

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: C-9

DATE: December 16, 2010

SUBJECT: Acceptance of Niche Wall Donation from Koppenberg Enterprises

CONTACT PERSON: Deborah Knight, City Administrator

ISSUE:

The issue before the city council is to accept the donation of a cemetery niche wall (columbarium) from Koppenberg Enterprises in accordance with Sultan Municipal Code 3.68.

STAFF RECOMMENDATION:

Accept the donation of a cemetery niche wall from Koppenberg Enterprises in accordance with Sultan Municipal Code (SMC) 3.68.

SUMMARY:

Koppenberg Enterprises is seeking to donate a niche wall (approximately 4' x 7') to the City of Sultan for installation in the Sultan Cemetery. The columbarium has a retail value of \$12,000.00. SMC 3.68 (Attachment B) requires the city to formally accept donations with a value greater than \$500.00.

A columbarium is a permanent structure made up of spaces where family members can place urns containing the ashes (or cremains) of cremated loved ones. Columbaria have grown in numbers in recent years as more and more people are choosing cremation for disposition of their own, or of family members, final remains.

The city has been working for several years to add a columbarium to the Sultan cemetery to provide an alternative for ash burials. The city council discussed this issue and evaluated alternatives in 2006 and 2007. The project was put on hold due to the cost of purchasing the niche wall.

In 2009, Koppenberg Enterprises relocated their manufacturing business from the City of Monroe to Sultan. Koppenberg Enterprises is a leading manufacturer of columbaria in the United States. Mr. Koppenberg has generously offered to provide the Sultan

Cemetery with a high quality columbarium. Samples of Koppenberg's products are included in Attachment C.

If the city council chooses to accept the donation, Mayor Eslick will form a small community committee to work with Mr. Koppenberg to design a suitable location for the columbarium in the Sultan Cemetery. A plaque recognizing Koppenberg Enterprises for the donation of the columbarium will be included in the final design.

FISCAL IMPACT:

Koppenberg Enterprises, Inc. will assist with the forming and pouring of the footings for the columbarium and install the columbarium onto footings.

With Koppenberg's assistance the city will provide all components that go into the footings. The work will be performed in-house using public works staff.

- 1) Excavation of footings
- 2) Concrete
- 3) Reinforcement
- 4) Forms
- 5) Actual pouring of concrete

The Cemetery Fund has a \$33,000 balance which may be used to cover expenditures. City staff estimate the cost to install the footings and surrounding improvements will be less than \$2,000. Depending on the cost, the city council may choose to fund additional improvements in future years. City staff will return to the city council with a budget amendment to the cemetery fund if necessary.

The adopted fee schedule already includes fees for purchasing a niche space for an ash burial. For a small investment, the city will be able to provide a service not currently offered in the Sultan Cemetery.

Niche Wall Purchase.....	\$520.00
Niche Wall Open/Close.....	\$130.00
Niche Wall Headstone Setting Fee.....	\$65.00

Maintenance and administration can be handled by existing personnel for no additional cost.

ANALYSIS:

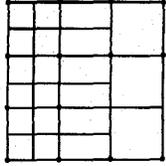
The city has the opportunity to enhance the Sultan Cemetery by accepting the columbarium donation. The initial investment and on-going costs to the city to install the columbarium are minimal. Adding a columbarium will provide members of the community who wish to be cremated with a cost-effective option to a full grave burial.

RECOMMENDED ACTION:

Accept the donation of a cemetery niche wall from Koppenberg Enterprises in accordance with Sultan Municipal Code (SMC) 3.68.

ATTACHMENTS:

- A – Proposed columbarium donation from Koppenberg Enterprises
- B – SMC 3.68
- C – Sample pictures of columbaria



**KOPPENBERG
ENTERPRISES
INC.**

ATTACHMENT A

Description of proposed columbarium for the City of Sultan:

48 niche pre-assembled precast/granite columbarium

- A double sided free standing unit containing 24 niches each side for a total of 48 niches
- Each niche will hold 2 urns
- Each niche will measure 10-1/2 wide x 15" high x 22" deep ID
- Configuration of units will be 3 niches high x 8 niches long.

Granite

- 50 Sierra White granite niche covers (2 extra) will be supplied and installed.
- 3" solid black Imperial granite capping with all exposed edges to be polished will be supplied and installed on top of columbarium
- 3" solid black Imperial granite side panels with all exposed edges will be supplied and installed on ends of columbarium.
- 3-1/2" black granite trim base on face of columbarium to cover footings

Installation of columbarium

- Koppenberg Enterprises, Inc. will install all of the columbarium onto footings

Materials and services not supplied by Koppenberg Enterprises, Inc.

- All components that go into the footings, including;
 - A) Excavation of footings
 - B) Concrete
 - C) Reinforcement
 - D) Forms
 - E) Actual pouring of concrete

As I stated at the meeting, we can help with the forming and pouring of the footings.

Approximate retail cost of the columbarium would be \$12,000.00 or \$250.00 per niche.

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ATTACHMENT B

Sections:

- [3.68.010](#) Acceptance of money or property authorized.
- [3.68.020](#) Funds and accounting procedures.
- [3.68.030](#) Funds to be placed in general fund.

3.68.010 Acceptance of money or property authorized.

Pursuant to RCW 35.21.100, the city, by a majority vote of the council, is authorized to accept any money or property donated, devised or bequeathed to it and to carry out the terms of the donation, devise or bequest if within the powers granted by law. If no terms or conditions are attached to the donation, devise or bequest, the city may expend or use the same for any municipal purpose; provided, however, that if the monetary value of the donation is less than \$500.00, the city may accept the donation without a vote of the city council. (Ord. 533, 1989; Ord. 526, 1989)

3.68.020 Funds and accounting procedures.

The city clerk/treasurer is authorized and directed to establish such funds and accounting procedures as may be necessary to carry out the terms or conditions of any donation, devise or bequest, in accordance with the laws of the state of Washington and requirements prescribed by the Office of the State Auditor. (Ord. 526, 1989)

3.68.030 Funds to be placed in general fund.

The city clerk/treasurer is authorized to accept and to account for any previous donations, devises, or bequests for the year 1989 by placing said funds in the general fund to be used for police services. (Ord. 526, 1989)

