



# **Arlington Cemetery Advisory Board General Meeting**

**Tuesday, May 17, 2022 2:30PM**  
**Cemetery Office**

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## **Attendees:**

### **Cemetery Advisory Board Members:**

Maxine Jenft  
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  
– Council Member

### **General Meeting Agenda:**

1. Minutes & Approval
2. Mike Hopson
3. Revenue & Expense Report
4. Cemetery Activities
5. Irrigation System Discussion
6. Mobile Tent Information
7. Niche Wall Update (# of spaces available)
8. Garden Glen Update
9. Memorial Day Planning & Activities

### **New Business:**

### **Other:**

1. Schedule next meeting
  - September 20, 2022

### **Adjourn**



# Arlington Cemetery Advisory Board

## MEETING MINUTES

Tuesday, March 15, 2022 / 2:30 PM

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### **Board Members:**

Maxine Jenft  
Allen Ice  
Annette Patterson  
Leilani Lucrisia *(not present)*  
DeAnn Bennett

### **City Members:**

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

### **Meeting:**

The March 15, 2022 meeting was called to order at 2:30pm via Zoom.

### **DISCUSSION ITEMS:**

**Welcome Mike Hopson:** Jim welcomed Council member Mike Hopson as our Council member liaison for the Cemetery Board.

**Minutes & Approval:** There were no questions or changes for the meeting minutes. Allen made motion to approve as written, Annette seconded the motion, all were in favor. The minutes were approved as written.

**Revenue & Expense:** Review of the revised year end reports were went over because at the end of December there were some changes and transfers that had not occurred when we last ran the report data. Less funds were transferred to the Capital Fund for 2021, but we plan more for next year (2022). The January 2022 report shows the numbers for the year end, so it looks like larger number than what it really there. The February report looks more like normal and so far is showing good numbers for revenue. The year is starting off good, so we hope it continues that way.

**Cemetery Activities:** Burial numbers are hard to predict and it's a bit early to have an idea of whether or not we will have an above average year or not. We will watch and evaluate as the year goes on. Headstone sales are doing well. The turn around time from start to completion has been taking almost double the time frame that it used to be, but the

numbers of orders have been increasing. Part of this could be due to families not ordering during Covid, but that too is hard to predict.

**Request for Memorial Tree:** Candy Jones wanted to get permission / approval to purchase and have a Memorial Tree planted in the Old Section of the cemetery. Her family plot is in Section L, Lot 66. She also wants to place a “Memorial Marker” for her parents, but their ashes will be scattered elsewhere. The Board agreed to the Memorial marker, but the tree will need to be in one of the pre-approved spots in the Robb Section. Tawnya will contact Candy and let her know her options and go from there.

**Art Mural on Well House:** The Board members viewed the information and sketch for the Art project. There were a few questions and the concern for graffiti was brought up. There were concerns of funding and if the cemetery budget would have to pay for any of the time or materials. Tawnya was told by Sarah that the whole project is being funded by the Art Budget and the cemetery would not have to pay for any of it. Jim knows of a product that has been used on one of the lift stations to help seal and protect from graffiti and will get the information on it. Discussion was continued about the protectant coating and all the Board members agree that they want to approve the project pending that the graffiti protectant is going to be applied to it as part of the project in order for it to be done.

**2022 Mowing Contract:** Jim extended the contract with a CPI and also added 2 hours to the turf maintenance to allow a more adequate amount of time to complete the task fully and not be rushed to get it completed. Jim is going to talk to Wesley about the crew taking more time to be cautious of decorations, vases and etc. They will start up with the first mowing of the season at the end of the month.

**Mobile Tent:** We did buy a new canvas tent, but due to time and increased number of burials we are now looking into costs and possible time savings if we were to purchase a mobile tent. Josh Grindy did a time and cost analysis and estimates the mobile tent could pay for itself in a year for labor savings costs. Jim will gather information and bring cost and other details to the next meeting. Allen brought up that the tent needs to have some sort of area to be stored that is covered to keep it nice looking. He has seen some pretty dirty looking ones at other cemeteries that just leave them out year round and they look pretty bad.

**Urn Garden Platting and Trail:** The additional rows have been finalize and platted. Tawnya has added the additional rows into the Urn Garden map book so they are ready once the final paperwork is filed with Snohomish County.

**Garden Glen:** Jim is still talking with some survey companies to see if some kind of deal can be worked out.

**Signs:** Kris and Tawnya are looking into the sign costs, options and design. Once we get the design and cost they can be ordered and installed.

**Irrigation:** Jim is looking into possibly being able to search the Small Works Roster to get quotes for current issues and possible improvements. At the end of the season last year there was some kind of water pressure issue that was not diagnosed or repaired. The work may be above the scope of City staff and need to be contracted out in order to get it up and going along with professional maintenance to insure the system stays functioning properly.

**Memorial Day:** Maxine asked Mike if the traditional activities were going to be up and going this year, since the last couple years they have been cancelled due to Covid restrictions. The parade and the flags at the cemetery are in the planning stages right now. If the restrictions continue to be lifted then the parade on Olympic and flags at the cemetery will be going on this Memorial Day.

**Annette's Pictures:** Kris screen shared the pictures that Annette took of a cemetery she had recently visited over in Spokane. Annette said she knows that our cemetery budget could not support many of the features the one in Spokane has, but was hoping to share them with everyone to help get ideas for our future expansion of the Garden Glen area. Everyone really liked the Memorial Pillar(s) – We have talked about some kind of Memorial Wall to put plaques on, and the pillars are a really good idea and could be more doable than a wall.

The next meeting will be held on **May 17, 2022 at 2:30 pm.**

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

Respectfully submitted by:

Tawnya Post  
Cemetery Coordinator