

**CITY OF ISSAQUAH  
Cemetery Board**

6:30 PM  
April 6, 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) The Minutes of February 2, 2023 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member McMullan **SECONDED**, and **MOTION CARRIED** 3-0.

**AUDIENCE COMMENTS**

Mayor Pauly led a get to know each other discussion; recognized the great work the Cemetery Board has been performing on behalf of the residents and is excited to see the Columbaria Project implemented.

Dave Waggoner identified a potential need for future expansion of the Hillside Cemetery or and additional cemetery in the planned community of Issaquah Highlands.

Charlie Kinnune introduced himself as an interested applicant to join the Cemetery Board.

**REPORTS / REQUESTS**

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

No Report

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

Mr. Still reviewed the inspection reports. He added that the Parks Operations staff performed a thorough clean up of the cemeteries, branches picked up, moss cleaning from the driveway, line trimming around each of headstones; and that currently the part-time cemetery maintenance worker position has not been filled.

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

Mr. Still reviewed the monthly financial report stating that identified expenditure was Dar Webb Landscape Architects for the Design Development phase of the project that will be reviewed later in the agenda. The City Finance Department is working on identifying the Cemetery Fund interest earned.

## AGENDA ITEMS

### b) **Capital Improvement Plan Update (D)**

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still reviewed the changes to the design development plan since February. These items are listed in the agenda memorandum. After a robust discussion, the Board's direction to move the design to construction documents are: 1. How many niches are located within the current benches? Try to add as many niches as possible in the benches on the north end of each pathway. 2. Add back the steps on the southeast end that lead to the turf area (last columbaria in this design), 3. When seeking construction estimates for the columbaria, also request recommendations to make the oldest columbaria (Columbaria B on the plans) match the new columbaria.

### c) **Rules & Regulations - Past Variance Items**

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still reviewed the type of variances that have been requested of the Board. These are identified in the board packet. The concept of this proposed action is to eliminate the need for a variance process. If the area within the cemetery, and type and size are approved through the rules and regulations, there wouldn't be a need for a variance process – unless someone requests something outside the approved location or type of headstones. To make a final decision, the Board has requested footing designs, dimensions and materials of the proposed upright headstones and pillow top; and to confirm if it is desired to allow pillow top headstones in section 2.

## OTHER BUSINESS / ANNOUNCEMENTS

## ADJOURNMENT

The meeting was adjourned at 7:47 PM.