

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
July 6, 2023

MINUTES

Steelhead Room
235 First Ave SE

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

The Minutes of June 1, 2023 were approved as written. Board member Wood **MOVED** to approve the minutes, Board member Kinnune **SECONDED**, and **MOTION CARRIED** 4-0

AUDIENCE COMMENTS

Audience Comments were taken under the Hillside Park Improvement agenda item.

REPORTS / REQUESTS

- a) **Cemetery Partner Report**

Presented by:
Allen Flintoft, Flintoft Representative

Mr. Flintoft presented the Cemetery Sales Report YTD and the sales report for the most recently section opened in Upper Cemetery.

- c) **Monthly Staff Inspection**

Presented by:
Rick Still, Parks Operations Manager

Mr. Still reviewed the inspection reports. The Board asked if the block wall at the entrance could be moved back since automobile keep hitting the wall.

- d) **Monthly Budget Report**

Presented by:
Rick Still, Parks Operations Manager

Mr. Still reviewed the YTD financial reports and stated that with no seasonal salary there are just normal expenditures, like utilities.

OTHER BUSINESS / ANNOUNCEMENTS

a) Hillside Park Improvements - Trail to Upper Cemetery Road (I)

Mr. Still presented the attached permit drawings. As for the trail, he explained what design build means and how there wouldn't be construction drawings by our landscape architect but by the successful contractor. They will submit drawings for how they want to build the trail, while minimizing the impact the existing trees, for city approval. Mr. Still talked about the park plan including the playground, ball field, turf, drainage.

The Board would like more detailed information regarding the water dispersion system that goes north out of the park towards the upper cemetery, like the topography and potential flow of water towards the cemetery and if this impacts the buffer requirement between the cemetery and park area.

The Board asked questions regarding the trail meandering through the 50' buffer between the homes and the upper cemetery. Mr. Still restated what "design build" means and that the Board would be involved with the process as design build contractor provides construction documents for development of the trail. The Board commented on the need for removing potentially hazardous trees and potentially bolstering the buffer landscaping between the trail and the cemetery.

Cory Christiansen commented that the columbaria project looks great. He had comments on the water dispersion system design and the trail located in the 50' easement.

Connie Marsh commented on the water dispersion system and hydrology reports going through the permitting process; and questioned if there is a maintenance plan for the system.

b) Capital Improvement Plan Update (A)

Mr. Still presented the attached columbaria plans and asked the Board if they were ready to move forward with phase one of the implementation plan. Staff will grade the site and pour the footings. The columbaria will be ordered, this could be a 6-9 month delivery schedule.

Board member Darst **MOVED**, Board member McMullan **SECONDED** a motion recommending that phase one of the columbaria implementation plan move forward, including 3 columbaria and 3 benches, according to the most recent landscape design included in the agenda packet; and **MOTION CARRIED** 4-0

ADJOURNMENT

The meeting was adjourned at 7:30 PM.