



Arlington Cemetery Advisory Board General Meeting

Tuesday, January 20, 2026 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

General Meeting Agenda:

1. Minutes & Approval
2. Revenue & Expense Report (*Kris*)
3. Cemetery Activities & 10 yr. Burial Comparison (*Tawnya*)
4. Winterization & Grounds Maintenance (*Tawnya*)
5. Volunteer Update (*Tina*)
6. Niche Wall Update (*Jim*)
7. Garden Glen Update (*Jim*)
8. Grant Projects Update (*Jim/Kris*)

New Business:

Other:

1. Schedule next meeting
 - March 17, 2026

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

Tuesday, November 18, 2025 / 2:30 PM

Board Members:

Maxine Jenft
Allen Ice
Annette Patterson
DeAnn Bennett
Jordan Mohrenne

City Members:

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

Meeting:

The November 18, 2025 meeting was called to order at 2:35pm.

DISCUSSION ITEMS:

Minutes & Approval: Maxine asked if everyone read the minutes and if someone wanted to make a motion to approve them. Annette made a motion to approve the minutes, Jordan seconded the motion; all were in favor so the minutes were approved as written.

Revenue & Expense: Handouts were given to all for review. Kris lead a discussion. The Revenue and Expenses tend to fluctuate from month to month, but the YTD (year to date) totals are looking good. We will wait until December to check funds and determine what is owed to the General Fund and what can be put into the Capital Fund. The new Niche Wall and the grant projects have been paid. November will have expense for the Wayfinding sign, but once it is installed then we will get reimbursement from the Grant funding. Endowment Fund is steady and growing as sales of burial spaces come in. The endowment fund growing is good to see, especially since at one point there was not an endowment fund set up so we have had to work at building it up.

Cemetery Activities: Handouts were given to all for review and discussion. Discussion of burials and headstone numbers followed. Maxine asked if Tawnya would bring a yearly burial comparison to the January meeting to review year to year burial counts and trends for the last 10 years. Tawnya will gather that information and bring it to the January meeting for review.

Staff Update: Brian has been working nights with Storm and recently worked a complete week of night shift to catch up on catch basin vactor work. Irrigation was winterized in October and is all shut down now. Brian has noted a few repairs of valves and sprinkler heads that he will need to get done before irrigation is turned back on in the spring. Mark McFee (seasonal worker) will be here until the end of November. Mark has really been an asset to the maintenance of the cemetery, especially since Brian has been helping in Storm.

2026 Meeting Schedule: A draft was presented and all Board members agreed to it. Tawnya will send it out to everyone and also to Sarah to post online.

Grant Update: The fence has been completed and the wayfinding sign just needs to be installed. The last item will be the Veteran's Memorial / Flag Pole area. Tawnya is reaching back out to the mason that had given us a quote several months back. Staff will be figuring out the location for the wayfinding sign so that it can be installed in house. There will need to be some prep work done in the location where the sign will be going, so that needs to be accessed and a plan made to get it done. Jim is talking to Reece about the parking lot expansion and the concrete flatwork that needs to be done to install the Niche Wall. Once the concrete work is done we can get the Niche Wall installed. Jim will also be talking to Rotary about taking on the covered area at the new Niche Wall location as a project for them to possibly adopt/take on.

Garden Glen: More discussion about burial types and future layout needs to be done. We need to discuss changes to the plan that would include more cremation options since the trend is turning more and more towards cremation burial/placement options. Jim discussed a few City projects and expressed that engineering is being stretched a bit thin to cover all of the current and upcoming projects plus also trying to fit in time to work on cemetery planning of Garden Glen and the Niche Wall area.

New Business: Maxine presented the letter that she drafted for the Cemetery Board members to all sign so that Jim could take it to Council. The letter addresses the requirement to interview and reinterview Board members at the end of their term when they are opting to renew their term. Jim will check the RCW's / Codes to be sure before moving forward with taking the letter to Council. Everyone signed the letter, so it will be ready once the decision of moving forward happens.

Wayfinding Sign: Everyone walked out to the shop to take a look at the wayfinding sign. Everyone likes it and is excited for it to get installed.

The next meeting will be held on **January 20, 2026 at 2:30 pm.**

There being no further business to discuss, the meeting was adjourned at 3:10pm.

Respectfully submitted by:
Tawnya Post / Cemetery Coordinator