



CEMETERY COMMITTEE

July 27, 2020 6:00PM

City Council Chambers

WE WILL MEET AT THE CEMEMTERY TO TAKE A TOUR OF THE GROUNDS AT 6:00PM
AND WILL CONVENE FOR OUR MEETING AT CITY HALL AFTER THE TOUR.

1. CALL TO ORDER and roll call.
2. Approve agenda.
3. Approve 4/27/2020 meeting minutes.
4. Review budget information.
5. Seal coat for the cemetery road.
6. Cemetery charges and fees.
 - a. Plot prices.
 - b. Niche prices.
7. ADJOURN



CEMETERY COMMITTEE MINUTES

April 27, 2020 6:00PM

1. Call to order at 6:04PM

a. Roll Call

Those in Attendance:

Rick Amrhein- Councilmember	Jane Ramacher- Admin. Assistant
Jeanne Bearson	Dennis Van Moorlehem
Rich Nagel- Mayor	Laura Ward
Amy Newsom- City Administrator	Kirby Weckworth- Public Works Supr.
Jennifer Nuesse	

b. Elect Officers for 2020

- i. Nomination for Van Moorlehem to continue as Chair made by Nuesse. Accepted by Van Moorlehem.
- ii. Nomination for Bearson as Vice Chair made by Nuesse. Declined by Bearson.
- iii. Motion to table election of Vice Chair made by Van Moorlehem and accepted by unanimous consent.
- iv. Ramacher volunteers as Secretary and is unanimously accepted.

2. Approve Agenda

- a. Motion made by Nuesse. Seconded by Ward. Unanimously Passed.

3. Review and discussion of 2020 budget and year to date spending.

- a. Clarification that management software would be budgeted for via the Capital Equipment Fund 401, rather than Perpetual Care Fund 208.
- b. Discussion of amount and purpose of transfer from General Fund in order to ensure solvency of Cemetery budget at year end.
- c. Motion to table the budget by Nuesse. Seconded by Ward. Unanimously passed.

4. Review condition of cemetery after winter season and schedule any necessary maintenance

- a. Snowplow damage & condition of roads. - Cemetery came through winter well.
- b. Sewer line laid through cemetery; grass has not yet been fully established. Weckworth advised that the contractor's agreement requires that they fully establish the new grass.
- c. Tree planting at north gate- cars can drive around the gate
 - i. Weckworth advised that planting would be able to be completed this year.
 - ii. Discussion that we should use the same species of tree as prior plantings.

- d. Van Moorlehem mentioned that there is a heavily aged and damaged cross ornament that needs to be removed. Weckworth advised that this would be able to be completed.
 - e. Weckworth will review condition of several bushes at main entrance and replace as needed.
 - f. Road resurfaced in 2017 or 2018, may need seal coating sometime soon.
5. Review and select uniform language and system for designation and organization of plots and use on cemetery deeds moving forward → Lot/plot/addition/block/etc.
- a. Discussion of prior and current language used to designate a property location within the cemetery and how it pertains to management software.
 - i. Nuesse, Van Moorlehem, and Weckworth would like to see simplification of identifiers
 - ii. Newsom recommended property location be identified by addition number, lot number, and plot number
 - b. Motion to adopt uniform language to designate property location within cemetery as Addition, Lot, and Plot number made by Nuesse. Seconded by Ward. Unanimously Passed.
6. Overview discussion of Cemetery Management Software options as researched by Ramacher
- a. Cemsites
 - i. Review of options and features- very responsive customer service, very customizable, options and add-ons, allows integration of ancestry and veteran records, public website option
 - ii. Review price quote- is middle of the road pricing, higher annual cost
 - b. CIMs Cemetery Management Software
 - i. Review options and features- lots of features and additional options, widely used, allows integration of ancestry and veteran records, public website option
 - ii. Review price quote- middle of the road pricing, low annual cost
 - c. Plotbox
 - i. Review options and features
 - ii. Review price quote- very high priced, advised by sales rep this is for much larger and active cemetery
 - d. Cemify
 - i. Review options and features- very simplified and basic software and mapping, newer and smaller company (est. 2017), straightforward design
 - ii. Review price quote- low up front and annual
 - e. Ramacher advised that CIMS software is preferred.
 - f. Motion to table software discussion made by Nuesse. Seconded by Ward. Unanimously passed.
7. 2019 Annual Report to Council- previously completed by Van Moorlehem, scheduled for June. Van Moorlehem volunteers to make presentation to Council.
- a. 2019 goals and objectives
 - b. Activity report
 - c. 2020 goals and objectives
8. Adjourned at 6:59PM
- a. Motion to adjourn made by Nuesse. Seconded by Ward. Unanimously passed.

ARLINGTON, MN

Expenditure By Department

Current Period: JUNE 2020

As of June 30, 2020

Account Descr	2020 YTD Budget	JUNE 2020 Amt	2020 YTD Amt	2020 Balance	2020 % of Budget
FUND 207 Cemetery Fund					
DEPT 49990 Other Expense					
E 207-49990-100 Wages and Salari	\$3,540.00	\$515.62	\$677.81	\$2,384.07	32.65%
E 207-49990-110 Other Pay	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
E 207-49990-122 FICA	\$450.00	\$39.44	\$51.85	\$361.57	19.65%
E 207-49990-304 Legal Fees	\$225.00	\$0.00	\$120.00	\$20.00	91.11%
E 207-49990-406 Repairs, Supplies	\$500.00	\$212.61	\$260.59	\$153.34	69.33%
E 207-49990-420 Shop Equipment	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 207-49990-430 Miscellaneous	\$500.00	\$0.00	\$0.00	\$165.50	66.90%
E 207-49990-467 Gas & Repair - M	\$1,000.00	\$100.32	\$159.86	\$748.70	25.13%
E 207-49990-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 207-49990-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 207-49990-733 Reimbursible Exp	\$500.00	\$0.00	\$433.00	-\$816.00	263.20%
DEPT 49990 Other Expense	\$7,115.00	\$867.99	\$1,703.11	\$3,417.18	
FUND 208 Cemetery Perpetual Care Fund					
DEPT 49990 Other Expense					
E 208-49990-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49990 Other Expense	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 401 Capital Equipment Fund					
DEPT 49990 Other Expense					
E 401-49990-500 Capital Outlay	\$0.00	\$3,450.00	\$3,450.00	-\$3,450.00	0.00%
DEPT 49990 Other Expense	\$0.00	\$3,450.00	\$3,450.00	-\$3,450.00	

ARLINGTON, MN

Exp/Rev-Budget - Current Year

Current Period: JUNE 2020

As of June 30, 2020

Account Descr	2020 Budget	JUNE 2020 Amt	2020 YTD Amt	2020 YTD Balance	%YTD Budget
FUND 207 Cemetery Fund					
Act Type R Revenue					
R 207-49990-34940 Cemetery Revenues	\$1,200.00	\$0.00	\$950.00	\$250.00	79.17%
R 207-49990-34941 Grave Markings	\$1,000.00	\$150.00	\$675.00	\$325.00	67.50%
R 207-49990-36210 Interest Earnings	\$500.00	\$184.84	\$838.57	-\$338.57	167.71%
R 207-49990-36215 Reimbursable Exp	\$500.00	\$0.00	\$1,100.00	-\$600.00	220.00%
R 207-49990-36230 Contributions and D	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 207-49990-39203 Transfer from Othe	\$6,000.00	\$0.00	\$0.00	\$6,000.00	0.00%
DEPT 49990 Other Expense	\$9,200.00	\$334.84	\$3,563.57	\$5,636.43	
Act Type E Expenditure					
E 207-49990-100 Wages and Salaries	\$3,540.00	\$515.62	\$677.81	\$2,862.19	19.15%
E 207-49990-110 Other Pay	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
E 207-49990-122 FICA	\$450.00	\$39.44	\$51.85	\$398.15	11.52%
E 207-49990-304 Legal Fees	\$225.00	\$0.00	\$120.00	\$105.00	53.33%
E 207-49990-406 Repairs, Supplies & Ot	\$500.00	\$212.61	\$260.59	\$239.41	52.12%
E 207-49990-420 Shop Equipment	\$100.00	\$0.00	\$0.00	\$100.00	0.00%
E 207-49990-430 Miscellaneous	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 207-49990-467 Gas & Repair - Mower	\$1,000.00	\$100.32	\$159.86	\$840.14	15.99%
E 207-49990-500 Capital Outlay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 207-49990-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 207-49990-733 Reimbursible Expense	\$500.00	\$0.00	\$433.00	\$67.00	86.60%
DEPT 49990 Other Expense	\$7,115.00	\$867.99	\$1,703.11	\$5,411.89	
FUND 208 Cemetery Perpetual Care Fund					
Act Type R Revenue					
R 208-49990-34940 Cemetery Revenues	\$1,250.00	\$0.00	\$1,900.00	-\$650.00	152.00%
DEPT 49990 Other Expense	\$1,250.00	\$0.00	\$1,900.00	-\$650.00	
Act Type E Expenditure					
E 208-49990-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49990 Other Expense	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 401 Capital Equipment Fund					
Act Type E Expenditure					
E 401-49990-500 Capital Outlay	\$0.00	\$3,450.00	\$3,450.00	-\$3,450.00	0.00%
DEPT 49990 Other Expense	\$0.00	\$3,450.00	\$3,450.00	-\$3,450.00	

City Employee

From: Kirby Weckworth
Sent: Thursday, July 23, 2020 9:30 AM
To: City Employee
Subject: RE: Cemetery Committee

I have \$4,200 for one estimate, and am awaiting on another at this point. I just wanted a discussion and to see if it's feasible this year or how to budget for next year if not.

Kirby Weckworth
Maintenance Supervisor



204 Shamrock Drive
Arlington, MN 55307
(507) 964-2378
(507) 964-5973 Fax
Direct Email: kweckworth@arlingtonmn.com

From: City Employee
Sent: Thursday, July 23, 2020 9:19 AM
To: Kirby Weckworth
Subject: RE: Cemetery Committee

Do you have anything you want me to add to the packet for that seal coating information? IF so please email it to me.

Jane Ramacher

Administrative Assistant
Community Center Coordinator

<< OLE Object: Picture (Device Independent Bitmap) >>

204 Shamrock Drive
Arlington, MN 55307
PH: (507) 964-2378
FAX: (507) 964-5973
cityhall@arlingtonmn.com

From: Kirby Weckworth <kweckworth@arlingtonmn.com>
Sent: Wednesday, July 22, 2020 2:44 PM
To: City Employee <CityHall@arlingtonmn.com>
Subject: RE: Cemetery Committee

Put the price @ \$4,200. I made a calculation error before.

Kirby Weckworth
Maintenance Supervisor

<< OLE Object: Picture (Device Independent Bitmap) >>

204 Shamrock Drive
Arlington, MN 55307
(507) 964-2378
(507) 964-5973 Fax
Direct Email: kweckworth@arlingtonmn.com

From: City Employee
Sent: Wednesday, July 22, 2020 2:18 PM
To: Kirby Weckworth
Subject: RE: Cemetery Committee

I can add that to the agenda.

Jane Ramacher

Administrative Assistant
Community Center Coordinator

<< OLE Object: Picture (Device Independent Bitmap) >>

204 Shamrock Drive
Arlington, MN 55307
PH: (507) 964-2378
FAX: (507) 964-5973
cityhall@arlingtonmn.com

From: Kirby Weckworth <kweckworth@arlingtonmn.com>
Sent: Wednesday, July 22, 2020 2:17 PM
To: City Employee <CityHall@arlingtonmn.com>; Amy Newsom <anewsom@arlingtonmn.com>; Rick Amrhein <ramrhein@arlingtonmn.com>; Rich Nagel <rnagel@arlingtonmn.com>; rudvac@frontiernet.net; jnuesse@outlook.com; kloee0042@d.umn.edu; jeanne.bearson@gmail.com; carolm@frontiernet.net; dvan1@frontiernet.net
Subject: RE: Cemetery Committee

If not too late to add to agenda, I would like to discuss the cemetery road and sealcoating it. I have an estimate from Jet-Black to do it for \$3,900. Something needs to be done with that newly paved road and I was told by my chip-seal contact he didn't think chip seal equipment would fit, so I am pursuing other options like Jet-Black.

Kirby Weckworth
Maintenance Supervisor

<< OLE Object: Picture (Device Independent Bitmap) >>
204 Shamrock Drive
Arlington, MN 55307

Location	Pop.	Graves										Columbaria Niches				
		Traditional				Cremation				Infant		Resident		Non-Resident		
		Resident			Non-Resident	Resident			Non-Resident	Resident	Non-Resident	Resident		Non-Resident		
Arlington	2,225	\$ 200.00	\$ 300.00	\$ 200.00	\$ 300.00							\$ 525.00	\$ 750.00	\$ 525.00	\$ 750.00	
Anoka	17,543	\$ 700.00		\$ 1,200.00		\$ 450.00		\$ 750.00		\$ 250.00	\$ 250.00	\$ 900.00	\$ 1,650.00	\$ 1,350.00	\$ 2,300.00	
Apple Valley	54,121	\$ 1,210.00	\$ 2,080.00	\$ 2,420.00	\$ 4,160.00	\$ 840.00	\$ 1,310.00	\$ 1,370.00	\$ 2,620.00			\$ 1,040.00	\$ 2,180.00	\$ 2,080.00	\$ 4,360.00	
Appleton	1,392	\$ 175.00		\$ 525.00												
Aurora	1,636	\$ 200.00		\$ 450.00								\$ 900.00	\$ 1,200.00	\$ 900.00	\$ 1,200.00	
Baxter	8,314	\$ 600.00		Residents Only												
Bayport	3,792	\$ 800.00		\$ 800.00		\$ 400.00		\$ 400.00								
Benson	3,070	\$ 500.00		\$ 500.00												
Bloomington	85,578	\$ 2,000.00		\$ 3,000.00		\$ 1,100.00		\$ 1,650.00				\$ 1,700.00	\$ 2,300.00	\$ 2,550.00	\$ 3,450.00	
Champlin	25,346	\$ 775.00		\$ 1,200.00												
Chanhassen	25,666	\$ 400.00		\$ 600.00												
Chatfield	2,805	\$ 400.00		\$ 400.00												
Chiselm	4,886	\$ 310.00		\$ 520.00						\$ 280.00	\$ 280.00	\$ 350.00	\$ 600.00	\$ 550.00	\$ 900.00	
East Bethel	11,990	\$ 800.00		\$ 800.00												
Eden Prairie	64,334	\$ 1,200.00		\$ 1,600.00								\$ 2,200.00	\$ 2,500.00	\$ 2,650.00	\$ 3,000.00	
Ely	3,356	\$ 500.00		\$ 500.00												
Excelsior	2,345	\$ 650.00		\$ 1,000.00		\$ 450.00		\$ 600.00								
Frazee	1,392	\$ 500.00		\$ 500.00								\$ 500.00		\$ 500.00		
Gaylord	2,244	\$ 500.00		\$ 500.00		\$ 250.00		\$ 250.00								
Gilbert	1,788	\$ 280.00		\$ 560.00												
Glencoe	5,467	\$ 500.00		\$ 500.00												
Hanover	3,483	\$ 750.00		\$ 1,000.00								\$ 750.00		\$ 900.00		
Harris	1,171	\$ 500.00		\$ 750.00												
Harris Twp	3,253	\$ 221.00		\$ 221.00												
Hibbing	15,944	\$ 345.00		\$ 458.00												
Hutchinson	13,979	\$ 800.00	\$ 2,060.00	\$ 800.00	\$ 2,060.00	\$ 430.00	\$ 1,030.00	\$ 430.00	\$ 1,030.00	\$ 140.00	\$ 140.00	\$ 1,800.00		\$ 1,800.00		
Janesville	2,261	\$ 400.00		\$ 400.00												
Lake Crystal	2,500	\$ 625.00		\$ 625.00												
Lester Prairie	1,726	\$ 550.00		\$ 1,000.00												
Litchfield	6,643	\$ 300.00	\$ 645.00	\$ 300.00	\$ 645.00							\$ 845.00	\$ 2,295.00	\$ 845.00	\$ 2,295.00	
Marine on St. Cro	713	\$ 400.00		\$ 1,200.00												
Monticello	13,747	\$ 1,075.00	\$ 1,175.00	\$ 1,275.00	\$ 1,375.00	\$ 590.00		\$ 690.00		\$ 350.00	\$ 375.00	\$ 2,500.00	\$ 2,900.00	\$ 2,600.00	\$ 3,000.00	
Mora	3,540	\$ 875.00		\$ 875.00												
Mound	9,530	\$ 600.00		\$ 1,100.00		\$ 300.00		\$ 550.00		\$ 300.00	\$ 550.00					
Mountain Lake	2,054	\$ 500.00		\$ 500.00												
New Auburn	443	\$ 175.00		\$ 175.00												
New Ulm	13,237	\$ 750.00		\$ 750.00								\$ 675.00	\$ 850.00	\$ 675.00	\$ 850.00	
Pequot Lakes	2,309	\$ 400.00		\$ 400.00												
Plainview	3,300	\$ 400.00		\$ 400.00												
Princeton	4,676	\$ 500.00		\$ 750.00		\$ 150.00		\$ 150.00		\$ 200.00	\$ 250.00					
Ramsey	26,928	\$ 900.00		\$ 900.00												
Red Wing	16,414	\$ 1,040.00		\$ 1,565.00		\$ 820.00	\$ 1,020.00	\$ 1,235.00	\$ 1,435.00	\$ 545.00	\$ 820.00	\$ 1,480.00		\$ 2,225.00		
Sartell	18,428	\$ 600.00		\$ 850.00												
Spicer	1,209	\$ 300.00		\$ 300.00												
Stewartville	6,125	\$ 750.00		\$ 750.00												
Tracy	2,125	\$ 250.00	\$ 350.00	\$ 250.00	\$ 350.00	\$ 200.00		\$ 200.00								
Waconia	12,369	City owned cemetery, managed by local funeral home. Cemetery is full, so there are no plot sales.														