



# OAK HILL CEMETERY ASSOCIATION

Established 1868

**Nashua, Iowa**

*A Perpetual Care Cemetery*

The **2023 FALL MEETING of Oak Hill Cemetery Association**, held on Wednesday, August 16, 2023, was called to order at 6:32 pm by President Chad Nelson with board members Kathy Pflibsen, Scott Cerwinski and Jerry Adelmund present. Erik Nelson was also in attendance.

**Approval of Agenda:** Scott Cerwinski moved to approve agenda, Kathy Pflibsen second.

**Treasurers Report:** Secretary/Treasurer Jerry Adelmund reported the current checking account balance being \$374,559.42. The Rich & Alice Grandy Estate settlement in 4 distributions since May 19, 2021 has totaled \$394,207.34.

**Approval of Minutes:** Motion by Cerwinski, seconded by Pflibsen to approve the Annual Meeting minutes, Passed unanimously.

**Elections:** 1) Motion by Adelmund, seconded by Cerwinski to appoint Kathryn Pflibsen to another term (4 years) as Board Member and Trustee. Passed unanimously.

2) Motion by Pflibsen, seconded by Adelmund to appoint Erik Nelson as a Board Member and Trustee, for an initial 2 year term. Passed unanimously.

3) Motion by Pflibsen, seconded by Adelmund to appoint Kurt Nelson as a Board Member and Trustee, for an initial 2 year term. Passed unanimously.

Due to having a full Board of Directors, discussion was had on the length of terms and reversing the prior board policy of April 3, 2021. A vote to amend the current by-laws and appoint new board members to an initial 2 year term with an additional 4 years for each term served after. Motion by Cerwinski, seconded by Pflibsen, passed unanimously.

## **Prior Business:**

Trees, Trimming & Stump Removal: Norton Tree Service has completed the trimming of all trees to 13', removed a dead oak, pine and two arborvitae & ground stumps. The board was satisfied with the cost of \$6,495.00. President Nelson has received many positive comments about the open views as a result of the work. The board discussed the planting of new trees in the future.

Weeds: After the discussion of the continued need to maintain the grounds, Cerwinski volunteered to contact Green Image and Bollman Snow and Lawn Care about the possibility of having the entrance, north park and around the Veteran's memorial sprayed for weeds yet this fall. He will report back to the board for a vote in the near future.

Caretaker Shed: A bid by Schmidt Building & Repair was presented for material and labor for a copper colored steel roof for the care taker shed. To replace roof only, \$3160; for soffit and fascia to be covered, \$1650. Motion by Pflibsen, second by Erik Nelson to hire Kurt Schmidt to apply the steel roof with exposed fasteners and cover the soffit & facial at a cost of \$4,810.00. Passed unanimously. \*\*It may be necessary to install a post at the SE corner of the shed to prevent taller vehicles from hitting the roof overhand, as has been done in the past.

Road Repair: Scott presented a bid and an aerial overview map by Heartland Asphalt, Inc. to grind, patch and apply overlay blacktop on the existing blacktopped roads (10' wide @ \$53,724.40) and pave all existing rock

roads (9' wide @ \$102,896.77), including rerouting the roadway to accommodate the future Northeast addition to the cemetery. The cost would be \$156,621.16, possibly more depending on the actual quantities of work completed. Discussion was held and it was agreed this would be an appropriate longterm tribute to Rich and Alice Grandy. Motion by Pflibsen, seconded by Cerwinski to complete the road improvements as soon as it could be scheduled. Motion carried unanimously.

Snow Removal: Dan Zwanziger has agreed to keep the cemetery drive clear this winter for \$20 per snow and \$30 for funerals. Price could be more if heavier amounts of snow needed to be cleared. It was the consensus of the board to use the services of Dan for snow removal and give Dan a key to the cemetery gate. The gate will remain closed from January 1 through March 1, weather determined, to avoid damage to the grounds and “old ladies getting stuck again” ~Scott Cerwinski

Weekend and Holiday Burials: The board discussed the “Sunday and Holiday” surcharge by T & A Grave Digging & Excavation. This would allow families the opportunity to hold services on those days with only the cemetery responsible for marking of graves. It was decided to add the additional surcharge of \$150 for those days to our LIST OF FEES and allow burials on Sundays and holidays if families were willing to pay the surcharge. Motion by Adelmund, second by E. Nelson, Motion carried. The Secretary will add the surcharge to the List of Fees and update the webpage.

Burial Lots: 1.) C. Nelson shared the prices sheets of several local cemeteries. After discussion, it was decided to keep our current lot fees and burial fees at their current rates. 2) Adelmund informed the board that a link was placed on the Board Webpage with the list of cemetery lots that were eligible for the acquisition process. It was decided to allow him to select 25 grave spaces, south and west of the Veteran’s Monument. These will be shared with the board for further action. The board had previously allocated \$1000 for legal and publication fees.

Grandy Plaque: After a discussion, it was decided to continue future discussions on how best to honor the generous gift left by Rick and Alice Grandy. Perhaps a plaque, courtyard naming or some other tribute yet to be decided.

Sexton Job Description: With T & A Grave Digging & Excavation offering the service of filling and seeding graves, it removes a large responsibility formerly done by the sexton. Discussion was held about the job description, contract and salaried vs hourly rate in the future, and time frame of April 1 to November 1 - Tabled. \*\*The board previously voted to pay \$1200 for this year. What improvements could yet be done yet this fall was discussed to validate the sexton’s salary.

Authorized Agents on Cemetery Bank Accounts: Motion by Adelmund, seconded by Erik Nelson to approve the following Resolution:

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**RESOLUTION TO UPDATE BANK AND FINANCIAL INSTITUTION ACCOUNTS  
SIGNATORY AUTHORIZATION AND ACCESS TO FINANCIAL RECORDS.**

**WHEREAS**, The Board of Trustees has previously approved the maintenance of banking, lines of credit and investment accounts on behalf of the OAK HILL CEMETERY ASSOCIATION, located at  
Nashua, Chickasaw County, Iowa, And

**WHEREAS'** from time to time these banks and financial institutions, consistent with the Patriot Act, require updated resolutions regarding the designation of Board of Trustees authorized to conduct business transactions, and

**WHEREAS**, it is necessary to update the names and titles of those Board of Trustee personnel authorized to execute the necessary documents,

Now **THEREFORE, BE IT RESOLVED THAT:** the Board of Trustees authorizes the following designated agents and can open in the name of the OAK HILL CEMETERY ASSOCIATION all necessary accounts in banks and other financial institutions and to execute documents requested by financial institutions to transact business.

**BE IT FURTHER RESOLVED THAT** the following personnel authorized to conduct banking transactions.

President of the Board of Trustees, ie, Chad E. Nelson, and  
Treasurer of the Board of Trustees, ie, Jerry D. Adelmund

**BE IT FURTHER RESOLVED THAT** this resolution supersedes all previous authorizations made by the Board of Trustees with respect to resolutions authorizing signatories for bank and financial institution accounts and is effective immediately.

August 16, 2023  
Board Resolution 2023-1

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Banking: 1.) Motion by Pflibsen, seconded by E. Nelson for the treasurer to move \$120,000 from the checking account into a 12 month CD at 5.29 %. 2) Discussion was held about the Verna Wiebke EMC annuity, with a current value of \$821.61. It was opened with \$30,000, beneficiary being Oak Hill Cemetery, but initial investment withdrawn in 2006. There is also a MFS account, \$ 10,292.72 (as of 03/31/2023).

Next Meeting: The next in-person meeting will be our Annual Meeting, TBD

Adjournment: Motion by Cerwinski, seconded by Pflibsen to adjourn meeting at 8:04 PM. Motion passed.

  
Secretary of Oak Hill Cemetery Association.

**Future Agenda Items?**

Continue to Update Cemetery By-laws  
Sexton Responsibilities and pay  
North hill area (columbarium and courtyard)  
Green burials  
Permanent Row and Block signs

**TRUSTEE TERM LIST**

Scott Cerwinski (2001) 2024  
Jerry Adelmund (2002) 2024  
Kathryn Pflibsen (2013) 2027  
Chad Nelson (2021) 2025  
Erik Nelson (2023) 2025  
Kurt Nelson (2023) 2025