



Arlington Cemetery Advisory Board General Meeting

Tuesday, January 18, 2022 2:30PM
Meeting via Zoom

Attendees:

Cemetery Advisory Board Members:

Maxine Jenft - Chair
Allen Ice
Leilani Lucrisia
Annette Patterson
DeAnn Bennett

Public Works Members

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

General Meeting Agenda:

1. Minutes & Approval
2. 2022 Meeting Schedule & Update Contact List
3. Revenue & Expense Report
4. Summary of 2021 EOY Financials
5. Cemetery Activities for 2021
6. Update for 2022 Mowing/Maint. Contract with SBD
7. Update on Urn Garden platting and trail
8. Direction to move regarding night time visitors (lock gates or No Trespass signs)
9. Garden Glen Schedule

New Business:

Other:

1. Schedule next meeting
 - To be held on March 15, 2022

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

November 16, 2021 / 2:30 PM

Board Members:

Maxine Jenft
Allen Ice
Annette Patterson
Leilani Lucrisia - Absent
DeAnn Bennett

City Members:

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

Meeting:

The November 16, 2021 meeting was called to order at 2:30pm via Zoom Meeting.

DISCUSSION ITEMS:

Minutes & Approval: April 2021 Minutes were approved as written, no comments or changes to be made.

Revenue & Expense: Handouts to review were emailed to discuss. Previous months (April – August) reports were emailed out in September, so only September and October reports were reviewed at this meeting. Kris reviewed the reports, noting that the cemetery has been very busy. Sales reflect this activity with a positive ending balance in both months. Having the new fee schedule in place as well as increased activity has led to a healthy balance in the operating fund. Kris will do monthly reports the next couple of months and keep the board apprised of how things are looking for year end. We will plan on transferring as much to the capital fund as we can within budget, at the end of 2021.

Cemetery Activities: A handout was reviewed and discussion of burials and headstone installations followed. Discussion about overall increase in activity, overall it still seems to be split rather evenly between traditional vs cremation burials.

Fee Schedule and Burial Schedule Discussion: Discussion about updated fee schedule as well as updated burial times and that the new fees and times don't seem to be affecting customers too much. Customers usually want the afternoon spot and understand if a day is already taken, they pick a different day. So far we haven't had any issues and it seems to be working better for the M&O Department as well.

2022 Project Discussion: Jim Kelly discussed the various projects we have that we will be working on for 2022. The first one being new street signs. Jim will be working on an RFQ to send out for companies to send quotes. Jim showed map of sign locations, some discussion followed about sign preference and donations being accepted for this project.

The new urn garden path layout has been updated and we will be looking at having that completed in early 2022 as well, Jim explained materials we will use. Discussion followed. No movement since last meeting on either the Columbarium or the Garden Glen area. We will pick that back up in 2022.

Columbarium Discussion: Kris noted that there are 26 spots left in the current Niche Wall that we have available to sell. With current rate of sales, we have about 2-2.5 years until the current wall will be full. Jim showed again the columbarium website we were looking at for ideas and we will bring this back up for discussion in January 2022.

Meeting Schedule for 2022: Discussion about when the board wants to meet in 2022. Maxine suggested starting in January instead of February and continuing with the every other month schedule except for taking the summer off. Tawnya will send out an updated schedule with dates.

The next meeting will be held on **January 18, 2022 at 2:30 pm.**

There being no further business to discuss, the meeting was adjourned at 3:15 pm.

Respectfully submitted by:

Tawnya Post, Cemetery Coordinator