



DRAFT MINUTES CEMETERY BOARD

6:30 PM – Thursday, November 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, Anthony Bolton

Cemetery Partner: Allen Flintoft

Excused: Jean McMullan, Jim Daniel

Unexcused:

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 October 1, 2019 were approved as written. Board member Bolton **MOVED** to approve the minutes, Board member McWhirter **SECONDED**, and **MOTION CARRIED 4-0**.

3. AUDIENCE COMMENTS

- Cory Christensen spoke on the need to review Cemetery fees each year, encouraged having a path in the buffer of Upper Hillside Cemetery and commented on having Columbaria within the Lower Hillside Cemetery.

4. REPORTS/REQUEST

- a. Cemetery Partner

- No update.

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Park Operations Supervisor

- Mechler presented the monthly staff inspection.

c. Monthly Budget Report

Presented by:

Brian Berntsen, Deputy Director

- Berntsen presented and reviewed the 2019 monthly budget report.
- Mechler informed the Board that the clock for the Lower Hillside Cemetery is not working and will be fixed soon. Staff will bring the expense for fixing the clock to the next Cemetery Board meeting.

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 reviewed and discussed with the Board the work Dar Webb has done developing schematic designs options for the Upper Hillside Cemetery. Berntsen reminded Board members that the designs are concepts and represent types of features the Cemetery could have. There would be more process and a more formalized design before any proposed structures would be built.

- Berntsen updated the Board on the budget discussions with Council regarding the proposed Cemetery Fee Increases. Council will be meeting on Monday, November 18th at 7:00 p.m. in City Hall South to adopt the Mayor's 2020 budget recommendations. Board members are always welcome to attend City Council meetings.
- Berntsen presented, and the Board discussed the proposed Burial Assistance Program.

Board member Darst **MOVED** to support a Burial Assistance Program for qualified individuals. Offering a 50% discount to eligible applicants off the proposed 2020 Cemetery Fees as included within the ordinance within AB 7870. The criteria and process will be developed by the Cemetery Board and submitted to the City Council for review and approval prior to end of the first quarter, 2020. Board member McWhirter **SECONDED**, and the **MOTION CARRIED 4-0.**

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 December 5, 2019 at 6:30 p.m. in the Parks Administration Building.
- b. Board and Commission Recognition Event invites have been sent out to all Board and Commission members for Thursday, November 21st from 6:00 p.m. – 8:00 p.m. Please be sure to respond to the invite request if you plan on attending and please let the Mayor know if you will be bringing a guest (one guest per invite).

7. ADJOURNMENT

Board Member Wood **MOVED** to adjourn at 8:37 p.m., Board Member Bolton **SECONDED**, and the **MOTION CARRIED 4-0.**