

**CITY OF ISSAQUAH
Cemetery Board**

5:00 PM
July 11, 2024

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:
Randal Darst, Chair
Jean McMullan
Barbara Wood

Administration/Staff:
Matt Mechler, Parks Operations Supervisor

CALL TO ORDER

Board Chair Darst called the meeting to order at 5:06 PM.

2024 Tentative Cemetery Board Schedule

APPROVAL OF MINUTES

- a) Minutes of May 2, 2024
Minutes of June 6, 2024

The Minutes of May 2, 2024, and June 6, 2024, were approved as written. Board member Wood **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

No Report, not present

- c) **Monthly Staff Inspection**
Presented by:
Matt Mechler, Parks Operations Supervisor

Mr. Mechler reviewed the monthly staff inspection reports.

- d) **Monthly Budget Report**
Presented by:
Matt Mechler, Parks Operations Supervisor

Mr. Mechler reviewed the monthly budget report.

AGENDA ITEMS**b) Capital Improvement Plan Update (D, A)***Presented by:**Matt Mechler, Parks Operations Supervisor*

The Cemetery Board would like to focus future capital priorities as follows:

- 1) Building out Lower Hillside Cemetery columbarium per design and approved plan.
- 2) Mapping grave sites/GIS.
- 3) Monuments for rows and sections.
- 4) Upper Hillside Cemetery columbarium in section 2, area A. Then area C near cul-de-sac.

c) Preliminary Proposed 2025-2026 Budget (D)*Presented by:**Matt Mechler, Parks Operations Supervisor*

The Preliminary Proposed 2025-2026 Operating Budget was acceptable as presented. There were questions seeking clarity regarding the gravesite surveying. The gravesite survey will provide an accurate location map with GIS coordinates of each gravesite in Lower Cemetery. The survey will tie directly to the recorded deeds, as well as allow additional gravesite data to be added to each location. All this information could then be added to a searchable software for Cemetery Board and the public to find information about each gravesite. It will also provide information to determine how many grave sites are still available to sell.

d) Regular Scheduled Meeting Time Change from 6:30PM to 5PM on the first Thursday of the Month*Presented by:**Matt Mechler, Parks Operations Supervisor*

Board member McMullan **MOVED** to change the Cemetery Board meeting time to 5 PM on the first Thursday of the month to be held in the Steelhead Room at 235 1st Ave SE Issaquah, WA, Board member Darst **SECONDED**, and **MOTION CARRIED** 3-0

OTHER BUSINESS / ANNOUNCEMENTS**ADJOURNMENT**

The meeting was adjourned at 6:04 PM.