

12-02-21 Cemetery Board Minutes

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**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
December 2, 2021

Virtual Meeting

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

Randal Darst, Chair
Anthony Bolton
Cyndy Lipe
Barbara Wood

Administration/Staff:

Kristen Chapman, Parks Operations Manager
Matt Mechler, parks Operations Supervisor

CALL TO ORDER

The meeting was called to order at 6:32 PM.

Due to the Governor's Proclamation 20-28 related to the COVID-19 emergency and open public meetings, this meeting is being held remotely.

Join by Computer

- Webex Events [attendee meeting link](#)
- If needed, meeting password is 98027
- Access [Webex Guidelines](#)

Join by Phone

- Call 1-206-207-1700, enter meeting number (access code) 2490 360 4211

If planning to make verbal comments, please email kirstenc@issaquahwa.gov.
Submit written comments to cemeteryboard@issaquahwa.gov.

- a) Board Membership

Board Member McMullan was excused.

APPROVAL OF MINUTES

- a) Minutes of November 4, 2021

The minutes of November 4th 2021 were approved as presented.

AUDIENCE COMMENTS

No audience members were present.

REPORTS / REQUESTS

a) **Cemetery Partner Report***Presented by:**Allen Flintoft, Flintoft Representative**Flintoft reports several applications have been taken recently; it has been busy and wet at the cemetery. The Board discussed with Flintoft whether an Annual Report could be compiled with data related to sales and quantities. Flintoft agreed to begin compiling multiple data points.*b) **Monthly Staff Inspection***Presented by:**Matt Mechler, Parks Operations Supervisor**Mechler reports that the gate repair quote that was prepared in April is still valid. Signs have been posted that holiday decorations will be removed during the 3rd week of January. Seasonal employee, John, will work his last day on December 8th.*c) **Monthly Budget Report***Presented by:**Kirsten Chapman, Parks Operations Manager**Chapman presented the updated budget report. No questions from the Board relating to the budget.***AGENDA ITEMS**a) **Approval of Cemetery Fund Warrants, (A)***The fund warrants were reviewed. Board Member Bolton moved to approve the fund warrants. The motion was seconded by Board Member Wood. The motion passed 4-0.*b) **Report from Sub-Committees/Working Groups, (I) (D)**

Columbaria Committee Report

*Presented by:**Board Members Bolton and Wood**Board Member Bolton requested additional clean-up in the area around the potential future Columbaria site. There will be additional vendors viewing the site to provide cost and scope estimates.*

Family Plot Committee Report

*Presented by:**Board Members Lipe and McMullan**The Board reviewed site photos and aerial sketches of the proposed Family Plot location.***OTHER BUSINESS / ANNOUNCEMENTS**

Chairman Darst discussed having Flintoff's prepare an end of year financial report on sales at the cemeteries to share with the board. (D)

Discuss cancellation of the January meeting. (D) (A)

Chairman Darst suggested the Board may appreciate a break for the holidays; the Chair moved to cancel the January meeting. The motion was seconded by Board Member Lipe. The motion passed 4-0.

ADJOURNMENT

The meeting was adjourned at 7:14 PM.

INQUIRIES

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
February 3, 2021

Virtual Meeting

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:
Randal Darst, Chair
Barbara Wood
Jean McMullan

Administration/Staff:
Kristen Chapman, Parks Operations Manager

CALL TO ORDER

The meeting was called to order at 6:32 PM.

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Submit written comments to cemeteryboard@issaquahwa.gov.

- a) Board Membership

Board Members Bolton and Lipe were excused.

APPROVAL OF MINUTES

- a) Minutes of December 2, 2021

The minutes of December 2, 2021 were not available.

AUDIENCE COMMENTS

No audience members were present.

REPORTS / REQUESTS

a) **Cemetery Partner Report***Presented by:**Allen Flintoft, Flintoft Representative**No report*b) **Monthly Staff Inspection***Presented by:**Matt Mechler, Parks Operations Supervisor**Mechler presented the monthly inspection reports.*c) **Monthly Budget Report***Presented by:**Matt Mechler, Parks Operations Supervisor**No Report was available.***AGENDA ITEMS**a) **Approval of Cemetery Fund Warrants, (A)***The fund warrants were reviewed. Chairman Darst moved to approve the fund warrants. The motion was seconded by Board Member Woods. The motion passed 3-0.*b) **Report from Sub-Committees/Working Groups, (I) (D)**

Columbaria Committee Report

*Presented by:**Board Member Wood & Chairman Darst**Board Member Wood reported Quiring submitted a proposal for a columbaria city for Lower Cemetery. It included (2) 64 niche structures and (2) 48 niche structures.**Chairman Darst reported he met with PCM at Lower Cemetery on 1/25/2022. PCM would be submitting proposal to the Cemetery Board for discussion.*

Family Plot Committee Report

*Presented by:**Board Member McMullan**Board Member McMullan reported that the intent is to mockup a family plot. It was decided it would be best to wait until spring before moving forward.***OTHER BUSINESS / ANNOUNCEMENTS***Chairman Darst reported that the Board would like an annual report of sales prepared by Flintoft's. Eventually the report could be presented as a monthly sales report.*

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Chairman Wood reported the VFW sponsored a Boy & Girl Scout Troop and on December 18th, 2021 (228) Holiday wreaths were placed on veterans headstones at the cemeteries. The wreaths were purchased locally at Carpinito's Brothers in Kent, WA. On January 8th, the scouts removed the wreaths.

ADJOURNMENT

The meeting was adjourned at 7:10 PM.

INQUIRIES

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
March 3, 2022

Virtual Meeting

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

Randal Darst, Chair
Anthony Bolton
Cyndy Lipe
Jean McMullan
Barbara Wood

Administration/Staff:

Rick Still, Parks Operations Manager
Matt Mechler, Parks Operations Supervisor
Milissa Ching, Operations Specialist

Allen Flintoff, Flintoft Representative

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Join by Phone

- Call 1-206-207-1700, enter meeting number (access code) 2484 770 3443#.

If planning to make verbal comments, please email mattm@issaquahwa.gov.
Submit written comments to cemeteryboard@issaquahwa.gov.

CALL TO ORDER 6:32 PM

- a) Board Membership
- b) Introduction of New Parks Manager – Rick Still

37 years in Parks and Recreation across the country.
Previously from Tukwila, 21 years.

Cemetery Board members introduced themselves.

APPROVAL OF MINUTES

- a) Deferred to April.
Approval of December, February and March will take place in April.

AUDIENCE COMMENTS - None

REPORTS / REQUESTSa) **Cemetery Partner Report***Presented by:**Allen Flintoft, Flintoft Representative*

New equipment to help improve grave construction.

Board Member Darst requested sales statistics. Flintoft will prepare something to share with the Board in April.

c) **Monthly Staff Inspection***Presented by:**Matt Mechler, Parks Operations Supervisor*

Upper Cemetery gate has been repaired.

Mowing will begin once the warmer weather arrives.

Staff will be removing old floral decorations and artificial flowers in preparation of mowing season

Irrigation will be turned on by April.

Wood asked if there were applicants for the Cemetery worker role. Mechler shared there have not been any applicants yet.

d) **Monthly Budget Report***Presented by:**Matt Mechler, Parks Operations Supervisor*

No Report

AGENDA ITEMSa) **Approval of Cemetery Fund Warrants, (A)**

Darst reviewed the warrants with the board.

McMullen moved to approve the warrants as presented. Wood seconded. Approved unanimously.

b) **Report from Sub-Committee/Working Groups, (I), (D)**

- *Columbaria Committee report*

*Presented by:**Board Members Bolton and Wood*

Bolton shared that Wood was sending proposals to Allen seeking input. Wood provided details regarding the niches and inquired why the proposal included less than the request.

Allen shared feedback regarding fee variations. Recommended that the two bid proposals should be quoting the same product variables so they can make a better assessment on the bid prices.

Darst suggested looking at the cost per niche for each vendor to get an idea of overall

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price.

- *Family Plot Committee report*
Presented by:
Board Members Lipe and McMullan

None

[>View concept a - elevation](#)

[>View concept A - plan](#)

[>View concept b - elevation](#)

[>View concept b - plan](#)

[>View concept C - elevation](#)

[>View concept c - plan](#)

[>View concept D](#)

OTHER BUSINESS / ANNOUNCEMENTS - None

ADJOURNMENT – 7:04 PM