



# BAXTER CEMETERY COMMISSION MINUTES

Monday, April 21, 2025 at 4:00 PM

Baxter City Hall, 13190 Memorywood Drive, Baxter, MN

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*"A Growing Community"*

## CALL TO ORDER

The quarterly meeting of the Baxter Cemetery Commission was called to order at 4:08 p.m. by Chair Jeanette Ruff.

## ROLL CALL

**MEMBERS PRESENT:** Commissioners John Cremers, Robert Ehrich, Chair Jeanette Ruff and Council Liaison/Mayor Darrel Olson.

**MEMBERS ABSENT:** None.

**STAFF PRESENT:** Assistant City Engineer Trevor Thompson and Administrative Assistant Mary Haugen.

**OTHERS PRESENT:** Jim Rau.

## CONSENT AGENDA

### 1. Approve the Cemetery Commission Minutes from April 29, 2024

**MOTION** by Commissioner Cremers, seconded by Commissioner Ehrich to approve the Cemetery Commission Minutes from April 29, 2024. Motion carried unanimously.

### 2. Approve the Cemetery Commission Minutes from September 11, 2024

**MOTION** by Commissioner Cremers, seconded by Commissioner Ehrich to approve the Cemetery Commission Minutes from September 11, 2024. Motion carried unanimously.

## NEW BUSINESS

### 3. Approve the Revised Cemetery Regulations

Administrative Assistant/Cemetery Overseer Mary Haugen informed the commission the cemetery regulations have been updated in order to clean up redundancy, add the ordinance number to the section Sale and Purchase of Interment Rights, and specified the number of burial that can be placed in a gravesite or niche.

Mr. Rau, who attended the meeting as a perspective member, inquired is a definite timeframe could be established for artificial flowers and solar lights. The commission agreed and it was suggested from May 1 through June 15<sup>th</sup> each year for placement of artificial flowers and solar lights.

**MOTION** by Commissioner Cremers, seconded by Commissioner Ehrich to approve the revised Cemetery Regulations. Motion carried unanimously.

### 4. Recommend Planning & Zoning Approve the Baxter Cemetery Second Addition Preliminary & Final Plat

Assistant City Engineer Thompson informed the commission that Baxter Cemetery Second Addition Preliminary & Final Plat rectifies records from Block 13 along with platting the columbarium.

Mr. Thompson explained the original 1916 plat of the cemetery "PLAT OF BAXTER CEMETERY" included 10 Lots within Block 13. Due to the curvature of the road within the cemetery, Lots 1, 9, and 10 of Block 13 were paved over and are no longer available for use. By re-platting, the information filed in the cemetery records, the plat, and the lot markers will all match.

**MOTION** by Commissioner Cremers, seconded by Commissioner Ehrich to recommend Planning & Zoning approve the Baxter Cemetery Second Addition Preliminary & Final Plat. Motion carried unanimously.

## UPDATES

### 5. 2024 Cemetery Report

The commission reviewed the 2023 Cemetery Report. The report gives a brief overview of the new residents in the cemetery.

### 6. White Pine Tree Removal

Staff informed the commission that 11 white pines between OK Park and the Cemetery are infested with pine sawyer and pine bark beetles. Most of the trees are actively dying and all are most likely to die due to root restriction, added drought, and the beetles attacking them.

The City and ISD No. 181 have contracted with Mike's Tree Company to remove the dead trees on April 30, 2025 for liability reasons. The City and ISD No. 181 are working together on a long-term plan with the area. The remaining white pine trees will be removed at a later date due to the infestation.

## OTHER BUSINESS

The next Cemetery Commission meeting has been scheduled for July 21, 2025 at 4:00 p.m.

## ADJOURN

**MOTION** by Commissioner Ehrich, seconded by Commissioner Cremers to adjourn the meeting at 5:00 p.m. Motion unanimously approved.

Approved by:

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Jeanette Ruff  
Chair

Respectfully submitted:

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Mary Haugen  
Administrative Assistant

