



CEMETERY COMMITTEE
MEETING AGENDA
204 Shamrock Drive
Council Chambers
April 25, 2022 AT 6:00 PM

1. Call meeting to order
2. Approve agenda
3. Approve/Deny January 24, 2022 Cemetery Committee minutes
4. Review budget and year to date spending
5. Demonstration of Cemetery Software
6. Open Discussion
7. Adjourn



CEMETERY COMMITTEE
 MEETING AGENDA-MINUTES
 January 24, 2022 AT 6:00 PM
 ARLINGTON COMMUNITY CENTER

1. Call meeting to order at 6:00 PM- meeting was called to order at 6:08pm

| COMMITTEE MEMBERS | ATTENDANCE | OTHERS IN ATTENDANCE |
|-------------------|------------|------------------------|
| Lyle Rud | X | Phil Mangis-City Staff |
| Marge Erickson | X | Rich Nagel-Mayor |
| Jeanne Bearson | X | |
| Morris Mesenbring | X | |
| Dan Hislop | X | |

2. Pledge of Allegiance

3. Election of Officers

- I. Chair- Erickson made a motion to make the Chair the selected Council member, seconded by Hislop, Motion carried.
- II. Vice Chair-Hislop made a motion to selected Lyle Rud as Vice Chair, seconded by Mesenbring, Motion carried.
- III. Secretary- Mesenbring made a motion to selected Amy Newsom as Secretary, seconded by Erickson, Motion was carried.

4. Approve agenda- Phil Mangis requested that the Committee add the minutes of the last meeting to the agenda and move the Review 2022 Budget and year to date spending to next meeting. Motion made by Erickson to approve the agenda with the updates, seconded by Hislop, Motion carried.

5. Approve of Minutes

a. October 25, 2021- The Mayor had a question concerning the last meetings minutes and was wondering why the rates were raised to the prices stated. Rud stated that this was what the Committee had discussed raising the rate to what where suggest by the previous Chair. The reasoning behind the decision was help correct and balance the raising cost of cemetery burials.

5. Review 2022 Budget and year to date spending- moved to next meeting

6. Discussion on cemetery software/volunteering- Erickson and Hislop are interested in helping to upload Cemetery records to the Cemetery software that is selected. The Committee also stressed they would like to know more information of the matter when it comes to what kind of software that is going to be used.

7. Open Discussion-none

8. Adjourn- Rud made a motion to adjourn the meeting at 6:31pm and was seconded by Erickson, Motion carried.

FUND 207 Cemetery Fund

| | | | | | |
|---------------------------------------|------------|----------|------------|-------------|--------|
| Act Type R Revenue | | | | | |
| R 207-49990-31000 General Property Ta | \$2,000.00 | \$0.00 | \$0.00 | \$2,000.00 | 0.00% |
| R 207-49990-34000 Charges for Service | \$0.00 | \$0.00 | \$1,400.00 | -\$1,400.00 | 0.00% |
| R 207-49990-34940 Cemetery Revenues | \$2,200.00 | \$0.00 | \$1,211.25 | \$988.75 | 55.06% |
| R 207-49990-34941 Grave Markings | \$1,200.00 | \$150.00 | \$675.00 | \$525.00 | 56.25% |
| R 207-49990-36210 Interest Earnings | \$1,500.00 | \$74.87 | \$181.26 | \$1,318.74 | 12.08% |
| R 207-49990-36215 Reimbursable Exp | \$1,500.00 | \$0.00 | \$650.00 | \$850.00 | 43.33% |
| R 207-49990-36230 Contributions and D | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| R 207-49990-39203 Transfer from Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| DEPT 49990 Other Expense | \$8,400.00 | \$224.87 | \$4,117.51 | \$4,282.49 | |
| Act Type R Revenue | \$8,400.00 | \$224.87 | \$4,117.51 | \$4,282.49 | |
| Act Type E Expenditure | | | | | |
| E 207-49990-100 Wages and Salaries | \$6,000.00 | \$0.00 | \$0.00 | \$6,000.00 | 0.00% |

ARLINGTON, MN

04/2

Exp/Rev-Budget - Current Year

Current Period: MARCH 2022

| Account Descr | 2022 Budget | MARCH 2022 Amt | 2022 YTD Amt | 2022 YTD Balance | %YTD Budget |
|--|-------------|----------------|--------------|------------------|-------------|
| E 207-49990-110 Other Pay | \$300.00 | \$0.00 | \$0.00 | \$300.00 | 0.00% |
| E 207-49990-122 FICA | \$459.00 | \$0.00 | \$0.00 | \$459.00 | 0.00% |
| E 207-49990-300 Professional Srvs | \$0.00 | \$0.00 | \$1,400.00 | -\$1,400.00 | 0.00% |
| E 207-49990-304 Legal Fees | \$400.00 | \$0.00 | \$25.00 | \$375.00 | 6.25% |
| E 207-49990-406 Repairs, Supplies & Ot | \$500.00 | \$57.89 | \$266.89 | \$233.11 | 53.38% |
| E 207-49990-420 Shop Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 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 | \$0.00 | \$0.00 | \$1,000.00 | 0.00% |
| 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 | \$1,500.00 | \$0.00 | \$888.50 | \$611.50 | 59.23% |
| DEPT 49990 Other Expense | \$10,659.00 | \$57.89 | \$2,580.39 | \$8,078.61 | |
| Act Type E Expenditure | \$10,659.00 | \$57.89 | \$2,580.39 | \$8,078.61 | |

FUND 208 Cemetery Perpetual Care Fund

| | | | | | |
|-------------------------------------|----------|--------|---------|---------|--------|
| Act Type R Revenue | | | | | |
| R 208-49990-34940 Cemetery Revenues | \$110.00 | \$0.00 | \$63.75 | \$46.25 | 57.95% |
| DEPT 49990 Other Expense | \$110.00 | \$0.00 | \$63.75 | \$46.25 | |
| Act Type R Revenue | \$110.00 | \$0.00 | \$63.75 | \$46.25 | |
| 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 | |
| Act Type E Expenditure | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |