



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Thursday, March 7, 2019

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

Staff: Brian Berntsen, Matt Mechler

Present: Randal Darst, Barbara Wood, Fred McWhirter, Emily Cha, Mara Swenson (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 February 7, 2019 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

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

- Flintoft would like to do some leveling within the Upper Hillside Cemetery this Spring using a three-way soil mix. Board agrees with this improvement being made.

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Park 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 reported that the wall at the entrance to the Lower Hillside Cemetery has been repaired after being damaged during the weather event.

c. Monthly Budget Report

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented the 2019 monthly budget report.
- Berntsen provided an update on the proposed Cemetery Fee increases and discussed Council's and Administration's desire to include the proposed Cemetery Fee increases with the proposed Management Agreement between the City and Flintoft's in an Agenda Bill later this year. Delaying the Cemetery Fee increases will provide the opportunity to consider fee increases within the context of the Cemetery Management Agreement and Revenue Plan scheduled to be finalized this summer.

5. AGENDA ITEMS

a. Cemetery Walk-Through

Presented by:

Randy Darst, Chair

- Darst discussed the upcoming Cemetery Board walk-through Special Meeting that will be held on April 4, 2019 at 2:00 p.m. in lieu of the regularly scheduled meeting.
- Board members will meet in the Upper Hillside Cemetery to begin the walk-through.
- Board discussed agenda items to discuss during the Cemetery Board walk-through.

b. Columbarium

Presented by:
Randy Darst, Chair

- Board agreed to have Flintoft work with a Landscape Architect to develop concepts for the Columbaria area within the Lower Hillside Cemetery.
- Flintoft presented and the Board discussed the architectural concepts for the Columbaria area within the Lower Hillside Cemetery.

c. 2019 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.
- Mechler provided an update on the tree work done in the Lower Hillside Cemetery.
- Mechler provided an update on the fence repair in Lower Hillside Cemetery.
- Board member Darst **MOVED** to approve spending up to \$350 to purchase vases in preparation for Memorial Day, Board member McWhirter **SECONDED**, and **MOTION CARRIED 4-0**.

6. OTHER BUSINESS / ANNOUNCEMENTS

- Next Board meeting (Special Meeting) is currently scheduled for April 4, 2019 at 2:00 p.m. meeting in the Upper Hillside Cemetery. This Special Meeting will be in lieu of the Cemetery Board's regularly scheduled April meeting.
- City of Issaquah recruitment for Boards and Commissions has begun.
- Wood discussed the VFW Memorial Program with the Board. Post 3436 and Flintofts will be sponsoring the event on Monday, May 27 at 10:00 a.m. The flags at both upper and lower cemeteries will be raised at 9:00 a.m. The VFW will be placing flags and crosses along with flags and stars of David on veterans' graves. These will be taken down at 6:00 p.m. on Monday, May 27. This is an annual event.

7. ADJOURNMENT

Board Member McWhirter **MOVED** to adjourn at 7:50 p.m., Board Member Wood **SECONDED**, and the **MOTION CARRIED 4-0**.