



# Arlington Cemetery Advisory Board General Meeting

Tuesday, January 21, 2020 2:30PM  
Cemetery Office

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## Attendees:

### Cemetery Advisory Board Members:

Skip Smith, Chair  
Maxine Jenft  
Allen Ice  
Leilani Lucrisia  
Annette Patterson

### Public Works Members

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

## General Meeting Agenda:

1. Minutes & Approval
2. Revenue & Expense Report
3. Cemetery Activities
4. Discussion of software updates
  - Caselle interred management, accounting & billing
  - GIS support
5. Update on Southern By Design services
6. Trimming of Cemetery Trees along East Housing fence-line
7. 2020 Cemetery Goals
8. Update on status of leveling upright monument at Robb Section roundabout

[ATTACHMENT A](#)

## New Business:

1. Beginning of Year Housekeeping:
  - Update contact information,
  - Resignation of Council member Joshua Roundy
  - Review mandatory Cemetery Board training {i.e.: Public Meeting Act},
  - Review Cemetery Board Members terms and renewals,
  - Cemetery Board chair election

## Other:

1. Schedule next meeting
  - March 17, 2020

## Adjourn