

# **Cemetery Commission Regular Meeting Minutes July 16, 2025 – 1:30 P.M.**

## **Call To Order**

The meeting was called to order at approximately 1:34 PM.

## **Roll Call**

Commissioner present were Don Erickson, Donna Hoelke, and Kay Spizzo. Gary Bakken and Tia McMonigal were Absent. Staff included City Administrator Allie Polsfuss, Deputy Clerk Deb Runksmeier and Councilmember Steve Jensen.

## **Approval Of Minutes**

### **June 18, 2025 Cemetery Commission Meeting Minutes**

The commissioners briefly reviewed the minutes from the previous meeting.

*Motion to approve the minutes was made by Erickson and seconded by Hoelke. All voted in favor. Motion approved 3-0*

## **Butterfly Release - July 19th**

Staff provided an update on preparations for the upcoming Butterfly Release event on July 19th. Key points discussed included:

- A coloring table for children's activities will be set up, sponsored by Widseth.
- The Pelican Lakes Association will have a table to sell their books.
- Music arrangements are in place, including Lisa Wenger singing the national anthem and another song.
- Mayor Roggenkamp will give the opening remarks.
- The color guard will perform after the national anthem.
- Commissioners and volunteers will distribute butterflies after the second song performance.

A concern was raised about golf cart parking blocking access to the garden area last year. The commission decided to use cones to keep the area open and relocate golf cart parking near the porta-potties.

Other logistics discussed included:

- Parking volunteers (Alex and Tom) should arrive by 10:15 AM.
- A person is needed to operate the clicker for counting attendees.
- Emergency services have been notified about the event this year to avoid communication issues experienced last year.
- Approximately 300 people attended last year's event.

The commissioners also discussed the need to remove artificial flowers and temporary decorations from the cemetery before the event, in line with cemetery rules.

## **Staff Reports**

Recent developments:

- The concrete for the new columbarium has been sealed.
- Four niches in the new columbarium have been sold in the past week.
- There is ongoing interest in purchasing niches, particularly in the new columbarium.

The commission discussed issues with non-compliant headstones being installed, including those without the required 3-inch concrete border. They agreed to make the rules more prominent on pricing sheets and communications with customers to prevent future issues.

The commissioners also reviewed the cemetery rules regarding artificial flowers and decorations, confirming that these are not permitted and should be removed promptly.

Regarding pavers, work is ongoing with Brent Rocks to determine the best approach, with expected interest from the public once details are finalized.

Staff spoke about this being the last meeting for Don Erickson as a Cemetery Commissioner and thanked him for his service.

## **Commissioner Reports**

No specific commissioner reports were given, as most relevant topics had been covered in the Butterfly Release discussion.

## **Adjourn**

The meeting was adjourned at 1:57 pm

Deb Runksmeier  
Deputy City Clerk