



Arlington Cemetery Advisory Board General Meeting

Tuesday, March 15, 2022 2:30PM

ZOOM ONLINE MEETING

<https://arlingtonwa.zoom.us/j/82231799207?pwd=bGJsMDBad21NdXlXWjZwTGxYS0YrOT09>

MEETING ID: 822 3179 9207 PASSWORD: 025992

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
Mike Hopson – Council Member

General Meeting Agenda:

1. Minutes & Approval
2. Revenue & Expense Report
3. Cemetery Activities for Jan-Feb
4. Request for Memorial Tree
5. Art Mural on Well House (needs approval to proceed w/project)
6. Update for 2022 Mowing/Maint. Contract with SBD
7. Update on Urn Garden platting and trail
8. Mobile Tent
9. Garden Glen Schedule
10. Misc. Projects – Street Signs, Cemetery Water System

New Business:

Other:

1. Schedule next meeting
 - To be held on May 17, 2022

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

January 18, 2021 / 2:30 PM

Board Members:

Maxine Jenft *(not present)*
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 January 18, 2021 meeting was called to order at 2:30pm via Zoom Meeting.

DISCUSSION ITEMS:

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

Meeting Schedule: 2022 Meeting Schedule was reviewed. No concerns, so it was set and agreed upon.

Revenue & Expense: Handouts to review were emailed to discuss. Closing year end of 2021 is looking pretty good. A transfer of \$7,000 is planned to go to the Capital fund, we were budgeted for \$10,000 so we are close and looking good on that. In 2022 we will discuss a plan to have a buffer in the Operating Fund, as a 3 month expense is the general working amount to try to have in reserve.

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. Covid 19 is likely an

attributing factor for the increase of burials, but we don't have a true way of knowing this since not all families disclose that information.

Contract Update: Jim is working with SBD to adjust the 2022 pricing for the contracted mowing & maint. to adjust for a cost of living increase. We will also work on an amendment to the contract for liability to damage and replacements or repair for damages.

Urn Garden: We are working on a revision of the walking path since we had an incident with the Lantz family having purchased a grave in the adjacent lot and when we went to locate it for the burial there was not enough space and we had to add 2 graves for them. Adding the 2 additional graves is not going to be an issue, but they will be the only ones in that area, as the next expansion area will be the Garden Glen.

Gates & Signs: APD has suggested that the cemetery post signs for No Overnight Parking and No Trespassing to deter unwanted / suspicious activity. A discussion followed and Allen made motion to purchase and post both types of signs so that APD could enforce them; Leilani seconded the motion, all were in favor. Tawnya will look into where to purchase signs so that we can move forward with purchasing and posting them.

Garden Glen: A work plan needs to be put together to get ready for May. Underground power line is going to be looked into, so that the overhead line is hidden underground. The Well Pump needs a booster pump / tank upgrade to make it work properly and be able to supply the adequate pressure for all the sprinkler heads. Jim said he thinks that a couple local business owners may help with costs for this upgrade. Also keep in mind added amenities and possible covered area need to have some sort of consistency.

New Business: We are looking into ways to put Tawnya's position at the cemetery back to being full time at the cemetery and not split between Cemetery & M&O because the Cemetery is so busy and funding would be available.

The next meeting will be held on **March 15, 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