

11-07-24 Cemetery Board Minutes

**CITY OF ISSAQUAH
Cemetery Board**

5:00 PM
November 7, 2024

MINUTES

Steelhead Room
235 1st 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
Tisha Gieser, City Clerk

CALL TO ORDER

Chair Randy Darst called the meeting to order at 5:00 PM.

APPROVAL OF MINUTES

- a) Minutes of August 8, 2024 and August 29, 2024.
Barbara Wood moved that the minutes be approved as presented. The minutes were approved.

AUDIENCE COMMENTS

REPORTS / REQUESTS

- a) **Cemetery Partner Report**
Presented by:
Allen Flintoft, Flintoft Representative
Allen Flintoft reported on average cemetery sales. Allen shared current estimates of when the cemetery will be sold out based on current inventory and current estimates. Allen shared potential approaches to expanding capacity, such as double deep graves.

Additional handouts were provided. Allen shared estimates of when plots and niches would be sold out based on current demand. Estimates are: Cemetery plots, 32 years. Niches, 8 years. And half graves 15 years. 887 graves remain available for sale in Upper Hillside, Section 2.

Section 1 of Lower Hillside, allow benches on two half graves. Section 1, row 6.5 graves 21, 22.

- b) **Consideration of Cemetery Waiver Requests, (A)**
 - 1. Robertson - Bench Request
 - 2. Owen - Bench Request
 - 3. Chen - Bench Request

Presented by:
Allen Flintoft, Flintoft Representative

11-07-24 Cemetery Board Minutes

Chair Darst moved the Robertson bench variance request to add a second headstone. The motion was approved.

Chair Darst moved to deny the Owen bench variance request. The motion to deny the request was approved.

Allen Flintoft presented an update on the previously authorized Chen Bench request. No action was requested.

c) **Monthly Staff Inspection**

Presented by:

Rick Still, Parks Operations Manager

d) **Monthly Budget Report**

Presented by:

Rick Still, Parks Operations Manager

AGENDA ITEMSa) **Open Government Training (I)**

Presented by:

Tisha Gieser, City Clerk

City Clerk Tisha Gieser provided the Board the required Open Public Meetings Act and Public Records Act training.

b) **Capital Improvement Plan Update (I)**

Presented by:

Rick Still, Parks Operations Manager

c) **Review Inventory of Cemetery Lots (I)**

Presented by:

Allen Flintoft, Cemetery Partner

Rick Still, Parks Operations Manager

The Board discussion took place under the Cemetery Partner report.

d) **Review Cemetery Rules & Regulation (D, A)**

Presented by:

Rick Still, Parks Operations Manager

The Board discussed a desire to incorporate policy decisions into a formal document so as to better document decisions and also reduce the need for future variance requests.

e) **Establish Fees for Columbaria Benches and Monument Benches (D, A)**

Presented by:

Allen Flintoft, Cemetery Partner

Rick Still, Parks Operations Manager

The Board discussed the possibility of adding fees for variances, such as benches and raised headstones. No action was taken.

11-07-24 Cemetery Board Minutes

f) **2025 Tentative Cemetery Board Schedule (A)**

Presented by:

Rick Still, Parks Operations Manager

Chair Darst moved to approve the 2025 tentative schedule. The motion was approved.

g) **Cemetery Board Letter to Mayor - Fund Interest Earned (I)**

Presented by:

Rick Still, Parks Operations Manager

Staff Liaison Rick Still provided an update on the letter, confirming it was received and the Administration is discussing how best to handle the request.

h) **2025 City Observed Holidays & Religious and Cultural Holidays (I)**

Presented by:

Rick Still, Parks Operations Manager

Staff Liaison Rick Still shared the 2025 cultural and religious holiday dates and confirmed that Cemetery Board meetings cannot occur on those nights. He was not aware of any conflicts with scheduled meeting dates and the holidays [Update: October 3rd there is a conflict per policy a Special Meeting would be held on October 9, 2025, as needed.]

OTHER BUSINESS / ANNOUNCEMENTS

ADJOURNMENT

The meeting was adjourned at approximately 6:44 PM.