

**CITY OF ISSAQUAH  
Cemetery Board**

6:30 PM  
November 9, 2023

Virtual Meeting

**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) Minutes of September 7, 2023  
The Minutes of September 7, 2023, and were approved as written. Board member McMullan **MOVED** to approve the minutes, Board member Kinnune **SECONDED**, and **MOTION CARRIED** 4-0

**AUDIENCE COMMENTS**

**REPORTS / REQUESTS**

- a) **Cemetery Partner Report**  
*Presented by:*  
*Allen Flintoft, Flintoft Representative*  
Mr. Flintoft reviewed the year-to-date sales report. Sales were pretty slow up until the past two months when they will reach the proposed annual revenue now.
- c) **Monthly Staff Inspection**  
*Presented by:*  
*Rick Still, Parks Operations Manager*  
Mr. Still reviewed the inspection report. He stated that the entrance wall was moved back about one foot. The Cemetery part-time employee started September 25, 2023 and will continue through the winter to March 25. This will allow more detailed work that is needed to be performed.
- d) **Monthly Budget Report**  
*Presented by:*  
*Rick Still, Parks Operations Manager*  
Mr. Still reviewed the monthly year-to-date financial report. The current cost includes labor costs, a 50% down payment for the columbaria, and utilities.

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

Mr. Still reviewed the updated report. As seen in the photos the columbaria footings were poured and awaiting the deliver of the columbaria in January or February next year. The accent plants have been received and will be scheduled for installation as the Parks Operations crew is available.

Landscape Architect Dar Webb was not able to make tonight's meeting. The Board discussed various items that they believe could be included in a long-term capital plan:

Additional Columbaria areas, Estate Plots, Scattering Garden or pathway, a trail from lower to upper cemetery, resolving obstructed graves, expanding the Veterans section, cemetery plot software, and potential need for cemetery expansion.

The Board agreed that Mr. Still, Mr. Flintoft and Dar Webb could work through the long-term capital plan items above to prepare options for the Board to discuss at a later meeting.

b) **Draft 2024 Tentative Cemetery Board Workplan***Presented by:**Rick Still, Parks Operations Manager*

Mr. Still reviewed the purpose of the Draft 2024 Tentative workplan. The Board liked the clarity, transparency and flexibility provided in the workplan and plan to utilize the plan.

c) **Semi-Annual review of Cemetery Lots (I)***Presented by:**Allen Flintoft, Cemetery Partner*

Mr. Flintoft reviewed the cemetery lot inventory. The Board was pleased to have the information provided in the packet. This information will be very helpful as the Board works through the long-term capital plan.

d) **Review Rules & Regulations (D)***Presented by:**Rick Still, Parks Operations Manager**Allen Flintoft, Cemetery Partner*

Mr. Still reviewed past Board discussions the Rules and Regulations with the goal of determining where upright headstones and pillowtop headstones could be placed. Once this is finalized then "variances" to the rules would not be needed. At their April 2023 meeting, the Board requested additional information regarding the footings and installation practices prior to approving the changes to the Rules and Regulations.

Mr. Flintoft reviewed the proposed upright headstones and pillowtop headstones in the Board packet. The motion below indicates the decisions made by the Board. If benches are desired to be installed, the requests will need to follow the existing variance process until further notice.

Board member Darst **MOVED** to approve the Rules and Regulations changes for Lower Cemetery Section One to include a) 32" wide single headstone and 62" wide dual headstone by 36" tall maximum, on top of a 6" or 8" maximum tall base, base to be 4" larger than the headstone in all directions, with a 6"-8" below ground footing, b) Flat Markers limited to 32" wide single headstone and 62" wide dual headstone flush with existing grade with all bronze markers recessed in granite, as presented on page 39 and 40 of the Board Agenda Packet, Board member Wood **SECONDED**, and **MOTION CARRIED** 4-0.

**OTHER BUSINESS / ANNOUNCEMENTS**

- a) Thank You from City Council  
The Board Received and appreciated the City Council "Thank You" letter
- b) December 2023 and January 2024 Meetings  
The Board agreed that no meetings will be held in December 2023 or January 2024, unless an urgent matter comes up.
- c) High School "Passion Project"  
A high school student has requested to coordinate a group of students to perform cleaning of the veterans' headstones as part of his passion project. Staff will provide the proper cleaning supplies and products and coordinate with the students.

**ADJOURNMENT**

The meeting was adjourned at 7:58 PM.