CEMETERY BOARD MINUTES – SPECIAL MEETING
6:30 p.m. Thursday, May 13, 2021

Staff:	Brian Berntsen, Matt Mechler
Present:	Randal Darst, Barbara Wood, Anthony Bolton, Jean McMullan, Cyndy Lipe
Cemetery Partner:	Allen Flintoft
Excused:	
Unexcused:	

CALL TO ORDER

1. Chairperson Darst called the meeting to order at 6:31 p.m.

APPROVAL OF MINUTES

1. The minutes of April 1, 2021 were approved as written. Board Member Bolton **MOVED** to approve the minutes, Board Member Wood **SECONDED**, and the **MOTION CARRIED 5-0**.

AUDIENCE COMMENTS

REPORTS/REQUEST

1. **Cemetery Partner**
   Presented by Allen Flintoft, Flintoft Representative
   - Reported that Flintoft's had one disinterment.

2. **Monthly Staff Inspection**
   Presented by Matt Mechler, Park Operations Supervisor
   - Mechler presented the monthly staff inspection report.
   - Mechler reported that Park Operations is still looking for a seasonal Cemetery worker.
   - Mechler shared an estimate from a vendor to repair the Upper Hillside Cemetery Gate.

   Board Member McMullan **MOVED** to approve spending $3,500 (not to exceed) to repair the Upper Hillside Cemetery gate once an additional estimate has been received, Board Member Bolton **SECONDED,** and the **MOTION CARRIED 5-0**.

3. **Monthly Budget Report**

Presented by Brian Berntsen, Recreation Manager

- Berntsen presented the monthly budget report.

AGENDA ITEMS

1. **Election of Chair and Vice-Chair**

Presented by Brian Berntsen, Recreation Manager

- Board elected Randy Darst as Chair.
- Board elected Barbara Wood as Vice-Chair.

2. **Meeting Location Change Discussion**

Presented by Brian Berntsen, Recreation Manager

- Berntsen reported that he and Darst have been discussing a new location for the Cemetery Board to meet with a little more space once meeting in-person is allowed. Board will continue to meet virtually and in the Parks Administration Building until a location is identified.

3. **Cemetery Board Transition**

Presented by Brian Berntsen, Recreation Manager

- Kirsten Chapman, Park Operations Manager, begins Monday, May 17th.
- Berntsen and Mechler will assist with the transition and Berntsen will no longer be serving as the Cemetery Board liaison.

4. **Review 2021 Maintenance and Project List**

Presented by Brian Berntsen, Recreation Manager and Matt Mechler, Park Operations Supervisor

- Berntsen reviewed the 2021 Maintenance and Project List with Board Members.
- Berntsen discussed when the Board would like to have a site visit of the Upper and Lower Hillside Cemeteries.

Board Member Darst **MOVED** to have the July 1, 2021 Cemetery Board Meeting at 6:00 p.m. on site within the Lower Hillside Cemetery, Board Member Wood **SECONDED**, and the **MOTION CARRIED 5-0**.

OTHER BUSINESS/ANNOUNCEMENTS

1. Next Board meeting is currently scheduled for June 3rd at 6:30 p.m.

Board Member Darst **MOVED** to cancel the June 3rd Cemetery Board meeting, Board Member McMullan **SECONDED**, and the **MOTION CARRIED 5-0**.

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

ADJOURNMENT

Board member Darst **MOVED** to adjourn at 8:00 p.m., Board member McMullan **SECONDED**, and the **MOTION CARRIED 5-0**.