

03-07-24 Cemetery Board Minutes

Page 1

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
March 7, 2024

Virtual Meeting

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:
Randal Darst, Chair
Jean McMullan
Charlie Kinnune

Administration/Staff:
Rick Still, Parks Operations Manager

CALL TO ORDER

APPROVAL OF MINUTES

- a) Minutes of February 1, 2024
The Minutes of February 1, 2024, and were approved as written. Board member Kinnune **MOVED** to approve the minutes, Board member McMullan **SECONDED**, and **MOTION CARRIED** 3-0

AUDIENCE COMMENTS

REPORTS / REQUESTS

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

Mr. Flintoft said he was unable to walk the cemeteries to identify all potential bench locations or half rows. It would be better for him to do this in the summer.

The Board would like the cemetery partner to provide the results of a study of Lower Cemetery Section One of where additional benches could be preapproved, meaning no need for a variance; and for any other potential half rows of graves that could be considered throughout the entire cemetery.

The Board requested that any future variances be provided in the Cemetery Board packet. This allows the Board and the community a chance to review the items in advanced of the meetings.

- b) **Consideration of Cemetery Waiver Requests, (A)**

- 1 Bench Locations
- 2 Half Grave Site Rows

Presented by:
Allen Flintoft, Flintoft Representative

1. Mr. Flintoft used the picture in the packet and an arial photograph to describe where the requested bench location would be in Section One of the Lower Cemetery. The Board agreed that waiver would be acceptable for this location as an area for a bench.

Board member Kinnune **MOVED** to approve the area Section One, Row 14, Graves 24.5 and 25 as a location for the current bench variance request, Board member McMullan **SECONDED**, and **MOTION CARRIED** 3-0,

2. Mr. Flintoft used the picture in the packet and an arial photograph to describe where the potential area for additional “half” row for graves to infill area with a larger area between existing rows.

Board member Kinnune **MOVED** to approve the additional “half” row of 15 graves identified as Lower Cemetery Section One, Row 9.5, Board member Darst **SECONDED**, and **MOTION CARRIED 3-0**

c) **Monthly Staff Inspection**

Presented by:

Rick Still, Parks Operations Manager

Mr. Still reviewed the inspection reports. In addition to the report, he noted that there was a large tree that fell the previous week. It didn't damage any grave headstones. Staff are starting to mow the cemeteries.

d) **Monthly Budget Report**

Presented by:

Rick Still, Parks Operations Manager

Mr. Still reviewed the monthly budget report stating that in addition to the part-time staff (PTNR) wages the expenditures for January and February were minimal costs for taxes and utilities. The current PTNR will be with us until March 25th. We are currently seeking our 2024 PTNR. With the delivery of the columbaria and benches, cladding of the existing columbaria still needs to be performed, we will likely receive the final payment invoice for the columbaria purchase in March or April.

There is still no update on the interest earned on the Cemetery Fund.

AGENDA ITEMS

Capital Improvement Plan Update

Presented by:

Rick Still, Parks Operations Manager

Mr. Still presented the update on the columbaria project. He mentioned that the three new columbaria were delivered in place on February 15, 2024. The three new benches were delivered to the Parks Operations office on March 1, 2024. These will be installed once the weather cooperates, and staff are able to pour the footings.

A discussion was held regarding past potential capital improvement projects. Chair Darst and Mr. Still will research past meeting notes and files to bring previously identified projects for the Board to review. This would be a good starting point as the Board considers opportunities that could be included in the 10-year Capital Improvement Plan.

OTHER BUSINESS / ANNOUNCEMENTS

ADJOURNMENT

The meeting was adjourned at 7:40 PM.