

Rainier Cemetery District

Regular Monthly Meeting

August 22, 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:

Richard Fletcher

Dave Scott

Dave & Carol St. Onge

Margaret Magruder

Old Business:

Bottle Drop Account

The new bottle drop account balance is: \$312.20; we have been using this account to keep the staff in water during this extreme heat.

Purchase of new mower

Nothing new to report on the new mower delivery.

Hudson Columbaria Delivery

The columbaria has been delivered with no issues.

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 that the District has not taken care of these headstones, where they are located so the maintenance staff or volunteers could investigate 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.

Nothing new to report on this situation at the time of the meeting.

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.

Nothing new to report on this situation at the time of the meeting.

Address to the public regarding recent issues

The board asked the District Manager to read a report/update on the recent issues and/or concerns raised at the board meetings:

Gate – will remain closed and locked, a sign will be posted directing the public to call and get the gate code for access during operational hours (still to be determined).

Survey of Neer City Cemetery- KLS Survey has been contacted.

District's Shop & Office Building Safety – The fire marshal has been on site and requested that a maximum occupancy sign be hung (49 people) and the use of some extension cords and/or power strips be addressed by an electrician. Rawhide Electric has been contacted for a walkthrough and quote of the work to be done.

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.

Current Staffing – District Manager, Cyndi Warren, who oversees day-to-day operations and reports to the board of directors.

Office Manager, Misty Holsey, who manages the maintenance crew and schedules all burials and maintains the required paperwork and reports to the District Manager.

Maintenance Crew – Matt Fieken & Scott Toussaint – provides the maintenance for the 12 cemeteries, does burials, maintains equipment and the District property (office & shop); reports to the office manager and the District manager.

Who to Contact:

Volunteer – Misty Holsey

Report trespassing or illegal activities – District Manager or Office Manager and 9/11 law enforcement

Maintenance issue – Misty Holsey

General question(s) – Cyndi Warren and/or Misty Holsey

Feedback about policies or operation – board of directors and/or District Manager

Once again, the District thanks the public for its engagement. We endeavor to provide the best services possible, so we appreciate the valuable feedback we have received.

Policy Addendum – Cemetery Hours of Operation for Public Use

An updated policy addendum was presented for the board to review allowing public access April 1st through September 30th, 7:00am to 7:00pm and October 1st through March 31st, 7:00am to 5:00pm.

However, with the recent resignation of Director Christen, the board has decided to wait to decide until the third board member can be appointed.

Drone Pictures of Cemeteries

Director Falconer spoke with Matt Hadley, and he has visited all 12 cemeteries and has 1-2 pictures of each for review. Cyndi will contact Matt to get those pictures for the board to review.

New Business:

Scott made a motion and Janice seconded that July's meeting minutes be approved as presented; all in favor.

Janice – yes, Scott – yes, no third director

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

Janice – yes, Scott – yes, no third director

Board Member Resignation

Director Lisa Christen has decided to resign (resignation letter attached).

Scott made a motion and Janice seconded that Director Christen’s resignation be accepted; all in favor.

Janice – yes, Scott – yes, no third director

The board will discuss possible replacements, with the hope that the vacancy can be filled at the September regular meeting. Rick Fletcher has expressed interest and will be considered.

Mr. St. Onge also expressed that he and Mr. McGlone would be interested in the position.

Neer City Cemetery Road Improvement Project

The District Manager met with Steve Stadelman up at Neer City Cemetery on Saturday to do a walkthrough to discuss road improvement quote(s) for public and maintenance use.

The next step will be to meet with the maintenance staff to make sure that the road improvement project will not affect any current plots or areas to be platted; that meeting will be arranged very soon.

Deputy State Fire Marshal Report of Shop & Office

There are some extension cords being used, where there should be some outlets hardwired. Power strips must be plugged directly into an outlet, not another power strip or extension cord.

Rawhide Electric has been contacted for a walkthrough and quote of the work to be done.

Discuss/Approve 21-22 Review with Bill Cote, CPA

Scott made a motion and Janice seconded that the contract with Bill Cote, CPA for the 21-22 review of the District’s financials be accepted for \$3,500: all in favor.

Janice – yes, Scott – yes, no third director

Stewart Creek Cemetery

A community contacted Cyndi on Sunday to let the District know that someone is living at this cemetery.

Law enforcement has been contacted and they have 24 hours to vacate.

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.

Nothing new to report on this situation at the time of the meeting.

Maintenance Staff

A maintenance schedule has been provided with the understanding that burials must take priority, but that the office manager will do her best to schedule work within the schedule provided by the maintenance crew. However, it must be understood that there will be times that a change in the schedule cannot be avoided, and that getting back on schedule as quickly as possible will be very important.

Board Reports

Nothing to report.

Meeting adjourned at 6:00pm. Next regular meeting will be:

Monday, September 19, 2022, at 5:00pm

Approved By: _____ Date: _____

BOARD APPROVED