

## ORDINANCE NO. 205

AN ORDINANCE TO CREATE A CEMETERY COMMITTEE FOR THE CITY OF ARLINGTON AND TO SET OPERATING RULES FOR SAID COMMITTEE. THIS ORDINANCE SUPERCEDES ANY PREVIOUS ENABLING ORDINANCES CREATING A CEMETERY BOARD OR CEMETERY COMMITTEE IN THEIR ENTIRETY.

THE CITY COUNCIL OF THE CITY OF ARLINGTON, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH AND WELFARE, HEREBY ORDAIN AS FOLLOWS:

- Section 1. Cemetery Committee Composition. The Cemetery Committee shall consist of nine members. The Committee shall include 8 citizens of Arlington and 1 Arlington Council member, appointed by the Mayor with the advice and consent of the City Council. The Mayor shall appoint the committee at the first Council meeting in January each year to serve for that calendar year. The Mayor shall also be an ex-officio member of the committee.
- Section 2. Cemetery Committee Purpose. The purpose of the Committee will be to act as a resource for the City Council and the citizens of Arlington in collecting information, citizen comments and suggestions, and formulating and presenting recommendations to the City Council for action, on matters pertaining to the City Cemetery.
- Section 3. Cemetery Committee Organization. The Cemetery Committee members by a simple majority vote shall elect a Chairman and Vice Chairman from their members. The Chairman shall preside at Committee meetings. The Vice Chairman shall preside at Committee meetings in the Chairman's absence. The Committee by a simple majority vote may also elect a secretary from their members, to produce written records of the committee proceedings, prepare meeting notices and other correspondence of the committee. However, if the City Council determines that the secretary position is unduly burdensome for a citizen member of the committee, the City Council may instead assign a City Office staff person to the committee to act as secretary. In such case, the City staff person functioning as committee secretary shall not be a voting member of the committee.
- Section 4. Cemetery Committee Meetings. The Cemetery Committee shall meet whenever its Chairman deems appropriate, but no less often than quarterly. Meetings shall be held at a time and place as set by the Chairman, to most conveniently accommodate the schedules of the Committee members.
- Section 5. Citizen Input. The Cemetery Committee shall encourage citizen input, including complaints, complements, or suggested changes to the City Cemetery or operating rules thereof. The Committee shall also review citizen input as referred to the Committee by the City Council. Such input shall be summarized and passed on to the City Council, along with the Committee recommendations for any action based on such citizen input.

Section 6: Communication with City Council. The Cemetery Committee shall issue periodic reports to the City Council, either in written form or by appearance at City Council meetings, whenever the Committee feels the need has arisen to communicate with the Council, or whenever the Council requests a report from the Cemetery Committee. It is expected that the Mayor and the City Council member on the Committee shall also function as communicators between the City Council and the Committee.

Section 7: Cemetery Operating Rules. The City Council shall establish Cemetery Operating Rules from time to time by resolution.

This ordinance shall become effective immediately upon publication.

For City of Arlington

/s/ James R. Kreft

By James R. Kreft  
Its Mayor

/s/ David L. Krueger

By David L. Krueger  
Its City Administrator

First Reading: April 2, 2007  
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