



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Thursday, February 7, 2019

Parks and Recreation Administration Building, 115 SE Bush St., Issaquah, WA 98027

Staff: Brian Berntsen, Matt Mechler

Present: Randal Darst, Barbara Wood, Emily Cha, Mara Swenson
(Absent)

Cemetery Partner: Allen Flintoft

Excused: Fred McWhirter

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:30 p.m.
- b. Mary Lou Pauly, Mayor
 - Thanked the Cemetery Board members for their service.

2. APPROVAL OF MINUTES

- a. The minutes of January 3, 2019 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Cha **SECONDED**, and **MOTION CARRIED 3-0.**

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

a. Cemetery Partner

- Has been meeting with Parks Administration to discuss long-term planning.

b. Monthly Staff Inspection

Presented by:
Matt Mechler, Park Operations Supervisor

- Mechler reported that due to the inclement weather a monthly staff inspection was not conducted. An inspection will be conducted once the weather improves.

c. Monthly Budget Report

Presented by:
Brian Berntsen, Deputy Director

- Berntsen presented the 2018 year-end and 2019 monthly budget report.
- Berntsen provided an update on the proposed cemetery fee increases.

5. AGENDA ITEMS

a. Cemetery Walk-Through

Presented by:
Randy Darst, Chair

- Darst discussed having a Cemetery Board walk-through in April in lieu of the Cemetery Board meeting.
- Board member Cha **MOVED** to have a Special Meeting of the Cemetery Board on April 4, at 2:00 p.m. to walk-through both Upper and Lower Hillside Cemeteries, Board member Wood **SECONDED**, and the **MOTION CARRIED 3-0**.

b. Columbarium

Presented by:
Randy Darst, Chair

- Board agreed to have Flintoft work with a Landscape Architect to develop a plan for the Columbaria area within the Lower Hillside Cemetery.
- Board will review and discuss the proposed plan once its developed and discuss next steps.

c. 2018 Project List Review

Presented by:
Brian Berntsen, Deputy Director

- Berntsen reviewed and discussed the projects list and items to address in 2019 with the Cemetery Board.
- Board member Darst **MOVED** to approve spending up to \$2,200 for the discussed tree work within the Lower Hillside Cemetery, Board member Cha **SECONDED**, and the **MOTION CARRIED 3-0**.
- Board member Cha **MOVED** to approve spending up to \$1,800 for the repair of the fence within the Lower Hillside Cemetery that was damaged by a tree, Board member Darst **SECONDED**, and the **MOTION CARRIED 3-0**.

6. OTHER BUSINESS / ANNOUNCEMENTS

- a. Next Board meeting is currently scheduled for March 7, 2019 at 6:30 p.m. in the Parks and Recreation Administration Building.
- b. City of Issaquah recruitment for Boards and Commissions will begin soon.

7. ADJOURNMENT

Board Member Darst **MOVED** to adjourn at 7:42 p.m., Board Member Wood **SECONDED**, and the **MOTION CARRIED 3-0**.