



## MINUTES CEMETERY BOARD

---

**6:30 PM – Thursday, June 13, 2019**

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

**Staff:** Matt Mechler

**Present:** Randal Darst, Barbara Wood, Fred McWhirter, Jim Daniel, Jean McMullan, Anthony Bolton (Absent)

**Cemetery Partner:** Allen Flintoft

**Excused:** Brian Berntsen

### 1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:38 p.m.

### 2. APPROVAL OF MINUTES

- a. The minutes of April 4, 2019 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member McWhirter **SECONDED**, and **MOTION CARRIED 5-0.**

### 3. AUDIENCE COMMENTS

- None

### 4. REPORTS/REQUEST

#### a. Cemetery Partner

- Flintoft asked for Board approval for a new installation of an upright headstone for Bing Xiao in section 1 of the Lower Hillside Cemetery. The headstone will be located near other upright monuments currently in this

section. Board member McWhirter **MOVED** to approve the installation of the new headstone, and Daniel **SECONDED**, and the **MOTION CARRIED 5-0**.

**b. Monthly Staff Inspection**

Presented by:

Matt Mechler, Park Operations Supervisor

- Mechler presented the monthly staff inspection report to Board members at the meeting.
- Mechler reviewed the monthly staff inspection report with the Board members.

**c. Monthly Budget Report**

Presented by:

Matt Mechler, Parks Operations Supervisor

- Mechler presented the 2019 monthly budget report.

**5. AGENDA ITEMS**

**a. Board Elections**

Presented by:

Matt Mechler, Parks Operations Supervisor

Randy Darst, Chair

- Mechler ask for any nominations for the Cemetery Board Chairperson. Wood **MOVED** to nominate Randy Darst as chair, and McWhirter **SECONDED**, and the **MOTION CARRIED 4-0**.
- Darst ask for any nominations for the Cemetery Board Vice Chairperson. McWhirter **MOVED** to nominate Barbara Wood as vice chair, and McMullan **SECONDED**, and the **MOTION CARRIED 4-0**.

**b. Columbarium within Lower Hillside Cemetery**

Presented by:

Matt Mechler, Parks Operations Supervisor

Allen Flintoft, Flintoft Representative

- Flintoft discussed the architectural concepts for the Columbaria area within the Lower Hillside Cemetery.

**c. Cemetery Management Agreement**

Presented by:

Matt Mechler, Parks Operations Supervisor

- Mechler provided an update on the management agreement between the City and the Cemetery Partner, Flintoft's Funeral Home.

**d. Upper Hillside Cemetery Section 2**

Presented by:

Matt Mechler, Parks Operations Supervisor

- Mechler discussed design concepts for the Upper Hillside Cemetery and approval to spend \$6,500 for an architect to draft a design concept.
- The board discussed the design concept and tabled the decision to spend \$6,500 until more details are available regarding the design and capacity of section 2 in the Upper Hillside Cemetery.

**e. 2019 Project List Review**

Presented by:

Matt Mechler, Parks Operations Supervisor

- Mechler reviewed the 2019 project list.

**6. OTHER BUSINESS / ANNOUNCEMENTS**

- a. Next Board meeting (Special Meeting) is currently scheduled for July 11, 2019 at 6:30 p.m. This Special Meeting will be in lieu of the Cemetery Board's regularly scheduled July 4, 2019 meeting due to the 4<sup>th</sup> of July holiday.
- b. Wood presented that a Boy Scout is interested in building a kiosk and message board at the Lower Hillside Cemetery for his Eagle Scout project. The board discussed this project and decided that until a design concept is adopted for the Lower Hillside Cemetery it is best to hold off on smaller projects that may not conform to the overall design concept.

**7. ADJOURNMENT**

Board Member Daniel **MOVED** to adjourn at 8:58 p.m., Board Member McWhirter **SECONDED**, and the **MOTION CARRIED 5-0**.