

**Cemetery Board  
Regular Meeting  
June 9, 2026 - 2:00 PM  
Cemetery Office, Arrangement Room**

**AGENDA**

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**CALL TO ORDER**

**PUBLIC PARTICIPATION**

- A. The Mountain View Cemetery Board Meeting scheduled for Tuesday, June 9, 2026, 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:

One tap mobile

+12532050468,,84233989916# US

+12532158782,,84233989916# US (Tacoma)

Zoom: <https://us06web.zoom.us/j/84233989916>

**ROLL CALL**

**AGENDA MODIFICATIONS**

**PUBLIC COMMENT**

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 2:00 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 2:00 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 April 14, 2026

## **UNFINISHED BUSINESS**

- A. 10th Addition Update
- B. Seasonal Employees

## **NEW BUSINESS**

- A. Clean Sweep & Memorial Day Events
- B. L&I START Consultation
- C. New Munis/EERP Financial System

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

- A. Budget update - April - May 2026

## **DISCUSSION ITEMS**

- A. Update to Outside Marker Sales Policy

## **SCHEDULE FOR UPCOMING MEETINGS**

- A. Next Meeting - Tuesday, August 11th, 2026 at 2:00 p.m.

## **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**

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**Agenda Subject:**

Review of Minutes - Minutes from Meeting on April 14, 2026

**Meeting Date:**

June 9, 2026

**Department:**

Parks, Arts & Recreation

**Attachments:**

4.14.2026 Minutes

**Budget Impact:**

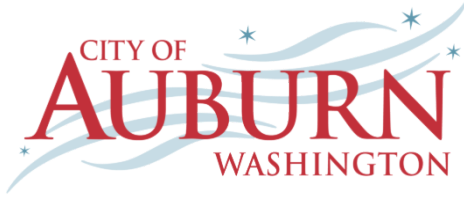
**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



**Cemetery Board  
Regular Meeting  
April 14, 2026 - 2:00 PM  
Cemetery Office, Arrangement Room**

**MINUTES**

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**CALL TO ORDER**

- The cemetery board meeting of Tuesday, April 14th, 2026 was called to order by Judi Roland at 2:12pm.

**PUBLIC PARTICIPATION**

- There was no public participation.

**ROLL CALL**

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

**AGENDA MODIFICATIONS**

- There were no modifications to the agenda.

**PUBLIC COMMENT**

- There were no public comments.

**APPROVAL OF MINUTES**

A. Review of Minutes — Minutes from Meeting on February 10, 2026

- Minutes from meeting on February 10th, 2026 were reviewed, no corrections or additions were made and was unanimously passed to approve as printed.

**UNFINISHED BUSINESS**

#### A. New John Deere Mower & Gator

- The new John Deere gator arrived mid-February at M & O, and they installed the GPS device and windshield. The cemetery received it at the end of February. The new mower was delivered as well which was perfect timing as the mowing season started at the beginning of March. M&O will do all maintenance on both of these.

#### B. Seasonal Employment

- There were about 50 applications submitted for the two seasonal positions opening. Five interviews were held at the end of February. One seasonal selected worked at the cemetery last year, so no interview or training was needed for him. The other had worked for the City in Parks years ago, as well as other cities for seasonal work, so he has experience. The seasonals help with weekly flower pick-ups, empty garbage, push mowing in the oval, Centennial Urn Garden and Child's Place. The 9th addition is the busiest section and takes more time due to a lot of current burials. The older sections are not as busy and fewer burials occur.
- Question from the board - Could the cemetery sell any of the old plots that aren't utilized in the older sections? No, as they are all sold and an owner is listed from years ago. Even if a plot was intended for someone, and they passed years ago and went elsewhere, the plot is still in their name and the next of kin to that person could utilize that plot.

#### C. Easter Sunrise Service

- Easter sunrise service was very well attended this year, 90-100 people. The weather was beautiful. Pastor Susan from Messiah Lutheran Church officiated. Cemetery staff Immer Chevalier and Zach Hopper arrived by 5:30am with the church arriving at 5:45am to set up equipment. The cemetery provided coffee and donuts for attendees.
- Question from the Board - What is the average number of attendees throughout the years? Probably 50-60. The weather always comes into play for attendance numbers and it's typically a lot of the same families. The church advertises as well as the cemetery via the website and a road sign.

### **NEW BUSINESS**

#### A. Activity In The Rainier Serenity Section

- Rainier Serenity is the new upright plotted section near the pond which just opened in January. In February, the first several plots were sold, followed by another family purchasing three and another family purchasing six. The front

row is almost all sold. New signage was also added to the area to keep children away from the pond as well as employees only beyond this point.

- Question from the board - Are the upright plots priced higher? Yes, these are almost \$14,000 each.
- Question from the board - Are these plots competitive on price compared with other cemeteries? The cemetery thinks so. They are higher than some local cemeteries but still lower than the Bellevue & Seattle areas.

#### B. 10th Addition Project - Drainage System

- This project started in 2024 with taking down the trees. Followed by rock removal, grading and the addition of irrigation lines in 2025. The heavy rains of December hit, followed by more rain which was washing away soil and leaving small rivers flowing in the area. You would sink 6" if walking through the area. The water table is very high. The cemetery is currently talking with some companies for ideas of how to address these water issues before plotting and selling. Potential french drains are one option. The storm department did some drainage behind the area which did not work.
- Question from the board - Who did the tree cutting? Thundering Oak which does a lot of cutting for the city.
- Question from the board - Does the city have a Geotech to check things out? There is a city project manager for the project itself.

#### C. 2027-2028 Biennial Budget

- A biennial budget meeting was held in March. The city is going to a ZBB which stands for Zero Based Budget, meaning the departments will need to start from scratch with their budgets. However, the cemetery will not have to do this since it is an Enterprise fund. The budget deadline is in May and is being worked on. With water bills and materials going up in price, some things will definitely need to be adjusted. If extra funds are needed, it must be requested. The director and city analyst are always willing to help. The cemetery has to prove there are enough funds for this, and it goes through council for approval.
- Question from the board - Who manages the cemetery's endowed care fund? The city does, not the cemetery directly.
- Question from the board - Can the ground watering time be cut down to save? Possibly, but the grounds need so much water to stay green. If you cut back watering time too much, it's hard to recover from that.

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

#### A. Budget Update - February-March 2026

- February and March both had high revenue months, with March being an

unusual all-time high. However, the multiple sales of upright monument plots were most of the reason for the high month. Total placements were average for both months. Marker sales were also up in March.

**MOUNTAIN VIEW CEMETERY  
CEMETERY SALES  
FEBRUARY – MARCH 2026**

Cemetery Sales	February	March
Month-To-Date Receipts	\$220,662.22	\$361,597.96
Ground Plots	16	17
Cremation Plots	3	4
Niches	4	4
ForestWalk Ossuary		
Extended Land Use	2	
Markers	13	21

Graves	19	21
Markers	13	21
Niches	4	4
<b>Total Placements</b>	<b>24</b>	<b>26</b>
Cremation	8	15
Ground Burial	16	11

Question from the board - Are there any federal taxes on the revenue amounts? No

**DISCUSSION ITEMS**

- There were no discussion items.

**SCHEDULE FOR UPCOMING MEETINGS**

A. Next Meeting — Tuesday, June 9th, 2026 at 2:00 pm

**ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned by Judi Roland at 3:13 pm.

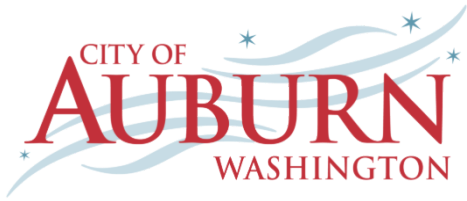
APPROVED this \_\_\_\_ day of \_\_\_\_\_, 2026.

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Prepared By: April Shank Cerio, Cemetery Administrative Specialist

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Approved By: Judi Roland, Chairperson



**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**

Budget update - April - May 2026

**Meeting Date:**

June 9, 2026

**Department:**

Parks, Arts & Recreation

**Attachments:**

Cemetery sales, April-May 2026

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**

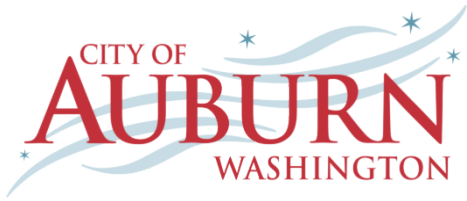
# MOUNTAIN VIEW CEMETERY

## CEMETERY SALES

### APRIL – MAY 2026

Cemetery Sales	April	May
Month-To-Date Receipts	\$210,758.88	\$174,570.54
Ground Plots	16	13
Cremation Plots	1	3
Niches	2	3
ForestWalk Ossuary		
Extended Land Use	2	2
Markers	14	16

Graves	17	16
Markers	14	16
Niches	2	3
<b>Total Placements</b>	<b>27</b>	<b>22</b>
Cremation	8	12
Ground Burial	19	10



**AGENDA BILL APPROVAL FORM**

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**Agenda Subject:**

Update to Outside Marker Sales Policy

**Meeting Date:**

June 9, 2026

**Department:**

Parks, Arts & Recreation

**Attachments:**

Outside Marker Sales Policy -  
5.12.2026 (Reviewed by Legal)

**Budget Impact:**

**Administrative Recommendation:**

**Background for Motion:**

**Background Summary:**

**Councilmember:**

**Staff:**



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 February 10, 2026.

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/Non-Local Orders

- The family or vendor must arrange for the flat 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 flat grave marker from the initial delivery location to the cemetery** using a vehicle that can safely navigate our internal roadways.
- Once the flat grave 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.
- For upright monument orders, memorial benches, and personal columbariums, the family is responsible for contracting with a licensed monument company to coordinate installation through the cemetery office. Prior to cemetery approval, the family must provide the cemetery with the monument company's contact information. The monument company is responsible for supplying all necessary equipment and qualified personnel for installation. The cemetery will mark the grave location for placement. All required foundation work must be completed and paid in full before any monument installation may occur.

### Local Orders

- Once the memorial 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 flat grave marker to be **delivered to the cemetery.**
- The vendor must contact the cemetery office to arrange for delivery and installation of any upright monument, memorial bench or personal columbarium.
- If the local vendor does not provide installation services, the family is responsible for contracting with a licensed monument company to coordinate installation through the cemetery office.

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 flat markers and coordinate installations of upright monuments, memorial benches and personal columbariums.
- The cemetery will mark the grave location for placement.
- Notify the family after the setting has been done.

**The Cemetery will refuse acceptance or delivery of any marker, monument or memorial that does not comply with Cemetery standards, regulations or operational requirements.**

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**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.**