



Arlington Cemetery Advisory Board

General Meeting

Tuesday, May 16, 2023 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. Introduction – Special Guest
2. Minutes & Approval
3. Revenue & Expense Report
4. Cemetery Activities
5. Spring Update
6. Eagle Scout Project (Flag Pole Holders)
7. Staffing & Equipment Update
8. Pricing Evaluation Update
9. 2023 Project Updates
 - Space Assessment (Available Spaces)
 - Irrigation Distribution System
 - Street Signs
 - Pressure Washing
 - Columbarium / Niche Wall
10. Memorial Day Prep

New Business:

Other:

1. Schedule next meeting
 - September 19, 2023

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

Tuesday, January 17, 2023 / 2:30 PM

Board Members:

Maxine Jenft *(Not Present)*
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
– Council Member

Meeting:

The January 17, 2023 meeting was called to order at 2:30pm.

DISCUSSION ITEMS:

Minutes & Approval: Since Maxine was not present, Allen lead the meeting. There were not questions or corrections to the minutes. Annette made motion to approve the minutes, Jordan seconded, all were in favor – the minutes were approved as written.

Revenue & Expense: Handouts of budget reports for Nov. & Dec. were given to everyone. Finance is still working on the year end transfer from Cemetery to M&O, so that final number is not reflected in the report. Kris will update and have final numbers at the next meeting. There will be a transfer to the Capital Fund, but that final amount is also still being determined.

Cemetery Activities: Handout was given to everyone and discussion followed. Total number of burials are still above our average from past years. In our area the balance of Traditional to Cremation is still pretty balanced.

Staffing Issues: Jim and Paul spoke again about a FTE & a Seasonal Employee for the cemetery. The idea/plan is a FTE at the cemetery that could help Water / Wastewater in the winter months (slow season). Kris & Jim are working on some of the specifics and details with the budget.

Landscape Maint. Plan: We will need to purchase some equipment. Inventory of what we have, what is working and what needs repair needs to be accessed. The backhoe needs to be taken in to be serviced and looked over. A dump truck is something else that needs to also be looked into for cemetery daily operations.

Columbarium: Jim has talked to a couple companies about options and costs. We need to narrow down some more details on our end before being able to get actual design and cost estimates so that we have a designated size/area and style of wall to start with planning. Jim will get a design and Itemized cost from each place to help with our planning and decision making of what direction to go so that we can evaluate and proceed with making a decision.

Cemetery Space Assessment/Planning: We need to gather total graves for each type that we still have available. New development needs to take into consideration how many spaces of each type we need and for how many estimated years to work into how we expand and open new areas. Irrigation – Survey – Funds - Growth

Irrigation system: The pump is working but the pipes are leaking. We need to get someone in here that can diagnose and evaluate the system. One option to a fix is to look into slip line repair instead of line replacement. The existing irrigation needs to be repaired/fixed with the capacity to expand. This is important as we can't expand and open new areas without sufficient irrigation and expansion capabilities.

Street Signs: We have the 3 Quotes, so we can now move forward with ordering. We need to consider and discuss ideas to best install them -- protection from mowers, possible volunteer project, staffing for installation, and other supplies needed.

Pressure Washing & Painting: Kris is talking to a company about the pressure washing of the building and parking lot. It was suggested that the parking lot area be sealed after pressure washing to maintain and keep clean longer, so this is something we will look into and evaluate cost. The painting may be able to work into a volunteer opportunity, so options and thoughts on that will be looked into more.

Volunteer Opportunities: A group of teens want to volunteer in April for a few hours to do some basic clean up as a community outreach. Tina Willett has also submitted a request to organize a group to do ongoing clean up and beautification at the cemetery. Her request is pending approval from the Union & City – Tawnya is waiting to hear back for approval so that Tina's group can start doing stuff.

The next meeting will be held on **May 16, 2023 at 2:30 pm.**

There being no further business to discuss, the meeting was adjourned at 3:35pm.

Respectfully submitted by:

Tawnya Post
Cemetery Coordinator



Arlington Cemetery Advisory Board

MEETING MINUTES

Tuesday, March 21, 2023 / 2:30 PM

Board Members:

Maxine Jenft *(Not Present)*
Allen Ice *(Not Present)*
Annette Patterson
DeAnn Bennett
Jordan Mohrenne *(Not Present)*

City Members:

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

Meeting:

The March 21, 2023 meeting did not have enough Board Members present to hold a quorum.

A discussion took place about some of the agenda items and it was decided that in order to move forward with the Pricing Evaluation and Updates that Kris would email all the members to get their vote on whether to make additional changes and to send the proposed pricing to Council for approval. Emails will be sent with the information to review and once all Board members have emailed their vote to Kris, we will then move forward and update at the next meeting.