

# **Poulsbo Cemetery Improvement Focus 2016-02017**

## **Individual Project Items:**

### **• Improvement Coordination & Planning**

- Recruit interested community members to participate in improvement project team
- Involve the relevant City of Poulsbo staff and interested council members
- Expand the group to include local organizations, stakeholders, and public members with interest in preservation and improvement of the cemetery
- Coordinate a cemetery entrance dedication ceremony to kickoff publicity drive to garner public support for the projects and recruit donors for benches, fence sections, and other non-funded aspects.

### **Cemetery Entrance Enhancements**

- Demolition of old overhead entrance gate sign
- Demolition of old notice board
- Parking lot resurfacing & expansion of pavement area
- Design and completed installation of new entrance arch
- Attachment of dedication plaque to entrance arch
- Transplanting of arborvitae & placement around parking area/entrance
- Removal of dirt pile from entrance view
- Repaint cemetery sign next to Caldart Road
- Fundraising for ornamental black metal fencing
- Removal of chain-link fence next to entrance area/parking lot
- Installation of fence columns/pilasters and ornamental black metal panels
- Attach memorial plaques to fence pilasters
- Install flagpole

### **Helpful Amenities for Visitors**

- Fundraising for memorial benches
- Install concrete bench pads
- Purchase and install memorial benches
- Attach memorial plaques to benches
- Install map display onsite (covered?) with other navigation assistance
- Install historical markers/notes
- Construct covered structure on lower cemetery area for funeral services
- Provide trash cans (and trash service) to be placed near benches
- Installation of water lines and yard hydrants

## Grave Identification & Section Marking

- Verification and marking of plots with actual burials
- Map known graves of military veterans (for flag decoration on Memorial Days)
- Installation of plot number markers
- Installation of name markers for graves without memorial markers/gravestones
- Request free veteran memorial markers from DVA, for any vet graves w/o markers
- Install improved section markers
- Erect display map near entrance

## Information Systems Initiatives

- GPS mapping of all plots and graves (partially completed to date)
- Photograph grave monuments and link to GPS data
- Determine existing historical & genealogical research information (Historical Society)
- Create detailed cemetery information page on City of Poulsbo website
  - Provide basic info on location, hours, and PW staff contact info
  - Provide rules & suggestions for cemetery use by families
  - Provide basic info on purchase of plots
  - Provide short history of the cemetery and index of deceased who were interred
  - Create interactive map on website (grave finder)
- Create PW staff database/map that has easier user interface than current records
- Create historical walk brochure with assistance from Poulsbo Historical Society
- Cell-phone app equivalent to historical walk brochure

## Cemetery Policy Review and Analysis

- Review existing ordinance and standard operating procedures
- Determine needed updates and changes
- Review current plot purchase fees and determine if update needed
- Draft ordinance revision proposal for consideration by mayor & city council
- Create a city cemetery operations manual to document routine procedures
- Determine need, feasibility and annual cost of sprinkler irrigation to cemetery section(s)
- Determine if current unused section (flat area at lower end of cemetery) needs to operate under revised rules/standards or a different layout/plan

## Permanent Volunteer Group/Assist with Fundraising & Future Improvements

- Recruit a group of interested citizens and family members to carry forward the momentum for cemetery improvements
- Establish as independent non-profit organization or as project group under existing community service organization
  - Create by-laws and any legal documents needed
  - Public information campaign to publicize the group & recruit interested members

- Set up and hold initial organizing meeting/election of officers
- Supervise volunteer adoption of cemetery sections for routine upkeep (mowing/raking)
- Liaison with families of deceased and assist with upkeep on neglected graves where family members cannot be identified or located
- Fund-raising for future improvements
- Find solutions to toppling monuments on private graves and cracked plot borders
- Create website for the group that includes history/genealogical information
- Determine community service group responsible for flag placement on veteran graves for Memorial Day
- Recruit volunteer individuals or community group to coordinate flagpole use (once it is installed)
- Provide inputs to City of Poulsbo on cemetery operations from the perspective of the public and families of the interred
- Cooperation with City of Poulsbo to determine additional needed improvements and methods to accomplish them

Highlighted items: Indicate items considered accomplished to date