



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Thursday, January 4, 2018
Trails House, 110 SE Bush St., Issaquah, WA 98027

Staff: Brian Berntsen, Matt Mechler

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

Cemetery Partner: Allen Flintoft

Excused:

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:31 p.m.

2. APPROVAL OF MINUTES

- a. The minutes of December 7, 2017 were approved as written. Board member Malmberg **MOVED** to approve the minutes, Board member Wood **SECONDED**, and **MOTION CARRIED 5-0**.

3. AUDIENCE COMMENTS

- None.

4. REPORTS/REQUEST

- a. **Cemetery Partner**

Presented by:
Allen Flintoft, Flintoft Representative

- Busy December, still waiting on final numbers.

- Have recently noticed many mole hills coming up within the Cemetery and need to be knocked down.

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Parks Operations Supervisor

- Mechler will email the monthly staff inspection report out to Board members.
- Mechler is working on updating the map on the inspection report.
- Sweet Gum tree in Upper Hillside Cemetery has been removed and Mechler provided two Sweet Gum tree options for the Board to consider.
- Board member Luecking **MOVED** to approve spending up to \$300 for a new Sweet Gum tree to be place in the Upper Hillside Cemetery, Board member Cha **SECONDED**, and the **MOTION CARRIED 5-0**.

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 November 2017 to the Cemetery Board.

5. AGENDA ITEMS

a. Opening Section 2 of Upper Cemetery

Presented by:

Randal Darst, Chair

- Before opening Section 2 of the Upper Hillside Cemetery, the Cemetery Board would like to have the updated Cemetery Fees in place.
- 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.
- Staff will research what would be required to assess and develop a drainage plan for Section 2 of the Upper Hillside Cemetery.

b. Cemetery Fee Increase

Presented by:

Randal Darst, Chair

- Staff will work with City Administration on proposing the recommended fee increases to the City Council and report back to the Cemetery Board.

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, GIS Coordinator, to input the information on the City's GIS.
- Board discussed how best to handle future tracking of sites and the need to develop a process for inputting new data once the existing data has been updated.

d. Use of Columbarium's

Presented by:
Randal Darst, Chair

- Board discussed developing a plan on where columbaria may be appropriate within the Lower Cemetery.
- Staff will be conducting a site visit on January 22nd at 2:00 p.m. in the Lower Cemetery to review potential columbarium site locations. Darst, Berntsen, Mechler and Flintoft will be in attendance.
- Board expressed their desire to allocate funding to purchase and install a columbarium in the Cemetery's 2019 budget requests.

e. 2017 Project List Review

Presented by:
Brian Berntsen, Deputy Director

- Cemetery Board reviewed and discussed the projects list and items to address in 2018.
- Board requested that Upper Hillside Section 2 drainage be added to the projects list.

6. OTHER BUSINESS / ANNOUNCEMENTS

- a. Board discussed the recent cold weather and the ice that formed in the turn-around area of the Upper Cemetery. Parks staff has been notified and will monitor this location and will sand and de-ice as needed during inclement weather.
- b. Next meeting is currently scheduled for February 1, 2018.

7. ADJOURNMENT

Board Member Wood **MOVED** to adjourn at 7:56 p.m., Board Member Malmberg **SECONDED**, and the **MOTION CARRIED 5-0**.