



**Cemetery Board
Regular Meeting
April 8, 2025 - 2:00 PM
Cemetery Office, Arrangement Room**

AGENDA

PUBLIC PARTICIPATION

- A. The Mountain View Cemetery Board Meeting scheduled for Tuesday, April 8, 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: 253 215 8782

Toll Free: 877 853 5257

Zoom: <https://us06web.zoom.us/j/84594574335>

CALL TO ORDER

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: 253-931-5107

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 December 10th, 2024

UNFINISHED BUSINESS

- A. New Cemetery Board Member - Pastor Bridget Jones
- B. New Parks, Arts & Recreation Director - Julie Krueger
- C. 2024 Numbers
- D. Pioneer Fence
- E. Centennial Viewpoint Park - Pull Out
- F. Marker Policy updated

NEW BUSINESS

- A. Water Leak
- B. Cameras Installation
- C. Temporary Maintenance Workers

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

- A. Budget Update - Jan - March 2025

SCHEDULE FOR UPCOMING MEETINGS

- A. Next Meeting - Tuesday, June 10th, 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 December 10th, 2024

Meeting Date:

April 8, 2025

Department:

Parks, Arts & Recreation

Attachments:

12-10-2024 Minutes

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



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

MINUTES

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

- The Cemetery Board meeting of Tuesday, December 10, 2024, was called to order by Judi Roland at 2:00pm.

ROLL CALL

- Members present: Judi Roland, Jeanne Hicks, Tim Pierce and Robert Rakos
- Member absent: Arnie Galli
- Staff present: Immer Chevalier and April Shank Cerio

AUDIENCE PARTICIPATION

- 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).

- There was no public/audience participation or comments.

APPROVAL OF MINUTES

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

- Minutes from meeting on October 8th, 2024 were reviewed, no corrections or additions were made and a motion was made, seconded and unanimously passed to approve as printed.

UNFINISHED BUSINESS

A. Theft / Cameras

- The cemetery trucks have been targeted with fuel thefts the last several months and most recently an attempt to steal one of the trucks. The door lock, ignition and steering area was damaged. When this truck gets fixed, it will then be stored elsewhere within the city so it can be locked up. It can be brought back to the cemetery when needed in the Spring. The lower shop had also been broken into, breaking the handle. 7 police reports have been submitted just this year. A meeting with Facilities was held regarding 360 cameras behind the office to see the road, shop and corner of the office and also for the Chapel Columbarium. Internet would be needed as the city maintains a single system and all camera footage is subject to public records request.

B. FT Employee Emergency Surgery

- A full time cemetery employee was digging for an urn service on October 14th and had some immediate back pain. He rested and needed a couple days off and then went to the ER which resulted in emergency surgery to correct an intestinal break through. He was on FMLA and returned back to work on December 2nd on light duty and will have limited restrictions until January 13th with on going Dr. check ups.

C. Fence 10th Addition

- The new 10th addition is all cleared and ready for hydro seed and irrigation in 2025. Pedestrians and bicyclists are trespassing through this area to access the cemetery. The cemetery had a 129 ft long, 6 ft tall black chain link fence installed to help prevent this. Shrubs and bushes will be planted to help hide the fence. Total for the fence was \$3,470.84.

D. ForestWalk III-A Completion

- ForestWalk IIIA is finally completed. This area has a water feature and two bridges to connect paths. The paths are smaller gravel for easier walking compared to the original ForestWalk. The berms have been plotted, maps made and prices have been set to begin selling in 2025. Over 350 single & double cremation plots are available. In the future there will be columbarium options.

NEW BUSINESS

A. Cottonwood Trees Removal

- The cottonwood trees have been removed from behind the Chapel Columbarium. They were chipped and the chips were spread behind the Chapel. The area looks cleaner and will be less messy. This area will be part of the future ForestWalk Phase IIIB.

B. Christmas Wreaths

- Christmas wreath sales started in 2016 and is done every year in December. These are made by the staff from recycled holiday decorations and tree trimmings from around the cemetery. The funds go to the City's Giving Campaign, which is then donated to the Auburn Food Bank or other local charities. In 2023, 16 total were sold. To date, 16 have already been sold this month.

C. 2024 Placements

- 2024 placements to date is 261. 115 of those are casket placements and 146 cremation placements. The cremation rate has increased to 56% and casket 44%. This has been an ongoing trend.

D. Website Update

- The last few months, the cemetery has been updating the website with new content and photos which now include the new ForestWalk IIIA. The public is able to send an email to the office through a link, access pricing and see the policies and guidelines for the cemetery.

ANNOUNCEMENTS, REPORTS, AND PRESENTATIONS

A. Budget Update - Oct-Nov 2024

- October's revenue was good with an average number of plot sales and markers. November slowed down with a low number of placements. Slower months are ok as it gives the staff much needed time to complete necessary maintenance and grounds upkeep.

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

B. 2024 Revenues & Expenses

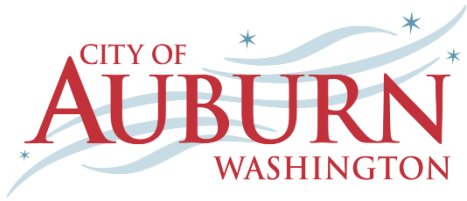
- Most of the revenue accounts have exceeded the budgeted amount, for instance Marker Sales is at 144%.

SCHEDULE FOR UPCOMING MEETINGS

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

ADJOURNMENT

- The meeting was adjourned by Judi Roland at 2:26pm.



AGENDA BILL APPROVAL FORM

Agenda Subject:
Marker Policy updated

Meeting Date:
April 8, 2025

Department:
Parks, Arts & Recreation

Attachments:
Marker Policy-Updated-Jan-2025

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:



MOUNTAIN VIEW CEMETERY

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

Marker Policy

The following policy was reviewed by the Cemetery Board on October 8, 2024, 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. * **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.**

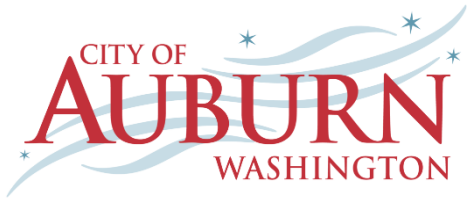
Length x Width x Thickness

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.



AGENDA BILL APPROVAL FORM

Agenda Subject:

Budget Update - Jan - March 2025

Meeting Date:

April 8, 2025

Department:

Parks, Arts & Recreation

Attachments:

Jan-March 2025 monthly sales

Budget Impact:

Administrative Recommendation:

Background for Motion:

Background Summary:

Councilmember:

Staff:

MOUNTAIN VIEW CEMETERY

CEMETERY SALES 2025

Cemetery Sales	January	February	March
Month-To-Date Receipts	\$ 238,689.50	\$ 123,551.88	\$ 169,186.40
Ground Plots	22	8	16
Cremation Plots	2	2	4
Niches	5	1	2
ForestWalk Ossuary			1
Extended Land Use	1		
Markers	9	8	14
Graves	24	10	20
Markers	9	8	14
Niches	5	1	3
Total Placements	32	19	20
Cremation	9	7	8
Ground Burial	23	12	12