

OAK HILL CEMETERY SECRETARY NOTES

January 1, 2020 - Present

April 2, 2024- Annual Report completed and filed with the IID for the 2023 year. \$21 deducted from checking account via Gov2Go for the Annual Report Fee plus \$1 Service Fee.

Received email from Chad with a few updates. 1.) Florence Hatzky's burial will be Friday, Apr 5. <Richardson in CF> 2.) Chad has marked graves and signed paperwork for Jannette Hendricks. 3.) Chad has talked with several people about granite caps/footings. 4.) Larger lot size for River View addition.

Mar 29, 2024- Received text from Trustee Pflibsen. She had talked with **JEFF TITUS** (641-220-0146) at Riverside Cemetery, Charles City. He does NOT recommend nor are granite footings allowed there. According to him, Sunnyside DOES allow them, but had had "nothing but trouble with them due to sinking."

<ANNUAL MEETING> Mar 17, 2024- Board Meeting held at Nashua Fire Department with all members present. Jannette Hendricks was in attendance, working with the Sons of Union Veterans of the Civil War (SUVCW) on grave registration. She is completing final paperwork to have US Veteran memorial markers issued for Whitcom Moon, John LaCelle and William Dickman, all currently have unmarked graves.

- Lewiston Monument, granite cap/foundation presentation
- Financial Ledger reviewed, Annual Financial Report will be emailed to board at the end of fiscal year.
- Secretary/Treasurer Pay
- Sexton, Toni Nelson appointed sexton
- T & A Grave Digging will level and seed graves.
- Weed control discussed and approved
- Permanent signage for Rows & Blocks
- Mowing contract
- Size of River View lots discussed
- Update on several other ongoing items discussed.

Mar 13, 2024- Received iMessage from the Chad Nelson. Karen Manke had contacted him about selling the remaining burial lots. I advised suggesting they be gifted to the cemetery for tax benefit. Photo of the deed and gift amount (\$250) was sent.

Mar 11, 2024- iMessaged Chad Nelson with the link for our tax exemption letter for Turf and Landscape for their mowing records.

Mar 3, 2024- Chad iMessaged about topics for the upcoming Annual Mtg of the Cemetery Board. Discussion of topics followed. ***Date and time of Annual meeting published on cemetery website***

Jan 31, 2024- LSB annual safe deposit box payment \$15 deducted from checking account. Also, Chad was contacted by Scott Cerwinske about Veteran grave maintenance, County Commissions of Veteran Affairs (Iowa code 35B.17). Chad will look further into what would be needed for compensation.

Dec 15, 2023- Contacted Chad about the bid from Sandees in Wloo for the Row and Block signs. 50 full color printed signs on 3Mil Alupanel, 7" x 10", run \$8 each, including artwork setup.

December 1, 2023- Received email contact form (website) from **CYNTHIA SWEET** (319-239-2236) about updating deed information for the Garth & Shirley (Bond) Huffman lots <Row 22, Block 16, Lot 51 and 52, 1-12> as they are settling the estate. A letter of verification was emailed to Cyndi, (crsweet@cfu.net), to be forwarded to the attorney and family members. A copy was also attached to the current deed - see Certificate of Interment Rights number R62, April 5, 2019.

Also, contact form also received from **KATHY FISCHER**, inquiring about the burials of William and Catherine (Galanger) Usher. Reply sent with the minimal information we had in the burial directory.

November 22, 2023- After a discussion with the Board President, it was decided that **CERTIFICATE OF DEPOSIT #2588** will not be renewed, and a email request was sent to KAE OVEL at LSB to deposit those funds \$2655.43 into our checking account on December 1st, the dated of maturity. This CD was established prior to my term on the board, and has been renewed many times.

November 17, 2023- Final check from the Grandy Estate was received (\$33,133.87) and deposited into our Companion Savings by Chad. Total amount received, \$427,341.21!

November 8, 2023- Email sent to Kae Ovel at LSB requesting transferring \$3,500 from the Companion Savings to the checking account to avoid a shortfall in account balance to finish up the year.

November 7, 2023- Vote was emailed to board members with an estimate from Matthias Landscaping Co. in the amount of \$2,400 to hydroseed the addition area and along the newly established roadways.

VOTES: Adelmund, YES. Pflibsen, YES, K. Nelson, YES. E. Nelson = YES

November 3, 2023- Work was completed by Jacobs Dozer Service & Excavating on the roadway work for the NE addition. Invoice received on Sunday, \$9,500. Map was updated on Cemetery Website with the road switched with placement of new lots.

November 1, 2023- Received another email from Christina Patton about the settling of the footing for the stone of her parents. Scott Cerwinski had agreed to fix it this fall, but she has not heard back. I replied with an email stating that was not an issue the cemetery has control over, since monuments are the property of the lot owners. <see Dec 2, Dec 9, Oct 10 2022 & Apr 1 2020>

Also, received iMessage from Chad stating that he and Jake Jacobs had flagged and painted the layout for the new road bed and asked if I could take a look before work begins this week. I drove to Nashua after work and it looked great! Also communicated with Chad about the Patton, Strike, Cerwinski issue, and the need to update our footing regulation which had not been resolved when the by-laws were updated.

He forwarded a message from David C. Laudner, Chickasaw County Attorney about the tax questions from Heartland Asphalt.

October 27, 2023- Robin & Shelly Weiss lot, Phyfe burial scheduling, Graham burial. . Closing of gate during winter months, were discussed with Chad. Also created a draft map of burial options in old section of cemetery, possibly for cremations burials only - to avoid foundation/footing issues dealt with casket burials.

October 19, 2023- Email message sent to board members with a vote to approve the EXCAVATING contract with JACOBS DOZER SERVICE AND EXCAVATING (Jacob Jacobs) for:

1 - REMOVE EXISTING ROADS AND CREATE NEW ROADS FOR FUTURE PAVING PROJECT.	\$7,500.00.
2 - LEVEL GROUND ON NORTH SIDE OF NEW ROAD WITH DOZER FOR FUTURE PLOTS.	\$2,000.00
	SUBTOTAL \$9,500.00

VOTES: Adelmund, YES. Pflibsen, YES, K. Nelson, YES. E. Nelson = YES

October 5, 2023- Chad received an updated bid from Heartland Asphalt. The bid was **\$159,935.21** an increase of \$43,906.71 from the 2021 bid of \$ 116,028.50. He will sign the bid and return it to avoid any increase in price for the project next year. <See Aug 24, August 14 & July 6, 2023 & Aug 30 2021>

Deed (R73) for Andy & Sara Wilken was notarized at WSR Business Office and mailed to Chad. 21-B-49, 1-3, 7-9.

**Email sent to Mike Milius requesting \$426 be transferred to the Perpetual Care Fund for the 6 burial plots sold to Andy and Sara Wilken.

burial of DORIS SIGLIN

c/o Mary Jo Peterson)
313 Willow Springs)
Detroit Lake, MN 56501)

RETURNED UNDELIVERABLE

September 27, 2023- Email sent to Brooke Trent at **TRENT LAW**, requesting an address update for Oak Hill, beneficiary of the Richard Grandy Estate.

Votes received to establish Companion Savings Account. Resolution emailed to Kae Ovel, requesting \$240,000 be transferred into Companion Savings @ 3.56% APY. DocuSign completed.

<< **Companion Savings Account # 3001102528** >>

September 25, 2023- Received telephone call from Kae Ovel and and iMessage from Chad. LSB is needing an updated signature for:

1. Current CD
2. Checking Account card
3. Chad's access to lockbox
4. CD funding transfer, \$120,000 @ 5.4% APY
5. Telephone number update

<< **CD 2 Account # 3001102510** >>

They will be switching to a new account opening system called TerraFina.

She would prefer to get this done priorate that switch over. Kae's direct LSB line, (641) 548-8833.

Documents were sent via email, signed and dated via DocuSign.

We need authorization for the Treasurer to establish a **“Companion Savings Account”** at Lincoln Savings Bank. The current return is 3.56% and would allow us to receive higher interest.

September 25, 2023- Received letter from **TRENT LAW FIRM** with final distribution documents from the **RICHARD GRANDY ESTATE**. If there are no obligations from beneficiaries, the estate will be settled. Our final payment will be in the amount of \$33,133.87, final amount **\$427,341.21**, which is 7.5% of their estate.

September 22, 2023- iMessage from Chad asking for clarification on the **footing fee/finding fee**. Lewiston was questioning why they needed to pay if they already knew the location of the grave. I informed Chad that the footing fee is to gain cemetery approval prior to installation to guarantee they are meeting our footing requirements.

September 20, 2023- Cemetery deposit and bills payed, including payment to Kurt Schmidt, Schmidt Building and Repair, for the labor to replace caretaker shed roof same amount as bid submitted in August, \$4,810.00.

September 19, 2023- Received iMessage from Chad stating that Scott Cerwinski called him, “pissed that he hasn’t received sexton money yet.” He wants the money by Friday or he may bring a lawsuit against the cemetery. I informed Chad I would pay all bills tomorrow, which is the 20th, when I normally pay bills. **A letter was included in the payment to Scott and shared with the Board President for full disclosure as my role as Board Secy/Treasurer. I did receive a telephone call from Scott Cerwinski stating he was resigning from the board as of that moment. A request was made, again, for the burial payment (June 30) of **DORIS SIGLIN** that has been requested from Scott of many months. **See secretary notes, July 17, 2023

September 19, 2023- Documents delivered to **LINCOLN SAVINGS BANK** to transfer funds (\$120,000.00) into a **12 month CD at 5.4%**. Also placed an order for additional box of checks.

September 15, 2023- Sent notarized deed (R72) and receipt of payment to **Ginny Olsen**. Also searched cemetery records for information about when the caretaker shed was built.

— Board minutes, March 27, 1922 —

“Board of Trustees and building committee met with Mrs. E. V. R. Hall. Motion made by Mrs. Lizzie Flint that board of trustees and building committee be allowed to proceed with construction of a hollow tile tool building, 12 x 18. Same to be pebble dusted. Seconded by Mrs Hall, carried.”

>>Board minutes for the next several years were reviewed, no contractor or builder was mentioned. However, many local men and businesses were paid for labor, supplies and building materials.

August 31, 2023- Receipt sent to **DEREK GRAHAM** for the burial of his mother. Also, received a reply from the Tax Payer Services, Iowa Department of Revenue. From what I understand, the cemetery does NOT qualify for the construction exemption.

August 24, 2023- Heartland Asphalt, Dustin Rolando, requested “Designated Exempt Entity Iowa Construction Sales Tax Exemption Certificate and Authorization Letter.” I email the [‘tax.iowa.gov’](http://tax.iowa.gov) link on the official website to inquire about our eligibility.

August 22, 2023- KURT NELSON deed <R71> and first payment to Kurt Schmidt mailed also, the link for the 2023 Fall Board Minutes posted online for board review. Cemetery Fee List updated and posted on website.

August 17, 2023- Received iMessage from Chad. He deposited \$40 for deed transfer and talked with Kurt Schmidt, who requested a check for materials needed for caretaker shed. I will have CoIR R71 notarized at WSR Business Office.

<FALL MEETING> August 16, 2023- Board meeting was held at Cemetery.

August 14, 2023- iMessage received from Chad with tentative board meeting agenda. Several topics were in question. Both Erik and Kurt Nelson have a desire to be on the board. Erik already has plots in his name and Jim has a plot <22-9-52-6> to give Kurt to fulfill the board requirement. Scott has plans to meet with Heartland about the blacktopping so will have an update for the meeting that will be Wednesday at 6:30 at the cemetery.

August 9, 2023- Received email contact form (website) from **THERESA HAKE**, upset that someone had been cutting off the flowers at the gravesite of her son, Sam. I assured her that we had been dealing with deer and squirrels digging up and eating off plants around the cemetery. She will try spraying them with a “Repels-All” animal repellent and see if that eliminates the problem.

August 8, 2023- Received email contact form (website) from **STEVEN NOSBISCH** asking if he may place a bronze GAR medallion on a rod at the grave of his ancestor, Jacob Charles Shannon who served in Co C, 27th Iowa Infantry Regiment, Geo WS Dodge Post.

August 7, 2023- Received iMessages from Chad asking about the lot arrangements in Row 23. He has been in contact with individuals interested in purchasing some. Also, Derek Graham has been in contact and making arrangement. He requested an invoice for the burial and how best to pay due to the Canadian currency difference.

August 1, 2023- Cemetery website updates with fee list, cremation page update and updated burial directory.

Jul 31, 2023- Received email and iMessages from Chad.

- He contacted Derek Graham and Laura Ramsey with link to new cremation form. Form from Derek returned with information, burial set for Oct 24, 2023 @ 11 am.
- New links to website with updates will be posted on August 1st. I will email Hugeback and Kaiser Corson link to cremation form and new fee list.
- Chad sent photos of trimmed trees around the cemetery. I observed the work earlier when in Nashua. It really opens up the view of them cemetery. Lots of stuff on the grass to pick up and sod torn up. Hopefully the sexton will address that...

Jul 19, 2023- Received email from Chad Nelson with the following information:

List of contents in the lock box at LIncoln Savings Bank, Nashua.

- | | |
|--|--|
| * Articles of Incorporation | * US Treasury Department EIN Document |
| * Iowa Certificate of Incorporation | * Cemetery Deeds & Purchase Agreements |
| * Perpetual Care Cemetery Permit- (Expired 2000) | * Country Club Subdivision Easement |
| * Envelope of Old Misc. Financial Notes | * Nita Tracy Trust Documents |
| * S. Alice Dixon Trust Documents | * Certificate of Deposits- (all expired/redeemed) |
| * M.I.T. Stock Certificate | * EMC National Life Insurance Company Annuity-
\$30,000 face value- Issued 11-18-03, matures
11-18-33. Verna Weibke - the beneficiary? |

The EMC policy was purchased through LSB Financial. Kae Ovel made a copy and will look into it and see what she could find out.

We also inquired about short term CD Rates (5.10%) just to see what they had. Kae also suggested the companion savings account (3.56%) as it's totally liquid and paying pretty good right now as well.

Jul 17, 2023- Message Scott C. about the **payment for DORIS SIGLIN**, contact listed, Mary Jo Peterson. I do not have a deposit for her burial. ** Scott returned with telephone call. He was going to look through stuff on his desk and try to locate the check.

Cemetery bills payed and deposits made for month of July. \$5,400.00 received from Bradford Township and \$900.00 for burial of Wm Wadey - \$5,949.30 for expenses.

— — —> **Upcoming burials that need to be confirmed:**

Janice Tyler Blanchard <location 22-10-51-1>

Possibly August 15 or 25? - Contact Laura Ramsey, lauraram_z@yahoo.com

**See secretary notes on May 10, 2023, Apr 3, 2023 and Nov 10, 2022.

Marlys (Coates) Graham <location 20-14-47-2> BRINGING CREMAINS FROM CANADA

Tuesday, October 24, 2023 - Contact **DEREK GRAHAM**, 250-415-2151, dagraham@shaw.ca

**See secretary notes on May 25, 2023, Jan 13/14, 2023, March 3, 2020 & Mar 2, 2020.

I forwarded via iMessage the July bank ledger and secretary notes to President Chad Nelson.

- Chad will be on vacation Friday, July 21 through the 30th.
- He will meet Scott and Kae at LBS at 8:30 am tomorrow (July 18, 2023) to try to transfer necessary banking rights.
- I requested they inventory the documents that are in the safe deposit box for our cemetery records.
- He also had items to discuss that were on the updated Secretary notes.
 - Norton's trimming of trees
 - Upcoming cremation burials, confirming and making arrangements.
 - Creating a Cremation Burial Contract/Agreement

Jul 13, 2023- Email sent to Kay Ovel at LSB, Nashua inquiring about having Chad added to Lock Box and access to banking accounts.

LSB needs to following to update our records and switch officer access:

- Board meeting minutes of change in officers

- Board minutes listing who is authorized to sign on bank accounts
- Article of Incorporation (In bank lockbox?)
- Cemetery EIN, IRS letter confirming establishment.

Kae's direct line 641-548-8833

Nashua phone 641-435-4171, request the Nashua office.

** we will need to get the lockbox key (#182) from Scott and have that for Chad. (Signature Card??)

Jul 9, 2023- Note from Bryan Hugeback suggested a conversation of the board about:

- No burials on Sundays or Holidays
- No Saturday burials after 2 PM
- Additional fee for Saturday Burials.

Jul 6, 2023- Scott called, he had talked with Colton Meirick, Heartland Asphalt, Inc. He has changed his service territory, but will get an estimate similar to the one he completed in 2021. Scott will also contact Jansenn from Greene and get a quote for the caretaker shed. He also asked about payment for the sexton work. I requested an ongoing listing of work completed and suggested some grave leveling and maybe work on the tipped stones in the old section of the cemetery. **What work warrants full payment of former sexton position now that graves are filled by T&A and mowers take care of grounds??

Jul 3, 2023- Received email from Chad with a few questions. Timeline for minutes so he can switch office information at LSB, list of lots around the Nelson plot that may be available to reclaim. He also provided the burial location for WILLIAM WADEY and to let me know Andy Hugeback has sent the check for the burial.

<ANNUAL MEETING> June 29 2023- Annual board meeting was held at the cemetery.

June 23, 2023- Received the immediate resignation of trustee and board member, Corey Cerwinske.

June 16, 2023- Received call from Brian Hugeback requesting the \$400 burial fee for the Pimlott burial to be refunded to the family due to the circumstances of the burial. To avoid any additional issues, I VOIDED check.

June 15, 2023- Scott called from Wisconsin asking for me to check the Pimlott grave site. Brian Hugeback had contacted him about the grave not being filled after the family left.

June 10, 2023- Corey Cerwinske called at 11:27 am asking about the Patsy (Maloy) Pimlott burial. The family was supposed to have the burial at 11, he has seen no one yet and had plans for his day.

June 2, 2023- Received email contact form (website) from DAVID STONECYPHER, davidwaynestonecypther@yahoo.com, (641) 456-8845, and Denise Tjaden, requesting guidance on the stone of ALFRED & HELEN VETTER and BEN HESS being hit in some way, rotating it on the foundation. It happened last fall. Photos were attached, it is a larger stone and was definitely hit by something hard. *I forwarded email to Scott.

May 25, 2023- Received email contact form (website) from Derek Graham, dgraham@shaw.ca, planning burial on Tuesday, October 24, 2023 and requesting information on how to go about requesting services. <20, 17, 47, 2>

May 17, 2023- I received email from **CAMERON KENNEDY** with Lewiston Monument with a request to have the graves of Renee Wagner and Mary Iola Scott marked before the weekend. He also inquired about the foundations needed for each pour. I forwarded the email to Scott.

May 16, 2023- I called Mary Lou Phyfe, 641-330-2164, with questions she had about her burial plots. She would like their monument placed by fall. Denise with Black Hawk Memorial also contacted me about extending the footing 4 inches to accommodate the stone she is planning. Scott C saw no issue extending the footing but requested it be centered on the three lots. I passed information on the Denise and also copied the two deeds, K02 & Q13, for the plots and Lisa Phyfe will make sure Mary Lou gets them.

May 10, 2023- Received a telephone call from **SCOTT CERWINSKE**. Several issues were discussed.

- Scheduling a "walking board meeting" to discuss improvements. Financial reports will be emailed to board members prior so that may be discussed.
- Removal of cedar tree near the burial location of Arvan Haase and John Phyfe. They are not in good condition. Scott will check with Norton.
- Scheduling of the Janice Blanchard burial and the etching of burial date and footing payment. If she had a date/time in mind, we could schedule.
- Footing options for Oak Hill and how to maintain floating granite footings well into the future.

- Raking and seeding the area around the Grandy graves in hopes of avoiding additional issues with the executors.
- Corey will spray for weeds soon so things are great for Memorial Day.
- The excessive time that is required for cremation burials due to family staying around the grave site so the urn can not be attended to. This makes it difficult to schedule time for board to attend to.
- Scott suggested his son could be hired to help with burials and some other tasks that the sexton would do.
 - ** As an association, we would need to look into limitations and child labor forms as related to Iowa State Law and the equipment being used at the cemetery.
- Blacktopping and drainage. Should a drain be installed by Smiley Sample's grave and a tile be laid under the road prior to roadwork?

May 10, 2023- Received email and photos from **KRISTI GRIFFITH** about the direction their stone faces. I replied with how stones face the isle. She was relieved it was done correctly.

May 9, 2023- Follow up email from **LAURA RAMSEY** about the burial and monument work for her mother.

Apr 28, 2023- Email from **DOUG STRIKE** suggesting an opportunity to install a granite cap and allow the board to see how it performs. I replied that I do not foresee the board allowing that until we have done research and looked into that option in more depth. <see Dec 9 & Oct 21 2022>

Apr 10, 2023- Received a follow up email from **LAURA RAMSEY** asking about any communication with North Iowa Monument about the etching of death date and the possibility of a burial between Aug 15 & 25th.

Apr 7, 2023- Ruth Yager, (maiden name, Demro) d. 12-29-22. Burial is scheduled for 10 am on Saturday. June 3, 2023. Cremains will be in a 6.5"x 6.5" x 9" box. Arrangements made by **DR. KENT YAGER**, Gettysburg, PA.

Apr 6, 2023- contacted Scott if Saturday, June 3rd work for the cremation burial of **RUTH (DEMRO) YAGER**. Burial location 22-4-52-12, stone is already in place. That is the weekend of Noah Cerwinske's wedding. Corey will have grave dug, I will do the burial. Also requested billing for cremation burials they performed this past year, preferably from Green Image.

Apr 4, 2023- Received email contact form (website) from **KENT YAGER**, kyager@gettysburg.edu, looking into the possibility of having the burial of his mother's cremains (Ruth Demro Yager) on June 24. I forwarded the email to Scott and replied that weekend was unavailable to do WODD celebration. <see Mar 1 & Jan 16 2023>

Apr 3 2023- Received email contact form (website) from **LAURA RAMSEY**, lauraram_z@yahoo.com asking for suggestions on etching the burial date for JANICE TYLER BLANCHARD, due to North Iowa Monument no longer being in business. They would like a burial of her cremains between August 15 & 25. I forwarded the email to Scott. <See Nov 10 2022>

Mar 28, 2023- Received email from Brenda Mahoney at Nashua Monument asking which face the stone of **John & Nancy Birmingham** should face and if it mattered where names were placed. Nancy wants John's urn buried on the left side of their single burial plot. I did inform her no cremation burials can occur before April 15.

Mar 20, 2023- Paid monthly expenses and deposited checks for burials.

Mar 8, 2023- Received email from Scott asking about date for the 2023 Annual Meeting, a Saturday morning would work best.

Mar 3, 2023- 2022 State IID report was digitally filed and \$41 fee was paid via Gov2Go!

Mar 1, 2023- Text from Scott containing the Mowing Contract from Turf & Landscape. Price increased from \$572 to \$615 per mowing for 2023. This is an increase of \$43 per mowing, which should amount to \$774 for the typical growing season, 18 mowings.

Scott also had someone ask about having stainless steel markers allowed in the cemetery.

I emailed Scott the email address for **KIM ZULAICA** (Ruth Demro Yager burial) for the spring cremation burial.

Feb 28, 2023- Scott contacted about burial location for **CLIFFORD WIEBKE** which will be on Saturday. Scott messaged photo of burial location and I consulted burial directory. We noticed that Ray and Kathleen may be buried in graves 5 and 6 and not 10 & 11. Scott will check on stone markings on Wednesday when he and CHAD NELSON go to mark grave. Clifford will be buried east of their monument.

Discussed the T&A Grave Digging price increase to \$800 for 2022. Will need to discuss raising the burial cost for caskets from \$900 to \$950 or ? @ board meeting.

Iowa Secretary of State Biennial Report was completed and filed digitally.

Feb 24, 2023- Received email from Scott. DORIS SIGLIN cremation burial scheduled for June 30, 2023 @ 3 pm.
**Cemetery record/directory updated. Cleveland lot <20-3-Grave 4>

Feb 23, 2023- Contacted (email) **Jennifer Kruger (LSB)** for **2022 Perpetual Care Fund** statement for IID Reporting. Secure link was emailed and was told that a paper copy had recently been mailed via USPS and should be delivered soon.

Feb 23, 2023- Deposited check via LSB app for Campbell burial and payed T&A for the burial.

Feb 3, 2023- Received email contact form (website) from **VICKY KENNEDY**, who is researching John Darling who died in 1892. <9-16-25-9>. I looked through our records and sent a reply with a grave layout of the COLLINS family block and a few online newspaper references.

(UPDATED) Jan 20, 2023- Received text from Scott regarding burial plans for **HOWARD CAMPBELL**, Saturday January 28. <G5-8> *Cemetery record/directory updated.

I CHECKED BOARD MINUTES FOR YEARS OF SERVICE of former and current DIRECTORS:

Jack Titus, 1988-2001, 13 years, replacing James Demro.
Richard Nicholson, 1985-2012, 27 years, replacing Ray Bigelow.
Craig Campbell, 1993-2020, 27 years, replacing James Nelson.
Howard Campbell, 1998-2020, 23 years, replacing Craig Chenoweth.
Clifford Wiebke, 1989-2007, 18 years, replacing Rev. Allen (Gary Olson, interim).
Corey Cerwinske, 2001-2023, 22 years, replacing Les Eckenrod

Larry Oleson, 1991-2020 (full time sexton) /Oct 1994-2020, replacing Ray Usher

Scott Cerwinske, 2001, replacing Jack Titus.
Jerry Adelmund, 2002, replacing Don Eberling
Kathy Pflibsen, 2013, replacing Clifford Wiebke
Chad Nelson, 2021, replacing Dick Nicholson
Erik Nelson, 2023, replacing Howard Campbell
Kurt Nelson, 2023, replacing Corey Cerwinske
* * * * _____, 2024, replacing Scott Cerwinske

Jan 16, 2023- Received email contact form (website) from **KIM ZULAICA** kzulaica@mountainaire.com regarding the cremation burial of her mother, **RUTH (DEMRO) YAGER** <22-4-52-10 through 12> which they are planning for May 2023. Grave monument is already in place.

Jan 13/14, 2023- Received email contact form (website) from **SHEILA STRAUCH** dstrauch@accesscomm.ca regarding the location of the cremation burial of her father, **JAMES RONALD GRAHAM**, 1925-1999 <20-14-47-1> Coates lot. She also wanted information of who could be contacted about lettering restoration on the marker. Planning on a trip from Canada to Nashua for the burial of their mothers cremains, **MARLYS JUNE (COATES) GRAHAM**, maybe October 2023. I requested an obituary for both parents for our records. **Cemetery records were updated. Records stated James was buried in Canada and memorial marker was at Oak Hill. Family reassured me that his cremains had been buried at Oak Hill. <see Mar 3 & Mar 2 2020>

Jan 13, 2023- Received email from from **Brenda Mahoney**, who replaced Denise Shoultz at Nashua Monument. She had been contacted by ROBERT CLINE, needed information about inscription on KENNETH & MARION CHANDLERS stone for their daughter, his wife, **KAREL CLINE**. I informed her the cemetery did not need to be involved. **Cemetery record/directory have the burial information.

Brenda also requested a map of the cemetery. Website URL was emailed and she acknowledged receipt and complimented how thorough and helpful the website is.

Jan 01, 2023- Requested an Effective date to implement the updated **CEMETERY BYLAWS - RULES GOVERNING OAK HILL CEMETERY**. A PDF copy was emailed to Board of Directors on December 12 with a the request for a returned email vote to approve.

PFLIBSEN - YEA NELSON - YEA ADELMUND - YEA Have not received vote from either Scott or Corey.

The updated BYLAWS/RULES have been posted on the cemetery website under the "Cemetery Forms and Documents" tab.

***Revision is still needed for Cemetery Regulations, Part X - Monument and Markers.**

Dec 12, 2022- I called **LINDA FRASCHT** at the Walk, Prichard, Baresel & Murphy (WPB&M/Sutton) law office, after the check issued on behalf of the Grandy estate was made out to OAK HILLS, the amount, \$85,582.34. Linda said to cash the check. No need to be concerned.

Dec 12, 2022- Sent email to board outlining the update to our bylaws. A draft of the update was attached and a request for feedback sought.

Dec 9, 2022- Received a series of emails from **DOUG STRIKE** regarding the Johnson Monument. North Iowa monument poured the footing but the monument was purchased and installed by Lewiston. I stated, per cemetery bylaws, the cemetery is not responsible for the monuments of individuals. This is an issue between Lewiston Monument and North Iowa Monument to settle. <see Dec 2, Oct 10 2022 & Apr 1 2020>

Dec 2 & 8, 2022 - Received follow-up email from Chris Patton regarding her parents tipping monument. <see Dec 2, Oct 10 2022 & Apr 1 2020>

Nov 26, 2022 - Transfer deed documents from **CONNIE SCOTT** received. Graves spaces changed in cemetery directory. <see Oct 27 & Oct 10 2022>

Nov 18, 2022- sent Scott list of cremation burials for 2022.

Nov 17, 2022- Received an email from Corey Cerwinski with a receipt for the wheel borrow and shovels purchased for cremations, Home Depot, \$240.71. He also inquired about the billing amount for the cremations he performed. I asked for an itemized bill with \$150 per.

Nov 10, 2022- Received email contact form (website) from **LAURA RAMSEY** lauraram_z@yahoo.com on behalf of her mother, **Jan Tyler Blanchard**. <22-10-51-1> She has requested to be cremated and buried at Oak Hill and asked about cremation burial vaults. Also, she inquired about having the existing monument lettered at that time. I returned an email with the information requested.

Oct 27, 2022- Received a follow up email from **CONNIE SCOTT** connielulu55@msn.com We had communicated back in 2019 about unused cemetery plots in the name of ORA & SOPHIA (Lange) SCOTT. She has had a stone placed on the grave of her aunt, MARY IOLA SCOTT, and the family would like to deed these back to the cemetery. I sent documents for her to complete and notarize, which she did. <16-6-40/41-11 & 12>
The family is planning a trip to Nashua on November 21 to stop at the cemetery and inspect the new memorial marker they had purchased.

Oct 27, 2022- Received a telephone call from **SANDY SZALKOWSKI** 641-435-4881 asking for clarification about the letter I sent her via USPS. She saw no issue so change of ownership paperwork was sent and later received reflecting this change.

Oct 23, 2022- Cemetery BLOCK signs were installed on the west chain linked fence. ROW signs will be laminated and installed too. We will see how long these last and if they are a good size for a more permanent alternative in the future.

Oct 22, 2022- Letter was sent to **SANDY SZALKOWSKI** asking for a lot transfer due to an error in which location Paul was buried. It was not in the Block they had purchased. It is a matter of changing block in the cemetery directory, as no other lot owners are affected. Ownership would change to Row 23, Block 10, Lot 53/54, Spaces 3 & 4 and vacate Row 23, Block 11, Lot 53/54, Spaces 3 & 4.

Oct 21, 2022- After completing the TROUTNER cremation burial, I looked at the Johnson Monument. It is a large stone that was purchased from Doug Strike. It definitely is leaning and will need addressed. I did share with via email, (cc including Doug Strike) that the cemetery does not have a responsibility for footings, monuments or decorations on graves, reference made to our cemetery bylaws.

Oct 20, 2022- Received email from Bev Selvig with Renee Wagner monument information and to confirm footing location and fee. She replied later asking which flagged grave was for Renee.

Oct 19, 2022- A message from Laura Range to Todd Prichard was received after their conversation. The estate is requesting "written, personal, individual apologies" from the board and anyone else involved for the additional grief the Grandy family has experienced as well as additional water sources available in the cemetery. <see Sep 21, Sep 19, Aug 5, Jun 21, Jun 3, May 19, Apr 8, 2022 & Nov 30, Aug 19, Aug 18, Aug 14, Aug 5 & Jul 16 2021>

Oct 18, 2022- I messaged Scott Cerwinski with a photo of the Block and Row signs that had been printed for identification to be placed on the south and west fence of the cemetery.

Oct 17, 2022- Received a message that the bench in front of Dr. Shields has been hit again. It doesn't seem to be damaged, just has come apart and is leaning.

Oct 14, 2022- Received email contact form (website) from **STEVE McCarthy** steve.McCarthy@unitypoint.org requesting assistance placing the large German Shepard statue near the grave of his mother. After many emails, to say the least, it was placed with the help of Denise Shoultz and a crew from Nashua Monument/Black Hawk Memorial on October 26.

Oct 10, 2022- Received email contact form (website) from **CHRISTINA PATTON** bcpatton1000@gmail.com. 515-460-4369 The monument for her parents, Ivan & Dearetta Johnson is tipping and the grave of her mother has sunk quite a bit. I replied stating the cemetery would level the grave and asked who the monument was purchased from.

Oct 10, 2022- Received email contact form (website) from **BEVERLY SELVIG** (Chickasaw-Floyd Monuments) asking where to send location fee check for MARY IOLA SCOTT stone.

Oct 8, 2022- Troutner check arrived from their family trust (Lauren Heuberger - First Citizens Bank) so deed was prepared for them and the Renee Wagner family. Sharon Werkman notarized the deeds and a request was messaged to LSB for funds to be transferred from checking to Perpetual Card Fund.

Oct 6, 2022- Tricia Troutner contacted me to make arrangement and the location for the burial of her parents. 515-210-7486. I contacted Denise for location of footing and monument. <23-B-53-1>

Oct 5, 2022- The cemetery is in need of a good wheel borrow and shovels for the cremains. Cory will buy and be reimbursed for these. They will be stored in the caretaker shed.

Oct 3, 2022- Received text from Scott. He is meeting with **RENEE WAGNER** family for burial location. Scott received a \$660 check from Linda Frascht to cover expenses.

Sep 21, 2022- It was agreed by the board to have Sutton (or another member of the law firm) deal with any further communication with the Grandy Estate.

Sep 19, 2022- Photos of the Grandy graves were taken. They are in very good shape and are no different than those surrounding them. Email was sent to the board with my position and a draft of a rebuttal to the Grandy Estate demands.

Sep 14, 2022- Scott and I discussed the reply via telephone to the recent attorney letter from the Grandy Estate. I have assembled the copy of the deed, photos of the grave site and reviewed our bylaws (#55) and the Rights of the board to reserve the manner of maintaining graves.

Sep 1, 2022- Received an email from Denise Schoulz asking for help with the McCarthy German Shepard situation.

Aug 30, 2022- Tricia Schultz contact me about burial arrangements and possible grave location. The girls will be coming to Nashua over the weekend to confirm location.

Aug 23, 2022- Scott arranged for Norton Tree Service, \$1000 to remove and haul the large dead oak tree in new section.

Aug 22, 2022- Received email contact form (website) from STEVE McCARTHY for Scott to contact him. Message forwarded.

Aug 18, 2022- Contacted by **KRIS GRIFFITH** via email and telephone call about a burial lot for cremains for Cary and her. <F5-7>. A stone has already been purchased from Nashua Monument. Denise was contacted about getting her the location once that is known.

Aug 9, 2022- Received email from **VERNA LaBARGE DIRKSEN** asking if lot prices were the same as when she last was in contact. She will get check sent to purchase lots near her parents. <E7-9, 10 &11>

Aug 5, 2022- Received email from **CONNIE DYKSTRA**, from the IID, clarifying the Iowa Cemetery Act 5231.309.6 after their conversation with Scott, as it pertains to the Grandy burials. This is a follow up after their communication on June 21, 2022.

Aug 1, 2022- Text message sent to Scott inquiring about the locking in of price from the quote for blacktopping the roads. He had not yet talked to Colton.

Jul 25, 2022- Received email contact form (website) from **FAYE GLESSNER** sunnynventura@yahoo.com requesting information about William G. Pierson <13-12> specifically, if we had a death date in 1888. I did email a copy of the original deed, but no other information was found.

Jun 24, 2022- Informed that the price of digging graves would increase to \$750 per casket burial.

Jun 22, 2022- Received message that **NANCY BIRMINGHAM** had paid for their burial plots <E9-1>. CoIR was completed and notarized by Sharon Workman at WSR business office. LSB transferred necessary funds to the Perpetual Care Fund.

Jun 21, 2022- Received email from **CONNIE DYKSTRA**, from the IID, stating she has not yet received a call from Scott regarding the disinterment of the Grandys. 515-314-9380

Jun 21, 2022- Emailed Pete Gallup about not yet receiving payment for the burial of KAY GALLUP. Pete followed up that he had forwarded that information to his father. A check was received a few days later.

Jun 20, 2022- Received email contact form (website) from **LAURA SABBY** laurasabby57@gmail.com from Manly, IA, asking about water hydrants at the cemetery. As a result, both hydrant locations were added to our online cemetery map along with being sent to her.

Jun 16, 2022- Inquired about the burial location of **LARRY FISHER**. <1-11-9-9>

Jun 6, 2022- Received an email from Emily Sheerer from Trent Law. The email contained the "Affidavit to Clarify Name" documents. This is necessary so they can proceed with the Grady Estate distribution of funds. Documents completed and returned email as pdf document.

Jun 3, 2022- Seeded and fertilized the Grandy Graves. Photos taken and sent to Laura Range in response to a prior email, dated May 31.

May 31, 2022- Received email contact form (website) from **SARA PRIZLER** muffit58@juno.com asking about burial options on the Chamney lot <21-13-49/50>. A reply was sent with who owns the empty spaces, Bruce & Janice Chamney and a fare price for a grave space. Email from Bruce Chamney was received and directory updated for Sara in grave 3.

May 31, 2022- Bev Selvig sent email inquiring about the burial of Joshua or Micheal Cooper. No recorded of either was found, perhaps a Greenwood burial?

May 26, 2022- Received email from **LAURA RANGE** on behalf of the Grandy Estate requesting sod be placed on the graves before Memorial Day. I followed up with a telephone call, explaining how impractical it is to sod the graves due to lack of watering source and no longer having a sexton available at this time.

May 25, 2022- Received text from CHAD NELSON with receipts for new rope for the flag poles, which they also installed. Check for reimbursement was sent, \$375.88.

May 19, 2022- Received email contact form (website) from **JOAN SCHMIDT**, co-executor of the Grandy Estate, complaining about the condition of the grass and wanting them sodded before Memorial Day.

May 13, 2022- Received email contact form (website) from **DENISE SHOULTZ** of Nashua Monument Works asking about cemetery fees and two outstanding checks from September and November. Email reply sent and screen capture of message texted to Scott.

Apr 13, 2022- Received email contact form (website) from **PETE GALLUP**. He requested information about placement of their cremation monument, for him and his wife Deb. He also wanted to schedule the burial of his mothers cremains. He would like to have a May 28 service. Scott will call him and make arrangements, 641-330-4658.

Apr 8, 2022- Digital communication with **EMILY SHEERER** seeking acknowledgment of the receipt of \$150,000.00 from the estate of RICHARD A. GRANDY. I filled out the paperwork and returned them via email as requested.

Mar 11, 2022- Received email from Ben Selvig, Chickasaw-Floyd Monument, needing address for location fee and also inquiring about the use of a granite cap for the Hiram/Jane Hall grave marker, which will be one 20" x 10" x 4. I forwarded via text to Scott.

Mar 9, 2022- Received email contact form (website) from **GLENDA CARGILL** gkcargill@peoplepc.com from Burlington, KY, inquiring about placing KEITH CARGILL's ashes in the family plot and what would need to be done. <21-4-50-11>. Email was sent with information

Feb 13, 2022- I was contacted again by **SUE CHENOWETH** asking about local monument businesses for a stone for HIRAM & JANE HALL. I forwarded the link from the webpage for local monument options.

Jan 27, 2022- Received email contact form (website) from **SUSAN SWANSON SOMMARS** susansommars@gmail.com contacted me, seeking information about Catherine Hanson (nee Coffman) and her husband Cyrus K. Hanson, who in the newspaper clipping and on Findagrave was buried at Oak Hill. They are actually buried at Greenwood. I did find an additional newspaper article online that states this. Susans's husband is related to **AMOS SOMMARS**.

Jan 25, 2022- CHAD NELSON was appointed joint president due to the resignation of SCOTT CERWINSKE.

Nov 30, 2021- Scott received a \$46,125.00 check from Grandy Estate, #2.

Nov 4, 2021- Scott had been contacted by the Legion/VFW about painting the 18 driveway flag poles and having ropes replaced. Ron Larson will start working on them, two coats of paint after prep work. \$3,000.

Nov 4, 2021- The process of updating Cemetery ByLaws... Scott is working to clarify needs for footings and have that worked into our bylaws as well as the ongoing discussion of what other updates may need to be clarified or changed.

Oct 20, 2021- Norton Tree Service will be grinding stumps of the trees that were removed earlier.

Oct 15, 2021- Scott received a request to use <13-8-4 & 5> deeded to P. Arnott (but containing four Barretts) for the burial of **RANDY EVANS**. I was able to locate the graves and confirm that his wife was a descendant.

Oct 7, 2021- Received email contact form (website) from **TRACI CLARK** tacipn05@gmail.com regarding the **HURST** family plots ,<18-7-43-2, 3, & 9> not being used and the possibility of selling them. I returned an email with the option of donating those back to Oak Hill as a tax deductible gift, worth \$300.

Sept 29, 2021- telephone call to Scott regarding having the board vote on Blacktop project.

Aug 30, 2021- Received a forwarded email from **COLTON MEIRICK** from **Heartland Asphalt** containing a bid to blacktop the cemetery roads. Cost would be (1) \$22,595.50 for the entrance lane (2) \$3,818 to sealer (3) \$89,615 to pave all existing rock road, 9ft wide. *quote good for 30 days*

Aug 24, 2021- Tree damage from recent storms will require professional work. Several stones covered by uprooted trees. Norton contacted to remove trees and grind out stumps - paid 11-10-2021, \$3,827.00

Aug 19, 2021- Scott met with Sutton and their law firm, they will help with any legal work necessary for GRANDY ESTATE.

Aug 18, 2021- Cremation Burial order for DORIS C. JOHNSON SCHAEFER, FREDERICK A. SCHAEFER & MARY ESTHER OWENS <16-9-39-2 & 3>. All three cremains were buried in single grave.

Aug 18, 2021- Scott contacted **ROGER SUTTON** to review the legal documents from the GRANDY inquiry. Scott had faxed documents to him, 641-228-4500.

Aug 16, 2021- Messaged Scott for clarification of lot location for **GARY & JOAN LORE**.

Aug 14, 2021- Received letter via USPS regarding the Grandy Estate and the interment of Richard and Alice Grandy, seeking answers for the condition of the burial sites.

Aug 14, 2021- Received text from Scott that the foundation for the Grandy stone had been leveled and the stone placed. He had talked with Corey about spraying for weeds in that area to try to please the Grandy executors.

Aug 5, 2021- Received email contact form (website) from Amanda Stack amanda@trentlawiowa.com regarding the distribution from the R. Grandy Estate, 319-277-1610.

Jul 29, 2021- Received notification from the State Insurance Division informing us of the increase for the state filing fee from \$5 to \$10 per certificate of interment rights as passed by the Legislative session and signed by the governor.

Jul 22, 2021- Received email contact form (website) from Nancy Birmingham and Gary Beyer inquiring about the purchase of grave spaces. Messages responded to and message forwarded to Scott via text.

Jul 16, 2021- Received email contact form (website) from **HOPE RUNGE** hoperunge64@gmail.com regarding the burial sites of Richard and Alice Grandy and the condition of the grass/sod. Messages responded to and message forwarded to Scott via text.

Jul 3, 2021- Received email contact form (website) from **LORENE BURMA** loreneburma@q.com regarding her mother's stone (EVELYN TAYLOR) being on boards and not placed on the slab. She has called Scott without getting an answer. 515-991-0335. Message forwarded to Scott via text.

Jun 12, 2021- Received email contact form (website) from **DONNA EKERN** jkekern@aol.com asking if burial plots were available by Lloyd & Theresa WATERS <15-12-37-7 & 8> who purchased them from MERLE WATERS. I returned email with the information of the transfer of spaces to BARBARA KAY CRAWFORD in 2003. * lots were transferred to Donna from Barbara on 8/2021.

May 10, 2021- Received email contact form (website) from **TRICIA (Troutner) SCHULTZ** triciaschultz@yahoo.com asking about a burial location for the cremains of her parents, Frank & Kay. Many emails followed up until their burial, one plot was purchased in the cremation row just west of the Troutner family plot.

May 8, 2021- Cemetery tree clean up was scheduled at 10:30.

Apr 22, 2021- Scott texted the names of SHANE BRIGHT, AMBER NIELSEN, DEE BRIGHT/YVONNE CAUGHRON and CALLA SCHOVILLE to be entered into the cemetery burial directory. <19-9-45-1,7,8 & 9) 319-939-0059.

Mar 12, 2021- Looking into the possible purchase of faux security cameras for the Caretaker shed. Would this help deter vandalism and stealing if people assume they are being recorded entering and leaving the cemetery?

Mar 12, 2021- **ALLEN PETERSON** calp123@comcast.net looking to transfer grave <4-13-15-2> to SCOTT MESSENGER. Cemetery directory updated as requested.

Jan 16, 2021- Questioned billing 12/28/2020 for casket burial for **ROBERT SMITH**. Scott contacted Jim Angell and found that to be an error.

Jan 16, 2021- Emailed **VERNA LaBARGE DIRKSEN** vrdirksen@yahoo.com following up about her payment for the two lots she wants to purchase next to those of her parents. She will get a check sent so I can get the deed sent.

Dec 9, 2020- Received email contact form (website) from **MARY INGLE** of Hamilton's Funeral Home, 515-243-5221, regarding the burial of **Evelyn Taylor** and the opening/closing cost and if the moving of the stone was included. I had them contact North Iowa Monument about an additional \$250 charge for the moving of the stone for the burial.

Nov 19, 2020- Received email contact form (website) from **LEE ANN KEENER**, lakeener10@aol.com 214-733-6009, about having her cremains along with her sister, JANE SMITH, buried on parent's plots, LEO & JOY SCOLES. Directory updated as requested.

Sep 25, 2020- Received email contact form (website) from **RICHARD FELSHAW**, complimenting the cemetery website and asking about the burial of JOHN FELCHER SR. and that of other family. I sent digital copies of the records we had available.

Jul 31, 2020- Received email contact form (website) from **VERNA LaBARGE DIRKSEN** (641-231-1326), asking about burial locations in the vicinity of her parents.

**** COVID PANDEMIC LOCKDOWN ****

Mar 10, 2020- Contacted by **CORY and Amy SILBER** amjcjs@yahoo.com 309-297-1516, to discuss the transfer of unused burial plots into his name for the benefit to the heirs of JOHN & DOROTHY SILBER <22-1-51/52>. Following this, a deed transfer was executed.

Mar 3, 2020- Received email contact form (website) from **SHEILA STRAUCH/Canada** (Derek Graham as contact) for the burial of Marlys June (Coates) Graham. Email response with information was provided and burial plot map attached as well as contact information sent to Scott Cerwinski.

Mar 2, 2020- Received email from **DEREK GRAHAM**, 250-415-2151, asking for the link to the burial directory for MARLYS JUNE COATES GRAHAM.

Apr 1, 2020- Received email contact form (website) from **CHRISTINA PATTON** cjo@iastate.edu 515-460-4369, regarding the stone of her father IVAN JOHNSON, who was buried on Nov. 4, 2019, has sunk and the vault was visible. Replied informing her the sexton begins leveling and seeding graves in April, so it will be looked into.