



DRAFT MINUTES CEMETERY BOARD SPECIAL MEETING

6:30 PM – Tuesday, November 14, 2017

Lewis House, 115 SE Bush St., Issaquah, WA 98027

Staff: Brian Berntsen, Matt Mechler

Present: Randal Darst, Barb Wood, Karen Luecking, Emily Cha, Tyler Malmberg (Absent)

Cemetery Partner:

Excused: Linda Hjelm, Allen Flintoft

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:33 p.m.

2. APPROVAL OF MINUTES

- a. The minutes of October 5, 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

- No update.

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Parks Operations Supervisor

- Mechler will present the monthly staff inspection report at the Cemetery Board's next 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 September 2017 to the Cemetery Board.

5. AGENDA ITEMS

a. Opening Section 2 of Upper Cemetery

Presented by:

Randal Darst, Chair

- 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 proposed Cemetery Fees with the Board.
- Board members reviewed and discussed the updated fees including the addition of a processing fee to cover staff expense for processing changes.
- Board member Darst **MOVED** to approve the proposed Issaquah Hillside Cemetery Fees with amendments to the processing language fee as discussed, Board member Cha **SECONDED**, and **MOTION CARRIED 4-0**.

c. GIS Sub-Committee Update

Presented by:

Randal Darst, Chair

- Darst has been working with Flintoft on gathering Cemetery data. Darst is also working with Brian Overman to input the information on the City's GIS.

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.
- Berntsen informed the board that the paving project approved at last month's meeting will be moved to early 2018 due to budget restraints. Staff is moving forward with the tree and front bed work in 2017.

6. OTHER BUSINESS / ANNOUNCEMENTS

- a. Next meeting is currently scheduled for December 7, 2017.**
- b. Wood informed the Board that she would not be able to attend the December Cemetery Board Meeting.**

7. ADJOURNMENT

Board Member Luecking **MOVED** to adjourn at 8:12 p.m., Board Member Wood **SECONDED**, and the **MOTION CARRIED 4-0**.