- **Review minutes of November 2024**
 - **Motion to approve 1st: Carlene ; 2nd: Julie; motion passes**
- **Review claims for November 2024**
 - **Motion to approve 1st: Charlie ; 2nd: Tyler S.; motion passes**
- **Staff Updates**
- **Wreaths Across America Update - who wants to help volunteer? 608 confirmed wreaths; scheduled start of 11am on Saturday, December 14th**
- **CIP Project Discussion - what do we need to include for upcoming projects? New truck? Limestone wall on Federal? Road Repair?**
- **Tree Removal - board suggested a drone / aerial photos of cemetery, where we can catalog trees and set a plan for removal and replacement**
- **Shining Star Award - Mutchler Family**
- **Adjourn Meeting**

CEMETERY CLAIMS

December 2024

<u>Date</u>	<u>Expenses</u>	<u>Amount</u>	<u>Description</u>	<u>Account</u>
12/13	Payroll	\$9,413.41	Admin. & Operating	Salaries
12/27	Payroll	\$9,729.20	Admin. & Operating	Salaries
12/27	FICA	\$1,349.86	Admin. & Operating	FICA
12/27	IPERS	\$1,807.05	Admin. & Operating	IPERS
12/5	Health & Life Ins.	\$3,605.56	Admin. & Operating	Health & Life Ins.
11/27	M.C. Public Utilities	\$124.43	Water/Sewer/Garbage	Gas & Electricity
12/4	Alliant Energy	\$619.21	Gas & Electricity	Gas & Electricity
11/23	Verizon	\$40.01	Ipad	Advertising
11/14	Menards	\$57.41	Batteries, Stacker Boxes	Office Supplies
11/18	U.S. Metalcraft	\$137.69	Vases	Vases & Decorations
11/14	Decker Sporting	\$730.00	Clothing	Miscellaneous Expense
11/14	Decker Sporting	\$260.00	Clothing	Miscellaneous Expense
11/15	Amazon	\$119.97	Binder Clips, Etc	Office Supplies
11/25	Decker Sporting	\$70.00	Clothing	Miscellaneous Expense
11/20	Fewell Monument	\$468.00	Freight	Markers
11/30	North IA Broadcasting	\$275.00	Holiday Greetings	Advertising
12/18	LeDoux Signs	\$135.00	Bronze Plaque	Miscellaneous Expense
7/26	<u>Vendors</u>			
11/11	Deike Implement	\$3,363.91	Spreader	Miscellaneous Expense
11/11	Custom Concrete	\$18,650.00	Columbarium	Building Improvement
11/12	Custom Concrete	\$3,620.00	Curb & Gutter	Building Improvement
11/14	Menards	\$24.48	Adhesive, Edgelock etc	Tools & Supplies
11/14	Brothers Market	-\$1.00	Credit Return	Tools & Supplies
11/14	Oleson Sod Company	\$1,771.95	Sod	Grounds Maintenance
11/18	Oleson Sod Company	-\$30.00	Return Pallets	Grounds Maintenance
11/19	Menards	\$19.34	Drill Bit, Tapcon Etc	Tools & Supplies
11/19	Menards	\$12.72	Black Plug	M/E Repairs
11/21	O'Reilly Auto Parts	\$30.36	Ext. Bar, Anti-Seize	M/E Repairs
11/25	Hobby Lobby	\$294.47	Frame	Cemetery Preservation
12/2	VanWall Equipment	\$44.59	Filter	M/E Repairs
12/2	Menards	\$23.95	Cutting Plier	Tools & Supplies
12/4	Absolute Waste	\$114.71	Trash Service	Miscellaneous Expense
12/9	Menards	\$63.93	Pails, Anchor Kit	Tools & Supplies
12/13	Mason City Tire Serv.	\$59.57	Oil Change-F350	M/E Repairs
12/16	Charlie's Auto	\$43.53	Oil Change-Ford	M/E Repairs
12/17	Petroblend Corp	\$78.00	Oil	Oil & Grease

\$57,126.31

Date:

Signatures: _____

SERVICES AND SALES

FY 2025

Sales & Services

Budget FY 2021

SERVICES MONTH	INTERMENTS			INURNMENTS			TOTALS		
	Budget	FY25	LY	Budget	FY25	LY	Budget	FY25	LY
JULY		6	3		5	11	0	11	14
AUGUST		6	10		11	10	0	17	20
SEPTEMBER		4	2		6	15	0	10	17
OCTOBER		2	3		6	6	0	8	9
NOVEMBER		3	2		6	3	0	9	5
DECEMBER		5	6		3	6	0	8	12
JANUARY			5			2	0	0	7
FEBRUARY			3			5	0	0	8
MARCH			1			3	0	0	4
APRIL			4			5	0	0	9
MAY			6			13	0	0	19
JUNE			6			9	0	0	15
YTD TOTAL	0	26	51	0	37	88	0	63	139

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	FY25	LY	Budget	FY25	LY	Budget	FY25	LY
JULY		5	6		0	2	0	5	8
AUGUST		8	9		0	1	0	8	10
SEPTEMBER		1	1		3	0	0	4	1
OCTOBER		9	3		0	2	0	9	5
NOVEMBER		1	4		0	2	0	1	6
DECEMBER		1	6		0	1	0	1	7
JANUARY			2			0	0	0	2
FEBRUARY			7			5	0	0	12
MARCH			2			0	0	0	2
APRIL			9			1	0	0	10
MAY			2			0	0	0	2
JUNE			5			0	0	0	5
YTD TOTAL	0	25	56	0	3	14	0	28	70

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	\$ 5,350.00	\$ 5,680.00	\$ 11,030.00	\$ 1,800.00	\$ -	\$ 1,800.00
AUGUST	\$ 6,420.00	\$ 1,400.00	\$ 7,820.00	\$ 2,960.00	\$ -	\$ 2,960.00
SEPTEMBER	\$ 2,140.00	\$ 4,690.00	\$ 6,830.00	\$ 360.00	\$ 3,108.00	\$ 3,468.00
OCTOBER	\$ 5,550.00	\$ 5,640.00	\$ 11,190.00	\$ 3,320.00	\$ -	\$ 3,320.00
NOVEMBER	\$ -	\$ 700.00	\$ 700.00	\$ 360.00	\$ -	\$ 360.00
DECEMBER	\$ 5,750.00	\$ 1,600.00	\$ 7,350.00	\$ 360.00	\$ -	\$ 360.00
JANUARY			\$ -			\$ -
FEBRUARY			\$ -			\$ -
MARCH			\$ -			\$ -
APRIL			\$ -			\$ -
MAY			\$ -			\$ -
JUNE			\$ -			\$ -
YTD TOTAL	\$ 25,210.00	\$ 19,710.00	\$ 44,920.00	\$ 9,160.00	\$ 3,108.00	\$ 12,268.00

PERPETUAL CARE FUND

JULY	AUG.	SEPT.	OCT.	NOV.	DEC.
\$ 700.00	\$ 790.00	\$ 1,067.00	\$ 1,030.00	\$ 90.00	\$ 90.00
JAN.	FEB.	MAR.	APRIL	MAY	JUNE
YTD TOTAL					\$ 3,767.00

December 2024 Staff Update – Elmwood – St. Joseph Cemetery

Tyler

- Extremely busy with assisting families with burials, plot situations
- New columbarium project complete, with new concrete pad
- Winter Flower and Wreath Program – 140 orders
- Storm Sewer Project – 100% complete
- Wreaths Across America – incredible turnout (over 150 volunteers in freezing rain), and incredible support (over 1,300 wreaths donated)

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

Grounds:

- Excited to share we have replaced all of the cemetery section signage in the cemetery, under budget, almost two years ahead of schedule
- Great work helping with various citizen requests
- New columbarium – concrete pad complete, working on placing sculpture
- Beginning to transition equipment from Summer to Winter use
- Spraying grounds with chemical and fertilizer to minimize weeds

DEPARTMENT: Elmwood Cemetery	PROGRAM: Culture and Recreation	PROJECT TITLE: Mower Replacement	TOTAL PROJECT COST: \$ 53,500	
FUND ACCOUNT: 015.4504.4090	PROJECT MANAGER: Cemetery Manager		Project # 2026-	

PROJECT BUDGET	PRIOR YEARS CIP	2025-26					2026-27					2027-28					2028-29					2029-30																			
EXPENDITURE ITEMS																																									
Commercial ZTR Mower with rear discharge.																																									
Purchase new trimmer. Trade in oldest present mower.																																									
TOTAL		\$	13,300	\$	13,600	\$	13,900	\$	14,200	\$	14,500	\$	10,100	\$	10,400	\$	10,700	\$	11,000	\$	11,300	\$	900	\$	900	\$	900	\$	900	\$	900	\$	9,200	\$	9,500	\$	9,800	\$	10,100	\$	10,400
PROJECT FINANCING																																									
Cemetery Capital Improvement Funds																																									
General Capital Projects Fund																																									
TOTAL		\$	10,100	\$	10,400	\$	10,700	\$	11,000	\$	11,300	\$	10,100	\$	10,400	\$	10,700	\$	11,000	\$	11,300	\$	900	\$	900	\$	900	\$	900	\$	900	\$	9,200	\$	9,500	\$	9,800	\$	10,100	\$	10,400

PROJECT DESCRIPTION
Purchase a new commercial ZTR mower with 60" deck

JUSTIFICATION
Replacing the oldest mower on a rotation basis keeps maintenance expenses down and retain proper, consistent service.

OPERATING IMPACT
Without adequate equipment, keeping the cemetery in good condition will not be possible.

STRATEGIC PLAN GOAL
Department- Enhance Facilities & Equipment

DEPARTMENT: Elmwood Cemetery	PROGRAM: Culture and Recreation	PROJECT TITLE: Facilities Improvements	TOTAL PROJECT COST: \$ 115,000	
FUND ACCOUNT:	PROJECT MANAGER: Cemetery Manager			

	PROJECT BUDGET	PRIOR YEARS CIP	2025-26	2026-27	2027-28	2028-29	2029-30
EXPENDITURE ITEMS							
26-27: Fencing Updates Near Shop Building and on 15th Street; 27-28: asphalt road repair, addition of asphalt parking and trail;							
TOTAL			\$ 35,000	\$ 35,000	\$ 80,000	\$ 80,000	
PROJECT FINANCING							
G.O. Bonds							
General Capital Projects Fund							
TOTAL			\$ 35,000	\$ 35,000	\$ 80,000	\$ 80,000	

PROJECT DESCRIPTION

26-27: Remove 400' strip of chainlink fencing along 15th Street and add 200' of chainlink between shop buildings; 28-29: Asphalt repair near columbarium, small asphalt parking lot near columbariums and scattering garden, and asphalt trail connecting from parking lot to

JUSTIFICATION

26-27: fencing along 15th St has overgrown trees through it and needs to re removed before more damage occurs, and new fencing between buildings eliminated neighborhood traffic of walkers and bicyclists and creates a cemetery yard; 28-29: street repair near columbarium is in dire need of repair, small parking lot provides need parking by columbarium, and trail provides both a community amenity and sets up scattering garden in future.

OPERATING IMPACT

The renovations will provide more efficiency in operations, reduce energy costs and provide safer working conditions.

STRATEGIC PLAN GOAL

Department- Ensure Quality Policies & Public Interface

DEPARTMENT: Elmwood Cemetery	PROGRAM: Culture and Recreation	PROJECT TITLE: Columbarium and Cremation Services	TOTAL PROJECT COST: \$ 100,000
FUND ACCOUNT:	PROJECT MANAGER: Cemetery Manager		

PROJECT BUDGET	PRIOR YEARS CIP	2025-26					2026-27					2027-28					2028-29					2028-29									
EXPENDITURE ITEMS 26-27: Pressed Limestone trail around scattering garden and pond; 27-28: 72 unit columbarium addition near pond																															
TOTAL																															
PROJECT FINANCING Cemetery Capital Improvement Funds General Capital Projects Fund																															
TOTAL																															

Backfill
From
72
Unit

PROJECT DESCRIPTION
Addition of columbarium near the north side of the pond in cemetery; major groundwork for scattering garden allows citizens a safe place to scatter cremains; limestone trail around scattering garden provides dedicated scattering areas and safe walking path.

JUSTIFICATION
Scattering garden provides a necessary service and additional revenue stream. Over the past 15 years, we have seen a need to add a columbarium every three years to keep up with demand.

OPERATING IMPACT
New columbarium and scattering garden allows cemetery to continue to serve community needs while utilizing land deemed unusable for traditional burial use.

STRATEGIC PLAN GOAL
Department- Enhance Facilities & Equipment

DEPARTMENT: Elmwood Cemetery	PROGRAM: Culture and Recreation	PROJECT TITLE: Stone Wall Restoration	TOTAL PROJECT COST: \$ 116,600	
FUND ACCOUNT: 015.4504.4010	PROJECT MANAGER: Cemetery Manager		Project # 2026-	

PROJECT BUDGET	PRIOR YEARS CIP	2025-26	2026-27	2027-28	2028-29	2029-30
EXPENDITURE ITEMS						
Masonry contracting for repairs		\$ 97,000				
Cement wall caps		\$ 16,000				
Wrought iron gate repairs		\$ 3,600				
TOTAL		\$ 116,600				
PROJECT FINANCING						
History Walk Funds		\$ 6,600				
State Historic Preservation Grant (CLG or HRDP)		\$ 40,000				
General Capital Projects Fund		\$ 70,000				
TOTAL		\$ 116,600				

PROJECT DESCRIPTION

Grind out deteriorating mortar joints, replace deteriorating limestone, re-mortar joints and install cement caps on the stone walls along Federal Avenue. The project will be completed in sections over a four year period.

JUSTIFICATION

Built around 1935, this wall is a visible landmark of the cemetery and should be kept in good repair. Currently, the joints are deteriorating and some limestones are crumbling caused by moisture due to an inadequate cap on top of the wall.

OPERATING IMPACT

With proper repair, this cemetery landmark will remain standing and not have to be torn down and hauled away.

STRATEGIC PLAN GOAL

Department- Enhance Facilities & Equipment

2024

CITY OF MASON CITY, IOWA

Employee Performance Review and Goal Development

TYLER ANDERSON
Employee Name

MANAGER
Position Title

CEMETERY
Department

2024
Period Covered by this Review

EMPLOYEE PERFORMANCE REVIEW

The definition of each category is as follows:

Exceeds Expectations is that level of performance which consistently surpasses the expectations of the job. A rating of Exceeding the supervisor's expectations requires a comment clarifying the performance.

Meets Expectations is that level of performance which is considered acceptable to meet the expectations of the job, and is the norm. The supervisor is pleased with the performance and appreciates the work of the employee.

Needs Improvement is that level of performance that falls below the expectations of the job. Certain aspects of employee performance are below acceptable standards. A comment is required to document it.

EVALUATION ELEMENTS	Exceeds Expectations	Meets Expectations	Needs Improvement	Comments
CUSTOMER SERVICE: Rate how well the employee provides superior customer service and promotes a positive image of the City.				
LEADERSHIP: Rate how well the employee sets high standards, provides a good example, encourages fellow employees to perform efficiently, and communicates effectively.				
INITIATIVE: Rate how well the employee accepts additional responsibility, requires minimum direction, seeks improved methods and techniques, ability to solve problems, and strives for improvement.				
HUMAN RELATIONS: Rate how well the employee establishes and maintains a respectful work environment, promotes harmony and enthusiasm, and displays interest in working as a team.				
JOB KNOWLEDGE: Rate how well the employee understands the duties and responsibilities as required for the position.				
POLICIES AND REGULATIONS: Rate how well the employee understands and follows the general policies and regulations of the Department and the City				
PRODUCTIVITY: Rate how well the employee completes the amount of work expected for the position.				
QUALITY: Rate how well the employee produces quality work that is correct, complete and accurate.				
SAFETY: Rate how well the employee understands and follows OSHA rules and regulations and City policies.				
USE OF TIME: Rate how well the employee uses available time, is punctual, and accomplishes required work on or ahead of schedule.				
USE OF RESOURCES: Rate how well the employee maintains a clean, professional work environment, utilizes City resources properly, and promotes safe use of equipment.				
PLANNING: Rate how well the employee sets realistic objectives, anticipates and prepares for future requirements, and establishes logical priorities				
FOLLOW-UP: Rate how well the employee maintains control of workload, allocates resources effectively, and ensures that assignments are completed accurately and timely.				
SUBORDINATE DEVELOPMENT: Rate how well the employee assists subordinates in career development and provides guidance and counsel.				
ADAPTABILITY: Rate how well the employee accepts and benefits from suggestions and constructive criticism, and accepts changes in duties and responsibilities.				

2024 GOAL EVALUATION

GOALS ACCOMPLISHED: Rate how well the employee accomplished the goals from the prior review. (Comments are required for ratings of "Exceeded Expectations" and "Needs Improvements").	Exceeded Expectations	Met Expectations	Needs Improvement	Comments
POND Phase 2/ Scatterings garden				
New Shop BUILDING				
New Columbarium				
office renovations/ history walk				

PROPOSED GOALS FOR THE NEXT EVALUATION PERIOD

This system helps the employee and supervisor understand more fully what is involved in doing their jobs as well as clarifying the relationship of their work to the work of others around them. We encourage goals to be developed during the evaluation, allowing the employee and supervisor to meet and jointly agree to a set of objectives for the employee's job such as correcting deficiencies and professional development. All employees are encouraged to have a minimum of one goal.

Goal 1:	Trees - Catalog, remove, replace; create a gameplan
Goal 2:	Federal Ave. Historic 1/2 wall - work with city hall on restoration
Goal 3:	Year 2 - Wreaths Across America
Goal 4:	Scattering Garden - continue progress through grants, partnerships, and staff focus

****If additional space is required for any portions of this Employee Performance Review and Goal Development form, please attach additional comments.****

Supervisor Comments

Employee Comments

The evaluation portion of this evaluation must be reviewed by Human Resources and City Administrator **prior** to the Supervisor reviewing it with the employee. Following completion of the evaluation with the employee, forward the signed review to Human Resources.

Supervisor _____ Date _____

Department Head _____ Date _____

Human Resources _____ Date _____

City Administrator _____ Date _____

I have reviewed the evaluation, but my signature does not indicate my approval or disapproval of the report

Employee's Signature _____ Date _____