

**ARLINGTON CEMETERY COMMITTEE**  
**MEETING AGENDA**  
**JUNE 27, 2016 @ 5:30 P.M.**  
Arlington Community Center

1. Call to Order/Roll Call
2. Approve Agenda
3. Approve March 28, 2015 Meeting Minutes
4. Cemetery Rules of Operation
  - A) Decorations – Allowable/Acceptable
    - 1) Planters, Vases, Shepherd's Hooks attached to Wash
    - 2) Planters, Hooks, Light Sticks in ground
5. Columbarium
  - A) Update from Cold Spring Granite
  - B) Nelson Granite Information
  - C) Location & Timeline
  - D) Cremation Burial Sites
6. Blacktop project next steps, quotes, timeline
7. Fencing on North End & Tree Screening of City Property
8. 2017 Budget/CIP Requests
9. Other/Updates
  - A) # of Burials
10. Next Regular Meeting: Monday, September 26<sup>th</sup> @ 5:30 p.m.
11. Adjourn

**ARLINGTON CEMETERY COMMITTEE  
MEETING MINUTES  
JUNE 27, 2016**

Chairperson Van Moorlehem called the regular meeting to order at 5:36 p.m.

Members present: Rud, Chairperson Van Moorlehem, Danner, Councilmember Nuesse, Drexler  
Members absent: Vice Chairperson Kloeckl, Weckworth, Maintenance Supvr. Voigt  
Also present: Mayor Nagel, City Administrator Donabauer

Motion by Danner, seconded by Rud, and passed by unanimous vote to approve the agenda as presented.

Motion by Nuesse, seconded by Drexler, and passed by unanimous vote to approve the minutes from the March 28, 2016 meeting as presented.

Cemetery Rules of Operation: The Committee reviewed Section 8 of Ordinance #197 – Rules of Operation to confirm that the city workers are proceeding with the rules as laid out related to grave décor for the Memorial Day holiday. It was determined that the ordinance was followed. Board discussed potentially placing a larger sign listing the rules for decoration before the Memorial Weekend holiday. The Committee proposed staff to place items behind the City Shop for pick-up after the deadline for removing the items. The Committee also discussed how loved ones could consider drilling a vase or something permanent into the gravestone.

Columbarium: The Committee reviewed information from Nelson Granite and Cold Spring Granite. The Committee discussed finalizing the design, location and size of the columbarium at the September meeting. The Committee discussed distributing a survey in an upcoming utility bill to gauge the interest in buying a niche in a columbarium.

Blacktop Project: The capital improvement plan includes a 2017 road project within the cemetery. Discussion included extent of maintenance and repairs. A quote was obtained for bituminous and gravel. Maintenance Supvr. Voigt is to acquire another quote for an overlay project including an addendum for one-lane roadway to the south for review at the September meeting.

Tree Screening of City Property: Committee is looking to add a tree line, shrubbery or fence to preserve the integrity of the North end of the cemetery. The Committee discussed placing steel posts in the area to divert traffic flow on the designated roadway. Mayor Nagel proposed tasking the Shade Tree Committee to determine the best type of trees for screening at the Cemetery.

2017 Budget/CIP Requests: Adm. Donabauer provided an explanation of the revenues and expenditures within the operating fund. She explained that State Statute designates that a certain amount must be retained in the perpetual fund. The Committee discussed potentially increasing the plot fees to help build the perpetual fund.

Next meeting is Monday, September 26<sup>th</sup> at 5:30 p.m.

Motion by Rud, seconded by Nuesse, and passed by unanimous vote to adjourn the meeting at 6:31 p.m.

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Secretary, Lindsey Drexler

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Chairperson, Dennis Van Moorlehem