

**§ 96.07 ADDITIONAL DUTIES OF CLERK/TREASURER.**

The City Clerk/Treasurer will:

(A) Make all sales of burial plots and collect the requisite funds as established by ordinance.

(B) Be authorized to sell cemetery lots on deferred payment contract plan, provided the minimum initial payment shall be 25 % of the total price, with installment prices of the same amount for the next three quarters. A condition of such sale shall be that in the event it becomes necessary to use the plots for burial, the outstanding balance shall become due and payable immediately. If payments are not made in full the plots will revert back to the cemetery in one year for the date of the original sale.

(C) Upon payment of the requisite funds prepare a deed for the plots to the purchaser, describing the number of plots sold and their location.

(D) Update all records to include the sale.

(E) To transfer deeds to burial plots if necessary by issuing new deeds. A reasonable fee of \$10 per transaction may be charged for this service.

(F) Supervise all interments.

(G) Be the contact person for all undertakers, funeral directors and family members, collect the decedent's name, age, marital status, dates of birth and death and then update all records.

(H) Determine the applicable deed being used for all burials and recording the above information on that deed record.

(I) If necessary, is authorized to hire an assistant for no more than \$150 per month.  
(Res. 05-11, passed 7-25-11)