

As the agreement with Mr. McKay expired on December 31, 2021, and the original stated usage was not utilized, as well as an RV being parked on the property after he had been told no when asked, the board has decided not to renew the agreement and to refund the rent paid since January 2022 in the amount of \$800. ***The letter and check(s) have been sent; he currently has a trailer on the property and was informed that he had until July 31st to remove it.***

Policy Addendum – Cemetery Hours of Operation for Public Use

A draft policy addendum for cemetery hours of operation from 7am to 7pm was presented to the board for discussion and possible approval; it has been tabled at this time.

The board suggested more discussion and a better definition of months; like October to March and April to September (maybe follow daylight savings time).

Maintenance & Office Staff Reports:

Office Staff

The board discussed keeping the gate locked during the day, with a sign on gate stating that people can call for entry for cemetery business.

Misty will be on vacation July 22 through July 31st.

We will meet with sign maker when Misty returns.

Maintenance Staff

There will be a staff meeting planned this week to discuss the progress on getting a mowing schedule set up. They have been and continue to be busy with burials.

Board Reports

Janice thanked the community for coming and let them know that their input is appreciated. Neither Scott or Lisa had anything to add.

Meeting adjourned at 6:51pm. Next regular meeting will be:

Monday, August 15, 2022, at 5:30pm

Approved By: _____

Date: _____

Out of District Fee

Scott made a motion and Lisa seconded that there be two charges listed on the price sheet: all in favor.

Janice – yes, Scott – yes, Lisa – yes

Full Plot - \$1,239 / In District discount - \$989

Cremation/Infant Plot - \$829 / In District discount - \$579

Casket Burial Open & Close - \$1,239 / In District discount - \$989

Cremation/Infant Open & Close - \$565 / In District discount - \$315

22-23 Budget Officer

Janice made a motion to appoint Cyndi Warren as budget officer and Scott seconded; all in favor.

Janice – yes, Scott – yes, Lisa – yes

Board Position Elections

Scott made a motion and Lisa seconded that the positions remain the same, Janice as Board Chair and Scott as Vice Chair; all in favor. **Janice – yes, Scott – yes, Lisa – yes**

Painting Parking Lot Lines

The District received a quote for \$1,500 from Mike George Paving to paint lines in the parking lot; at this time, the board has decided to table this discussion.

We will get some No Parking signs for now.

Malcolm Groulx's complaint

The board was apprised of his complaints, but stated that yes, they are aware of deficiencies in the level of service provided prior to Memorial Day weekend and steps are being taken to be sure that does not happen again next year.

Thank you to the Community for the 5-year operating levy

A draft thank you letter was submitted to the board for discussion and approval; board approved. The letter will be placed in the Chief, the Chronicle and on the website.

Rick Brunham – How many flat headstones are allowed on one plot?

The board stated that 4 max would be allowed, as that would be the maximum number of deceased allowed in one plot.

Paul Nys – Request for a 6ft marker

The board stated that they will keep in line with the current policy place with regards to monuments and markers. Cyndi will ask Misty to reach out to Mr. Nys with the Board's decision.

Neer City Cemetery Gate

Cyndi was planning to meet with Steve Stadelman, to get a quote to rebuild the road at Neer City and add barriers to prevent driving directly up to the headstones for additional protection, but he had a mishap and was out of commission for a bit. Cyndi will try again before the August meeting.

BA McKay Storage Agreement Cancellation

When Mr. St. Onge stated that the building is not legal, Mr. Fletcher stated that there is a man door and other access in and out of the office besides the front door, so it would be legal. He also stated that it would be easy to get the Fire Chief up to the District office to make sure everything is safe and up to code for public operation.

Mr. Fletcher also stated that when he recently went through the process of having to bury his mother at Neer City Cemetery, his experience with District staff was very good.

Mitch Warren and Margaret Magruder were also in attendance.

Old Business:

Bottle Drop Account

The new bottle drop account balance is: \$408.50

Purchase of new mower

The new mower has been ordered; however, it is on backorder and will likely be mid-August before it can delivered.

Hudson Columbaria Delivery

Scheduled for Tuesday, July 26th between 8am and 10am; Scott and Janice will plan to be there.

Headstones at Neer City Cemetery

Several times it has been mentioned that there are headstones (no specific number given) down over the bank. It is unsure if they were pushed over the bank at some point or if they slowly shifted over the bank over the years. It has been repeatedly asked of Ms. Zimmer and Mr. St. Onge, who have mentioned multiple times the that the District has not taken care of these headstones, where they are located so the maintenance staff or volunteers could look into getting them moved back up into the cemetery. However, no one seems to be able to tell the District the location of these headstones and stated that Kevin Crawford, the previous Sexton would know. Cyndi will contact Kevin and see if he can provide some information.

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.

New Business:

Lisa made a motion and Scott seconded that June's meeting minutes and BH meeting minutes be approved as presented; all in favor. **Janice – yes, Scott – yes, Lisa – yes**

Scott made a motion and Lisa seconded that the bills be approved and paid as presented; all in favor.

Janice – yes, Scott – yes, Lisa – yes

Carol St. Onge questioned what and why the Centerlogic quote was \$345 a month. It was stated that the \$345 is a one-time fee for the firewall (security) to be installed and that Centerlogic is needed to provide IT support for updating the District's computer system. They specialize in Special District's, already servicing the Fire and Park District's, as well as Columbia River Fire.

She also stated that the board should be spending money on mower blades not parking lot paint. It was explained that, of course mower blades would be and are being purchased when needed. As for the painting of the lines in the parking lot, information was sought regarding having lines painted on the parking lot, but it did not mean that action would be taken on the information.

Mr. St. Onge stated that the maintenance crew is throwing limbs and grass over the bank on other people's property, and it must stop. It was stated that of course, the staff would investigate this and make sure it did not continue.

Mr. St. Onge stated that the Board of Directors are required to protect property.

Mr. St. Onge read from papers he brought having to do with the Mission of the State? Copies of these papers were not given to the Board.

Mr. St. Onge stated that due to the state of the ruts in the road people are not able to walk in. The District Manager stated that the District has been in contact with a contractor to see about having the roads at this Cemetery repaired or built, however due to a circumstance beyond their control had not been able to meet yet.

Did anyone canvass the community about the gate being unlocked for Memorial Day? It was again stated that the reason for wanting to leave the gate open, was for family members who wanted to have access to the cemetery. Director Falconer stated that no, an actual canvass had not been done.

Mr. St. Onge stated maintenance is not being on the machines; the board should be overseeing this not the manager.

Mr. St. Onge stated the District cannot manage 37 acres if they cannot provide the proper equipment, like mower blades and staff that mows at a sluggish pace. They have also hit and chipped headstones.

Mr. St. Onge stated that the safest place to sleep if the hotels are full, is the cemetery; it is a secure place with a gate.

Mr. St. Onge wanted to know if that was a panic bar on the front door, the board stated that yes, it is.

Mr. St. Onge stated that there must have an egress in and out for funerals; the board and manager were unsure if he meant the cemeteries or the office.

Mr. St. Onge stated that the office/shop building is not legal.

Mr. St. Onge stated the cemeteries must be a priority for spending.

Mr. St. Onge asked if he could make a suggestion and was granted permission; he suggested putting a second gate on a second road further up from the current gate. Mr. St. Onge had a verbal agreement with Kevin to unlock the gate and he is not interested in any paper agreement or volunteering. He also stated that he has put his attorney on hold until the cemeteries are being taken care of.

Mr. St. Onge stated there is a currently a sign at one of the cemeteries that states the hours of the cemetery as 8am to 4pm. Director Carstensen stated that was an old sign, and once the new operation hours have been determined, will be replaced/updated. The 8am to 4pm hours were not feasible to most of the general public wanting to visit their loved ones, as they are also working during these hours.

Mr. St. Onge stated that since building his house, vandalism has slowed down at the cemetery.

Mr. St. Onge also stated that he had heard that the District would not allow volunteers to volunteer unless they provided their own equipment.

Rick Fletcher

Rainier Cemetery District

Regular Monthly Meeting

July 18, 2022

The regular meeting was called to order by Janice Carstensen, Board Chair, at 5:30pm at 24952 Alston Rd (cemetery office), Rainier, OR; Board member(s) present: Scott Falconer and Lisa Christen

Board member(s) absent: None

Cyndi Warren, District Bookkeeper/Manager - present.

Visitors:

Jim and Sharon McGlone – Staffing Questions

Mr. McGlone questioned why the District Manager is the spokesperson for the District. The District Manager is not the 'spokeperson' for the District, but does answer to the Board for the daily operations.

Mr. McGlone asked who does the District Manager report to? The board stated that the District Manager reports to the Board of Directors. Can they be fired? Yes, when the proper channels have been followed through risk management.

Mr. McGlone asked about the same person doing the bookkeeping and being District Manager being a conflict of interest. The Board stated that they provide oversight and did not feel that there is a conflict.

Mrs. McGlone asked if the cemetery district has an Endowment Care Fund? No, it is primarily funded through property taxes and service fees.

Mrs. McGlone wanted to know if they District sought a government discount for the new mower. No, it was not an option.

Mr. McGlone wanted to know if the Board had the sole authority to hire and fire. The District manager stated that yes once risk management has been notified and all procedures have been followed.

Mr. McGlone questioned the need for the drone pictures of the cemeteries. It was explained that having aerial photos of each cemetery will aid the office manager when selling plots and working with maintenance staff, without always having to physically go to a cemetery.

Leona Zimmer – Staffing & Board Member Questions

Ms. Zimmer wanted to know the terms of each board member, how long they had been serving and were they elected?

The Board provided this information:

Lisa – appointed when Judy Lepin resigned. Her term/position will be up for election in May 2023.

Ms. Zimmer stated that she would be speaking to Judy (Lepin) about this.

Janice – elected and has served several years. Term ends June 30, 2023

Scott – appointed after Dearl Taylor passed away and then elected. His term ends June 30, 2025.

Ms. Zimmer stated that Kevin made everyone here look good. The board agreed with this statement.

Ms. Zimmer wanted to know where Cyndi, District Manager, worked from and did she bill the District for the rent of her home office. Cyndi stated that no, she did not bill the District for rent of her home office and only hours worked for the District are billed to the District.

Dave and Carol St. Onge - Neer City Cemetery Gate/Property Concerns

Mr. St. Onge wanted to let everyone know that he had received a phone message to stop closing and locking the gate as he is trespassing.