

**ARLINGTON CEMETERY COMMITTEE  
MEETING AGENDA**

**APRIL 23, 2018 @ 5:30 P.M.**

Arlington Community Center – Council Chambers

1. Call to Order
2. Oath of Office: Jennifer Nuesse, Laura Ward, Angelica Rose
3. Election of Officers: Chairperson, Vice Chairperson, Secretary  
*(2017 Officers: Dennis Van Moorlehem Chair, Laura Ward Vice Chair, Lindsey Drexler Secretary)*
4. Approve Agenda
5. Approve Minutes
  - A) September 11, 2017
6. Business
  - A) Annual Report to Council – Monday, June 18<sup>th</sup> @ 6:45 p.m.
  - B) Plant Tree East of Sidewalk to Columbarium
  - C) 2018 Goals/Projects
  - D) Discuss/Develop a Monument Maintenance Policy
7. Other/Updates
  - A) Roadway Project
  - B) 2017 Report: Columbarium Niches Sold & Interments,  
Traditional/Cremation Lots Sold & Burials, Lots Sold Back to the City
8. Next Regular Meeting
  - A) June 25, 2018 @ 5:30 pm
9. Adjourn

**ARLINGTON CEMETERY COMMITTEE  
MEETING MINUTES  
APRIL 23, 2018**

1. Chairperson Van Moorlehem called the regular meeting to order at 5:40 p.m. in the Community Center Council Chambers.

Members present: Dennis Van Moorlehem, Laura Ward, Lyle Rud, Jennifer Nuesse

Members absent: Angelica Rose, Lindsay Drexler

2. **Oaths of Office** were administered to Laura Ward and Jennifer Nuesse.
3. **Election of officers** tabled until nearer the end of the meeting, pending late arrival of any remaining members.
4. Motion made by Nuesse, seconded by Ward, to approve Agenda. Motion carried, all in favor.
5. Motion made by Rud, seconded by Ward, to approve Minutes of September 11, 2017 meeting. Motion carried, all in favor.

6. **Business**

- A) Annual Report to Council – Monday, June 18 @ 6:45 p.m. Nuesse volunteered to be present to present highlights to the council.
- B) Plant Tree East of Sidewalk to Columbarium. At the request of Mayor Nagel, a sizable tree should be planted to match the other one in species. Motion made by Ward, seconded by Rud to request that Maintenance Supervisor Weckworth select a tree matching in species. Motion carried, all in favor. Discussion of additional tree to replace dead evergreen with red maple. Motion made by Nuesse, seconded by Ward, to request Maintenance Supervisor Weckworth to have public works take care of this also. Motion carried, all in favor.
- C) 2018 Goals / Projects was briefly discussed. Review of budget to be requested at next meeting when more members may be present.
- D) Discuss / Develop a Monument Maintenance Policy. Discussion of difficulty to locate family members of deceased. Suggestion made to request advice from City Attorney to consider draft of letter that could be sent. Motion made by Ward, seconded by Nuesse, to send notification to families for maintenance of monuments. Rud asked about the obligation of the City to maintain monuments that do not get attention from family members. Also, regarding plots that have been purchased with no burial. How long should these remain vacant while 99-year lease is in effect? Further discussion requested for next committee meeting on these two items. Motion carried, all in favor.

7. **Other / Updates**

- A) Roadway Project – no update since Maintenance Supervisor Weckworth was attending a Parks Committee tour.
- B) 2017 Report: Columbarium Niches Sold and Interments
  - 1) 2017 Columbarium niches
    - a) 3 sold
    - b) 1 interment

- 2) 2017 Traditional burials (including cremations)
  - a) 11 burials
  - b) 6 lots sold
  - c) 4 lots sold back to the city (of these, 2 were exchanged for 1 niche with no funds exchanged; proceeds made toward purchase of the niche)
- 3) General comment made by Rud that overall percentage of cremations is rising.

**Further Updates:**

- A) Budget information discussion – References provided by Deputy Clerk Tesch. Committee, If re-allocation of funds are needed for landscaping in 2018, that can be taken up in the next regular meeting. No formal action taken at this time.
  - B) Arborvitae plantings on designated south and east borders of cemetery completed in fall 2017.
  - C) Roadway Condition of temporary access where roadway was completed last year? Request to ask Public Works if grass / sod will be laid to improve this. Concern expressed by Chairperson Van Moorlehem to consider temporary barriers to prevent anyone from driving on this area.
8. Next regular meeting will take place June 25, 2018 at 5:30 p.m. Add one item of business for next meeting to determine if this meeting time is feasible.

**Election for 2018 Officers (tabled per previous note)**

Motion made by Ward for nomination of Dennis Van Moorlehem for Chairperson. Seconded by Rud. Motion carried, all in favor.

Ward offered to take position of Vice Chairperson and nominated herself. Seconded by Rud. Motion carried, all in favor.

Motion made by Ward for nomination of Jennifer Nuesse for Secretary. Seconded by Rud. Motion carried, all in favor.

No further business to discuss.

9. Motion made to adjourn by Nuesse, seconded by Ward. Motion carried, all in favor. Meeting adjourned by Chairperson Van Moorlehem at 6:35 p.m.

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Chairperson, Dennis Van Moorlehem

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Secretary, Jennifer Nuesse