



Elmwood - St. Joseph
Cemetery

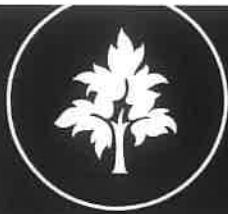
Board Of Trustees Meeting Notice

Thursday, February 13, 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 January 2025**
 - **Motion to approve 1st: ; 2nd:**
- **Review claims for January 2025**
 - **Motion to approve 1st: ; 2nd:**
- **Staff Updates**
- **Wreaths Across America Update - video is done and online**
- **Cemetery Plot, Columbarium, and Foundation Changes Proposal - incremental changes to plot pricing, columbarium niches, and concrete foundation work (see attached document)**
- **CIP Project Discussion - updates from Tyler about the limestone half wall along Federal Ave. entrance**
- **Budget updates from City Hall**
- **Adjourn Meeting**



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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 _x_ Carlene Davis _x_ Karen Byrne _x_**
 - **Tyler Schaefer __ Tyler Anderson _x_ Julie Meindl _x_**
- **Review minutes of December 2024**
 - **Motion to approve 1st: Carlene; 2nd: Karen; motion passes**
- **Review claims for December 2024**
 - **Motion to approve 1st: Charlie ; 2nd: Julie; motion passes**
- **Staff Updates**
- **Wreaths Across America Update - incredible turnout and support! Over 150 volunteers helped in placing over 1,300 wreaths**
- **Headstone Straightening Company Discussion - Tyler shared about a company from Missouri that straightens larger headstones; board asked for more information on pricing and process**
- **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)**
- **Adjourn Meeting**

CEMETERY CLAIMS

January 2024

<u>Date</u>	<u>Expenses</u>	<u>Amount</u>	<u>Description</u>	<u>Account</u>
1/11	Payroll	\$9,218.50	Admin. & Operating	Salaries
1/24	Payroll	\$8,977.97	Admin. & Operating	Salaries
1/23	FICA	\$1,308.09	Admin. & Operating	FICA
1/23	IPERS	\$1,717.77	Admin. & Operating	IPERS
12/30	M.C. Public Utilities	\$210.67	Water/Sewer/Garbage	Gas & Electricity
1/8	Alliant Energy	\$931.87	Gas & Electricity	Gas & Electricity
1/1	CenturyLink-Lightedge	\$79.80	Phone	Phone
12/23	Verizon	\$40.01	Ipad	Advertising
12/6	Matthews International	\$286.18	Engraving Scroll	Engraving
12/20	USPS	\$342.00	PO Box Rental	Office Supplies
12/24	LeDoux Signs	\$571.00	Plaque for Statue	Miscellaneous Expense
12/24	Menards	\$54.99	Nylon Flag Set	Office Supplies
12/27	Globe Gazette	\$19.99	Subscription	Dues & Publications
12/31	North IA Broadcasting	\$275.00	Holiday Greeting	Advertising
1/10	City of Mason City	\$125.00	Safety Shoes	Safety Shoes

Vendors

12/3	Tractor Supply	\$8.98	Belt	M/E Repair
12/17	Menards	\$12.89	Wastecan	Tools & Supplies
12/18	Menards	\$3.59	Low Splash Bleach	Tools & Supplies
12/18	Menards	\$7.99	Corner Brace	Tools & Supplies
12/20	Central Lock/Security	\$122.00	Annual Fee (Pro-Rated)	Professional Services
12/20	Menards	\$20.99	Ice Melt	Tools & Supplies
1/2	Absolute Waste	\$114.71	Trash Service	Miscellaneous Expense
1/3	Floyd & Leonard	\$394.08	Gatorline Etc	Tools & Supplies
1/10	Menards	\$47.93	Tool Box, Cleaners, Etc	Tools & Supplies
1/10	City of Mason City	\$250.00	Safety Shoes	Safety Shoes
1/13	Federal Fire Equip.	\$145.00	Annual Inspection	Miscellaneous Expense
1/13	Federal Fire Equip.	\$106.00	Inspection-Fire Extinguisher	Miscellaneous Expense
1/16	Cardio Partners Inc	\$294.30	Refresh Pack for AED	Miscellaneous Expense
1/16	Menards	\$68.98	Counter Slate	M/E Repair

\$25,756.28

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		2	5		1	2	0	3	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	28	51	0	38	88	0	66	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	2		0	0	0	2	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	27	56	0	3	14	0	30	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	\$ 3,610.00	\$ 1,100.00	\$ 4,710.00	\$ 720.00	\$ -	\$ 720.00
FEBRUARY			\$ -			\$ -
MARCH			\$ -			\$ -
APRIL			\$ -			\$ -
MAY			\$ -			\$ -
JUNE			\$ -			\$ -
YTD TOTAL	\$ 28,820.00	\$ 20,810.00	\$ 49,630.00	\$ 9,880.00	\$ 3,108.00	\$ 12,988.00

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
\$ 180.00					
YTD TOTAL					\$ 3,947.00

January 2025 Staff Update – Elmwood – St. Joseph Cemetery

Tyler

- Steady working with families and individuals on burial and pre-need situations
- New columbarium project complete, along with new bronze sculpture installed
- Assisting with CIP and Budget projections
- Wreaths Across America – video showcasing event available at www.facebook.com/masoncitycemetery

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:

- Winter projects, including oil changes, air filter replacements, and deep cleaning facilities and equipment
- Great work helping with various citizen requests as needed
- Sculpture installed next to new columbarium
- Planning ahead for Summer projects, including tree removal and replacement, continued beautification of cemetery sections



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Cemetery Plot, Columbarium, and Foundation Price Changes Proposal

I have been doing some extensive research on current plot and columbarium niche pricing in markets similar to Mason City. We have not changed our pricing on plots since 2016. With the increased inflation and significant shift in increased cremation, I would like to propose pricing adjustments to meet the increased financial demands of the cemetery:

Plot Adjustments:

- **\$500 per plot (previously \$400 - flat marker only): Ascension, Edgemont**
- **\$350 per plot (previously \$250 - flat marker and urn only): Grandview Gardens**
- **\$200 per plot (previously \$100 - flat marker only): Lullaby Land**
- **\$600 per plot (previously \$500 - monument only): Trinity Hill**
- **\$550 per plot (previously \$450 - flat, bevel, slant on single plot; monument allowed on two or more spaces): all other sections**

Columbarium Adjustments:

- **\$1,495 (previously \$1,295 - single niches at Water's Edge and Reflections, the two newest columbariums near the pond); significant increase the past few years in engraving costs lead to the increase in pricing**

Foundation Adjustments:

- **Pad #1 - \$499 (previously \$399 - 36 x 22)**
- **Pad #2 - \$599 (previously \$499 - 56 x 22)**
- **Pad #3 - \$699 (previously \$599 - 70 x 22)**

Concrete company has added an hourly rate when they bring concrete, along with an added freight cost increase when we purchase the pre-finished concrete pads

In general, these adjustments allow us to remain more sustainable, while also offering a fair, market rate for our services. If you have any questions or concerns, please let me know. I would like to discuss this proposal during our board meeting on February 13th, 2025, at 10am, cemetery office.

Respectfully Submitted,

TYLER ANDERSON