

 **Metro** | *Agenda*

Meeting: Cemetery Advisory Committee
Date: Monday, December 8, 2014
Time: 1 to 2:30 p.m.
Location: Metro Regional Center, 600 NE Grand Ave, Room 370

12:45 p.m.	COFFEE AND FRUIT	
1:00 p.m.	WELCOME	Verne Duncan
1:10 p.m.	PROGRAM UPDATES Lone Fir: Tour of Untimely Departures Budget Amendment	Melisa McDonald
1:20 p.m.	223rd SOIL STABILIZATION UPDATE	Jen High Melisa McDonald
1:35 p.m.	MEMORIALIZATION TASK FORCE UPDATE	Terry McCall
1:45 p.m.	BENEFITS OF PUBLIC INPUT INTO POLICY	Ken Ray
2:10 p.m.	REAUTHORIZATION OF COMMITTEE	Verne Duncan Hannah Allan
2:20 p.m.	CLOSING COMMENTS	Councilor Craddick
2:30 p.m.	ADJOURN	

Minutes



Cemetery Advisory Committee

December 8, 2014

Committee members in attendance: Verne Duncan (committee chair), Terry McCall, Meg McCauley, Bo Nevue, David Noble

Committee members excused: Hannah Allan, Marie Henry, Laurel Smith

Metro: Councilor Shirley Craddick, Phyllis Cole, Matthew Herbert, Jen High, Melisa McDonald, Kimberly Palmero, Ken Ray, Noel Seats, Emma Williams

WELCOME

Committee Chair Verne Duncan welcomed the committee and thanked them for coming. Minutes for the June 2014 and September 2014 Committee meetings were accepted as submitted.

PROGRAM UPDATES

Lone Fir: Tour of Untimely Departures (October 31, 2014)

Melisa McDonald reported that since the last committee meeting in September, Friends of Lone Fir held the Tour of Untimely Departures in Lone Fir Cemetery. The Friends were assisted by Metro staff and Metro employees volunteering.

- Volunteers: Approximately 50
- Tour Attendees: Approximately 1200
- Response for the community indicates this is an important event to continue.

Budget Amendment

Metro Council has approved a \$105,000 budget amendment for the Fiscal Year 2014-15. Funds will be used for the work of platting additional burial spaces in available section of Multnomah Park Cemetery as well continuing work in resolving burial right held in conflict between two owners.

Cemetery work team additions

Lupine DeSnyder has been hired as the Volunteer Coordinator for Parks and Developed Spaces which includes the Cemeteries. Lupine has worked at Metro previously and the program will benefit greatly from her time.

Laila Hungerford, a long-term Metro volunteer who will continue working as a volunteer four hours per week to validate data entry between the program's paper records and the electronic software Stone Orchard.

Vendor selected for Memorials

The memorial vendor contract has been awarded to Vancouver Granite Works. There were only two proposals submitted and the Vancouver Granite Works proposal was a more complete and informative proposal that led to higher scoring. The contract is currently being drafted and the program will hope to start with sales at the beginning of the calendar year.

223rd SOIL STABILIZATION PROJECT

This project is 90% completed with all work related to the cemetery program completed, reporting to appropriate agencies throughout the process, and requirements related to the property contained in the Consent Agreement with the Oregon Mortuary and Cemetery Board fulfilled. Melisa gave credit to Jen High, Facility and Operations Supervisor for Parks and Environmental Services, who took over management of this project mid-way through the planning and created the detail and structure for tasks to be completed within scope and on time.

Summary information about the project:

- The 223rd Soil Project provided an opportunity for improved relationships between members of the Interlachen neighborhood and Metro, specifically Blue Lake Park staff.
- Over the course of the work done in August and September objects were found in the soil, some would appear to be funerary in nature. All objects of possible funerary nature have been repatriated to Multnomah Park Cemetery, following the agreement outlined in the Consent Agreement with the Oregon Mortuary and Cemetery Board.
- A natural drainage based on the grading will carry water away from the road and levee toward the center of the property which is already a natural wetland fulfilling a requirement of the permit issued by City of Fairview.
- A granite post was installed as a memorial for the site. This fulfilled a requirement of the Consent Agreement with the Oregon Mortuary and Cemetery Board.
- Final work on the site will happen in February 2015 when 1300 bare root native plants, shrubs, and trees will be planted, with the bigger vegetation clustered in the middle of the site.

Melisa will present a final report to the Oregon Mortuary and Cemetery Board on this project similar to the presentation given to the committee. Bo Nevue suggested an additional slide with a map of the area for size context would be helpful.

MEMORIALIZATION TASK FORCE UPDATE

Terry McCall reported on behalf of the Task Force as Chair. There is a desire to ask for public input on the outcome of any policy which could be done in many ways, possibly including a focus group. If that were going to be done, it would make sense to include more topics than just the questions raised about how, when, or if to repair or replace a historic memorial.

Concern was raised about the rights of a family member to make a request and the legal obligation to honor that request. Chair Duncan received clarification that the program would only be addressing graves with which there is no contact with a direct family descendant and the legal obligation has passed to the cemetery authority, Metro.

PUBLIC INPUT INTO POLICY

Ken Ray, Metro Public Relations Coordinator, spoke to the value of public engagement regarding Metro's activities. Ken shared how he has helped public engagement be utilized in the Solid Waste Road Map; a long range process to envision how Metro will deal with the issue of solid waste in years to come. Ken shared some successful examples of engaging the public in this project to get people thinking differently about an issue to increase effectiveness of the input and the outcomes. Ken shared three ways he believes public input is helpful:

1. Helps decision makers ensure they have a wider range of input;
2. It gives the community a sense of ownership in public decisions;
3. And, it generates new ideas.

PUBLIC INPUT INTO POLICY (cont)

The committee discussed several options currently used by Metro staff for public involvement including focus groups, Opt In surveys, and informal solicitation for feedback.

Committee Chair Duncan asked for staff input regarding the value of public input for the Cemetery Program and funding request necessary for the effort. After discussion on the costs involved to formulate and execute a strategy for public input, Melisa estimated that \$30,000 would need to be added to the upcoming budget for Fiscal Year 2015-16.

Motion: Committee recommends an expenditure request in the FY2015-16 budget of no more than \$30,000 for the purpose of funding public engagement.

Motioned by: Terry McCall, Second by: Megan McCauley

Passed without further discussion

CLOSING COMMENTS

(Agenda topic moved to allow for Councilor Craddick to attend another meeting)

Councilor Craddick warmly thanked the Committee for their work. She also suggested a future discussion and request for update on the work of the Lone Fir Cemetery Foundation and the Bottler Mausoleum renovation as a future agenda topic.

REAUTHORIZATION OF COMMITTEE

Before the March 2015 meeting, the Cemetery Advisory Committee must formally request the Metro Council for reauthorization to continue its work, and receive the Council's approval.

Motion: Cemetery Advisory Committee request reauthorization from the Metro Council to continue to meet and advise the program in 2015.

Motioned by: David Noble, Second by: Bo Nevue seconded the motion

Passed without further discussion

Committee meeting dates were presented for 2015

(moved from the 2nd Monday of the month to the 3rd Monday):

- March 16th, 2015 – 2:00 to 3:30
- June 15th, 2015 – 2:00 to 3:30
- September 21st, 2015 – 2:00 to 3:30
- December 14th, 2015 – 12:30 to 2:00 **Meeting is scheduled for 2nd Monday and earlier time to accommodate schedules for the holiday season**

Metro staff will work with Chair Duncan and Vice Chair Allan to schedule a presentation and request for authorization to the Metro Council in January 2015.

Actions

- Melisa McDonald will make the 223rd Soil Project PowerPoint available to Committee members.
- Melisa McDonald will send Committee members the link to the Opt In program.
- Metro staff will schedule a presentation to Metro Council.
- Memorialization Task Force will have a conference call.

Decisions

- Cemetery Program will, having received the Committee's approval, request a sum of no more than \$30,000 to conduct public input on memorialization and possibly other issues.
- The Cemetery Advisory Committee will request reauthorization for 2015 from Metro Council.

Next meeting

The next meeting will be March 16, 2015.

Adjournment

The meeting adjourned at 2:31 p.m.

Minutes recorded by Phyllis Cole