



**Cemetery Board
Regular Meeting
December 10, 2024 - 2:00 PM
Cemetery Office, Arrangement Room**

AGENDA

PUBLIC PARTICIPATION

- A. The Mountain View Cemetery Board Meeting scheduled for Tuesday December 10, 2024 at 2:00 p.m. will be held in person and virtually.

Virtual Participation Link:

To listen to the meeting by phone or Zoom, please call the number below or click the link:

Telephone: 253 215 8782

Toll Free: 877 853 5257

Zoom: <https://us06web.zoom.us/j/82401849822>

CALL TO ORDER

ROLL CALL

AUDIENCE PARTICIPATION

This is the place on the agenda where the public is invited to speak to the Board on any issue.

- A. The public can participate in-person or submit written comments in advance. Participants can submit written comments via mail, fax, or email. All written comments must be received prior to 5:00 p.m. on the day before the scheduled meeting and must be 350 words or less.

Please mail written comments to:

City of Auburn

Attn: Immer Chevalier, Cemetery Manager

25 W Main St

Auburn, WA 98001

Please fax written comments to:

Attn: Immer Chevalier, Cemetery Manager

Fax number: 253-931-5107

Email written comments to: ichevalier@auburnwa.gov

If an individual requires accommodation to allow for remote oral comment because of a difficulty attending a meeting of the governing body, the City requests notice of the need for accommodation by 5:00 p.m. on the day before the scheduled meeting. Participants can request accommodation to be able to provide a remote oral comment by contacting Immer Chevalier in person, by phone 253-931-3009, or by email (ichevalier@auburnwa.gov).

APPROVAL OF MINUTES

- A. Review of Minutes - Minutes from Meeting on October 8th, 2024

UNFINISHED BUSINESS

- A. Theft / Cameras
- B. FT Employee Emergency Surgery
- C. Fence 10th Addition
- D. ForestWalk III-A Completion

NEW BUSINESS

- A. Cottonwood Trees Removal
- B. Christmas Wreaths
- C. 2024 Placements
- D. Website Update

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Budget Update - Oct-Nov 2024
- B. 2024 Revenues & Expenses

SCHEDULE FOR UPCOMING MEETINGS

- A. Next Meeting - Tuesday, February 11th, 2025 at 2pm

ADJOURNMENT

Agendas and minutes are available to the public at the City Clerk's Office and on the City website (<http://www.auburnwa.gov>).

MOUNTAIN VIEW CEMETERY BOARD
MEETING MINUTES
Tuesday, October 8, 2024, 2:00pm

A. CALL TO ORDER

The Cemetery Board meeting of Tuesday, October 8, 2024, was called to order by Judi Roland at 1:58pm.

Members present: Judi Roland, Jeanne Hicks, Tim Pierce and Robert Rakos

Members absent: Arnie Galli

Staff present: Immer Chevalier and April Shank Cerio

B. APPROVAL OF MINUTES

Minutes from meeting on April 9th, 2024, were reviewed, no corrections or additions were made, and a motion was made, seconded and unanimously passed to approve as printed.

C. OLD BUSINESS

- *Front Water Feature* – The cemetery had three estimates to fix the water pump and clean the pond and the cheaper of the three, \$2,500.00, was selected. They left us with some algae treatment to put in once a week and suggested cleaning once a month. The new pump also has a warranty. The fix was completed the week before Memorial Day.
- *Memorial Day* – On Saturday the Scout Troops placed all of the flags and commented how nice the markers were, that they didn't need much cleaning. The staff prepared a BBQ lunch in appreciation of their time. The ceremony on Memorial Day went very well. The bells were rung vs. the gun salute like last year. Mayor & Chaplain Ellis did a great job with their speeches. It was well attended.
- *Backflow Checks* – Earlier in the year, one of the backflow tests failed. The cemetery received bids to complete this fix. Auburn mechanical was selected to do the replacement, which was about \$12,000. The back flow was re-tested and passed.

- *Seasonal Employees* – The cemetery hired 2 seasonal workers in May. They have been a big help with weeding, trimming, mowing and emptying garbage cans.
- *Question by Tim* – How many staff does the cemetery have? 5 Maintenance workers, 2 office staff and 2 seasonal employees.

D. NEW BUSINESS

- *Trysen Hoevel & 5th MW1* – Trysen joined the cemetery in Nov. 2023. In August 2024, he transferred to the City's Water department where he will have more opportunities to move up. The cemetery was able to keep Trysen while interviewing 5 seasonal employees within the city for the open MW1 position so there wasn't too much time with lack of staff. One of the cemetery seasonals Richard Nakama was hired to fill the open MW1 position.
- *Fuel Theft* – This has happened periodically at the cemetery. We have learned to only keep about ¼ of fuel in the trucks. Beginning of September one truck had a hole drilled in the tank. That was fixed and then it had the fuel line cut. The cemetery is looking into cameras as well as adding a 'non cut' fenced in area to store both trucks after hours so they can be more secure.
- *Question by Robert* – Did any of this fuel theft happen when Bob lived on site? No. Crime has really amped up since then. Judi asked that this get considered again to have someone live on site and serve as a caretaker to have eyes looking over the cemetery. She has visited the cemetery after hours and has felt unsafe by certain individuals at the cemetery.
- *10th Addition Construction* – The cemetery staff had cleared the trees during the summer and a company was hired to remove the logs. A second company was hired do the grading to the area in September. The cemetery is currently getting bids for spraying soil & hydro seeding the area. Then the irrigation will be installed by cemetery staff.
- *Forest Walk Phase IIIA* – The construction is completed, and the area looks very good. This includes 2 bridges, a water feature and several berms. The construction company planted shrubs & trees in 3 of the berms. The cemetery staff planted the rest of the berms and spent about \$2000.00 in shrubs and trees. The berms have been plotted, named and should be ready to start selling in 2025. There are still a few single & double plots available in the original ForestWalk I and II areas.

- *Marker Policy Review* – The cemetery marker policy has had a couple updates, so it was time for it to be reviewed by the board. The board reviewed the policy, with the addition of adding that the ‘board reserves the right to review on a yearly basis and amend as needed’ and a motion was made, seconded and unanimously passed to approve as printed.
- *Question by Judi* – Do families have to purchase through the cemetery? No, but the cemetery encourages them to do so and there is an inspection fee for outside sales. For ForestWalk areas it is required to purchase through the cemetery as this area is unique. There are about 10% of outside sales so that does hurt the revenue. Tim suggested to make the inspection fee higher to help try and keep the sales.
- *Glass Monument* – The cemetery has a family request for a partial glass monument made in Russia. This much glass brings up liability for the cemetery. The cemetery marker policy states that markers must be granite or bronze. Once you start allowing other things, there will be no end. Inlayed glass that is flush and fully encased in the granite; sides, top, back made of granite would be ok. The board suggests that a liability waiver be signed by the family prior to placing their order.

E. BUDGET REPORT

- *2025-2026 Biennial Budget* – The cemetery was asked to use the same budget from 2023-2024. Prices have gone up with all vendors used. Some financial numbers were moved around, and three accounts were asked for increases – 1. Overtime – This was a small budget and is over every year. 2. Inventory – This comes from sales of headstones, liners and vases. 3. Uniforms – This is for the staff’s boots, pants, rain gear and jackets. The cemetery also asked for a new mower. These were all justified by cemetery sales and was approved by finance.
- *Question by Judi* – What is the Overtime for? Saturday burial services. With a traditional casket burial, 2 staff are needed. Memorial Day weekend is a big overtime expense. The cemetery has cut back on the number of employees needed throughout that weekend to help with the expense.
- *Budget Update, April 2024 to September 2024* – July was a good revenue month with May being a little slower. September was high in placements.
- *Question by Tim* – Why is July revenue high but placements lower? Preneed plot sales and types of burials have different fees.

CEMETERY MONTHLY SALES

Cemetery Sales	April	May	June	July	August	September
Month-To-Date Receipts	\$186,777.63	\$125,689.01	\$182,477.47	\$194,291.68	\$162,008.32	\$167,278.87
Ground Plots	17	6	12	12	16	15
Cremation Plots	4	4	4	4	2	1
Niches	4		7	4	2	2
ForestWalk Ossuary						
Extended Land Use	2	1	1	1	4	1
Markers	7	24	13	15	19	10
Graves	21	10	16	16	18	16
Markers	7	24	13	15	19	10
Niches	4	0	7	4	2	2
Total Placements	29	27	21	20	26	33
Cremation	16	17	13	9	19	20
Ground Burial	13	10	8	11	7	13

F. ADJOURNMENT

The meeting was adjourned by Judi Roland at 3:25pm.

Approved Immer Chevalier

Date October 11, 2024

Immer Chevalier

Manager

MOUNTAIN VIEW CEMETERY

CEMETERY SALES 2024

Cemetery Sales	October	November
Month-To-Date Receipts	\$ 149,877.26	\$ 124,980.61
Ground Plots	16	8
Cremation Plots	2	2
Niches	1	2
ForestWalk Ossuary	1	
Extended Land Use		2
Markers	10	11

Total Placements	34	12
Cremation	20	5
Ground Burial	14	7