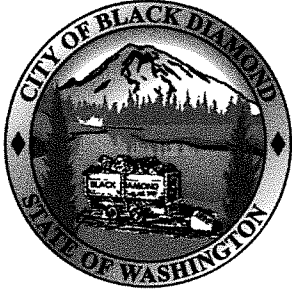


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**BD Cemetery Packet Material  
November 26<sup>th</sup>, 2018**

1. Review & Approval Of Meeting Notes From October 17<sup>th</sup>, 2017.



# NOTES

## Cemetery Board Meeting

### Council Chambers

25510 Lawson Street, Black Diamond, WA

October 17, 2017

3:30 p.m.

**Attendees:** *Howard Botts, Gomer Evans, Dee Israel and Don Mason (Board Members); Myra Hoke (Black Diamond Art Alliance); Mayor Carol Benson, Seth Boettcher, and Luzville Goebel (City staff)*

**Absent:** *Nonie Coby (excused)*

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#### 1. Review and Approval of Meeting Notes from July 18, 2017 and August 9, 2017

*The meeting notes from July 18, 2017 was reviewed first.*

- *Director Boettcher notified the Board that the date listed as August 16, 2016 was incorrect and should be listed as July 18, 2017.*
- *Director Boettcher recommended that the Bylaws be brought to Council in 2018.*
- *The Board and City staff suggested Kathleen Keer, Keith Watson, or Kevin Esping may have this year's Memorial Day event photos. Board Member Mason suggested Bob Dobson; He will contact Dobson to ask for his photos and have it emailed to Goebel.*
- *Director Boettcher confirmed that Finance Director May Miller has the new niche wall on the CIP for 2018.*

*The motion was made by Board Member Evans to approve the meeting notes with the correction of the date listed as July 18, 2017. The motion was seconded by Board Member Mason. The motion passed with all voting in favor (4-0).*

*The meeting notes from August 9, 2017 was reviewed next.*

- *Board Member Evans asked about the reimbursement from King County and Director Boettcher confirmed that the City was reimbursed.*
- *Board Member Evans continued to ask about the Grant and Hoke replied that she will talk about it in her report.*

*The motion was made by Board Member Israel to approve the meeting notes dated August 9, 2017. The motion was seconded by Board Member Botts. The motion passed with all voting in favor (4-0).*

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## **2. Black Diamond Arts Alliance Mural Report**

*Hoke reported first about how great the community is here in Black Diamond. People, especially a dog walker, came to admire, as well as donate food and water. She thanked both Steve Israel and Board Member Evans for their help during the process. Overall, the project had a good response and great press. There was a lot of contributions, which covered their supplies.*

*Hoke asked for some sort of donation receipt for their time on the project. She estimated about 150 hours was put in. Mayor Benson stated that Hoke would need to go to City Hall, see Jana King and report her hours on a form. Mayor Benson will approve the form, which will act as a donation receipt that Hoke requested for.*

*Hoke continued to report that she did not get the Grant. She hopes to work on other potential projects for the City. Mayor Benson brought up another possible project: a mural on one of the sides of the Black Diamond Elementary School. Enumclaw School District would need to be contacted about the project.*

*Board Member Evans brought up another donation that was very helpful to the success of the project. Bill Kombol, of Palmer Coking Coal Company, donated their lift to help with the painting of the mural. Director Boettcher suggested Goebel to send a Thank You for donating to borrow the company's lift for the project.*

*Board Member Evans added that both Hoke and Moss are hard workers and do outstanding work. A motion was made by Board Member Evans to thank Hoke, Moss, and the Black Diamond Arts Alliance for a job well done. The motion was seconded by Board Member Botts. The motion passed with all voting in favor (4-0).*

*Hoke was excused from the Cemetery Board Meeting at approximately 4:00 p.m.*

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## **3. Madysyn Williams group, Rainbow, and Eastern Star - Veterans Day Project**

*Mayor Benson received an email from Madysyn Williams, which she requested Goebel to forward the email to the Board Members. Williams and associated groups inquired about cemetery clean-up. Board Member Israel responded, on behalf of the Board Members, that the Cemetery was in good shape currently. She suggested Williams and her group to put up and take down U.S. flags on Veterans' graves for Veterans Day. Williams responded and asked for dates.*

*Board Member Mason recommended to put up U.S. flags on Thursday, November 9<sup>th</sup> and take down U.S. flags the following Monday, November 13<sup>th</sup>. He will take the lead on this project and will be present during putting up and taking down the U.S. flags. Board Member Israel will supply Board Member Mason with a list of Veterans.*

*Board Member Israel reported that she will need to order U.S. flags soon. She found a site online to order from. She plans to order 8 sets of 12 U.S. flags, equaling 96 U.S. flags, which will cost approximately \$50.00. Board Member Botts recalled that the City had U.S. flags stored in the cemetery shed. Goebel confirmed, but may need to be replaced due to wear and tear. Director Boettcher will check with Dan Dal Santo about the U.S. flags.*

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*A motion was made by Board Member Evans to authorize Board Member Israel to purchase the U.S. flags if current U.S. flags are not suitable for display. The motion was seconded by Board Member Mason. The motion passed with all voting in favor (4-0).*

*Director Boettcher stated that any U.S. flags that need to be disposed will be taken care of by Kevin Esping.*

*Board Member Israel made a motion to contact Williams and her group to allow them to help with putting up and taking down U.S. flags for Veterans Day. The motion was seconded by Board Member Evans. The motion passed with all voting in favor (4-0).*

*Director Boettcher referred to the letter Goebel composed. It basically thanks Williams and her group for their interest and help, as well as future opportunities. Changes to the letter was discussed: provide dates when to put up and take down U.S. flags for Veterans Day; change point of contact from Goebel to Board Member Mason. A motion was made by Board Member Botts to send the letter with the changes as discussed to Williams and her group. The motion was seconded by Board Member Evans. The motion passed with all voting in favor (4-0).*

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#### **4. Niche Update: Cost Comparison with Other Cities**

*The cost comparison spreadsheet was reviewed. Board Member Israel stated that in some cities, they would price out the niche fees according to the row and inscription. Goebel responded that Black Diamond does not charge for inscription and that it would be the family's responsibility to get the marble plate engraved. Director Boettcher suggested the following slide scale: \$600 – top row, \$500 – middle two rows, \$400 – bottom row.*

*Board Member Mason commented that in big cemeteries, they can price out according to the row and not lose money. He continued that Black Diamond is a small cemetery and should keep it as one price. He suggested to raise the fee from \$350 to \$500.*

*Director Boettcher asked what the ground plot fees were from the cities listed. Goebel responded: \$1500 – Black Diamond, \$2700 max – Auburn, \$1500 – Buckley, \$1250 – Enumclaw, \$3000 max – Puyallup. It was found that the other cities are charging less for plots.*

*Board Member Evans suggested that the new niche be upgraded and raised from the ground, which is nicer looking. Board Member Israel commented that she has seen vases for flowers attached to each niche. This type of niche can be seen at the National Cemetery and Cumberland Cemetery.*

*A motion was made by Board Member Evans to raise the niche fee to \$600. The motion was seconded by Board Member Mason. The motion passed with all voting in favor (4-0).*

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#### **5. Cemetery Board Terms**

*Goebel stated that both Board Member Evans and Board Member Coby are up for renewal. Board Member Coby stated her thanks to the Board, but decided not to renew her term, per Goebel. Board Member Evans agreed to renew his term another 4 years.*

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*Board Member Mason mentioned that his son expressed interest in the past, but with his current situation of being busy Board Member Mason felt that it would be another thing on his plate to worry about. Mayor Benson asked if she can fill the vacant spot. It was discussed but not confirmed whether it was okay for the Mayor to fill the spot. The Board agreed to do a community search to fill the vacant spot.*

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**6. Other Items**

*Board Member Mason brought up an idea for a historical marker on a concrete foundation near the Public Works shop. The historical marker would show the history of the railroad tracks from Seattle to Black Diamond. Director Boettcher stated that the concrete foundation is on Bob Kaye's property, which will not allow public access. He continued to state that if in the future Bob Kaye does sell and subdivide his property, then there will be potential for a historical significance and public access to the marker.*

*Board Member Botts brought up another idea for historical markers. He suggested plaques in front of the Deli, Museum, and Antique shop which discusses the historical significance for each building. Giving visitors a chance to do their own historical tour about old Black Diamond. Director Boettcher expressed interest with the idea and will forward it to the Parks Committee.*

*The next Cemetery Board meeting is scheduled on January 16, 2018, per Goebel. Director Boettcher stated that the Board will continue to discuss the niche wall location and design options.*

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**7. Adjourn Meeting**

*A motion was made by Board Member Israel to adjourn the meeting at 4:40 p.m. The motion was seconded by Board Member Mason. The motion passed with all voting in favor (4-0).*

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*Additional handouts may be provided at the meeting*

ATTEST:

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Luzville Goebel, Cemetery Board Liaison

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**BD Cemetery Packet Material  
November 26<sup>th</sup>, 2018**

2. Niche Wall Construction Update (Seth To Provide Pictures).

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**BD Cemetery Packet Material  
November 26<sup>th</sup>, 2018**

3. Niche Fee Adjustment Recommendations.

# CITY COUNCIL AGENDA BILL

City of Black Diamond  
Post Office Box 599  
Black Diamond, WA 98010

ITEM INFORMATION		
<b>SUBJECT:</b>  Resolution 18-xxxx, amending the City Fee schedule which was most recently updated by Resolution 18-1240  Cost Impact – neutral- Fund Source: -- Timeline:	<b>Agenda Date:</b> Dec 3, 2018 AB18-xxxx	
	Mayor Carol Benson	
	City Administrator	
	City Attorney David Linehan	
	City Clerk – Brenda L. Martinez	
	Com Dev/Nat Res –	
	Finance – May Miller	
	MDRT/Ec Dev – Andy Williamson	
	Police – Chief Kiblinger	
	Public Works – Seth Boettcher	X
Court – Stephanie Metcalf		
<b>Agenda Placement:</b> <input checked="" type="checkbox"/> Mayor <input type="checkbox"/> Two Councilmembers <input type="checkbox"/> Committee Chair Administrator		
<b>Attachments:</b> Resolution; Exhibit A, 2018 Fee Schedule-changes highlighted		
<b>SUMMARY STATEMENT:</b>  The City updates the fee schedule from time to time. The last update was on April 5 <sup>th</sup> , 2018.  The cemetery board and council has approved the installation of a new cemetery niche wall. . The cost of the niche wall from Wilbert Vault was \$19,958 for 48 niches (\$415.79 per niche). The cemetery board recommended to raise the purchase price of a niche to \$600 per niche so that there would be additional funds to cover administrative costs, project coordination and site preparation.  <b>FISCAL NOTE (Finance Department):</b> This adjustment will provide for full cost recovery for niche replacement.		
<b>COUNCIL COMMITTEE REVIEW AND RECOMMENDATION:</b>		
<b>RECOMMENDED ACTION:</b> <b>MOTION to adopt Resolution 18-xxx, amending the City Fee Schedule to raise the cemetery niche purchase fee from \$350 to \$600.</b>		
RECORD OF COUNCIL ACTION		
Meeting Date	Action	Vote
April 5, 2018		



Fee Title	Description	Fee
87	After hours, if prior locate	1 1/2 Time and Materials
88	After hours, no locate	3 times 1 1/2 Time and Materials
89	Holidays	Double Time to above rates
90	<b>PARKS</b>	
91	Park Use / Special Event Permit	Fee \$100
92	Deposit required for events over 150 people - amount set by size/length of event (\$500-\$10,000)	Actual cost
93	Gym Rental	Drop In Over 18 \$3 per person over 18
94		Sports or Special Events \$30 per hour
95		Contract Events Per Contract
96	Parking fee at boat launch	Per vehicle \$5
97	Annual parking pass - Lake Sawyer	Per vehicle (non-transferable) \$60
98	Annual parking pass - Lake Sawyer	Per vehicle for senior citizens 65 years and older \$35
99	Annual parking pass - Lake Sawyer	Per vehicle for persons with a valid State of Washington Disable Vehicle Permit \$35
100	Lost parking pass replacement or change in vehicle	\$10
101	<b>CEMETERY</b>	
102	Casket Burial	Coordination, Excavation; Liner and Installation; Casket Placement; Backfill and compaction; Landscaping \$1,500
103	Tent For Service In The Rain	Set Up The Tent, Take Down, Dry in the Warehouse 200
104	Vault	Actual cost
105	Saturday Service Fee	Additional Charge to be Added to Burial Costs \$1,000
106	Placement of Cremated Remains	Site Measurements, Location Records, Excavation and Restoration \$200
107	Saturday Placement of Remains	\$350
108	Plot	Per Plot \$1,500
109	Niche Purchase	<del>\$350</del> \$600

**RESOLUTION NO. 18-xxxx**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BLACK DIAMOND, KING COUNTY, WASHINGTON,  
AMENDING THE CITY FEE SCHEDULE**

**WHEREAS**, the City Council of Black Diamond last amended the City Fee Schedule by Resolution No.18-1240 on April 5<sup>th</sup>, 2018; and

**WHEREAS**, the City needs to update the cemetery niche fee in order to recover the new costs of the new niche wall; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND,  
WASHINGTON, DOES RESOLVE AS FOLLOWS:**

**Section 1.** The City Council hereby amends the city fee schedule as last updated by Resolution No 18-1240 changing the purchase price of a cemetery niche from \$350 to \$600 per niche.

**PASSED BY THE CITY COUNCIL OF THE CITY OF BLACK DIAMOND, WASHINGTON,  
AT A REGULAR MEETING THEREOF, THIS 3<sup>rd</sup> DAY OF DECEMBER 2018.**

CITY OF BLACK DIAMOND:

\_\_\_\_\_  
Carol Benson, Mayor

Attest:

\_\_\_\_\_  
Brenda L. Martinez, City Clerk

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**BD Cemetery Packet Material**  
**November 26<sup>th</sup>, 2018**

4. Board Members Terms & Expirations (Mayor To Lead Discussion).

**Cemetery Board Terms**

Board Member	Name	4 - Year Term
1	Gomer Evans	2018-2021
2	Vacant	2018-2021
3	Howard Botts	2015-2018
4	Don Mason	2016-2019
5	Dee Israel	2017-2020

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**BD Cemetery Packet Material  
November 26<sup>th</sup>, 2018**

5. Cemetery Bylaws & Council Schedule (Discussion Only).

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**BD Cemetery Packet Material  
November 26<sup>th</sup>, 2018**

6. Items For Future Meetings (Discussion Only).