

**CITY OF ISSAQUAH  
Cemetery Board**

5:00 PM  
November 6, 2025

**MINUTES**

Steelhead Room, 235 1st Ave.  
SE, Issaquah

**BOARD AND ADMINISTRATIVE PERSONNEL PRESENT**

*Board members:*

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

*Administration/Staff:*

Rick Still, Assistant Director, Parks &  
Community Services

*Alternate:*

Ian Breuser  
Jeff Heller

**CALL TO ORDER**

**APPROVAL OF MINUTES**

- a) Minutes of Board member McMullan moved to approve the Minutes of September 4, 2025, as presented, Board member Rees seconded. The minutes were approved 4-0.

**AUDIENCE COMMENTS**

**REPORTS / REQUESTS**

a) **Cemetery Partner Report**

*Presented by:*

*Allen Flintoft, Flintoft Representative*

Mr. Flintoft provided a variance request. Board Chair Darst moved, Board member McMullan seconded to add the variance request to the next Cemetery Board meeting. The motion was approved 4-0

c) **Monthly Staff Inspection**

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still reviewed the inspection forms and mentioned that several gravesite markers have been tipped over. Board Chair Darst mentioned that the gate to the retention pond at the Lower Cemetery has been open for some time now.

d) **Monthly Budget Report**

*Presented by:*

*Rick Still, Parks Operations Manager*

Mr. Still reviewed the budget report and mentioned the report includes a couple of new expenses: part-time staff and the repair of the Lower Cemetery exit gate.

**AGENDA ITEMS**a) **GIS Cemetery Database and Public-Facing Portal***Presented by:**Tisha Gieser, City Clerk**Brian Oevermann, Senior Application Analyst - GIS*

City Clerk Gieser and GIS Analyst Oevermann presented how the cemetery module of the ESRI GIS software could meet the Cemetery Board goals of providing internal (behind the scenes – deeds, sales data and the “inventory of lots”); and external (public facing) needs for finding a gravesite and information online and physically in the cemeteries.

The Board prepared some database criteria in 2016 when this project was started. The Board is excited to work with the Clerk’s Office, the City’s GIS department and Cemetery Partner Flintoft’s to work on criteria, data entry and processes to maintain the input of data; and to get the software functional in the next coming year. The Board acknowledged that this will be a combined effort by all parties to get the system set up, as well as to keep it maintained monthly in the future

The Board didn’t need a motion to have the Clerk’s Office and Flintoft’s work together since this project is a part of their current Capital Improvement Plan.

b) **Inventory of Lots***Presented by:**Allen Flintoft, Cemetery Partner*

Mr. Flintoft reviewed the inventory lots and number of graves sold year-to-date 10/1/25.

c) **Rules & Regulations Biannual Review***Presented by:**Rick Still, Assistant Director of Parks & Community Services*

The Board reviewed the Rules and Regulations. The Board recommended having this item on the next Cemetery Board meeting for final comments and potential action for this Biannual Review.

**OTHER BUSINESS / ANNOUNCEMENTS****ADJOURNMENT**

The meeting was adjourned at 6:19 PM.

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