



Arlington Cemetery Advisory Board General Meeting

Tuesday, September 19, 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

General Meeting Agenda:

1. Minutes & Approval
2. Revenue & Expense Report
3. Cemetery Activities
4. Volunteer Activities
5. Street Sign Update
6. Irrigation System Update
7. Garden Glen and Niche Wall Planning Update
8. Eagle Scout Project status

New Business:

1. Notifications to families about excess decorations
2. Preserving Historic Cemetery Grant Application due October 31, 2023

Other:

1. Schedule next meeting
 - November 21, 2023

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

Tuesday, May 16, 2023 / 2:00 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
– Council Member

Meeting:

The May 16, 2023 meeting was called to order at 2:00pm.

DISCUSSION ITEMS:

Special Note: Since all the Board members agreed to have the meeting start at 2pm instead of the normal 2:30pm, some of the items were discussed out of order from how they are listed on the agenda. Jim Kelly had to leave early for a second meeting, so we covered the agenda items he needed to be present for and then discussed the other items after he left.

Introduction/Special Guest: Tina Willett was our special guest that attended the meeting. Tina has been volunteering and coordinating volunteer work along with also founding a non-profit organization called Token of Grace to help our cemetery and families here. Everyone went around the table and introduced themselves to Tina and then Tina introduced herself and talked about herself, her family, her volunteering work and commitment to the Arlington Cemetery and about the non-profit Token of Grace. Tina will also be receiving the Mayor's Volunteer Award at the May 22, 2023 City Council Meeting.

Staffing & Equipment Update: We have been working on making sure we have running mowers, trimmers, truck and etc. so that Brian and Tyson can do the work that is needed here at the cemetery. It's the 15th and they already have a deep trimming done and mowing around all of the 9,000(ish) headstones. They are working hard to get caught up and keeping the cemetery grounds maintained. Testing of the irrigation system is next on the list so that we can identify problems and work towards a plan to make necessary repairs.

Signs: We have the street signs and will be working on the plan and technique to install them. Sign blades were here at the cemetery office, so they were shown to the Board members. Brian will likely need some help to get them installed once we do the first one and figure out the best technique.

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

Revenue & Expense: Handouts were give to everyone and discussion followed. We took a look back to December of last year because there were a lot of transfers and other adjustments that were made after the meeting we had at the beginning of this year. This year seems to have slowed down, but we will still have to transfer funds to M&O to cover hours for Jan. – April. The PreNeed Fund is being looked at to crunch numbers and double check what has been preneed purchased and amounts needed to cover those items. Kris is working with Kristin G. to reconcile that account and any extra funds from that will be put into the Operating Fund.

Tina brought up applying for grants, she and her son know of a few and she is willing to help with applications. Jordan asked about the split FTE with Cemetery & Utilities would work. Jim is working on how to do that and what will be done. We will slow down in the winter months and Brian will have time to do other things, and we will also need help to do burial services after the seasonal employee is not here.

Cemetery Activities: Everyone was give a handout showing the burial and headstone counts. Discussion followed. It was pointed out that we have less burials so far this year than last year so far.

Cemetery Update: Discussion of how often to do it took place and it was decided that quarterly was what to do.

Pricing Update: Council has approved the pricing recommendations that we presented. They didn't have any concerns and we will put them into effect June 1, 2023.

Eagle Scout Project: Scout (Rylee) is trying to organize and get new flag pole holders in, but it doesn't seem that he has enough time to get it all coordinated and complete before Memorial Day. We will have to see how it goes.

Space Availability: Handout given to all. Estimated Spaces available: Robb 227, Children's Garden 22, Urn Garden 33, Niche Wall 18.

Memorial Day Prep: Brian & Tyson are getting into their groove of things and will be very focused on making sure mowing and trimming around all the headstones have been done and look good for the Memorial Day weekend and the ceremony on Memorial Day.

The next meeting will be held on **September 19, 2023 at 2:30 pm.**

There being no further business to discuss, the meeting was adjourned at 3:05pm.

Respectfully submitted by:
Tawnya Post, Cemetery Coordinator