CITY OF ISSAQUAH WASHINGTON

DRAFT MINUTES
CEMETERY BOARD

6:30 PM - Thursday, October 5, 2017
Issaquah Trails Center, 110 SE Bush St., Issaquah, WA 98027

Staff:	Brian Berntsen, Aaron Heyer
Present:	Randal Darst, Barb Wood, Karen Luecking, Emily Cha, Tyler Malmberg (Absent)
Cemetery Partner:	Allen Flintoft
Excused:	Linda Hjelm

1. CALL TO ORDER

a. Chairperson Darst called the meeting to order 6:38 p.m.

2. APPROVAL OF MINUTES

a. The minutes of September 7, 2017 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Luecking **SECONDED**, and **MOTION CARRIED 4-0**.

3. AUDIENCE COMMENTS

- None.

4. REPORTS/REQUEST

a. Cemetery Partner
Presented by:
Allen Flintoft, Flintoft Representative

- Flintoft provided an update on the two test graves in Section 2 of the Upper Cemetery. The graves were dug to evaluate and assess drainage on this site.
- Flintoft provided an update on the restorative work to grave sites in the Upper Hillside Cemetery.

b. Monthly Staff Inspection
Presented by:
Aaron Heyer, Parks Operations Lead

- Report will be presented at the next Cemetery Board meeting.

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 August 2017 to the Cemetery Board.

5. AGENDA ITEMS

a. Opening Section 2 of Upper Cemetery
Presented by:
Brian Berntsen, Deputy Director

- Berntsen updated the Board on his research regarding whether there are any requirements to open Section 2 of the Upper Hillside Cemetery. He will continue to research and provide an update at the next meeting.
- Before opening Section 2, the Cemetery Board would like to complete the Cemetery fee assessment and propose a fee increase to City Administration.
- The Cemetery Board agreed that prior to opening Section 2 of the Upper Hillside Cemetery that the drainage in this location needs to be evaluated.

b. Cemetery Fee Increase
Presented by:
Randal Darst, Chair

- Darst reviewed the Cemetery Fee survey and comparable pricing of other burial service providers.
- Board members reviewed and discussed the fees.
- Darst will update the fees and send them out to the Board for review prior to the next meeting.

- Berntsen mentioned that the board may want to consider whether or not a fee is appropriate for quick claim deeds and transfers processed by the City as this requires staff time and currently there is no fee for this service.

c. GIS Sub-Committee Update
Presented by:
Randal Darst, Chair

- Flintoft will provide Darst with a drive that has all the burial information on it.

d. Use of Columbarium's
Presented by:
Randal Darst, Chair

- Board discussed developing a plan on where columbarium's may be appropriate within the Lower Cemetery.
- Board discussed the value of having Columbarium's with a view.
- Board discussed process for putting in a columbarium.

e. 2017 Project List Review
Presented by:
Brian Berntsen, Deputy Director

- Cemetery Board reviewed and discussed the projects list and items to address in 2017. As long as budget allows, the items below will be spent out of the 2017 budget.
- **MOTION** to approve spending up to $7,000 to repave the asphalt that is cracking at the upper "Y" in the Lower Cemetery. Board member Luecking **MOVED** to approve spending up to $7,000 to repave the asphalt that is cracking at the upper "Y" in the Lower Cemetery, Board member Darst **SECONDED**, and **MOTION CARRIED 4-0**.
- **MOTION** to approve spending up to $2,000 to remove the dead branches from the trees by the Lower Cemetery exit and Wold grave. Board member Darst **MOVED** to approve spending up to $2,000 to remove the dead branches from the trees by the Lower Cemetery exit and Wold grave, Board member Cha **SECONDED**, and **MOTION CARRIED 4-0.**
- **MOTION** to approve spending up to $1,000 to purchase planting materials, supplies and rent a mini-excavator for the maintenance of the bed surrounding the entrance sign to the Lower Cemetery. Board member Darst **MOVED** to approve spending up to $1,000 to purchase planting materials, supplies and rent a mini-excavator for the maintenance

of the bed surrounding the entrance sign to the Lower Cemetery, Board member Wood **SECONDED**, and **MOTION CARRIED 4-0.**

6. OTHER BUSINESS / ANNOUNCEMENTS

a. **Cemetery History, Linda Hjelm (absent).**
b. **Update on Parks Supervisor position.**
c. **Board agreed to move the next Cemetery Board meeting to Tuesday, November 14th.**

7. ADJOURNMENT

Board Member Wood **MOVED** to adjourn at 8:22 p.m., Board Member Darst **SECONDED**, and the **MOTION CARRIED 4-0**.