

WHITE CLOUD  
CEMETERY

**RULES AND REGULATIONS**

FOR OPERATION AND USE  
OF  
MUNICIPAL CEMETERY

REVISED FEBRUARY 7, 2023

**GENERAL REGULATIONS**

**Section 1. Conduct in Cemetery. No person shall**

- (a) Deposit rubbish or debris on cemetery grounds, except in receptacles provided.
- (b) Pick or mutilate any flowers, either wild or domestic, or disturb any tree, shrub, or other plant material.
- (c) Write upon or injure any monument, fence or structure within the cemetery.
- (d) Consume refreshments or alcoholic beverages in a cemetery or carry same upon the premises.
- (e) Disturb the quiet or good order by noise or improper conduct, in any manner whatsoever.
- (f) Permit any dog, horse or other domestic animal to enter or remain in the cemetery.
- (g) Use any form of advertising on cemetery premises.
- (h) Purchase any ground or lots within said cemetery for the purpose of speculation thereon.
- (i) Discharge a firearm in or adjacent to any cemetery. This prohibition shall not apply to authorized volunteers at burial or Memorial Day Services.

**Section 2. Financial Responsibility of City for Property Damage.**

City shall not be financially responsible for any damage to lots and structures, markers or objects thereon, or for flowers or articles removed from any lot or grave.

**Section 3. Supervision of Workmen.**

Masons, stone cutters and all other workmen shall be under supervision of the Superintendent and must carry off all rubbish and restore the avenues and paths injured by their operations as he shall direct. Any workmen failing to conform to these regulations may forthwith

**Cemetery Fees**

<b><u>Lot /Grave Purchase</u></b>	
1.	Resident or Property owner \$350.00
	Non-Resident or Non-Property Owner \$600.00
<b><u>Interment</u></b>	
2.	Adult or Child
	Summer: April to October \$475.00
	Winter: November to March \$625.00
	Infant \$275.00
<b><u>Weekdays after 4pm and Saturday</u></b>	
3.	<i>Per hour</i> non-prorated additional \$150.00
<b><u>or Saturdays</u></b>	
	Additional Surcharge \$150.00
<b><u>Disinterment</u></b>	
4.	Double the interment fee
<b><u>Re-Interment</u></b>	
5.	Adult or Child *Regular grave opening rates
<b><u>Cremation Burial</u></b>	
6.	Weekdays \$200.00
	Weekdays after 4pm or Saturdays see above
7.	<b><u>Foundations</u></b> (per square inch) \$ 0.45
<b><u>Ownership/Title Deed Transfer</u></b>	
8..	Resident to Resident \$ 25.00
	Resident to Non-Resident \$275.00

**All of the above may be amended by the City Council.**

**Section 22. Monument and Marker Foundations.**

All monuments and markers shall be placed on a foundation completed by the City of White Cloud Department of Public Works or their agent. Foundation shall be 3 1/2" in thickness with a 2" border around monument.

**Section 23. Installation of Monuments and Markers.**

Those persons engaged in placing monuments and markers shall provide planking adequate to protect turf and shall remove materials and equipment immediately upon completion of work. The site shall be left in a clean, orderly condition. Markers and monuments will not be permitted to be delivered to lots until a proper foundation installation has been completed by the Department of Public Works or their agent.

**Section 24. Charges for lots, Perpetual Care, Grave Openings, Etc.**

At a regular Council Meeting February 7, 2023, the following amendment was made to the City of White Cloud Cemetery charges .

be excluded from the grounds, and the person employing him shall be responsible for the injuries sustained through his neglect.

**Section 4. Lot Boundaries.**

All landmarks or corner stones shall be set by the Superintendent or under his supervision and shall not be altered or removed. No landmarks or corner stones indicating boundaries of lots shall be set above the surface of the ground.

**Section 5. Grades Established.**

The Superintendent of Cemeteries shall establish the grade of all lots, lawns and avenues, and shall have general supervision of improvements within the cemetery upon all lots, before and after interments are made therein, and no lot shall be filled or raised above the established grade. He shall have charge of planting trees, shrubs, sodding, surveying and of improvements generally.

**Section 6. Traffic Regulations.**

The speed of cars and other vehicles driven in the cemetery shall not be in excess of five miles per hour. No person in charge of a vehicle shall pass or attempt to pass another vehicle going in the same direction, or turn around, or attempt to turn around on any of the roads, alleys or avenues, or drive upon or across any lot, or ornamental ground, or through any alley within said cemetery. Nor shall any person in charge of a vehicle whatsoever enter or leave said cemetery except by roads established for that purpose.

**Section 7. Parking Restrictions.**

No vehicles shall be parked or permitted to stand as to infringe upon any lots or graves, nor to obstruct free passage along any roads or drives within the cemetery.

## **PURCHASE OF LOTS**

### **Section 8. Condition of Lot Purchases.**

A cemetery lot is defined as any plot of ground within any platted section of any city cemetery containing four or more full size grave spaces. All lots shall be sold and subject to these rules and regulations or those hereafter adopted, and the deed shall so state. No lot shall be used for any purpose other than the burial of human remains and the placing of appropriate memorials. No interment of any deceased human shall be made in any other place than within cemeteries devoted to that purpose. Burial lots are exempt from ordinary taxes and cannot be seized on execution. The City may impose specific charges against lots. No mortgage or other encumbrance shall be given on any lot.

### **Section 9. Purchase Procedure.**

The purchase of a lot may be made by the payment of cash or the execution of a purchase contract, upon forms furnished by the City. Such purchase contracts are subject to approval of the City Clerk as to price and credit terms. A minimum of twenty-five percent (25%) may be accepted as down payment. However, no burial will be allowed, nor any monument erected upon any lot, until the purchase price has been paid in full; nor shall any burial be allowed on any lot against which there is any charge for care or improvement, until such charges are paid. When a lot is paid for in full a deed for cemetery purposes only shall be issued to the purchaser by the City Clerk. All purchase contracts must be paid in full within six months of the date of the contract or all rights to the lot and payments made will be forfeited.

### **Section 10. Transfer of Lots.**

The transfer of lots or parts of lots to another party shall be recorded in the office of the City Clerk, which office shall notify the Superintendent of Cemeteries. No person

except where alignment with existing nearby monuments justifies another location. One above ground monument per grave site, if there is a second, it must be flush to the ground. Approval of the location in any case must be obtained from the Superintendent of Cemeteries before a monument is set. No monument shall be placed upon a lot unless such lot has been paid for in full.

### **Section 19. Location of Markers on a Lot.**

Markers shall be placed at the head of a grave as platted. No marker shall be placed nearer than four inches to a lot line. No marker shall embrace two or more graves, except on a two, three or four grave lot where a double, three or four grave marker is permitted. Marker/monument size shall not exceed 36" (thirty-six inches) in width for a single grave. It is recommended a double marker/monument not exceed 48" (forty-eight inches) in width when 2 graves are owned and located side by side. No marker shall be set unless it is first approved by the Superintendent of Cemeteries and the grave space is paid for in full.

### **Section 20. Monument and Marker Materials.**

No material except granite or a good grade of white marble from recognized monument quarries shall be used for monuments or upright markers if firmly attached to a granite base. No materials except granite or standard bronze shall be used for flush markers.

### **Section 21. Inscription on Markers.**

Markers shall be so placed on a grave that the inscription thereon may be read from the nearest abutting path or road. On lots or parts of lots not abutting a path or road, the inscription on markers placed thereon shall read from the nearest path or road. Inscriptions on all markers at the same end of a lot shall read from the same direction. All inscriptions and designs on flush markers shall either be sunk or raised at least three-sixteenths of an inch from the surface. Flush markers with raised letters shall be protected with raised panel at least one inch in width.

**Section 16. General Interment Restrictions.**

A cement vault must be used for all interments, except for new born infants. Only one interment in any grave shall be permitted. Exceptions: in the case of mother and infant, or two children buried at the same time; or cremated remains buried above a vault; or two cremated remains with no other interments on one site. The Superintendent of Cemeteries shall not be held responsible for errors in location of grave lots arising from improper instructions of lot owners or funeral directors. Orders from funeral directors shall be construed as orders from owners. Under no circumstances shall the City assume responsibility errors in opening graves when orders are given by telephone. No graves shall be opened except by workmen employed by the cemetery management. Funeral directors are to arrange the time of funeral so that cemetery workmen can complete interment by 3:30 p.m. In case this cannot be done an extra charge as provided herein shall be made for all overtime worked by cemetery employees.

**DISINTERMENTS**

**Section 17. General Restrictions.**

No disinterment will be allowed, except by authority of the person owning the lot in which the interment is made, except by order of court, when a proper receipt for the remains must be given. Graves shall not be opened for inspection except for official investigations. Interment and disinterment may be made only by the regular employees of the cemetery. The City of White Cloud shall exercise the utmost care in making the removal, but it shall assume no liability for any damage to any casket or burial case or urn incurred in making the removal. Any markers or monuments designating the location of an interment shall be removed at the time of disinterment is made.

**MONUMENTS AND MARKERS**

**Section 18. Monuments.**

Monuments shall be placed in the center of a lot

shall be recognized as owner or part owner unless so recorded in the office of the City Clerk.

**Section 11. Arrangements for Lot Care.**

The various arrangements for care and maintenance shall be as follows:

(a) General Maintenance. General Maintenance of the Cemetery, which is designed to improve their over-all appearance and condition, shall be the responsibility of the City. It shall include such items as the upkeep of drives, buildings, water lines and fences.

(b) Perpetual Care. Shall include the following items of basic lot care: Annual spring clean-up, periodic mowing, leaf raking, tree and shrub trimming, refilling sunken graves.

(c) Watering Flowers or Urns, Sodding, Sowing Grass,. These services **are not** included in perpetual care.

**Section 12. Definition.**

Lot decorations shall be deemed to include all structures, ornaments, plantings, or other embellishments, with the exception of monuments and markers or mausoleums, which are placed on cemetery lots with the intention of improving their appearance. Because certain types of individual lot decorations are not in harmony with the development of the cemetery as a whole or because they may intensify maintenance problems, the City enforces certain rules regarding the decoration of cemetery lots.

**Section 13. Decoration Of Lots**

A grave is four (4) feet wide x eight (8) feet long No decoration shall intrude upon a neighboring grave or be in the path of mowing.

The following rules shall be observed with regard to decoration of cemetery lots.

(a) Copings, fences, curbs, benches, steps, structures of wood or other equally perishable material are prohibited. These structures or enclosures established on any lot

previous to the adoption of these regulations which have, in the judgement of the cemetery management, become unsightly by reason of neglect or age shall be removed.

(b) No elevated mounds shall be built over graves and no lot shall be filled above the grade established by the City.

(c) Receptacles for cut flowers will be permitted if installed flush with the surface of the lawn. The use of glass jars or bottles as receptacles for cut flowers is strictly prohibited.

(d) Decorations or artificial flowers may be maintained on graves until **October 15th**. If such decorations are not removed by October 15th, they shall be considered abandoned and may be disposed of by the cemetery management. Or at the discretion of the Superintendent.

(e) Urns shall be permitted only if properly installed and maintained. Or they will be removed.

(f) Arches for hanging baskets and urns are permitted only when they are in use and they must not be anchored. Any not in use will be removed.

(g) Toys or other unsightly objects will not be permitted as grave decorations and when used, they will be removed without notice

(h) Plantings shall be permitted only under supervision of the Superintendent of Cemeteries. Plantings placed on lots without a permit will be removed without notice.

(i) The planting of hedges is strictly prohibited. Existing hedges will be removed whenever they become unsightly or encroach upon an adjoining lot or path.

(j) The City will remove all flowers, trees or shrubs which have become unsightly or dangerous.

(k) No deciduous tree or conifer shall be removed or pruned except under the direction and with the consent of the Superintendent of Cemeteries.

(l) Cement covered graves or ledger monuments above ground will not be permitted hereafter.

(m) One flag holder will be permitted for the grave of each veteran whose last service was honorable and is interred in a City owned cemetery.

(n) Flags. The City reserves the right to remove any flag that has become damaged or unsightly without making a replacement, Replacements may be made by individu-

## FUNERALS AND INTERMENTS

### Section 14. Conditions to be Fulfilled Before Interment.

No interment shall take place without a Burial Permit, nor until the person making arrangements for the interment has complied with all laws, ordinances and rules and regulations relative to burials. Funeral directors making arrangements for burials shall be responsible for all interment charges including Lot, Sales, and Grave Openings.

### Section 15. Funerals.

All funerals within the cemetery shall be under the direction of the Superintendent of Cemeteries or one of his assistants. All applications for burial shall be made to the Superintendent in time to allow at least 36 hours to prepare the grave. No burials shall be made on Sunday or legal holidays, except by order of the City Official. An additional charge as provided herein shall be made for a service on Saturday, and all services which are not completed by 3:30 p.m. in the afternoon. No interment equipment except that provided by the City of White Cloud or authorized by the Superintendent shall be used. The cemetery management reserves the right to remove funeral designs and floral pieces as soon as they become unsightly.

Winter burials will be permitted. There will be no snow plowing throughout the cemetery unless there is a scheduled burial at which time the most direct route to the grave would be plowed. Dependent upon winter weather there will not be graveside services during the winter.