



**Cemetery Board  
Regular Meeting  
October 14, 2025 - 2:00 PM  
Cemetery Office, Arrangement Room**

## **AGENDA**

---

### **CALL TO ORDER**

### **PUBLIC PARTICIPATION**

- A. The Mountain View Cemetery Board Meeting scheduled for Tuesday, October 14th, 2025, 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: 253 205 0468

Toll Free: 253 215 8782

Zoom: (<https://us06web.zoom.us/j/82656322336>)

### **ROLL CALL**

### **AGENDA MODIFICATIONS**

### **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: 253-802-0923

Email written comments to: [ichevalier@auburnwa.gov](mailto: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](mailto:ichevalier@auburnwa.gov)).

## **APPROVAL OF MINUTES**

- A. Review of Minutes - Minutes from Meeting on August 12th, 2025

## **UNFINISHED BUSINESS**

- A. 10th Addition Project Update
- B. New Upright Monument Pond Area
- C. New John Deere Gator Request
- D. Seasonal Help

## **NEW BUSINESS**

- A. Lakehaven - High Water Charges

## **ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

- A. Expenditure Status Report to September 2025
- B. Budget Update - August to September 2025

## **DISCUSSION ITEMS**

- A. Proposed Changes to the Cemetery Board Rules of Procedure
- B. Review Update to Marker Policy and Proposed Outside Marker Sales Policy

## **SCHEDULE FOR UPCOMING MEETINGS**

- A. Next Meeting - Tuesday, December 9th, 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>).



**AGENDA BILL APPROVAL FORM**

---

**Agenda Subject:**

Review of Minutes - Minutes from Meeting on August 12th, 2025

**Meeting Date:**

October 14, 2025

**Department:**

Parks, Arts & Recreation

**Attachments:**

Minutes 8.12.2025

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



**Cemetery Board  
Regular Meeting  
August 12, 2025 - 2:00 PM  
Cemetery Office, Arrangement Room**

**MINUTES**

---

**CALL TO ORDER**

- The Cemetery Board meeting of Tuesday, August 12th, 2025 was called to order by Judi Roland at 2:00pm.

**PUBLIC PARTICIPATION**

- There was no public participation.

**ROLL CALL**

- Members present: Judi Roland, Jeanne Hicks and Bridget Jones
- Members excused: Tim Pierce and Robert Rakos
- Staff present: Immer Chevalier and April Shank Cerio

**AGENDA MODIFICATIONS**

- There were no modifications to the agenda.

**AUDIENCE PARTICIPATION**

- There was no audience participation.

**APPROVAL OF MINUTES**

A. Review of Minutes - Minutes from Meeting on June 10, 2025

- Minutes from meeting on June 10th, 2025 were reviewed, no corrections or additions were made and was unanimously passed to approve as printed.

**ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS**

A. Open Public Meetings Act (OPMA) and Public Records Act (PRA) Training  
City Clerk Shawn Campbell

- Deputy City Clerk, Hannah Scholl provided OPMA (Open Public Meeting Act) and PRA (Public Records Act) training to the board. These trainings are required every four years to ensure government transparency and accountability during all public board-type meetings.

B. Budget update - June and July 2025

- June's revenue was closer to average and placements were a record number for the year to date. Plot sales were average. July's revenue was higher with property sales higher as well. Placements were average.

Cemetery Sales	June	July
Month-To-Date Receipts	\$154,651.78	\$195,372.16
Ground Plots	9	19
Cremation Plots	6	6
Niches	5	5
ForestWalk Ossuary		
Extended Land Use	1	1
Markers	7	9

Graves	15	25
Markers	7	9
Niches	5	5

Total Placements	34	22
Cremation	22	12
Ground Burial	12	10

- Question from the board - Is the board able to see an expenditure sheet for the month? Yes, the cemetery can provide this.

## UNFINISHED BUSINESS

A. Burglary Incident Update

- The burglary case from May was closed. A few of the stolen tools were recovered. The cemetery purchased a portable generator and drill to replace the stolen ones. The new shop door was replaced July 14th.

B. Pioneer Fence / Parking Update

- A meeting was held with the Parks Department regarding moving the large bricks to help with potential damage to the ornate iron fence. This takes a lot of equipment and hours, so the discussion continues about who is the correct department to handle this. The city is reviewing an old contract which was between the Auburn Sports & Marine Company and the City for who is responsible for the parking lot maintenance. There is also a chain-link fence on the south side of the cemetery that borders the apartments that keeps getting cut time after time. A discussion has started to replace the chain link with an iron fence, something that is harder to cut. The city may be able to apply for a grant to help with this.
- Question from the board - Who is responsible for the care of Pioneer Cemetery? The city is responsible for the maintenance, such as grounds mowing and cleaning. Families are responsible for their respective family marker/monument as these are considered private property.
- Question from the board - Who is responsible for the parking lot? This is being reviewed in the above mentioned contract. The City's legal department is very short-staffed so it may take a while to find a resolution.

#### C. Lakehaven Leak Adjustment Request

- After fixing the last irrigation leak, the cemetery applied for an adjustment on the Lakehaven water bill. This request was denied due to getting an adjustment last year after the first leak. Their policy is only one adjustment in a 24-month time period. Since the water was off for a while, the last bill wasn't too bad, luckily.
- Question from the board - Is there a mandate that says the cemetery must water the grass? No mandate is known for watering.

### **NEW BUSINESS**

#### A. 10th Addition Project - Contract Awarded

- The 10th Addition project plans were sent out to 30 companies for the bidding process. Only two bids came in. CornerStone Construction & Landscaping Company was awarded the project as they were the lowest of the two. The city paperwork is almost completed, and the plan is to start in September. This area is about 30,000 square feet and will have full-size 4'X8' plots to include upright monument options.
- Question from the board - Will this area have grass and is it shaded? The area will be grass with irrigation. It is primarily an open area with some trees at the back. No trees will be planted within the plotted areas, as when trees grow, the roots impede in the graves, which makes the digging very difficult and roots can also cause markers to tilt and become hazards.

## B. New Upright Monument Sections

- The cemetery was in need of more upright monument plot options. The last two available in Memory Heights were recently sold and there are only four separate options in Plaza Estates. Families usually like two together for spouses. The cemetery was able to create 14 plots on the south end of 9B of which two sold immediately, and one burial was already completed. A second new area is also being constructed near Child's Place and the pond area. The water table is a little higher in this area and during a test dig it was agreed that no extended land use for this area can be done.
- Question from the board - Why are there not more upright options throughout the cemetery? For mowing and maintenance reasons. The flat marker areas, the mowers can go over.
- Question from the board - How would you know how far down a casket is buried to see if an urn can be placed? The staff will probe to measure the depth to determine if an urn of what size can fit.

## C. Equipment Need - JD Gator

- The cemetery has three gators and these are used daily for transport of tools and flower pick-ups. Three months ago, one of them broke down. One employee is able to work on this gator and did a fix and then another problem occurred. This gator is over 20 years old, and the cemetery is looking into getting it replaced. This process is a request to the city and the replacement would go through M & O, and then they would be responsible for any repairs.
- Question from the board - Could the old gator be sold? Yes, and this would be done through M & O.
- Question from the board - Is M & O the City's Maintenance and Operations Department? Yes.

## D. Seasonal & Temporary Employees

- The cemetery currently has two seasonal employees. One will be leaving to pursue nursing school and his last day is August 15th. The other will be able to stay longer as he was hired as a temporary employee, and he enjoys being at the cemetery.

## E. Graffiti at Centennial Viewpoint Park

- The Parks Department hired a Graffiti Company to help with all the graffiti that keeps happening within the City. When graffiti happens, it must be dealt with/covered up within 3 days. The cemetery helps maintain Centennial Viewpoint Park across the street, which is hit with graffiti often, so it was added

to the same contract. Employees will report any new graffiti seen.

F. Outside Marker Sales

- Families can order markers from the cemetery directly or from an outside local vendor if they choose. The issue has been when families order markers online, this creates delivery and scheduling problems as they typically come in very large trucks that cannot maneuver the roads. If appropriate, the cemetery would like to notate on the marker policy that online order deliveries cannot be accepted. This may mean that if a family orders online, they must accept delivery at their home, then coordinate delivery to the cemetery.
- Question from the board - Are there many that order online? A few a year.
- Comment from the board - The board doesn't see anything wrong with adding verbiage of some sort and perhaps the City's attorney can help with final wording.

G. 2026 Fee Schedule

- The cemetery will only be increasing plot prices in the 9th addition by \$50.00 for 2026. Most other fees were increased for 2025.

**SCHEDULE FOR UPCOMING MEETINGS**

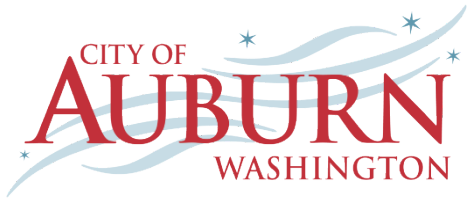
A. Next Meeting - Tuesday, October 14th, 2025 at 2:00 PM

**ADJOURNMENT**

- The meeting was adjourned by Judi Roland at 3:11pm.

Prepared By \_\_\_\_\_  
April Shank Cerio, Cemetery Administrative Specialist

Approved By \_\_\_\_\_  
Judi Roland, Cemetery Board Chairperson



**AGENDA BILL APPROVAL FORM**

---

**Agenda Subject:**

Budget Update - August to September 2025

**Meeting Date:**

October 14, 2025

**Department:**

Parks, Arts & Recreation

**Attachments:**

Cemetery Sales August-September 2025

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

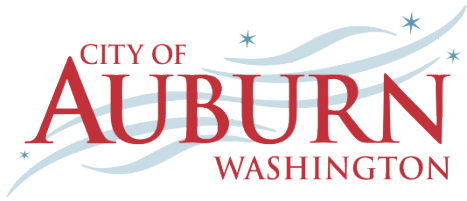
**Councilmember:**

**Staff:**

**MOUNTAIN VIEW CEMETERY**  
**CEMETERY SALES**  
**AUGUST – SEPTEMBER 2025**

<b>Cemetery Sales</b>	<b>August</b>	<b>September</b>
Month-To-Date Receipts	\$ 187,490.08	\$ 152,342.51
Ground Plots	9	10
Cremation Plots	1	2
Niches	8	3
ForestWalk Ossuary		
Extended Land Use	6	
Markers	10	17

Graves	10	12
Markers	10	17
Niches	8	3
<b>Total Placements</b>	<b>19</b>	<b>25</b>
Cremation	10	17
Ground Burial	9	8



**AGENDA BILL APPROVAL FORM**

---

**Agenda Subject:**

Proposed Changes to the Cemetery Board Rules of Procedure

**Meeting Date:**

October 14, 2025

**Department:**

Parks, Arts & Recreation

**Attachments:**

Cemetery Board Rules of Procedure

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

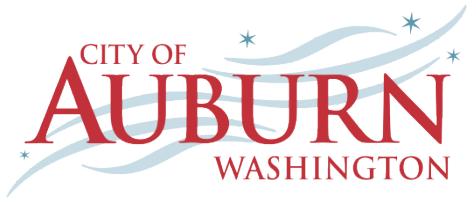
**Background Summary:**

**Councilmember:**

**Staff:**

<p style="text-align: center;">MANUAL OF POLICIES AND PROCEDURES Mountain View Cemetery Board Auburn, Washington</p>		<p>Date February 8, 2000</p> <p>Page 1 of 2</p>
Section	1000 Administration	Number 1220
Subject	200 Boards	
Title	20 Bylaws	
I.	<p>MEETINGS</p> <p>Regular meetings of the Board shall be held on the second Tuesday of the month at 2:00 PM, at the cemetery office.</p>	
II.	<p>MINUTES AND RECORDS</p> <p>Minutes of all official meetings shall be kept and made part of a permanent public record along with applications made under provisions of law and the complete files of proceedings and actions taken in connections therewith.</p> <p>The official minutes of the board shall be kept by the department and the city clerk's office and shall be made available to any citizen desiring to examine them during the hours the office is open.</p>	
III.	<p>VISITOR PARTICIPATION AT BOARD MEETINGS</p> <p>The Board meets and acts as a public body and citizens are welcome to attend Board meetings. Individuals or groups wishing to be heard may follow these procedures:</p> <ul style="list-style-type: none"> <li>A. Correspondence or petitions or public input may be presented to the Board under that item on the agenda.</li> <li>B. Agenda requests for Board action shall be filed with the Cemetery Coordinator 5 or more working days before the Board meeting or at the discretion of the Cemetery Coordinator and Board Chairman.</li> <li>C. At the discretion of the chairman, visitors may comment on Items listed on the agenda. Those wishing to comment should Stand and identify themselves and comments should be directed to the Board as a whole.</li> </ul>	
IV.	<p>ORDER OF BUSINESS</p> <p>The order of business shall include these items:</p> <ul style="list-style-type: none"> <li>A. Call to Order</li> <li>B. Minutes</li> </ul>	





**AGENDA BILL APPROVAL FORM**

---

**Agenda Subject:**

Review Update to Marker Policy and Proposed Outside Marker Sales Policy October 14, 2025

**Meeting Date:**

**Department:**

Parks, Arts & Recreation

**Attachments:**

Marker Policy-Updated-Apr-2025  
review proposed, Outside Marker  
Sales Policy (003) - Propsed

**Budget Impact:**

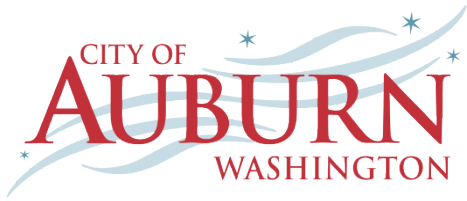
**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



**AGENDA BILL APPROVAL FORM**

---

**Agenda Subject:**

Review Update to Marker Policy and Proposed Outside Marker Sales Policy October 14, 2025

**Meeting Date:**

**Department:**

Parks, Arts & Recreation

**Attachments:**

Marker Policy-Updated-Apr-2025  
review proposed, Outside Marker  
Sales Policy (003) - Propsed

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



2020 Mountain View Drive, Auburn WA 98001 | 253-931-3028 | mtviewcemeteryauburn.com

## Marker Policy

The following policy was reviewed by the Cemetery Board on April 8, 2025, and reserves the right to review on a yearly basis and amend as needed:

- 1) All markers must be made of Granite or Bronze.
- 2) All markers must be flat and flush with ground level.
- 3) All granite markers must be a minimum of 4 inches thick.
- 4) All portraits must be Ceramic Steel, Hand Diamond Etch or Laser Etch.
- 5) Maximum of 2 markers per single/companion grave site(s).
- 6) Only one marker per double depth space allowed. It shall be a 34" x 28" x 4" half ledger in granite.
- 7) Vases in concrete marker borders not allowed.
- 8) Separate vase must be in a granite 12" x 12" x 4" block or 10" x 10" x 4" concrete block. Any other size must be pre-approved in writing by the Cemetery Manager.
- 9) Inspection fee on all outside marker sales. Refer to the Outside Marker Sales Policy. \* **Please see note at the bottom of this page.**
- 10) All markers, upright monuments and vases will be set by the cemetery.
- 11) Headstone and vases are private property owned by the respective family and their care is responsibility of the family. The cemetery is not responsible for maintenance, repair, or replacement of any grave markers or monumental structures erected upon the grave.

### Length x Width x Thickness

24" x 12" x 4"	(Urn Garden or Child's Place)
28" x 16" x 4"	(Individual or Urn Garden Companion)
32" x 20" x 4"	(Individual or Companion)
36" x 18" x 4"	(Companion)
44" x 20" x 4"	(Companion)
28" x 34" x 4"	(Companion/Double Depth)

### Upright Section

- Excludes pillow or slant style markers.
- All bases and foundations must be made of granite.
- All foundations must be a minimum of 4" thick and purchased directly from the cemetery.
- All monuments must be a minimum of 5" thick.
- Any monument or base must allow a 6" minimum set back from any property owned by others.
- Flat markers not allowed unless the grave or graves are marked by an upright marker first.

---

**We encourage you to purchase your memorial through our office. The cemetery is self-supporting and does not rely on tax revenues for operation and maintenance. Every dollar spent goes right back into the cemetery.**



2020 Mountain View Drive, Auburn WA 98001 | 253-931-3028 | mtviewcemeteryauburn.com

## Outside Marker Sales Policy

The following policy was reviewed by the Cemetery Board on \_\_\_\_\_, and reserves the right to review on a yearly basis and amend as needed.

To ensure the safety of our visitors, maintain the integrity of our grounds, and accommodate the narrow roads within the cemetery, all families or parties ordering grave markers, or headstones online or from an external vendor are responsible for providing contact information about their vendor, proofs for approval and the coordination and physical delivery of the marker to the cemetery.

### Online Orders

- The family or vendor must arrange for the grave marker to be **delivered to a private residence or external location and not directly to the cemetery.**
  - *Our cemetery roads are too narrow to safely accommodate large commercial vehicles, such as semi-trucks or other common freight delivery vehicles.*
- The family is responsible for arranging the **final transport of the marker from the initial delivery location to the cemetery** using a vehicle that can safely navigate our internal roadways.
- Once the marker is in the family's possession and before bringing it to the cemetery, the family must **contact the cemetery office** to:
  - Pay Inspection and Setting Fees.
  - **Schedule the date and time** for the marker's delivery
- The cemetery **does not accept online orders for Upright Monuments.**

### Local Orders

- Once the marker is finalized and before delivery the family must **contact the cemetery office** to pay Inspection and Setting Fees.
- The vendor must contact the cemetery office to arrange for the grave marker to be **delivered to the cemetery.**

The cemetery is responsible for:

- Providing guidance on the proper size, material, and design specifications for markers.
- The cemetery staff will handle the final placement and installation of the marker.
- Notify the family after the setting has been done.

**Failure to adhere to this delivery policy may result in the refusal of delivery by cemetery staff.**

---

**We encourage you to purchase your memorial through our office. The cemetery is self-supporting and does not rely on tax revenues for operation and maintenance. Every dollar spent goes right back into the cemetery.**