

**ARLINGTON CEMETERY COMMITTEE**  
**MEETING AGENDA**  
**MARCH 27, 2017 @ 7:00 P.M.**  
Arlington Community Center – Council Chambers

**\*\*Meet at the Cemetery\*\* to review proposed new road location and columbarium site.**

1. Call to Order
2. Oath of Office: Rodger Nuesse, Linda Dorn, Laura Ward
3. Election of Officers: Chairperson, Vice Chairperson, Secretary  
*(2016 Officers: Van Moorlehem Chair, Kloeckl Vice Chair, Drexler Secretary)*
4. Approve Agenda
5. Approve Minutes
  - A) October 24, 2016
6. New Business
  - A) Open Meeting Law Review
  - B) Novus AGENDA (paperless packets)
7. Old Business
  - A) Columbarium
    - 1) Design of Area Around
    - 2) Foundation & Installation/Delivery
    - 3) Pricing for Niche(s)
8. Other/Updates
  - A) Roadway Project
  - B) Rezoning Portion of Cemetery (Main Entrance)
  - C) 2<sup>nd</sup> Addition Plat
9. Next Regular Meeting
  - A) June 26<sup>th</sup> @ 5:30 pm
10. Adjourn

**ARLINGTON CEMETERY COMMITTEE  
MEETING MINUTES  
MARCH 27, 2017**

Members met at the Cemetery at 7:00 p.m. to review proposed new road location and columbarium site. The placement of the columbarium foundation and parking concerns were discussed. The members visualized a direction of the new road, and the alleviation of parking concern was understood with the placement of said road.

Chairperson Van Moorlehem called the regular meeting to order at 7:30 p.m. at the Community Center.

Members present: Drexler, Dorn, Nuesse, Chairperson Van Moorlehem, Rud, Cowell, Interim Maintenance Supvr. Weckworth.

Members absent: Vice Chair Ward

Also present: Mayor Nagel, City Administrator Donabauer

Chairperson Van Moorlehem administered the official Oath of Office to new members Rodger Nuesse and Linda Dorn.

Election of Officers: Drexler nominated Van Moorlehem as Chairperson and passed by unanimous vote. Cowell nominated Nuesse as Vice Chairperson and passed by unanimous vote. Cowell nominated Drexler as Secretary and passed by unanimous vote.

Motion by Rud, seconded by Cowell, and passed by unanimous vote to approve the agenda with the following change:

Add item 7A (3) – Pricing of Niches.

Motion by Drexler, seconded by Cowell, and passed by unanimous vote to approve the minutes from the October 24, 2016 meeting as presented.

New Business: The group discussed a review of the Open Meeting Law, which Administrator Donabauer explained the importance of discretion about meeting topics with members of the community. Cemetery board members are to be cautious to disclose meeting-sensitive material in group email settings, and “reply-all” situations. Meeting topics should be discussed at meetings versus electronic communications.

Administrator Donabauer demonstrated the use of the Novus Agenda Program. The meeting agenda, minutes, memos, and some attachments will be integrated into the online program and replace the current paper copies that are mailed to the committee members. Members are assigned a username and password and are allowed to login to gain access for the meeting information.

Columbarium pricing was also discussed at the meeting. A draft pricing sheet was presented to the group. It showed an example of a pricing tier regarding the spacing of the purchased columbarium niche and the direction of appeal to said niche with regards to access ease and visibility.

Old Business: The group discussed the placement (positioning) of the Columbarium in comparison to the artist's sketch that was available to board members; as well as the observation benches that will be placed around the columbarium.

Motion by Cowell, seconded by Nuesse, and passed by unanimous vote to have the columbarium face the same direction as shown in the sketch.

Motion by Cowell, seconded by Nuesse, and passed by unanimous vote to have the cement slab be placed in accordance with the columbarium.

Motion by Cowell, seconded by Nuesse, and passed by unanimous vote to approve the construction of the 10 ft. walkway leading up to the columbarium.

Next meeting is to be determined.

Motion by Nuesse, seconded by Cowell, and passed by unanimous vote to adjourn the meeting at 8:20 p.m.

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Secretary, Lindsey Drexler

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Chairperson, Dennis Van Moorlehem