



## DRAFT MINUTES CEMETERY BOARD

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**6:30 PM – Thursday, September 5, 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, Jim Daniel,  
Jean McMullan

**Cemetery Partner:** Allen Flintoft

**Excused:** Anthony Bolton

### 1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:34 p.m.

### 2. APPROVAL OF MINUTES

- a. The minutes of August 1, 2019 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Daniel **SECONDED**, and **MOTION CARRIED 5-0**.

### 3. AUDIENCE COMMENTS

- None

### 4. REPORTS/REQUEST

#### a. Cemetery Partner

- Flintoft requested approval for a memorial monument to be placed within the Lower Hillside Cemetery for the Fitzpatrick family.

Board member McWhirter **MOVED** to approve the proposed memorial monument for the Fitzpatrick family with the condition that the family sign an agreement acknowledging that mowing would occur over the monument, Board member McMullan **SECONDED**, and the **MOTION CARRIED 5-0**.

**b. Monthly Staff Inspection**

Presented by:

Matt Mechler, Park Operations Supervisor

- Mechler presented and reviewed the monthly staff inspection report.

**c. Monthly Budget Report**

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented and reviewed the 2019 monthly budget report.

**5. AGENDA ITEMS**

**a. Construction and Installation of New Columbarium within Lower Hillside Cemetery**

Presented by:

Brian Berntsen, Deputy Director

Allen Flintoft, Flintoft Representative

- Flintoft reported that he is still working with Dar Webb to refine the design for a Columbarium within the Lower Hillside Cemetery that the Board has reviewed and provided input on.
- Flintoft reported that he is working on developing cost estimates for constructing a Columbarium within the Lower Hillside Cemetery. Once estimates are created, they will be presented to the Board for review, discussion and input.

**b. Cemetery Planning**

Presented by:

Brian Berntsen, Deputy Director

- Berntsen reminded the Board of the public meeting next Monday, September 9<sup>th</sup> from 6:00 p.m. – 7:30 p.m. at Gibson Park. This meeting is being held to inform the neighbors and the community of the Cemetery planning that has taken place and to receive input and feedback on this work.

- Berntsen updated the Board that Dar Webb is working on schematic design options for the Upper Hillside Cemetery. Flintoft will be meeting with Webb onsite to discuss design concepts which will include estate plots.
- Berntsen presented and Board discussed the Cemetery Management Agreement with Flintoft's that has been developed by the City's Attorney, City staff and Flintoft's. Berntsen will send out another copy of the agreement for the Board to review and this item will be discussed at the October Board meeting.
- Flintoft presented and Board discussed preliminary ranges for the proposed Cemetery Fee increases.
- Berntsen reminded the Board that as discussed at previous Board meetings, the fees are being developed to stay current within market rates for similar types of services and to build a healthier Cemetery Fund moving into the future. A healthier fund will provide for future capital opportunities within the existing footprint of the Cemetery and help provide for the maintenance and operation of the Cemetery now and after all plots have been sold. It was important to the Board that this work be completed prior to the opening of Section 2 within the Upper Hillside Cemetery.
- Board discussed having resident and non-resident fee structure within the Cemetery Fees to align with other services offered by the Parks and Recreation Department.

**c. 2019 Project List Review**

Presented by:

Brian Berntsen, Deputy Director

- Berntsen reviewed the 2019 project list.

**6. OTHER BUSINESS / ANNOUNCEMENTS**

- a. Next Board meeting is currently scheduled for October 3, 2019 at 6:30 p.m. in the Parks Administration Building.

Board member Darst **MOVED** to move the October 3, 2019 Cemetery Board meeting to Tuesday, October 1, 2019 same time and location, Board member Wood **SECONDED**, and the **MOTION CARRIED 5-0**.

- b. Darst will not be attending the October 1, 2019 Cemetery Board meeting.

**7. ADJOURNMENT**

Board Member McWhirter **MOVED** to adjourn at 8:08 p.m., Board Member Darst **SECONDED**, and the **MOTION CARRIED 5-0**.