

# Rainier Cemetery District

## Regular Monthly Meeting

November 21, 2022

The regular meeting was called to order by Rick Fletcher, Director, at 5:00pm at 24952 Alston Rd (cemetery office), Rainier, OR; Board member(s) present: Scott Falconer  
Board member(s) absent: Janice Carstensen  
Cyndi Warren, District Bookkeeper/Manager - present.  
Misty Holsey, Office Manager

### Visitors:

#### **Sharon McGlone**

Mrs. McGlone stated that it is a fine line between hostility and frustration and that there are a lot of frustrated people in Rainier.

Mrs. McGlone wanted to know if the District had ever been told they had to move from 3 board members to 5; it was stated that this is going to be discussed by the board as a possible option.

Mrs. McGlone stated that last month Janice stated that RCD 'is mowing out of the goodness of our hearts' and she wanted to know what that meant. It was stated that when there was a time when the District was struggling with limited funding (before the levy) the District asked SDAO and the State what the minimum requirements for the District are with regards to operations and was told that keeping the cemeteries safe for the public was the most the District had to do and that mowing, and trimming were not required as long as the cemeteries were safe for the public to enter.

#### **James McGlone**

Mr. McGlone asked for a copy of the meeting minutes. It was stated that once the board approved last month's meeting minutes at tonight's meeting a copy of those minutes would be immediately available.

#### **Carol St. Onge**

1. September 19 meeting minutes, Old Business – Was the mower canceled or purchased; it would seem that there were outside of the meeting conversations regarding the purchase of the mower. The mower has been cancelled and there were no board discussions outside of meetings with regards to the mower purchase.
2. Mrs. St. Onge provided the board with the reference guide to Oregon Public Meetings. She stated that the minutes cannot be withheld. Director Fletcher stated that it is not recommended by Special Districts that DRAFT minutes be released and/or published to the public without a public records request and that once the minutes of the previous meeting have been approved, they will be available at the current meeting.
3. Board members Oath of Office, it appears that there were some procedural issues. Rick Fletcher was listed as a visitor, then appointed, took his Oath of Office and then voted on items on the agenda.

#### **David St. Onge**

Mr. St. Onge wanted to know where we were at with getting the maintenance staff trained on getting fallen trees cleaned up? It was stated that no training is necessary for downed trees and that the maintenance staff can take care of them; we will get the downed tree at Neer City on the maintenance schedule as soon as possible.

Mr. St. Onge stated that he hoped that we have a better spring and does the District have mower blades in stock?

Mr. St. Onge stated that he opened the gate and flew the flag for Veteran's Day. The board expressed their appreciation.

**Monica Hackenburg**

Mrs. Hackenburg wanted to know where the District records are being kept? It was stated that most are on site upstairs, however there are some in storage at the Port of Columbia County offices in Clatskanie. It was stated that a Public Records Request can be filled out and submitted if there are records that wish to be seen.

Mrs. Hackenburg asked where board members can be from, all from Clatskanie? It was stated that yes, they can be if they run, as the District does not have zones. It was stated that Director Fletcher is from the Goble area not Clatskanie.

Mrs. Hackenburg asked where the check for the damage to the chapel went, into the general fund.

**Kevin Crawford**

Mr. Crawford, the District's previous Sexton, stated that without positive vibes within the District overall, it cannot be successful.

**Margaret Magruder**

**Bob Hackenburg**

**Agnes Marie Petersen**

**Amy Painter**

**Melanie Miller**

**Vickie Musgrove**

**Old Business:**

**Bottle Drop Account**

Director Falconer stated that any extra funds from the Bottle Drop account that isn't used for staff refreshments goes into the General Fund.

**Purchase of new mower**

A new mower is not being purchased at this time.

**Headstones at Neer City Cemetery**

It was stated that the maintenance staff investigated the area where the 'lost' headstones were thought to be and all that was found were some old bases, but not actual headstones. Pictures were provided by the maintenance staff.

**Murray Hill Cemetery**

It has been discovered by some recent land development in the area that one of the columbaria and the memorial garden are not on cemetery property. However, the company doing the land development has been in contact and are likely to deed this portion of the cemetery to the District as they do not want to disturb cemetery operations.

It was discovered that the City of Clatskanie (when they had ownership of the cemetery) entered into an agreement with Herb Clifford, the now deceased previous owner of the property, for a lot line adjustment at his expense of this particular piece of property for 6 plots in the cemetery: however, Mr. Clifford did not follow through with his end of the written agreement.

The board suggested that a letter be drafted to the family of Herb Clifford to determine whether they can complete the original agreement of a lot line adjustment at their expense OR return the unused plots.

***The District Manager has been working with Dave True, the former Clatskanie Public Works Director, on getting the information regarding this situation; at this time, it appears that the lot line adjustment has***

***been completed. Once a full review of the paperwork gathered has been completed an updated report will be brought to the board.***

**Address to the public regarding recent issues (Updates)**

Survey of Neer City Cemetery- KLS Survey has been contacted. **Quotes from KLS:**

***Rainier side (Nelson addition) - \$1,000 to \$1,600 to locate the current markers. Director Fletcher will meet with Mr. St. Onge and try to locate the markers themselves.***

***St. Helens side (original cemetery) – would cost \$4,000 to \$6,000 for a full survey, plus the \$250 recording fee. This is to be tabled at this time, as there are not funds budgeted for this project.***

The use of some extension cords and/or power strips be addressed by an electrician. ***Rawhide Electric has been contracted to perform the required electrical work and are scheduled for Tuesday, November 29<sup>th</sup>.***

Volunteering with the District – While the District’s equipment is likely to be unavailable for use due to being used by staff, the District welcomes and appreciates all volunteering opportunities when properly coordinated with District staff. ***The district will be working on a volunteer policy and will keep an eye out for a possible used mower and other maintenance equipment that could be used by volunteers when needed.***

**Policy Addendum – Cemetery Hours of Operation for Public Use**

The signs have been completed and the installation has been placed on the maintenance schedule.

**Drone Pictures of Cemeteries**

The district manager will email Matt Hadley and let him know that the board is not going to pursue this project any further, but to please invoice the district for his time that he put in.

The district will contact the PUD about printing large Google Maps of each cemetery instead.

**Neer City Cemetery Road Improvement Project**

This project has been split into 3 phases due to budgetary concerns.

Phase 1 – Placing 11-14 large boulders at the upper parking area and down below to prevent driving access to the undeveloped road to the back of the cemetery.

Phase 2 – Scraping the grass and adding more gravel to the road and parking area up above. ***Tabled at this time.***

Phase 3 – Building a road and parking area on the flat area off the entry road. ***Tabled at this time.***

Coordination with the contractors is still being worked out, so there are no estimates/quotes for discussion at this time.

***UPDATE – The district only received one quote for the placement of 11-14 size 3–4-foot boulders (Phase 1) from Steve Stadelman for \$1,500. Director Falconer made a motion and Director Fletcher seconded the district hire Mr. Stadelman to place the boulders; all in favor. Mr. Stadelman will not be available until the end of December for this project. Janice – absent, Scott – yes, Rick - yes***

***Agnes Petersen asked if the district had tried to get the boulders donated, no. Ms. Petersen stated that she would contact Scott at Tide Creek Aggregate and see if he would be willing to donate the boulders to the district. She will let Director Fletcher know what she finds out.***

**Murray Hill Cemetery (Mr. & Mrs. Green) – Water Drainage Issue**

The new culvert has been installed and the ditches cleaned out by the County. We are just waiting for Kynsi Construction to return from working on an out of state project to meet and give us a quote to have a water bar installed at the entrance and exits, that will direct the water running off these roads to the ditches and culverts.

It will be added to the regular maintenance schedule for this cemetery that the ditches be checked, and any debris build up at the culverts be cleaned out and once the water bars have been installed, they will also be kept free of debris so as not to block the flow of water into the ditches.

***Director Falconer made a motion and Director Fletcher seconded that Kynsi Construction complete the water bars as weather and time allows at a cost of \$480; they are combining this project with a project for the park district, saving the cemetery district about \$300; all in favor. Janice – absent, Scott – yes, Rick - yes***

**Preventative Tree Maintenance with Clearview Tree Service**

The District Manager did a walkthrough with Mr. Shulda at Murray Hill (\$5,175), Maplewood (\$7,100) and Cedar Hill (\$3,495) cemeteries to discuss and identify trees with possible safety concerns and/or are impeding the work of the maintenance staff.

Since two of the estimates are over the \$5,000 threshold, it was suggested that the District contact Dorian Graff, Titan Tree Care, LLC., to get another estimate. 360-747-3712

***The District manager and Dorian have not yet been able to meet to do a walk through of the cemeteries. This project will, due to budgetary constraints, be revisited for safety concerns/issues vs beautification.***

**Discuss the purchase of second district vehicle**

Director Fletcher, as the mechanic for Clatskanie Fire, was willing to take a look at a 2009 Ford 150XLT 4x4 Super Cab with 144,000 miles, to assess if it might be a good purchase for the District as an additional vehicle. The asking price is \$9,000, he felt that based on some items that would need to be fixed and/or replaced on the truck (tires, AC unit), that an offer of \$7,000 would be a fair price.

***Director Falconer made a motion and Director Fletcher seconded that the District offer Mr. Horness \$7,000 for this truck; all in favor. A second district vehicle will aid in the efficiency of the maintenance schedule.***

***Janice – absent, Scott – yes, Rick - yes***

**Sexton/Maintenance Manager Position**

This position will be revisited during the budget process in 2023 for the 2023/2024 budget. The plan would be to have a Sexton/Maintenance Manager as well as one other maintenance person. In the meantime, the district manager will continue to work on updated job descriptions.

**Stewart Creek Cemetery**

There has been quite a bit of discussion regarding this cemetery and a person that is living nearby. After much research by Misty and the district manager, as well as conversations with the actual property owner and the County, it has been determined that the cemetery district has no say with regards to the person living next door to the Stewart Creek Cemetery.

**New Business:**

Director Falconer made a motion and Director Fletcher seconded that October's meeting minutes be approved as presented; all in favor. ***Janice – absent, Scott – yes, Rick - yes***

Director Falconer made a motion and Director Fletcher seconded that the bills be approved and paid as presented; all in favor.

**Janice – absent, Scott – yes, Rick - yes**

### **Meeting Minutes Release Policy**

This policy and discussion are to be tabled until the December meeting and there is a full board.

### **Updated Bank Signature Cards**

Have been presented for signatures.

### **Overhead Door Quote**

Director Falconer made a motion and Director Fletcher seconded that the District have the doors serviced but forego having any electrical work/installation of opener done at this time; all of favor.

**Janice – absent, Scott – yes, Rick - yes**

### **Building, Door & Gate Signage**

Director Falconer made a motion to purchase 2 8x4 signs for the front and back of the building at a cost of \$1,673.44 and 1 sign on the gate, as well as 2 front door decals at a cost of \$861.04; all in favor.

**Janice – absent, Scott – yes, Rick - yes**

### **Pellham “In Memory Of”**

The Pellham family would like to place a headstone on one of their plots for a deceased family member; there will be no remains buried, so based on past practice, the District has had ‘In Memory Of’, but there has not been a hard and fast rule. Misty checked with the Oregon Mortuary and Cemetery Board and they stated that this ‘rule’ is individual to the cemetery, but to be consistent. The board decided that no ‘In Memory Of’ will be required moving forward.

### **Massey Niche Face Plate Modification**

The original proof was signed off by the person who paid for the work, however they missed the incorrect date of birth (a 1 is missing); the family would like to add a 1 themselves. The board suggested that Misty reach out to OM Stone and see if a plaque with the correct date could be made and placed over the incorrect date, at the expense of the family.

### **Annual 2023 SDAO Conference**

The conference is being held at the Sun River Resort; the dates are February 9-12.

## **Maintenance & Office Staff Reports:**

### **Office Staff**

Misty has been doing research on a plot organizing program for the District. She has narrowed it down to two companies; CemSites (\$18,500) and Plotbox (\$18,281), they are both comparable with regards to start up and annual costs, however CemSites seems to have a better customer service option. While the initial costs are significant there are ways to cut some of the initial costs, as well as the option to start with 1-2 cemeteries and add others as time and money allows.

The board asked that Misty come to the October or November meeting and provide feedback on why and how this kind of project and expense would benefit the District and the public.

***Misty stated that the costs for the program that she is interested in is \$5,000 down with a \$917 a monthly payment for 5 years. The costs are based on acreage and modules purchased. The board asked that Misty reach out again to the companies and get updated costs and this will be revisited again in December.***

**Maintenance Staff**

Neer City Cemetery – the large ruts have been filled with sand to even them out.  
Both mowers have been scheduled for service with Pape’.

**Board Reports**

Director Falconer – see Bottle Drop in Old Business  
Director Carstensen - absent  
Director Fletcher

The board will be looking at having a board training with Mr. Dunkel and other Special District board members possibly in January.

The board will be revisiting the idea of taking the current board of directors from 3 to 5 board members.

Meeting adjourned at 6:46pm. Next regular meeting will be:

**Monday, December 19, 2022, at 5:00pm**

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_