

## CHAPTER 27

# CEMETERY BOARD

27.01 Definition  
27.02 Board Established  
27.03 Compensation  
27.04 General Powers

27.05 Budget  
27.06 Records  
27.07 Reports  
27.08 Rules

**27.01 DEFINITION.** The term “cemetery” means the Reinbeck Cemetery, which is a municipal cemetery under the provisions of Chapter 523I of the *Code of Iowa* and which shall be operated under the provisions of Chapter 523I of the *Code of Iowa* and this chapter.

*(Code of Iowa, Sec. 523I.501)*

**27.02 BOARD ESTABLISHED.** A Cemetery Board is hereby established. The Board consists of three (3) members, all residents of the City, appointed by the Mayor with the approval of the Council, for two-year terms. Each term shall commence on January 1. Vacancies shall be filled in the same manner as the original appointment for the balance of the term. The Board shall select a Chairperson and a Secretary from its membership every two years.

**27.03 COMPENSATION.** Members of the Board shall serve without compensation.

**27.04 GENERAL POWERS.**

1. The Board (in consultation with the City Administrator) shall have authority over the municipal cemetery and cemetery equipment subject to the limitation on expenditures set forth in the annual budget provided by the Council.
2. The Board (in consultation with the City Administrator) shall have power to employ personnel in accordance with the City’s personnel policy and direct such employees in their work. The City Administrator may allocate City employees’ time to work at the cemetery, as agreed upon with the Board, and such employees shall carry out the work as directed by the City Administrator.

**27.05 BUDGET.**

1. The Board shall prepare a proposed budget for the purpose of maintaining the grounds and facilities under its charge. Such budget shall be submitted to the City Administrator at such time and with such details as required by the Council.
2. The Board shall have authority to order the expenditure of such moneys that are appropriated for it by the Council. The City Administrator shall have custody of the cemetery moneys, which shall be kept in the General Fund unless otherwise transferred by the Council to a trust or capital improvement fund. The Board shall follow the purchasing procedures established for all City departments by the Council.

**27.06 RECORDS.** The Board shall make and keep complete records identifying the owners of all interment rights sold by the cemetery and historical information regarding any transfers of ownership in accordance with Chapter 523I of the *Code of Iowa*. The records shall include all of the following:

*(Code of Iowa, Sec. 523I.311)*

1. Sales or Transfers of Interment Rights.
  - A. The name and last known address of each owner or previous owner of interment rights.
  - B. The date of each purchase or transfer of interment rights.
  - C. A unique numeric or alphanumeric identifier that identifies the location of each interment space sold by the cemetery.
2. Interments.
  - A. The date the remains are interred.
  - B. The name, date of birth, and date of death of the decedent interred, if those facts can be conveniently obtained.
  - C. A unique numeric or alphanumeric identifier that identifies the location of each interment space where the remains are interred.

**27.07 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 Administrator in the manner of other departmental revenues and expenditures, and a copy shall be provided to each member of the Board and in the City Administrator's report to the Council.

**27.08 RULES.** The Board shall have power to make rules and regulations for the use of the grounds and facilities under its charge, subject to the provisions of Section 523I.304 of the *Code of Iowa* and subject to the approval of the rules by the Council. Such rules shall be either posted on the facility or otherwise publicized in a manner to provide adequate notice to the using public.