



CEMETERY COMMITTEE
MEETING AGENDA
April 26, 2021 AT 6:00 PM

MEETING AT THE CEMETERY

1. Call meeting to order at 6:00 PM
 - a. Pledge of Allegiance
 - b. Roll Call
 - c. Elect Officers for 2021
2. Approve agenda
3. Approve October 26, 2020 Minutes
4. Review 2021 Budget and year to date spending
5. Review condition of cemetery after winter season and schedule any necessary maintenance
6. Next meeting – October 26th at 6 pm.
7. Open Discussion
8. Adjourn



**CEMETERY COMMITTEE
MEETING MINUTES
OCTOBER 26th 2020**

1. CALL TO ORDER AND ROLL CALL

THE MEETING WAS CALLED TO ORDER AT 6:02PM

MEMBERS PRESENT

Dennis VAN MOORLEHEM
Laura WARD
Morris MESENBRING
Lyle RUD
Rick AMRHEIN
Jeanne BEARSON
Jennifer NUESSE

MEMBERS ABSENT

None

STAFF PRESENT

Tim SCANLON-JOHNSON
Amy NEWSOM

GUESTS PRESENT

Mayor Rich NAGEL

2. APPROVAL OF THE AGENDA

APPROVAL BY CONSENSUS

3. APPROVAL OF PAST MEETING MINUTES

- a. JULY 27th, 2020

MOTION by RUD to APPROVE THE MINUTES FROM JULY 27th, 2020
SECOND by WARD
MOTION CARRIED

4. NEW BUSINESS

- a. DISCUSSION ON CEMETERY CHARGES AND FEES
i. PLOT PRICES
ii. NICHE PRICES

Staff provided Cemetery Committee members a spreadsheet that compared the pricing of Arlington's

Public Cemetery to that of other municipal cemeteries in communities of a similar size in the surrounding region and in Minnesota.

Arlington is one of the least expensive municipal cemeteries to purchase a burial plot. Cemetery Committee members discussed the costs associated with burial and the maintenance of the graves in perpetuity in the Public Cemetery and expressed concern that the costs are not covered by the current rates charged for plots.

Committee members asked to see more information about the number of lots sold in a year, the process of assignment of a plot, excavation, maintenance, etc at the next meeting to better understand the status of the cemetery, as well as the process and the staff time spent.

MOTION by MESENBRING to RAISE THE COST OF A BURIAL PLOT TO \$400 FOR RESIDENTS AND TO \$600 FOR NON-RESIDENTS
SECOND by WARD
MOTION CARRIED

Committee members asked staff to look into the possibility of assigning a one-time burial surcharge at the time of burial that is separate from the purchase of a plot in order to cover staff time to prepare the gravesite.

Further discussion of Columbaria costs ensued and Committee members requested that Columbaria pricing be put on the Agenda for the next meeting to take further action.

Urn placement was discussed by the Committee members, and the reason behind “non-regular business hours” urn placement was questioned.

MOTION by WARD to CONSOLIDATE “URN PLACEMENT” TO A SINGLE PRICE OF \$150 AND TO REMOVE “NON-REGULAR BUSINESS HOURS” AS A CATEGORY
SECOND by MESENBRING
MOTION CARRIED

5. OTHER/UPDATES

SCANLON-JOHNSON updated the Cemetery Committee on the status of the mapping project, and informed the Committee members that the expensive software that a former staff member had introduced to them was no longer being pursued due to its high costs and low practicality.

SCANLON-JOHNSON informed the Committee members that the use of Esri’s ArcGIS software to create a custom map for a much lower price will a relatively simple project, but that the entry of the historic records into the map is what will be difficult.

MOTION by WARD to DIRECT SCANLON-JOHNSON TO USE ARCGIS TO CREATE A MAP OF THE CEMETERY
SECOND by MESENBRING
MOTION CARRIED

Cemetery Committee members also expressed interest in finding a volunteer force to enter the historic data into the eventual map, and interest in donating the old cemetery records to the Arlington Historical Society for safekeeping.

6. ADJOURNMENT

MOTION by MESENBRING to ADJOURN
SECOND by WARD
MOTION CARRIED

THE MEETING ADJOURNED AT 6:52PM

Exp/Rev-Budget - Current Year

Current Period: APRIL 2021

Account Descr	2021 Budget	APRIL 2021 Amt	2021 YTD Amt	2021 YTD Balance	%YTD Budget
R 205-46500-36205 Loan Payments	\$7,989.00	\$0.00	\$1,961.08	\$6,027.92	24.55%
R 205-46500-36210 Interest Earnings	\$1,000.00	\$0.00	\$164.70	\$835.30	16.47%
DEPT 46500 Economic Develop m	\$12,390.00	\$0.00	\$3,000.93	\$9,389.07	
Act Type E Expenditure					
E 205-46500-304 Legal Fees	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 205-46500-616 Rev.Loan Installment L	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop m	\$250.00	\$0.00	\$0.00	\$250.00	
FUND 206 Small Cities Developmt Program					
Act Type R Revenue					
R 206-46500-33100 Federal Grants and	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 206-46500-36205 Loan Payments	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 206-46500-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop m	\$0.00	\$0.00	\$0.00	\$0.00	
Act Type E Expenditure					
E 206-46500-300 Professional Srvs	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 206-46500-308 Small Cities Devm t Gr	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 46500 Economic Develop m	\$0.00	\$0.00	\$0.00	\$0.00	
E 206-49300-700 Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
DEPT 49300 Other Financing Uses	\$0.00	\$0.00	\$0.00	\$0.00	
FUND 207 Cemetery Fund					
Act Type R Revenue					
R 207-49990-34940 Cemetery Revenues	\$1,200.00	\$0.00	\$495.00	\$705.00	41.25%
R 207-49990-34941 Grave Markings	\$1,000.00	\$0.00	\$375.00	\$625.00	37.50%
R 207-49990-36210 Interest Earnings	\$500.00	\$0.00	\$194.73	\$305.27	38.95%
R 207-49990-36215 Reimburseable Exp	\$500.00	\$0.00	\$475.00	\$25.00	95.00%
R 207-49990-36230 Contributions and D	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 207-49990-39203 Transfer from Other	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
DEPT 49990 Other Expense	\$10,200.00	\$0.00	\$1,539.73	\$8,660.27	
Act Type E Expenditure					
E 207-49990-100 Wages and Salaries	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
E 207-49990-110 Other Pay	\$300.00	\$0.00	\$0.00	\$300.00	0.00%
E 207-49990-122 FICA	\$650.00	\$0.00	\$0.00	\$650.00	0.00%
E 207-49990-304 Legal Fees	\$225.00	\$0.00	\$0.00	\$225.00	0.00%
E 207-49990-406 Repairs, Supplies & Ot	\$720.00	\$0.00	\$0.00	\$720.00	0.00%
E 207-49990-420 Shop Equipment	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 207-49990-430 Miscellaneous	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
E 207-49990-467 Gas & Repair - Mower	\$1,000.00	\$0.00	-\$19.14	\$1,019.14	-1.91%
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	\$0.00	\$500.00	0.00%
DEPT 49990 Other Expense	\$10,445.00	\$0.00	-\$19.14	\$10,464.14	
FUND 208 Cemetery Perpetual Care Fund					
Act Type R Revenue					
R 208-49990-34940 Cemetery Revenues	\$2,000.00	\$0.00	\$830.00	\$1,170.00	41.50%
DEPT 49990 Other Expense	\$2,000.00	\$0.00	\$830.00	\$1,170.00	
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 210 Medical Center Fund					