

**CITY OF ISSAQUAH
Cemetery Board**

6:30 PM
May 2, 2024

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.

2024 Tentative Cemetery Board Schedule is in the packet as a reference.

APPROVAL OF MINUTES

a) Minutes of March 7, 2024

The Minutes of March 7, 2024, and were approved as written. Board member Kinnune **MOVED** to approve the minutes, Board member Wood **SECONDED**, and **MOTION CARRIED** 4-0

AUDIENCE COMMENTS

Brian Smith introduced himself and talked about his interest in ancestry research. Mr. Still was able to find a couple of people of interest for Mr. Smith but not all he was looking for. Mr. Smith suggested that the city look into a software product for the public to search for persons buried in the cemetery. He also said that section and row markers throughout the cemetery would be very beneficial for identifying grave locations. Mr. Still informed the Board that the Clerk's Office, the Information Technology Department and the Parks and Community Services Department are looking at a software system to manage the deeds, grave inventory, and public access to information at the cemetery. This project would need to be coordinated with the Cemetery Partner as well.

Cemetery Board Officer Elections

Cemetery Board Chair

Board member Kinnune **MOVED** to approve Randy Darst as Cemetery Board Chair, Board member McMullan **SECONDED**, and **MOTION CARRIED** 3-0

Cemetery Board Vice Chair

Board member McMullan **MOVED** to approve Barbara Wood as Cemetery Board Vice Chair, Board member Kinnune **SECONDED**, and **MOTION CARRIED** 3-0

REPORTS / REQUESTS

a) **Cemetery Partner Report - No Written Report in the Packet**

Presented by:

Allen Flintoft, Flintoft Representative

No Cemetery Partner representative was present.

b) **Monthly Staff Inspection**

Presented by:

Rick Still, Parks Operations Manager

Mr. Still informed the Board that the 2024 seasonal staff began on April 9th. He is being trained to perform all the needed maintenance of the cemetery grounds. Portable toilets have been ordered and are schedule for delivery on May 24. The gate at Lower Cemetery was repaired and the parts are on order to repair the other gate.

c) **Monthly Budget Report**

Presented by:

Rick Still, Parks Operations Manager

Besides the normal utility expenses for the last two months, a partial payment was made on the Columbaria Project. Cladding of the old columbaria still needs to be completed.

AGENDA ITEMS

a) **Capital Improvement Plan**

Presented by:

Rick Still, Parks Operations Manager

The Board discussed the potential capital items in the Board Packet. The Board believes that the current columbaria project along with the potential for added columbaria in that area should meet the near term demands for burial options.

Area A on the plans for Upper Cemetery is a likely next project as it fits nicely in the space and could be constructed relatively easily.

There is a need to know how many grave sites are available and approximately how many grave sites are being sold each year to help determine a timeline for the capital program.

There was desire for adding markers indicating Sections and Rows. Mr. Still suggested that this could be a project added to the 2025-2026 Budget.

The Board will review these capital project options at the June 6th Cemetery Board Meeting's Walking Tour.

b) **Review Inventory of Cemetery Lots**

Presented by:

TBD

There was no information provided for the packet and no Cemetery Partner representative was present information on the cemetery lot inventory.

OTHER BUSINESS / ANNOUNCEMENTS

1. June 6, 2024 Cemetery Board meeting will be a Walking Tour of the cemetery. The Board will meet at 5:00 pm at the Upper Hillside Cemetery and transition down to the Lower Hillside Cemetery at 6:15 pm.
2. The Issaquah VFW will be placing flags and crosses on the veterans' gravesites starting 9 am on May 25; the items will be removed late evening on May 27th. A ceremony will be held 10:00 am at the Lower Hillside Cemetery.
3. New Castle Historical society will be having a ceremony at the New Castle Cemetery near Lake Boron Park. This is an old "miners" cemetery that is usually closed.

ADJOURNMENT

The meeting was adjourned at 7:28 PM.

**CITY OF ISSAQUAH
Cemetery Board**

5:00 PM
June 6, 2024

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

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, 16 Mount Olympus Drive SW, Issaquah WA 98027. The second portion of the meeting will be held at the Lower Hillside Cemetery, 555 W Sunset Way, Issaquah WA 98027.*

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 5:00 PM.

AUDIENCE COMMENTS

AGENDA ITEMS

- a) **Location 1: Upper Hillside Cemetery Walking Tour, 5:00 PM**
16 Mount Olympus Drive SW
Presented by:
Rick Still, Parks Operations Manager
The Board walked the Upper Cemetery discussing the long term potential capital items that could provide additional burial options in the future.

- b) **Location 2: Lower Hillside Cemetery Walking Tour, 5:45-6:15 PM**
555 W Sunset Way
Presented by:
Rick Still, Parks Operations Manager
The Board walked the Lower Cemetery looking at potential half rows and potential bench locations as presented by Cemetery Partner Flintoft. The Board also reviewed the current Columbaria plans and believe these are still viable for additional burial options for the near future.

OTHER BUSINESS / ANNOUNCEMENTS

The Cemetery Board recommended that the July 11th meeting and all future meetings should start at 5 PM. Formal action will be taken at the July 11th meeting.

ADJOURNMENT

The meeting was adjourned at 6:20 PM.

INQUIRIES