



## DRAFT MINUTES CEMETERY BOARD

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**6:30 PM - Thursday, April 6, 2017**

Trails House, 110 SE Bush Street, Issaquah, WA 98027

**Staff:** Brian Berntsen, Myron Clinton

**Present:** David Waggoner, Linda Hjelm, Karen Luecking, Randal Darst, Barbara Wood

**Cemetery Partner:** Allen Flintoft

**Excused:** Ken Helgeson, Tyler Malmberg

### 1. CALL TO ORDER

- a. Chairperson Waggoner called the meeting to order 6:41 p.m.
- b. Wood (Cemetery Board Alternate) will be a voting member in place of Board member Helgeson.

### 2. APPROVAL OF MINUTES

- a. The minutes of March 2, 2017 were approved as written. Board member Hjelm **MOVED** to approve the minutes, Board member Darst **SECONDED**, and **MOTION CARRIED 5-0**.
- b. The sub-committee minutes of March 23, 2017 were approved as written. Board member Hjelm **MOVED** to approve the minutes, Board member Darst **SECONDED**, and **MOTION CARRIED 5-0**.

### 3. AUDIENCE COMMENTS

- None.

### 4. REPORTS/REQUEST

**a. Cemetery Partner**

Presented by:  
Allen Flintoft, Flintoft Representative

- Nothing new to report.

**b. Monthly Staff Inspection**

Presented by:  
Myron Clinton, Parks Maintenance Supervisor

- Monthly staff inspection report presented to the Cemetery Board.
- Cemetery Board requested an update on the status for repairing the Cemetery exit gate. Clinton will email a status update on the gate project to the Cemetery Board.

**5. AGENDA ITEMS**

**a. Rules and Regulations Sub-Committee Update**

Presented by:  
Randy Darst, Board Member

- Board reviewed and discussed the rules and regulations developed by the sub-committee.
- Board member Darst will make changes as discussed by the Board.
- Board requested that the City Clerk's office review the rules and regulations and provide input. Berntsen will provide a copy for the Clerk's office to review once updated and received from Darst.
- Rules and regulations will be brought to the May Cemetery Board meeting for final approval.

**b. Future Expansion and Opening Section 2 at the Upper Cemetery**

Presented by:  
David Waggoner, Chair

- Topic will be discussed at the May Cemetery Board meeting.

**c. GIS Sub-Committee Update**

Presented by:  
Randy Darst, Board Member

- Nothing new from Flintoft's on this topic.

**d. Letter to the Mayor about Issaquah Press Books**

Presented by:

David Waggoner, Chair

- Motion to approve letter for signature and sending to Mayor and Council. Board member Darst **MOVED** to approve signing the letter and sending to Mayor and Council, Board member Hjelm **SECONDED**, and **MOTION CARRIED 5-0**.
- Luecking will update the form as discussed, Chair Person Waggoner will sign and send to Mayor and Council.

**e. Cemetery History**

Presented by:

Linda Hjelm, Board Member

- No new updates.

**f. Annual Cemetery Walk-Through**

Presented by:

David Waggoner, Chair

- Board elected to hold a special meeting and conduct a walk-through of the Cemetery on Friday, April 21<sup>st</sup> at 12:00 p.m.
- Board members will meet at the first upper curve of the lower cemetery.

**6. OTHER BUSINESS / ANNOUNCEMENTS**

**a. Approval to install porta potty in lower cemetery again in 2017 from May – September.**

- Board member Hjelm **MOVED** to approve up to \$1,500 in funding for installing a porta potty in the lower cemetery May – September of 2017, Board member Wood **SECONDED**, and **MOTION CARRIED 5-0**.

**b. Next regular meeting is scheduled for Thursday, May 4<sup>th</sup>**

- Cemetery Board to elect Chair and Vice-Chair at this meeting.

**c. Volunteer Appreciation Event**

- Monday, April 24<sup>th</sup> at 6:30 p.m. at the Issaquah Senior Center.

**d. Dave Waggoner**

- Last meeting as a Cemetery Board member and Chair.
- Thank you, Dave, for your years of service and leadership on the Cemetery Board.

**7. ADJOURNMENT**

Board Member Waggoner **MOVED** to adjourn at 7:55 p.m., Board Member Hjelm **SECONDED**, and the **MOTION CARRIED 5-0**.