

**ARLINGTON CEMETERY COMMITTEE**  
**MEETING AGENDA**  
**SEPTEMBER 26, 2016 @ 5:30 P.M.**  
Arlington Community Center

1. Call to Order/Roll Call
2. Approve Agenda
3. Approve June 27, 2016 Meeting Minutes
4. Columbarium Plans
  - A) Design
  - B) Size
  - C) Location
  - D) Cost
  - E) Project Timeline
5. Roadway Improvements
  - A) Quote
  - B) Project Timeline
6. Survey of Cemetery Lot and Columbarium Niche Sale Price
7. Other/Updates
8. Next Regular Meeting: To be determined/rescheduled  
(Monday, December 26<sup>th</sup> @ 5:30 p.m. - *City Office Closed for Holiday*)  
  
If no urgent business: March 27<sup>th</sup> @ 5:30 p.m.  
(per schedule: 4<sup>th</sup> Monday in 3<sup>rd</sup> Month of each Quarter)
9. Adjourn

**ARLINGTON CEMETERY COMMITTEE  
MEETING MINUTES  
SEPTEMBER 26, 2016**

The meeting was called to order at 5:35 p.m. by Chairperson Van Moorlehem.

Members present: Kloeckl (arrived a few minutes late), Rud, Chairperson Van Moorlehem, Danner, Councilmember Nuesse, Maintenance Supvr. Voigt  
Members absent: Drexler, Weckworth  
Also present: Mayor Nagel, City Administrator Donabauer

Motion by Rud, seconded by Nuesse, and passed by unanimous vote to approve the minutes from the June 27, 2016 meeting as presented.

Discussion was held on the proposed placement of a columbarium structure within the cemetery. Two design concepts were reviewed; a rectangular one and an octagonal one. It was noted that the rectangular one would allow for memorials to be placed on the ends (a place to hang a plaque in memory of a person whose remains are not interred in the cemetery, but had family ties to the community). Nuesse and Danner liked the simplicity of the rectangular structure and being able to have the memorial wall on the ends. Adm. Donabauer was given preliminary cost estimates of \$22,000-\$24,000 for an 80 niche structure and \$15,000 for a 24 niche structure. She stated that one of the vendors had toured the cemetery in an effort to get a feel of what design would be a good fit and also to determine what the best placement would be for such a structure. Adm. Donabauer commented that the vendor felt that the area near the new entrance would be best, as it pulls it together with the rest of the cemetery, versus separated from and/or hidden by placing it in the back corner where no other burials have taken place yet. The vendor had put together a couple of initial concept drawings (rectangular and octagonal views) to help the committee visualize what the project would look like. The Committee would like to move forward with construction in 2017 if possible.

Brief discussion was held on raising fees to \$300 for the lots south of the last roadway (#3) starting in 2017.

Motion by Nuesse, seconded by Kloeckl, and passed by unanimous vote to move forward with the columbarium project: an 80 niche rectangular structure to be placed west of the new entrance (south of the roadway) in 2017 with cost to be determined (based on construction costs).

Discussion was held on the roadway system, which included putting in another road to the south and making improvements to the existing roads. Voigt commented that he did some spot checking on the existing roadway to see, what, if anything was underneath; he found black dirt. He obtained a quote in the amount of \$27,550 for putting in the new south road; and to redo the remaining roadway less the new entrance area was \$67,338 (dig up existing blacktop and replace it with nine inches of gravel and three inches of blacktop and no curbing). It was noted that this would be funded via the city (street) budget, not perpetual care fund. Voigt commented that the condition of the existing roadway was not the best; however it did not appear to be getting worse either. He felt it would be ok for a while longer as it does not see a lot of continuous traffic on it. He felt priority should be given to putting in the new road.

Motion by Voigt, seconded by Nuesse, and passed by unanimous vote to bid the roadway improvement project for 2017 as follows:

- A) New road to the south only (and possibly portions of existing roads)
- B) Redoing existing roads less new entrance
- C) Curbing.

Adm. Donabauer shared some information that staff had compiled from cities within a 60-mile radius pertaining to cemetery lot pricing and columbarium niche pricing. Van Moorlehem commented that the City should be reviewing and/or adjusting lot pricing every other year. He would like to see a moratorium on all future lot sales for those lots that will lie south of the new road once it is done. It was suggested to allow only flat stones in the area that will lie south of the new road. The Committee looked over a survey that had been put together and was intended to be sent out to collect public interest on columbariums. Various additions and/or changes were suggested to be made to the survey.

Brief discussion was held on the need to move the three trees that were planted within the cemetery in the newest addition. Mayor Nagel stated that he had been contacted by Gregg Borchert (from the funeral home) that the trees were not planted correctly, as they are not in line with the monument rows and are causing problems for the company that delivers vaults. Voigt stated that he had measured and the trees were within the correct lots they were intended, but didn't realize they were intended to be in line with the headstones. Concern was expressed about the cost to move the trees for the reason given (no advantage to move them just a few feet). Mayor Nagel will talk to Mr. Borchert about the trees.

The Committee discussed changing the date of the next regularly scheduled meeting. It was the consensus to change the date to Monday, October 24<sup>th</sup> at 5:30 p.m.

Motion by Rud, seconded by Kloeckl, and passed by unanimous vote to adjourn the meeting.

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Maintenance Supvr. Tony Voigt

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Chairperson, Dennis Van Moorlehem