

# **SUPPLEMENTAL PACKET**

**City of Afton**  
**3033 St. Croix Trl, P.O. Box 219**  
**Afton, MN 55001**

## **Meeting Date April 19, 2016**

### **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moore, City Administrator  
Date: April 19, 2016  
Re: Supplemental Claim for Payment

---

Attached is an invoice from Tom Zahn, who is the consultant conducting historic research and preparing local designation nomination forms for 13 historic properties in Afton. Mr. Zahn has completed six of the 13 nomination forms, and has submitted an invoice in the amount of \$6,000 for this work. The total contract amount, which is being fully paid through grant funding, is \$19,750.

*City of Afton*  
*Supplemental Claims to be Approved (recorded in April Financials)*  
*April 19, 2016*

<u>Checks Numbered</u>			
<u>From</u>	<u>To</u>	<u>Description</u>	<u>To Be Approved</u>
20994		Thomas R. Zahn & Assoc: Completion of 6 Draft Designations	\$6,000.00
<b>Supplemental Claims to be approved at 4/19/16 meeting</b>			<b>\$6,000.00</b>



Submitted by Thomas H. Niedzwiecki, Accountants  
File: Afton 2016 Claim Summary.xlsm Worksheet: Mar16 Suppl 4/18/2016



# Thomas R. Zahn & Associates LLC

807 Holly Avenue  
Saint Paul, Minnesota 55104  
651-221-9765



## INVOICE

**Invoice No:** 2015-04.2  
**DATE:** April 14, 2016  
**FOR:** Afton Local Designations  
**DESCRIPTION:** Completion of 6 DRAFT designation forms  
**TOTAL DUE:** \$ 6,000

4817

Thomas R. Zahn  
Thomas R. Zahn & Associates LLC

**CITY OF AFTON**  
 3023 ST. CROIX TRAILS  
 PO BOX 219  
 AFTON, MN 55001-0219  
 PH: (651) 438-5090

U.S. BANK NATIONAL ASSOCIATION  
 17-2810

20994

4/20/2016

PAY TO THE ORDER OF Thomas R. Zahn & Associates LLC

\$ \*\*6,000.00

Six Thousand and 00/100\*\*\*\*\* DOLLARS

PROTECTED AGAINST FRAUD

Thomas R. Zahn & Associates LLC  
 807 Holly Avenue  
 St. Paul, MN 55104

MEMO Afton Local Designations

⑈020994⑈ ⑆091000022⑆ 174125002934⑈

CITY OF AFTON

20994

Thomas R. Zahn & Associates LLC

4/20/2016

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
4/20/2016	Bill	2015-04.2	6,000.00	6,000.00		6,000.00
					Check Amount	6,000.00

4M Fund/US Bank - G Afton Local Designations

6,000.00

CITY OF AFTON

20994

Thomas R. Zahn & Associates LLC

4/20/2016

Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
4/20/2016	Bill	2015-04.2	6,000.00	6,000.00		6,000.00
					Check Amount	6,000.00

PAYMENT RECORD

4M Fund/US Bank - G Afton Local Designations

6,000.00





Thomas R. Zahn & Associates LLC  
807 Holly Avenue • Saint Paul Minnesota • 55104 • 651-221-9265 • tom@tzahn.com



## PROPOSAL

FOR  
CONSULTANT SERVICES TO  
CONDUCT RESEARCH AND PREPARE LOCAL DESIGNATION NOMINATION FORMS  
FOR THIRTEEN HISTORIC PROPERTIES IN THE  
CITY OF AFTON, MINNESOTA

Thomas R. Zahn

Submitted To:  
City of Afton  
Ron Moorse, City Administrator

August 14, 2015

### PROJECT PROPOSAL

---

The City of Afton is requesting the services of a qualified consultant team to conduct historical research and prepare Local Designation Nomination forms for thirteen (13) historic properties within the community. THOMAS R. ZAHN & ASSOCIATES LLC proposes to provide the requested services under contract with the City of Afton. The services and products will be completed in conformance with:

- the *Secretary of the Interior's Standards for Preservation Planning* as outlined in the Federal Register of 9-29-83, pages 44716-44740, and
- the requirements outlined by the City of Afton in the research and designation form request for proposal titled: *Request for Proposals, Historian Services for Local Designation Nominations* released in July, 2015.

The ASSOCIATES are available between September 2015 and March 1, 2016 to complete the historical research and form preparation for the selected properties.

The fee for the building and site research, cultural resource documentation, form preparation and support services is \$ 19,750, **not to exceed** \$20,000.

## PROJECT UNDERSTANDING

---

The Afton initiative will supplement the community's preservation planning and educational role in promoting the civic and architectural heritage in the Old Village and more broadly in the greater Afton area. This effort will potentially lead to local, Heritage Preservation Commission (HPC) designation of the subject properties by providing historical research, building condition information, assessment of integrity, and historic and current photographic documentation on the selected buildings and sites.

The survey, research and designation form information will be used to:

- promote public understanding of, and appreciation for, the community's historic resources,
- provide new and more extensive historical property research information,
- serve as a guide for future preservation planning initiatives, and in coordination with the *Old Village Preservation Design Guidelines*,
- assist the Afton Design Review/Heritage Preservation Commission in making well-informed decisions on Afton's rich cultural heritage.

## PROCEDURAL OUTLINE

---

### PROJECT START-UP MEETING

The ASSOCIATES Principal, Thomas Zahn, will meet with City staff and HPC members to discuss the project's scope, methodology, and the anticipated services and deliverables. This meeting will also provide the opportunity to discuss the yet-to-be-determined 13th site for local designation with the HPC.

### INITIAL RESOURCE ANALYSIS

The ASSOCIATES will research and review any available written and historic photographic documentation on the 13 subject properties. These materials will serve as the basis for the historic architectural and cultural resource descriptions for the proposed designation forms. Sources will include, but not be limited to: the collections of the Afton Historical Society, the Minnesota Historical Society, the Washington County Historical Society; and past historic resource studies and oral histories for the City of Afton, including the files and collected resources for the City of Afton's *Old Village Preservation Design Guidelines* prepared by the ASSOCIATES in 2013.

### SITE VISIT AND PHOTOGRAPHIC DOCUMENTATION

Mr. Zahn will visit the 13 subject properties and the surrounding neighborhoods. This will refresh his memory of the Village's resources and provide the ASSOCIATES with a better understanding of the architectural and cultural assets to be evaluated and documented in the research phase of this project. Following this initial analysis and tour, the consultants will photograph the 13 subject properties including all visible elevations. All photography will be in digital high resolution for formatting and transfer to *Archival Grade DVD-R* recordable disks. Archival disks of all project photography will be provided to both the City of Afton and the State Historic Preservation Office for the project files and future resource management planning.

### RESEARCH, SURVEY AND FORM PREPARATION

The building and site survey will include on-site survey and documentation by field notes. The building and site analysis will include property inventory data, building descriptions, and cultural and physical histories for each property. Additionally, the building inventory forms will be enhanced by the following information.

- 1) Physical Evolution: based upon historic photographs and on-site observations, exterior changes made to the subject sites and buildings over time will be recorded and summarized.
- 2) Conditions Analysis: an informal summary of exterior physical conditions and exterior structural concerns may be provided if requested.
- 3) Integrity: historical integrity of each property will be evaluated based upon the above findings and be classified as poor, fair, good or excellent. In the case of the 13 select properties most structures will likely fall into one of the three highest categories.

### **FINAL REPORT PRODUCTION**

In addition to the local designation nomination forms for the 13 subject properties, the ASSOCIATES will prepare a final narrative report discussing the project's research methodology and the property survey's general findings. Copies of the report with its recommendations for further action will be provided in PDF format for electronic distribution. If requested printed copies will also be provided.

### **CITY AND HPC MEETINGS**

Up to eight meetings will be provided as part of the project. The HPC may schedule these for the purposes it deems appropriate. Suggested meeting times and subjects are:

1) Project Start-up Meeting with HPC, September 2015

This meeting would establish project goals, objectives, schedule, expectations, and deliverables. Research materials collected by the HPC or other groups may be transferred to the consultants at this time. This meeting should be coordinated with the on-site survey and include a walk-through of the district.

2) Progress Meetings with the HPC, On-going

These meeting will keep the HPC and City staff informed on the progress of the research and survey effort. They will also provide an opportunity to share any new resources that may better inform the local designation effort.

3) Public Meeting (Draft Results), January-February 2016

The ASSOCIATES will provide an overview of the research results at a public meeting organized by the HPC. Findings of the research, the local designation forms and a draft report will be presented. The public will have the opportunity to comment before the report is finalized.

**PROJECT BUDGET**

---

**PROJECT MANAGEMENT/MEETINGS**

Project Administration/		
Meeting Preparation:	8 hrs. @ \$75/hr.=	\$ 600
	4 hrs. @ \$70/hr.=	280
City/HPC Meetings:		
	8 hrs. @ \$75/hr.=	600
	2 hrs. @ \$70/hr.=	140
	2 hrs. @ \$40/hr.=	80
Public Meeting:		
	2 hrs. @ \$75/hr.=	150
	2 hrs. @ \$40/hr.=	<u>80</u>
		<b>\$ 1,930</b>

**PROJECT RESEARCH/DESIGN**

Research/Review:		
	40 hrs. @ \$75/hr.=	3,000
	10 hrs. @ \$70/hr.=	700
	60 hrs. @ \$40/hr.=	2,400
Project Design:		
	4 hrs. @ \$75/hr.=	<u>300</u>
		<b>\$ 6,400</b>

**SITE WORK**

Survey:		
	12 hrs. @ \$75/hr.=	900
	4 hrs. @ \$70/hr.=	280
	8 hrs. @ \$40/hr.=	320
Photography:		
	8 hrs. @ \$75/hr.=	<u>600</u>
		<b>\$ 2,100</b>

**DESIGNATION FORMS & REPORT PRODUCTION**

Form Production:		
	60 hrs. @ \$75/hr.=	\$ 4,500
	8 hrs. @ \$70/hr.=	560
	40 hrs. @ \$40/hr.=	1,600
Report Production:		
	30 hrs. @ \$75/hr.=	<u>2,100</u>
		<b>\$ 8,760</b>

**ADDITIONAL COSTS**

Telephone/photography/printing/supply costs:		\$ 250
Mileage: 550 miles @ \$.57/mile =		<u>310</u>
		<b>\$ 560</b>

**TOTAL PROJECT COST:** **\$ 19,750**

All \$75/hr. components will be completed by Principal, Thomas Zahn

All \$70/hr. components will be completed by Associate Will Stark, Stark Preservation Planning LLC

All \$40/hr. components by Associate Peg Reilly

**PROPOSED PAYMENT SCHEDULE**

---

SERVICE OR PRODUCT	AMOUNT
Completion of initial site visit and resource analysis	\$ 2,000
Completion of the research design and local designation form	2,000
Completion of 5 local designation forms	4,000
Completion of 10 local designation forms	4,000
Completion of all 13 local designation forms	6,000
Completion of public meeting, the final report and all deliverables	<u>1,750</u>
<b>TOTAL:</b>	<b>\$ 19,750</b>

City of Afton  
3033 St. Croix Trl, P.O. Box 219  
Afton, MN 55001

# Meeting Date April 19, 2016

## Council Action Memo

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: April 13, 2016  
Re: Agreement with Afton Historical Society Regarding Maintenance and Restoration of Mount Hope Cemetery - **Supplemental**

---

Attached is a PowerPoint presentation that outlines the proposal from the Afton Historical Society for the maintenance and restoration of Mount Hope Cemetery.

**COUNCIL ACTION REQUESTED:**

**Motion regarding the Agreement with the Afton Historical Society for the maintenance and restoration of Mount Hope Cemetery.**

# Mt. Hope / Museum Management Outline

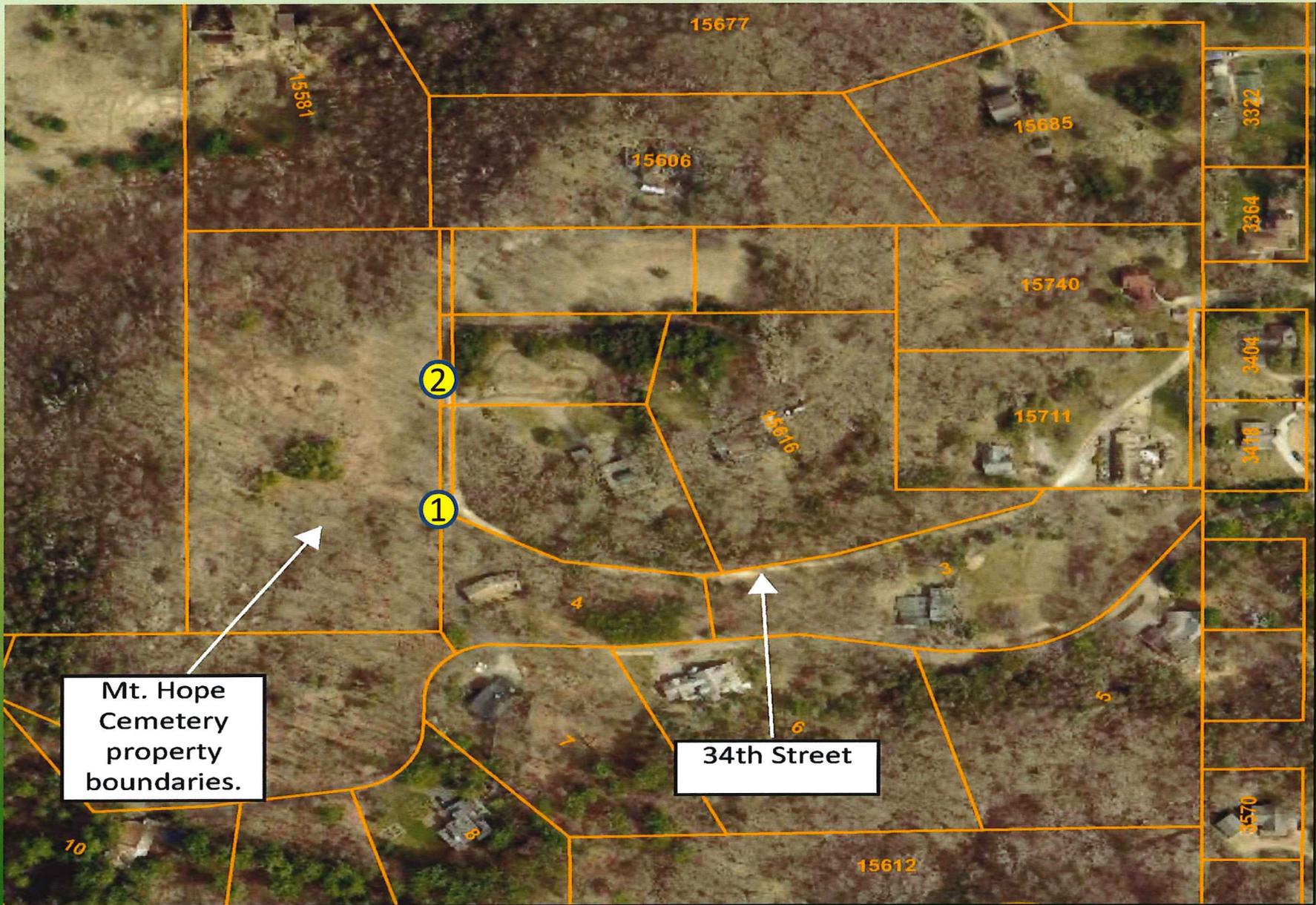


Prepared by the  
Afton Historical  
Society Board of  
Directors.

April 19<sup>th</sup>, 2016

# Preparation

1. City will define and mark Mt. Hope Cemetery property boundaries.
2. Museum will place obvious boundary markers.
3. Museum will contact neighbors to inform change in management, maintenance plan & provide an opportunity for their feedback/ideas.
4. Create Master gravesite identification, historic documentation and landscape maintenance plan, including short and long term goals.
5. Establish cleanup schedule – Spring & Fall.
6. Establish volunteer and resource plan.



Mt. Hope Cemetery property boundaries.

34th Street

Property line map from Washington Co. web site.

# Cleanup Tasks

- 1) Volunteer list – museum’s email list plus social media.
- 2) Equipment list – rent equipment for cleanup.
  - a. Trailer for lawn mower
  - b. Lawn mower(s)
  - c. Chain saws
  - d. Brush cutter
  - e. Weed whips
  - f. Blowers
  - g. Truck to haul brush
  - h. Fee to dump brush or buckthorn if not burned
  - i. Other possible environmentally sound vegetation controls; i.e., new tech for buckthorn removal, added plantings to reduce invasives, and beautify area.
- 3) Seek out and partner with community action organizations.
  - a. Supervised minor cleanups.
- 4) Museum will identify and mark all known sensitive sites.
  - a. Cemetery sites.
  - b. Pre-cemetery - burial ground sites.



Mt. Hope 1840s – 1850s Berry Plot, completely over grown with invasive buckthorn.

# Restoration

- 1) Engage Northern Bedrock partnership.
  - a) Northern Bedrock Mission Statement: **Develop lifelong workforce skills by connecting young people to the earth, cultures, and traditions through historic preservation work and outdoor service.**
  
- 2) Restore damaged headstones.
  - a) Grave Groomers: Full cemetery restoration services
    - 1) Stone repair.
    - 2) Stone cleaning.
    - 3) Monument foundations
  
- 3) Properly recognize and protect unmarked gravesites.
  
- 4) Vegetation management; buckthorn removal, control of vegetation around gravesites, etc.

# Restoration



Museum will work to restore several damaged headstones at Mt. Hope.

# Preservation

- 1) Complete a written & pictorial historic report on the cemetery and gravesites for proper documentation, online historic and family genealogy research.
- 2) Possible college student intern project.
- 3) Preservation Alliance of Minnesota – partnering and discovery of common goals.
- 4) Local historical designation.
- 5) MHS grants for National Historical Registry.
- 6) Grants for future preservation

# Education

Annual cemetery tour presenting the historical significance of Mt. Hope, Afton and the St. Croix Valley.





**Cost**

**\$9,000 annually**

## Appendix I

### List of cemeteries in Afton

- 1) Mt. Hope Cemetery- Minnesota's earliest identifiable "burial ground" began in 1840 serving the area called Catfish, W.T. It was primitive in nature till its official dedication and naming of Mount Hope in 1855. No association was ever created for the neglected cemetery. Located on Upper 34<sup>th</sup> Street, city owned property.
- 2) Evergreen Cemetery- Officially dedicated as a cemetery in 1855. The Evergreen Cemetery Association was created in 1873. Located immediately west of the Lutheran Memorial Church, association maintained. Contact: Neil Clymer, 651-248-2003.
- 3) Fahlstrom Cemetery- A family plot dating back to 1842, located at Fahlstrom Place and Indian Trail Road, private cemetery, maintained by the homeowner's association of Fahlstrom Place.
- 4) Memorial Lutheran Church Cemetery- 1891, located on Lutheran Memorial Church property, church maintained, not public.
- 5) Mound Prairie (Rice Landes) Cemetery- 1859, located at corner of Manning & 22<sup>nd</sup>, Contact: Norma Manke for maintenance and plots - 651.459.9683.
- 6) St. Paulus German Lutheran Cemetery- 1886, located on the north / west end of the village immediately behind Mudslinger Pottery, The cemetery is being maintained by the city of Afton. For further cemetery information Contact: St. Paul Lutheran Church, Stillwater - 651.439.5970.
- 7) St. Peters German Lutheran Cemetery- 1867, located on Neal and 10<sup>th</sup> street, owned and maintained by the church. Contact: Doug Stoltzmann - 651.436.1634.

## Appendix II

Existing entrance to Mt. Hope on steep slope and difficult to navigate.



**City of Afton**  
**3033 St. Croix Trl, P.O. Box 219**  
**Afton, MN 55001**

## **Meeting Date April 19, 2016**

### **Council Action Memo**

To: Mayor Bend and Members of the City Council  
From: Ron Moorse, City Administrator  
Date: April 19, 2016  
Re: Ordinance Regulating the Use and Maintenance of City-owned Cemeteries - **Supplemental**

---

Attached is a draft of an ordinance establishing regulations related to the maintenance and operation of City-owned cemeteries. As the Council is receiving the ordinance at the Council meeting, the Council may want to continue its consideration of the ordinance until the May Council meeting or a May work session. The City Attorney could also walk through the ordinance and address any questions the Council has.

**COUNCIL ACTION REQUESTED:**

**Motion regarding the draft ordinance regulating the use and maintenance of City-owned Cemeteries**

**Ordinance No. \_\_\_\_\_**

THE CITY COUNCIL OF THE CITY OF AFTON, WASHINGTON, COUNTY, MINNESOTA  
ORDAINS:

**SECTION 1. DEFINITIONS.**

**City.** The City of Afton, Minnesota, owning and/or maintaining the cemetery.

**Cemetery.** A tract of land used for burials or above-ground interment.

**Burial Permit.** Legal written permission for burial to occur.

**Burial Vault.** A container that houses a casket for final interment in the cemetery.

**Columbarium.** Above-ground hexagonal repository composed of niches to hold cremation urns.

**Interment.** Disposition of human remains or cremains by burial or entombment.

**Mausoleums.** An external free-standing building enclosing the interment space or burial chamber of a deceased person or persons.

**Memorial.** A monument, marker bench, or large urns (marked or unmarked).

**Monument.** A memorial of granite or other approved material that extends above the surface of the lawn.

**Marker.** A memorial of granite or other approved material that does not extend above the surface of the lawn.

**SECTION 2. ESTABLISHMENT.**

A cemetery has been established and is continued upon land owned by the City of Afton, Minnesota, and described as Mount Hope Cemetery, City of Afton. The plat of the cemetery filed with the county recorder in Washington County, Minnesota, is adopted as the official plat of the cemetery. In addition, a cemetery established in 1886 in the City of Afton known and platted as St. Paulus German Lutheran Cemetery was established and is currently being maintained by the City of Afton. No person shall lay out or establish any cemetery, or use any lot of land within this City for the burial of dead except in Mount Hope or St. Paulus German Lutheran Cemeteries, or some other tract of land duly designated and platted within the City as a cemetery

### **SECTION 3. SALE OF LOTS.**

The principal purpose of the City's ownership and maintenance of the aforesaid cemeteries is that of historical preservation and the City does not expect either cemetery will be used on an ongoing basis for burial purposes. The City expressly reserves the right to deny any and all applications for the sale of any lot within either cemetery in its complete and sole discretion.

The prices of cemetery lots and services will be set by resolution of the City Council. Any person paying for a lot is entitled to a license agreement conveying the lot. A license agreement conveying a lot gives the purchaser only the right of burial therein and shall be considered as a license that restricts the use to burial purposes.

### **SECTION 4. CONDITIONS OF LOT PURCHASE.**

All lot agreements are subject to reasonable rules and regulations as the Council may adopt relative to the use of the cemetery. No lot shall be used for any purpose other than the burial of human remains and the placing of memorials as permitted by this ordinance or any additional regulation that the Council may provide.

### **SECTION 5. HANDLING OF FUNDS.**

All money received from the sale of lots and other services must be paid to the City. No lot agreement to any cemetery lot shall be issued, nor any cemetery service performed until a receipt showing payment to the City of the cost thereof is exhibited to the person who issues the deed or performs the services. All money received from the sale of lots and performance of services shall be placed in the cemetery fund. The fund may be used only for payment of the purchase price of grounds, or maintenance and improvements to the cemetery. The treasurer shall keep an account of all receipts and disbursements of money belonging to the cemetery fund and shall pay money out of the fund as approved by the City Council.

### **SECTION 6. BURIAL PERMITS.**

Before any interment, a burial permit shall be obtained from the funeral home or State Registrar of Vital Statistics. No interment shall be made unless the City is notified and a copy of such burial permit is filed with the City. Within thirty-six (36) hours after the death of any person in the City and before the body is removed for burial within the City, the mortician, funeral director, or person having charge of the interment shall apply for the permit. This application shall be accompanied by a death certificate as prescribed by the Minnesota Department of Health. No burial permit shall be issued until the application and death certificate is completed and presented. The body of a deceased person shall not be brought into the City for burial unless accompanied by a death certificate and permit for removal issued by the registrar of the registration district wherein the death occurred.

### **SECTION 7. INTERMENTS.**

Permission in writing from a lot owner must accompany all requests for permission to bury bodies of persons that are not members of the immediate family of the lot owner. All excavations shall be made under the direction of the City. When graves are requested to be dug, at least twenty-four (24) hours' notice shall be given, and the outside dimensions of the case to be used and the location shall be specified. No interment may be made in the cemetery unless the City expressly agrees, through action by its City Council, to the interment, and all laws, ordinances, rules, and regulations regarding interments have been

complied with and until purchase price of the lot and all burial fees are paid. The City is under no obligation to agree to any interment and may, in its full and complete discretion, refuse any request.

#### **SECTION 8. BURIAL VAULTS.**

All caskets must be encased in a permanent type burial case or vault. Fiberglass vaults are prohibited.

#### **SECTION 9. FUNERAL SUPERVISION.**

All funerals, on reaching the cemetery, shall be under the supervision of the City or its designated agents or personnel.

#### **SECTION 10. DISINTERMENT AND REMOVAL.**

Before any grave may be opened, written permission of the lot owner and the next of kin shall be filed with the cemetery superintendent, a permit from the county health officer shall be secured and presented, and the required fees paid. This provision does not apply when disinterment is ordered by a duly authorized public authority.

(a) Removal of a body by the heirs so that the lot may be sold for profit to themselves, or removal contrary to the expressed or implied wish of the original lot owner is forbidden.

(b) A body may be removed from its original lot to a larger or better lot in the cemetery when there has been an exchange or purchase for that purpose.

(c) The City shall assume no liability for damage to any casket or burial case in making the disinterment and removal.

#### **SECTION 11. TRANSFER OF LOTS.**

No cemetery lot or fractional lot may be resold or otherwise disposed of, except by will, without the approval of the City Council, in accordance with the procedures outlined in Minn. Stat. § 306.15.

#### **SECTION 12. CITY REPURCHASE OF UNUSED CEMETERY LOT.**

A lot owner may sell his or her unused lot back to the City. The City will purchase the lot at any mutually agreeable price, but is under no obligation to repurchase any such lot and may do so at its complete discretion.

#### **SECTION 13. CONDUCT OF PERSONS IN THE CEMETERY.**

(a) No person may discharge any firearm within the cemetery grounds without written permission of the City.

(b) No person may remove any object from any place in the cemetery or make any excavation without the written permission of the City.

(c) No person may obstruct any drive or path in the cemetery or in any way injure, deface, or destroy any structure, grave, flower, tree, or other thing in the cemetery.

(d) No person may drive any vehicle at a speed exceeding ten (10) miles per hour. All automobiles must be kept off the grass.

(e) No person may disturb the quiet of the cemetery by noise or improper conduct of any kind.

(f) No person may enter or leave the cemetery except at the entrances provided.

(g) No person may use the cemetery grounds or any road therein as a public thoroughfare, nor drive any vehicle through the cemetery grounds except for purposes relating to the cemetery.

(h) Children shall not be permitted to engage in playing within cemetery grounds, and children under ten (10) years of age shall not be admitted to the grounds unless accompanied by an adult, who shall be responsible for their conduct while therein.

(i) Animals must be on a leash and under control at all times.

#### **SECTION 14. MONUMENTS and MARKERS.**

All monuments and markers shall be placed in the space shown on the cemetery plat or as directed by the City. Monuments and markers must be constructed of granite, marble, or bronze material. The design and size of the monuments or markers are subject to the approval of the City, which may, in its sole discretion approve or disapprove any size or design.

#### **SECTION 15. FOUNDATIONS.**

All monuments and markers shall be placed on foundations of solid masonry at a depth and size to be determined by the City.. The City reserves the right to excavate and build all foundations.

#### **SECTION 16. INSTALLATION OF MONUMENTS AND MARKERS.**

Upon placement of an order for a monument, the lot owner or monument salesperson shall furnish the dimensions of the proposed monument to the City, which in turn may authorize the construction of the foundation, and all charges must be paid before the monument is placed thereon.

(a) Persons engaged in erecting monuments and other structures shall provide adequate planking to protect turf and shall remove all materials, equipment, and refuse immediately upon completion of the work.

(b) Scattering of materials on adjoining lots, or leaving materials on the ground longer than absolutely necessary is prohibited. In all cases the work is subject to the control of the cemetery superintendent and work must be conducted within the regulations of the cemetery. Ropes and cables may be attached to trees or other objects only on approval of the superintendent.

#### **SECTION 17. MAUSOLEUMS.**

Mausoleums may be placed only on cemetery lots designated by the City Council for such structures.

#### **SECTION 18. COLUMBARIUM NICHES.**

Each niche may contain two cremation urns of appropriate size. The cost of a niche will include burial opening and closing costs. Two four (4) inch by ten (10) inch bronze plaques will be included per niche. Each plaque must be engraved according to cemetery specifications. No other additional ornamentation will be allowed on or in front of the columbarium.

#### **SECTION 19. DECORATION OF LOTS.**

(a) Plants, shrubs, and flowers may be placed on cemetery lots in areas designated by the cemetery superintendent. No trees or vines may be planted, nor may fences be erected. The City reserves the right to remove any tree shrub, vine, plant, or flower that may become unsightly, dangerous, or not in keeping with the landscape design of the cemetery. The City shall not be responsible for damaged, lost, or misplaced flower containers.

(b) The placing of boxes, shells, toys, metal designs, ornaments, chairs, settees, glass, wood or iron cases, and similar articles upon lots shall not be permitted; if such items are placed, the City may remove them.

(c) All objects not described above, including balloons, banners, food and beverages, knick knacks, shepherd hooks, solar lights and lanterns, stuffed animals, wind chimes, windmills, windsocks, and statuary not incorporated into a monument, are prohibited and may be subject to immediate removal.

(d) The City reserves the right to remove all monuments, markers, flowers, plants, trees, decorations, or other similar things without liability to the owner whenever any of these objects become unsafe.

#### **SECTION 20. HOURS.**

The cemetery will be open to visitors all days from dawn to dusk. Permission to enter at other times may be secured with express permission in writing from the City.

#### **SECTION 21. PENALTY.**

Any person violating any provision of this ordinance is guilty of a misdemeanor and subject to fines of up to \$1000 and up to 90 days in jail.

#### **SECTION 22. THIRD PARTY MAINTENANCE.**

The City may, by resolution, designate the Afton Historical Society or, in its discretion, any other organization or third party, to manage and otherwise serve as the City agent acting on its behalf in maintaining and management any cemetery under the City's ownership or control.

Adopted by the Council this \_\_\_\_ day of April, 2016

Attest:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk