



Arlington Cemetery Advisory Board General Meeting

Tuesday, September 20, 2022 2:30PM
Cemetery Office

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. Revenue & Expense Report
3. Cemetery Activities
4. Memorial Day
5. Training for Public Meetings – Certificates
6. Mid-Summer Update
 - a. Tawnya full time at cemetery
 - b. Vacant Board Position
 - c. Landscape Contractor
 - d. Arborvitae Trimming
 - e. Mural on Well House
 - f. Fence Damage
 - g. Headstone Installations
 - h. Disinterment
 - i. Irrigation / Pump Repair-Upgrade

New Business:

Other:

1. Schedule next meeting
 - November 15, 2022

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

Tuesday, May 17, 2022 / 2:30 PM

Board Members:

Maxine Jenft
Allen Ice
Annette Patterson
Leilani Lucrisia
DeAnn Bennett

City Members:

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

Meeting:

The May 17, 2022 meeting was called to order at 2:30pm.

DISCUSSION ITEMS:

Minutes & Approval: There were no questions/comments or changes. Maxine made motion to approve as written – Annette seconded the motion – all were in favor, so the minutes were approved as written.

Mike Hopson: Council member, Mike Hopson, unexpectedly passed away. Council will be holding a special meeting to fill his position and that is expected to be done by July. Maxine sent a card to his family on behalf of all of the Cemetery Board Members. A discussion about Mike's time as a Council member followed, focusing on his standings, presence, and involvement.

Revenue & Expense: Handouts were given to everyone for March and April. Kris went over and explained them to the Board members. March continued to have a steady and good revenue flow. The Capital Fund is set and the growth currently is just the interest. April continued similar to March. Overall the Cemetery Budget is looking good. A transfer to the Capital Fund is being discussed and the amount is being determined.

Cemetery Activities: Handout was given to everyone. The number of burials continue to appear that there is an increase over several years prior. Last year there were about 105 total burials for the year, which is more than prior years. The most that could be recalled

for a calendar year was about 80, so the burials have increased at the cemetery. Headstone orders and installations in turn have also increased. Jim is also having Tawnya track burials and hours spent by staff per burial from start to finish.

Irrigation: Jim lead a discussion with the concerns to our system, how it was installed and the capabilities of the pump are not the best. Jim wants to approach the Union about contracting the job of the system being evaluated and costs for repairs and or upgrades needed to make the system operational. Maxine expressed concerns about adding flowers/plants in the Round-a-bout. Since the irrigation is not working she doesn't want to spend money on flowers that will not survive without the irrigation working. Jim brought up that the irrigation system must be repaired and or upgraded to function and that we also must consider the expansion of the Garden Glen area. The irrigation system and pump need to be able to accommodate being expanded to that area, we cannot develop and open a new area without adequate irrigation to support it. We assured the board that water would be on or available by Memorial Day for families to be able to have access to water.

Mobile Tent: Jim got quotes for mobile tents and reviewed the #'s with Tawnya's burial tracking spreadsheet. The total hours for a traditional burial service with and without the tent and chair set up, seem not to differ all that much. In initial comparisons, it was estimated that not setting up the tent and having a mobile tent could save about 4 hours per burial service. The 4 hours account to 2 employees, spending 2 hours setting up the tent and chairs for a burial service. In looking at the hours submitted by staff, there was no significant difference in set up time for services with a tent and chairs vs no tent and chairs. Some discussion followed about actual hours that could or would be cut out and not really adding up to justify the purchase of a mobile tent. The Board members agreed that a purchase of a mobile tent was not recommended at this time. Maxine and Allen asked about the new tent that was recently purchased and why it was not being used. Tawnya was told by several staff that the new tent is not like the old one and is far more complicated to set up. Staff has not been using it. Jim asked if it has actually been set up and used for a service, Allen said that he has not seen it at any of the gravesides he has attended. There was a discussion about the instructions to set it up, if everyone knew how or has even tried to set it up? Tawnya stated that she was told no set up instructions came with it and that someone had looked it up online. Maxine suggested that instructions be found and that maybe a day needed to be scheduled for all of the staff that work burials could learn how to set it up. The Board members were disappointed that the new tent was not being used.

Niche Wall: Tawnya showed a photo copy of the map book for the Niche Wall III. There are only 22 spaces left on the third Niche Wall and they are all on the back side. We need to start planning and looking a more affordable ones for the future expansion. The Niche Walls we have now are quite a bit more expensive because of the color of granite. Many of the walls that are a gray or black are far more cost efficient. The color of granite needs to be taken into consideration for new walls. Sticking with a common color would be best and hold down cost increase later to match, as that is the problem we ran into with our existing walls.

Signs: The signs stating cemetery hours are from Dawn to Dusk have been purchased and installed. The ones on the building also state No Overnight Parking and the ones at each entry gate state No Trespassing.

Garden Glen: We need to continue to work on this and ideas. Jim, Kris and Tawnya need to schedule a meeting and come up with some recommendations. The first step needs to be the irrigation system. It is very important that the irrigation can support additional grounds.

Memorial Day Weekend: Discussion about the upcoming Memorial weekend activities and that now that mandates have been lifted it is expected to be “back to normal”. The group from the American Legion will be putting out the flags starting at 6am on Memorial Day with the assistance from the Boy Scouts. Staff has asked the landscaping crew to make sure that all the beauty bark is spread and moving/trimming complete, garbage cans emptied and etc. prior to the holiday weekend.

The next meeting will be held on **September 20, 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