



Arlington Cemetery Advisory Board General Meeting

Tuesday, September 21, 2021 2:30PM

Meeting via Zoom

Contact Tawnya Post for Zoom link. tpost@arlingtonwa.gov 360-403-3428

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
Debora Nelson – Council Member

General Meeting Agenda:

1. Minutes & Approval
2. Revenue & Expense Report
3. Cemetery Activities
4. Update on Revised Fee and Burial Schedules
5. Update on New Tent
6. Columbarium Occupancy & Projections
7. Vandalism/Customer concerns
8. 2021 Projects
 - Replacement of Street Signs
 - Existing Urn Garden Walking Path and low maintenance landscaping
 - Garden Glen Columbarium Planning
 - Garden Glen Urn Garden Planning

New Business:

Other:

1. Schedule next meeting
 - November 16, 2021

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

February 23, 2021 / 2:30 PM

Board Members:

Maxine Jenft
Allen Ice
Annette Patterson *(Not Present)*
Leilani Lucrisia
DeAnn Bennett

City Members:

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

Meeting:

The February 23, 2021 meeting was called to order at 2:30pm via Zoom Meeting.

DISCUSSION ITEMS:

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

Revenue & Expense: Handouts to review were emailed to discuss. It is still early in the year to determine how well things are going or not. So many unknowns and randomness to burials to try to estimate future revenue, so we will review the YTD at the next meeting to see if we are still on track for Revenue & Expenses.

Cemetery Activities: A handout was reviewed and discussion of burials and headstone installations followed.

2021 Project - Expansion: Discussion of ideas for future expansion took place. Board members talked about Urn Garden, Street Signs, Fiber Optic and underground electric, then moved to discuss development of the Garden Glen area.

Fee Schedule Discussion: A final draft was presented to the Board members for the proposed fees and the burial schedule. A discussion followed to go over the list of current to proposed fees. The Board was all in agreeance, and voted to move forward with taking it to Council for approval.

Volunteer Group: The volunteer that had originally wanted to do this project has not contacted Tawnya to actually schedule doing this. It seemed from the start that this was a very good intension on her part, but the organizing and leading of this may not be something she has the ability to do. She shares a phone and vehicle with her boyfriend, so transportation and communication are not available to her all the time.

The next meeting will be held on **November 16, 2021 at 2:30 pm.**

There being no further business to discuss, the meeting was adjourned at 4pm.

Respectfully submitted by:

Tawnya Post, Cemetery Coordinator