



Plymouth Cemetery Board of Trustees Regular Meeting Agenda

Monday, May 22, 2023 - 5:00 p.m.
Riverside Cemetery, 680 Plymouth Rd.

Department of Municipal Services
1231 Goldsmith
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-7737
Fax 734-455-1666

- 1) CALL TO ORDER
- 2) CITIZEN COMMENTS
- 3) APPROVAL OF THE AGENDA
- 4) APPROVAL OF THE MEETING MINUTES
 - a. Approval of May 23, 2022 regular meeting minutes
- 5) ELECTION OF OFFICERS
- 6) COMMISSION COMMENTS
- 7) OLD BUSINESS
- 8) NEW BUSINESS
 - a. Cemetery rules
 - b. Cemetery rates
- 9) REPORTS AND CORRESPONDENCE
 - a. Mausoleum master plan update
 - b. Lawn service contractor
 - c. Cemetery walk through
- 10) ADJOURNMENT

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to provide reasonable accommodation.

City of Plymouth Strategic Plan 2022-2026

GOAL AREA ONE – SUSTAINABLE INFRASTRUCTURE

OBJECTIVES

1. Identify and establish sustainable financial model(s) for major capital projects, Old Village business district, 35th District Court, recreation department, and public safety
2. Incorporate eco-friendly, sustainable practices into city assets, services, and policies; including more environmentally friendly surfaces, reduced impervious surfaces, expanded recycling and composting services, prioritizing native and pollinator-friendly plants, encouraging rain gardens, and growing a mature tree canopy
3. Partner with or become members of additional environmentally aware organizations
4. Increase technology infrastructure into city assets, services, and policies
5. Continue sustainable infrastructure improvement for utilities, facilities, and fleet
6. Address changing vehicular habits, including paid parking system /parking deck replacement plan, electric vehicle (EV) charging stations, and one-way street options

GOAL AREA TWO – STAFF DEVELOPMENT, TRAINING, AND SUCCESSION

OBJECTIVES

1. Create policies and programs that support staff recruitment/retention, including a coordinated recruitment program, flexible scheduling, and an internship program
2. Increase staff levels to appropriately support city services and departments
3. Provide staff/board/volunteer trainings and programming with a focus on improving understanding on issues of diversity, equity, and inclusion and emphasizing working with and serving diverse communities

GOAL AREA THREE – COMMUNITY CONNECTIVITY

OBJECTIVES

1. Engage in partnerships with public, private, and non-profit entities
2. Increase residential/business education programs for active citizen engagement
3. Robust diversity, equity, and inclusion programs
4. Actively participate with multi-governmental lobbies (Michigan Municipal League, Conference of Western Wayne, etc.)

GOAL AREA FOUR – ATTRACTIVE, LIVABLE COMMUNITY

OBJECTIVES

1. Create vibrant commercial districts by seeking appropriate mixed-use development, marketing transitional properties, and implementing Redevelopment Ready Communities (RRC) practices
2. Improve existing and pursue additional recreational and public green space opportunities and facilities for all ages
3. Develop multi-modal transportation plan which prioritizes pedestrian and biker safety
4. Improve link between Hines Park, Old Village, Downtown Plymouth, Plymouth Township, and other regional destinations
5. Maintain safe, well-lit neighborhoods with diverse housing stock that maximizes resident livability and satisfaction
6. Modernize and update zoning ordinance to reflect community vision
7. Implement Kellogg Park master plan



City of Plymouth

Cemetery Board of Trustees

Regular Meeting Minutes

Monday, May 23, 2022 – 5:00 P.M.

City of Plymouth
201 S. Main
Plymouth, Michigan 48170

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

1. CALL TO ORDER

Trustee Hess called the meeting to order at 5:00 p.m.

Present: Trustees Don Hess, Pat Grzywacz, Harold Read, and Arne Giummo

Excused: Trustee Barb Solterman

Also present: Department of Municipal Services staff and City Commission Liaison Linda Filipczak

2. CITIZENS COMMENTS

Andy Zazula of 1365 W. Ann Arbor Trail mentioned he's a member of "find a grave" website, where burial location, family history, pictures of grave sites, etc., can be found. There is also a GPS feature to help locate graves. He also asked if the City can have an intern or someone to help the office keep records. Gerlach explained it's been tricky to find the correct GIS software and in addition the labor. Zazula explained he coordinated the work detail crews to clean up cemetery grounds.

Bob Bake of 1303 Park Place inquired if any current board member have family members buried at Riverside Cemetery. Grzywacz confirmed she does. Bake thought new board members should have family members laid to rest at Riverside.

3. APPROVAL OF THE MEETING MINUTES

Giummo offered a motion, seconded by Hess, to approve the minutes of the May 24, 2021 meeting.

There was a voice vote.

MOTION PASSED 4-0

4. APPROVAL OF THE AGENDA

Grzywacz offered a motion, seconded by Hess, to approve the agenda for May 23, 2022.

There was a voice vote.

MOTION PASSED 4-0

5. ELECTION OF OFFICERS

Grzywacz offered a motion, seconded by Giummo, to recommend Hess as Chairman.

There was a voice vote.

MOTION PASSED 4-0

6. TRUSTEE COMMENTS

Grzywacz asked about the poor road conditions within the Cemetery and asked if grant dollars would be available for improvements. Gerlach stated grants could be researched. He explained that the recent estimate to cap the roadways was \$525,000. He also explained that the Hilltop Development proposed at the adjacent former Courthouse Grill site was a potential opportunity to have the roadways resurfaced. Andy Zazula inquired about receiving any COVID dollars from the State. Gerlach believed if any money was still available that it wouldn't be much.

7. OLD BUSINESS

There was no old business.

8. NEW BUSINESS

a) Cemetery rates

The Board discussed the proposed changes including price increases for graves, opening and closing of graves, crypts and niches, and the impact of Saturday funerals.

Hess asked if the proposed rate increases would cover costs. Gerlach explained that the fees do not cover costs, which is why we have two tiers of rates for resident and non-resident status.

Giummo asked how many graves are available. Gerlach explained there is quite a bit of capacity remaining in Blocks K, O, M, and L.

Guimmo offered a motion, seconded by Read, to approve changes to the cemetery rates, as presented.

There was a voice vote.

MOTION PASSED 4-0

b) Cemetery rules

The Board discussed the proposed changes which include:

- Change "mother and baby" to "parent and baby" under Interments or Disinterments subsection #2
- Add language to Interments or Disinterments subsection #6 for the number of cremains and full-body entombments for niches and crypts
- Add "bronze" under Definitions #7 to monument material

The Board discussed the pros and cons of plastic, silk, and fresh flowers. Grzywacz was interested in having niches and crypt decorations removed after a certain time. Hess explained it would be hard to enforce.

Grzywacz offered a motion, seconded by Read, to approve changes to the cemetery rules, as presented.

There was a voice vote.

MOTION PASSED 3-1

c) Mausoleum Niche Options

The Board was presented with three options to consider the dwindling supply of niches. The Board discussed and preferred option #2.

Hess offered a motion, seconded by Grzywacz, to approve Option #2: the pursuit of retrofitting existing crypts in the Riverside Garden Mausoleum to be converted into niches for sale to the public.

There was a voice vote.

MOTION PASSED 4-0

9. REPORTS AND CORRESPONDENCE

a) Lawn contractor update

Gerlach explained that a new contractor was brought on after the previous contractor quit at the beginning of the season and the new contractor is meeting expectations.

b) Cemetery walk through

Board members and staff walked through the cemetery grounds.

10. ADJOURNMENT

Read offered a motion, seconded by Grzywacz, to adjourn the meeting at 6:41 p.m.

There was a voice vote.

MOTION PASSED 4-0

ADMINISTRATIVE RECOMMENDATION

To: Cemetery Board
From: Municipal Services Administration
Date: May 16, 2023
Re: Riverside Cemetery Rates Review

BACKGROUND:

The City of Plymouth Department of Municipal Services performs an annual review of all fees related to the operation of Riverside Cemetery. The Administration received rates from several publicly owned and operated cemeteries within the State of Michigan to compare to Riverside Cemetery. This information assures that the current rates are in-line with other cemeteries. The comparison spreadsheet is enclosed for your review.

For the 2023 to 2024 fiscal year no changes are proposed. As you are aware, cemetery pricing for niches and crypts increased in 2021 and pricing increased for graves, opening and closings, and foundations in 2022. Please see the attached sheets for the current prices.

RECOMMENDATION:

The DMS Administration recommends that the Cemetery Board authorize the Riverside Cemetery Rate Structure 2023.

Should you have any questions, please contact Adam Gerlach or Greta Bolhuis directly.

2023 Public Cemetery Price Comparison

City	Name of Public	Grave Resident	Grave Non-Res	Opening/Closing Full Body Res	Opening/Closing Full Body Non-Resident	Opening/Closing Full Body Infant Resident	Opening/Closing Infant Non-Res	Opening/Closing Cremain Res	Opening/Closing Cremain Non-Res
Plymouth	Riverside	\$ 1,000.00	\$ 1,900.00	\$ 1,000.00	\$ 1,600.00	\$ 100.00	\$ 150.00	\$ 400.00	\$ 550.00
	Overtime: Sat + After Hours			\$ 1,200.00	\$ 1,800.00	\$ 175.00	\$ 225.00	\$ 500.00	\$ 650.00
	Winter Surcharge Nov 15-Apr 14			\$ 300.00	\$ 400.00	\$ 50.00	\$ 100.00	\$ 100.00	\$ 200.00
Grand Rapids	Greenwood	\$ 1,000.00	\$ 1,000.00	\$ 1,690.00	\$ 1,690.00	\$ 772.00	\$ 772.00	\$ 1,066.00	\$ 1,066.00
	Overtime: Sat + After Hours			\$210 per hour	\$210 per hour	\$210 per hour	\$210 per hour	\$210 per hour	\$210 per hour
Howell	Lakeview	\$ 800.00	\$ 1,600.00	\$ 600.00	\$ 600.00	\$ 250.00	\$ 250.00	\$ 200.00	\$ 200.00
	Overtime: Sat + After Hours			\$ 800.00	\$ 800.00	\$ 375.00	\$ 375.00	\$ 300.00	\$ 300.00
Saline	Oakwood	\$ 1,500.00	\$ 1,500.00	\$ 1,000.00	\$ 1,000.00	\$ 550.00	\$ 550.00	\$ 400.00	\$ 400.00
	Overtime: After Hours			\$ 1,100.00	\$ 1,100.00	\$ 575.00	\$ 575.00	\$ 475.00	\$ 475.00
	Overtime: Saturday			\$ 1,225.00	\$ 1,225.00	\$ 950.00	\$ 950.00	\$ 775.00	\$ 775.00
Northville	Rural Hill	\$ 1,050.00	\$ 3,000.00	\$ 865.00	\$ 2,140.00			\$ 500.00	\$ 1,080.00
	Overtime: After Hours			\$ 1,070.00	\$ 2,625.00			\$ 585.00	\$ 1,450.00
	Overtime: Saturday/Holiday			\$ 1,310.00	\$ 3,255.00			\$ 675.00	\$ 1,620.00
Ypsilanti	Highland	\$ 875.00	\$ 1,095.00	\$ 940.00	\$ 940.00	\$ 50.00	\$ 50.00	\$ 395.00	\$ 395.00
	Overtime: Saturday			\$ 1,190.00	\$ 1,190.00	\$ 300.00	\$ 300.00	\$ 545.00	\$ 545.00
Farmington	Oakwood	At Capacity	At Capacity	\$ 850.00	\$ 850.00			\$ 450.00	\$ 750.00
	Overtime: After Hours (3:00 PM+)			\$ 1,000.00	\$ 1,000.00			\$ 600.00	\$ 600.00
	Overtime: Saturday			\$ 1,100.00	\$ 1,100.00			\$ 575.00	\$ 575.00
	Overtime: Saturday After 1:00 PM			\$ 1,350.00	\$ 1,350.00			\$ 675.00	\$ 675.00
Brighton	Multiple	\$ 900.00	\$ 1,350.00	\$ 750.00	\$ 750.00	\$ 600.00	\$ 600.00	\$ 450.00	\$ 450.00
	Overtime: M-F after 2pm & Saturday			\$ 1,200.00	\$ 1,200.00	\$ 750.00	\$ 750.00	\$ 525.00	\$ 525.00
	Overtime: Sunday & Holiday			\$ 1,800.00	\$ 1,800.00	\$ 825.00	\$ 825.00	\$ 600.00	\$ 600.00
	Winter \$\$ (decided by weather)			Add \$375	Add \$375	Add \$375	Add \$375	Add \$375	Add \$375

Average	\$ 1,017.86	\$ 1,635.00	\$ 977.86	\$ 1,245.71	\$ 387.00	\$ 395.33	\$ 487.29	\$ 591.57
Median	\$ 1,000.00	\$ 1,500.00	\$ 940.00	\$ 1,000.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 450.00
Difference (Average)	\$ 17.86	\$ (265.00)	\$ (22.14)	\$ (354.29)	\$ 287.00	\$ 245.33	\$ 87.29	\$ 41.57
Difference (Median)	\$ -	\$ (400.00)	\$ (60.00)	\$ (600.00)	\$ 300.00	\$ 250.00	\$ -	\$ (100.00)

**Riverside Cemetery
Rates and Fees**

Purchase - Graves

A **resident** is any property tax paying person residing within the corporate limits of the City of Plymouth.

A **non-resident** is any person living outside the corporate limits of the City of Plymouth and/or a person residing within the corporate limits of the City of Plymouth, but who does not pay property taxes.

GRAVE TYPE/LOCATION	Resident	Non-Resident
Single Grave (Block K or O)	\$1,000.00	\$1,900.00
Single Grave (Other Blocks)	\$1,200.00	\$2,100.00
Two Plot Graves (Block M)	\$2,000.00	\$3,800.00
Family Plot - 6 Graves (Block L)	\$6,000.00	\$11,400.00
Family Plot - 10 Graves (Block L)	\$10,000.00	\$19,000.00
Infant Grave (Block G)	\$200.00	\$300.00

Grave buy backs are at the discretion of the City Sexton. One single adult grave may be sold back to the city at \$500.00.

**Riverside Cemetery
Rates and Fees**

Opening and Closing Costs - Graves

The cost to open and close a grave is due upon burial and cannot be pre-paid. Opening and closing costs depend on the day and time of interment. Overtime rates apply to interments scheduled after 2:00 PM Monday through Friday, Saturdays, Sunday, and holidays.

A winter surcharge fee will apply to all burials scheduled between November 15 and April 14.

CREMATED REMAINS BURIAL	Resident	Non-Resident
Cremains (Monday through Friday)	\$400.00	\$550.00
Cremains (Saturday & OT)	\$500.00	\$650.00
Cremains (Sunday and Holiday)	\$550.00	\$700.00
Cremains (Winter surcharge)	\$100.00	\$200.00

ADULT FULL BODY BURIAL	Resident	Non-Resident
Adult Full Body (Monday through Friday)	\$1,000.00	\$1,600.00
Adult Full Body (Saturday & OT)	\$1,200.00	\$1,800.00
Adult Full Body (Sunday and Holiday)	\$1,400.00	\$2,000.00
Adult Full Body (Winter surcharge)	\$300.00	\$400.00

Adult full body accommodates a burial box of 4-feet or greater in length.

CHILD FULL BODY BURIAL	Resident	Non-Resident
Child Full Body	\$250.00	\$350.00
Child Full Body (Saturday & OT)	\$325.00	\$425.00
Child Full Body (Sunday and Holiday)	\$400.00	\$500.00
Child Full Body (Winter surcharge)	\$100.00	\$150.00

Child full body accommodates a burial box between 3-feet and 4-feet in length.

INFANT FULL BODY BURIAL	Resident	Non-Resident
Infant Full Body	\$100.00	\$150.00
Infant Full Body (Saturday & OT)	\$175.00	\$225.00
Infant Full Body (Sunday and Holiday)	\$250.00	\$300.00
Infant Full Body (Winter surcharge)	\$50.00	\$100.00

Infant full body accommodates a burial box of up to 3-feet in length.

FULL BODY DISINTERMENT	Resident	Non-Resident
Disinterment (4-hour minimum)	\$4,500.00	\$5,000.00

**Riverside Cemetery
Rates and Fees**

Purchase – Niches and Crypts

A **resident** is any property tax paying person residing within the corporate limits of the City of Plymouth.

A **non-resident** is any person living outside the corporate limits of the City of Plymouth and/or a person residing within the corporate limits of the City of Plymouth, but who does not pay property taxes.

CREMATED REMAINS ENTOMBMENT	Resident	Non-Resident
Niche (Lower Two Rows)	\$1,050.00	\$1,100.00
Niche (Middle Two Rows)	\$1,450.00	\$1,500.00
Niche (Upper Two Rows)	\$1,250.00	\$1,300.00

FULL BODY ENTOMBMENT	Resident	Non-Resident
Single Crypt (Lower Level – At Grade One Row) NOT FOR SALE	\$3,450.00	\$3,550.00
Single Crypt (Eye Level – Two Rows)	\$3,850.00	\$3,950.00
Single Crypt (Upper Level – One Row)	\$3,650.00	\$3,750.00

TWO FULL BODY ENTOMBMENTS	Resident	Non-Resident
Double Crypt (Lower Level – At Grade One Row) NOT FOR SALE	\$5,750.00	\$5,850.00
Double Crypt (Eye Level – Two Rows)	\$6,550.00	\$6,650.00
Double Crypt (Upper Level – One Row)	\$6,150.00	\$6,250.00

Niche and crypt buy backs are at the discretion of the City Sexton. One niche and single crypt may be sold back to the city at \$500.00. One double crypt may be sold back to the city at \$1,000.00.

**Riverside Cemetery
Rates and Fees**

Opening and Closing – Niches and Crypts*

The cost to open and close a niche or crypt is due upon entombment and cannot be pre-paid. Opening and closing costs depend on the day of entombment. Overtime rates apply to entombments scheduled after 2:00 PM Monday through Friday, Saturdays, Sunday, and holidays.

FIRST NICHE ENTOMBMENT	Resident	Non-Resident
First niche entombment (Monday through Friday)	Included	Included
First niche entombment (Saturday and OT)	\$300.00	\$400.00
First niche entombment (Sunday and Holiday)	\$400.00	\$600.00

SECOND NICHE ENTOMBMENT	Resident	Non-Resident
Second niche entombment (Monday through Friday)	\$250.00	\$350.00
Second niche entombment (Saturday and OT)	\$300.00	\$400.00
Second niche entombment (Sunday and Holiday)	\$400.00	\$600.00

SINGLE CRYPT ENTOMBMENT	Resident	Non-Resident
Single crypt entombment (Monday through Friday)	Included	Included
Single crypt entombment (Saturday and OT)	\$400.00	\$600.00
Single crypt entombment (Sunday and Holiday)	\$700.00	\$900.00

FIRST DOUBLE CRYPT ENTOMBMENT	Resident	Non-Resident
Double crypt entombment (Monday through Friday)	Included	Included
Double crypt entombment (Saturday and OT)	\$400.00	\$600.00
Double crypt entombment (Sunday and Holiday)	\$700.00	\$900.00

SECOND DOUBLE CRYPT ENTOMBMENT	Resident	Non-Resident
Second double crypt entombment (Monday through Friday)	Included	Included
Second double crypt entombment (Saturday and OT)	\$400.00	\$600.00
Second double crypt entombment (Sunday and Holiday)	\$700.00	\$900.00

*For niches and crypts purchased prior to July 1, 2022 Saturday entombment is included in the purchase price.

Other Mausoleum Installation Costs

First nameplate	Included
Second or replacement nameplate	Market value plus shipping
Niche vase	\$350.00
Crypt vase	\$400.00

Effective Date: July 1, 2023

**Riverside Cemetery
Rates and Fees**

Foundation/Marker/Monument Installation Costs

Foundations are required for all grave markers that are not a flush marker. The installation cost depends on the size of the grave marker/monument.

Foundation Size	Installation Cost
24" x 12"	\$200.00
28" x 16"	\$215.00
40" x 16"	\$235.00
42" x 18"	\$235.00
52" x 18"	\$275.00
58" x 18"	\$300.00

A single adult grave measures 40" wide by 10' long.

Setting Markers (Including Block K & O)	Installation Cost
Flush marker up to 36" x 18" - no foundation (single grave marker)	\$175.00
Flush marker greater than 36" x 18" - no foundation (two-grave companion marker)	\$225.00
Veteran's bronze marker set on 28" X 16" foundation	\$215.00
Veteran stone (flat granite flush installation, no foundation)	\$175.00
Veteran stone (upright marble, no foundation)	\$215.00

All monuments shall be set on a foundation. Installation of monuments shall be performed by others. Riverside Cemetery staff installs foundations and flush markers only.

Stone Sizes Commonly Ordered (Privately Owned)	Installation Cost of Foundation	Installed on a Foundation Sized
16" x 8"	\$200.00	24" x 12"
20" x 10"	\$200.00	24" x 12"
24" x 10"	\$215.00	28" x 16"
24" x 12"	\$215.00	28" x 16"
32" x 12"	\$235.00	40" x 16"
32" x 14"	\$235.00	40" x 16"
36" x 10"	\$235.00	42" x 18"
36" x 12"	\$235.00	42" x 18"
42" x 10"	\$275.00	52" x 18"
42" x 12"	\$275.00	52" x 18"
46" x 12"	\$275.00	52" x 18"
46 x 14"	\$275.00	52" x 18"
52" x 12"	\$300.00	58" x 18"
52" x 14"	\$300.00	58" x 18"

The maximum size monument for a single adult grave is 36" x 18".

The maximum size monument for a two-grave marker is 58" x 18".

RESOLUTION

The following Resolution was offered by Trustee _____ and seconded by Trustee _____.

WHEREAS The City of Plymouth owns and operates a public cemetery named Riverside Cemetery; and

WHEREAS The Department of Municipal Services administration performed an annual review of the rate structure; and

WHEREAS The annual review confirms that the rates for Riverside Cemetery are in-line with other publicly owned and operated cemeteries; and

WHEREAS The annual review confirms that the rates for Riverside Cemetery cover the cost of operation; and

WHEREAS The Cemetery Board reviewed the proposed rate structure.

NOW THEREFORE BE IT RESOLVED THAT the Cemetery Board does hereby recommend to the City Commission the adoption of the proposed City of Plymouth Riverside Cemetery Rate Structure 2023.

ADMINISTRATIVE RECOMMENDATION

To: Cemetery Board
From: Municipal Services Administration
Date: May 16, 2023
Re: Riverside Cemetery Rules Review

BACKGROUND:

The City of Plymouth Department of Municipal Services performs an annual review of the Riverside Cemetery Rules. The Administration is proposing minor administrative changes. A copy of the rules is included with the changes tracked.

RECOMMENDATION:

The DMS Administration recommends that the Cemetery Board authorize the proposed Riverside Cemetery Rules.

Should you have any questions, please contact Adam Gerlach or Greta Bolhuis directly.



CITY OF PLYMOUTH

RIVERSIDE CEMETERY RULES

Adopted May 22, 2023 by Cemetery Board of Trustees

Approved June 20, 2023 by Plymouth City Commission

Effective July 1, 2023

Riverside Cemetery is a public cemetery, owned and operated by the City of Plymouth, Department of Municipal Services. The Cemetery Office is located at 1231 Goldsmith, Plymouth, MI 48170. The physical address of the cemetery is 680 Plymouth Rd, Plymouth, MI 48170. Phone number: 734.453.7737 office, 734.455.1666 fax, email: dms@plymouthmi.gov.

Riverside Cemetery offers cemetery lots, mausoleum crypts and niches. Services are offered on a pre-need or immediate need basis and arrangements should be made through the Cemetery Office. These rules are subject to change as deemed necessary and are interpreted at the discretion of the superintendent.

In addition to cemetery operations by the City of Plymouth Department of Municipal Services, Riverside Cemetery also has a Board of Trustees who are residents of the City. The purpose of the Board of Trustees is to review and make recommendations to the City Commission for the proper control, maintenance, and improvement of the Cemetery.

SALE OF LOTS AND INTERMENT ARRANGEMENTS

1. All arrangements for burials shall be made at the City of Plymouth Department of Municipal Services, 1231 Goldsmith, either by the undertaker or by a representative of the family of the deceased. Burial fees and charges must be paid prior to the completion of services.
2. No lot rights may be transferred, purchased, or sold for speculative purposes.

DEFINITIONS

1. Block: A division of land as shown on the cemetery plot, which is determined by existing roadways and structures.
2. Lot: Numbered divisions as shown on the cemetery plot that consist of two or more graves.
3. Grave: A space of sufficient size to accommodate one adult interment.
4. Interment: The permanent disposition of the remains of a deceased person by burial.
5. Entombment: The permanent disposition of the remains of the deceased person in a tomb (mausoleum)
6. Memorial Marker: Shall include head or footstones for family or individual use that are flush with the ground.
7. Monument: Shall include a tombstone or memorial marker of a recognized durable granite/marble or standard bronze, which shall extend above the surface of the ground.
8. Lot Marker: Refers to any means used by the cemetery to locate corners of the lot or grave.
9. Mausoleum: Shall be a structure used for the individual entombment of multiple human remains.
10. Adult Burial: Shall be any burial that involves a burial box greater than four feet in length.
11. Child Burial: Shall be any burial box over 3 feet but less than 4 feet in length.
12. Infant Burial: Shall be any burial of child under 1 year of age, and burial box is less than 3 feet in length.
13. Cremains burial: Shall be the burial of the ashes of a cremated body.
14. Oversize Burial: Any burial over 90 inches in length or over 34 inches in width.
15. Perpetual Care: Shall consist of mowing, seeding, trimming trees and shrubbery, removing dead flowers, and general upkeep of the lot.
16. Superintendent: Shall be the City Manager or his representative.
17. Sexton: Shall be the Director of the Municipal Services Department or his representative.
18. Mourning Period: Shall be the 60 days following the interment.

INTERMENTS OR DISINTERMENTS

1. The depth of a grave for an adult burial shall be at least five feet deep. The depth of a grave for a child shall be at least four feet deep. Infant burials shall be at a depth of 3 feet and cremation burials at 2 feet.

2. Burials permitted in a single adult grave are as follows: one (1) full body burial and up to two (2) cremation burials OR up to four (4) cremation burials without a full body burial, unless permission is otherwise granted by the cemetery superintendent. The full body burial of two or more persons in a single grave is prohibited except for a parent and baby if buried at the same time. Cremations-Cremains must be placed in a metal, stone, or plastic urn; glass, cardboard and wood boxes are prohibited.
3. Entombments permitted for in the Garden Mausoleum are as follows: niches accommodate two (2) cremations, single crypts accommodate one (1) full body entombment and one (1) cremation or two (2) cremations, and double crypts accommodate two (2) full body entombments or two (2) cremations.
4. The City assumes no responsibility for errors in opening graves when such errors are caused by others. Orders from undertakers will be accepted by the City as orders from the owners.
5. No grave will be opened, or body disinterred except by order of husband, wife, father, mother, son, or daughter of the deceased and then only for good cause, and the city reserves the right to refuse any such request. A body will only be released to a professional licensed in mortuary science. This provision does not apply when disinterment is ordered by a duly authorized public official.
6. Plastic full-size burial vaults for adult caskets are strictly prohibited.

MEMORIAL MARKERS, MONUMENTS AND MAUSOLEUMS

1. No mausoleum shall be erected without the specific approval of the Cemetery Board.
2. No monument or memorial marker shall be installed without the specific approval of the Cemetery Board, unless the proposed monument meets the following requirements:
 - a. The maximum number of monuments or memorial markers on any grave is up to one (1) upright and up to four (4) flat markers.
 - b. No matter the type of monument and/or memorial marker(s), the total area covered shall not exceed 15 square feet.
 - c. The memorial marker or monument shall be located at the head or foot of the lot, and parallel to the head or foot lot line.
 - d. The height of the monument for a single grave cannot exceed forty-eight (48) inches, the depth of the monument cannot exceed eighteen (18) inches, and the length of the monument cannot exceed thirty-six (36) inches. The height of a monument for a two-grave plot cannot exceed 48 inches", the depth cannot exceed 18 inches", and the length cannot exceed 58 inches". Custom monuments larger than outlined above require express written permission of the cemetery superintendent.
 - e. Specific rules governing markers for Blocks K, L, M and O supersede these requirements
 - f. Flat markers must be installed flush with the ground. Flat markers shall be no larger than 60 inches" by 36 inches", this includes veteran's markers.
3. Monuments and memorial markers shall not be allowed to be installed on lots that have not been paid in full.
4. All foundation work for monuments and memorial markers will be placed by the employees of Riverside Cemetery at the established rates.
5. The material used in the construction of mausoleums, vaults monuments, memorial markers and permanent corner posts must be of a recognized durable granite/marble or standard bronze. Each monument or memorial marker shall consist of one part or piece only, provided that this rule will not apply to lots on which it is desired to put in monuments or memorial markers to match others already existing on the lot.
6. No vertical joints will be allowed in monument work.

LOT MAINTENANCE REGULATIONS

1. During the 60-day Mourning Period flowers, plants, planters, and similar objects shall be restricted to a thirty-six (36) inch border around the base of the monument or memorial marker. Such items shall not exceed three (3) feet in height.
2. Flowers, plants, and planters shall be restricted to an eight (8) inch border along one long side of the base of the monument or marker and the two short sides. Such items shall not exceed two (2) feet in height above the ground. At no time shall any items be allowed to extend onto another lot or into a path. All items exceeding these height and border standards shall be removed by the City.
3. Fresh or silk flowers shall be allowed on any grave all year around and will be monitored by the City for unsightliness, seasonal flowers included. Plastic flowers are prohibited. Items in violation of this regulation will

be removed by the City. The City shall not be responsible for the upkeep and cannot be responsible for any damage caused by vandalism or natural causes.

4. All plastic, cement, fiberglass, metal, glass, ceramic and wood decorations or objects, except recognized American Veteran Flags, are prohibited. Wrought iron or metal shepherd hooks are prohibited. All items in violation of the regulation will be removed by the City.
5. The use of landscape stones, decorative stones, artificial stones, or landscape blocks for decorative purposes shall be prohibited. Such stones shall be removed by the City.
6. Grave blankets and wreaths will be allowed from November 15th until April 1st of each year. The City shall dispose of blankets and wreaths that remain after April 1st.
7. Flowers, urns, benches, and flags will be removed from graves if such items become unsightly. The City assumes no responsibility for their return to lot owners. Such items will also be removed if they have been placed in violation of these rules.
8. At any time when a monument, private vault or mausoleum becomes unsafe in the opinion of the superintendent, a notice of such condition will be mailed to the last known or recorded address of the owner and the structure(s) removed or repaired at expense of the owner(s).
9. Any seat, urn or similar object placed on a lot by permission of the superintendent shall be kept painted white and in good condition.
10. When a lot is uncared for and becomes unsightly or a nuisance or detrimental to other lots, notice shall be mailed to the last known or recorded address of the owner. By order of the Board of Trustees, the superintendent and employees shall enter such lot and clean up and make same presentable and the cost shall be collected from the owner or made a lien on such a lot.

CEMETERY CARE

1. Cemetery care shall include only seeding, top dressing, cutting and trimming grass, shrubs, trees and the general upkeep of the cemetery. Cemetery care shall not include the maintenance of a memorial marker. The City shall not be responsible for the upkeep and cannot be responsible for any damage caused by vandalism or natural causes.
2. Contractors and workers engaged within the cemetery on any class of work whatsoever will be held responsible for the damage done by them to any cemetery properties.
3. Material for any class of work will not be permitted on the grounds unless accompanied by workmen to erect same, except by special arrangement with the cemetery superintendent.
4. Roadways must be satisfactorily protected against damage from heavily loaded vehicles.
5. The rolling or moving of stones across any section of lots must be done under the supervision and orders of the superintendent. In all cases, planks must be provided by persons furnishing stones or monuments to properly protect the lawns.
6. All unsightly material or debris accumulating from any class of work must be removed at once and upon the completion of the work all equipment, tools, etc., must be removed immediately, and the ground left in as good a condition as found by the contractor.
7. No stonework shall be brought into the cemetery on Friday after 5:00 p.m. and no work shall be commenced on any day that cannot be finished on that day and the dirt and debris entirely removed before dark.
8. No person shall remove any object from any place in the cemetery or make any excavation without the consent of the superintendent of the cemetery.
9. No equipment other than the equipment of Riverside Cemetery shall be used at interments except by permission of the superintendent.
10. Watering: The water station is located at the southern tip of Block G between Blocks G and J. No personal hoses are to be attached to the water station. Please be courteous to all patrons using the water station. If any authorized body institutes outdoor watering restrictions, then the cemetery must abide by them.

OTHER REGULATIONS

1. No firearms will be allowed in the cemetery, except in the cases of military funerals or ceremonies by official veteran's organizations on federal holidays, without written permission of the superintendent of the cemetery.
2. No person shall obstruct any drive, walk, or alley.

3. No person shall, in any way injure, deface, or destroy any grave, vault, tombstone, monument, mausoleum, enclosure, building, fence, basin, fountain, bridge, seat, flower, tree, shrub, vine, lot or any other thing in Riverside Cemetery.
4. Block L of Riverside Cemetery shall be known as the extended family section of the cemetery, with family plots of six (6) or ten (10) graves to be sold in a group.
5. Block K and O of Riverside Cemetery shall be known as the Memorial Section of the cemetery, with only flat memorial markers allowed. No foundation required except in the case of veteran's markers. Markers can be made of bronze or granite. No above ground markers are permitted in this section.
6. Block M of Riverside Cemetery: All lots in Block M consist of 2 graves and will be sold together as one lot. Additional Marker Regulations: Only upright, slant granite markers set on a granite base (2-person companion marker or 1-person non-companion marker) are permitted. Contact the Cemetery Office for the exact description. Any flat markers must meet regulations listed in Memorial Markers, Monuments and Mausoleums section of these rules.
7. Urns for flower planting must be made of cement or metal only. Urns shall not exceed 26 inches in height and will be limited to one urn per gravesite. When an urn is uncared for or becomes unsightly, it will be removed by the City. The City shall not be responsible for the upkeep of the urns and cannot be responsible for any damage caused by vandalism or natural causes. The City recommends covering urns during the winter months, to help protect from the elements.
8. Benches: If a family requests the installation of a bench on a lot, the request must first be made to the cemetery superintendent. The superintendent will determine if it is feasible to place a bench in the requested location without interference with other lots. Then the request will be sent to the Cemetery Board for approval. All benches will be of a standard size and shape and will be constructed of granite or marble and will require a foundation to be placed by the cemetery staff.
9. Filming and photography for use in a movie, book, newspaper, magazine, television news, paranormal research, Internet, or other electronic media are not permitted on Cemetery grounds. ~~The An~~ exception is made to this ~~would be~~ for genealogy research.

CRYPT AND NICHE FRONT DECORATIONS

1. During the 60-day Mourning Period, flowers, plants, and similar objects may be placed on the sidewalk in front of the crypt or niche. Such items shall not exceed three (3) feet in height and will be removed by the Cemetery Superintendent should they become unsightly prior to the expiration of the 60-day Mourning Period.
2. Decorations on crypt and niche fronts shall be limited to flowers placed in a single City-approved bronze vase, or a seasonal wreath attached to the crypt or niche front with a City-approved hanger.
3. Wreaths shall not overlap onto adjacent crypt or niche fronts and shall be limited to 12 inches in diameter for crypt fronts and 6 inches in diameter for niche fronts. Wreaths will be removed by the ~~C~~cemetery ~~S~~superintendent should they become unsightly.
4. Plastic, self-adhesive, clear suction-type hooks and/or hangers shall be prohibited on all crypt and niche fronts. All plastic, cement, fiberglass, metal, and wood objects, including stuffed animals, hanging planters, flags, stickers, and other similar items shall be prohibited on crypt and niche fronts.
5. Fresh flowers or silk flowers are allowed in City-approved vases. Plastic flowers are prohibited. Flowers will be removed if they become unsightly. City-approved bronze vases can be purchased at the Cemetery Office. Vases are installed by Riverside Cemetery employees. The City of Plymouth and Riverside Cemetery assume no responsibility for vases and other items that are stolen, damaged, or vandalized.

RESOLUTION

The following Resolution was offered by Trustee _____ and seconded by Trustee _____.

WHEREAS The City of Plymouth owns and operates a public cemetery named Riverside Cemetery; and

WHEREAS The Department of Municipal Services administration performed an annual review of the rules; and

WHEREAS The proposed changes ensure the rules match the Cemetery Ordinance; and

WHEREAS The Cemetery Board reviewed the proposed changes to the rules.

NOW THEREFORE BE IT RESOLVED THAT the Cemetery Board does hereby recommend to the City Commission the adoption of the proposed City of Plymouth Riverside Cemetery Rules.