

**NORTH GROVE CEMETERY CARETAKER AGREEMENT**

WHEREAS, upon this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, Harold Minch, a caretaker for North Grove Cemetery, does hereby agree to provide duties to the City of Celina, Ohio as a "Caretaker" for the North Grove Cemetery as per the official "Description of Duties" attached hereto as "**Exhibit 'A'**" which is fully-incorporated herein by reference ("Caretaker Duties"), as modified by the Safety Service Director from time to time, in addition to providing such other services as the Safety Service Director deems to be necessary and desirable; and

WHEREAS, the City of Celina desires for Harold Minch to perform said Caretaker Duties for the North Grove Cemetery.

WHEREFORE, for good and valuable consideration including the mutual promises contained herein, Harold Minch does agree to perform these Caretaker Duties for the City of Celina, with a monthly pay of \$500.00.

As full compensation for these Caretaker Duties the City of Celina agree to pay Harold Minch Five Hundred and xx/100 Dollars (\$500.00) per month, which the City of Celina agrees to pay Harold Minch on a monthly basis. All such invoices should be submitted by the 5<sup>th</sup> of each month to the Administrative Assistant. The City Auditor's department, and shall be paid by the City Auditor's department within ten (10) calendar days thereafter.

This agreement shall be considered to be an "at-will" agreement, and may be terminated immediately at any time by either party upon written notice to the other party. In the event of any such termination by either party, Harold Minch will only receive payment for the duties that were performed by Harold Minch prior to such termination

Nothing in this agreement shall be construed to create an employment relationship between Harold Minch and the City of Celina. As an independent contractor, Harold Minch shall be solely responsible for the withholding and payment of all taxes associated with this agreement. Further, the City of Celina is not providing any type of health insurance coverage to Harold Minch and/or his family under this agreement.

Initials: \_\_\_\_\_  
City of Celina

\_\_\_\_\_  
Harold Minch

CITY OF CELINA, OHIO  
225 N. Main Street  
Celina, Ohio 45822

HAROLD MINCH  
614 West Bridge Street  
Rockford, Ohio 45882

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Thomas Hitchcock  
*Safety Service Director*

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Harold Minch  
*Caretaker*

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Date

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Date

**DESCRIPTION OF DUTIES**

Upon the signing of the North Grove Cemetery Caretaker Agreement by the CARETAKER (Harold Minch) and the SAFETY SERVICE DIRECTOR as the authorized appointing authority of the City of Celina, the CARETAKER shall proceed to perform the following duties:

1. Duties of the CARETAKER include, but are not limited to, the following, and may be modified/amended from time to time:
  - a. Take phone calls to answer questions for the North Grove Cemetery
  - b. Meet with families/persons to sell cemetery grave spaces
  - c. Coordinate funerals with Funeral Homes
  - d. Locate and mark off graves for digging
  - e. Locate and mark off monuments for footers
  - f. Help with all cremation burials
  - g. Lead in processions to burial sites day of funeral
  - h. Collect burial permit and collect fees
  - i. Turn in all collected fees to the Administration Office with detailed description of what each check is for "monthly" (including lot, ward, and space that was sold)
  - j. Turn in all burial permits to Administration Office yearly which will be done on or before January 5<sup>th</sup> each year (this will including lot, ward and space of each burial)
  - k. On call seven (7) days a week
  - l. Perform all other duties as assigned, as modified from time to time, by the Safety-Service Director.