

RAINIER CEMETERY DISTRICT

Regular Meeting

April 3, 2024

A regular meeting of the Board of Directors was called to order by Board Chair Monica Hackenberg at 5:00 pm at the Cemetery office located at 24952 Alston Rd., Rainier, Oregon.

Call to Order and Flag Salute

Board Members present: Monica Hackenberg, Jim McGlone, Delyla Laughlin, Kathi Mattinen and Dave St. Onge.

Visitors Comments:

Amy Lewno - No garbage cans at Neer City.

Kathi Mattinen – flowers removed from family graves.

See attached visitor's sign in sheet for attendance.

BOARD BUSINESS:

1. Approve Board Meeting minutes for March 6, 2024, Meeting. Correction made by Director Hackenberg. Office report should read "the office has been open."
Director Mattinen moved that the minutes be approved as corrected, and Director McGlone seconded. Motion passed unanimously.
2. Visitor comment – Amy Lewno advised that the minutes said that she made a statement that was made by Kim O'Brien. The name will be corrected in the March minutes.

AGENDA

1. Addition on item #13 under new business. Placing signs in support of Margrete Magruder. A Motion was made by Director St. Onge and seconded by Director McGlone. Motion passed unanimously.

TREASURER'S REPORT

1. Director McGlone stated that we are paying for five electrical meters. Three from Clatskanie PUD at the rate of \$28.00 per month. Two from Columbia River PUD at the rate of \$36.00 per month. These charges are in addition to the electricity used.
2. There is also a bill from Dennis Conner who has not been in business for three years. The bill was sent to Cyndi Warren and forwarded to the district email. Director McGlone will check on this.
3. Director McGlone said that we are paying too much overtime. Director Hackenberg stated that this should stop now that we have an office person. It will take time for Sexton Fieken to teach the office person how to do things. Director Mattinen asked if this has been made clear to the employees. Director Hackenberg stated "yes."

OFFICE REPORT

1. Director Hackenberg said at there were no employees present at the meeting but that the office is running well.
2. Visitor Sharon Hicks stated that she believes that the district needs receipt books in triplicate for all transactions and Director Mattinen agrees. Director Mattinen volunteered to investigate the purchase of the receipt books. Motion made by Director Mattinen and seconded by Director St, Onge. Passed unanimously.
3. Time to get busy on the Budget for 2024 – 2025
4. Motion made by Director St. Onge and seconded by Director Laughlin to purchase a new keyboard and monitor.

SEXTON'S REPORT

1. **Concerns: Apiary Cemetery is misnumbered. Also, headstones have been placed in the middle of the rows. He is working to fix this.**
2. The Sexton is requesting two new grave digger shovels as well as two regular shovels.

MAINTENANCE REPORT

1. **The rock placement at Woodbine has been finished. The old wooden fence has been removed. The old sign at the chapel has rotted off at the ground and the mailbox has been knocked off.**

OLD BUSINESS

1. The back buy of plots at Green Mountain South from Sydney Young for a total of \$600.00 have been completed.
2. Approval of job description for Secretary/Office Administrator. Director Mattinen asked if this is a position with benefits? Director Hackenberg said yes. After six hundred hours worked, the position is entitled to PERS benefits. Insurance is available at a split cost, but the present employee already has insurance.
3. The two cell phone plans for the Sexton were discussed at great length. Director Mattinen made a motion to accept the contract plan with AT&T. Director McGlone seconded the motion. The motion carried with Director Laughlin voting NO and Directors Mattinen, McGlone, St. Onge and Hackenberg voting YES. The district has an iPad that needs to be unlocked. Commissioner Magruder suggested that Zappo-Net in Rainier be contacted.
4. LGIP account is almost finished.
5. Mr. Fugere at the Rainier High School has been contacted regarding student volunteers for community service hours. He will be happy to post the information so that the students can use it as a resource. Sharon Hicks suggested that we contact Mr. Brewer at the

Clatskanie High School (a message was left for him) as well as Clatskanie City Hall. There may be people that could work off restitution by volunteering.

NEW BUSINESS.

1. Resolution 24-001 to accept unexpected funds. Funds from Progressive Insurance Company for damage done to the chapel. Director Mattinen made a motion to accept the resolution and Director Laughlin seconded it. Motion carried unanimously. 2.
2. April 17th the SDIS will inspect the office building and the chapel. The doors will need to be opened as well as the basement. The board would like to see the inside of the chapel and see if it is repairable while the building is open.
3. Interstate Pest Control came to the office. They said that we have a \$74.00 per month contract with them. It was determined that this service is not necessary at this time. Director Laughlin made the motion and Director St. Onge seconded it. Passed unanimously.
4. It has been discovered that the district has an exclusive contract with the Clatskanie Fire Department for maintenance of district vehicles. The contract can be cancelled with 30 days' notice. Director St. Onge moved to cancel the contract and Director Laughlin seconded the motion. The motion carried unanimously. The letter was signed by all the board members.
5. Agent of record. Discussion as to who should be our insurance agent of record. Dave Wasylenko of Hagen and Hamilton who is based in St. Helens as well as SDAO agent firm WHA out of Salem have both voice an interest in the job. We will table this until we know what they charge and get more information.
6. Letter from Cem-Sites. We have two more monthly payments or \$917.00 and then a \$1,500.00 yearly renewal fee due July 1, 2024. The new office person said that he can figure it out. Matt and Monica have passwords/ We will table further discussion until we see if the office person can make it work.
7. Complaint from Mr. Steve Ashenbrenner of Clatskanie. When the work crew backed up the truck and trailer to mow at Cedar Hill Cemetery, they ran over a bush along his yard. He has been assured that it will not happen again. The crew will park down the road and unload the mowers. He was very nice about the situation. He just wanted the board to know about it.
8. Pastor Thomas of Mayger Downing Church stopped by to report that while removing two large trees on the church property that one tree split and damaged a headstone base. The headstone belongs to one of his parishioners and he has planned to repair the headstone. He just wanted permission to go onto cemetery property to do the work.
9. The office administrator position has been filled. We are now waiting for background check and drug test results. He is very polite. He grew up in Longview, served in the military and now lives in Kalama.
10. We had a gentleman come in to help with the security cameras. He is an ex-state trooper. He told us how to wire up the cameras. He will come back and help hook up the cameras to the monitor. He changed all access codes to the system, and he did it all for free.

11. Change meeting dates due to holidays that fall during the first week of the month. Director McGlone moved that the meetings be changed to the second Wednesday of the month beginning in May. Director Laughlin seconded the motion. Motion passed unanimously.
12. Board positions filled. Director Laughlin nominated Director St. Onge as the Sergeant of Arms. Director McGlone seconded the motion and it passed unanimously. Director Laughlin nominated Director Mattinen as Vice Chair. Director St. Onge seconded the motion and it passed unanimously. Director Mattinen nominated Director Laughlin as the Board Secretary. Director McGlone seconded, and the motion passed unanimously.
13. Director Laughlin presented information about the chapel. She asked the board to decide about what to do about the chapel. Director Hackenberg states that the board will be looking at the chapel to see if it is worth fixing. Director Laughlin states that she wants to have a structural engineer look at it. Information was presented from a quote two years ago and a quote now from a structural engineer. The quote two years ago was \$60,000.00 and now the quote is \$120,000.00. Information was provided about matching grants which would require work and the and it would be matched. Other grant information from the Kinsmen Foundation was presented. Director Laughlin proposed that a structural engineer come and give his opinion at a cost of \$500.00. She states that she is willing to pay for it. Director Mattinen asked what the site is. Director Laughlin states that it is a historical site, and she would send the information. It was too big to print out. It was explained that the matching funds would have to be for work on the chapel or matching funds would be from in-kind donations of work. Director St. Onge states that there is asbestos in the chapel and the district does not have money to do all of that. Director Laughlin reiterated the money would not be from the district but from grants, donations, and in-kind work. Audience member Margarete Magruder states it is certainly worth looking into. Multiple discussions were made regarding the asbestos in the chapel. It would not be able to be burned. The ground that the chapel sits on is worth money for grave sites. Director Mattinen made the motion to approve of Director Laughlin to pay for the structural engineer to come in and assess the chapel. Director St. Onge seconded the motion. The motion passed unanimously.

Meeting adjourned.

Monica Hackenberg
James McGlone
K. Mattinen

Delyla Laughlin
R. St. Onge