

**COEUR D'ALENE CITY COUNCIL
ADDENDUM AGENDA No. 1
FOR THE DECEMBER 6, 2016
COUNCIL MEETING**

F. CONSENT CALENDAR

8. Cemetery Lot Transfer from Robert Scott Huston to William R. Huston

NOTE: The City will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact the City Clerk at (208) 769-2231 at least 24 hours in advance of the meeting date and time.

CEMETERY LOT TRANSFER/SALE/REPURCHASE PROCEDURE AND ROUTING SLIP

Request received by: Municipal Services Kathy Lewis 9/2/16
Department Name Employee Name Date
Request made by: William R. Huston 916-682-0438
Name Phone
131 Hibiscus Way Sacramento CA 95828
Address

The request is for: / / Repurchase of Lot(s)
 Transfer of Lot(s) from Robert Scott Huston to William R Huston

Niche(s): _____
Lot(s): 414, _____, _____, _____, _____, _____ Block: C Section: RIV

Lot(s) are located in / / Forest Cemetery Forest Cemetery Annex (Riverview).

Copy of Deed or / / Certificate of Sale must be attached.

Person making request is / / Owner / / Executor* Other* Father

*If "executor" or "other", affidaviats of authorization must be attached.

Title transfer fee (\$ 4000) attached**.

**Request will not be processed without receipt of fee. Cashier Receipt No.: 1151122 11/21/16

ACCOUNTING DEPARTMENT Shall complete the following:

Attach copy of original contract.

Vonne Jensen
Accountant Signature

CEMETERY SUPERVISOR shall complete the following:

1. The above-referenced Lot(s) is/are certified to be vacant: Yes / / No

2. The owner of record of the Lot(s) in the Cemtery Book of Deeds is listed as:
Robert Scott Huston

3. The purchase price of the Lot(s) when sold to the owner of record was \$ 400⁰⁰ per lot.

MB 12/1/16
Supervisor's Init. Date

LEGAL/RECORDS shall complete the following:

1. Quit Claim Deed(s) received: / / Yes / / No.

Person making request is authorized to execute the claim: MCG 12/1/16
Attorney Init. Date

I certify that all requirements for the transfer/sale/repurchase of cemetery lot(s) have been met and recommend that that transaction be completed.

City Clerk's Signature Date

COUNCIL ACTION

Council approved transfer/sale/repurchase of above-referenced Lot(s) in regular session on: _____
Mo./ Day /Yr.

CEMETERY SUPERVISOR shall complete the following:

Change of ownership noted/recorded in the Book of Deeds: / / Yes / / No

Cemetery copy filed / /; original and support documents returned to City Clerk / /

Cemetery Supervisor's Signature Date

Distribution: Original to City Clerk
Yellow copy Finance Dept.
Pink copy to Cemetery Dept.