



Arlington Cemetery Advisory Board General Meeting

Tuesday, January 23, 2024 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. 2024 Meeting Schedule
5. Contact List (Update if needed)
6. Token of Grace – Bench Approval near CG area
7. Columbarium Update
8. Cemetery Grant Update (DHAP and Snohomish County)

New Business:

Other:

1. Schedule next meeting
 - 2024 Meeting Schedule TBD at this meeting

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

Tuesday, November 14, 2023 / 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 meeting was called to order at 2:30 pm.

DISCUSSION ITEMS:

Minutes & Approval: There were no questions or concerns with the minutes. DeAnn made a motion to approve the minutes as written, Jordan seconded the motion, all were in favor. The minutes were approved as written.

Revenue & Expense: Handouts were given to everyone. Both September and October month end were in the red. Revenues weren't really high both months, but a large contributing factor was invoices coming in from headstone orders. We collect the payment when the stone is ordered and then it typically takes 2-3 months for the stone to be completed and delivered. We are billed for the stone once it is delivered, so this is a common factor with particular months having much higher expenses than others. Looking at the YTD numbers we are still overall doing good. Tyson Kidder finished his 6 month seasonal term, so expenses for his salary will not be coming out of the Operating Fund the rest of the year. Kirs Wallace & Kristin Garcia are looking at ending balances, transfers, and etc. that will need to be made year end.

Cemetery Activities: Handout was given to everyone. Discussion followed. Headstone sales have been good and seem to be consistent. September and October were low numbers for burials and overall it is looking like this year has a higher number of cremations than

traditional burials. Cremation has been on the rise for the past few years in overall county and state surveys/studies.

2024 Meeting Schedule: Discussion took place. Maxine questioned if we were supposed to be having at least 6 meetings per year. Annette brought up that maybe we should have more frequent meetings, perhaps monthly, to address several things that have been talked about over the past couple years but not fully decided/resolved/completed. Jordan thanked Annette for bringing that up and being on top of it and he has no problem with meeting more frequently if it will help us to move forward and get things accomplished. After some discussion and schedule checking it was decided that the next meeting will be held on January 23, 2024. At the January meeting everyone will regroup and set the 2024 meeting schedule so that we can fit in with everyone's schedules to have more frequent meetings.

Garden Glen: Discussion of burial types and current design plan took place. The design plan needs to be re-evaluated to match burial type needs and numbers. Tawnya will work on a burial count and type for the past several years and have a handout for the January meeting so that we can at least have a look at it to help with projected burials/types and compare to our Garden Glen layout. We still want to have some area for Upright headstones because those are a larger profit and families on occasion still ask about having an upright headstone / monument.

Cemetery Maintenance/Street Signs: All of the street signs are now installed. It was a group effort by Jim, Brian & Tyson for the first one to figure out the technique. The irrigation system has been shut down and the lines blown out for winter.

Grave Site Décor Notification Signs: We had discussed the concern at the last meeting about the numerous families that have far too many decorations and especially fencing and decorative gravel/rocks. Since that time several families have also complained about graves looking messy and tacky with so much "stuff" around them. We also lost a sale of 2 graves for a husband and wife because the family didn't like the look of the "messy/cluttered" grave sites. Dog poop is still a big issue, even after the doggie pots being installed it seems that there are dogs running amuck and pooping on graves and even worse headstones. We made signs and posted them on about 25 graves in the Robb Section. The signs are stating people have decorations that are against the rules and to remove and contact Tawnya with any questions. Tawnya has had 3 families already come in and they are very understanding and will be removing some items to ensure they are following the rules. At the end of November to the first part of December we will collect the excessive items from graves that have not been removed. We will be sure to be sensitive and respectful and gather the items and hold them for a few months in the office or shop to allow families time to retrieve them.

Grant Application: Jim, Kris, Tina and Jeremy worked hard to gather information to put together to apply for a grant for the cemetery. Kris told everyone that it includes items such as security, fence restoration, interpretive sign, and an ATV (electric). We will find out about the grant in mid-January. Tina offered to gather letters of support if they were needed to

attach to the grant application, so Kris will check on that. Tina also said there is another grant through the County that is now open and has offered her and Jeremy's support to apply for that as well. She believes this grant could be very beneficial to replace the tree area along the fence line by the trailer park, since mostly all of the arborvitae have died. Jim and Kris will set up a kick off meeting to review grant requirements and determine what needs to be researched, and etc for that. Tina is going to do some outreach for partnerships with places like the Tribe, Legion and other community organizations. Jordan has a relationship with the Tribe and offered to reach out to them. Tina strongly encourages partnerships with other community organizations as that is a very strong factor in grant awards.

Columbarium Discussion: This also ties into the whole Garden Glen planning and the layout and option needs to be re-evaluated. We still need to have Traditional grave space and area that will allow upright headstones/monuments, but the style and layout of Niche Walls / Columbarium also needs to be re-evaluated as well. Jim has been talking with a few different companies. Two of the companies are quite expensive and everyone agreed to pass on them and look into the more local company, Pacific Coast Memorials. Jim showed a couple of ideas for layout and style of walls and a possible covered area over it. The cost for the covered area is pretty expensive, so several ideas were discussed. The idea that sounds best to most of the Board members is a smaller area that is covered in the middle/center of where the walls would be. Jim will be contacting Chris Green at PCM to set up an on-site meeting at the cemetery to view the area and get more input from Chris as to size and etc.

Wilbert: Eric from Wilbert Vault contacted us to see if we still have a need for them to help us with opening and closing of graves. We are moving forward with contracting with them to cover for just the Traditional burials during the winter months when Brian doesn't have seasonal employee to help with burials and also for times that Brian wants to take vacation time. There are still details that need to be worked out and Jim will be meeting/corresponding with appropriate parties to figure out the details.

New Business: A big Thank You to Tina and Jeremy for helping so much with gathering information to apply for the grant. Tina also brought back up the permission for Token of Grace to purchase a Granite Bench from PCM to be placed in the area of the Children's Garden (BabyLand) landscape area. She feels that this would be a wonderful addition that would beautify the area and accommodate families with a place to sit when visiting their babies since currently there is nothing close to the area that offers a place to sit.

The next meeting will be held on **January 23, 2024 at 2:30 pm.**
here being no further business to discuss, the meeting was adjourned at 3:45pm.

Respectfully submitted by:
Tawnya Post
Cemetery Coordinator