

ORDINANCE NO. 677

AN ORDINANCE OF THE CITY OF WILLAMINA CREATING TITLE III, CHAPTER 31, SECTIONS 31.40 THROUGH 31.46

WHEREAS, The City Council of the City of Willamina finds it necessary to establish a Cemetery Committee to provide input and act in an advisory capacity to the Council regarding the Willamina Historic Cemetery, and

WHEREAS, The City of Willamina Code of Ordinances, Title III, Chapter 31, addresses City Organizations;

NOW, THEREFORE, THE CITY OF WILLAMINA, OREGON ORDAINS AS FOLLOWS:

SECTION 1. The City of Willamina Code of Ordinances, Title III, Chapter 31, City Organizations is hereby amended to include Sections 31.40 through 31.46, which is set forth as Exhibit A, attached hereto.

SECTION 2. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs, or clauses.

SECTION 3. Codification. Provisions of this Ordinance shall be incorporated into the City Code and the word "Ordinance" may be changed to "code", "article", "section", "chapter", or other word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any "Whereas" clauses and boilerplate provisions (i.e. Section 2) need not be codified and the City Recorder is authorized to correct any cross-references and any typographical errors.

SECTION 4. Effective Date. This ordinance shall become effective thirty (30) days after adoption.

The foregoing Ordinance was first read into the record in full and then by title and passed by a unanimous vote of all council members in accordance with

Chapter VIII, Section 30-31 of the City Charter on the 8 day of January 2019,
and duly **PASSED** and **ADOPTED** this 8 day of January 2019, by the
following votes:

Mayor Skyberg: _____

Councilor Wooden: aye

Councilor Lawson: aye

Councilor Baller: aye

Councilor Burr: aye

Councilor Johnson: aye

Councilor Daley: aye

Duly adopted by the City Council this 8 day of January 2019.



Ila Skyberg, Mayor

ATTEST:



Deputy City Recorder

WILLAMINA HISTORIC CEMETERY COMMITTEE

§ 31.40 DEFINITIONS

As used in § 31.40 to § 31.46,

- (A) The term "Cemetery" means the Willamina Historic Cemetery;
- (B) The term "City" means the City of Willamina;
- (C) The term "Committee" means the Willamina Historic Cemetery Committee; and
- (D) The term "term" shall mean a timeframe of three years beginning January 1st of the first year and ending December 31st of the third year.

§ 31.41 CEMETERY COMMITTEE ESTABLISHED

A Cemetery Committee is hereby created and shall be named "Willamina Historic Cemetery Committee".

§ 31.42 COMPOSITION; APPOINTMENT AND TERM OF MEMBERS

- (A) The Committee shall consist of up to seven voting members appointed by the Mayor;
- (B) Committee terms shall be staggered so that not more than two terms shall expire in any one year;
 - a. The first official Committee membership may have a member with a term that exceeds three years in order to allow for staggered terms as required by §31.42. There shall, otherwise, be no term upon the Committee which exceeds three years.
- (C) No member shall serve more than two consecutive full terms;
- (D) Members shall be chosen from among such persons concerned with and interested in the Willamina Historic Cemetery, the history of Willamina and its citizens, and/or historic cemeteries in general;
- (E) At least five members shall be residents of or have their places of business in the City;
- (F) Up to two members may be non-residents who have shown an interest in and dedication to the City, the Willamina Historic Cemetery, historic cemeteries, or cemeteries in general;
- (G) One of the seven members shall be a member of the Willamina Museum of Local History Board, Foundation or Membership;
- (H) A City employee shall be appointed as a non-voting liaison to the Committee by the City Manager; and

- (l) In the case of a vacancy, the Mayor shall appoint a successor to complete the unexpired term, if any. A Committee position becomes vacant upon a member's:
 - (1) Death;
 - (2) Resignation from office;
 - (3) Term expiration; or
 - (4) Non-attendance of more than two consecutive meetings for reasons other than illness or emergency and upon a concurrence of a quorum of the Committee that the member's position shall be deemed vacant due to non-attendance.

§ 31.43 COMPENSATION OF MEMBERS

The members of the Committee shall not receive any compensation for their services.

§ 31.44 ORGANIZATION

- (A) The Committee shall establish the time and place of meetings which shall be open to the public, and shall adopt bylaws for the conduct of its business consistent with the Charter and this Code;
- (B) The Committee shall annually elect a chairman, vice-chairman, and secretary;
- (C) A quorum shall be a simple majority of the number of filled positions on the Committee;
- (D) At least once per year, the Committee shall present to the City Council a report of the activities of the Willamina Historic Cemetery Committee including, but not limited to:
 - a. The number of gravesites or plots sold;
 - b. Any grants or other funds received for the year and how those grants or funds were, or will be used;
 - c. The Committee's progress toward completion of the Willamina Historic Cemetery comprehensive plan;
 - d. Any other information pertinent to the Willamina Historic Cemetery, its upkeep, or its future.

§ 31.45 MEETING PLACE

The City Manager shall make available to the Committee a convenient meeting place.

§ 31.46 FUNCTION AND DUTIES

It shall be the function of the Committee to act as an advisory to the City Council and it shall have the following duties:

- (A) To prepare and propose to the City Council policies regarding the fees to be charged for gravesites, plots, and services for the Cemetery;
- (B) To propose capital improvement projects and methods of financing the same;

- (C) To propose regulations, if needed, concerning maintenance of records and the duties of the Sexton;
- (D) To make other recommendations, when requested by the City Council, or City Manager, on any issue, policy or proposal concerning the Cemetery; and
- (E) Each member of the Committee independently and as a group shall act in the best interests of the City and its citizens to maintain and preserve the historical, cultural, and physical well-being of the Cemetery.