



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Tuesday, October 1, 2019

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

Staff: Brian Berntsen, Matt Mechler

Present: Barbara Wood, Fred McWhirter, Jim Daniel, Anthony Bolton, Jean McMullan

Cemetery Partner: Allen Flintoft

Excused: Randal Darst

Unexcused:

1. CALL TO ORDER

- a. Vice Chairperson Wood called the meeting to order at 6:31 p.m.

2. APPROVAL OF MINUTES

- a. The minutes of September 5, 2019 were approved as written. Board member Daniels **MOVED** to approve the minutes, Board member Bolton **SECONDED**, and **MOTION CARRIED 5-0**.

3. AUDIENCE COMMENTS

- None

4. REPORTS/REQUEST

a. Cemetery Partner

- Flintoft proposed installing a new bench within the Lower Hillside Cemetery Section 3 to be purchased by the Pentland family.

Board member McWhirter **MOVED** to approve installing a new bench for the Pentland family within Section 3 of the Lower Hillside Cemetery, Board member Wood **SECONDED**, and the **MOTION CARRIED 5-0**.

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Park Operations Supervisor

- Mechler will present the monthly staff inspection next month.

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 Columbaria 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 Columbaria 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 updated the Board on the public meeting held on September 9th and thanked the Board members that attended the meeting.
- Berntsen updated the Board on the work Dar Webb has been doing developing schematic design options for the Upper Hillside Cemetery.
- Berntsen presented, and the Board discussed the Cemetery Management Agreement with Flintoft's that has been developed by the City's Attorney, City staff and Flintoft's and has been reviewed by the Cemetery Board.

Board member McMullan **MOVED** to recommend the Mayor and City Council approve and sign the Cemetery Management Agreement as written, Board member Daniels **SECONDED**, and the **MOTION CARRIED 5-0**.

- Flintoft and Berntsen presented, and the Board discussed the proposed Cemetery Fee Increases.

Board member McWhirter **MOVED** to recommend the Mayor and City Council approve the proposed Cemetery Fee Increases as approved by the Cemetery Board, Board member Wood **SECONDED**, and the **MOTION CARRIED 5-0**.

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 November 7, 2019 at 6:30 p.m. in the Parks Administration Building.
- b. Jean McMullan will not attend the November meeting.

7. ADJOURNMENT

Board Member McWhirter **MOVED** to adjourn at 7:27 p.m., Board Member McMullan **SECONDED**, and the **MOTION CARRIED 5-0**.