



# CEMETERY COMMISSION MEETING

**Wednesday, September 17, 2025 at 1:30 PM**

City Hall Conference Room 8319 Co. Rd. 11 Breezy Point, MN  
56472

(218) 562-4441 | Office Hours 8:00 a.m. - 4:00 p.m. | [cityadmin@cityofbreezypointmn.us](mailto:cityadmin@cityofbreezypointmn.us)

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## AGENDA

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1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES**
  - [A.](#) July 16, 2025 Cemetery Commission Meeting Minutes
4. **BUSINESS**
  - [A.](#) Bench Purchase
  - [B.](#) Cemetery 2026 Budget
5. **STAFF REPORTS**
6. **COMMISSIONER REPORTS**
7. **ADJOURN**

# 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



# CEMENATARY COMMISSION MEETING

## AGENDA ITEM

Section 4, ItemA.

<b>Prepared By:</b> Joe Zierden, Public Works Supervisor	<b>Meeting Date:</b> 9/17/2025	<b>Item No.</b> Click or tap here to enter text.	<b>Item Name:</b> Water Feature Bench
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### COMMITTEE ACTION REQUESTED

A motion to approve the water feature bench purchase and installation would be appreciated.

### BACKGROUND/DISCUSSION

A 6-foot rubber coated steel bench matching other existing park benches could be installed at the head of the water feature. If approved installation would occur in fall of 2025.

### FINANCIAL IMPACT

\$1,000

### STAFF RECOMMENDATION

N/A

### SUPPORTING DOCUMENTS



# CEMENATARY COMMISSION MEETING

## AGENDA ITEM

Section 4, Item A.

The screenshot shows a web browser window displaying a product page for 'The City™ Series Benches'. The browser's address bar shows the URL: [https://www.barcoproducts.com/the-city-series-benches?sku=02SA2854-GN&gad\\_source=1&gad\\_campaignid=226817212538&gclid=0AAAAADw8YAIYyBlgYaAtGwqgLCPSd9JaiRgclid=EA1aIQobChMlprD27q\\_2jgMVqAetBhd](https://www.barcoproducts.com/the-city-series-benches?sku=02SA2854-GN&gad_source=1&gad_campaignid=226817212538&gclid=0AAAAADw8YAIYyBlgYaAtGwqgLCPSd9JaiRgclid=EA1aIQobChMlprD27q_2jgMVqAetBhd). The page features a large image of a green metal bench with a mesh backrest. To the right of the image, the product title 'The City™ Series Benches' is displayed with a 4.8-star rating and 21 reviews. The price is listed as 'As low as \$649.00' with a note that 'Quantity discounts available'. Below the price, the SKU is '02SA2854-GN', and other SKUs for 'Treetop' (2C12627-GN) and 'Kirby' are also listed. A 'Quantity Discounts' table shows a price of \$635.00 for a quantity of 3. The 'Product Configuration' section includes 'Select Color' (Green is selected), 'Mount Type' (Surface Mount is selected), and 'Length' (6 Foot is selected). At the bottom of the page, there are several icons representing product features: '20 Years Guaranteed Against Breakage', 'Easy-Assembly', and 'Quick Ship'. The browser's taskbar at the bottom shows various application icons and a search bar.

Home > The City™ Series Benches

### The City™ Series Benches

★★★★★ 4.8 | 21 Reviews

As low as  
**\$649.00** Quantity discounts available

SKU: 02SA2854-GN Treetop SKU: 2C12627-GN Kirby SKU: [unreadable]

Quantity Discounts	
Quantity	3
Price	\$635.00

**Product Configuration**

**Select Color**

Selected Color: Green

**Mount Type**

Selected Mount Type: Surface Mount

**Length**

Selected Length: 6 Foot

20 Years Guaranteed Against Breakage Easy-Assembly Quick Ship



# CEMENATARY COMMISSION MEETING

## AGENDA ITEM

Section 4, ItemB.

<b>Prepared By:</b> Joe Zierden, Public Works Supervisor	<b>Meeting Date:</b> 9/17/2025	<b>Item No.</b> Click or tap here to enter text.	<b>Item Name:</b> 2026 Budget
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### COMMITTEE ACTION REQUESTED

A motion to approve the 2026 Cemetery budget would be appreciated.

### BACKGROUND/DISCUSSION

- Wildflower Meadow re-landscape Est \$10,000 to \$20,000

The attached map shows the approximate layout of the proposed retaining wall that would increase open space at the base of the water feature and create a narrower band of vegetation above the retaining wall. The water feature would also be channelized to focus flow and reduce algae buildup. The work would take place in late summer of 2026 after the Butterfly release to allow the new vegetation to establish. City staff would perform the dirt work, retaining wall and water feature work, costs would be relatively minimal for this portion. The new vegetation would bid out and professionally installed and would likely be the bulk of the cost.

### FINANCIAL IMPACT

\$10,000 to \$20,000

### STAFF RECOMMENDATION

N/A

### SUPPORTING DOCUMENTS

ctlDim3	2025 YTD		BALANCE	_Detail % (Text240
	2025 BUDGET	ACTUAL		
E 270-49010-200 General Operating (S	\$1,500.00	\$710.46	\$789.54	47.36%
E 270-49010-222 Landscaping	\$4,000.00	\$1,488.43	\$2,511.57	37.21%
E 270-49010-240 Small Tools/Minor Ec	\$0.00	\$0.00	\$0.00	0.00%
E 270-49010-300 Professional Svcs (Gl	\$20,000.00	\$3,269.00	\$16,731.00	16.35%
E 270-49010-362 Property Ins	\$700.00	\$659.92	\$40.08	94.27%
E 270-49010-381 Combined Utilities	\$1,500.00	\$907.20	\$592.80	60.48%
E 270-49010-433 Dues and Subscriptic	\$125.00	\$0.00	\$125.00	0.00%
E 270-49010-438 Event Exp	\$2,500.00	\$2,200.00	\$300.00	88.00%
E 270-49010-439 Markers	\$1,000.00	\$1,476.00	(\$476.00)	147.60%
E 270-49010-534 Site Improvements	\$10,000.00	\$0.00	\$10,000.00	0.00%
E 270-49010-720 Transfer to Other Acc	\$5,000.00	\$0.00	\$5,000.00	0.00%
E 270-49010-810 Refund/Reimburseme	\$0.00	\$0.00	\$0.00	0.00%
R 270-00000-31010 Current Property T	\$20,000.00	\$0.00	\$20,000.00	0.00%
R 270-00000-33600 State / Local Gran	\$0.00	\$0.00	\$0.00	0.00%
R 270-00000-34000 Charges for Servic	\$3,000.00	\$3,590.00	(\$590.00)	119.67%
R 270-00000-34940 Cemetery Lot Sale	\$8,000.00	\$2,912.00	\$5,088.00	36.40%
R 270-00000-34942 Perpetual Care	\$1,500.00	\$384.00	\$1,116.00	25.60%
R 270-00000-36200 Misc Revenue	\$4,000.00	\$0.00	\$4,000.00	0.00%
R 270-00000-36210 Interest Income	\$2,500.00	\$1,701.92	\$798.08	68.08%
R 270-00000-36213 Investments Gains	\$0.00	\$464.13	(\$464.13)	0.00%
R 270-00000-39200 Transfer In	\$0.00	\$0.00	\$0.00	0.00%
	<b>\$85,325.00</b>	<b>\$19,763.06</b>	<b>\$65,561.94</b>	

Text247:



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

### Re Landscape

Date: 9/10/2025 Time: 9:47 AM