



Arlington Cemetery Advisory Board General Meeting

Tuesday, January 17, 2023 2:30PM
Cemetery Office

Attendees:

Cemetery Advisory Board Members:

Maxine Jenft
Allen Ice
Annette Patterson
DeAnn Bennett
Jordan Mohrenne

Public Works Members

Jim Kelly - Public Works Director
Tawnya Post - Cemetery Coordinator, PW Cemetery
Kris Wallace – Staff Accountant, PW Utilities
– Council Member

General Meeting Agenda:

1. Minutes & Approval
2. Revenue & Expense Report
3. Cemetery Activities
4. Staffing Issues
5. Proposed Landscape Maintenance Plan
6. Columbarium Update (budget, location, available products)
7. 2023 Projects
 - Cemetery Space Assessment & Planning
 - Irrigation system piping rehab
 - New Street Sign Posts
 - Cemetery Office Pressure Washing & Painting
8. Volunteer Opportunities

New Business:

Other:

1. Schedule next meeting
 - March 21, 2023

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

Tuesday, November 15, 2022 / 2:30 PM

Board Members:

Maxine Jenft
Allen Ice
Annette Patterson
DeAnn Bennett
Jordan Mohreene

City Members:

Jim Kelly - Public Works Director
Tawnya Post – Cemetery Coordinator
Kris Wallace – Staff Accountant, PW Utilities
– Council Member

Meeting:

The November 15, 2022 meeting was called to order at 2:30pm.

DISCUSSION ITEMS:

Welcome New Board Member, Jordan Mohreene: Introductions around the table followed by discussion/conversation.

Minutes & Approval: There were not questions or changes for the minutes. DeAnn made a motion to approve, Annette seconded the motion; all were in favor so the minutes were approved as written.

Revenue & Expense: Handouts were given to everyone to review and discuss. July & August were busier months, followed by expenses from those months coming through in September. September was a slower month for burials resulting in lower revenue. The Year to Date ending balance is still looking good. There will be a transfer to M&O for hours worked at the cemetery and Kristin G. will be doing amendments at the end of the year.

Five Year Cemetery Budget Projection: Since the contractor quit and it is difficult to get M&O to have time to do additional maintenance work at the cemetery, we are going to work on a Budget Plan to try to get a FTE and a Seasonal Employee for the Cemetery. Jim & Paul will be meeting to discuss a plan and options. Jim will have an update in January after looking into all the variable options for staffing and equipment along with budget.

Cemetery Activities: Handout was given to everyone and a discussion followed to review and discuss monthly burial totals and headstone installation totals.

Update Cemetery Board Member Contact List: Everyone was give a copy of the updated contact list.

Cemetery Building Maintenance 2023: The building is in need of cleaning, painting, gutter cleaning and parking lot maintenance. Jim will be contacting a company about pressure washing the building. Discussion about a possible volunteer project for painting was discussed.

Update on Irrigation System: A new phase system was put in, but it appears that the lines in the system has leaks that need to be located and repaired. Jim is looing into a repair that would be sleeving the lines and it is possible that Water Dept. can help with this to maintain the full use of the water rights.

Signs: Jim is still waiting for the other 2 quotes to come back so that we can then move forward with deciding on the purchase of street signs.

Update on Garden Glen Planning: Tawnya has an estimate and a design layout from Pacific Coast Memorials and some other design options to show everyone. In order to move forward we need to have the design / areas more refined to know available space and etc. Companies online for Niche Walls are not going to figure out the area or space available and other details, and most don't just do a quote and mock up unless you commit to something and are paying for their time and designs. Discussion followed and we all need to focus on working out a more detailed plan for specific sections and then we will need to get closer estimates on the measurements for them and then onto a map for a visual.

Set 2023 Meeting Schedule: Handout was given to all. There were a couple of dates that were incorrect, so the group went through them and corrected them. A revised copy will be given to Board members.

New Business: Maxine has a concern with the vases at her and John's grave site. They have been bumped loose and need to be taken out and re-glued and fixed. Other vases have been damaged and they need to be fixed either by the City or the Contractor that caused the damage to them. There was a discussion about vandalism and etc and questions about if and how to plan to have cameras at some point.

The next meeting will be held on **January 17, 2023 at 2:30 pm.**

There being no further business to discuss, the meeting was adjourned at 3:30pm.

Respectfully submitted by:

Tawnya Post

Cemetery Coordinator