

06-05-25 Cemetery Board Minutes

**CITY OF ISSAQUAH
Cemetery Board**

5:30 PM
June 5, 2025

Steelhead Room, 235 1st Ave.
SE, Issaquah

MINUTES

BOARD AND ADMINISTRATIVE PERSONNEL PRESENT

Board members:

Randal Darst, Chair
Jean McMullan
Barbara Wood
Charlie Kinnune
Tamara Rees

Board Alternates:

Jeff Heller
Ian Breuser

Administration/Staff:

Rick Still, Assistant Director, Parks &
Community Services

Please note, this agenda also serves as the special meeting notice pursuant to RCW 42.30.080.

CALL TO ORDER

Board Chair Darst called the meeting to order at 5:30 PM

Introductions of New Cemetery Board Members:

Tamara Rees
Jeff Heller
Ian Breuser

APPROVAL OF MINUTES

- a) Board member Wood moved to approve the Minutes of April 3, 2025, as presented and Board member Kinnune seconded. The minutes were approved 5-0.

Cemetery Board Officer Elections

Chair Election

Randal Darst was nominated for Chair. Approved.

Vice Chair Election

Barbar Wood was nominated for Vice Chair. Approved.

AUDIENCE COMMENTS

REPORTS / REQUESTS

- a) **Cemetery Partner Report**

Presented by:

Allen Flintoft, Flintoft Representative

Mr. Flintoft noted that there was a half row overgrown by buffer plants in Upper Cemetery. These were cut back to accommodate a gravesite. Section 22 in Upper was opened to sale gravesites. Flintoft's may pre-install some liners in the wet area of Upper Cemetery, now that the ground is dry, for future burials.

c) **Monthly Staff Inspection***Presented by:**Rick Still, Parks Operations Manager*

The contractor has removed the exit gate at the Lower Cemetery. A new gate will be installed once it is made.

d) **Monthly Budget Report***Presented by:**Rick Still, Parks Operations Manager*

Mr. Still explained the budget process and how the monthly budget report reflects the year-to-date expenditures and revenue.

AGENDA ITEMSa) **Cemetery Rules & Regulations***Presented by:**Randy Darst, Board Chair*

Chair Darst explained that the Rules & Regulations are reviewed annually. The Board has taken the last several meetings to update the formal document to include items that the Board has approved over the last year. The goal of this work effort is to reduce the number of variance requests that come to the Board for approval.

b) **Capital Improvement Update***Presented by:**Rick Still, Assistant Director of Parks & Community Services*

Mr. Still reviewed the survey map in the packet and explained the next steps to identify the Section, Row and Gravesite numbers on the map. This will help with identifying the locations of gravesites. All this work will help meet the Board's CIP goals for 2025-2026.

c) **Tentative 2025 Cemetery Board Schedule - Revision***Presented by:**Rick Still, Assistant Director of Parks & Community Services*

The Board will meet on July 3rd for the annual cemetery walk through.

The Board will meet on September 4th to work on agenda items as needed. The meeting schedule for the rest of the year will be decided at the September meeting.

OTHER BUSINESS / ANNOUNCEMENTS

The July 3, 2025, Board Meeting is scheduled to be the annual Cemetery Walking Tour. The Board will meet at the Upper Cemetery at 5 PM. Then, they will meet at the Lower Cemetery at 5:30 PM.

Vice Chair Wood informed the Board that volunteers and the VFW placed 626 flags on veterans' gravesites for the Memorial Day holiday. There are 19 Civil War gravesites.

ADJOURNMENT

The meeting was adjourned at 6:36 PM.

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**CITY OF ISSAQUAH
Cemetery Board**

5:00 PM
July 3, 2025

Hillside Cemetery, 16 Mount
Olympus Dr., Issaquah

MINUTES

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Board members:

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Barbara Wood, Co-Chair
Jean McMullan
Charlie Kinnune
Tamara Rees

Administration/Staff:

Rick Still, Assistant Director, Parks &
Community Services

Alternate:

Ian Breuser
Jeff Heller

SPECIAL MEETING

- a) *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.

AGENDA ITEMS

- a) **Location 1: Upper Hillside Cemetery Walking Tour
16 Mount Olympus Drive SW**
Presented by:
Rick Still, Assistant Director of Parks & Community Services
A walking tour was conducted.
- b) **5:30 Location 2: Lower Hillside Cemetery Walking Tour
555 W Sunset Way**
Presented by:
Rick Still, Assistant Director of Parks & Community Services
A walking tour was conducted.

ADJOURNMENT

The meeting was adjourned at 6:00 PM.

INQUIRIES

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Olympus Dr., Issaquah

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