

# Agenda



**Metro**

600 NE Grand Ave.  
Portland, OR 97232-2736

Meeting: Cemetery Advisory Committee  
Date: Monday, Jan. 23, 2017  
Time: 1 p.m. to 2:30 p.m.  
Place: Metro Regional Center, 600 NE Grand Ave, Room 370A/B

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1:00 p.m.	<b>Coffee and Snacks</b>	
1:15 p.m.	<b>Introductions</b>	Verne Duncan
	<ul style="list-style-type: none"><li>▪ Adoption of Meeting Summary</li><li>▪ Approval of Agenda</li></ul>	
1:25 p.m.	<b>Staffing Update</b>	Brian Kennedy
1:45 p.m.	<b>Program Updates</b>	Brian Kennedy
	<ul style="list-style-type: none"><li>▪ Status of Cemetery Sales</li><li>▪ Lone Fir Projects</li><li>▪ Upcoming Events/Work</li></ul>	
2:00 p.m.	<b>Comments/Discussion</b>	Verne Duncan
	<ul style="list-style-type: none"><li>▪ Committee Work Plan</li></ul>	
2:30 p.m.	<b>Adjourn</b>	

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## 2016 WORK PLAN

### March 2016

No Meeting

### June 2016

### September 2016

Staffing/Program Updates

### December 2016

Rescheduled to Jan 2017



# Meeting minutes

Meeting: Cemetery Advisory Committee  
Date/time: Monday, January 23, 2017, 1 – 2:30 p.m.  
Place: Room 370A/B  
Purpose: Quarterly Meeting

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## **Attendees**

**Committee members in attendance:** Brian Kennedy, David Noble, Marie Henry, Meg McCauley, Bo Nevue

**Committee members excused:** Verne Duncan (Committee Chair), Councilor Shirley Craddick, David Noble, Hannah Allan, Terry McCall, Laurel Smith

**Metro:** Emma Williams, Monty Woods, Linda Lechler, Lupine DeSnyder, Rosie McGown

## **Topics:**

### **INTRODUCTIONS**

Brian Kennedy convened the meeting at 1:15 p.m. and welcomed the Committee. Self-introductions were made. Nothing was added or changed on the agenda.

### **STAFFING UPDATE**

Since the September Cemetery Advisory Committee meeting recruitment for a new cemetery program manager was conducted with the support of members of the committee. David Noble reviewed applications and Terry McCall sat on the interview panel. The position was posted for about a month locally and nationally. Forty Five applications were received, Human Resources deemed eleven of the applications met the minimum qualifications and six applicants were interviewed. After completing the recruitment process the decision was made to not fill the position at this time. Metro will take 3-6 months to evaluate the job posting and process to determine how to have a more successful recruitment. Brian Kennedy will continue as acting manager.

### **PROGRAM UPDATES**

#### **Status of Cemetery Sales**

Sales are steady with no significant changes to report. Service pricing is being updated based on updated subcontractor (Wilbert) service fees.

#### **Storm Damage Update**

The December 7 ice event caused considerable damage to Lone Fir Cemetery and several other Metro properties. There were multiple uprooted trees in Lone Fir Cemetery. In an October wind storm, a branch from a large tree landed on the roof of the Kerr building damaging the roof and brickwork. There are currently no estimates on cost to make the building functional again. Once an estimate is available there is the possibility of tying the repair cost to other cemetery projects. The Kerr building is owned by the family who allows Metro and The Friends of Lone Fir Cemetery to use the building as storage, but it is not actually Metro property. This winter season has led to the most closures in a decade.

## **Lone Fir Projects**

### **Block 14 cultural heritage garden**

Dave Elkin, landscape architect at Metro, has been working with the Lone Fir Cemetery Foundation to update and refine cost estimates of original design which was created in 2007/2008 as well as evaluate the concepts of the design against Metro's current standard practices. The goal is to have a clear idea of a buildable project to assist with fundraising efforts. A budget request was submitted for the 2017-2018 FY for additional architectural and design services to help with refining the cost estimate of the project. It is still early in the project and there is currently no time line for when the foundation is ready to raise the money or when construction will begin but Metro is committed to moving this project forward.

### **Bottler mausoleum**

The ticket proceeds from the Tour of Untimely Departures raised just over \$13,000 towards the Bottler mausoleum restoration. The Lone Fir Cemetery Foundation has also raised some money and Metro is looking at funding sources. Metro Parks and Nature planning staff are also working in this project and the goal is to have completed the restoration by end of next fiscal year (June 2018) to use the project as an example of how the foundation and Metro can work together to aid in future fundraising.

### **Cemetery signage**

Metro communications is working on updating Lone Fir Cemetery signage. Many of the rule signs are from when Multnomah County operated the cemetery. After updating the signage at Lone Fir, Metro will work on improving signage at the other cemeteries.

### **Upcoming events/work**

A Martin Luther King Jr. day volunteer event was scheduled for Lone Fir Cemetery but had to reschedule because of the weather. Volunteers will help pick up tree branches and other debris left by the storms.

A business plan for the Metro Historic Cemetery program was created by a consulting firm in 2011 which included a lot of assumptions and revenue projections. An RFP will be created to bring in outside firm to review the current business plan and make adjustments.

Staff is working on creating a policies and procedure manual. Once the manual is complete it will be reviewed by consultant to make sure the program is in line with industry best practices.

## **COMMENTS/DISCUSSION**

### **Committee work plan**

Committees are handled in a variety of ways at Metro. Projects are brought to committees by staff for feedback or committees take on projects of interest such as reviewing specific policies or projects. Moving forward how does this committee best see itself assisting Metro? Are there specific topics the committee would like to look at or specific projects the committee would like the cemetery program to tackle and bring back to the committee for review? Examples may be evaluating the pricing structure or how the program handles the reclamation process.

Interest was expressed by Bo Nevue to discuss projects in line with his expertise as a landscape architect. These projects may include assessing the stability of the retaining walls around Lone Fir Cemetery, updating cemetery signage, increasing accessibility, tree health and replacement guidelines, memorial policies and more. Meg McCauley expressed interest in learning about how

the cemeteries are being used as public spaces, how to make the cemeteries more of a recreational destination and what the visitation is like at the smaller cemeteries. David Noble expressed confidence in an experienced cemetery manager to address pricing and daily operations concerns, with a manager in place the committee should not need to hash out these topics. Brian Kennedy will work with the cemeteries team to bring back one or two of these topics for further discussion at the next meeting.

**Next meeting**

Date/time: Next meeting will be scheduled in March 2017.

Location: TBD

Agenda items: TBD

**Adjournment**

The meeting adjourned at 2:05 p.m.

Minutes recorded by Rosie McGown