



# Information Packet

7516 Highway 5, PO Box 28  
Side Lake, MN 55781  
218-254-3297

[sidelakecolumbarium@gmail.com](mailto:sidelakecolumbarium@gmail.com)

<https://www.sidelake.org/town-services/side-lake-community-columbarium/>

Revised August 2024

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9. Finalized Application – this will be returned and will serve as your receipt of payment. Place returned copy here into your packet.
10. Official Certificate for Use of Niche will be mailed to the mailing address on record within 60 days of completion. Place Certificate in designated area of packet.

## **ANSWERS TO SOME FREQUENTLY ASKED QUESTIONS ABOUT COLUMBARIUMS**

### **What is a Columbarium?**

The word “columbarium” comes from the Latin word “columbary”, which is a structure for the nesting of doves – the dove being the symbol of God’s spirit and peace. The related word, columbarium, refers to a burial vault for the containment of urns holding cremated human remains. It is an old term and an old tradition used for centuries here and abroad.

### **What are the benefits?**

Families who chose cremation for their departed loved ones rather than conventional burial will find Side Lake Community Columbarium a wonderful option – dignified, convenient, and affordable. Our Columbarium site is a beautifully cleared area surrounded by towering Red Pine, White Pine, and Birch trees. It is conveniently located just off Highway 5, set back so all you see is the beauty of nature. The Side Lake Rec Center is just Northeast of the site with a walking path between the two. There is a Community Center with full kitchen, as well as an outdoor pavilion, with plenty of room for a memorial gathering. Located on an adjacent property with a walking path to the Columbarium site, there is also a small church, Living Stones – Fellowship. They have offered their facilities as a location option for memorial services as well.

### **Who may use Side Lake Community Columbarium?**

The Columbarium is available as a final resting place for anyone with a connection to Side Lake.

### **How is the property maintained?**

The Columbarium property is owned by the Town of French. The upkeep and maintenance of the Columbarium property is the sole responsibility of the Town of French, the Columbarium Committee, and the Side Lake Beautification Committee.

### **What documents do I need to purchase Use of a Niche at the Columbarium?**

All forms needed for purchase the Use of a Niche at the Columbarium are included in this packet. Please fill out the enclosed paperwork and return to the address provided.

### **What documents do I need to have my cremains interred at the Columbarium?**

To be interred at the Columbarium, you will need to provide a photocopy of the Death Certificate and the Burial Transit Permit for the deceased.

### **Is the Columbarium open year-round?**

No. Weather permitting, the Columbarium will be open to the public for visitation and services. Depending on winter weather, the site may not be accessible by vehicle.

### **Who do I contact for more information?**

If you would like to know more about the Side Lake Community Columbarium, call a member of the Columbarium Committee. See list of current members in this information packet.

## **History of the Side Lake Community Columbarium**

The Side Lake Community Columbarium began in 2017 with several Side Lake residents circulating a petition to determine if there would be sufficient interest. Currently, there are no cemeteries in French Township, and the nearest cemeteries are in Chisholm or Morcom Township. Residents of the Township have been requesting that a cemetery be provided in the Side Lake area for many years. However, due to permits, land restrictions, and cost analysis, this has not been feasible. The Town of French Board has been researching and developing a plan for a Community Columbarium in Side Lake for the past two years.

The favorable response to this petition was presented to the Town of French Board of Supervisors in early 2018, and a Columbarium Committee was formed to compile relevant information and data. After presenting this information at the 2019 Annual Township Meeting, the wheels were set in motion.

A property on Highway 5, adjacent to the Side Lake Community Center, was donated to the Township by Janis Johnson for this specific purpose. Janis donated this site to the community in 2019 in memory of her parents Vern and Irene Nelson, long-time residents of Side Lake. The community of Side Lake is sincerely grateful for the generous gift of this property for use as a final resting place for those with a connection to Side Lake.

In June of 2020, the St. Louis County Planning Commission approved our Conditional Use Permit for the use of this land as a Columbarium site. The following month, the Board of Supervisors approved the official Columbarium Guidelines at their Township Meeting. It was at that time, that the Side Lake Community Columbarium project entered the first phase of its development. We are very excited to be able to offer this alternative to a cemetery burial right here in Side Lake. In September of 2020, the first Columbarium unit was placed, and the niches were made available for purchase.

The Side Lake Community Columbarium currently offers one granite columbarium structure that includes 36 interment spaces, called niches, with each niche able to house the cremated remains of two individuals. This site has been designed to for future expansion to grow with the needs of the community. In August of 2024, a second Columbarium unit was placed. The new unit includes an additional 48 niches.

There are various cost options available, which are determined by niche location. Cost of a niche ranges from \$600 to \$1200, with a discount available for French Township property taxpayers.

For more information, contact any member of the Columbarium Committee.

## SIDE LAKE COMMUNITY COLUMBARIUM GUIDELINES

7516 Highway 5, P.O. Box 28, Side Lake, MN 55781

218-254-3297

[sidelakecolumbarium@gmail.com](mailto:sidelakecolumbarium@gmail.com)

### PURCHASE OF RIGHT TO USE COLUMBARIUM NICHES

- **Legal title to all Niches shall remain with the Town of French.** No property rights are created by or transferred as a result of this Agreement. Acceptance of payment by the Township results only in the Right to Use a Niche. The Township shall, at all times, have full rights of management and control with respect to all matters relating to the Columbarium.
- **This granted Right to Use cannot be re-sold by the Grantee(s).** Right to Use may be conveyed to a family member or other person for a \$50.00 recording fee or reverted back to the Township in writing by the Grantee. The Township will then reimburse the Grantee a total sum of \$200.00. The Grantee will be responsible for the cost of a replacement faceplate if the existing plate was previously engraved.
- **Change of location of purchased niche can be requested.** In the instance of a Grantee requesting a change of location of their purchased niche to a different Columbarium or row, the original purchased niche will revert back to the Township for a recording fee of \$50, and the Township will credit the Grantee \$200 for the original niche. The Grantee may then purchase a niche in a new location at the full price, less the \$200 credit from the Township.
- **Niches are to be used strictly for the interment of cremated human remains.** The cremains of two persons or two persons and one infant below the age of one shall be permitted per Niche. Cremains shall be inurned in durable, adequately-sealed quality containers.
- **No attachments or personal items of any sort shall be allowed upon the Columbarium itself or its Niche faceplate.** The Township reserves the right to remove any such items. Only specific approved honorary emblems of service are allowed and will be supplied by the Township upon request.
- **All personal items placed within the Niche shall be subject to the approval of the Committee.** These items shall be considered non-retrievable.

### CARE OF COLUMBARIUM

The Township shall be responsible for the ordinary care of the Columbarium and the upkeep of the Columbarium grounds under their management. The Township will undertake reasonable precautions to protect the Columbarium from loss or damage, but does not assume responsibility for causes beyond its control including, but not limited to, acts of God, vandalism, accidents, or theft.

### INTERMENTS

Arrangements for Interment Services shall be made by contacting the Grounds Manager, who will coordinate details with the Township. The Manager will work with parties representing the deceased to ensure that all Guidelines are followed and all forms properly completed.

### FLOWER ARRANGEMENTS

- **Only live flowers and small flags shall be permitted in pots and planters approved by the Township.** Approximate sizes allowed: Round/Square 15W x 13H or Rectangle 24W x 16H.
- **No concrete, glass, or Styrofoam shall be permitted.**
- **No planters can be permanent.**

All flower arrangements and planters are to be removed by September 15. The Township is not responsible for any arrangements left at the Columbarium site and reserves the right to remove any expired or unsightly arrangements at any time.

*In lieu of flowers/arrangements, a donation can be made at any time to the Town of French, designated to the Side Lake Beautification Committee, to maintain the existing gardens.*

*All questions regarding these Guidelines or any special circumstances shall be addressed to the Columbarium Committee.*

**Side Lake Community Columbarium**  
**APPLICATION FOR USE OF NICHE**

**Application Number:** \_\_\_\_\_

**Columbarium:** \_\_\_\_\_ **Niche:** \_\_\_\_\_ **Northside/Southside/Eastside/Westside**

\*Note: This is only an application for use of a Niche. Only one applicant need apply for Niche.  
Additional information must be submitted on the Engraving Application for clients using the Niche.

Applicant Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Physical Address of Applicant's Town of French Property (if different from above):  
\_\_\_\_\_

Check here if Niche and Certificate are to be designated to another person for use other than the named applicant above. *\*Future conveyance of Niche to family member or another person will be subject to a \$50.00 recording fee.*

Name of person to be designated on Certificate of Niche (Please print): \_\_\_\_\_

**Indicate requested Niche location below (subject to availability):**

**\*Please check availability of niche via phone or email before mailing in application with payment.**

**French Township Property Taxpayer(s):**

Top Row Niche (Row A): \$1000 \_\_\_\_\_  
Upper Row Niches (Row B): \$900 \_\_\_\_\_  
Middle Row Niche (Row C): \$800 \_\_\_\_\_  
Lower Row Niche (Row D): \$700 \_\_\_\_\_

**All Other Clients:**

Top Row Niche (Row A): \$1200 \_\_\_\_\_  
Upper Row Niches (Row B): \$1100 \_\_\_\_\_  
Middle Row Niche (Row C): \$1000 \_\_\_\_\_  
Lower Row Niche (Row D): \$900 \_\_\_\_\_

***Lower Row niche may be available in Columbarium #1 for reduced rate.***

***If you are interested in this option, please call or email to check for availability.***

\* Separate application is needed for each Niche. Check here if purchasing more than one Niche.

Checks must be paid to the order of: **Town of French.**

Please note "Columbarium" and Niche number on memo line at the bottom of the check.

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**For Official Use Only:**      Paid:       Check # \_\_\_\_\_       Cash

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Received by Town Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

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After you have received and reviewed a copy of the Side Lake Community Columbarium Guidelines, please indicate by initialing here: \_\_\_\_\_

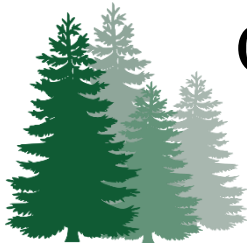
I have read and understand the Side Lake Community Columbarium Guidelines and agree to all of the conditions and limitations as stated in the Guidelines. I acknowledge that my signature on this Application constitutes an agreement between the applicant and the Town of French.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Application and payment can be mailed to: Side Lake Community Columbarium, PO Box 28, Side Lake, MN 55781

**To check Niche availability or for any further questions,  
please call 218-254-3297 or email [sidelakecolumbarium@gmail.com](mailto:sidelakecolumbarium@gmail.com).**



# Certificate for Use of Niche

## Side Lake Community Columbarium

7516 Highway 5, Side Lake, MN 55781

The Town of French hereby grants to \_\_\_\_\_, Grantee,

the right to interment within Columbarium \_\_\_\_\_, Niche \_\_\_\_\_.

Certificate issued

this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Signed: \_\_\_\_\_, Town of French Representative

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Application Number: \_\_\_\_\_

Certificate Designated to: \_\_\_\_\_

# SIDE LAKE COMMUNITY COLUMBARIUM ENGRAVING APPLICATION

(Please Print)

To initiate the engraving process, begin by calling 218-254-3297 or emailing [sidelakecolumbarium@gmail.com](mailto:sidelakecolumbarium@gmail.com).

**\*A separate Engraving Application must be submitted for each name engraved on Niche.**

**Columbarium: \_\_\_\_\_ Niche: \_\_\_\_\_ Northside/Southside/Eastside/Westside**

ENGRAVING FOR: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

**I request an honorary emblem of service for (circle one). Proof of service is required:**

Fire

EMS

Law Enforcement

Military Service

### **AGREEMENT:**

For uniformity purposes, the Township has selected an Engraving Company and has chosen the font, style, and size for all inscriptions. Inscriptions shall include only last name, first name, middle initial, birth dates, and death dates in the following format: MM/DD/YYYY. Engraving is approved by the Applicant and the Engraving Company. Therefore, the Township will not be responsible for any engraving or fees associated with the engraving process.

A Brass Military Veteran Plaque may be attached to the Niche. Contact your local Veteran's Service Office for more information.

Approved emblems for Fire, EMS, Law Enforcement, and Military Service are available upon request to honor participating members and will be provided by the Township. Please indicate request above.

A diagram of the engraving shall be pre-approved by the Applicant and proof-read by the Engraving Company Representative prior to engraving.

Pre-interment engraving may be arranged. Final dates can be added later (may be subject to additional fee).

All payments are made directly to the Engraving Company representative. Payment for engraving is solely the responsibility of the Applicant.

**Information submitted below must be approved by Engraving Company:**  
**(up to 22 characters are permitted per line including spaces)**

Last Name: \_\_\_\_\_

First Name, M.I. \_\_\_\_\_

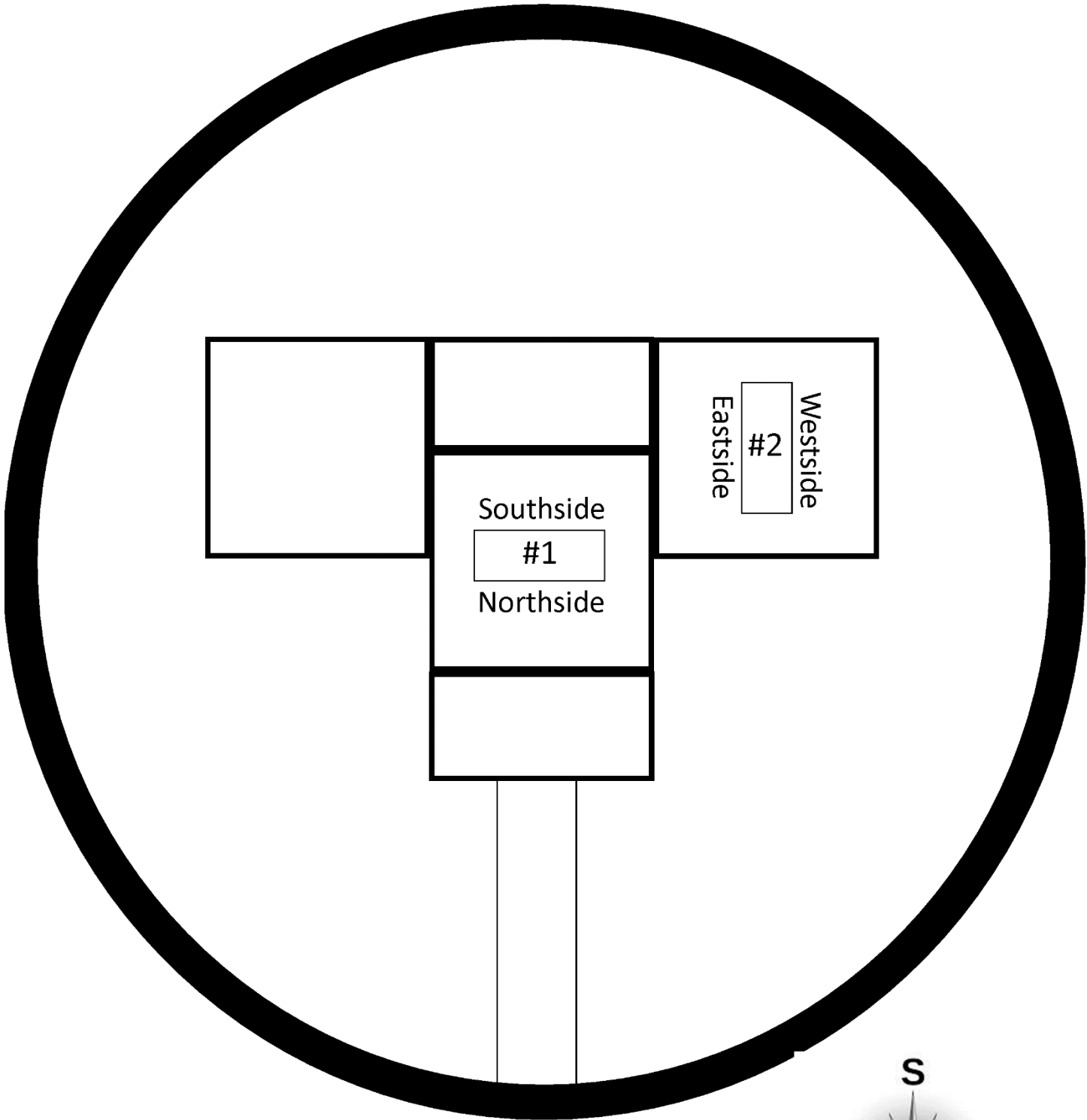
Date of Birth (MM/DD/YYYY) \_\_\_\_\_

Date of Death (MM/DD/YYYY) \_\_\_\_\_

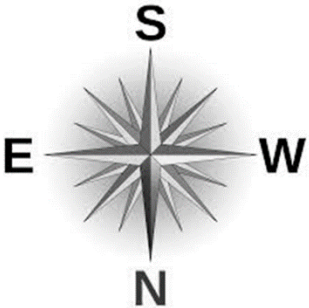
I hereby confirm the accuracy of the information above and approve its submission to the engraving company.

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

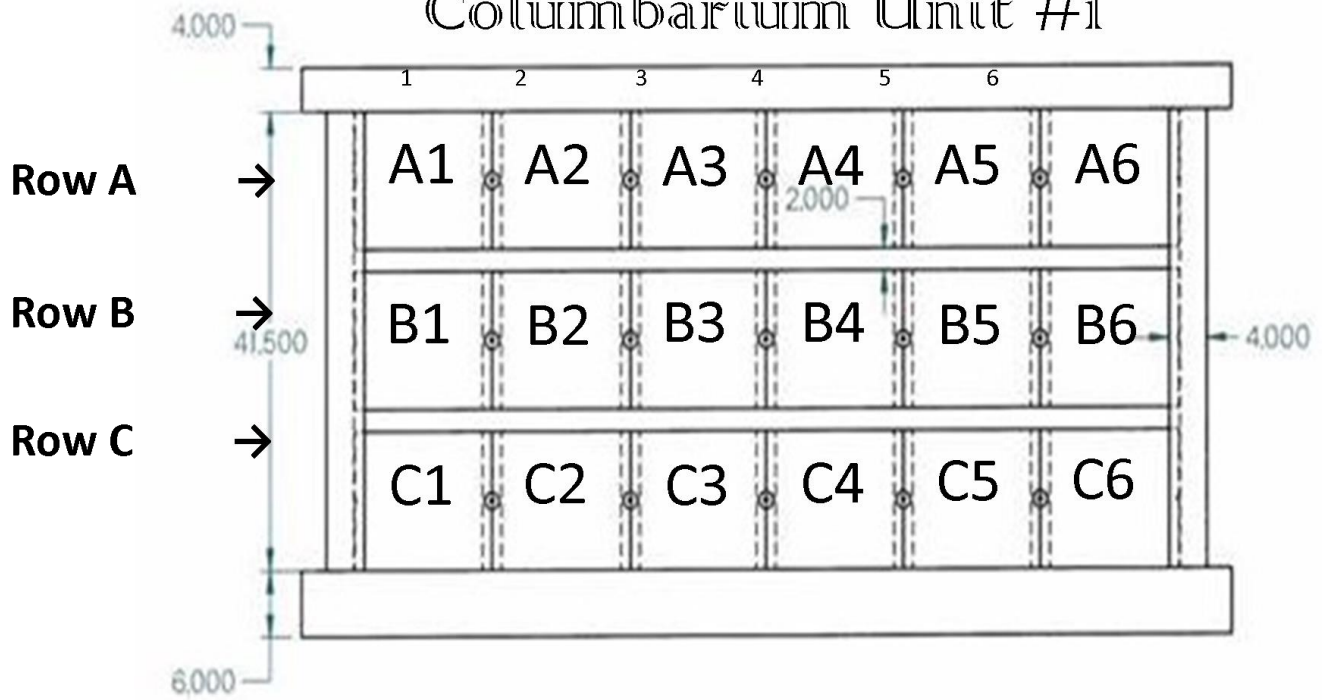




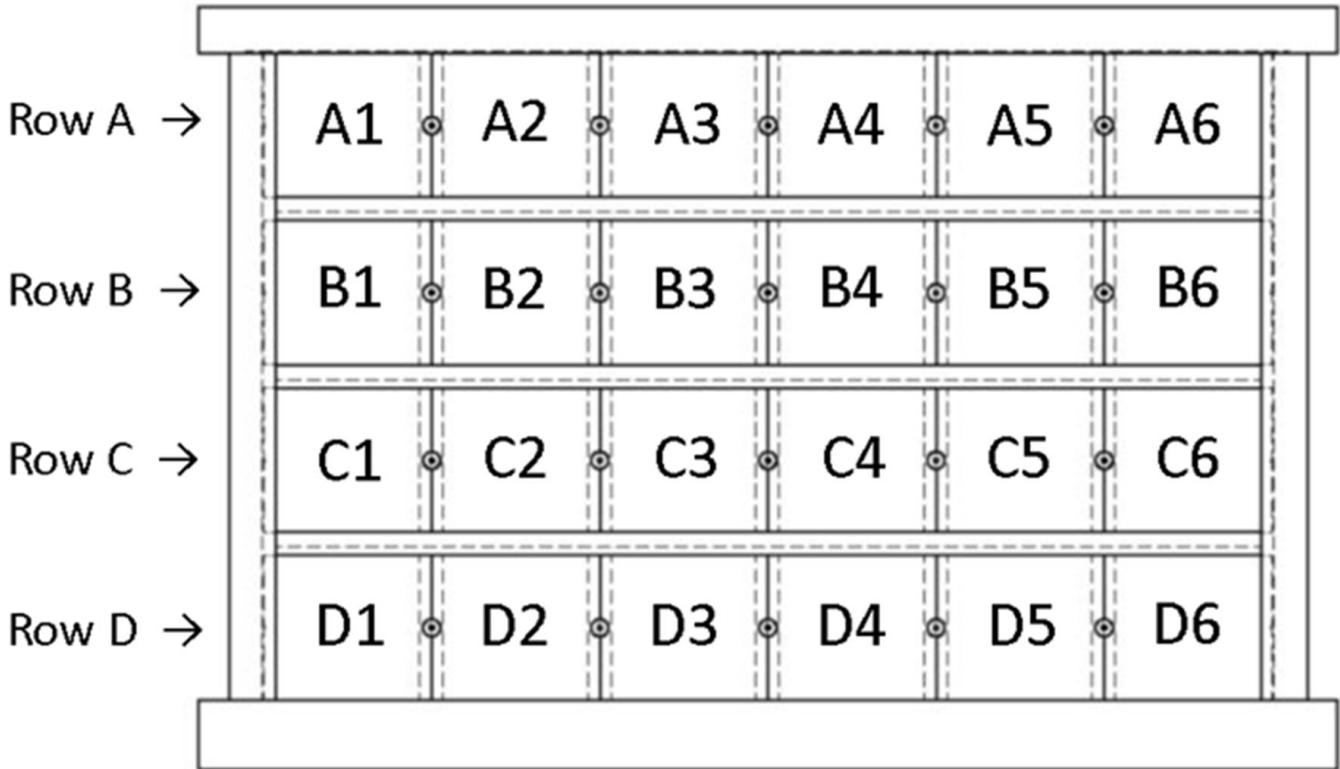
**Side Lake Community Columbarium**



### Columnarium Unit #1



### Columnarium Unit #2



**Side Lake Community Columbarium  
Committee Members**

John Koppel  
218-969-3805  
[jrkoppel53@gmail.com](mailto:jrkoppel53@gmail.com)

Gina Koppel  
218-966-2055

Alan Reini  
218-969-9917  
[gango4@yahoo.com](mailto:gango4@yahoo.com)

Becky Reini  
218-969-5536

Kim Osterhoudt  
218-969-9127  
[pinebeachresort@outlook.com](mailto:pinebeachresort@outlook.com)

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218-969-8448  
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