

RULES AND REGULATIONS OF CEMETERY BOARD

I. General Rules

a. Sale and Transfer of Lots

- i. Price of Lots – The Cemetery Board shall fix the price of lots and such price shall include perpetual care.
- ii. Sale of Lots – The sale of lots shall be under the control of the Street Superintendent, subject to the rules and regulations of the Cemetery Board.
- iii. Conveyance of Lots: Recording – All conveyances of lots shall be by deed executed by the Street Superintendent. No deed to any lot shall be delivered until said lot is fully paid for. All deeds of lots in said cemetery shall be recorded at length in a book to be kept for that purpose by the Street Superintendent, and when so executed and recorded shall vest the title for burial purposes only in the grantee, his heirs and assigns, subject to the following rules, regulations, conditions, limitations and reservations now established and those which may be hereafter adopted by the Cemetery Board for the government or maintenance of said cemetery.

b. Interment and Disinterment

- i. No interment shall be allowed in said cemetery without authorization from the Street Superintendent or other duly authorized person in charge of said cemetery. The Street Superintendent shall keep a record of the date of burial and the number of the lot upon which said interment is made. The owners of lots may allow the interment of other than their immediate family, provided permission is given in writing and the same filed with the Street Superintendent. Disinterment and removal of the body shall not be made without the permission of the County Coroner, the lot owner and the next of kin of the deceased. In addition to the foregoing requirements, no disinterment shall be allowed without a written permit issued by the Cemetery Board, such permit to be filed with the Street Superintendent.
- ii. No Burial Unless Lot Paid For – No burial shall be permitted upon any lot in said cemetery unless the lot shall be paid for or security for payment made thereof

c. Graves

- i. Opening, Filling – Street Superintendent or designee shall have charge of digging and filling of all graves. The cost of digging and filling in of graves shall be set by the Board and payment for the same shall be made to the City Treasurer before any grave is opened or security for payment made thereof.
- ii. Flowers and Plants – The planting of perennials or annuals of tall growth on graves shall not be permitted. No trees, bridal wreaths or thorny bushes will be allowed. The cemetery has the right to mow down any perennials past their blooming stage or that have become overgrown. Artificial flowers and annuals will only be allowed if placed in an urn or an approved concrete or clay container (minimum size 8” in diameter, maximum 24” in diameter) or on a shepherd’s hook. Artificial flowers are not allowed to be “stuck in the ground”. No tin cans, glass or plastic containers will be allowed.
- iii. Clean up – Spring; All winter decorations including wreaths, blankets and easels must be removed from the grave when they become unsightly (brown) or no later than April 1st. Fall; All Artificial or living flowers, baskets, easels, containers and grave decorations must be removed prior to October 1st.

d. Monuments, Markers and Vaults

- i. Lot Must Be Paid For – No monument or grave marker will be permitted to be erected on a lot which has not been fully paid for.
 - ii. Monument Placement – Before any monument or headstone is constructed or placed upon any lot or grave site, approval from Street Superintendent or designee must be secured by the lot owners or contractor which shall contain such information and data as may be prescribed by the Board. Placement of any additional headstones/markers to be flush with ground
 - iii. Foundations, Expense – All foundations for monuments, headstones and markers shall be constructed in accordance with the rules and regulations adopted by the Cemetery Board. The expense for construction of said foundations shall be paid by the company selling the monument, headstone or marker, in accordance with its schedule of rates to be hereafter adopted by the Board.
 - iv. No Advertising Allowed – No dealers' or manufactures' cards or advertisements shall be marked on any stone or placed anywhere within the limits of the cemetery.
 - v. Rules For Placing Monuments – Workmen engaged in placing monuments, headstones or markers or doing any other work, shall provide suitable planks on which to move the same, and immediately after the work is completed all rubbish must be cleared away and the grounds left in good condition. Adjoining lots, paths or roads where work is being done must not be blocked or damaged. All work men engaged in erecting markers or other structures are prohibited from tying ropes to trees, shrubbery or other objects and are prohibited from littering grounds longer than is absolutely necessary, and the surrounding lots must be restored to their proper condition. In cases of neglect such removal or repair work will be made by cemetery employees at the expense of the lot owner or the contractor.
 - vi. Improper Monuments to be Removed – The Board or its designee shall have the right to enter and remove from any lot any monument, effigy, or enclosure or any structure which shall be determined by the Board to be improper, offensive or injurious to the appearance of the cemetery.
 - vii. No Responsibility for Damage – The Cemetery Board, City or other employee thereof shall not be responsible for any damage to the lots or structures thereon, or for flowers or plants removed from any lot. Any damage or loss shall be reported to the Board who shall endeavor to discover the offender.
 - viii. Curbing Fences, Etc., Prohibited – Curbing or fences of any nature around lots, or corner stones or foot markers thereon are prohibited and the superintendent may remove the same at the cost of the owner of such lot.
 - ix. Vaults or Mausoleums Not Allowed – No vaults or mausoleums shall be constructed or erected in said cemetery.
- e. Conduct of the Public in Cemeteries
- i. Loitering Prohibited – No person shall loiter in said cemetery after dark.
 - ii. No Walking on Lots – All visitors shall walk on paths and avenues and shall refrain from walking over lots to make a shortcut through the cemetery.
 - iii. Speed Limit – No automobile or other motor vehicle shall be operated or driven in the cemetery in excess of ten (10) miles per hour.
 - iv. DOGS NOT ALLOWED – No dogs shall be allowed in the cemetery.
 - v. Rubbish To Be Deposited in Receptacles – No rubbish shall be thrown on any avenues, walks or any part of the grounds, but shall be deposited in receptacles provided for that purpose.
 - vi. Picking Flowers, Defacing Monuments Prohibited – No person shall pluck or remove any flowers, either wild or cultivated, or break any tree, shrub or plant, or write upon, deface or injure any marker, monument, or structure in or belonging to the cemetery or any lot owner.

- vii. Discharging Firearms, Catching Animals, Etc., Prohibited – No person shall destroy bird nests, discharge firearms of any kind or nature, throw stones or catch or kill any animal on the cemetery grounds.
- viii. Firearms Prohibited Except by Military Companies, Etc. – No person carrying firearms, excepting police or military companies attending funerals, will be permitted in said cemetery.
- ix. Disturbance Prohibited – No person shall disturb the quiet and good order of the cemetery by noise or other improper conduct.
- x. Advertising Prohibited – No advertising signs may be erected or maintained in said cemetery.
- f. Care and Planning
 - i. By the Board
 - 1. Power to Lay Out and Alter Walks, Etc., and Make Rules – The Cemetery Board may from time to time lay out or alter avenues and walks. All lots and owners thereof shall be subject to the conditions, restrictions, limitations, reservations, rules and regulations now in effect or such as the cemetery Board may from time to time adopt for the government and improvement of said cemetery.
 - 2. Trees May Be Trimmed or Removed – The Board or its designee shall have the right to enter upon any lot and trim or remove therefrom any tree or shrubbery on such lots when the same becomes detrimental to adjacent lots, avenues, walks or roads, or inconveniences people passing by, because of roots, branches or otherwise.
 - ii. Perpetual Care
 - 1. Definition – The term “Perpetual Care” shall mean the cutting of grass at reasonable intervals, the raking and cleaning of a lot or grave, the pruning and trimming of shrubs and trees and such work as may be necessary to keep the lot or grave in good and neat condition in the manner as is now regularly done upon the lots or graves located in said cemetery. It shall also include the removal of snow from the roadway to the cemetery lot and the clearance of a sufficient space adjacent to the lot to facilitate the conducting of a burial. The construction, repair or replacement of any foundation, marker, headstone, monument or other structure, the planting of flowers or plants, the cleaning of monuments, or stones, or any other special work are not included in the term, perpetual care, and such work shall be paid for by the lot owner at rates to be determined by the Board. The same service given to lots upon which perpetual care has been paid shall likewise, be given lots the upkeep of which is paid for on the annual assessment plan as determined by the Board.
 - iii. Fund Held in Trust
 - 1. Trust Funds To Be Paid To City Treasurer – The Cemetery Board will receive and hold in trust any and all sums of money from any person, the income of which is to be used for the care and improvement of said cemetery or any lot or appurtenance therein.
 - 2. The Board shall establish the cost of perpetual care and annual care.