



## **Pullman Parks & Recreation, Cemetery Committee**

**Agenda: June 14, 2017, 9:00 AM**

**Barley Room, Pioneer Center**

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\_\_\_Chipman \_\_\_Chaplin \_\_\_Lincoln

\_\_\_Day \_\_\_Warnock

1. Call to Order
  - a. Adoption of Agenda
  - b. Adoption of Minutes
2. Report
  - a. Alan
3. Announcements
  - a. Alan
4. Old Business
  - a. Land
  - b.
5. New Business
  - a. Niche
  - b. Reset of current Niche
  - c. Columbarium reset
6. Adjournment



## Parks & Recreation, Cemetery Committee

**MINUTES: March 8, 2017**

**Barley Room, Pioneer Center**

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John Chaplin called the meeting of the Pullman Cemetery Committee to order at 9:03 am, Pioneer Center, Barley Room. Members present were Terence Day, Carol Chipman, Keith Lincoln, and Robert Warnock. City of Pullman, Parks & Recreation employees Alan Davis, Park Manager were present

### **AGENDA/MINUTES:**

1. **MOTION:** Carol Chipman made a motion to adopt the agenda for the March 8, 2017 meeting, Terence Day seconded. Passed unanimously.
2. **MOTION:** Carol Chipman moved to adopt the minutes for the February 8, 2017, meeting Terence Day, seconded. Passed unanimously.

### **REPORTS:**

Informed group that land appraisal came in @\$3,000 several thousand less than estimate and that information would be shared with possible donor. Alan stated that a second meeting with Century West Engineering took place to broaden possible grant opportunities and reduce match requirement.

Adam Lincoln, City Supervisor was informed of future IT needs for an interactive kiosk for grave location. Possibly such a service would be linked to bollard placement at each section that would light up when activated at the kiosk, aiding with grave location.

Discussion followed, brain-storming a variety of donor recognition opportunities.

### **NEW BUSINESS:**

1. None

### **ADJOURN:**

1. Motion to adjourn was made by Terence Day. Moved and seconded by Robert Warnock. Passed unanimously.



## Parks & Recreation, Cemetery Committee

MINUTES: May 10, 2017

Barley Room, Pioneer Center

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**A. ADJOURN:**

1. Meeting adjourned due to lack of a quorum.

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John Chaplin, Chairperson

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Alan Davis, Parks Superintendent

**\*Davis, Alan**

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**From:** Dan Terhaar <terhaar@wilbertprecast.com>  
**Sent:** Friday, June 2, 2017 2:11 PM  
**To:** Davis, Alan  
**Subject:** new proposal  
**Attachments:** pullman proposal for exist niches.pdf


Hi Alan,

Here is the proposal for the renovation of the single sided niche and the fountain.  
The total of this project and the new niches is \$21,226.

Let me know if that works of if you have any questions.

Thanks.

**Dan Terhaar**  
Construction Division - Project Manager & Design  
509-789-2263 (direct)  
509-710-1087 (cell)  
800-888-4573 (toll free)  
509-789-1003 (direct fax)  
Email: [terhaar@wilbertprecast.com](mailto:terhaar@wilbertprecast.com)

 **Wilbert** PRECAST, INC.  
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Spokane, WA 99217



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2710 4th Avenue North  
Lewiston ID 83501  
(208) 746-1125

May 30, 2017

Alan Davis, Superintendent  
City of Pullman Parks & Recreation Dept  
240 S.E. Dexter  
Pullman, WA 99163

**RE: Pullman Cemetery - Fountain Columbarium Renovation Project**

Dear Alan,

After meeting with Barry on June 18<sup>th</sup> 2015 at the cemetery & discussing the fountain columbarium project, it is my opinion that the fountain area should be renovated as listed below:

**SCOPE OF WORK:**

1. Wilbert to remove fountain columbarium with crane truck & set aside just northeast of current location where there are no graves (confirm). Cemetery shall unhook plumbing and electrical prior to this.
2. Cemetery staff shall remove existing retaining wall, landscaping, paver blocks, and remove existing mound of dirt.
3. Cemetery shall excavate down from existing grade approx. 20" and provide approx. 4" of crushed rock base to allow for new foundation
4. After cemetery staff has finished prep work, Wilbert shall return and install new concrete foundation and reset fountain columbarium. It will be set at grade on the east side and approx. 12" above grade on west. This will be lower than the current height
5. Cemetery staff shall provide small retaining wall (along the west end and north as required), and a new paver sidewalk at the perimeter of the fountain. All landscaping and re-connect of electrical / plumbing shall be done by cemetery staff.
6. Shop Drawings shall be provided by Wilbert Precast.

**PRICE: \$ 6,890.00** (excl tax.)

1<sup>st</sup> Invoice in the amount of \$2,400.00 to be submitted after Shop Drwgs approved.  
Balance due after fountain is reset

**NOTES:**

- Prices valid for 30 days.
- Sales tax will be charged on the final billing unless we have current Reseller Permit on file.
- Cemetery to provide access to fountain on north side and area to set aside fountain as described in item 1.

Please allow approximately 90 days from signed proposal to completion and / or installation.  
If you have any questions or need any additional information please feel free to call.

Respectfully submitted,

Accepted,

WILBERT PRECAST, INC

City of Pullman Parks & Recreation Dept

Daniel G. Terhaar, Project Manager

Alan Davis, Superintendent

Date

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May 30, 2017

Alan Davis, Superintendent  
City of Pullman Parks & Recreation Dept  
240 S.E. Dexter  
Pullman, WA 99163

**RE: Pullman Cemetery - Existing Columbarium Walls Renovation Project**

Dear Alan,

After meeting with Barry on June 18<sup>th</sup> 2015 at the cemetery & discussing the existing 3 columbarium walls, it is my opinion that the walls should be renovated as listed below:

**SCOPE OF WORK:**

1. Remove the sidewalks on the 2 existing double sided walls and haul off.
2. Move the existing 3 columbarium walls and set adjacent to their current location.
3. Provide and install new concrete foundations for the existing 2 double sided walls and 1 single sided wall.
4. Provide and install new concrete sidewalks for the existing 2 double sided walls and 1 single sided wall.
5. Install new sealer on the concrete caps of the existing 3 columbarium walls.
6. Shop drawings shall be provided by Wilbert Precast.

**PRICE:** \$ 9,056.00 (excl tax.)  
1" Invoice in the amount of \$3,500.00 to be submitted after Shop Drwgs approved.  
Balance due after walls are reset

**NOTES:**

- Prices valid for 30 days.
- Sales tax will be charged on the final billing unless we have current Reseller Permit on file.
- Cemetery to remove existing sidewalk at single sided columbarium wall.
- Cemetery to remove gravel base and prep excavation for existing 3 columbarium walls.
- Cemetery to provide all landscaping and finish grading
- Cemetery to remove bush at existing wall to allow crane truck access

Please allow approximately 90 days from signed proposal to completion and / or installation.  
If you have any questions or need any additional information please feel free to call.

Respectfully submitted,

WILBERT PRECAST, INC

Daniel G. Terhaar, Project Manager

Accepted,

City of Pullman Parks & Recreation Dept

Alan Davis, Superintendent

Date

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May 30, 2017

Alan Davis, Superintendent  
City of Pullman Parks & Recreation Dept  
240 S.E. Dexter  
Pullman, WA 99163

**RE: Pullman Cemetery - New Columbarium Wall**

Dear Alan:

The following is a proposal to furnish and install in your prepared excavation, one 48-unit double sided columbarium wall similar to the 3 previous walls. The price is \$ 12,864.00. (excl tax) which works out to \$ 268 per space. If this proposal meets with your approval please sign and return. Upon receipt of signed proposal, we will invoice (\$ 6,000.00) for niche fronts, niche castings and brass hardware with payment due in 30 days. Balance will be due upon delivery of wall.

**OUR PROPOSAL INCLUDES THE FOLLOWING:**

1. Precast concrete niche spaces shall be approximately 10 1/2" wide x 10 1/2" high x 11" deep inside.
2. Columbarium is fabricated on concrete base.
3. Precast concrete sidewalks at fronts (3'-0" wide).
4. Masonry shall be Elk Mountain LedgeStone (or similar) with dark gray mortar.
5. Sill at bottom of fronts shall be 3" Chestnut solid brick pavers (or similar). Note: current sills are 1" tall.
6. Niche fronts shall be 12" x 12" Medium Black polished granite. (2 extra fronts will be provided).
7. Top cap shall be exposed aggregate concrete with sealer, sloping down approximately 1" from middle to outside face. Drip groove shall be provided on underside near face.
8. Precast concrete foundation (approx. 12" thick) shall be supplied & installed by Wilbert.
9. Niche module to be furnished with inner seals and spanner head screwdriver for removing vandal resistant screws.

**MISC NOTES:**

1. Price is valid for 30 days.
2. Cemetery shall provide minimum 10'-0" wide access to site & supply cemetery worker to help install the wall.
3. Cemetery shall provide excavation and approx. 3" gravel at bottom of excavation.
4. Drawings indicating the size of excavation shall be provided by Wilbert Precast prior to install.
5. Engraving of granite fronts is not included in this bid.
6. Sales tax will be charged on the final billing unless we have current Reseller Permit on file.
7. Please allow approx. 90 days from date of signed proposal to completion / installation.

Please allow approximately 90 days from signed proposal to completion and / or installation. If you have any questions or need any additional information please feel free to call.

Respectfully submitted,

Accepted,

WILBERT PRECAST, INC

CITY OF PULLMAN

Daniel G. Terhaar  
Columbarium Sales

Alan Davis, Superintendent

Date

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(208) 746-1125

June 2, 2017

Alan Davis, Superintendent  
City of Pullman Parks & Recreation Dept  
240 S.E. Dexter  
Pullman, WA 99163

**RE: Pullman Cemetery - Exist. Columbarium Renovation Project**

Dear Alan,

After discussions with Barry re: the existing columbarium projects, it is my opinion that the fountain area and the original single sided columbarium wall should be renovated as listed below:

**FOUNTAIN SCOPE OF WORK:**

1. Wilbert to remove fountain columbarium with crane truck & set aside just northeast of current location where there are no graves (confirm). Cemetery shall unhook plumbing and electrical prior to this.
2. Cemetery staff shall remove existing retaining wall, landscaping, paver blocks, and remove existing mound of dirt.
3. Cemetery shall excavate down from existing grade approx. 20" and provide approx. 4" of crushed rock base to allow for new foundation
4. After cemetery staff has finished prep work, Wilbert shall return and install new concrete foundation and reset fountain columbarium. It will be set at grade on the east side and approx. 12" above grade on west. This will be lower than the current height.
5. Cemetery staff shall provide small retaining wall (along the west end and north as required), and a new paver sidewalk at the perimeter of the fountain. All landscaping and re-connect of electrical / plumbing shall be done by cemetery staff.

**SINGLE SIDED WALL SCOPE OF WORK:**

1. Cemetery shall remove existing sidewalk at single sided (original) niche & excavate down on each side to expose bottom of niche.
2. Wilbert to remove single sided columbarium with crane truck & set aside just north of current location.
3. Cemetery staff shall prep existing excavation and provide suitable gravel base for new conc. foundation.
4. Wilbert shall return and install new conc. foundation and reset columbarium with new sidewalk.

**PRICE: \$ 8,363.00** (excl tax.) 1<sup>st</sup> Invoice in the amount of \$3,400.00 to be submitted after Shop Drawgs approved.  
Balance due after niches are reset

**NOTES:**

- Prices valid for 30 days.
- Sales tax will be charged on the final billing unless we have current Reseller Permit on file.
- Cemetery to provide access to fountain on north side and area to set aside fountain as described in item 1.
- Shop Drawings shall be provided by Wilbert Precast.

Please allow approximately 90 days from signed proposal to completion and / or installation.  
If you have any questions or need any additional information please feel free to call.

Respectfully submitted,

Accepted,

WILBERT PRECAST, INC

City of Pullman Parks & Recreation Dept

Daniel G. Terhaar, Project Manager

Alan Davis, Superintendent

Date

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