TO: Monuments & Cemetery Commission
FROM: Kimberly K Seifert Samuelson
DATE: December 14, 2016

SUBJECT: Quarterly Monuments & Cemetery Commission Meeting

Your attendance is required at a meeting of the Monuments and Cemetery Commission on **Monday, December 19, 2016 at 4:00 p.m.** The meeting will be held in the City Hall Council Chambers.

We must have a quorum present to conduct the Regular Quarterly meeting. If you are unable to attend you must notify me at (507) 359-8226.
AGENDA

MONUMENTS AND CEMETERY COMMISSION
New Ulm, Minnesota
New Ulm City Cemetery

December 19, 2016 – 4:00 p.m.

1. APPROVAL OF MINUTES: Monuments & Cemetery Commission Meeting held on June 20, 2016.

2. OLD BUSINESS:
   a. Columbarium Information

3. NEW BUSINESS:
   a. Buy back lots – Domine & Sandhoefner
## City of New Ulm
### Request for Commission Action

<table>
<thead>
<tr>
<th>Meeting Date:</th>
<th>December 19, 2016</th>
<th>Agenda Item Number:</th>
<th>1</th>
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</thead>
<tbody>
<tr>
<td>Agenda Section:</td>
<td>Approval of Minutes</td>
<td>Originating Department:</td>
<td>Monuments &amp; Cemetery Commission</td>
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<tr>
<td>Resolution:</td>
<td>N/A</td>
<td>Prepared By:</td>
<td>Kim Seifert Samuelson</td>
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<td>Ordinance:</td>
<td>N/A</td>
<td>Presented By:</td>
<td>Chair Ubl</td>
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<td>Number of Attachments:</td>
<td>1</td>
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<tr>
<td>Item:</td>
<td>APPROVAL OF MINUTES from Monuments &amp; Cemetery Commission Meeting held on June 20, 2016.</td>
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**Commission Chair’s Proposed Action:**

Motion by _________________________Seconded by _________________________to approve the minutes from the Monuments & Cemetery Commission Meeting held on June 20, 2016.

**Board/Commission Recommendation:**

N/A

**Overview:**

N/A

**Primary Issues/Alternatives to Consider:**

N/A

**Budgetary/Fiscal Issues:**

N/A

**Attachments:**

Draft meeting minutes from June 20, 2016
The Second Quarterly Meeting of the Monuments and Cemetery Commission of the City of New Ulm, Minnesota was duly called and held at the New Ulm City Cemetery Shop on June 20, 2016 at 4:00 p.m. Present at said meeting were Mayor Robert Beussman, Public Works Superintendent Curt Curry, Cemetery Custodians Glenn Janni & Kyle Scharfencamp, and the following members of the Monuments and Cemetery Commission: Ken Drexler, David Kading, Ernest Kretsch and Elroy Ubl. Absent was James Aufderheide.

Chair Ubl called the meeting to order at 4:00 p.m.

Commissioner Kading moved to approve the minutes from the Regular Quarterly Monuments and Cemetery Commission Meeting held on December 21, 2015. The motion was duly seconded by Commissioner Kretsch and passed by unanimous vote of all members present.

Public Works Superintendent Curry updated the Commission regarding the Columbarium Master plan and that the current plan as drawn up will not fit in the designated area. He stated the current columbarium was built in 2005 and is over half sold. Public Works Superintendent Curry would like to design a new master plan to follow for future columbarium needs. Much discussion ensued. Gary Gertken, Coldspring Regional Sales Manager, appeared to answer any question of the Commission. The Commissioners walked to the columbarium site to measure for future construction plans. Discussion ensued regarding cost and time frame. Public Works Superintendent Curry stated the budget currently doesn’t allow for the addition of a second columbarium. Commissioner Drexler moved to receive or order filed the report regarding Columbarium Master Plan and future construction. The motion was duly seconded by Commissioner Kading and passed by unanimous vote of all members present. Commissioner Kading moved to select Proposed Option #2 for long term goal future construction. The motion was duly seconded by Commissioner Drexler and passed by unanimous vote of all members present.

Commissioner Kading moved to approve to purchase back 2A Lot 47 Places 5 & 6 at half the current value at $350 per lot from Marvin Sluiter. Total Price: $700. The motion was duly seconded by Commissioner Drexler and passed by unanimous vote of all members present.

Commissioner Kading moved to approve changes made to the General Guidelines and Procedures brochure and accept any additional changes. The motion was duly seconded by Commissioner Kretsch and passed by unanimous vote of all members present.

Commissioner Drexler moved to suspend the rules for action on the addendum. The motion was duly seconded by Commissioner Kretsch and passed by unanimous vote of all members present.

Public Works Superintendent Curry summarized the current fee schedule and recommended an increase of $25 per lot and increase of $50 per niche. Commissioner Kading suggested we also increase the open/close fee by $25. Public Works Supervisor Curry suggested the fee schedule
should be reviewed annually and increased regularly every other year. Commissioner Drexler moved to accept the $25 increase to the Open/Close Fee, $25 per lot and $50 per niche and revisit these fees annually and increase every other year. The motion was duly seconded by Commissioner Kretsch and passed by unanimous vote of all members present.

Meeting adjourned at 4:58 p.m.

Respectfully submitted,

Kimberly Seifert Samuelson
Cemetery Records
Monuments and Cemetery Commission
City of New Ulm
Request for Commission Action

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<td>Agenda Section:</td>
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Item: Report and pricing for Columbarium design.

Commission Chair’s Proposed Action:
Motion by ____________________, Second by ____________________, to receive and order filed the report regarding Columbarium future construction.

Board/Commission Recommendation:
N/A

Overview:

Primary Issues/Alternatives to Consider:

Budgetary/Fiscal Issues:

Attachments:

1. Annual Niche Sales Chart
2. Columbarium Information & Current funds
3. Perpetual Care on lots description
Annual Niche Sales

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<td>2014</td>
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</tr>
<tr>
<td>2015</td>
<td>35</td>
</tr>
<tr>
<td>2016</td>
<td>20</td>
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**Columbarium**

Option 2 - Adding Additional Gazebo Shelter Unit, was chosen at the June 20, 2016 Monuments and Cemetery Commission meeting.

The quote is dated November 13, 2015 so the cost may have changed. A new quote will need to be requested.

1. Coldspring will supply and install the 224 niche gazebo shelter per Design 0584.
2. Columbarium interior is reinforced concrete with a durable polystyrene liner and closure.
3. Niche fronts will be polished (narrow range) Carnelian granite. Each niche front covers two openings.
4. Niche trim will be thermal (full range) Moonlight Gray. No predrilling of niche fronts included for bronze memorialization.
5. Coldspring will install the foundation
6. Coldspring will install the columbarium and roof
7. Freight to New Ulm, MN included
8. Your price, excluding tax, is $92,017
9. On the existing (matching) structure, the City of New Ulm did the foundation, setting, and building of gazebo roof. If the city chooses to do the same for this project, Coldspring would supply the foundation plans and deliver the four (4) 56 niche columbarium units for $49,914
10. The City of New Ulm would be responsible for unloading and setting of columbariums along with the building of gazebo structure.

**Current financial information**

Our current available funds: $43,688

Future sales of remaining niches: $26,438 (45% capital portion at current unit price)

Perpetual Care balance: $510,930
PERPETUAL CARE ON LOTS
Perpetual care is that care and maintenance necessary by natural growth and ordinary wear which can be provided at reasonable intervals with income from the perpetual care fund and cemetery budget funds, and includes the planting, cutting, watering and care of lawns, the cleaning and upkeep of buildings, and the maintenance of the utilities, walls, roadways and walks. The City may also use a portion of the income from such fund for such general care, maintenance, repairs, and embellishment as it in its sound discretion shall deem to be for the best interests of the cemetery to the end that the cemetery generally be kept in the best condition possible within the limits of such income.

PERPETUAL CARE EXCEPTIONS
The term, "Perpetual Care" shall not be construed as meaning the maintenance, repair or replacement of any grave stones, monumental structures or memorials placed or erected upon lots or niches; nor the planting of flowers or ornamental plants; nor the maintenance or doing of any special or unusual work in the cemetery; nor does it mean the reconstruction of any marble, lot, niche or any portion or portions thereof in the cemetery, caused by the elements, an act of God, common enemy, thieves, vandals, strikers, malicious mischief makers, explosions, unavoidable accidents, invasions, insurrections, riots, or by order of any military or civil authority, whether the damage to be direct or collateral, other than as herein provided.

INVESTMENT OF PERPETUAL CARE FUND
The City will maintain a separate trust fund for Perpetual Care. Up to 65% of the sales price for grave lots and columbarium niches will be deposited in said fund. All funds deposited in the fund, except interest earnings, will remain in the fund and cannot be spent for any purpose. The City may commingle the assets of the fund with other City assets to maximize investment earnings; when such commingling occurs, the Perpetual Care Fund shall receive a pro-rata share of investment earnings.

PROFITS FROM COLUMBARIUM NICHE SALES
Profits from the sale of columbarium niches may be used for the purchase of another future columbarium.

PROPOSED USE OF INVESTMENT EARNINGS
The City may transfer one hundred percent of the investment/interest earnings on an annual basis to the general operating account of the cemetery to augment yearly budgeted appropriations.
City of New Ulm
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<td>Item:</td>
<td>Buy back vacant lots from The Domine Family and Sandhoefner Family.</td>
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**Commission Chair’s Proposed Action:**
Motion by ____________, Second by __________, approving to purchase back 2 B Lot 113 Place 3 & 4 at half the current value at $350 per lot from Domine Family – Total Price to Domine Family: $700 and 2 B Lot 138 Place 3 & 4 at half the current value at $350 per lot from Sandhoefner Family - Total Price to Sandhoefner Family: $700.

**Board/Commission Recommendation:**
Glenn Janni recommended we buy back the lots because they will be easy to resell.

**Overview:**
N/A

**Primary Issues/Alternatives to Consider:**
N/A

**Budgetary/Fiscal Issues:**
N/A

**Attachments:**
N/A