

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
May 4, 2023

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:
Randal Darst, Chair
Jean McMullan
Barbara Wood
Charlie Kinnune

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 April 6, 2023 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member McMullan **SECONDED**, and **MOTION CARRIED** 4-0.

AUDIENCE COMMENTS

REPORTS / REQUESTS

- a) **Cemetery Partner Report**

Presented by:
Allen Flintoft, Flintoft Representative

Mr. Flintoft handed out and presented a year to date to April 1, 2023 financial report to the Board.

Mr. Flintoft handed out and presented photos of grass areas that they will try to restore this summer.

- c) **Monthly Staff Inspection**

Presented by:
Rick Still, Parks Operations Manager

Mr. Still presented the inspection reports in the packet. Mr. Still stated that a full turf management plan is being enacted at the cemeteries similar program as all of the parks. Mr. Still answered questions: A portable toilet will be delivered May 26th; extra vases and trash cans will also be put out by May 26th.

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

Presented by:
Rick Still, Parks Operations Manager

No Report

AGENDA ITEMSb) **Capital Improvement Plan Update***Presented by:**Rick Still, Parks Operations Manager*

Mr. Still presented the latest columbaria design. The Board agreed that the buffer landscaping as designed is good but that the slope landscaping is more of a right of way issue not cemetery issue. At this time, it is recommended to construct the area without steps.

OTHER BUSINESS / ANNOUNCEMENTS*Election of Chair and Vice Chair*

Board member Wood **Nominated** Randy Darst as Chair, no other nominations were proposed.

No vote necessary with only one nomination.

Board member McMullan **Nominated** Barbara Wood as Vice Chair, no other nominations were proposed. No vote necessary with only one nomination

ADJOURNMENT

The meeting was adjourned at 7:52 PM.

INQUIRIES

**CITY OF ISSAQUAH
Cemetery Board**

5:00 PM
June 1, 2023

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

Randal Darst, Chair
Jean McMullan
Barbara Wood
Charlie Kinnune

Administration/Staff:

Rick Still, Parks Operations Manager

SPECIAL MEETING

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

Location: The first portion of the meeting will be held at the Upper Cemetery, located just off Mt. Olympus Dr. SW on Squak Mountain, west of and above Newport Way. The second portion of the meeting will be held at the Lower Hillside Cemetery.

Parking is limited. Carpooling is suggested. It is recommended that attendees wear appropriate footwear.

CALL TO ORDER

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

AUDIENCE COMMENTS

AGENDA ITEMS

b) **Location 1: Upper Hillside Cemetery**

Walking Tour (I/D)

Presented by:

Rick Still, Parks Operations Manager

The Board members and Mr. Still walked the upper Hillside Cemetery – they looked at the tree work that was performed, the turf work that was presented at the last meeting by the Cemetery Partner and inspected the rest of the cemetery.

Location 2: Lower Hillside Cemetery [540 E. Sunset Way, Issaquah WA 98027]

Walking Tour (I/D)

Presented by:

Rick Still, Parks Operations Manager

The Board members and Mr. Still walked the lower Hillside Cemetery – they looked at the proposed columbaria project site and inspected the rest of the cemetery.

OTHER BUSINESS / ANNOUNCEMENTS

a) The next meeting is scheduled for July 6, 2023 at 6:30 PM in the Steelhead Room at the 235 Building.

ADJOURNMENT

The meeting was adjourned at 6:00 PM.

INQUIRIES

Hillside Park Cemetery - Sales Report YTD 2023 (4/1/23)

	<u>2021</u>		<u>2022</u>		<u>2023 (Jan-March)</u>			<u>2023 (April-Dec)</u> (as of 4/1)		
Total Graves	97	\$222,400	49	\$95,400	11	\$15,400	Price	4	\$7,590	Price
Section 2	76	\$190,000	22	\$55,000	2	\$5,000	\$2,500	1	\$2,750	\$2,750
Full	9	\$18,000	10	\$20,000	1	\$2,000	\$2,000	1	\$2,200	\$2,200
Half	12	\$14,400	17	\$20,400	8	\$8,400	\$1,200	2	\$2,640	\$1,320
Casket Maint	26	\$9,100	34	\$11,900	5	\$1,400	\$350	2	\$770	\$385
Urn Maint	36	\$9,900	47	\$12,925	14	\$3,300	\$275	7	\$2,100	\$300
Other (quit claim, bench)		<u>\$3,650</u>		<u>\$400</u>		<u>\$400</u>			<u>\$150</u>	
TOTAL SALES		\$245,050		\$216,025		\$20,500			\$10,610	

2A-1 Handout - Cemetery Partner Report, photos of upper cemetery grass condition

