CITY OF ISSAQUAH WASHINGTON

DRAFT MINUTES
CEMETERY BOARD

6:30 PM – Thursday, February 1, 2018
Trails House, 110 SE Bush St., Issaquah, WA 98027

Staff:	Brian Berntsen, Matt Mechler
Present:	Randal Darst, Barb Wood, Emily Cha
Cemetery Partner:	Allen Flintoft
Excused:	Karen Luecking, Tyler Malmberg

1. CALL TO ORDER

a. Chairperson Darst called the meeting to order at 6:30 p.m.

2. APPROVAL OF MINUTES

a. The minutes of January 4, 2018 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Cha **SECONDED**, and **MOTION CARRIED 3-0**.

3. AUDIENCE COMMENTS

- David Waggoner
  - Waggoner informed the Board that on February 5th he will be attending the City Council meeting to share information on Linda Hjelm's passing and her service to the Community.
  - Waggoner informed the Board that in the future he will be coming to the Board with a proposal to have the garden at the entrance of the Lower Hillside Cemetery be named after past Board Member, Linda Hjelm, proposal will be to call it the "Linda Hjelm Memorial Garden."
  - Waggoner informed the Board that next month he will be attending the Board meeting to propose an Eagle Scout project with James Adkins

(project lead). The proposal is for a Cemetery project that will honor the 19 Civil War Veterans buried within the Lower Hillside Cemetery. Proposal will include cleaning headstones and erecting a sign to honor those that served in the Civil War.

4. REPORTS/REQUEST

a. Cemetery Partner

Presented by:
Allen Flintoft, Flintoft Representative

- Received some emails regarding issues at the Cemetery and has been addressing those concerns.
- Requested to install three-way mix in order to level out some of the ground within the Upper Hillside Cemetery. Requested that this work be done around the end of February.

b. Monthly Staff Inspection

Presented by:
Matt Mechler, Parks Operations Supervisor

- Mechler emailed the monthly staff inspection report out to Board members prior to the meeting.
- Mechler reviewed the monthly staff inspection report with the Board members.
- Mechler discussed the recent issue with tire tracks and vehicles driving through the front bed of the Lower Hillside Cemetery. Mechler will put together some options with pricing for the Board to consider at its March Board Meeting for a method to resolve this issue.

c. Monthly Budget Report

Presented by:
Brian Berntsen, Deputy Director

- Berntsen presented the 2018 budget report in the new format requested by the Board. Board likes the new format and layout for viewing the Cemetery Fund budget.
- Berntsen will present the 2017 year-end report at the Board's meeting in March.

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 Hillside Cemetery.
- Staff conducted a site visit on January 22nd at 2:00 p.m. in the Lower Hillside Cemetery to review potential columbaria site locations. Darst, Wood, Berntsen and Mechler attended.
- Darst and Wood reviewed the map developed by Wood and discussed the potential locations discussed for columbaria to be located.
- Board expressed their desire to allocate funding to purchase and install a columbarium in the Cemetery's 2019 budget requests.

- Mechler and Berntsen will speak with City staff and Flintoft will reach out to one of his contacts to inquire about landscape design services for the columbaria sites discussed.

e. 2018 Project List Review
Presented by:
Brian Berntsen, Deputy Director

- Berntsen reviewed and discussed the projects list and items to address in 2018 with the Cemetery Board.

6. OTHER BUSINESS / ANNOUNCEMENTS

a. Berntsen shared that the Parks and Recreation Department is working on and developing a park bench donation program.
b. Wood reported that Linda Hjelm's memorial last weekend was a very nice event.
c. Wood attended Mayor Fred Butler's retirement reception.
d. Darst informed the Board that recruitment for new Board members should be coming out soon.
e. Next Board meeting is currently scheduled for March 1, 2018.

7. ADJOURNMENT

Board Member Cha **MOVED** to adjourn at 8:11 p.m., Board Member Wood **SECONDED**, and the **MOTION CARRIED 3-0**.