



CEMETERY COMMITTEE
MEETING AGENDA
204 Shamrock Drive
Council Chambers
October 25, 2021 AT 6:00 PM

1. Call meeting to order
2. Approve agenda
3. Approve/Deny April 26, 2021 Cemetery Committee minutes
4. Review budget and year to date spending
5. Approve/Deny monument permit
6. Approve/Deny recommendation to update Chapter 13: Cemetery of the Arlington City Code, 13.01 13.04, 13.05 and 13.09
7. Discussion on grave digging at City Cemetery
 - a. consider having City pay grave digger instead of funeral home
8. Discussion on updating Cemetery Fees on City Fee Schedule
 - a. fee for burials on existing/subsequent right of burial
 - b. marker permit fee
 - c. staking costs
9. Open Discussion
10. Adjourn



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

MEETING AT THE CEMETERY

1. Call meeting to order at 6:00 PM – Intern Haile Tegegne called meeting to order at 6:00 PM.

- a. Pledge of Allegiance
- b. Roll Call

Member Present: Lyle Rud, Jeanne Bearson, Marge Erickson, Craig Buss.

Members Absent: (vacant), Laura Ward, Morris Mesenbring

Staff present: City Administrator Amy Newsom and Intern Haile Tegegne

Guests present: Mayor Rich Nagel

- c. Elect Officers for 2021 – Chair Craig Buss
2. Approve agenda – Motion by Buss to approve the Agenda, second by Rud.
Motion Carried.
 3. Approve October 26, 2020 Minutes - Motion by Rud to approve October 26, 2020 minutes, second by Buss. Motion Carried.
 4. Review 2021 Budget and year to date spending –
Committee members discussed how they can raise money to support the maintenance. They city will ask for donations through newsletter and social media.

Committee member discussed about one-time burial surcharge, but Newsom informed that there was already a \$75 fee.

Committee discussed Columbarium pricing. Newsom informed previous staff has conducted research on it.

5. Review condition of cemetery after winter season and schedule any necessary maintenance
6. Committee discussed seal coating for the walkways. Newsom & Buss expressed interest to support Kirby if he needs to find one from nearby businesses.
7. Next meeting – October 26th at 6 pm.
8. Open Discussion-
9. Adjourn – Motion by Buss to adjourn, second by Bearson at 6:15 PM.

APPLICATION FOR *monument*
CEMETRY HEADSTONE PERMIT
City of Arlington

Return all forms to: City of Arlington, Building Department
204 Shamrock Drive, Arlington, MN 55307
Phone: (507) 964-2318 Fax: (507) 964-5913

Office Use only	
Permit No.	_____
Date Received	_____
Permit Fee:	Waived \$25?

Applicant must fill out all information on this form that is applicable to the project - Please Type or Print

SECTION 1- DIRECTORY INFORMATION

Name: _____ Sex: _____

Date of Birth: _____

Date of Burial: _____

Cause of Death: _____

SECTION 2- NEAREST KIN INFORMATION

Name: _____ Phone #: _____

Address: _____

SECTION 3- TYPE OF BURIAL

CHECK BOX FOR TYPE OF WORK

- CASKET CREMATION COLUMBARIUM VAULTS MAUSOLEUMS

CHAPTER 13: CEMETERY

- 13.01 Actuary
- 13.02 Fees
- 13.03 Lot Transfers
- 13.04 Monuments and Markers
- 13.05 Vaults and Mausoleums
- 13.06 Cremation Burials
- 13.07 Maintenance
- 13.08 Grave Decorations
- 13.09 Burial
- 13.10 Cemetery Funds
- 13.11 Cemetery Access
- 13.12 Violations

CEMETERY

Arlington Public Cemetery Rules of Operation. It is the goal of the City of Arlington to maintain a public cemetery which affords a quiet and attractive resting place for the dear departed members of the community. The rules of operation of the cemetery are designed to achieve this goal. All burial lots are subject to these rules and any additions or amendments to said rules passed by the City Council from time to time.

13.01 Actuary

The City Administrator is hereby designated as the actuary for the cemetery. All lot purchases and burial/monument permits, ~~burial permits, and monument and headstone placement permits~~ are to be processed through the City Administrator's office. The City Administrator shall maintain possession of all cemetery record books, plat maps, and cemetery funds. To comply with state law, the City Administrator shall create a permanent record of all burials, including the following information:

- Date of Burial
- Name
- Age
- Sex

Date of Birth
Cause of Death
Name, Address and Phone Number of Nearest Kin.

13.02 Fees

Fees for the use of the cemetery shall be set by the City Council from time to time. The fee schedule shall be available on request from the Administrator.

13.03 Lot Transfers

No cemetery lot or fractional lot may be resold or otherwise disposed of, except by Will, or by inheritance under state law, without the approval of the City Council, and the city retains the first option to repurchase the cemetery lot or fractional lot at the original sale price. No lot will be permitted to be resold, disposed of, or otherwise used until the purchase price and all unpaid charges have been paid in full. Lot owners may not allow interments to be made on their lots for remuneration. Lots, or fractional lots, may not be subdivided without consent of the council.

13.04 Monuments and Markers

Only one monument shall be allowed on each lot and a marker, also called "footstone", may be placed at either the head or the foot of each grave. No marker or monument shall be placed over a grave except by city permit, and then only when the foundation is carried to the top of the concrete vault and sufficiently enlarged and properly bridged over the casket to properly support the load. Monument foundations shall not be less than the size of the base stone plus a wash of 8 inches or larger all around it. The wash shall not exceed 1/4 inch above ground level. Markers may be set on same margin, and also shall not exceed 1/4 inch above ground level.

If a resident chooses not to use a monument and markers company, then the All monuments and markers must be approved by the city as to material, foundation, and location. No monument or marker may be constructed of any material which will not assure relative permanency. If any party places a monument or marker in the cemetery which does not conform to the description of said monument or marker in the permit application approved by the city, the party placing said monument or marker may be required by the city to alter or fully replace said monument or marker at that party's cost promptly upon written demand by the city.

Persons engaged in placing monuments and markers shall provide adequate planking to protect turf and shall remove materials, equipment, and refuse immediately upon completion of the work. Ropes and cables may be attached to trees or other objects only on approval of the city. The lot owner and the monument contractor are jointly and separately responsible for any failure to abide by this regulation and shall pay for any charges or damages resulting.

Burials shall be allowed year-round. Cement work, and placement of monuments and markers shall be done under the supervision of the city, at times and weather and temperature conditions appropriate to good workmanship and proper setting and curing of any cement or masonry work.

13.05 Vaults and Mausoleums

Above ground vaults and mausoleums shall not be placed on any cemetery lots, unless the person files a land use permit with the City. ~~except by special permit of the city.~~

13.06 Cremation Burials

Anyone seeking to bury cremated remains must first file their burial plan with the city, and the city retains full control over the type of container, burial, spacing and numbers of burials in each lot. The city may also require special marking of the location of cremated remains. Except by special written authorization of the city, only one cremated remains burial shall be allowed to be placed at the foot of any lot in which a regular casket burial is located. If there is no casket burial in the lot, a maximum of two cremated remains burials shall be allowed in that lot.

13.07 Maintenance

The city shall hire such employees or independent contractors as the city deems needed to properly care for the cemetery grounds. The city shall have full authority and responsibility for the general care of the cemetery, to include but not limited to the laying out and maintenance of all roads, the grading of lots, landscaping, tree, shrub and lawn care.

The city will not be responsible for the care of monuments, markers or washes. Lot owners must keep monuments, markers and washes in a clean and good condition. If any monuments, markers or washes become unsightly, by reason of disrepair, settling, or other condition, the city shall give the lot owner a 60 day written notice to make necessary repairs. If the owner fails to do so within 60 days, then the city shall have the right to repair or remove the monument, marker or wash at the expense of the lot owner.

13.08 Grave Decorations

Private fences, curbing, boxing or mounds are prohibited on burial lots, and the city reserves the right to remove any found to exist on any lot, the cost or removal to be charged to the lot owner. The city reserves the right to refuse the erection of any monument, marker, urn or any other object that is of such size, material, design or construction which the city deems inappropriate for the cemetery. Cut or artificial flowers, flower containers, or other memorial decorations of any kind must be removed within one week after the end of the holiday or ceremony which prompted the decoration. As an exception to this rule, for the Memorial Day holiday, private decorations shall be allowed during the period one week before Memorial Day and two weeks next following Memorial Day. The city retains the right to remove all such decorations which are in violation of this rule and dispose of them as the city deems fit, without further notice or obligation to the lot owners. No person shall plant any flowers, shrubs, trees or conduct any other landscaping in the cemetery under any circumstances, without the express written permission of the city.

If any lot owner wishes to maintain a permanent decoration or planting at a gravesite, this may be allowed by express written permission of the city under the following circumstances: Any such decoration or planting shall be attached to the monument by means of a vertical hook firmly based in the wash surrounding the monument, at a location and height so as not to interfere with grass mowing or other city cemetery maintenance activities.

13.09 Burial

No burial may be made in the cemetery until all laws, ordinances and regulations regarding burial have been complied with, and a permit has been issued by the city. ~~a burial permit issued by the funeral director.~~ No remains other than human remains may be buried in the cemetery. The city requires a minimum of 24 hours notice prior to opening of any graves, to give city personnel time to schedule the staking of the grave boundary and supervision of the excavation. The city reserves the right to charge a staking fee for such service, said fee to be set from time to time by the city. Graves shall be closed as soon as possible after the funeral ceremony is completed. Ground covers shall be used so as to prevent the spill of loose dirt onto other lots. Fill and compaction shall be used as necessary to prevent sinkage of the vault. All sod shall be replaced, and if necessary the grass must be re-sodded or reseeded to return the grass cover over the grave to a satisfactory condition in the opinion of the city. The city reserves the right to restrict the opening and closing of graves to a company or companies approved by the city.

13.10 Cemetery Funds

All fees collected for cemetery use shall be put in separate designated funds not commingled with general city revenues. A percentage of the lot sale proceeds as set by the City Council from time to time shall be placed in a Perpetual Care Fund. Only the interest income from said fund may be used for cemetery maintenance. The principal of said fund shall be maintained permanently. All other cemetery funds shall be placed in a general cemetery fund account, to be used for cemetery maintenance and improvement at the discretion of the City Council.

13.11 Cemetery Access

The city cemetery is designed for the use of persons engaged in the ceremonies of burial or memorial, or who wish to visit departed loved ones. Uses of the cemetery that do not fall within these categories are hereby declared illegal. The following restrictions, as well as any other activity inappropriate to the cemetery setting, shall apply:

- A. No person shall discharge any firearm or have possession of any firearm within the cemetery grounds, except persons participating in military burial ceremonies.
- B. No person shall remove any object from any place in the cemetery or make any excavation without the consent of the city.
- C. No person shall obstruct any drive or path in the cemetery or in any way injure, deface or destroy any structure, grave, flowers, tree, or other thing in the cemetery.
- D. No person shall drive any vehicle faster than a walk within the cemetery, nor drive over any path or roadway not authorized by the city.
- E. No person shall disturb the quiet of the cemetery by noise or improper conduct of any kind.
- F. No person shall enter or leave the cemetery except at the gates provided.
- G. No person shall use the cemetery grounds or any road therein as a public thoroughfare, nor drive any vehicle through the cemetery grounds except for purposes relating to the cemetery.

- H. The cemetery is not to be used as a recreational area. No children shall be permitted within the cemetery unless under the direct control of an adult. No bicycles shall be used within the cemetery except on paved roadways. No other recreational vehicles or equipment shall be used anywhere within the boundaries of the cemetery at any time, said restriction to include, but not limited to, snowmobiles, ATV's, mopeds, go-carts or skateboards.
- I. No person shall allow any animal to run at large in the cemetery. Animals shall be allowed within the boundaries of the cemetery only if controlled by leashes or within animal carriers. Any animal droppings must immediately be picked up and removed from the cemetery grounds by the person in control of the animal.
- J. No person shall loiter at any time, nor be in the cemetery without permission of the city at any time between the hours of sunset to sunrise.

13.12 Violations

Any person or entity violating any of the provisions of this ordinance shall be considered guilty of a misdemeanor, subject to the standard jail term and/or money fine set by state law for misdemeanors.

Lisa Tesch

From: Laura Dykhoff
Sent: Thursday, October 25, 2018 10:37 AM
To: Pat Melvin
Cc: Lisa Tesch; Kirby Weckworth
Subject: Cemetery Issues Update

Good Morning All –

I thought I'd do an email so that everyone is aware of where things stand with the grave digging at the cemetery at this point. In the last conversations had with Greg B. from Kolden's Funeral Home, it appears that – at this time – Mike Olson's son, Jeremy is willing to continue doing the grave digging in his father's absence. His name is Jeremy Olson and his cell phone number is: 612-251-0514.

For future knowledge however, in case Jeremy does not continue to do this long term, I will list below what I found out in my various calls yesterday.

1. The City of Gaylord also has been hiring Mike Olson to do the grave digging for their cemetery.
2. The City of Winthrop has their public works guy do all of the digging for burials at their city cemetery.
 - a. I do not know who the various churches in and around Winthrop use for their burials.
3. The City of Glencoe uses Kenny Polifka (320-864-3053 and/or 320-500-6076) for all of their traditional burials. I did place a call to him and left a voice mail, but the call has not been returned.
 - a. The City utilizes their people to dig for the cremation burials.
4. The City of NYA uses Dewey Horman (D&H Excavating- 612-382-2804-cell #) for their grave digging.
 - a. I had called Dewey before knowing that Jeremy Olson will, for the time being, do the grave digging that we need.
 - b. Dewey said that he has 54 cemeteries for which he does the grave digging – mostly in Carver County but he does do some out of the county also.
 - c. His prices are:

Traditional burial:	\$500.00
Cremation burial:	\$300.00
Sunday digging:	\$150.00 extra to do a dig on a Sunday (i.e. for a Monday burial)

He does not charge extra for winter digging for burials.
 - d. He spoke with his wife to discuss whether she would be ok with him taking on additional work. He did call me back to say that she was ok with that, especially since we are so close in location to him. I let him know that at this time Jeremy Olson has advised that he would presently continue to do the digging for and in place of his father. Dewey was ok with that, and said we could give him a call if and when that changed. He also asked for the number of additional cemeteries in and around town that – if Olsons no longer are willing/able to do this – who might also need to utilize his services. I told him – as far as I knew – it could be St. Mary's Church; St. Paul's Church (Arlington); Zion's Church Arlington (their cemetery is out in the country).

I am not sure about the Methodist Church – I *think* they have a cemetery in the country but I am not sure if it is utilized.

I am also not sure what the churches in Green Isle do – Both St. Paul's (in Green Isle) and Zions (out in the country) have their own cemeteries.

Of course there is also St. John's Church in the country and their cemetery. Again I do not know who does the digging for their burials.

So I may have missed and/or misspoken about potentially additional cemeteries that may require Dewey's services if and when that could occur, but this is what I could think of off the top of my head when we were speaking.

To finalize, the above summarizes what I learned yesterday. Of course after I had made all of these calls is when we learned from Greg at Koldens that, for the time being, Jeremy Olson is willing to provide grave digging service for us. I did also learn from Dewey that Karl Kolden had contacted him in regard to potentially needing his services for the City of Belle Plaine and the City of Le Sueur for their burials. I did not ask Dewey what his response had been to Karl about that.

If anyone has any additional thoughts, please advise. Otherwise I guess I think we can just keep this information available in case it is needed.

Laura Dykhoff

Administrative Assistant



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This email and its contents are confidential. If you are not the intended recipient, please do not disclose or use the information within this email or its attachments. If you have received this email in error, please delete it immediately. Thank you.

*\$25 new permit
Renewal \$50*

DVD copies	\$15 plus material cost of DVD
Assessment Search Fee	\$5
Dance Permit	\$20 per event or \$200 for a yearly
Police Report (via paper or fax)	\$15 (including insurance or personal request)
Police Report – digital media	\$15 per DVD (changed to be consistent with Admin. Chrg.)
Police Responding Fee (Public Dances, Noise Complaints, Close Down Event at Public Building (closing time or noise related) – after initial warning)	\$50
Police Response to Subpoena	\$50/hr. + mileage
Paper Service (only within City limits-only for evictions and family dispute matters of conflict)	\$40
Special Police Event (>2 officers)	Actual Per Hour Cost of Officer(s) Used (Salary & Benefits)
Lost/Unreturned key to City Facility	Cost of Rekey plus One (1) Hour Admin Time
Fire Extinguisher Recharge	Cost plus \$5
BEER/LIQUOR LICENSES	
Temporary 3.2 Malt Liquor License	\$50 per event
Liquor License - On Sale	\$1,300
Liquor License - Off Sale	\$100
Liquor License - On Sale - Partial Year	\$450 (applies to Raceway)
Setup License	\$20
3.2 Malt Liquor - On Sale	\$80
3.2 Malt Liquor - Off Sale	\$25
Temporary 1-4 Day On Sale Liquor License	\$50 per event
Caterer's Permit	\$50 per event
Sunday Liquor License	\$100
Community Center Liquor License - On Sale	\$1,000 (7/01-6/30 mid-year cycle est.by State of MN)
CEMETERY FEES	
Burial Permits	\$75
Burial Plots	\$400 Resident of Arlington/ \$600 Non-Resident
COLUMBARIUM:	
Urn Placement	\$150
Niche Plaque (Single or Double with Full Dates)	\$475
Niche Plaque (Double without Full Dates)	\$550
Columbarium (Front – Rows 1 & 2)	\$750
Columbarium (Front – Row 3)	\$675
Columbarium (Front – Rows 4 & 5)	\$600
Columbarium (Rear – Rows 1 & 2)	\$675
Columbarium (Rear – Row 3)	\$600
Columbarium (Rear – Rows 4 & 5)	\$525
Memory Wall Plaque	\$215
FIRE DEPT. FEES (Billing advised by Officer in Charge. All billing reviewed by Fire Chief)	
Accident/Missing Person	\$250 0-1 hrs., \$175 for each additional hour
Fire Call up to 2 hours	\$500, plus supplies/foam/fuel
Fire Call exceeding 2 hours	\$1,000, plus supplies/foam/fuel
Helipad (Reso #15-2014)	\$175
CO2 Call	\$175
Hazardous Material	\$1,000 (in addition to call fee)
Foam	\$25 0-1-gallon, applicable supply replacement cost for each gallon thereafter
Jaws of Life	\$200
Fuel Charges - City	\$40
Fuel Charges - Rural	\$80
False Alarm	First two = \$0; after two, up to \$300 per-officer in charge decides
Mutual Aid	Supplies
Pool Fills - 3,500 Gallon Tanker Truck at water rate plus	City Residents - \$93 per haul, Rural Residents - \$133 per haul
Township Protection Fee	Per Section \$390.83 (2021)
AMBULANCE FEES	
BLS Emergency - Service Area	\$1,300 plus mileage
BLS Non-Emergency - Service Area	\$900 plus mileage
ALS Intercept	\$250 plus mileage
ALS Non-emergency - Service Area	\$1,500 plus mileage
ALS1 Emergency - Service Area	\$1,800 plus mileage
ALS2 Emergency - Service Area	\$1,900 plus mileage

Cemetery

Glencoe Cemetery is owned and controlled by the City of Glencoe, Minnesota.

It is under the direct supervision of the Cemetery Commission.

[Click here to view Cemetery Rules. \(pdf file\)](#)

Lots may be purchased at the City Offices.

The following fees apply:

- Single lot price \$500.00 each
- Second Internment fee-1/2 price of current lot price
- Cremation open/close \$150.00
- Cremation open/close after hours and holidays \$200.00
- Casket loading/unloading fee at vault when city help needed \$50.00
- Marker permit fee (charged when stone installed)- \$25.00
- Cemetery records search \$25.00

