

RESOLUTION NO. 2021-15

A RESOLUTION OF THE CITY OF VERNONIA ADOPTING  
RULES AND REGULATIONS FOR THE VERNONIA MEMORIAL CEMETERY AND REPEALING  
RESOLUTION 2021-03

WHEREAS, the City Council of the City of Vernonia ("City") finds it necessary to revise the rules and regulations of the Vernonia Memorial Cemetery to allow for a second rite in a columbarium niche;

WHEREAS, the City desires to adopt the attached Rules and Regulations of the Vernonia Memorial Cemetery.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF VERNONIA RESOLVES AS FOLLOWS:


By this Resolution, the City repeals Resolution Number 2021-03. Furthermore, the City hereby adopts Rules and Regulations of Vernonia Memorial Cemetery, attached as Exhibit "A" and thereby incorporated herein.

This resolution shall become effective upon adoption by the Vernonia City Council.

Introduced and adopted the 16th day of August 2021, by the following vote:

Ayes: 4 Nays: 0 Abstain: 0 Absent: 1

Signed by me, Rick Hobart, Mayor, in authentication of its adoption this  
16<sup>th</sup> day of August, 2021.

  
\_\_\_\_\_

Rick Hobart, Mayor

Attest:   
\_\_\_\_\_  
Stephanie Borst, City Recorder



**Vernonia**  
CEMETERY

1001 Bridge Street  
Vernonia, OR 97064  
(503) 429-5291  
www.vernonia-or.gov

Memorial Cemetery  
3000 Bridge Street  
Vernonia, OR 97064

## **Rules and Regulations of Vernonia Memorial Cemetery**

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## 1. Definitions

**Cemetery** – Vernonia Memorial Cemetery.

**Cemetery Deed** – The legal instrument conveying owner rights to the owner by the Cemetery.

**Cemetery Records** – The collection of cemetery deeds and interment records maintained by the City Recorder as part of the Vernonia City Records.

**Columbarium** – A structure with niches for use as an interment space for cremated human remains.

**Cremation Bench** – A bench with internal spaces for use as an interment space for created human remains.

**Grave** – A hole dug in the ground for the placement human remains.

**Grave Liner** – A concrete box or metal vault placed in a grave which a casket is placed in to protect from the future collapse of the grave.

**Interment** – Placement of human remains in an interment space within the Cemetery.

**Interment Fee** – The administrative fee assessed by the Cemetery for each interment.

**Interment Record** – The official record of an interment having been made in the Cemetery.

**Interment Space** – A plot, columbarium niche, or any other space for which the Cemetery has granted right(s) of interment.

**Memorial** – A headstone or another grave marker with a minimum of the deceased's name.

**Open and Close** – The act of opening and closing a grave or columbarium niche.

**Open and Close Fee** – The fee assessed for opening and closing a grave.

**Owner** – The current legal owner of right(s) of interment and any other rights granted by the Cemetery.

**Owner Rights** – All the rights granted to the owner by the Cemetery in a cemetery deed.

**Plot** – A lot platted in a cemetery plat for use as an in-ground interment space for human remains.

**Right of Interment** – The right of the owner to cause an interment in an interment space.

**Second Rite Fee** – A fee assessed for any interment in an interment space beyond the first interment in said interment space.

**Sexton** – Historically, the maintainer of a church's buildings and grounds, and the gravedigger. In the case of the Cemetery, that person responsible for interring human remains in an interment space and attesting to the interment as required by Oregon law.

## **2. Cemetery Authority and Personnel**

### **2.1 Cemetery Authority**

The City of Vernonia, Oregon, a municipal corporation, is the Cemetery Authority of Vernonia Memorial Cemetery. Vernonia City Council enacts these Rules and Regulations pursuant to *Oregon Revised Statute (ORS) 97.710 Power of cemetery to make rules and regulations.*

### **2.2 Cemetery Manager**

The City Administrator acts as the Cemetery Manager and shall be registered as the Cemetery Manager with the Oregon Mortuary and Cemetery Board. At any time a new City Administrator is hired by the City Council, the City Recorder shall update the registration of the Cemetery with the Oregon Mortuary and Cemetery Board to reflect said City Administrator as the Cemetery Manager. In the absence of a City Administrator, the Cemetery Clerk shall temporarily act as the Cemetery Manager.

The Cemetery Manager is responsible for operating the Cemetery pursuant to those sections of *Oregon Revised Statute (ORS) 97 Rights and Duties Relating to Cemeteries, Human Bodies and Anatomical Gifts* which apply to the Cemetery.

The Cemetery Manager is further responsible to maintain the Cemetery's ability to operate by keeping current the City's *Certificate of Authority to Operate a Cemetery* with the Oregon Mortuary and Cemetery Board.

### **2.3 Cemetery Clerk**

The City of Vernonia shall maintain the position of Cemetery Clerk. The City Recorder holds the position of Cemetery Clerk. The Cemetery Manager may assign the duties and/or position of the Cemetery Clerk to another City employee, however the keeping of official Cemetery records falls under the direct authority of the City Recorder.

The Cemetery Clerk is responsible for maintaining Cemetery records, coordinating with funeral directors and the public regarding the purchase of plots and interments, and acting as sexton for urn interments.

### **2.4 Cemetery Caretaker**

The City of Vernonia shall maintain the position of Cemetery Caretaker. In the event the position of Cemetery Caretaker is not filled or cannot be maintained due to budget constraints, the Cemetery Manager shall arrange for the basic maintenance of the Cemetery.

The Cemetery Caretaker is responsible for the maintenance of the Cemetery grounds and may act as sexton for urn interments. The Cemetery Manager may assign the Cemetery Caretaker other duties related to the operation and maintenance of the Cemetery.

### 3. Cemetery Fees, Budget, and Reserve Fund

#### 3.1 Setting Fees and Budgeting

Setting fees and budgeting for operation and maintenance of the Cemetery are functions of the Vernonia City Council under the laws of the State of Oregon, and ordinances and resolutions of the City of Vernonia, and are not dictated by these Rules and Regulations.

#### 3.2 Assessable Fees

The following fees are specified in these rules and regulations and as currently assessed by the Cemetery Authority in the City of Vernonia Master Fee Schedule.

- Interment spaces:
  - Full sized plot with four (4) rights of interment.
  - Full sized child plot with one (1) right of interment.
  - Cremation plot with one (1) or two (2) right(s) of interment with fees included.
  - Columbarium niche with one (1) right of interment with fees included.
  - Cremation bench with two (2) rights of interment with fees included.
- Administrative and service fees:
  - Interment fee per soul in full sized plot.
  - Urn open and close fee in full sized plot.
  - Mixed urn open and close fee in full sized plot (exempts second rite fee).
  - Second rite fee in full sized plot.
  - **Second rite fee in columbarium niche.**
  - Overtime fees for urn interments.
  - Graveside service fee for columbarium and bench interments.
  - Disinterment administrative fee.
  - Headstone installation.

#### 3.3 Reserve Fund

The City shall maintain and fund with any revenue beyond what is required for operating and maintaining the Cemetery in a reserve fund, and those funds shall be invested in the State of Oregon's government investment pool.

## 4. Cemetery Rules

### 4.1 Rules for Use of the Cemetery by the Public

- Cemetery hours are from dawn to dusk.
- All vehicles must remain on roads.
- Placement of flowers, vases, and decorations:
  - Fresh flowers are allowed all year in approved vases.
  - Artificial flowers are allowed October 1st through April 1st in approved vases.
  - Glass and ceramic vases, or any other vase of breakable material are prohibited.
  - All other decorations are prohibited; including, but not limited to, balloons, figurines, windsocks, and candles.
  - The Cemetery is not responsible for any item left at the Cemetery; and reserves the right to remove any item, prohibited or otherwise, without notice.
- Funeral flowers, vases, and decorations:
  - Racks, easels, and other decorations are allowed for the day of the funeral; and must be removed at the conclusion of grave-side activities.
  - Glass and ceramic vases, or any other vase of breakable material are allowed for the day of the funeral; but must be removed at the conclusion of grave-side activities.
  - Wire flower racks and flowers may remain at the conclusion of grave-side activities.
- Digging holes and plantings of any kind without permission is prohibited.
- Disturbing, trimming or removing any plant, tree, or shrub (natural or cultivated) within the Cemetery is prohibited.
- Pets must always be kept on a leash, owners are required to pick up and remove all pet waste from the Cemetery.

### 4.2 Disturbance or Desecration

The City of Vernonia will pursue all civil and criminal penalties provided by statute against any person who wantonly disturbs or vandalizes the Cemetery grounds or desecrates the interment of any soul therein interred.



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## 5. Cemetery Maintenance

The Cemetery Manager shall ensure the Cemetery is maintained to the highest standard possible within the constraints of the Cemetery budget.

Basic maintenance of the Cemetery includes:

- Removal of wilted flowers and other items left on graves.
- Mowing the turf, landscaping and otherwise maintaining, the Cemetery grounds.
- Removal of biomass from the Cemetery grounds such as branches and leaves.
- Maintaining the Cemetery roadways, including filling of potholes, and grading the road surface as needed.
- Maintaining the Cemetery shop and equipment in an acceptable operational state.



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## 6. Interment Spaces

### 6.1 Full-Sized Plots (Sections A-L)

The Cemetery conveys owner rights to full-sized burial plots in Sections A-L, with four (4) rights of interment, for a fee as established by the Cemetery Authority. Only one (1) casket interment is allowed. No casket interments are allowed if the first interment in a plot is an urn-interment **interment**.

The Cemetery conveys owner rights to full sized burial plots for a child under the age of 18, with a single right of interment, for a reduced fee as established by the Cemetery Authority.

### 6.2 Urn Plots (Section M)

The Cemetery conveys owner rights to urn plots in Section M, with one or two (1 or 2) right(s) of interment as selected at the time owner rights are purchased and conveyed, for a fee as established by the Cemetery Authority.

### 6.3 Restricted Plots (Sections N-Q)

Plots in Sections N-Q are currently restricted and are not available for conveyance of any rights.

### 6.4 Columbarium Niches

The Cemetery conveys owner rights to columbarium niches, with a single right of interment, for a fee as established by the Cemetery Authority.

**An additional interment may be made in a columbarium niche for a fee as established by the Cemetery Authority.**

### 6.5 Cremation Benches

The Cemetery conveys owner rights to cremation benches, with two (2) rights of interment, for a fee as established by the Cemetery Authority.





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## 7. Interment Space Identification

### 7.1 Full-Sized and Urn Plot Identification

Plots in Sections A-I are platted in Section-Block-Plot form, e.g. *Section C, Block 5, Lot 12*.

Plots in Sections J and K are platted in Section-Alpha Column-Number Row form, e.g. *Section J, Column T, Row 6*.

Plots in Sections L-Q are platted in Section-Number Column-Alpha Row form, e.g. *Section L, Column 1, Row H*.

The Cemetery uses a standardized plot identifier (plot id) for all plots, e.g. C-5-12, J-T-6, L-1-H. Plot ids are used for all record keeping and mapping, except for conveyance of interment spaces in cemetery deeds. See **Section – 9.3 Description of Interment Spaces in Cemetery Deeds** for describing plots in cemetery deeds.

### 7.2 Columbarium Niche Identification

Columbarium niches are identified in incrementing order in the form of CN-1, CN-2, etc. If additional columbarium are added to the Cemetery, niche identifiers will continue being numbered from the last used number. Niche identifiers are used for all record keeping and mapping, except for conveyance of interment spaces in cemetery deeds. See **Section – 9.3 Description of Interment Spaces in Cemetery Deeds** for describing niches in cemetery deeds.

### 7.3 Cremation Bench Identification

Cremation benches are identified in incrementing order in the form of CB-1, CB-2, etc. If additional cremation benches are added to the Cemetery, bench identifiers will continue being numbered from the last used number. Bench identifiers are used for all record keeping and mapping, except for conveyance of interment spaces in cemetery deeds. See **Section – 9.3 Description of Interment Spaces in Cemetery Deeds** for describing benches in cemetery deeds.



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## **8. Interment Space Owner Rights**

### **8.1 Ownership**

The Cemetery does not convey physical ownership of any interment space.

### **8.2 Rights of Interment**

The Cemetery conveys to the purchaser, and the purchaser's heirs, successors, and assigns forever, the right to inter up to the number of souls allowed in, and in the manner provided by the interment space as provided for in **Section 6 – Interment Spaces**.

### **8.3 Right to Place Memorials**

The Cemetery grants the purchaser, and the purchaser's heirs, successors, and assigns forever, the right to place memorials as provided for in **Section 16 – Memorials**.

### **8.4 Limited Powers of the Cemetery Concerning Rights of Interment**

The Cemetery cannot reject or in any way limit the current legal owner's rights of interment, except as provided for in *Oregon Revised Statute (ORS) 97.570 Spouse has vested right of interment.*

If the current legal owner wishes to ensure specific individuals are interred in, or limit the future use of the interment space, proper legal considerations should be made through the owner's estate.

## 9. Conveyance of Owner Rights

All conveyances of owner rights are final, and no refunds will be made.

The rights owner may transfer rights to another party as provided in **Section 10 – Transfer of Owner Rights**.

### 9.1 Conveyance Procedure

1. The Cemetery Clerk assists the purchaser(s) in selecting an available interment space.
2. The purchaser(s) completes the appropriate application for the selected interment space and submits to the Cemetery Clerk, along with payment of fees as established by the Cemetery Authority.
3. The Cemetery Clerk prepares the appropriate cemetery deed conveying owner rights to the interment space as provided for in **Section 8 – Interment Space Owner Rights**.
4. The Cemetery Manager signs and has notarized by a Notary Public the cemetery deed.
5. The City Recorder records the cemetery deed:
  - a. Assigns a cemetery record number in the form of the year and an incrementing number, e.g. 2020-01, 2020-02, etc.
  - b. Makes a copy of the cemetery deed and files the copy in the cemetery records.
  - c. Sends the original cemetery deed to the purchaser(s) via mail.
6. The Cemetery Clerk updates any digital records to reflect ownership by the purchaser(s).

### 9.2 Cemetery Deed Format

All cemetery deeds shall have the following format and verbiage.

**Vernonia Memorial Cemetery  
Cemetery Deed**

*Know all men by these presents that the City of Vernonia, ("Grantor"), for the consideration of \$100.00, does hereby convey unto John and Jane Doe ("Grantee") and Grantee's heirs, successors and assigns, the Right(s) of Interment, any other rights described below, and to place memorials for the Interment Space(s) described below in accordance with the Vernonia Memorial Cemetery Rules and Regulations, as adopted by the Cemetery Authority (Vernonia City Council) appertaining Interment Space(s), situated in the City of Vernonia, Columbia County, State of Oregon, described as follows, to wit:*

*DESCRIPTION OF INTERMENT SPACE(S)*

*ADDITIONAL RIGHTS OR SERVICES GRANTED*

*This conveyance is subject to the following conditions: 1) The above described Interment Space(s) and the any other rights conveyed shall not be conveyed to any other person(s) without notification to the City of Vernonia; 2) No conveyance to any other person(s) shall be valid until the Grantee conveys the above described Interment Space(s) and the any other rights by means of a Cemetery Deed filed by the City Recorder in the City of Vernonia Cemetery Records; 3) No conveyance of the above described Interment Space(s) and the any other rights shall be made for more than the current fees assessed by the Cemetery Authority for equal Interment Space(s) and any other rights describe above on the date of conveyance; and 4) The rights conveyed herein are indivisible and must be transferred in whole.*

*Vernonia Memorial Cemetery is licensed by the Oregon State Mortuary and Cemetery Board.*



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### **9.3 Description of Interment Spaces in Cemetery Deeds**

Plots in Sections A-I are described in cemetery deeds as:

*Section A, Block 5, Plot 4 according to the plat and maps of Vernonia Memorial Cemetery on file with the City of Vernonia.*

Plots in Sections J-Q are described in cemetery deeds as:

*Section J, Column, X, Row 3 according to the plat and maps of Vernonia Memorial Cemetery on file with the City of Vernonia.*

Columbarium niches are described in cemetery deeds as:

*Columbarium Niche 12 according to the columbarium numbering diagram of Vernonia Memorial Cemetery on file with the City of Vernonia.*

Cremation benches are described in cemetery deeds as:

*Cremation Bench 2 according to the maps of Vernonia Memorial Cemetery on file with the City of Vernonia.*

### **9.4 Description of Additional Rights and Services in Cemetery Deeds**

Payment of second rite fee at time of conveyance of owner rights:

*The above described Interment Space is conveyed with 1 Second Rite fee(s).*

Conveyance of number of interment rights and interment in Section M (urn plots):

*The above described Interment Space is conveyed with the Interment of 2 soul(s).*

Conveyance of interment right and interment in a columbarium niche:

*The above described Interment Space is conveyed with the Interment of 1 soul.*

Conveyance of number of interment rights and interment in a cremation bench:

*The above described Interment Space is conveyed with the Interment of 2 souls.*

Limiting of number of interment rights for a child full-sized plot:

*The above described Interment Space is conveyed with a single Right of Interment for a child under the age of eighteen (18) years of age. No additional interments are allowed in this Interment Space.*

## 10. Transfer of Owner Rights

No owner may transfer rights without notifying the City of Vernonia.

The transfer of rights is not valid and will not be recognized by the City of Vernonia until the owner signs a cemetery deed conveying their rights to the other party.

The original conveyed rights are indivisible and must be transferred in whole.

Rights may not be conveyed to another party for more than the current fees assessed by the Cemetery Authority for the rights being transferred.

The owner may convey back to the Cemetery unused interment space(s) for no consideration. Any other rights originally conveyed to the owner with the interment space(s) are forfeited.

### 10.1 Transfer Procedure

1. The owner notifies the Cemetery Clerk of the owner's intent to transfer their rights to another party.
2. The owner provides the Cemetery Clerk with Grantee's name, mailing address, phone number and the agreed upon price for the rights to be transferred.
3. The Cemetery Clerk prepares a cemetery deed as provided for in **Section 9 – Conveyance of Owner Rights** with the current owner as Grantor.
4. The owner signs and has notarized by a Notary Public the cemetery deed.
5. The City Recorder records the cemetery deed:
  - a. Assigns a cemetery record number in the form of the year and an incrementing number, e.g. 2020-01, 2020-02, etc.
  - b. Makes a copy of the cemetery deed and files the copy in the cemetery records.
  - c. Sends the original cemetery deed to the purchaser(s) via mail.
6. The Cemetery Clerk updates any digital records to reflect the transfer ownership.

## 11. Casket Interments

All applicable fees must be paid prior to interment.

Only a licensed Funeral Director may arrange with the Cemetery for casket interments.

The Cemetery does not provide setup or open and close for casket interments. It is the responsibility of the Funeral Director to arrange for those services.

All casket interments require at a minimum a concrete grave liner.

Only one casket interment per full-sized plot interment space is allowed.

No casket interment is allowed in a plot interment space where an urn interment has previously been performed.

### 11.1 Interment Procedure

1. A Funeral Director notifies the Cemetery Clerk of a pending interment and verifies existing interment rights for the interment space or arranges for the purchase of interment rights as provided for in **Section 9 – Conveyance of Owner Rights**.
2. The Funeral Director completes and submits a Casket Interment Application signed by the owner or owner's heir or representative authorizing the interment to the Cemetery Clerk.
3. The Cemetery Clerk processes the application by:
  - a. Verifying right of interment and physically checking the interment space for conflicts or other issues which may exist regarding the interment space.
  - b. Tabulates applicable fees as established by the Cemetery Authority.
  - c. Assigns an interment record identifier as provided for in **Section 19.1 Interment Record Numbering**.
  - d. Provides a copy of the completed application to the Funeral Director.
  - e. Clearly marks the interment space a day in advance of the interment, and if possible, verifies the interment space location with the company or individual with whom the Funeral Director has arranged open and close services.
4. The Funeral Director provides a signed copy of the Final Disposition Authorization to the Cemetery Clerk after the interment is complete.
5. The Cemetery Clerk files the Casket Interment Application and Final Disposition Authorization in the cemetery records and updates any digital records to reflect the interment.



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## 12. Urn Interments

All applicable fees must be paid prior to interment.

The Cemetery is responsible for open and close for urn interments.

The Cemetery will provide a tent, chairs, tables, and podium for the service upon request.

### 12.1 Interment Procedure

1. A Funeral Director or representative of the deceased notifies the Cemetery Clerk of a pending interment and verifies existing interment rights for the interment space or arranges for the purchase of interment rights as provided for in **Section 9 – Conveyance of Owner Rights**.
2. The Funeral Director or representative of the deceased completes and submits an Urn Interment Application signed by the owner or owner's heir or representative authorizing the interment, and a copy of the unsigned Final Disposition Authorization to the Cemetery Clerk.
3. The Cemetery Clerk processes the application by:
  - a. Verifying right of interment and physically checking the interment space for conflicts or other issues which may exist regarding the interment space.
  - b. Tabulates applicable fees as established by the Cemetery Authority.
  - c. Assigns an interment record identifier as provided for in **Section 19.1 Interment Record Numbering**.
  - d. Provides a copy of the completed application to the Funeral Director or representative of the deceased.
4. The Cemetery Clerk opens the grave and sets up for the service a minimum of one (1) hour prior to the funeral service.
5. The Cemetery Clerk closes the grave at the conclusion of the service and signs the Final Disposition Authorization.
6. The Cemetery Clerk files the Urn Interment Application and Final Disposition Authorization in the cemetery records and updates any digital records to reflect the interment.

### 13. Columbarium Niche and Cremation Bench Interments

All applicable fees must be paid prior to interment.

The Cemetery is responsible for open and close for columbarium niche and cremation bench interments.

Funeral services at the Cemetery are not included with columbarium niche and cremation bench interments.

The Cemetery will provide a tent, chairs, tables, and podium for the service upon request if a funeral service is being held for a fee as established by the Cemetery Authority.

Columbarium niche containers must fit in a one (1) foot square space.

Remains interred in a cremation bench must be in a heavy-duty cremains bag such as provided by a funeral home and may further be placed in cloth bag if desired.

Each columbarium niche and cremation bench fee includes engraving at the current cost of engraving to the Cemetery.

#### 13.1 Interment Procedure

1. A Funeral Director or representative of the deceased notifies the Cemetery Clerk of a pending interment and verifies existing interment rights for the interment space or arranges for the purchase of interment rights as provided for in **Section 9 – Conveyance of Owner Rights**.
2. The Funeral Director or representative of the deceased completes and submits a Columbarium Niche Interment Application signed by the owner or owner's heir or representative authorizing the interment, and a copy of the unsigned Final Disposition Authorization to the Cemetery Clerk.
3. The Cemetery Clerk processes the application by:
  - a. Verifying right of interment and physically checking the interment space for conflicts or other issues which may exist regarding the interment space.
  - b. Tabulates applicable fees as established by the Cemetery Authority and the cost to the Cemetery for engraving.
  - c. Assigns an interment record identifier as provided for in **Section 19.1 Interment Record Numbering**.
  - d. Provides a copy of the completed application to the Funeral Director or representative of the deceased.
4. The Cemetery Clerk arranges a date and time with the Funeral Director or representative of the deceased for delivery of the cremains to the Cemetery for interment if no funeral service is being held.
5. The Cemetery Clerk sets up for the service a minimum of one (1) hour prior to the funeral service if a funeral service is being held.
6. The Cemetery Clerk interrs the cremains and signs the Final Disposition Authorization.
7. The Cemetery Clerk files the Columbarium Niche Interment Application and Final Disposition Authorization in the cemetery records and updates any digital records to reflect the interment.
8. The Cemetery Clerk arranges for engraving.



## 14. Columbarium Niche and Cremation Bench Engraving

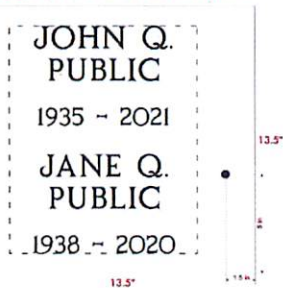
Each columbarium niche and cremation bench fee includes engraving at the current cost of engraving to the Cemetery.

### 14.1 Columbarium Niche Engraving

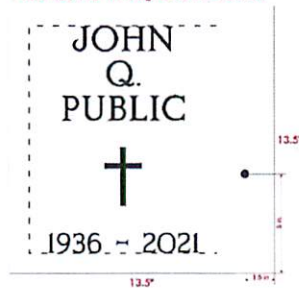
All niche shutters have a uniform engraving style, including up to 3 lines of lettering for a name (scalable down for long names) and 1 line of lettering being the birth and death years. All lettering is a serif font. An engraved graphic, e.g. cross, military/fraternal organization emblem, etc., 2" x 2" may be placed between the name and dates. All engraving must be contained in a 7" x 10" envelope. The right 4" of the shutter is reserved for a vase ring.

Niche shutter engraving shall conform to one of the four below styles; one for double interments and three for single interments.

Double  
Dimensions: (13.5" x 13.5") 9.5" x 11.5" (Engravable area)  
Engraving 1" from top  
Font: Classic Roman  
Name: 1.25"  
Dates: .875"  
Vase hole 1.5" from right & 5" from bottom



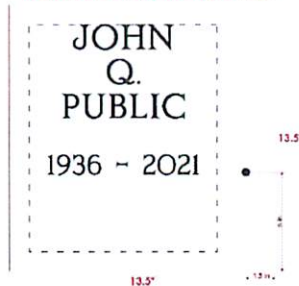
Single  
Dimensions: (13.5" x 13.5") 9.5" x 11.5" (Engravable area)  
Engraving 1" from top  
Font: Classic Roman  
Name: 1.25"  
Dates: 1"  
Emblem not to exceed 3" x 3"  
Vase hole 1.5" from right & 5" from bottom



Single  
Dimensions: (13.5" x 13.5") 9.5" x 11.5" (Engravable area)  
Engraving 1" from top  
Font: Classic Roman  
Name: 1.25"  
Dates: 1"  
Epitaph: .75"  
Vase hole 1.5" from right & 5" from bottom



Single  
Dimensions: (13.5" x 13.5") 9.5" x 11.5" (Engravable area)  
Engraving 1" from top  
Font: Classic Roman  
Name: 1.25"  
Dates: 1"  
Vase hole 1.5" from right & 5" from bottom



### 14.2 Cremation Bench Engraving

The Cemetery Clerk shall work with the purchaser of a cremation bench to have the engraving of choice engraved on the bench.



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## 15. Disinterments

The legal representative of the deceased shall make a request in writing for disinterment to the Cemetery Manager. Authorization of the disinterment is at the sole discretion of the Cemetery Manager. Should the Cemetery Manager approve the disinterment, the requestor is responsible for paying the disinterment fee as established by the Cemetery Authority and arranging and paying for the disinterment. In the case of disinterment from a columbarium niche, the requestor is responsible for the cost of replacing the shutter.

## 16. Memorials

The Cemetery allows for granite headstones, brass flower vase rings, and vases as provided.

The Cemetery prefers the purchaser arrange for installation when purchasing a memorial. The Cemetery will install memorials if delivered to the Cemetery and for a fee as assessed by the Cemetery Authority.

The Cemetery reserves the right to remove any memorial which does not meet the requirements of this section. The Cemetery Clerk shall notify the current rights owner to retrieve the memorial. The Cemetery shall not retain removed memorials for longer than six (6) months.

The Cemetery does not own, nor is responsible for the maintenance, theft, or vandalism of any memorial placed in the Cemetery. The Cemetery shall attempt to notify the current rights owner in the event of theft or vandalism of a memorial. The Cemetery may repair damaged memorials insofar as possible or reset memorials which cause issues with the maintenance of the Cemetery grounds.

### 16.1 Granite Headstone Requirements in Sections A-L

- Flush to the ground style.
- Deluxe, all granite.
- Have sawed sides.
- Have rolled (LMP) edges.
- Be one of four (4) sizes (width x height x depth):
  - 28" x 16" x 4" – Single plot,
  - 30" x 18" x 4" – Single plot,
  - 40" x 16" x 4" – Double plot,
  - 48" x 18" x 4" – Double plot.
- Double plot headstones must be placed centered over two plots.

### 16.2 Granite Headstone Requirements in Section M

- Same requirements as above but can only be of the size 28" x 16" x 4".
- Brass flower vase rings are not permitted in Section M.

### 16.3 Brass Flower Vase Ring Requirements in Sections A-L

- Must be set in a concrete cylinder with a minimum diameter of 12".
- Can only be placed in a plot with an existing granite headstone for urn interments.

### 16.4 Flower Vases

- Must be cast in a 9" x 9" concrete base.
- Must be set directly above or below and abutting the headstone.
- Only one vase is allowed per single headstone and must be centered with the headstone.
- Up to two vases are allowed per double headstone and must be centered with the headstone or equally spaced, respectively.

### 16.5 Non-Conforming Memorials



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- US Military issued headstone (flush to ground style).
- A single marker to match a spouse's existing memorial with approval of the Cemetery.

#### **16.6 Placement of Memorial Objects in the Cemetery**

The Cemetery does not generally allow for memorial objects, i.e. benches, plantings, etc. in the Cemetery. However, a request may be made in writing to the Cemetery Manager for consideration. The approval of memorial objects is at the sole discretion of the Cemetery Manager. Should the memorial object be approved, the requestor is responsible for the purchase and installation of the memorial object in accordance with any conditions set forth by the Cemetery Manager. The Cemetery does not own, nor is responsible for the theft, vandalism, or replacement of any memorial object placed in the Cemetery. The Cemetery reserves the right to remove any memorial object which deteriorates, becomes unsightly, or causes undue extra maintenance.



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## **17. Rights of the Cemetery to Correct Errors**

The Cemetery reserves the right to correct errors made by the Cemetery involving interments, or in description or transfer of conveyance of owner rights. Exercising such rights is at the sole discretion of the Cemetery Authority.

### **17.1 Errors of Interment**

The Cemetery may reinter remains in an interment space of equal value and/or reconvey owner rights as needed to correct interment errors.

In the event the error is the sole responsibility of a 3<sup>rd</sup> party contractor, that party shall be financially responsible for the reinterment and any administrative fees associated with reconveyance of owner rights.

### **17.2 Errors in Conveyance of Owner Rights**

The Cemetery may cancel any conveyed owner rights and substitute with owner rights of equal value and similar location as fair as possible; or cancel owner rights and refund the amount paid for said owner rights.



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## **18. 3<sup>rd</sup> Party Contractors**

Any person not employed by the City of Vernonia or company performing work in the Cemetery, including but not limited to, casket interments and placement of memorials is considered a 3<sup>rd</sup> party contractor.

### **18.1 Notification of Work in the Cemetery**

Contractors performing work in the Cemetery must notify the Cemetery of the date and time work is to be performed no less than 48 hours in advance excluding weekends and holidays.

### **18.2 Insurance**

Contractors performing work within the Cemetery must carry workman's compensation and liability insurance in the amount of no less than one million dollars (\$1,000,000).

### **18.3 Quality of Workmanship and Damage to the Cemetery**

Contractors guarantee the quality of the work performed in the Cemetery conforms to these rules and regulations, does not create a hazard of injury to the public, nor creates an unsightly condition or damage to the Cemetery grounds.

In the event of unacceptable workmanship or damage to the Cemetery by a contractor, the Cemetery Manager shall notify the contractor of the defect and request that it be corrected within 72 hours of notification. If the contractor fails to correct the defect within the 72-hour timeframe, the Cemetery shall correct the defect and charge the contractor for any time and material required to do so. Failure to correct the defect and to pay for the Cemetery to do so shall result in the contractor being prohibited from performing any future work in the Cemetery. The Cemetery Manager shall notify the contractor in writing they have been prohibited from performing work in the Cemetery and a copy shall be maintained in the Cemetery records.

## 19. Cemetery Records

The City Recorder is responsible for maintaining all records of conveyance of owner rights and interments in the Cemetery within the Records of the City of Vernonia in perpetuity. Should the position of Cemetery Clerk be held by an individual other than the City Recorder, the Cemetery Clerk may assist in cemetery record keeping under the direction of the City Recorder.

### 19.1 Interment Record Numbering

Each interment shall be numbered in the form of year and an incrementing number, e.g. 2020-01, 2020-02, etc. All interments in the Cemetery have been assigned an interment record number based on the year and order of death date.

### 19.2 Official Cemetery Maps

The City Recorder shall maintain a set of maps of the platted sections of the Cemetery showing the name of those interred with date of death within the interment space and conveyances of owner rights for unoccupied interment spaces. The maps shall be updated by the City Recorder's hand as interments and conveyances of owner rights are recorded and shall be reproduced anew from the digital cemetery records as needed. When a new set of maps is produced, the City Recorder shall mark the old set of maps as "Archived" and file the maps in the cemetery records.

### 19.2 Official Columbarium Numbering Diagram

The City Recorder shall maintain a numbering diagram showing the name of those interred with date of death within the interment space and conveyances of owner rights for unoccupied interment spaces. The diagram shall be updated by the City Recorder's hand as interments and conveyances of owner rights are recorded and shall be reproduced anew from the digital cemetery records as needed. When a new diagram is produced, the City Recorder shall mark the old diagram as "Archived" and file the diagram in the cemetery records.

### 19.3 Official Cemetery Interment Directory

The City Recorder shall maintain a list of all interments in the Cemetery, including name (full and parts), interment number, interment space identifier, date of birth, date of death, and date of interment. The directory shall be updated by the City Recorder's hand as interments are recorded and shall be reproduced anew from the digital cemetery records as needed. When a new directory is produced, the City Recorder shall mark the old directory as "Archived" and file the directory in the cemetery records. Archived directories may be discarded in accordance with State of Oregon public records retention law.

### 19.4 Digital Cemetery Records

The Cemetery maintains digital cemetery records including spatial datasets of the cemetery boundary and plots, as well as spreadsheets and databases of interments and conveyances of owner rights. These digital records are not the official cemetery records. The Cemetery maintains these records as a convenience for administrative purposes, and to easily provide the public access to burial information for the Cemetery. The only official record keeping use of the digital records is to maintain the official cemetery maps as described above.



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### **19.5 Historical Cemetery Records**

Records of the Cemetery have been maintained in various forms, including ledgers, individual records of conveyance and interment, and maps since the establishment of the Cemetery. All historical records have been and shall continue to be contained within cemetery records.



## **20. Plats, Ordinances and Resolutions Pertaining to the Cemetery**

The following is a chronological list of plats, ordinances, and resolutions related to the Cemetery with a brief description of the effect of the instrument.

### **April 29<sup>th</sup>, 1939 – Vernonia Memorial Cemetery – Plat Book 2, Page 77**

Sections A-H are platted by Earle S. Smith P.E., City Engineer.

### **May 1<sup>st</sup>, 1939 – Ordinance No. 237**

Dedication of the roadways and walkways to the use of the public forever to access the Cemetery. Notes several burials have occurred prior to platting of the Cemetery.

### **June 5<sup>th</sup>, 1939 – Ordinance No. 239**

The ordinance which sets forth sales and issuance of deeds, plot prices, creation of the Cemetery improvement fund, maintenance of the Cemetery, and the rules and regulations. This ordinance is the main legislation concerning the Cemetery and will be amended and have sections repealed by several ordinances up to and including Ordinance No. 780.

### **November 6<sup>th</sup>, 1939 – Resolution (No. 1939-17)**

Authorizes the Mayor and Recorder to accept payment for and provide title to plots as set forth in Ordinance No. 239.

### **December 19<sup>th</sup>, 1939 – Ordinance No. 245 amending Ordinance No. 239**

Amends the types of monuments allowed in the Cemetery and how they are to be installed.

### **February 19<sup>th</sup>, 1940 – Ordinance No. 247 amending Ordinance No. 239**

Amends prices and the types of allowed grave liners.

### **March 4<sup>th</sup>, 1940 – Resolution (No. 1940-2)**

Columbia County deeds the land to the City on which the Cemetery is located in exchange for Section H being deeded to the County for the purposes of burying indigent persons.

### **April 7<sup>th</sup>, 1947 – Ordinance No. 285 amending Ordinance No. 239**

Amends prices.

### **August 18<sup>th</sup>, 1952 – Ordinance No. 326 amending Ordinance No. 239**

Amends prices and the types of allowed grave liners.

### **January 17<sup>th</sup>, 1955 – Ordinance No. 340 amending Ordinance No. 239**

Dedicated the Sunrise Section of the Cemetery and applying those applicable portions of Ordinance No. 239 and its amending ordinances to said Sunrise Section. This section was never mapped or platted as



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Sunrise Section. It was platted as Section I in the unrecorded plat of Vernonia Memorial Cemetery Sections A-K in March 1978.

**February 18<sup>th</sup>, 1957 – Ordinance No. 350 amending Ordinance No. 326**

Amends prices.

**June 3<sup>rd</sup>, 1957 – Ordinance No. 353 amending Ordinances No. 239, No. 326, and No. 350**

Amends prices.

**October 11<sup>th</sup>, 1965 – Ordinance No. 419 amending Ordinance No. 239**

Establishes the Cemetery Operating Commission, and effectively repealing Section 47 of Ordinance No. 239.

**May 6<sup>th</sup>, 1968 – Ordinance No. 440 amending Ordinance No. 239**

Amends prices, as well as several small changes to the operations of the Cemetery.

**May 6<sup>th</sup>, 1968 – Resolution (No. 1968-1)**

The City requests Columbia County to return Section H, as no indigent persons have been buried in 12 years as space for burials is becoming limited.

**April 21<sup>st</sup>, 1975 – Ordinance No. 484 amending Ordinance No. 440**

Amends prices.

**June 7<sup>th</sup>, 1976 – Ordinance No. 495**

Establishing the South Addition to the Cemetery. This section was never mapped or platted as South Addition. It was platted as Sections J and K in the unrecorded plat of Vernonia Memorial Cemetery Sections A-K in March 1978.

**March 1978 – Vernonia Memorial Cemetery Sections 'A' Thru 'K' (unrecorded plat)**

Resurveys Sections A-H per the plat of Vernonia Memorial Cemetery; adding additional plots to Sections A-H replacing the walkways; creates Section I (Sunrise Section); and creates Sections J and K (South Addition) by Frank H. Sellers, P.L.S. This platting was eventually recorded as C.S. No. M-522 by the County Surveyor.

**September 18<sup>th</sup>, 1978 – Ordinance No. 529**

Vacates portions of 6<sup>th</sup> Avenue which became part of Sections J and K and the walkways as platted in the plat of Vernonia Memorial Cemetery and converted to plots in the unrecorded plat Vernonia Memorial Cemetery Sections 'A' Thru 'K'.

**September 14<sup>th</sup>, 1981 – Resolution (No. 1981-17)**

Amending the agreement between the City and David Wold to act as sexton for Pioneer Cemetery as well as Vernonia Memorial Cemetery. The original agreement is unknown to modernity.

**October 18<sup>th</sup>, 1982 – Ordinance No. 570 amending Ordinance No. 239**

Removes jail time as punishment for violating Cemetery rules.

**July 2<sup>nd</sup>, 1990 – Ordinance No. 651 amending Ordinance No. 239**

Amends prices.

**June 1<sup>st</sup>, 1992 – Ordinance No. 674 amending Ordinance No. 239**

Constitutes a major overhaul and modernization of Ordinance No. 239. These changes are the basis of the rules and regulations the Cemetery has operated under up until the first adoption of these Rules and Regulations.

**April 15<sup>th</sup>, 2002 – Ordinance No. 780 amending Ordinance No. 239**

Cemetery fees removed from ordinance to the Master Fee Schedule, as well as a few minor changes made in Ordinance No. 674.

**June 24<sup>th</sup>, 2004 – Vernonia Memorial Cemetery Sections “L, M & N” – Plat Book 6, Page 30**

Sections L, M and N are platted by Leslie G. Keenon, P.L.S.

**June 17<sup>th</sup>, 2014 – City of Vernonia Cemetery Rules and Regulations**

A numbered list of Cemetery rules and regulations compiled from Ordinance No. 239 and the ordinances amending it by the Vernonia Cemetery Committee with the assistance of Council liaison Mayor Josette Mitchell.

**December 6<sup>th</sup>, 2018 - Vernonia Memorial Cemetery Sections “L, M, N, O, P & Q” – Plat book 7, Page 116**

Sections L and M are replatted into Sections L, M, N, O and P; and Section N is redesignated Section Q by Donald D. Wallace, P.L.S.

**February 1<sup>st</sup>, 2021 – Ordinance No. 928 repealing Ordinance Nos. 293, 245, 247, 285, 326, 340, 350, 353, 419, 440, 459, 570, 651, 674 and 780**

Repeals all ordinances pertaining to the rules, regulations, and operations of Vernonia Memorial Cemetery.

**February 1<sup>st</sup>, 2021 – Resolution 2021-01 adopting *Rules and Regulations of Vernonia Memorial Cemetery***

Adoption of the modern rules and regulations of the Cemetery.