



City Council - Worksession
Tuesday, February 17, 2015 - 5:00 p.m.
Council Worksession Room
(meeting will not be cablecast)

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **COUNCIL BUSINESS and/or DISCUSSION ITEMS**
 - 3.1 Discussion; Coordinated Refuse Hauling.
 - 3.2 Discussion; Code Enforcement.
 - 3.3 Discussion; City Cemeteries.
4. **ADJOURNMENT**

COUNCIL WORKSESSION MEMO

3.1

Meeting Date	February 17, 2015
Agenda Section	Council Business/Discussion
Item Description	Discussion; Coordinated Refuse Hauling
Submitted By	Tim Cruikshank, City Manager

BACKGROUND INFORMATION

As a follow-up to previous worksession discussions on coordinated refuse hauling, a general informational presentation will be given at the worksession.

Staff has invited the licensed haulers to this worksession, as well as members of the public that have requested notification of Council discussions on this topic.

Staff is seeking further Council direction on this topic.

ORGANIZED SOLID WASTE COLLECTION



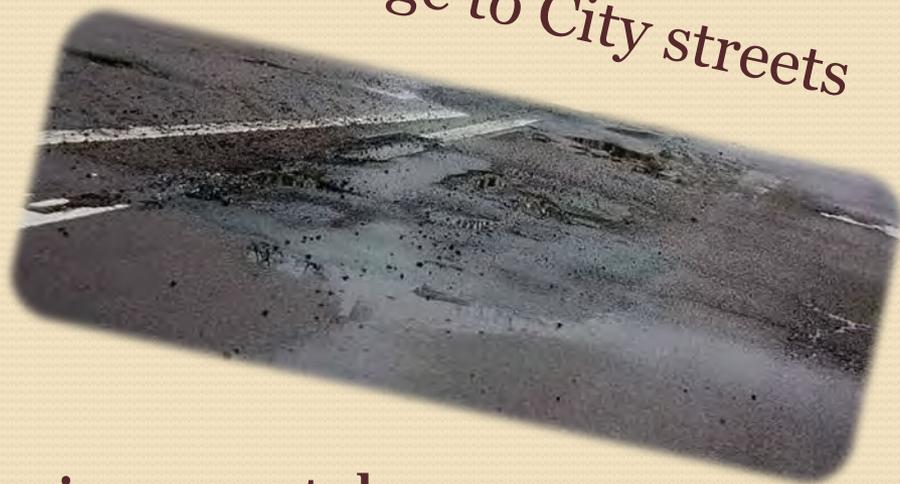
*Anoka City Council
Worksession
February 17, 2015*

Why is this being discussed?

Noise Issues



Damage to City streets



Concerns about safety and traffic

Environmental Impacts



Anoka Internal Committee on Organized Solid Waste Collection

- ▲ Tim Cruikshank, City Manager
- ▲ Scott Baumgartner, City Attorney
- ▲ Pam Bowman, Recycling Coordinator
- ▲ Greg Lee, Public Services Director
- ▲ Amy Oehlers, City Clerk
- ▲ Lori Yager, Finance Director

What is organized Solid Waste Collection?

- Minn. Stat. § 115A.94 Subdivision 1.

“Organized Collection” means a system for collecting solid waste in which a specified collector, or a member of an organization of collectors, is authorized to collect from a defined geographic service area or areas some or all of the solid waste that is released by generators for collection.

Effects of Organized Collection

● **Pro's**

- Increased efficiency may result in a lower cost to consumer
- Decreased road impacts from truck traffic
- Improved public safety
- Standardized service practices
- Provides consistency in cost of service to consumers
- Reduced noise & air pollution

● **Con's**

- Consumers choice on hauler is lessened
- Possible decrease in hauler responsiveness
- Increased administrative involvement by the City
- State Laws to convert to an organized collection system are technical and lengthy
- Potential to be a politically difficult decision to make

Anoka's Current Solid Waste Collection System

- **OPEN COLLECTION SYSTEM**

- No limit to amount of Haulers or Trucks
- No required collection schedule;
 - *Residential collection may only occur Monday thru Friday, between the hours of 7:00 a.m. and 6:00 p.m. Saturday collection during these hours may occur in weeks that include a Nationally recognized holiday.*
 - *(Current Haulers follow the City's recycling schedule by choice)*
 - *Commercial, Industrial & Institutional collection may only occur between the hours of 6:00 a.m. and 6:00 p.m. on any day of the week and as often as necessary*

Anoka's Current Recycling Collection System

- **CONTRACTED RECYCLING COLLECTION**

- Limited to one Recycling Collector
- City has experience in organized recycling collection, which has maintained a very competitive rate
- Defined recycling collection schedule.
 - *City divided into four zones:*



Anoka's Yard Waste Collection



- City contracted yard waste collection until April 2008

Reason's for YW contract cancellation:

- Low amount of users
- Apts/non-users were being charged a monthly fee without using the service
- Anoka County has a low cost compost site

Residents now contact their hauler and schedule a yard waste pick up

Are there changes that could be made instead of moving to Organized Collection that would have a positive impact?

- *Limit amount of new licenses issued*
- *Define schedule for collection (for noise and safety)*
**haulers currently do this by choice, like recycling collection*
- *Require haulers to reduce size of trucks*
(lower weight trucks = less damage to streets)
- *Encourage neighborhoods to coordinate locations of collection containers*
- *Increase license fees*
- *Enhance current City Code to establish limit on cost charged to consumers*
- *Other ??????*



vs



THE PROCESS

Minn. Stat. § 115A.94

Notice to public & licensed collectors
(this begins the 60-day negotiation period, which can be extended)

If an agreement is not reached with collection service providers



Formation of an Organized Collection Options Committee

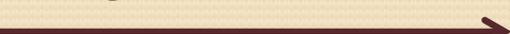
If an agreement is reached with collection service providers



Public Notice & Public Hearing Required
(6 month waiting before implementation can occur)

At any point the Council may terminate the entire process

Report must include research, findings and recommendation



Committee conducts study and provides report to Council

The Committee's report can include any option



Council considers report (if proceeding, provides public notice & holds public hearing)



Implementation cannot begin sooner than 6 months after effective date of Council decision

At any point the Council may terminate the entire process

Myths about Organized Collection

MYTH:

There will be only one hauler in the City

- *Cities can contract with more than one collection company, create zones, etc.*
- *Each hauler may retain a certain market share.*

MYTH:

Small haulers will never win the contract

- *The City can choose to promote local and/or small haulers as criteria in their request for proposal.*
- *In a consortium model, all haulers may participate.*
- *Small haulers may have a competitive advantage.*

MYTH:

Organized collection will create a monopoly

- *Establishing a process to frequently re-bid a contract through the open competitive bidding process may help to prevent a monopoly and may secure reasonable rates for the users.*
- *Haulers may choose to partner-up.*

MYTH: Increased cost to customers

- *Experience from other cities shows an overall decrease in cost to customers.*

MYTH: Decrease in customer service

- *Contract can include service requirements*
- *More City involvement.*

Impacts of Collection trucks on Streets

Shortens pavement life 17.9% if City decreases licenses from 6 to an organized collection system.
*(20 yr life span reduced to 16 yrs, 5 months) **

Estimated annual cost of \$175,000 to City due to damage and shortened pavement life as a result of multiple trucks from multiple companies.* & **

One garbage truck is equivalent to 1,279 passenger cars. **

Garbage trucks make up only 0.2% of the vehicle traffic on a standard residential street, but cause over 67% of the vehicle damage.

Impact to Residential Rates & Environment

Residential collection rates may be 13% to 34% less with organized collection versus open collection system

2014 Residential rate in Blaine (organized collection system), for a 90 gallon container is \$10.57 per month

Reduced fuel consumption, emissions, and noise
(83% reduction if decreasing from 6 licensed collectors to an organized collection system)

Another Perspective

- **NSWMA (National Waste & Recycling Association):**
 - Consumers get best value by choosing their own hauler.
 - MPCA states their study on collection rates was not scientific, many variables affect pricing.
- **URS Report for Arden Hills:**
 - Vehicle types & loading contribute to the wear of pavement along with environmental factors contributing to pavement deterioration.
 - A properly designed bituminous surface should be able to handle the traffic loading over its design life, including heavy trucks.
 - Reducing the number of truck loadings should have positive effects on the lifespan and quality of local streets; however, environmental factors are generally responsible for the majority of pavement wear and deterioration of streets and therefore significant extension of pavement life is unlikely.

Another Perspective (*Cont'd*)

- **Moore Engineering Inc. Report for Ace Solid Waste, Inc.:**
 - Freeze-thaw cycles and the presence of water below the bituminous surfacing of the roadway have a significant impact on a roadway's load bearing capacity and life expectancy. A community's policies and maintenance practices for preventing the introduction of water into the pavement section directly impacts a pavement's life expectancy.
 - A reduction in vehicle traffic will always have an incremental benefit on any street, however converting this to hard dollar savings will be difficult for any City. It is dependent upon the design standards of the streets as well as the street maintenance program.
 - Concluded that there is not a definitive correlation between the type of garbage collection system and the cost per mile to maintain streets.

Examples of other cities that have an Organized Collection System

- Blaine – Single hauler
- Champlin – Consortium
- Columbia Heights – Single hauler
- Elk River – Consortium
- Ham Lake – Consortium
- Maplewood – Single hauler
- Monticello – Single hauler
- St. Anthony Village – Consortium
- Vadnais Heights - Consortium

Experience of cities with an Organized Collection System

- *Blaine has never had an open system for collection services. Until the early 1970's Blaine provided collection services, which is when they moved to an organized, contracted single hauler*

BLAINE COMMENTS

- ▲ **Efficient Model from staff perspective**
- ▲ **Only one company to contact for issues**
 - ▲ **Fast response/solutions**
 - ▲ **Less wear/tear on City streets**
- ▲ **Less trucks going through neighborhoods**
- ▲ **Less trucks during rush hour and school bus time**



MAPLEWOOD COMMENTS

- ^ **More comprehensive approach to waste management and better understanding of solid waste needs in the community.**
- ^ **Cost savings to residents (est savings between \$7-\$13/month).**
- ^ **Transparency – new invoices are very explicit about changes.**
- ^ **Better education & management of solid waste programs.**
- ^ **Improved connection with residents, i.e. development of customer database.**
- ^ **Better customer service.**
- ^ **More accountability of service provider.**

HAM LAKE COMMENTS

- ^ **Pleased with organized collection and services being received.**

FRIDLEY COMMENTS

- ^ All about price – residents were not “hauler loyal”, they wanted the cheapest price.**
- ^ Engineering study to determine facts about street benefits proved essential.**
- ^ Be clear about long term view of projected savings and benefits to community.**
- ^ Residents felt they were not included earlier enough in the process.**
- ^ Did not feel the need to hire a consultant to help with the process.**
- ^ 3-2 vote to not proceed surprised both staff and haulers, but was due to a vocal group of residents who were not pleased with the negotiated price.**
- ^ In hindsight, wish they would have continued negotiating for a better price, instead of just stopping the process.**

St. Anthony – Priorities

- Allocate Adequate Staff Resources
- Assure All Residents Have Adequate Trash and Recycling Services
- Enhance Coordination Among Government Agencies
- Enhance Public Education and Awareness
- Improve Value of Services
- Increase Use of Resource Recovery Facilities
- Lessen Environmental Impacts
- Minimize Disruption to residents
- Improve Hauler Reporting Systems
- Improve Recycling, Composting and Waste Reduction
- Improve Safety
- Improve Standardization of Service Options
- Minimize Impacts on Licensed Solid Waste Collectors
- Optimize Administrative Efficiency
- Promote Local Economic Development
- Reduce Road Wear Impacts

ST. ANTHONY COMMENTS

- ▲ **Community has discussed for years, this time they knew they wanted to do it. Process would have stopped if the Council knew it would not pass.**
- ▲ **Consortium vs Single Hauler made it more appealing to the haulers.**
- ▲ **Did own market share analysis with interns counting cans throughout City.**
- ▲ **Did own price analysis based on Councilmembers and a few other bills they had access to.**
- ▲ **Haulers are sensitive about sharing prices and market share.**
- ▲ **Estimated 80% of residential customer prices will decrease, 20% will increase.**
- ▲ **Only do residential up to triplexes.**
- ▲ **They did 60-day notice to haulers right away.**
- ▲ **Establishing desired outcomes is key.**
- ▲ **Did own market share analysis in advance.**
- ▲ **16 priorities – Council buy-in.**

ST. ANTHONY VILLAGE COMMENTS (Cont'd)

- ^ 16 priorities – Council buy-in.**
- ^ Laid out entire process to Collector's in the beginning.**
- ^ Proposal submitted including prices at a public meetings, posted on City website.**
- ^ Recognized Collector's sensitivity to market share being a trade secret.**
- ^ Discussed with Collector's exclusivity of negotiations.**
- ^ Transition to RFP.**
- ^ Consumer protection.**
- ^ Discussed in City newsletter, Council meetings, Night to Unite, Villagefest.**
- ^ Tied back to being a long standing goals (sustainability).**

FINAL NEGOTIATED PRICES

Base services without taxes. County/State taxes billed by Collector

36 gal cart: \$12.35/per month

95 gal cart: \$16.52/per month

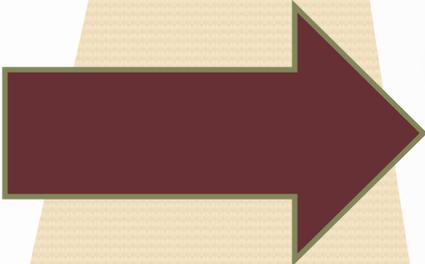
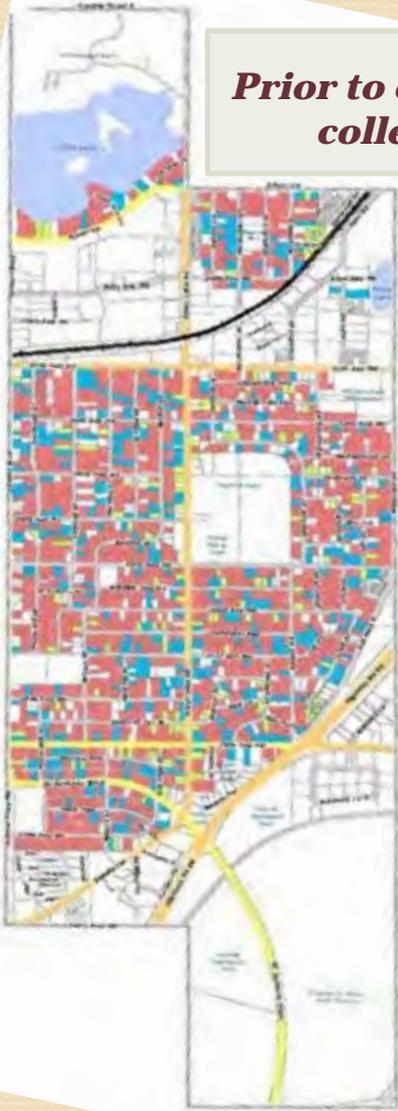
Overflow trash: \$3.50 per bag

65 gal cart: \$14.26/per month

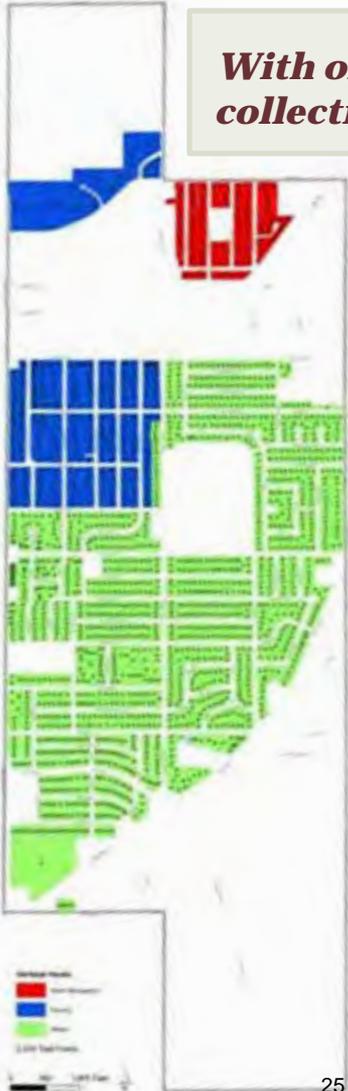
Additional 95 gal cart: \$12.00 per month

St. Anthony Village

Prior to organized collection



With organized collection zones



BLOOMINGTON COMMENTS

^ Price was the largest barrier to the agreement

^ Final Hauler Negotiated Agreement, Not Approved:

- Trash disposal location
- Hauler vs City billing
- Taxes and other fees
- Cart ownership
- Prices for 5 or 7 year contract
- \$17.50 cart exchange fee
- Option for City-wide organics recycling (\$2.00)
- Recycling prices above average of negotiated cities (\$4.96 vs \$3.67)
- Trash collection prices at average of negotiated cities:
 - *Competitive pricing approximately \$12.50 per month*
 - *Current Bloomington price approximately \$26.00 per month*

Bloomington – Priorities

- **Social**

- Reduce Truck Noise and Litter
- Improve safety

- **Environmental**

- Improve Recycling, Composting and Waste Reduction
- Lower Environmental Impacts
- Enhance Public Education and Awareness

- **Economic**

- Improve Value of Services
- Minimize City Staff Resources Devoted to Solid Waste Administration
- Promote Local Economic Development
- Reduce Road Wear Impacts

ANOKA HAULER HISTORY

1945: Ordinance allowing City to let bid to lowest bidder or to provide collection services by City employees.



1966: City set pick up service charges at \$1.25 per month plus 25¢ per additional can.



1989: All City residences used Peterson Sanitation, except 65 properties used another service provider and 200 properties had no garbage service. City did billing for Peterson Sanitation. Solid Waste Advisory Board recommended organized collection to City Council. Council set public hearing to get public input.



1990: Public hearing held. 54 members of the public attended. Council referred topic back to Solid Waste Advisory Board for further study.



1991: City Council adopted ordinance which provided options for collection (i.e. use of private collection servicers or self disposal). Ordinance also established requirement for Hauler License. Hauler License fees were established.

HIRE A CONSULTANT ?

- Estimated Cost \$24,000 

Includes professional hours, project mgmt, miscellaneous expenses

❖ Draft process, schedule of topics for negotiation meetings

❖ Draft City priorities

❖ Draft outline of scope of collection services

❖ Draft memo analyzing current prices in the area

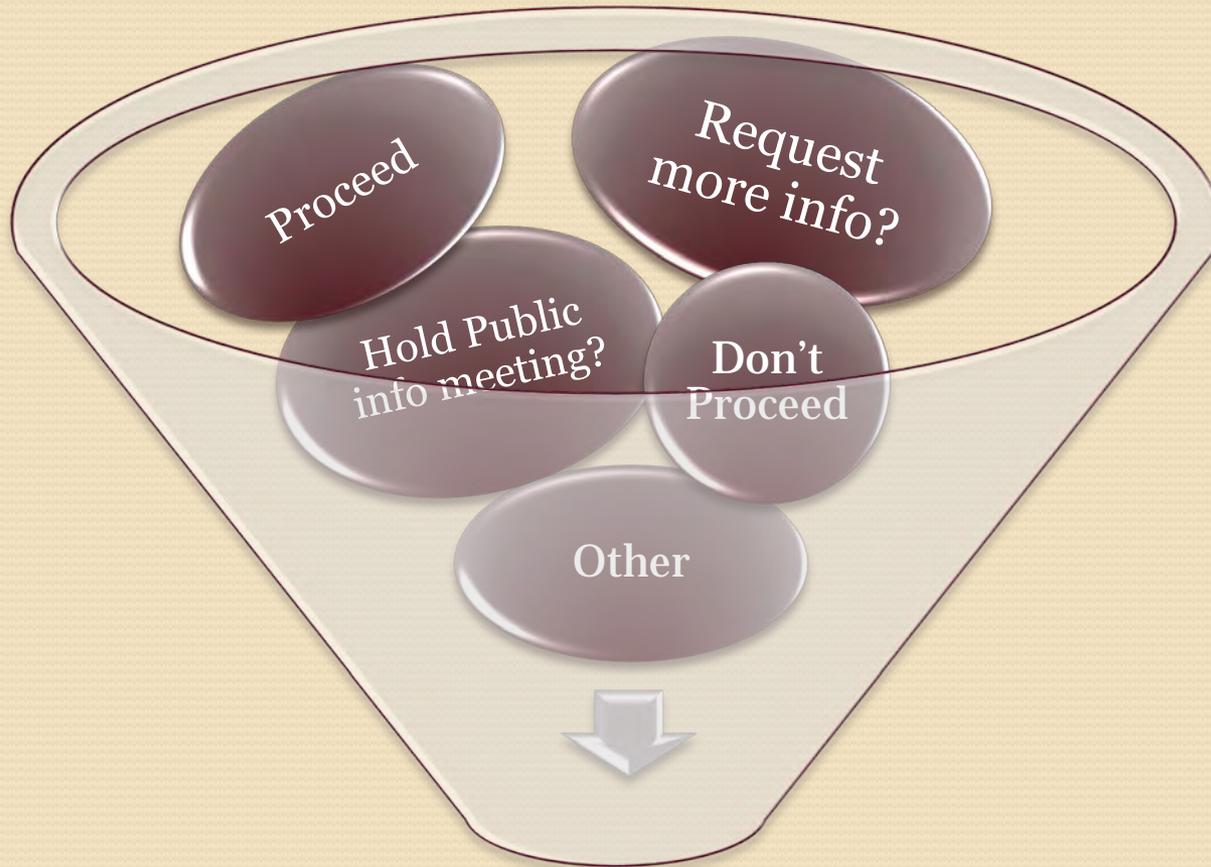
❖ Assist with drafting hauler meeting agendas

❖ Assist with drafting ground rules for process of hauler meetings

❖ Assist with drafting contract language

❖ Perform price analysis

Next Step??



Council Direction

COUNCIL WORKSESSION MEMO

3.2

Meeting Date	February 17, 2015
Agenda Section	Council Business/Discussion
Item Description	Discussion; Code Enforcement
Submitted By	Darin Berger, Housing Manager & Carolyn Braun, Planning Director

BACKGROUND INFORMATION

At two recent worksessions, Staff informed the Council of steps being taken to improve the level of enforcement and compliance with the City's Code. This began a couple years earlier with the Council passing a resolution adopting language in their City Code for Administrative Citations and Penalties, wherein the Administrative Citation Procedure Process was spelled out. An overview of this procedure is attached for the Council's reference.

Staff has since been working towards becoming more proactive when identifying violations and enforcing City Code. In order to ensure 2015 will prove to be our most proactive and successful year, Staff has been working to implement a new mobile technology device/software. This is the same model of device the Anoka Police Department uses for parking violations; however, ours will be specific to Code Enforcement. Staff is currently working with Brazos Technology to get this device and support system up and running. Currently, we are still in the "pre-build" phase making sure all pertinent items are entered before they can request a Build Complete Date from their development staff. We anticipate this technology to be in our hands very soon, allowing Staff time to iron out any kinks that may arise prior to the busy season in the Spring and Summer.

This device and equipment comes with many advantages, however, the main enhancement Staff sees happening is allowing the Property Maintenance Coordinator and Planning Staff to spend less time in the office doing paperwork and more time out in the field pro-actively identifying violations.

With increased enforcement of City Code, there has been some concern regarding the citizen's ability to become fully code compliant once notified of a violation. Whether this is resulting from an inability to pay for necessary property improvements, or from restrictions they are held to resulting from the dimensions of their property in regards to Code, Staff and Council see this as a very real issue that needs to be addressed. This will be addressed in two possible ways – Funding & Administrative Variances.

FINANCIAL IMPACT/FUNDING/OTHER

While a potential funding source for these property improvements may be one of the Housing and Redevelopment Authority's (HRA) loan/grant programs, there are circumstances where these types of code violations are not presently eligible under some of the existing HRA programs.

Examples of ineligible properties or applicants under HRA programs are:

- Those not conforming to all applicable zoning ordinances and building code requirements
- Dwellings containing more than 4 units
- Properties that have already received an HRA loan or grant
- Property owners who are over the income guidelines

In some situations, an unintended violation of City Code, brought to light only by an Administrative Notice, could have an easy, no-cost solution for the property owner. In others, the only way to address the violation may require a financial investment from the property owner. The two primary examples of this in your packet have images of properties in violation and others that have made the necessary improvements to remain compliant.

Those unable to meet Section 74-523 of the City Code:

- No owner or tenant of a single-family or two-family residential property shall allow any motor vehicle or trailer to be parked on such property except on a driveway, within a garage, or on the side or rear yard of the property as specifically permitted in subsection (c) of this section. Every motor vehicle or trailer that is parked outside of a garage shall display license plates.
(c) Two motor vehicles or trailers per dwelling unit may be parked on the side or rear yard of the property, off the driveway, at least five feet from the property line, provided that the area around and under the motor vehicle or trailer is maintained in a neat and orderly manner, including keeping weeds and grass in the area mowed to a height of six inches or less.

Those unable to meet Section 48-10 (a) of the City Code:

- Foundations, Exterior Walls, and Roofs. The foundation, exterior walls, and exterior roof shall be substantially water tight and protected against vermin and rodents and shall be kept in sound condition and repair. The foundation element shall adequately support the building at all points. Every exterior wall shall be free of structural deterioration or any other condition which might admit rain or dampness to the interior portion of the walls or to the interior spaces of the dwelling. The roof shall be tight and have no defects which admit rain and roof drainage and shall be adequate to prevent rain water from causing dampness in the walls. All exterior surfaces, other than decay resistant materials, shall be protected from the elements and decay by paint or other protective covering or treatment. If the exterior surface is unpainted or lacks protective coating or is determined by the Building Official to be deteriorated, the surface shall have a protective covering applied. If the exterior surface of the pointing of any brick, block or stone wall is loose or has fallen out, the surface shall be repaired.

If the Council would like to proceed with the program as proposed, City funds would be provided to a property owner who may not have the expendable income to address these Code Violations prior to the established deadline. If they so chose, the property owner can voluntarily sign an Assessment Agreement with the City of Anoka to finance the costs of bringing the property into compliance with City Code. Staff is proposing the funding source be the Urban Redevelopment Fund and has included the Assessment Agreement in your packet for Council review.

Loan Program Overview:

- **Minimum Loan Amount:** \$1000
- **Maximum Loan Amount:** \$25,000
- **Loan Term:** \$1000-\$4999/5-years, \$5000-\$25,000/8-years
- **Interest Rate:** 5%

A New Process – Administrative Variances

In addition to a providing a funding mechanism, Staff is developing ordinance language that would allow for administrative variances. The intent of the amendment is to permit minor variations from the code in very specific circumstances without requiring planning commission and council action. To obtain an administrative variance, the applicant would fill out a form and, when necessary, provide a site sketch. City staff would then notify the neighbors and give them 10 days to respond or object to the administrative variance. If no one objects, staff would issue the administrative variance. If the neighbors object, the request would then have to go through the typical variance process.

The benefits of using the administrative variance process are:

- It could take less time – 2-3 weeks for an administrative variance rather than 2 months for a regular variance.
- It would cost less for the applicant because it doesn't require a published notice.
- There is less staff time for processing an administrative variance.
- It is more citizen-friendly which could prompt citizens to make improvements.

In addition, if enacted, once a month a list of the approved administrative variances would be included in the council packet under the Consent Agenda.

The next step is to identify what items would be eligible for an administrative variance. It will be important that we are very specific. For example, some cities allow them where a paved driveway is being replaced and the pavement is too close to the lot line; where a setback is within one foot of the required setback, etc. Staff welcomes input on items you think should be included in the list of items that are eligible for an administrative variance.

Ordinance Review

Staff is also working on a systematic review of the City Code. We are starting with Chapter 48: Property Maintenance Standards, Rental Licensing, Vacant Building Registration, Condition of Premises, and Vacant Buildings as a Public Nuisance. After that is completed, we will work on Chapter 74: Zoning. Under Chapter 48, we will first review the Property Maintenance standards under Article I and Article IV. These are the sections used most frequently in code enforcement.

Lastly, in keeping with this theme, this Spring, the City will kick off their effort to address code enforcement in our city through a campaign designed to educate residents and raise awareness on the importance of maintaining properties in order to protect property values, livability and the quality of a neighborhood. Educational and enforcement efforts will be integrated to inform residents of applicable property and housing maintenance regulations. This effort will include direct mailings, City newsletter informing residents of applicable property and housing maintenance resources. City staff will identify potential maintenance issues and work with property owners to resolve those issues. We hope that in turn, the citizens will come to better understand the value of maintaining the appearance of property and preserving the quality of each of our neighborhoods.

COUNCIL DIRECTION

Council feedback.

Administrative Citation Process

Step 1

Upon investigation of a property, a violation of the Anoka City Code is discovered. An Administrative Notice (*form provided*) is served upon the property owner or individual responsible for the alleged violation. A copy of the Administrative Notice should be filed in the office of the Issuer, as well as a copy provided to the City Clerk and record of the issuance of the Administrative Notice entered into the

Administrative Citation Process Log which will be handled through the Building Permit Tech in the Planning Department.

Within the Administrative Notice, you will be documenting the following:

- Property owner or individual responsible for the alleged violation, the address you are mailing/serving the Administrative Notice upon, and a phone number.
- How the notice was served, i.e. via regular mail, certified/return receipt requested (recommended) or in person. If served in person, document who the notice was given to and the date and time.
- The property address where the violation is allegedly occurring.
- Date that the inspection occurred.
- Whether it is a new or reoccurring violation.
- Type of violation (charge). Describe in detail what the violation is. If you need to provide a lengthy description, note "see attached" in the description section of the Administrative Notice.
- The section of the City Code (ordinance) that is allegedly being violated.
- Details of required correction action.
- Date that the correction action or abatement must be completed by.

The Administrative Notice advises the individual that they must bring the property into compliance by the date you set within the Notice and that failure to do so will result in the City proceeding with the Administrative Citation Process which will result in fines being imposed, or pursuing compliance through District Court.

Along with the Administrative Notice you should include a copy of the Administration Citation Program pamphlet.

Step 2

The following day the date that you have set for which the corrective action or abatement must have occurred, you should return to the property for a re-inspection. If the property has come into compliance, you should prepare a letter to the individual stating that the property is now in compliance. A copy of this letter should be provided to the City Clerk and you should notify the Building Permit Tech so that it may be documented in the Administrative Citation Log.

If upon re-inspection it is determined that the property has not been brought into compliance, you should prepare an Administrative Citation (*form provided*) and serve it upon the property owner or individual responsible for the alleged violation.

The Administrative Citation will advise the property owner or individual responsible for the alleged violation that they must respond within fifteen (15) calendar days from the date of the Administrative Citation, by one of three options: (1) pay the fine and correct the violation; (2) request a hearing; or (3) choose instead to be charged with a criminal violation through the District Court system. These steps are thoroughly described in the Administrative Citation Manual.

The Administrative Citation documents the same information as documented in the Administrative Notice, but will also include the level of fine that is being charged due to non-compliance. Remember, the Administrative Citation is a CITATION. At this point they must pay the fine AND have the property in compliance within the fifteen (15) days, merely coming into compliance at this point, does not void the collection of the fine.

Along with the Administrative Citation you should include a copy of the Administration Citation Manual and a copy of the Anoka City Code, Chapter 1; Article II. Administrative Citations and Penalties.

A copy of the Administrative Citations should be given to the City Clerk and notice of the issuance of the Citation should be communicated to the Building Permit Tech so that it may be entered into the Administrative Citation Log.

District Court

At any point beginning with the Administrative Notice extending through the Administrative Citation fifteen (15) day period, the property owner or individual responsible for the alleged violation may contact the City Clerk and request that the matter be handled through District Court instead of through the City's Administrative Citation Process.

Hearing

At any point beginning with the Administrative Notice extending through the Administrative Citation fifteen (15) day period, the property owner or individual responsible for the alleged violation may contact the City Clerk and request a hearing. The hearing process will be conducted through City Administration/City Clerk.

To request a hearing, the individual must make such request with the City Clerk's office, in writing on a form provided by the City Clerk. Requests for a hearing must be received by the City Clerk prior to the end of the Administrative Citation fifteen (15) day period. The City Clerk will send confirmation of the date, time and location for the hearing.

Failure to Pay fine or bring property into compliance

The Administrative Citation Manual details the steps that occur if payment of fine or corrective action is not taken. These include increased fines, compounded fees, judgment/collection procedures, suspension or revocation of a City-issued license that may be in effect for the property, or pursuance of criminal charges and further action in District Court.

Administrative Citation Process

Please make sure that you familiarize yourself with the Administrative Citation Manual. There are many steps throughout this process (which are not covered in this document) that the Violator may take (extensions, hearing requests, District Court processing, etc.), as well as specific timeframes for staff to perform various requirements of the Code.

Administrative Citation Tracking

A log of all Administrative Citations processes will be kept by the Building Permit Tech. Please make sure that you communicate with them on all steps taken through the Administrative Citation Process. The Building Permit Tech will track the deadlines and inform the staff person dealing with the violation of the dates necessary for inspections, fine payments, etc. This log will ensure that the Administrative Citation process is occurring according to our City Code and is being efficiently tracked and properly documented.

Staff documentation

It is imperative that communication and property inspection information be clearly described and documented by the staff person handling the case. Remember to document each type of communication including dates, times and who the communication was between. When setting the corrective action/compliance dates, a re-inspection must occur the day following the compliance deadline date that you set in the notice(s) and subsequent notices and/or actions must be taken promptly so that our Administrative Citation Process will be successful.















ASSESSMENT AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 2015, by and between the City of Anoka and _____ (“Owners”).

WHEREAS, the Owners are the fee owners of certain real property located at _____ (street address) in the City of Anoka (“Property”); and

WHEREAS, Owners have been informed that the Property is currently in violation of the Anoka City Code and must be brought into compliance; and

WHEREAS, Owners have requested that the City of Anoka finance the costs of bringing the Property into compliance by performing or paying for the code improvement project identified on Exhibit A attached hereto (“Code Improvement Project”), and said Owners are willing to pay an annual assessment for the cost of such improvement; and

WHEREAS, the City is willing to finance said Code Improvement Project if the costs of said improvements are voluntarily assessed against the property.

NOW, THEREFORE, IT IS HEREBY AGREED, by and between the City and the Owners as follows:

1. The City will finance the Code Improvement Project identified on Exhibit A attached hereto.
2. The cost of said Code Improvement Project is estimated to be \$_____ plus a \$50.00 filing fee required by the Property Records and Taxation Division of Anoka County. Total cost is _____.
3. The City of Anoka will assess the Property owned by Owners for the cost of said Code Improvement Project identified on Exhibit A attached hereto.
4. Owners hereby agree to pay in full the assessments attributed to the Code Improvement Project and further do hereby expressly waive any and all rights to object, dispute, contest, or appeal assessments against the Property attributable to the cost of the Code Improvement Project and do hereby waive any and all statutory or constitutional rights to object or appeal from any such assessments.
5. The City will assess the costs of the Code Improvement Project over a five (5) year period at an interest rate of five (5) percent if the loan amount is \$1000-\$4999. If the loan amount is \$5000-\$25,000, the City will assess the costs of the project over an eight (8) year period, also at an interest rate of five (5) percent.
6. In the event the Property is not assessable for the services provided, I agree to be personally responsible for the costs of the Code Improvement Project.

CITY OF ANOKA

By: _____

Date: _____

OWNERS

By: _____

By: _____

Date: _____

COUNCIL WORKSESSION MEMO

3.3

Meeting Date	Tuesday, February 17, 2015
Agenda Section	Council Business/Discussion
Item Description	Discussion; City Cemeteries
Submitted By	Lisa LaCasse, Recreation Supervisor/Cemetery Administrator

BACKGROUND INFORMATION

There are a few issues regarding the operations of the City cemeteries that staff felt were important to bring to your attention for discussion as we work through potential options for solving them.

Historically, cemetery maintenance was provided as part of the general fund, but for the past few years has been operating out of the perpetual care account. Staff has discussed increasing non-resident pricing for grave purchases creating a larger gap between the resident/non-resident price structures. Current grave prices pale in comparison to most metro area cemeteries (including municipal, non-profit, and privately owned cemeteries). Incidentally, there are very few metro cities that own/operate cemeteries to compare ourselves to, and nearly all that do, inherited them from failed private associations. A price comparison is included for your review/discussion.

In addition, staff has discussed whether the City should limit the number of graves that can be purchased by an individual. Today, families are smaller and more transient. Each year I receive several requests for buy backs of graves that were purchased as part of a family plot, but children no longer live here and therefore no longer want to be buried here. In addition, the City undertook the very lengthy 'take back' process in 2001 to reclaim 100s of graves in section 0 that went unused for a period of 65+ years. In the next 10 years or so, the City will need to go through this process again for sections 3 - 5, and so on.

The League of Minnesota Cities (LMC) recommends that cities that operate cemeteries *establish the rules and regulations by resolution, ordinance, or policy; and indicates that only an ordinance is ultimately enforceable and, therefore, may be more desirable*. Staff recently presented Council with updates to the rules and regulations, which were approved at the December 1, 2014 council meeting. The LMC provided a sample ordinance document, which staff has updated to create a draft "Cemetery Regulation Ordinance" document for your review and discussion.

Staff is reviewing the city's participation in the county financial assistance program. Currently, state law mandates that counties provide financial assistance to burials and staff is investigating if the City legally must accommodate requests for income assisted burials. The County Board determines the funding level for burial services including cemetery and funeral home costs; each county's policies and procedures vary each with different restrictions regarding 'up charges' and allowable cost limits. In regard to Anoka County, the City receives \$480 for the grave and \$305 for opening and closing the grave, which is 68% of the resident fees (\$650 grave \$500 open/close) and 56% of the non-resident fees (\$900 grave \$500 open/close). The city typically accepts 8-10 income assistance requests annually with 2-3 requests of those requests coming from outside of Anoka County.

FINANCIAL IMPACT

Increasing fees for non-resident purchase of graves may reduce annual number of non-resident sales, increase annual revenues resulting in balanced budget for the cemeteries, and could create the need to establish a definition for 'a resident' in regards to who would qualify for the rate

COUNCIL DIRECTION REQUESTED

Staff is requesting discussion and direction on items mentioned above.

LEAGUE OF MINNESOTA CITIES SAMPLE ORDINANCE ESTABLISHING A MUNICIPAL CEMETERY AND REGULATING THE MAINTENANCE AND USE

Before adopting these ordinances, a city should be familiar with the contents of the LMC information memo, *Cemetery Regulations*, LMC 90.1 (January 2011).

INTRODUCTION AND INSTRUCTIONS:

This sample ordinance contains a number of provisions a city may adopt. A city wishing to adopt these ordinances should review them with the city attorney to determine which provisions are suited to the city's circumstances. A city can modify this ordinance by eliminating provisions that concern activities it does not seek to regulate. Because many provisions within these ordinances are controlled by statute, the city attorney should review any modifications to ensure they conform to state law. In addition, the city attorney should review the entire ordinance before it is adopted because it establishes rights and responsibilities of both the city and the lot agreement applicants and holders.

This sample ordinance is drafted in the form prescribed by [Minn. Stat. § 412.191](#), subd. 4 for statutory cities. Home rule charters often contain provisions concerning how the city may enact ordinances. Home rule charter cities should consult their charter and city attorney to ensure that the city complies with all charter requirements.

If your city has codified its ordinances, a copy of any ordinance must be furnished to the county law library or its designated depository, pursuant to [Minn. Stat. § 415.021](#).

draft

Ordinance No._____

THE CITY COUNCIL OF THE CITY OF ANOKA, IN ANOKA COUNTY, MINNESOTA ORDAINS:

SECTION 1. DEFINITIONS.

City. The City of Anoka, Minnesota, owning and controlling the cemeteries.

Cemetery. A tract of land used for burials or above-ground interment; **specifically referring to Forest Hill Cemetery and Oakwood Cemetery.**

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 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 Anoka, Minnesota, and described as **Forest Hill Cemetery** and **Oakwood Cemetery**, City of Anoka. The plat of the cemetery filed with the county recorder in Anoka County, Minnesota, is adopted as the official plat of the cemetery. 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 **Forest Hill Cemetery**, **Oakwood Cemetery**, or some other tract of land duly designated as a cemetery.

Forest Hill and Oakwood are non-denominational and non-sectarian cemeteries. In an effort to preserve the separation of church and state, the City of Anoka does not permit the sale of graves to businesses, non-profit organizations, fraternities, religious entities, sects, or the like. Nor does the City identify or label a section or specific area within a section of the cemetery with any name other than that identified on the official cemetery plat map.

SECTION 3. SALE OF LOTS.

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~~ **Deed for Right of Burial** conveying the lot. A ~~license agreement~~ **Deed for Right of Burial** 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.

The number of graves/lots sold to an individual will be limited to the purchase of ___ graves. An individual may become the owner of a greater number of graves as the legal decedent of a previous owner.

SECTION 5. HANDLING OF FUNDS.

All money received from the sale of lots and other services must be paid to the City treasurer. 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, **signed/witnessed by a Notary Public**, 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 cemetery ~~superintendent~~ administrator. When graves are requested to be dug by the ~~superintendent~~ administrator or his agents, at least ~~twenty-four (24) hours~~ 2 business days notice shall be given (more time may be required for winter burial services), 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 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.

No interment of two (2) or more bodies shall be made in one grave, except in the following cases:

- One (1) casket and one (1) urn may be buried in one full size grave.
- A mother and child may be buried in one casket in a full size grave.
- Two (2) infants may be buried in one casket.
- Two (2) urns of cremains may be buried in one cremation size grave, one full size grave, or in one columbarium niche.

When two (2) cremains exist in one container, even if having the same last name, they shall be considered as two (2) interments.

Partial human cremains are acceptable in an urn; however, the addition of cremains to an urn in a columbarium niche or grave, whether same person or deceased family member, will not be allowed except by special permission of the Cemetery Administrator and payment of applicable interment fee.

SECTION 8. BURIAL VAULTS.

All caskets must be encased in a permanent type burial vault or grave liner. Fiberglass vaults are prohibited. The vault/grave liner must be placed in the grave before the burial with the casket lowered into it. A vault is not required for cremation burial.

SECTION 9. FUNERAL SUPERVISION.

All funerals, on reaching the cemetery, shall be under the supervision of cemetery management.

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~~ administrator, 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.

(d) A licensed Funeral Director in the State of MN, at the expense of the lot owner, next of kin or by person with legal right to manage the remains, shall oversee the disinterment and removal of a casket/vault.

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 sixty-five (65) percent of the original cost.

Note: Currently the City's buy back procedure is to pay the lot owner the original price or \$50 minimum if the original purchase price was less than \$50.

SECTION 13. CONDUCT OF PERSONS IN THE CEMETERY.

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

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

(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 ~~superintendent~~ administrator. No monument or marker may be placed unless the location has been

approved by the ~~superintendent~~ administrator, the marker permit fee has been paid, and the full purchase price of the lot has been paid. Monuments and markers must be constructed of granite, marble, or bronze material.

Single markers for full size graves and cremation size graves shall consist of one piece and shall ~~not be less than _____ nor more than _____ inches in width nor less than _____ inches in height~~ measure 12" x 24" x 4" and shall not exceed _____ inches in height protrude above the ground surface. Double markers shall not exceed 36" inches in length and shall only be placed on two graves (side by side). Other dimensions of double markers shall be the same as for single markers.

A white cement skirt encasing the single/double marker, not to exceed 4", will be allowed. In lieu of a cement skirt, a marker may be enlarged no more than 4" to include a "granite wash" or frame around the marker.

Markers in the baby section may not exceed 8" x 12" x 4" unless otherwise approved. Only 1 single marker will be permitted on a cremation size grave regardless if it is to include individual or companion information. Markers embracing more than 1 grave will not be permitted on Baby or Cremation graves.

As a general rule, monuments are no longer allowed. Where allowed, no monument may be placed on a lot platted for less than 4 burials or in any section of the cemetery other than those sections where monuments have previously been allowed. The base area foundation of a monument shall not exceed 72" x 24" or 10 percent of the lot area, nor shall the height exceed 42" inches above the ground surface.

These restrictions shall not apply to monuments provided by the federal government.

SECTION 15. FOUNDATIONS.

Markers do not require foundations. All monuments and markers shall be placed on foundations of solid masonry at a depth and size to be determined by the cemetery administrator. ~~Markers of the base of a monument shall not extend over the foundations more than one-half inch. The top of all foundations shall not be higher than two inches below the established grade. The City reserves the right to excavate and build all foundations.~~

SECTION 16. INSTALLATION OF MARKERS AND MONUMENTS.

A marker with a concrete skirt or granite wash/border will be the responsibility of the lot owner to set. Contractors and others engaged in marker installation must notify the City before beginning the installation. No marker shall be placed in the cemetery until the marker permit fee has been paid and the location identified for placement. The marker permit fee, as determined by the City Council, will remain the same whether the City or an authorized installer sets the marker.

~~Upon~~ Prior to placement of an order for a monument, the lot owner or monument salesperson shall verify that the section and lot allow for the placement of a monument and must furnish the dimensions of the proposed monument to the cemetery ~~superintendent~~ administrator for approval, who in turn will authorize the construction of the foundation, and all charges must be paid before the monument is placed thereon.

- (a) Construction of the foundation and monument installation must be completed by the monument company or its authorized installer.

(b) 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.

(c) 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~~ administrator 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~~ **does not** include burial opening and closing costs: ~~Two four (4) inch by ten (10) inch~~ One (1) bronze plaque of the **specified size and design** will be included in the **purchase price** per niche. Each plaque must be engraved according to cemetery specifications. **A bronze bud vase and/or military branch medallion, of the specified size/design, can be added to the front of the columbarium at the niche owner's expense.** No other additional ornamentation will be allowed on or in front of the columbarium.

Urn, vase or similar container to be interred in a 12 inch columbarium niche shall not exceed a base width of 5.5 inches by 11 inches in height by 11 inches in length if the niche is to be used for 2 interments.

SECTION 19. DECORATION OF LOTS.

(a) **Plants, flowers, and all decorations must be placed above ground in pots on stands. One (1) pot stand per grave is allowed. Shepherd hooks with hanging pots or decorations are not allowed. Pot stands may not be cemented in or installed in a means to make them "permanent".**

(b) No trees, **shrubs, plants, flowers,** or vines may be planted **directly on graves,** nor may fences be erected **around individual graves or lots.** 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~~ **pots or stands. Any pot or decoration placed on the ground/grave will not be the responsibility of the City or its employees should it be destroyed or removed.**

(c) **Decorations that do not resemble plant life are not permitted.** The placing of boxes, shells, toys, **stuffed animals,** metal designs, ornaments, chairs, furniture, glass, wood or iron cases, and similar articles upon lots shall not be permitted; if such items are placed, the City ~~may~~ **will** remove them. **Non-conforming items will be removed during routine maintenance activities.**

(d) 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~~ **contained by the pot stand,** are prohibited and may be subject to immediate removal.

(e) 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 during the hours of **sunrise** to **sunset**. Permission to enter at other times may be secured from the ~~superintendent~~ **administrator**.

SECTION 21. PENALTY.

Any person violating any provision of this ordinance is guilty of a misdemeanor and subject to fines as set by the court.

Adopted by the Council this ____ day of _____, 20__

Attest:

Mayor

Clerk

Cemetery Fee Comparison 2014/2015 Fees

City of Anoka:

\$650 per grave Residents
\$900 per grave Non-Residents
\$400 per grave cremation size Resident
\$550 per grave cremation size Non-Resident
\$900+ per columbarium niche
\$500 burial – casket
\$200 burial – cremation
+ \$250 OT after 3:30pm weekdays or Saturday
\$100 marker fee single
\$150 marker fee double

City of Bloomington:

\$1,400 per grave Residents Only
\$1,000 burial - casket
\$750 burial - child/infant/urn w/vault
\$650 burial – cremation no vault
+ \$250 weekends/legal holidays
\$200 Marker fee
Persons eligible to purchase graves and eligible for interment at the Bloomington Cemetery are those persons who were at the time of their death residents of the City, or persons who prior to their death had been actual residents of the Town, Village, or City of Bloomington for a period of at least ten years, or the spouses or children and their spouses of the above persons.

City of Champlin:

\$775 per grave Resident
\$975 per grave Non-Resident
\$550 burial - casket
+ \$350 on Saturday or Holiday
\$215 burial -cremation
+ \$310 on Saturday or Holiday
\$115 Single Marker fee
\$150 Double Marker fee

City of Apple Valley:

\$845-1,110 per grave Resident
\$1,690-2,220 per grave Non-Resident
\$430 – 530 per cremation grave Resident
\$855 – 1,060 per cremation grave Non-Resident
\$845 – 1,700 per columbarium niche Resident
\$1,690 - \$3,400 per columbarium niche Non-Resident
\$930 burial – casket
\$455 burial - cremation
\$380 inurnment in columbarium (2nd niche 50%)
+ \$115 OT fee
+ \$315 Weekend/Holiday

City of Eden Prairie

\$650 per grave Resident
\$800 per grave Non-Resident
\$550 burial - casket
\$350 burial - cremation
+\$75 winter fee
No marker fee unless installed by City

City of Redwing:

\$1,040 per grave Resident
\$1,565 per grave Non-Resident
\$820 per cremation grave Resident
\$1,235 per cremation grave Non-Resident
\$1,480 single columbarium niche Resident
\$2,225 single columbarium niche Non-Resident
\$2,525 double columbarium niche Resident
\$3,790 double columbarium niche Non-Resident
\$985 Full Burial Resident
\$1,480 Full Burial Non-Res
\$765 Cremation Resident
\$1,050 Cremation Non-Resident
+270 after 3pm Res / \$465 after 3pm on weekday
+\$655 Res or \$985 N-Res on Saturday
+\$205 Winter (Nov – Mar)

City of Medina:

\$1,500-2,000 per grave
\$900 burial - casket
\$250 burial - cremation
\$45 marker fee
\$65 burial locating fee

Roselawn Cemetery, Roseville MN (Non-profit, public):

\$2,200 – 3,300 per grave
\$3,400 – 4,000 per columbarium niche
\$3,400 cremation grave, marker & 2 interments
\$1425 burial - casket
\$875 burial - cremation
+\$400 – 650 OT on Saturday
\$325 Marker fee

Grandview Cemetery, Hopkins MN (Non-profit, public):

\$700 – 800 per grave cremation only grave
\$1,000 – 1200 per grave full size
\$800 burial - cremation (includes cost of urn vault)
\$950 burial - casket
+\$200 Overtime & Saturday (lid not on by 3:30pm)
\$150 single marker fee
\$200 double marker fee

Elmhurst Cemetery, St. Paul, MN (Non-profit, public):

\$1,200 per grave full size
\$625 per grave cremation grave
\$1,400 – 2000 single niche, inurnment & plaque
\$2,800 – 4000 double niche, inurnment & plaque
\$1,400 burial - casket
\$1,200 burial - cremation (urn vault required)
+\$500 Saturday / +\$115 cover placed after 4:00pm

Lakewood Cemetery, Minneapolis (non-profit, public):

\$2,050-4,600 per grave
\$1,475 casket & cremain burial
\$4800+ columbarium niche
\$590 inurnment in columbarium
+\$540 OT on Saturday

ANOKA COUNTY FUNERAL POLICY

When a person dies without means to pay the necessary costs of burial, nor any relatives with sufficient resources to procure the burial, the county will cover necessary expenses for a decent burial of the person's remains. Policies pertaining to burials are at the discretion of the County Board to the extent that they do not conflict with special provisions in state law for MFIP burials. A burial is considered an MFIP burial if the deceased was a recipient of MFIP at the time of death. Otherwise, the burial is a County Relief burial using all county funds.

Freedom of choice in the selection of a funeral director will be granted to persons lawfully authorized to make arrangements. It is the responsibility of the Coroner's office to make the arrangements for burial of persons without identified family or other concerned persons. Financial Workers may assist the Coroner's office in identifying next of kin.

It is important that the agency be contacted prior the funeral. However, the agency will consider payment for funerals held up to 21 days prior to contact.

<u>ALLOWABLE COSTS</u>	<u>ACTUAL EXPENSES UP TO</u>
Funeral Home Services (includes Professional Services Reviewal, and Memorial Service)	CURRENT
Stillborn to 1 year	\$685
1 year to 12 years	\$990
12 years to adult	\$1,325
Vault & Installation	\$600
Cemetery Lot	\$480
Opening & Closing	\$305
Transportation	\$100
Overall Maximum*	
Stillborn to 1 year	\$2,170
1 year to 12 years	\$2,475
12 years to Adult	\$2,810
* Additional payment for oversize casket	\$200
MFIP burial payments may exceed these amounts if the Cemetery Lot, Opening & Closing and/or Vault charges exceed the allowance.	
Cremation Only (limited Professional Services) Includes container	\$640
Cremation (with Memorial Service)	\$845
Cremation (includes Professional Services, Memorial Service, and Reviewal)	\$1,325
Cremains Interment and Lot	\$200
Cremation - Urn/Vault \$80 - Urn Vault	\$90
Transportation	\$100
Overall Maximum	\$1,715

* Transportation at a rate of \$1.60 per mile, for mileage exceeding 60 miles, may be allowed in lieu of cemetery lot payment if it is necessary to transport the deceased to a privately purchased or existing burial site, up to an additional \$475.

Storage costs will be allowed (in addition to the overall maximum) only when absolutely necessary. These allowances should be considered on an individual case basis.

RAMSEY COUNTY BURIAL ASSISTANCE FUND GENERAL INFORMATION
Revised March 2014

State Law Sec.261.035 requires counties to provide funerals at county expense if it has been determined that the person did not leave sufficient means, or a responsible relative does not have sufficient means to defray the cost. The deceased **does not** need to be on public assistance in order to be eligible for county burial assistance funds.

The county burial fund is 100% county money. The rates and policies are set through County Board action. County burial assistance fund rates include the following:

- Transportation of the body
- Preparation of the body
- Funeral director services and use of the facilities
- The casket, grave liner or vault
- Grave site and interment costs (opening and closing of the grave)

The policy **does not** allow for upgrading or paying more for the casket or the vault. Friends and family can be asked to pay up to \$830 towards the funeral/cremation services and \$1300 towards the cemetery for items/services not covered by the county rate. These amounts are set by a County Board resolution. (Note: The \$830 does not apply to cash advance items).

An application is required for county assisted burial funds. Applications are available from the Ramsey County Burial Specialist and at most funeral homes. The deceased person's income and assets and/or the income and assets of a responsible relative must be used to offset the amount Ramsey County pays. A responsible relative is a spouse or the parent of a minor child. The Burial Assistance Fund Specialist may waive up to \$50 of questionable assets. In addition, the applicant may be referred to other possible financial resources such as insurance companies, Crime Victim Services, VA or Social Security.

Some funeral homes and cemeteries will not accept the county rate (including the family contribution limit) as payment in full. The application must then be denied.

Only the Burial Assistance Fund Specialist (or coverage worker) can authorize payment from the Ramsey County Burial Assistance Fund. All requests for County Assisted Burial Funds should be immediately referred to the Burial Assistance Fund Specialist in Financial Assistance Services. The Burial Assistance Fund Specialist is currently Jenny Zakoski. Jenny's phone number is 266-3645. Her backup is Stacie Schubring and/or Karen Bahneman. The supervisor is Barb Ek-Froehle.

Besides referring the caller to the Burial Assistance Fund Specialist, anyone fielding an inquiry about county assisted burial funding should inform the caller to notify the funeral and/or cemetery director(s) that County Assistance Burial Funds will be requested. The director then usually knows how to proceed.

Questions can be directed to Jenny Zakoski or the others listed.

Jenny Zakoski

RAMSEY COUNTY BURIAL RATES

Rates are effective 1/1/14

(For rates prior to 1/1/14 refer to the October 2013 Burial Rate sheet)

These are the **maximum** rates in each category. What we actually pay maybe less based on individual circumstances.

Adult Burial (13 years old and up or a casket over 4 ½ feet)

Funeral: \$1486
Cemetery: \$715

Youth Burial (Ages 1-13)

Funeral: \$1078
Cemetery: \$487

Infant Burial (Stillborn-1 year)

Funeral
Stillborn: \$487
Infant: \$541
Cemetery: \$243

Direct Cremation Adults: \$676
Direct Cremation Youths: \$269
Memorial Service*: \$191
(*body is not present)

Cremation with a Funeral Service (body is present)

Adults: \$1425
Youth: \$1089
Infant: \$497

Cremation Cemetery Rates: Actual up to \$715 for adults
(Ashes will be interred at cemetery) \$487 for youth
\$243 for infant

Additional Notes:

Oversize casket \$142, OK to allow for cremations also even though casket is just for display.
Oversize vault fee for cemetery burial \$97 (only if requested)
Vault \$270, deduct from assistance if burial is at Fort Snelling as no vault is required
Urn: up to \$103

10/1/13 JZ