

## **2 Cemetery (2.200 to 2.216)**

### **2.200 Cemetery Designated**

The city cemetery and mausoleum acquired in 1972 from the Odd Fellows Lodge, formerly known as the "I.O.O.F. Cemetery", shall henceforth be known as "Eastwood Cemetery".

[Added, Sec. 1, Ord. No. 5811, Mar. 5, 1987.]

### **2.202 Cemetery Regulations**

Except as otherwise provided in this Code, Eastwood Cemetery shall be administered by the city manager who shall have full authority to prescribe regulations governing the operation and maintenance thereof. The existing regulations approved by council resolution No. 2528 on December 18, 1975 shall remain in effect until modified or replaced by order of the city manager. Proposed new or modified regulations shall be submitted to the Eastwood Cemetery Commission for review at least 21 days prior to the effective date. There shall be no eligibility restrictions on purchase of burial spaces or interment of human remains therein.

[Added, Sec. 2, Ord. No. 5811, Mar. 5, 1987.]

### **2.204 Cemetery Commission**

(1) The Cemetery Commission is hereby established and shall be composed of seven persons appointed by the Mayor and City Council. The Commission members shall be appointed for terms of three years to assure that all appointments do not expire at the same time. The Commission shall meet at least quarterly and may meet as often as necessary to carry out its functions. The chairman of the Commission may call a special meeting at any time upon 24-hours notice to the members and the public.

(2) The Cemetery Commission shall be an advisory body which shall make recommendations to the City Manager and City Council regarding the funding and operation of Eastwood Cemetery. The Commission shall also work to secure donations and bequests for the Cemetery Trust Fund.

[Added Sec. 3, Ord. No. 5811, Mar. 5, 1987; Amd. Ord. No. 7773, Dec. 1, 1994; Amd. Ord. No. 2004-206, Oct. 21, 2004; Amd. Sec. 1, Ord. No. 2010-81, Apr. 15, 2010; Amd. Sec. 1, Ord. No. 2012-157, Oct. 4, 2012.]

### **2.205 thru 2.295 [Repealed Sec. 1, Ord. No. 5510, Sept. 5, 1985.]**

### **2.206 Prices for Interment Spaces**

Prices to be charged for interment spaces in Eastwood Cemetery shall be as follows:

Lot \$250 - \$500

Crypt \$500 - \$800

Within these limits, prices for specific spaces shall be determined by the city manager.

[Added Sec. 4, Ord. No. 5811, Mar. 5, 1987; Amd. Ord. No. 2008-261, Dec. 18, 2008.]

## 2.208 Procedure for Sale of Interment Spaces

All deeds for interment spaces in Eastwood Cemetery shall be signed by the city official designated by the manager to sign on behalf of the city and issued to any person upon payment of the proper consideration therefor and upon compliance with the cemetery regulations governing sales of spaces.

[Added Sec. 5, Ord. No. 5811, Mar. 5, 1987.]

## 2.212 Deed Form

The following shall be the form of deed to be issued by the city to the purchaser of interment spaces in Eastwood Cemetery: Cemetery Deed The City of Medford, a municipal corporation of the State of Oregon, in consideration of the sum of \$\_\_\_\_\_ to it paid, does hereby convey unto \_\_\_\_\_, subject to the limitations and conditions hereinafter set forth, the following described [lot or crypt] in the Eastwood Cemetery, formerly known as the Odd Fellows Cemetery of Medford, Oregon, to-wit: as the same is designated, numbered and described on the official plat thereof, to have and to hold the above-described interment space unto the said \_\_\_\_\_, and his or her heirs and representatives forever. Conditions 1. No transfer of the interment space described herein may be made to anyone except that it may be resold to the City of Medford at a price equal to five dollars (\$5.00) per grave space less than the price paid by the grantee herein. 2. That the grantee \_\_\_\_\_, representatives, and heirs, by the acceptance of this deed, do hereby agree to comply with any and all of the rules and regulations governing the conduct and operation of said cemeteries which may be imposed by the City of Medford. 3. The City of Medford will maintain and care for the space hereby conveyed according to the policies of the City, which may be changed from time to time, and subject to the availability of funds appropriated for that purpose. In witness whereof, the City of Medford has caused this instrument to be executed this \_\_\_\_ day of \_\_\_\_\_, 19\_\_\_. City of Medford By\_\_\_\_\_

[Added Sec. 6, Ord. No. 5811, Mar. 5, 1987.]

## 2.214 Records

The city manager shall designate a subordinate to keep a record and index of all deeds covering cemetery lots and crypts which have been or may hereafter be issued, which index shall be designated as the "Cemetery Deed Records"; and a plat of the Eastwood Cemetery and mausoleum showing the division of the cemetery and mausoleum into numbered spaces. The city manager is further directed to maintain, as far as practicable, a record of the names and addresses of the current owners of the various plots.

[Added Sec. 7, Ord. No. 5811, Mar. 5, 1987.]

## 2.216 Eastwood Cemetery Special Trust Fund

There is hereby created a special trust fund to be known as the "Cemetery Trust Fund". The fund shall be prudently invested and the income therefrom shall be used solely for the maintenance, upkeep and improvement of Eastwood Cemetery. The fund is intended to provide a permanent endowment for Eastwood Cemetery, and restricted funds shall be \$20,000.

Bequests and donations shall be deposited into either the Cemetery Trust Fund or the Medford Parks and Recreation Foundation Fund at the direction of the donor. If no direction is provided, said funds shall be deposited into a restricted cemetery fund held by the Medford Parks and Recreation Foundation.

Fees for cemetery services and sales of interment spaces shall be available for budgeting expenditures and shall be used for maintenance, upkeep and improvement of Eastwood Cemetery.

[Added Sec. 8, Ord. No. 5811, Mar. 5, 1987; Amd. Ord. No. 2007-13, Jan. 18, 2007; Amd. Ord. No. 2008-260, Dec. 18, 2008.]

**PRINT**

**CLOSE**

**CITY OF MEDFORD  
MEDFORD CEMETERY COMMISSION  
BY-LAWS**

A resolution establishing rules of procedure for the Medford Cemetery Commission and repealing any rules of procedure heretofore adopted.

BE IT RESOLVED BY THE MEDFORD CEMETERY COMMISSION OF THE CITY OF MEDFORD, OREGON, that the following rules of procedure are adopted:

**ARTICLE I. NAME**

The Medford Cemetery Commission is established and so named in accord with Section (2.200), Medford City Code.

**ARTICLE II. PURPOSES AND OBJECTIVES**

The purposes and objectives of the Commission, in accord with (2.200) Medford City Code, shall include but not be limited to:

1. The Medford Cemetery Commission shall be an advisory body which shall make recommendations to the City Manager and City Council regarding the funding and operation of Eastwood Cemetery.
2. The Medford Cemetery Commission shall also work to secure donations and bequests for the Cemetery Trust Fund.

**ARTICLE III. MEMBERSHIP AND VOTING**

**Section 1.** The Medford Cemetery Commission, in accordance with (2.200) Medford City Code, shall consist of seven (7) voting members, appointed by the Council. Two non-voting members will be the Council Liaison and Cemetery Management staff or their designee. The Council Liaison to the commission shall not vote upon any question except in the case of a tie and shall then cast the deciding vote.

**Section 2.** Voting members of the Commission shall be appointed by the City Council for terms of three (3) years. Shorter terms may be used to stagger appointments, so that the terms of one member expires each year. Three-year terms for members shall begin February 1<sup>st</sup> and expire January 31<sup>st</sup>.

**Section 3.** Each member of the Commission shall be entitled to vote at all regular and special meetings of the Commission.

**Section 4.** Any time a member does not record the member's vote, it is automatically recorded as a vote with the majority; an abstention must be entered as such in the minutes with a reason recorded.

**Section 5.** City of Medford residency is a requirement for service.

## ARTICLE IV.

## MEETINGS OF THE COMMISSION

**Section 1.** Regular meetings of the Commission shall be held each month as agenda items warrant.

**Section 2.** Four (4) voting members of the Commission shall constitute a quorum in order to accomplish Commission business.

**Section 3.** All Commission members shall be given advance, written or telephone notice of regular or special meetings where action is to be taken.

**Section 4.** Any Commission member missing three consecutive meetings without satisfactory explanation to the Commission may forfeit his/her membership. The Commission, by resolution, may recommend to the City Council that such a member be replaced by a person to serve the remainder of that member's term.

**Section 5.** A Commission member, who attends a meeting of the City Council as a representative of the Commission, should follow these guidelines:

1. Copies of any report to the Council should be made available to each member of the Cemetery Commission and each member of City Council. Such a report may be delivered orally.
2. The representative should answer questions about the Commission's policies, if they are addressed to him/her by the Council.
3. The representative should support the Commission's majority report and should not present his/her own point of view, nor that of the minority, unless specifically asked.
4. The representative may ask the Council to meet jointly with the Commission before making a determination, which reverses or is contrary to the recommendation of the Commission.

## ARTICLE V.

## OFFICERS

The officers of the Cemetery Commission shall be Chairperson and Vice Chairperson-

**Section 1.** The officers shall be elected for one-year terms, commencing with the first meeting of each February.

**Section 2.** The Chairperson shall preside at all meetings, and is eligible to vote on all matters.

**Section 3.** The Vice Chairperson shall perform all the duties of the Chairperson in his/her absence.

**ARTICLE VI.**

**SUBCOMMITTEES**

**Section 1.** The Chairperson shall appoint subcommittees as needed.

**Section 2.** The Chairperson may appoint a chairperson for each subcommittee, or may serve in this capacity him/herself.

**Section 3.** The Chairperson is an ex-officio member of all subcommittees.

**ARTICLE VII.**

**AMENDMENT TO BY-LAWS**

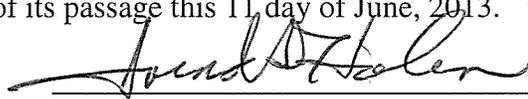
These by-laws may be amended by affirmative vote of at least four (4) voting members at any regular meeting, provided notice of such amendment is given at the preceding regular meeting.

**ARTICLE VIII.**

**RULES**

Except where otherwise provided by these rules, the proceedings of the Commission shall be governed by Roberts Rules of Order, Revised.

PASSED by the Medford Cemetery Commission and signed by me in open session in authentication of its passage this 11, day of June, 2013.



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Ivend Holen, Chairperson  
Medford Cemetery Commission

## CEMETERY COMMISSION MINUTES

February 14, 2017

### 10. ROLL CALL

Members Present: Lane Forncrook Rene Forncrook, Ivend Holen, Kathy Holen, Patrick Ormerod

Council Liaison: Kim Wallan

Staff: Sandi Sherman, Parks Maintenance Support  
Tim Stevens, Park Maintenance Superintendent

Guests: M/M Showalter

### 20. APPROVAL OF MINUTES

The minutes of January 10, 2017 were approved as submitted.

### 30. ORAL REQUESTS FROM THE AUDIENCE

Mr Showalter asked about removing debris from the site. After discussion Lane advised that Paul, Park Maintenance, would pick up when notified of need. Sandi will inform Paul this time.

### 40. NEW AND CONTINUED BUSINESS

#### 40.1 Review of Budget Proposal

Members reviewed handouts for 2017-2019 budget. Tim Stevens shared that \$22,000 was left over from road grading and after discussion between him and Bev the park maintenance division is carrying forward \$5,000 to be available for park maintenance for cemetery use next budget cycle. This budget year they have earmarked \$15,000 for tree work/removal of mistletoe to be completed before July 1, 2017. Tim believes all the trees they have marked will be taken care of. Bev budgeted \$2500 in Cemetery budget for removal of vegetation at grave sites and along roadways; such as the Arborvitae; although park maintenance may be able to assist with some of these sites.

Discussion took place about assumed work needed for ADA sidewalk project.

Mausoleum windows were discussed. Tim has seen quotes provided to Facilities Maintenance but didn't know much more than that.

### 50. COMMITTEE REPORTS

None

### 60. STAFF REPORTS

### 70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS

Lane informed Tim Stevens that he has seen a high level of attention and assistance from Park Maintenance in recent years.

Patrick discussed the Position Justification he had created for a part time laborer. He added that volunteers and the aging population are undependable sources of ongoing maintenance and some of the work is beyond what can/should be asked of a volunteer. After discussion Tim shared information about wages and differing levels of part time work. He said he will work with Bev to obtain a general idea of tasks and time needed to complete them to move the item into the next

budget request. He suggested it is always better to bring forth a request if there were revenues to help offset.

Discussion about some contractors having difficulty meeting City limits took place and Tim stated that if a contractor doesn't have the \$1million required the department director could consider waiving.

Members discussed maintenance cycles being unpredictable as weather dictates need and whomever manages the maintenance would need to be able to react to unusual weather events. The jail crew is highly utilized and they can be 2-3 weeks out in terms of scheduling however Tim will schedule additional time at the site this budget year.

Ivend discussed deterioration of asphalt roads. Kim said she will ask Public Works about their ability to work at the site and what they may be able to do.

Rene discussed what is believed to be water leaks demonstrated by standing water in a couple locations. Ivend shared that is might just be water migrating down to this lower level. Members will continue to keep an eye on the areas.

Rene informed members about scattering gardens, shared her research, and would like to discuss the possibility of having one at the cemetery. They are in process of doing a scattering garden at Jacksonville Cemetery.

#### **80. ADJOURNMENT**

The meeting adjourned at 12:39p

Respectfully submitted,



Sandi Sherman  
Recording Secretary

**CEMETERY COMMISSION MINUTES**  
**March 14, 2017**

**10. ROLL CALL**

Members Present: Lane Forncrook, Rene Forncrook, Ivend Holen, Kathy Holen, Patrick Ormerod

Council Liaison: Kim Wallan

Staff: Beverly Power, Liaison

**20. APPROVAL OF MINUTES**

The minutes of February 14, 2017 were approved as submitted.

**30. ORAL REQUESTS FROM THE AUDIENCE**

None

**40. NEW AND CONTINUED BUSINESS**

**40.1 Bevs Budget Presentation**

Beverly distributed budget request documents for fiscal years 2017-2019 and reviewed each. Budgets are still being worked on and presentations to full budget review board have not been scheduled yet.

**40.2 Need for Commission Members**

This item was discussed including efforts to recruit. Staff was asked to verify # that constitutes a quorum. Commissioners and staff will continue looking for interested parties.

**40.3 Election of Officers**

Chairperson: Ivend Holen nominated Lane Forncrook. Lane accepted nomination; no other nominations were forthcoming. A voice vote was taken and the result was 4-0 in affirmation.

Vice Chairperson: Lane Forncrook nominated Patric Ormerod. Patrick accepted nomination; no other nominations were forthcoming. A voice vote was taken and the result was 4-0 in affirmation.

**50. COMMITTEE REPORTS**

None

**60. STAFF REPORTS**

Beverly distributed the 2017 meeting calendar and members reviewed and removed May 19 and December 12. She also reported that Facilities Maintenance has completed working with Bills Glass in replacing the polycarb material covering the mausoleum windows; Chris Pizzi – ADA sidewalk Eagle Project via Siskiyou – will begin work March 25 and Beverly will ensure park maintenance is informed and involved where needed. She also reported on status of porta potty removal/replacement, faucet locks and change in reporting of volunteer hours. Beverly distributed updated Commission contact sheet.

Staff and members discussed Memorial Day presence at cemetery Monday May 29, 10a-2p.

Beverly reported that Adam Airoldi, City Arborist, has arranged for three tree companies to be working in the cemetery on March 15. This work will be paid for out of a general fund association with Park Maintenance and he can spend up to \$15,000; The County Crew will be removing debris beginning March 22.

Beverly reported that buffalo grass seed, poppy seed, wire fencing and flags had been ordered and some of the products received and are in the volunteer shed. Buffy will continue having her group place the flags the week before Memorial Day weekend.

**70. MESSAGES, PAPERS, PROPOSALS AND REMARKS FROM COMMISSION MEMBERS**

Kim Wallen reported on conversation with Public Works regarding asphalt road and repair; she was asked to have them evaluate the road.

Members inquired as to replacement of broken glass in the original building and staff will attempt to ascertain what must be done in regards to National Register requirements.

Members report Park Maintenance has placed weed killer along entry fence line and mausoleum. Continued discussion regarding parking and beer garden use.

Rene and Lane piled many limbs and have arranged for Park Maintenance to remove.

**80. ADJOURNMENT**

The meeting adjourned at 1pm

Respectfully submitted,

  
Beverly Power  
Recording Secretary