

RULES AND REGULATIONS FOR USE AND OPERATION OF RIVERSIDE CEMETERY AND MUNICIPAL VAULT

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Definitions

Section 1. Definitions. The following words, terms, and phrases when used shall have the meaning ascribed to them, except where the context clearly indicates a different meaning.

- a. *Burial space* means a single grave under the ownership of one person or family.
- b. *Cemetery lot* means two or more graves under the ownership of one person or family.
- c. *Marker* means a stone or plaque that is flush to the ground indicating the given or family name of the deceased.
- d. *Monument* means a stone extending above the ground with a family name.
- e. *Sexton* means the City employee who has been designated as being responsible for the day to day operations of the cemetery.

General Regulations

Section 2. Conduct in Cemetery. No person shall:

- a. Enter the cemetery except through an established gate.
- b. Deposit rubbish or debris on a walk or drive or on any part of the cemetery grounds, except in receptacles provided.
- c. Pick or mutilate any flower, either wild or domestic, or disturb any tree, shrub or other plant materials.
- d. Consume refreshments or liquors on the cemetery grounds or carry the same on the cemetery premises.
- e. Permit any dog, cat or other animal into that portion of the cemetery developed for burial purposes, with the exception of seeing eye

dogs or similar animals specifically authorized by statute.

- f. Use any form of advertising on the cemetery premises.
- g. Carry firearms upon the premises, except when authorized at a Veteran's service.
- h. Enter the cemetery for any purpose after dark, without the accompaniment of the sexton or his/her designee.
- i. Children under 12 years of age, unless accompanied by an adult, are not permitted on cemetery grounds.

Section 3. Financial Responsibility of the City for Property Damage/Loss. The City shall not be financially responsible for any damage to lots and structures or objects placed thereon, or for flowers or articles removed from any plot.

Section 4. Traffic Regulations. All traffic laws of the City of Sault Ste. Marie that are applicable to the operation of vehicles in the cemetery shall be strictly observed. A person driving in the cemetery shall be responsible for any damage caused by any vehicle or appurtenance thereto, and/or damage caused by any animal drawing such vehicles, under that person's charge. In addition, no person shall:

- a. Drive a vehicle in excess of 15 miles per hour on any cemetery road;
- b. Drive off of established roads, unless permission to do so is given by the Sexton;
- c. Or use a cemetery road as a public thoroughfare.

Plantings and Lot Care

Section 5. Supervision of Lot Plantings and Improvements. All plantings and other improvements to lots shall be done under the direction of and with the approval of the sexton or his/her designee.

All plantings will be of nursery stock that is readily available from local nurseries, landscape companies, and department stores. The purchase costs of any plantings will be the responsibility of the lot owner. In addition, the final approval of the type or variety of item to be planted and the actual installation of the same will be the responsibility of cemetery staff. Cemetery staff will provide assistance and direction as to which types of trees and shrubs should be purchased and the plantings will be made by cemetery staff at no charge to a lot owner. The size of a lot will

largely determine the type of planting due to space constraints for the plant to grow.

Cemetery staff reserves the right to trim, prune or eliminate any shrub or tree or planting that becomes unsightly, dies or encroaches upon any monument or marker either on the owner’s lot or on neighboring lots within the cemetery.

Following is a list of acceptable trees and shrubs for planting in the cemetery:

Trees

Cedars:	Globe or Column style.
Pines:	Austrian, Blue Spruce or White Spruce.
Maples:	October Glory, Sugar Maple, Red Sunset or Debra Maple.
Lindens:	Silver and other varieties.
Ash:	Mountain, White or Green.
Flowering Crab Apple:	Snowdrift, Profusion or Robinson.
Lilac:	Any variety except white.

Shrubs

Viburnum:	Any variety.
Potintila:	Any variety.
Spirea:	Any variety.

For purposes of lot placement the following trees shall be classified as being within a specific size category as follows:

Small:	Lilac, Flowering Crabapple.
Medium:	Ash, Lindens, Cedars.
Large:	Pines, Maples.

Shrubs may be used in place of trees at the discretion of the sexton and at the request of a lot owner.

The following is a list of what may be planted on lots of the following sizes:

One Grave:	No shrubs or trees permitted.
Two Graves:	Shrubs to small trees.
Three Graves:	Shrubs to medium trees.
Four or More Graves:	Shrubs to large trees.

The sexton reserves the right to modify these rules as prudent and as reasonably necessary to ensure the planting of healthy varieties of trees and shrubbery and to maintain the ability to work with lot owners in a flexible, pragmatic manner.

Finally, the following regulations apply in regards to the care of lots:

- a. Plants/artificial flower arrangements will be limited to the width of any family monument and will not exceed 6 inches in depth.
- b. Plants/artificial flower arrangements placed upon a grave where there is no marker or only a flush marker will only be allowed one week prior to and one week after Memorial Day or other occasions with the approval of Cemetery staff. Items not removed after approved periods of time will be removed by cemetery staff and stored in the cemetery office for one week only. This regulation shall not apply to the placement of a Veteran's Flag holder and Flag at a Veteran's flush marker, which shall be permitted in all cases.

Section 6. Lot Care. The following rules shall be observed with regard to care of cemetery lots and burial spaces:

- a. Copings, fences, curbs, hedges, structures of wood or other equally perishable materials are prohibited.
- b. No elevated mounds shall be built over graves, and no lot shall be filled above the grade established by the City.
- c. Winter decorations or artificial wreaths or flowers will be allowed until such time as they become unsightly, at which time they shall be removed by cemetery employees. Winter grave blankets are not permitted.
- d. Urns shall be permitted only if maintained and installed with a proper footing. Failure to maintain or properly install any such urn will be cause for their removal.
- e. Rubbish, refuse, and unused containers shall not be left on lots.
- f. Shepherd hooks, arches, and statues will only be allowed at family monuments.
- g. Glass, ceramic, and clay vases/planters will not be placed on any lot, grave space, monument or flush marker.

- h. Decorative rock of any kind will not be placed around a family monument or flush marker.
- i. Solar lights or perpetual candle holders will not be placed at flush markers.
- j. If a flush marker or family monument needs to be leveled or raised please contact the cemetery office.
- k. Any and all plantings and decorations which, in the reasonable opinion of the sexton, hampers maintenance or degrades the appearance of the cemetery may be removed by the sexton without advance notice.
- l. No summer decorations will be permitted prior to the 1st of May of each calendar year and must be removed by the 15th of October of each calendar year.

Monuments and Markers

Section 7. Monuments. Monuments shall be placed in an area of a lot approved by the sexton, who shall consider factors including, but not limited to, alignment, lot size, obstruction of other monuments/areas, and proximity to cemetery roads when deciding the area within each lot where a monument may be placed.

Approval of the location of a monument in every case must be obtained from the sexton prior to foundation installation. Not more than one monument shall be erected on any lot. No monument shall be erected on a single grave space. No monument shall be placed upon a lot unless such lot has been paid in full. Finally, there shall be no height restrictions on monuments unless deemed necessary for the protection of public health, safety, and welfare by the City Manager. The City retains the right to adopt reasonable fees as deemed necessary for the long-term maintenance of any monument placed within the cemetery.

Section 8. Markers. All markers shall be flush with the ground, except where upright markers were established on a single grave space prior to the date of the adoption of these regulations. Individual markers shall have width and length dimensions that are in keeping with memorial industry standards, with the exception of government-issued markers.

Not more than one marker shall be placed at any single grave space. No markers shall embrace two or more graves, except where a double marker is permitted. No marker shall be set unless it is first approved by the sexton and the grave plot is paid in full.

- Section 9. Monument and Marker Materials. No material except granite, a good grade of marble, cut stone from recognized monument quarries or standard bronze shall be used for markers or monuments.
- Section 10. Foundations. All monuments shall be placed on foundations of solid masonry at a depth and size deemed proper by the sexton, except in the case of duplicate monuments to be placed on a lot which the monument did not have foundations prior to this passage. The base of monuments shall not extend past the face of the foundation. Construction of all foundations and setting of lot corner posts shall be done only by cemetery employees or, at the discretion of the sexton or his/her designee, by a contractor meeting City specifications that shall complete such work under the supervision of the sexton or his/her designee.
- Section 11. Installation of Monuments. Those persons engaged in placing monuments shall provide planking adequate to protect turf and shall remove materials, equipment, and rubbish immediately upon completion of work. This site shall be left in a clean, orderly condition. Ropes or cables may be attached to trees or other objects only with the approval and supervision of the sexton. Markers and monuments will not be permitted to be delivered to lots until a proper order for a foundation installation has been placed with the sexton or his/her designee.

Mausoleums

- Section 12. Mausoleum Sites. Mausoleums shall be erected only on sites previously set aside for such purpose.
- Section 13. Approval of Plans. Before work on any private mausoleum commences, the complete plans and specifications shall first be approved by the sexton.
- Section 14. Construction. Mausoleums shall be constructed of granite, white marble or other approved stone of durable quality. All metal work shall be of standard bronze. Catacombs shall be built in such a manner that they will be air tight and so that interments can be separately sealed. Air spaces shall be provided between crypts and outside walls and provided with suitable inlets and outlets. Vestibules shall be properly ventilated.
- Section 15. Endowment. Before construction of a mausoleum begins, an amount of money equal to 7 ½% of the contract price or construction cost of such mausoleum shall be deposited with the City Treasurer provided that on a two crypt mausoleum constructed on a horizontal plane and being constructed of quarried stone rather than block construction and being completely sealed, the amount of deposit required will be 5% of the contract price or cost of construction. Income from the investment shall be

used for perpetual maintenance of the mausoleum upon which the deposit is made. In no case will the City be responsible for the maintenance of such a structure beyond the income from the mausoleum endowment fund, and whenever the income from the mausoleum endowment fund is not sufficient to maintain such a structure in the proper manner and it becomes unsightly, the structure will be removed, and the remains therein buried in the lot. The cost of removing the structure shall be taken out of the mausoleum endowment fund, and the balance, if any, returned to the persons entitled to the same. All endowment certificates for maintenance or mausoleums shall contain a clause that will give the City the right to enforce this rule.

- Section 16. General. Mausoleum sites shall all have perpetual care. Duplicate keys for mausoleums shall be left in care of the Sexton.

Funerals and Internment

- Section 17. Funerals. All funerals within the cemetery shall be under the direction of the Sexton or his/her designee. No burials shall be made on Sundays or legal holidays, except by order of a health official with appropriate jurisdiction. No interment equipment except that provided by the City shall be used. Workers engaged in the vicinity of a burial shall suspend their labors during services at a grave. Cemetery staff shall reserve the right to remove funeral designs and floral pieces as soon as they become unsightly.

- Section 18. Conditions to be Fulfilled before Interment. No interment shall take place without a burial permit nor until all laws, ordinances, rules and regulations relative to burials have been fulfilled. No grave shall be opened unless the grave space has been paid in full. Undertakers making arrangements for burials shall be responsible for all interment charges which need to be paid 24 hours in advance of grave being opened, if not paid for by the owner or his/her agent. If the deceased to be interred is not the owner or is not a member of the owner's immediate family, written consent of the owner, owners or authorized agent must be filed with the sexton before interment may be permitted.

Any grave space purchased prior to 1954 and without payment for perpetual care must be paid at the current rate before a burial can occur at that grave space. Natural or "Green" burials are not permitted; all full body burials must be in a suitable casket with the casket being placed in a concrete vault.

- Section 19. General. The City shall not be held responsible for errors in the location of graves on lots arising from improper instructions of lot owners. Orders

received from undertakers shall be construed as being equivalent to orders received from lot owners.

All grave openings must be requested in writing. No graves shall be opened except by workers employed by the City. Undertakers are to arrange the time of the funeral so that cemetery staff can complete the interment by 4:00 p.m. Any burial scheduled or arriving 2:00 p.m. or later will be charged at the current rate, in addition to the opening and closing charge.

Columbarium Niches

- Section 20. Decorations. No items can be placed on a columbarium niche front that have not been approved by and permanently placed by the cemetery sexton. Individuals and families may purchase approved bronze vases in the office. All items that are not permanently attached to columbarium niche fronts by cemetery staff will be removed. Only silk/dried flower arrangements are permitted in the vases.

No flower arrangements are allowed on the surface in front of the columbarium niches, with the only exception being at the time of an entombment, special days, birthdays, and holidays. Applications for special days and decorations are available in the cemetery office or on the City website (www.saultcity.com).

Cards of endearment and precious art work will be removed after seven (7) days and placed in the cemetery office area. Seasonal plants, poinsettias, lilies, etc. will be permitted for seven (7) days after each holiday or until deemed unsightly by the sexton. Riverside Cemetery does not have the means to store decorations and will hold any non-approved item for thirty (30) days only. If placing decorations, cards or flowers of any sort not in a designated vase, please go to the cemetery office for an application for the placing of such decorations

Disinterment, Removal, and Receiving Vault Utilization

- Section 21. General. Disinterment and removal of a body shall not be made without permission of the sexton, the lot owner and the next of kin of the deceased. An application for disinterment can be obtained from a licensed funeral director and a permit must be issued from an officer of the Chippewa County Health Department. A licensed funeral director must be present during any disinterment. Graves shall not be opened for inspection except for official investigation.

- Section 22. Use of Receiving Vault. Use of the receiving vault shall commence and cease at such times as the sexton deems ground and weather conditions

permit. All remains stored in the receiving vault will have an envelope attached to the casket with the name of the deceased, the name of the funeral home connected to the deceased, which cemetery the deceased will be interred in, and a burial transit permit sealed in the envelope.

All remains not removed from the receiving vault by the 1st day of June following placement in the receiving vault shall have a \$10.00 a day surcharge added to the monthly charge. This surcharge shall also apply to any remains to be interred in Riverside Cemetery. Funeral directors will be responsible for notifying the next of kin of the removal of remains from the receiving vault prior to permanent interment taking place.

The receiving vault shall be used only for temporary interments and prayers or services usually performed at grave side shall not be conducted at the receiving vault unless unusual circumstances justify the same and an exception to this regulation is granted by the sexton.

Miscellaneous Provisions

Section 23. Lot Transfers. The original owner has the right of burial and erecting or constructing vaults, tombs and monuments on the purchased lot(s) as permitted by the regulations included herein. The right of burial is restricted to a family household or relatives of the person or persons to whom the right of burial was granted.

Once a grave space or lot is purchased it cannot be sold to a second party. If the original owner wishes to surrender the space or lot the City will purchase the space or lot back at the price the original owner paid less the cost of perpetual care. The original lot owner may transfer the grave space or lot to a direct descendent. In the case of an original owner(s) being deceased the right of burial will go to the appointed personal representative, the spouse, or oldest surviving child in that order of priority. Lot transfer forms can be obtained at the City Clerk's office or at the cemetery office.

Section 24. Escheat. Burial rights to a cemetery lot or burial space which shall remain unused for a period of 50 years may, at the discretion of the City Manager, revert back to the City. Reasonable attempts will be made to locate heirs before this escheat takes place.

Section 25. Cremation Only Lots. Each cremation lot is 4'x4' and is for one (1) cremation burial only. These lots may only have flush ground markers. No upright Monuments of any kind are allowed.

- Section 26. Electronic Audio or Visual Markers. No electronic grade markers, including but not limited to: grave markers that contain video, audio or other electronic signals shall be permitted.
- Section 27. Appeals Process. Decisions made by the sexton may be appealed directly to the City Manager, who shall have the authority to make minor exceptions to these regulations for unusual or extraordinary circumstances and shall also have the authority to issue clarifications to the regulations whenever the meaning of the same is unclear or contested.