



DRAFT MINUTES CEMETERY BOARD

6:30 PM - Thursday, May 4, 2017

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

Staff: Brian Berntsen, Myron Clinton

Present: Barb Wood, Linda Hjelm, Tyler Malmberg, Emily Cha

Cemetery Partner: Allen Flintoft (absent)

Excused: Randal Darst, Karen Luecking

1. CALL TO ORDER

- a. Staff person Berntsen called the meeting to order 6:48 p.m.
- b. Malmberg and Cha (Cemetery Board Alternates) will be voting members in place of Board members Darst and Luecking.
- c. Nominations for Cemetery Board Chair received and voted on.
- d. Motion to elect board member Darst as Cemetery Board Chair. Board member Hjelm **MOVED** to elect board member Darst as Chair, Board member Malmberg **SECONDED**, and the **MOTION CARRIED 4-0**.
- e. Board elected to recommend and vote on a Vice Chair at its June meeting.

2. APPROVAL OF MINUTES

- a. The minutes of April 6, 2017 were approved as written. Board member Malmberg **MOVED** to approve the minutes, Board member Hjelm **SECONDED**, and **MOTION CARRIED 4-0**.

3. AUDIENCE COMMENTS

- None.

4. REPORTS/REQUEST

a. Cemetery Partner

Presented by:
Allen Flintoft, Flintoft Representative

- No update.

b. Monthly Staff Inspection

Presented by:
Myron Clinton, Parks Maintenance Supervisor

- Clinton will conduct inspection by the end of next week and will email out the report to the Cemetery Board members.

c. Monthly Budget Report

Presented by:
Brian Berntsen, Deputy Director

- Berntsen presented the year to date expenses, revenues and fund balance as of the end of April 2017 to the Cemetery Board.
- Board would like clarification on the line item titled "Transfer out to General Fund."

5. AGENDA ITEMS

a. Rules and Regulations Sub-Committee Update

Presented by:
Brian Berntsen, Deputy Director

- Berntsen provided an update on the review of the rules and regulations by the Clerk's Office.
- Berntsen hasn't heard back and will follow-up for the Board's next meeting.

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

Presented by:
Brian Berntsen, Deputy Director

- Berntsen informed the Cemetery Board that this topic will be picked-up at the next Cemetery Board meeting.
- Topic will be presented and discussed by newly elected Cemetery Board Chair.

c. GIS Sub-Committee Update

Presented by:
Brian Berntsen, Deputy Director

- Berntsen informed Board that Board member Darst is absent and this topic will be on the next meeting's agenda.

d. Cemetery History

Presented by:
Linda Hjelm, Board Member

- Hjelm provided background information on the history of the Cemetery and her research on how the property was acquired.
- Board is interested in finding documentation/records to show that the land between the upper and lower cemeteries was dedicated as cemetery property.
- Board is interested in developing a plan for more Cemetery space in the future.

e. Annual Cemetery Walkthrough

Presented by:
Myron Clinton, Parks Maintenance Supervisor

- Berntsen and Clinton reviewed and discussed the Cemetery Board's walkthrough on Friday, April 21st.
- Discussed and agreed to the list of 2017 projects to be focus on.
- Discussed providing plastic vases for Memorial Day Weekend.
- Motion to approve purchasing plastic cemetery vases for Memorial Day Weekend not to exceed \$200. Board member Hjelm **MOVED** to purchase plastic cemetery vases for Memorial Day Weekend not to exceed \$200, Board member Malmberg **SECONDED**, and **the MOTION CARRIED 4-0**.
- Clinton will price and purchase plastic vases for Memorial Day weekend.

6. OTHER BUSINESS / ANNOUNCEMENTS

a. Update on installation of Porta Potty.

- Porta potty was installed in the lower Cemetery at the end of April.

b. Update on project to repair exit gate of lower Cemetery.

- Clinton reported that the gate will be repaired next week weather permitting.

c. Installing signs on the back of the exit gates to inform users of how to get out of the Cemetery if locked in.

- Topic will be discussed at the next Cemetery Board meeting.
 - Clinton will present a draft sign and pricing for Cemetery Board's approval.
 - Board would like to have the sign let user know (if they are locked in) to call the police for assistance, no ticket will be given and to wait patiently.
- d. Update on letter to Mayor and City Council**
- Letter was sent to Mayor and Council on Wednesday, April 26th.
- e. Next regular meeting is scheduled for Thursday, June 1st.**
- Motion to move the June 1st meeting to June 8th. Board member Malmberg **MOVED** to move the June 1st meeting to June 8th, Board member Hjelm **SECONDED**, and **the MOTION CARRIED 4-0.**

7. ADJOURNMENT

Board Member Hjelm **MOVED** to adjourn at 8:05 p.m., Board Member Malmberg **SECONDED**, and **the MOTION CARRIED 4-0.**