



MINUTES CEMETERY BOARD

6:30 PM – Thursday, April 1, 2021

Alternate Meeting Format: On March 6, 2020 the Mayor declared a civil emergency due to the outbreak of novel coronavirus (COVID-19). On March 24, 2020 the Governor issued Proclamation 20-28 relating to the COVID-19 emergency and open public meetings. The proclamation has been extended. Due to these factors, the meeting was held using a remote meeting platform.

Staff: Brian Berntsen, Matt Mechler

Present: Randal Darst, Barbara Wood, Anthony Bolton, Fred McWhirter (arrived late), Jim Daniel (arrived late)

Cemetery Partner: Allen Flintoft

Excused Absence: Jean McMullan, Alternate

1. CALL TO ORDER

- a. Chairperson Darst called the meeting to order at 6:33 p.m.

2. APPROVAL OF MINUTES

- a. The minutes of February 6, 2020 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Bolton **SECONDED**, and **MOTION CARRIED 3-0**.

3. AUDIENCE COMMENTS

- Cory Christensen
 - Would have liked for the community meeting on Hillside Park to have talked more about the Cemetery as a neighbor to the Park.

- Would like to have the Parks and Community Services Department share the designs/concepts that were created for the Upper Hillside Cemetery at the Hillside Park meetings. Lots of synergy and collaboration that can happen between these two projects.
- Encourages the creation of a pathway/trail through the buffer of Upper Hillside Cemetery Section 2 sooner than later to create a formalized pedestrian route rather than walking through the Cemetery.

4. REPORTS/REQUEST

a. Cemetery Partner

- 20% increase in business, in-person services down by more than this.
- Grave sales are good and maintenance fees are lower than usual due to COVID restrictions.
- Have begun selling graves within selected areas within Upper Hillside Cemetery Section 2.
- Request to sell a grave within Upper Hillside Cemetery Section 2 above the flagpole.

Board member Bolton **MOVED** to approve the grave sale within Upper Hillside Cemetery within Section 2 row 6 grave 9 above the flagpole, Board member McWhirter **SECONDED**, and **MOTION CARRIED 4-0**.

- Request for Sandra Bonomi to have an upright grave marker within Lower Hillside Cemetery Section 1.

Board member Wood **MOVED** to approve the Bonomi request for an upright headstone within Section 1 of the Lower Hillside Cemetery, Board member Bolton **SECONDED**, and **MOTION CARRIED 4-0**.

b. Monthly Staff Inspection

Presented by:

Matt Mechler, Park Operations Supervisor

- Mechler presented the monthly staff inspection report.
- Upper Hillside Cemetery gate was hit by a vehicle and damaged. Park Operations is looking into and getting a bid for the repair.
- Cemetery has been mowed and the water has been turned on.
- Seasonal employee for the Cemetery has been hired and will begin work next week.

c. Monthly Budget Report

Presented by:

Brian Berntsen, Recreation Manager

- Berntsen will present the 2021 Cemetery budget report at the May Cemetery Board meeting.

5. AGENDA ITEMS**a. Cemetery Partner 2020 Review**

Presented by:

Allen Flintoft, Flintoft Representative

- Information discussed during Cemetery Partner Report.

b. Park Operations 2020 Review

Presented by:

Matt Mechler, Park Operations Supervisor

- Upper Hillside Cemetery gate reviewed and discussed during Monthly Staff Inspection Report.
- Lower Hillside Cemetery flower bed.
- Last year's maintenance worker was able to accomplish a lot of work on headstones, removing invasive plants (ivy) and a lot of edging along the roadway.
- Port-o-Pottie will be ordered at the beginning of May for the Lower Hillside Cemetery along with some more plastic flower holders for Memorial Day.
- Park Operations picked-up a bunch of flags that are now at the Park Operations Shop. Wood will look into re-using them.

c. Cemetery Board Recruitment

Presented by:

Brian Berntsen, Recreation Manager

- Mayor appointing Board and Commission members on Tuesday, April 27th.
- New and returning Board and Commission members begin in May.
- Election of Chair and Vice-Chair in May.
- Thank you, Jim Daniel and Fred McWhirter for serving on the Cemetery Board.

6. OTHER BUSINESS / ANNOUNCEMENTS

a. Hillside Park Play Area Improvements

- Information located on City website
<https://www.issaquahwa.gov/3251/Hillside-Park-Play-Area-Improvements>.
 - Video, presentation, survey results and comments from public meetings available online.
- 2014 community conversations.
- 2020 Parks and Community Services was asked to look at the potential for play elements at this park.
- No decisions have been made and City will be holding more public meetings, including meeting onsite in the future.
- Trail/link to Hillside Park through the 50' buffer adjacent to Upper Hillside Cemetery Section II is a consideration for improved pedestrian access.
- Jennifer Fink, Park Planner & Project Administrator, is the project lead for Hillside Park. Jennifer can be reached at JenniferF@issaquahwa.gov.

b. Next Board meeting is currently scheduled for May 6th at 6:30 p.m.

Board member Darst **MOVED** to move the May Cemetery Board meeting to Thursday, May 13th at the same time and virtually, Board member Wood **SECONDED**, and **MOTION CARRIED 5-0**.

c. Future in-person meetings will occur after the Issaquah City Council begins meeting in-person.

7. ADJOURNMENT

Board Member McWhirter **MOVED** to adjourn at 7:46 p.m., Board Member Daniel **SECONDED**, and the **MOTION CARRIED 5-0**.