

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
February 2, 2023

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:
Randal Darst, Chair
Jean McMullan
Barbara Wood

Administration/Staff:
Rick Still, Parks Operations Manager

CALL TO ORDER

Board Chair Darst called the meeting to order at 6:30 PM.

APPROVAL OF MINUTES

- a) Minutes of January 5, 2023
The Minutes of January 5, 2023 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
Written Report will be handed out at meeting

Mr. Flintoft presented two handouts – upper cemetery plot layout which identifies which plots are not sold, sold and used, and sold and unused; and the 2022 cemetery sales report. These will be in the minutes section of the next meeting packet.

- c) **Monthly Staff Inspection**
Presented by:
Rick Still, Parks Operations Manager

Mr. Still presented the inspection report in the packet.

- d) **Monthly Budget Report**
NO Report

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

Mr. Still reintroduced Dar Webb and Nicole Price of Darwin Webb Landscape Architects, P.S. to present a couple conceptual design options for the Columbaria capital project.

The Board agreed to move forward with the design provided in the packet. Mr. Webb will present further detailed plans at the next Cemetery Board meeting.

c) **Cemetery Board Bylaws (D, A)***Presented by:**Rick Still, Parks Operations Manager*

Board member McMullan **MOVED** to approve the Cemetery Board bylaws as presented: which include the removal of Secretary position since the Liaison currently takes minutes; keeping the meeting time the first Thursday of the month at 6:30 in the 235 Building's "Steelhead" room and to acknowledge the City of Issaquah's recognized Religious & Cultural Holidays, Board member Wood **SECONDED**, and **MOTION CARRIED 3-0**

The Board appreciates the flexibility allowed in the revised Issaquah Municipal Code. They may reduce the number of meetings once the capital project work is reduced.

d) **City Observed Religious & Cultural Holidays***Presented by:**Rick Still, Parks Operations Manager*

Mr. Still presented the Religious & Cultural Holidays calendar so the Board would know if there were and conflicts with future Board meetings.

The Board can meet on April 6, since the meeting is not on the first or last day of Pesach/Passover listed in the Religious & Cultural Holiday calendar.

The Board will not meet on November 2, 20223 due to the Day of the Dead holiday. The bylaws state that the meeting would then be scheduled to the following week.

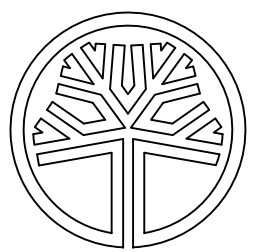
OTHER BUSINESS / ANNOUNCEMENTS**ADJOURNMENT**

The meeting was adjourned at 7:58 PM.

INQUIRIES

Darwin Webb
LANDSCAPE ARCHITECTS P.S.
485 Rainier Blvd. N, #103B
Issaquah, WA 98027
P. 425.391.6946
F. 425.391.1292
www.darwinwebb.com

UPPER HILLSIDE CEMETERY
Issaquah, WA 98027



STATE OF WASHINGTON
REGISTERED
LANDSCAPE ARCHITECT

DARWIN D. WEBB
CERTIFICATE NO. 564

ISSUES:

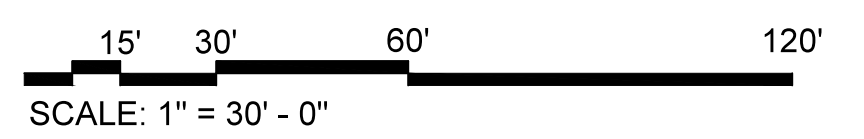
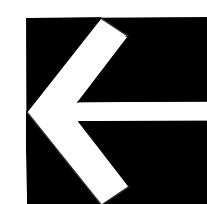
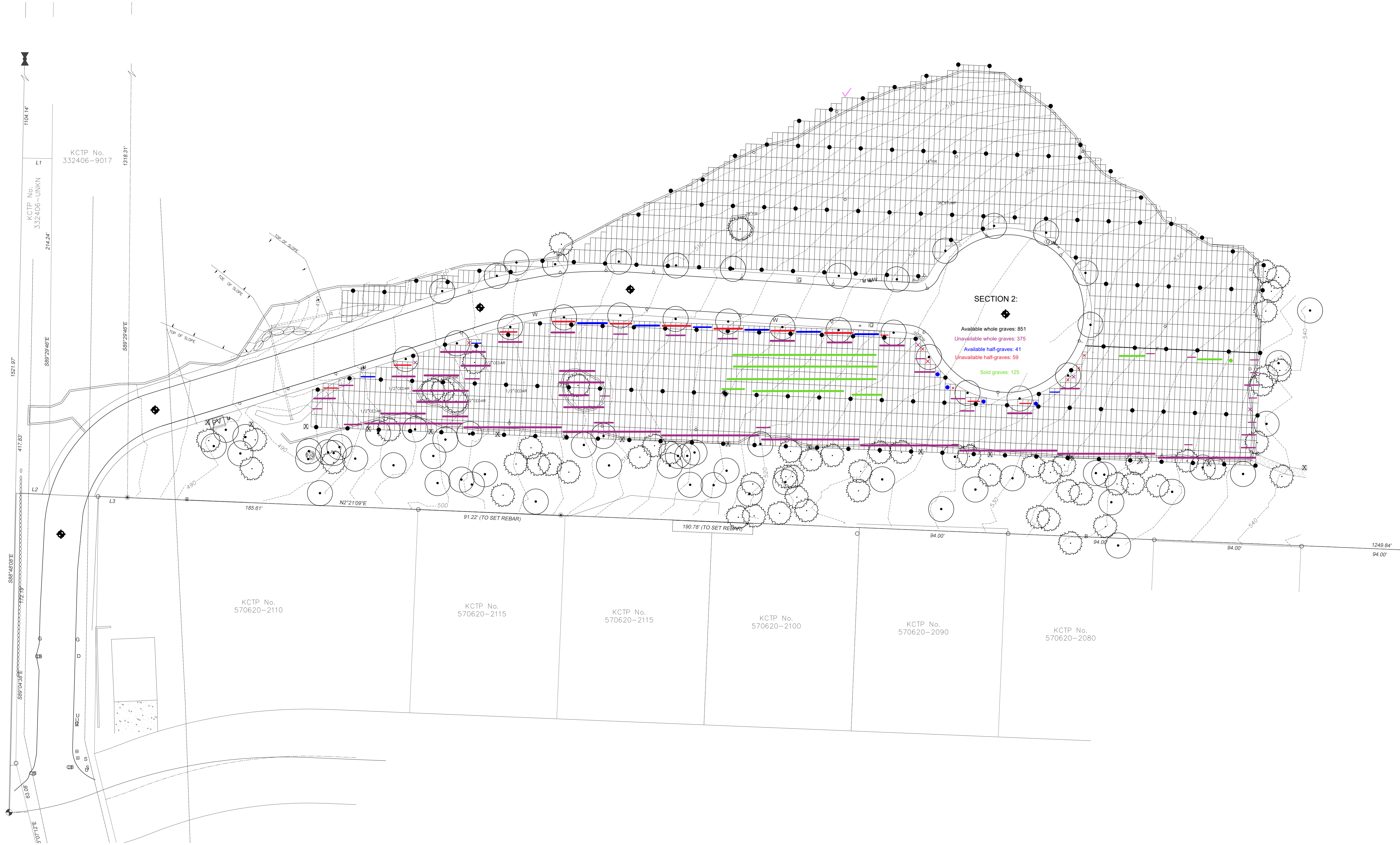
NO.	DATE	DESCRIPTION
1	00.00.00	PROGRESS SET

PROJECT #: 00.00

DRAWN: RB
CHECKED: DW

TITLE: BASE

SHEET: L1.0



Cemetery Sales Report

	<u>2021</u>		<u>2022</u>		
Total Graves	97	\$222,400.00	49	\$95,400.00	Price
Section 2	76	\$190,000.00	22	\$55,000.00	\$2,500.00
Full (all other sections)	9	\$18,000.00	10	\$20,000.00	\$2,000.00
Half (all other sections)	12	\$14,400.00	17	\$20,400.00	\$1,250.00
Casket Maint	26	\$9,100.00	34	\$11,900.00	\$350.00
Urn Maint	36	\$9,900.00	47	\$12,925.00	\$250.00
Other (quit claim, bench)		<u>\$3,650.00</u>		<u>\$400.00</u>	
TOTAL SALES		\$245,050.00		\$120,625.00	