



Arlington Cemetery Advisory Board General Meeting

Tuesday, November 14, 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. Minutes & Approval
2. Revenue & Expense Report
3. Cemetery Activities
4. 2024 Meeting Schedule
5. Cemetery Maintenance
6. Street Sign Update
7. Grave Site Décor Notifications
8. Grant Application
9. Garden Glen Planning
10. Columbarium Discussion
11. Wilbert Vault Opening/Closing

New Business:

Other:

1. Schedule next meeting
 - 2024 Meeting Schedule TBD at this meeting

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

Tuesday, September 19, 2023 / 2:30 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 September 19, 2023 meeting was called to order.

DISCUSSION ITEMS:

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

Revenue & Expense: Handouts were given to all for May, June, July & August revenue and expenses. Discussion followed. Ending totals are looking good, as always we have an overlap with revenue coming in and then the billing cycle for the expenses typically is a month after. Some preneed funds have been transferred and other funds will be transferred later for Tawnya and Brian with their hours for PW. Tyson will be leaving at the end of October. Jim and Kris will be discussing some options with Caitlyn at PW to figure out coverage and help for Brian after Tyson leaves. There will be some things to figure out and discuss along with the Union approving them.

Cemetery Activities: Handouts were given to all. Review and discussion of total burials and headstones followed.

Volunteer Activities: Tina Willett joined us for the meeting and gave an update on her groups volunteer activities. Last Saturday a group of 32 volunteers planted 200 daffodil bulbs. There will be about 15+ coming next weekend to plant some more bulbs and do

clean up in landscape/flower gardens so that come spring they will be beautiful and flowering. Tina will be coordinating with Maxine to also do planting and clean up of the Jenft Memorial Garden. Tina is also thinking about a way to do some other activities with children that she has encountered while doing her volunteering, so to get them involved and interested in the beautification of the cemetery grounds.

Street Signs: We have an installation plan set up after a trial of the first sign installation. Jim explained some of the details for installing them in a way that would have a concreted base and then a tube with sand to allow an easier way to replace if the post were to be damaged. We had discussed prior to include volunteers with the sign post installation, but it will be best to have just staff do it since it is a bit more of a complex process.

Irrigation: Jim gave an update. The situation is complicated with well pressure vs. sprinkler heads. Brian has been working on adjusting the sprinkler heads as best he can. We have a theory that a possible clog of dirt and or small rocks may be obstructing part of the line causing a loss of pressure in the lower front part of the lines. Brian is going to try to blow that out and see if it helps after the summer season.

Garden Glen / Niche Wall: Jim lead a discussion for the Garden Glen area and the Niche Wall topics. Niche Walls need to be evaluated more and the cost per space evaluated to determine what type / style we want to decide on. Right now we have 3-4 different options that need to be discussed and evaluated. More discussion of the different styles followed. Jim is going to gather costs and options to send out to everyone for review. We need to focus on the style of Niche Wall(s) and decide on the type we want so we can move forward. Annette still likes the Memorial Wall and doesn't want that to get forgotten about. It is an option for families and she has seen them at other cemeteries.

Scout Project: The project seems to have been a bot more than what the Scout was prepared for. Brian has to do a lot of clean up and will need to cut the pvc pipes because they are currently a tripping hazard and many are rough and sharp.

New Business:

Excessive Décor on Graves - Staff and Citizens have noticed many graves have far too much décor on or around them. Several families have put decorative fence and small rocks around gravesites and this is getting to be too much. It has started to be a sight concern and also makes it very difficult to set up for a burial next to one of the overdecorated gravesites. We have been working on making a list of the gravesites that have decorations that are not allowed and will be coming up with a plan to contact them so the items can be removed.

Grant - We are trying to see what we can do for applying for grants. Tina and other members within Token of Grace are willing to not only match/donate fund but also to help with writing and applying for grants.

Cemetery Maint - Jordan mentioned that he has really noticed how much better the cemetery is looking and the increase of staff shows and has made a noticeable difference. Jim & Kris will work on how to have coverage for Brian and help once Tyson leaves at the end of October.

Bench by Children's Garden Area: Tina asked about a bench being allowed near the Children's Garden. It would really add to the area and would be a nice place for families to be able to sit. Staff will need to evaluate the area and determine where and what size and style could be allowed in the area.

Next Meeting: Discussion about the next meeting being held on the 21st of November was addressed. Decision to move it up to the 14th was agreed on. Maxine made a motion to move the next meeting to November 14th was made; all were in favor, so the next meeting will be held on November 14, 2023 at 2:30pm,

The next meeting will be held on **November 14, 2023 at 2:30 pm.**

There being no further business to discuss, the meeting was adjourned at 3:45pm.

Respectfully submitted by:

Tawnya Post
Cemetery Coordinator