

## CEMETERY ORDINANCE

**CEMETERY BOARD.** A Cemetery Board of Trustees (hereinafter referred to as the “Board”) shall be responsible for the maintenance and operation of the municipal cemetery known as Greenlawn Cemetery to provide grounds for human interments. The Board shall also advise the Council from time to time on the need for additional cemetery facilities.

**BOARD ORGANIZATION.** The Board shall consist of five members who are residents of the City, appointed by the Mayor with the approval of the Council for overlapping six-year terms. A Council member will be appointed by the Mayor to attend the meetings of the Board. The chairperson and a secretary shall be chosen from and by the members of the Board, and he or she shall serve in that capacity for a term of two years. Members shall serve without compensation, but they may receive reimbursement for their actual expenses.

**DUTIES OF THE BOARD.** As a part of its duties for the maintenance and operation of Greenlawn Cemetery, the Board shall oversee the cemetery properties and the hiring and discharge of personnel working on cemetery properties, subject to contracts, and capital outlays set forth in the annual budget provided by the Council for cemetery operations. The Board may appoint a caretaker who shall have authority to order supplies at the direction of the Board consistent with the procedures established by the Council for all departments of the City and payments will be made by check written by the City Clerk for invoices submitted and approved by the Board.

**REPORTS.** The Board shall make written reports to the Council of its activities from time to time as it deems advisable or upon Council request. Its revenues and expenditures shall be reported monthly by the City Clerk to the Council in the manner of other departmental expenditures.

**RULES:** The Board shall have the power to make rules and regulations for the use and operations of the cemetery subject to the approval of the rules by the Council. These rules and regulations shall be found in the book of Readopted and Corrected Rules and Regulations of Greenlawn Cemetery.