

# Rainier Cemetery District

## Regular Monthly Meeting

April 17, 2023

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 and Janice Carstensen

Board member(s) absent - none.

Cyndi Warren, District Bookkeeper/Manager - present.

### Flag Salute

### Visitors:

**Bob & Monica Hackenberg**

**David St. Onge**

**Denise Cullison**

**Delyla Laughlin**

**Jim McGlone**

Monica Hackenberg stated that she was misquoted in the February minutes.

Monica stated that Chapter 199 of Oregon Secretary of State, 244.02 states the conflicts of family and friends being hired.

Monica stated that the increase in staff and equipment, as promised with the levy, has not happened.

Monica stated that Cyndi hires and writes checks.

Monica stated that Rick is also a conflict for servicing the cemetery district equipment at his job as the head of equipment and facilities maintenance at the Clatskanie Fire District; Rick stated that he declares his possible conflict each time there is a check to be voted on written to the Clatskanie Fire District and does not vote.

### Old Business:

#### 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.

**Research has determined that the required lot line adjustment was done by Mr. Clifford and that the 6 plots he received for the lot line adjustment is valid, however the issue of the corner of the columbaria and the memorial flower garden are still valid as those are not on cemetery property. Director Carstensen made a motion and Director Falconer seconded that the District move forward with contacting the engineer, who had originally made the District aware of this issue, about an additional lot line adjustment to include the**

*memorial flower garden and the columbaria and see what the district can do to get this process started/completed; all in favor.*

*Update: Cyndi reached out to the engineer/contractor, Tim Greene, for this project and he stated that they are currently going through the mitigation process for the wetlands, so there was nothing to be done at this point, but that he would be in touch when the process gets closer.*

**Pictures/Posters of Cemeteries**

The pictures have been printed. Cyndi will work on getting them framed and hung in the office.

**Neer City Cemetery Road Improvement Project**

Mr. Stadelman has been sent a map of the cemetery with a location marked where he can unload the boulders when he has time. Once they have been delivered, Cyndi will meet him at the cemetery to work on placement and completing the chain gate(s). The maintenance staff has asked that an additional chain gate be added up top to allow equipment access.

***Nothing new to report as of tonight's meeting.***

**Well Water Usage**

Based on the monthly meter readings, the two neighboring properties sharing the District's well, is using about 88% of the water. The board discussed contacting the property owner through the attorney and possibly restructuring the current agreement in place with regards to repairs and maintenance costs; the current agreement is 50/50.

***Nothing new to report as of tonight's meeting.***

**Volunteer Handbook Template**

The board would like to plan a workshop to go through this together as it is quite extensive. This will likely wait until the two board members have been added and after the budget process has been completed.

**Murray Hill Water Bars (Green)**

This project is tied to a project with the park district as a cost saving measure to the cemetery district and is still waiting for the appropriate weather.

***Nothing to report as of tonight's meeting.***

**New Business:**

Director Carstensen made a motion and Director Falconer seconded that March's meeting minutes be approved as presented; all in favor.

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

**2023-2024 DRAFT Budget**

The Draft budget is good as presented.

There will be some minor changes to the budget between tonight's meeting and the budget committee meeting on May 15 at 4:30pm.

Dinner will be provided for this meeting.

**Discuss/Approve (sign) CCDA Agreement (formerly Urban Renewal)**

Director Carstensen made a motion and Director Falconer seconded that the District sign the agreement; all in favor.

**Revisit the Name Change of the District**

Create a list of things to be changed and the financial impact.

Are there changes at the State level that must be made and if so, what would those costs be?

**Maintenance & Office Staff Reports:**

**Office Staff**

March’s monthly office report was provided to the board for review, no comments.

Misty has requested vacation from July 24<sup>th</sup> through August 1<sup>st</sup>; approved.

Misty is currently out of the office due to a family emergency; the District manager is handling things in the office until she can return to the office or begin to work remotely.

**Maintenance Staff**

The backhoe training is continuing, with a written log being kept each week of what is being worked on and the progress being made. **No updated information for tonight’s meeting.**

The maintenance staff has been asked and/or approved to work at least 40 hours per week as we prepare for the Memorial Day holiday. We will also be contacting the County Work Crew to begin work again.

**District Manager’s Report**

HR Answers has provided a sample employee handbook; the District Manager will be working to modify it as necessary to meet the cemetery district’s needs. Once this has been done, it will be presented to the board for approval and back to HR Answers for final draft approval. **Nothing new to report at this time.**

The office manager’s job description is currently being worked on.

Employee evaluations will begin over the next two months.

The Clatskanie Senior Center (The Castle) has provided a lunch menu calendar for the month of April; they would like to encourage all public officials and staff to come to lunch.

Revisiting the need for an additional mower is becoming very apparent, as we had a mower down for more than a week recently; the Board suggested keeping this on the ‘to do list’.

**Board Reports**

Director Falconer – Nothing

Director Carstensen – Nothing

Director Fletcher – To determine the possible boundary expansion zones in the Clatskanie area and the increased benefit to the District, it was suggested using the Clatskanie School District boundaries; Rick will continue to work on this project as time allows.

Meeting adjourned at 5:45pm. Next regular meeting will be:

**Monday, May 15, 2023, immediately following the budget committee meeting.**

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

Date: \_\_\_\_\_