CITY OF ISSAQUAH
Cemetery Board

6:30 PM Virtual Meeting
October 13, 2022

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:
Randal Darst, Chair
Jean McMullan
Barbara Wood

Administration/Staff:
Rick Still, Parks Operations Manager
Matt Mechler, Parks Operations Supervisor
Tisha Gieser, City Clerk

SPECIAL MEETING

a) *Please note, this agenda also serves as the special meeting notice pursuant to RCW 42.30.080.*

CALL TO ORDER

APPROVAL OF MINUTES

a) The minutes of August 4, 2022 were approved as written. Board member McMullan **MOVED** to approve the minutes, Board member Wood **SECONDED**, and **MOTION CARRIED** 3-0

AUDIENCE COMMENTS

REPORTS / REQUESTS

a) **Cemetery Partner Report**
Presented by:
Allen Flintoft, Flintoft Representative

- Flintoft reported moving the one person to a 4-plots section as requested by the family, the topsoil and sod project performed with Parks Operations staff turned out well and is growing as expected, they also pre-installed liner in one new grave site.
- Flintoft presented a proposal to open an additional section in Upper Hillside Cemetery Section 2, to provide six by four equaling 24 graves in the area. Staff approved the request.

- Flintoft presented a proposal to a 48” bench in Section 1, Row 16, Grave 18.
- Flintoft presented a proposal to approve the size and placement an enlarged headstone within Upper Hillside Cemetery Section 1, Row 7, Grave 22.
- Flintoft presented a proposal to approve the size and placement an enlarged headstone within Upper Hillside Cemetery Section 1, Row 9, Grave 19.
- Flintoft presented a proposal to approve the size and placement an enlarged headstone within Upper Hillside Cemetery Section 1, Row 11, Grave 26.5.

Board member Wood **MOVED** to approve the placement of the four variances, the bench and three upright headstones, Board member McMullan **SECONDED**, and the **MOTION CARRIED 3-0**.

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

Mechler reviewed his monthly staff inspection report, additional items included leaf cleanup operation starting, investigating mole control and part-time worker John Mills last day November 9, 2022. There was a question regarding the removal of knotweed at lower cemetery. Matt said that removal has been conducted all year and that it is very aggressive in growing back. Staff will continue to work on this issue

c) **Monthly Budget Report**
Presented by:
Rick Still, Parks Operations Manager

Still reviewed the monthly financial report, which is for the last two months, identifying the survey and architect costs have not been posted through the financial system. The City purchased topsoil and sod to improve a large area of the upper cemetery. Other invoices included parts for Irrigation repairs. All other expenses are routine.

AGENDA ITEMS

a) **Approval of Cemetery Fund Warrants, (A)**

Board member Wood **MOVED** to approve the warrants, Board member McMullan **SECONDED**, and **MOTION CARRIED** 3-0

b) **Hillside Park Cemetery - Proposed Fee Increase (A)**
Presented by:
Rick Still, Parks Operations Manager

Still presented the fee increase proposal. The fees are allowed to be increased by CPI which was 10%, not capped at 7% like the Board originally thought. Both a 7% and 10% fee increases were presented. Board member McMullan **MOVED**, Board member Darst **SECONDED**, and the **MOTION CARRIED 3-0** to recommend a 10% fee increase as presented except for rounding down the “Cremation burial” and “Columbarium inurnment” from $303 to $300 for the ease of accounting purposes, to be effective January 1, 2023. The fees will go through a consent agenda process to update the Issaquah Municipal Code when the mayor is ready to increase the fees.

c) **Capital Improvement Plan - Update (D)**
Presented by:
Rick Still, Parks Operations Manager

Still presented the update on the Capital Plan stating the survey has been completed and the first conceptual design is in the agenda packet. There was constructive discussion regarding the conceptual design. The Board had a few questions that staff will relay to the architect: 1) what is the estimated number of niches in the design? 2) where are the benches currently that are proposed to be relocated, 3) was Ossuary considered, and 4) to provide more information regarding the back wall on the “future” expansion side of the concept drawing.

d) **Boards & Commission Review (D)**
Presented by:
Tisha Gieser, City Clerk

Gieser led the discussion of the Board Review process. She is the staff lead on all the boards and commissions review processes. She updated the "Cemetery Board Review Process" attachment identifying the board's comments as they reviewed the Issaquah Municipal Code that directs the Boards responsibilities.

OTHER BUSINESS / ANNOUNCEMENTS

Board member Wood had questions regarding the proposed 2023-2024 budget that was presented to the Board in August. She wanted clarification on why there was $100,000 budgeted for each year rather than just one year. Rick explained that the second year is for future growth and would spent as needed depending on the return of investment from the initial improvements in 2023.

Next Meeting November 3, 2022, Steelhead Room 235 First Ave SE, Issaquah WA 98027

ADJOURNMENT

The meeting was adjourned at 8:40 PM.

RAUCH BENCH PROPOSAL

48 x 14 x 4 Georgia Gray AP Bench Seat
42 x 8 x 14 Pedestal
56 x 22 x 4 All Sawn Gray Foundation

Grave Location: Section 1, Row 16, Grave 18

ROBERTSON

Flintofts
Funeral Home
& Crematory

ENGRAVING KEY

Polish

Cut in, black lithochrome

Cut in, white lithochrome

Cut in, red lithochrome

Frosted panel, light white lithochrome

STONE SPECIFICATIONS

20x6x28" Absolute Black, P5, Oval-Top Tablet
28x16x6" Absolute Black, P5 Base

NOT APPROVED

☐ Please send a new drawing with changes

APPROVED FOR ORDERING GRANITE ONLY

☐ Layout is not approved, but granite can be ordered now

APPROVED

1 ☐ Name & Dates are correct

2 ☐ Spelling, punctuation & layout are correct

3 ☐ I approve this layout for production

1.7.22

Signature Paul + Joy Manning

Date

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Together Forever
Cụ Ông
Bác Sĩ Nhân Tứ
Nguyễn Văn Thọ
December 15, 1921
January 7, 2014
Cụ Bà
Huyền Linh
Lê Thị Yến
May 29, 1934
June 21, 2019

SUNDERLAND

Flintofts
Funeral Home
& Crematory

ENGRAVING KEY

Polish

Cut in, white lithochrome

STONE SPECIFICATIONS

Absolute Black Granite Monument:
- Tablet: 20 x 8 x 28" P5, Serp Top
- Base: 28 x 14 x 8" P5

**Add Design to Back of Tablet

BACK

OPTION B: Names Stacked

ARTISTS NOTES:

"Together Forever" lettering is raised polish within cut-in white lithochrome banner.

ZHANG, Shuzhi
09/29/2022
Job #: 226825
Proof #: 1B (Page 3 of 3)
Artist: Eric

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Signature See 1 Row 9, Grave 19 Date

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Flintofts
Funeral Home
& Crematory

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- Base: 28 x 14 x 8" P5

FRONT

ARTISTS NOTES:

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ZHANG, Shuzhi
09/29/2022
Job #: 226825
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Signature _____ Date _____

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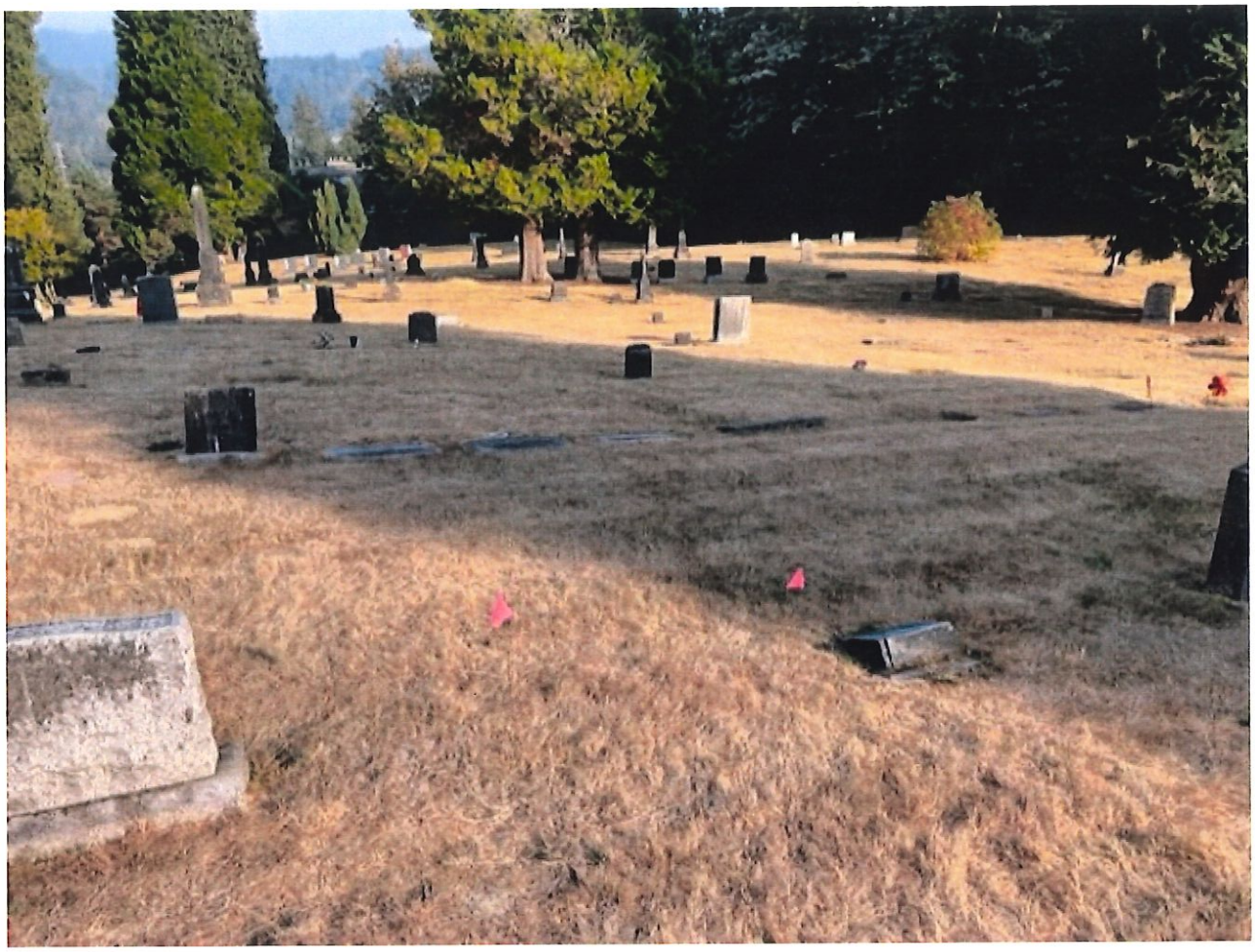

Flintofts
Funeral Home
& Crematory

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Frosted panel, light white lithochrome

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1.11.26.5

Signature Zhiziong Wu

Date

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Together Forever
Cu Ông
Bác Sĩ Nhân Tử
Nguyễn Văn Thọ
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Lê Thị Yến
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CHARLOTTE
McLEAN