



Arlington Cemetery Advisory Board General Meeting

Tuesday, November 15, 2022 2:30PM
Cemetery Office

Attendees:

Cemetery Advisory Board Members:

Maxine Jenft
Allen Ice
Jordan Mohrenne
DeAnn Bennett
Jordan Mohrenne

Public Works Members

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

General Meeting Agenda:

1. Welcome New Board Member, Jordan Mohrenne
2. Minutes & Approval
3. Revenue & Expense Report
4. Five Year Cemetery Budget Projection (2023-2027)
5. Cemetery Activities
6. Update Cemetery Board Member Contact List
7. Cemetery Maintenance & Burial services
8. Cemetery Building Maintenance 2023
9. Update on Irrigation System
10. Update on Garden Glen Planning
11. Set 2023 Meeting Schedule

New Business:

Other:

1. Schedule next meeting
 - January 17, 2023 ???

Adjourn



Arlington Cemetery Advisory Board

MEETING MINUTES

Tuesday, September 20, 2022 / 2:30 PM

Board Members:

Maxine Jenft
Allen Ice *(not present)*
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 September 20, 2022 meeting was called to order at 2:30pm.

DISCUSSION ITEMS:

Minutes & Approval: No questions, comments, concerns or questions were brought up about the minutes. Annette made a motion to approve them as written, DeAnn seconded the motion; all in favor. The May 17, 2022 meeting minutes were approved as written.

Revenue & Expense: Handouts for the Monthly Budget Reports for May, June, July and August were given to all. Review and discussion followed. As of August for YTD we are still looking good budget wise. June had a reconciliation to balance for funds transferred to M&O for their hours worked at the cemetery. Some months have a negative balance due to a Bond and the Finance Department made adjustments for that.

Cemetery Activities: Handout was given to everyone and it was reviewed and discussed. Total # of burials is still up and #'s of headstones are up and looking good as well. Since both burials and headstone orders are not consistent to show a trend or specific pattern, we will have to wait until the end of the year to try to compare to prior years for year end totals.

Memorial Day: The Legion and Boy Scouts set up the Avenue of Flags and had the parade this year. Maxine brought up that she had heard from families that all of the flags are not being put out on Memorial Day and are difficult for them to find/locate. Tawnya has had a couple of conversations with Dave Delancey from the Legion about him wanting to coordinate a project for the Boy Scout(s) to install additional flag pole holders and getting approval for locations.

Public Meeting Training: Everyone has completed and turned in their certificates.

Mid-Summer Update: A mid-summer update was emailed to all the Board members at the end of August. A discussion session followed with handout copies of all the topics.

- **Tawnya now full time at the Cemetery**
- **Open Board Position** – reviewing applications
- **Landscape** – Contractor has terminated the contract so we need to figure out what to do moving forward
- **Headstones** – M&O staff cannot commit to installing headstones, so we will be having PCM install them when they deliver them. We will be reviewing the budget and looking at ways to propose for a FTE and a seasonal employee at the cemetery if the numbers can justify it since the landscape contract has been terminated
- **Disinterment** – Everything went smoothly with the disinterment.
- **Irrigation Repair** – There are problems with the voltage regulator and some other items that control the pressure. Jim is working on a solution and finding a contractor to install new and or different components to get the system functioning properly. Some monitoring will be taking place and considerations of a 3 phase system to handle the needs for sprinklers

Gutters: Tawnya noticed that a spot of the gutter came loose from the snow last winter and M&O has not repaired it, so there are concerns that if it's not repaired before snow, then it will be more damaged. Jim has someone coming out to take a look at it and repair it.

211 Cards: Tawnya and Kris will look into design of a type of 211 card to hand out so that citizens can call to report concerns such as vandalism, homelessness, drug dealing and etc

Empty of Trash Cans: We have coordinated with M&O to have the trash cans emptied since the landscape contract was terminated. They have agreed to empty them weekly.

Niche Walls: Research needs to be done for a Niche Wall design and plan for the new Garden Glen area. Jim, Tawnya and Kris will work on this and bring back the information we gather to the Board for discussion.

Garden Glen: Jim is going to talk to a local guy about getting the area surveyed.

Jenft Round-a-bout: Maxine wants to do a complete re-do of the landscape/flowerbed in the round-a-bout. She asked if City staff would be able to help with it. Since we are already having a hard time being able to get available M&O staff for anything more than burial services, it is not promising that our staff will be able to help with this project. Maxine is going to try to recruit and rally a group to help remove and re-plant so that the area can get a fresh new start. Jim suggested to hold off just a bit so that we can make sure the irrigation system is properly functioning before this is done to ensure proper watering will be available.

Budgeting: We are going to start working on a 5 year budget. Review of prior years "high" and "low" end numbers will help in predicting trends and setting future budget numbers.

The next meeting will be held on **November 15, 2022 at 2:30 pm.**

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

Respectfully submitted by:

Tawnya Post
Cemetery Coordinator