



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Monday, April 2, 2018

Parks and Recreation Administration Building, 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: Allen Flintoft

Excused:

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 March 1, 2018 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Cha **SECONDED**, and **MOTION CARRIED 4-0**.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

a. Cemetery Partner

Presented by:

Allen Flintoft, Flintoft Representative

- Reminded the Board that Memorial Day is coming up.

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.

c. Monthly Budget Report

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented the 2018 budget report.

5. AGENDA ITEMS**a. Eagle Scout Project (A)**

Presented by:

Randal Darst, Chair

- James Adkins from Troop 709 presented his Eagle Scout bench project proposal for the Lower Hillside Cemetery.
- Board member Darst **MOVED** to approve the Eagle Scout project to install a memorial bench recognizing 19 Civil War Veterans as proposed, discussed and presented, including but not limited to the design and materials and waiver of the requirement for a concrete foundation as requested and per manufacturers recommendation, direct location to be determined by Parks Operations and Flintoft's Funeral Home, Board member Wood **SECONDED**, and the **MOTION CARRIED 4-0**.

b. 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.

c. 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.

d. GIS Sub-Committee Update

Presented by:
Randal Darst, Chair

- Nothing new to report.
- 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.

e. 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.
- Board expressed their desire to allocate funding to purchase and install a columbarium in the Cemetery's 2019 budget requests.

f. 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.
- Board member Cha **MOVED** to approve up to \$700 for fertilizing, moss control and broad leaf weed control for problem areas within the Upper and Lower Hillside Cemeteries, Board member Luecking **SECONDED**, and **MOTION CARRIED 4-0**.

6. OTHER BUSINESS / ANNOUNCEMENTS

- a. Board and Commission recruitments currently taking place.
- b. Next Board meeting is currently scheduled for May 17, 2018 at 3:30 p.m. in the Lower Hillside Cemetery. Meeting will be to conduct a walkthrough and review of projects for Lower and Upper Hillside Cemetery for 2018.

7. ADJOURNMENT

Board Member Luecking **MOVED** to adjourn at 8:00 p.m., Board Member Darst **SECONDED**, and the **MOTION CARRIED 4-0**.