

**CITY OF EDMONDS  
EDMONDS MEMORIAL CEMETERY BOARD MINUTES  
APRIL 19, 2012**

**CALL TO ORDER**

The meeting was called to order by Chairperson Melissa Johnson at 4:00pm at the Anderson Center.

**MEMBERS PRESENT**

Melinda Beck  
Sally Harrison  
Dale Hoggins  
Melissa Johnson  
Patrick Kelly  
Lisa Palmatier  
Bob Stevenson

**STAFF PRESENT**

Cliff Edwards  
Carrie Hite  
Rich Lindsey

**AUDIENCE**

Shawn Hunstock--Finance Director for City of Edmonds  
Sarah Mager--Shawn's Assistant

**APPROVAL OF MINUTES**

Minutes of March 15, 2012 were approved as amended (Palmatier/Stevenson). (The returned customer surveys were all **FAVORABLE**.)

(See Notes at the end of these minutes concerning the Board's Discussion with Shawn Hunstock, Sarah Mager, and Carrie Hite.)

**FINANCE REPORT FOR MONTH ENDING March 31, 2012.**

Beginning Cash Balance-----	\$	82,560.68
Receipts-----	\$	7,599.60
Investments and Transfers-----	\$	7.26
Disbursements-----	\$	12,986.56
Ending Cash Balance-----	\$	77,180.98
Memorial Gift Fund-----	\$	2,569.44
Grand Total-----	\$	79,750.42

**STAFF REPORT---Cliff Edwards**

Sales and services for the month ending April 19, 2012

	Month	Year-to-date	Goal
Grave sales	4	10	45
Burials	2	11	55
Niche sales	1	6	25
Inurnments	1	3	25

Cliff needs Bob to get him a new 5x8 foot nylon **flag**. It was moved and seconded (Stevenson/Beck) that we get Dave from the city to do the **dandelion spraying**. Cliff has started **trimming** around the headstones and **weeding** the flowerbeds for Memorial Day. His **office** is being painted and Jim Stevens will get him new carpets. The **plastic** outside the office can be washed.

**Rich Lindsey**

The quote from Chris Monson for **Traffic Barriers** for 15 4 - 6 man rocks to dig, set, and secure them was \$29,565. Or a 150 foot D.O.T. guard rail would cost \$18,615. Rich talked to Engineering about installing metal or concrete posts with chains between them. It would be done in-house. We would pay for the materials, but not the labor. They have no time to do it until September.

## **NEW BUSINESS**

Melissa updated the photos on the **Cemetery website**. She gave them to Rich for the City to complete them

Patrick gave an update on the **Memorial Day Event**. Everyone has been contacted. **Ervin Schmidt**, the Pearl Harbor survivor, will be on stage as Blaise Lamb, an EWHS student reads Erv's story about being on the ship "California".

The **Elks' Emblem Club** will furnish the cookies.

**Esther's plaque** has been ordered and will be presented by the Mayor.

Lisa and Sue Johnson have the **Program's** template and Lisa will get them ordered from Office Max. She will order 1000 programs to be ready the 2nd week of May.

Lisa brought the **Walk Back In Time Banner** that has been updated. She also made **handouts** for the Senior Center Health Fair.

Lisa also got quotes from Fast Signs for **banners for the Memorial Day Program**. The Board approved (Harrison/Beck) that Lisa order two 3 x 9 feet Banners at \$189 each from Fast Signs.

Dale passed out Ervin Schmidt's narrative for the **press release** for Lisa to prepare.

Lisa showed the new **pens** that were ordered to be given out at the

Dale showed the **Channel 21 notice** to be put onTV.

**ADJOURNMENT:** Motion to adjourn made by Kelly/Palmatier at 6:02 PM.  
Minutes submitted by Melinda Beck, Secretary.

**NEXT MEETING:** Thursday, May 17, 2012 at 4:00 PM in Room 113 at Anderson Center.

## **Edmonds Cemetery Board Meeting with Shawn Hunstock--Edmonds Finance Director**

The meeting started with Carrie Hite summarizing the February Board meeting. The Board has informational concerns about the operational fund. Will it be in deficit next year?

(1) Shawn was here to answer finance questions.

(2) The trust fund has a balance of \$797,000. What are its rules and regulations and what can it be used for? How much interest is it earning? If it is a minimal interest, can we get a better return on it?

Shawn answered that revenues are down and expenses are up. Most of the expenses are in salaries. The City Council will ask the Finance Committee, "Is there a Marketing Plan for the Cemetery Board to increase its revenues and what is being done to hold down its expenses?"

The Board would need an Amendment from the City Council to transfer money from General Fund into the 130 Fund to subsidize the Cemetery.

Shawn will research the 137 Fund to see what kind of limitations it has. It is limited to the interest accrued. His assistant, Sarah Mager, is starting to look into investing it into other places. It is now in the City's Local Government Investment Pool which yields 1/4th of 1% interest plus a .08% administrative fee which is liquid. The City's money is pooled together. The City will start taking money out of it to invest in other areas. The city Council members that are on the Finance Committee are Diane Buckshnis and Frank Yamamoto.

Dale asked Shawn about city funds to repair the railings on the Columbarium. Carrie said that the City Budget is shoestring for maintenance and repair. Safety issues are taken care of first. For the Cemetery, it is a sales issue.

How much decision making does the Cemetery Board have as to input for the City Budget? It is all part of Parks' Maintenance Budget. The Board gives its input to Rich Lindsey and he meets with Carrie Hite. Shawn said the City Council then approves the purchase and approves it. i.e. the new mower.

There are no restrictions on the Memorial Gift Fund. It can spent as part of the 130 Fund.

Melissa asked about a Donation Jar for the Cemetery Gift Fund to be put out at the Saturday Market or the Walk Back In Time.

Dale asked Carrie about an Ad on Channel 21 to give Edmonds residents information about The Cemetery.

Melissa had a concern about the 130 Fund. 75 years from now after all things are sold out, then the 137 Fund will be used to maintain the Cemetery in perpetuity. How can we tell if the 137 Fund's interest will be a sustainable fund model? The City has a new Actuarial Study Group that includes cemetery trends and population studies. We should get a bid for the acturual study for the Cemetery.

Shawn has peviously worked with a cemetery in Auburn with a different operational model called the Enterprise Fund. It works with people with relatives in the cemetery to include the cemetery in their Will.