

BILL NO. 18-03

ORDINANCE NO. 383

AN ORDINANCE ESTABLISHING A CEMETERY ADVISORY BOARD FOR THE CITY OF LEETON, MISSOURI.

WHEREAS, the Mineral Creek Cemetery provides a final resting place for members of our community, and

WHEREAS, the City of Leeton is entrusted the care of Mineral Creek Cemetery, and

WHEREAS, the City of Leeton desires to support future improvements and upkeep in Mineral Creek Cemetery for many years to come, and

WHEREAS, the Mineral Creek Cemetery Advisory Board will strengthen these efforts and provide a means to support upkeep, preservation and improvements at Mineral Creek Cemetery,

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF ALDERMEN FOR THE CITY OF LEETON, MISSOURI, AS FOLLOWS:

Section 1. Establishment. The Mineral Creek Cemetery Advisory Board (Cemetery Board) is hereby created.

Section 2. Membership and Terms. The Cemetery Board shall consist of four (4) persons to be appointed by the Mayor with the advice and consent of the Board of Aldermen. Each will serve a term of four years commencing March 1, or until their successor is duly appointed. The first Cemetery Board shall consist of members with terms of one, two, three, and four years, respectively.

Section 3. Qualifications. Members of the Cemetery Board shall be residents of the City of Leeton, or persons interested in the cemetery within the City.

Section 4. Purpose. The Cemetery Board shall establish and oversee programs related to the maintenance and operation of Mineral Creek Cemetery in the City.

Section 5. Powers and Duties. The Cemetery Board shall have the following powers and duties:

- a) To report to and advise the Board of Aldermen regarding Mineral Creek Cemetery;
- b) To hold regular public meetings and maintain written minutes of its proceedings;
- c) To solicit and oversee grants, gifts and donations from public and private sources for cemetery purposes;
- d) To recommend City funding for projects, facilities and upkeep costs within

Mineral Creek Cemetery;

- e) To engage in planning and goal setting for future cemetery needs;
- f) To establish committees for the oversight of specific projects or programs and to designate members of those committees that may be members of the Cemetery Board or other qualified individuals, which committees shall report to the Cemetery Board on their work;
- g) To recruit, organize and oversee volunteers for desired projects and specific needs, including, but not limited to, fundraising, upkeep, and landscaping;
- h) To draft rules and regulations for recommendation to the Board of Aldermen concerning cemetery operations, records, fees, and other such matters as deemed necessary.

Section 6. Meetings and Reports. The Cemetery Board shall meet at least three times per year regularly, or such other times as are called by the Chair of the Cemetery Board. Three (3) members shall constitute a quorum, not counting the Cemetery Commissioner who shall serve as an ex-officio member of the Cemetery Board. The Cemetery Board shall report to the Board of Aldermen after each meeting of the actions taken at such meeting and any recommendations to the Board of Aldermen. The Cemetery Board shall establish such rules for conduct of their meetings as they deem appropriate and not inconsistent with law or ordinance of the City of Leeton.

Section 7. Officers. The Cemetery Board shall elect from its membership a Chair, Vice-Chair and Secretary, each to serve for one year or until their successor is elected. The Chair shall preside at all meetings. The Vice-Chair shall preside in the absence of the Chair. The Secretary shall record the written minutes of the Cemetery Board's meetings and deliver them to the City Clerk for keeping with the records of the City of Leeton.

Section 8. Ex-Officio Member. The Cemetery Commissioner, who shall be a member of the Board of Aldermen and appointed by the Mayor, shall be an ex-officio member of the Cemetery Board. The Cemetery Commissioner shall only cast a vote in the case of a tie and his/her attendance shall not count toward the establishment of a quorum of the Cemetery Board.

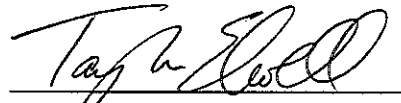
Section 9. Cemetery Fund. All monies collected for cemetery purposes shall be kept and accounted for in a separate City fund designated "The Cemetery Fund."

Section 10. Organization. Within thirty days of original appointment, the Cemetery Board shall meet and select a president. The Cemetery Board may from time to time adopt rules approved by the Board of Aldermen establishing additional officers and rules for the Cemetery Board.

Section 11. This ordinance shall be in full force and effect from and after its passage.

Read a first time in open session on January 9th, 2018

Read a second time and passed in open session this 9th day of January, 2018.



Taylor Elwell, Mayor

ATTEST:


Terry Bond, City Clerk