

Preface

It is the purpose of these policies to acquaint the prospective purchasers of burial space, as well as those already having an interest in the municipal cemeteries, with those policies and procedures which will provide for us and our successors, proper shrines of sentiment and beauty; and the character, extent and services furnished by the City.

Policies and procedures have been deemed necessary to protect the interests of all and to preserve and improve the general appearance of the cemeteries. All persons are requested to conform to the policies and procedures which have been established by ordinance, and represented in this booklet.

I. GENERAL INFORMATION

Ownership and Management

Mt. Evergreen (1047 Greenwood Ave) and Woodland Cemeteries (2615 Francis St.) are owned, managed and operated by the City of Jackson, under the direction of the Parks, Recreation and Cemeteries Department. The office of the Director of Cemeteries located at City Hall fifth floor, 161 W Michigan Ave, serves as the general office for both cemeteries. It is open from 8am to 5pm weekday; excluding holidays. A complete system of ownership and burial records is maintained at this office. All information concerning the cemeteries, including records, purchasing procedure, regulations, arrangements for and cost of interment service, perpetual and other services, may be had by directing inquires to this office (Telephone: 788-4040 or email at cemeteries@cityofjackson.org).

City Defined

The word "City" as used in this booklet shall be construed as meaning the City Council, the City Manager, or an appropriate, administrative official of the City of Jackson, Whichever, may be applicable.

General Objectives

The general care provided by the City must be supplemented by the unified efforts of those interested. The general upkeep, improvement and development of the cemeteries is provided by the City and financed from operating budget and trust funds. It is the trust funds, supplemented only by necessary appropriations from the general city fund and private bequests that must be depended upon for the general upkeep and care of the cemeteries after all burial space has been sold. Excessive or improperly placed planting or decorations, result in prohibitive maintenance costs.

Services

All charges for services and rentals must be paid in advance. Prices are not quoted in this, but may be provided only by the City include:

1. All burial services.
2. Perpetual care of burial plots when adequately endowed.
3. Installation of marker foundations.

Other services provided by the City include landscape, horticultural and special care services.

II. LOTS

Every lot or single grave is sold subject to rules and regulations now in force or that may be hereafter adopted and to such changes of the present rules from time to time as are found necessary for the protection of lot owners and the graves of the deceased.

The term Lot or Grave Owner is intended to mean and shall be construed as meaning the owner of burial right of use of any burial lot purchased from the City for a consideration, evidenced by a burial right certificate, or by proved and recognized descent or devise from original owner. Such a burial right shall be placed on record in the office of the City Clerk, and the office of the Director of Cemeteries.

No cemetery lot may be used for a purpose other than the burial of human remains and the placing of appropriate memorials.

When interment is sought for any person other than the owner of the designated burial space, or a member of his or her immediate family, special permission in writing of the owner, owners, or authorized agent must be filed with the cemetery office.

Burial plots are exempt from property taxes and cannot be seized on execution. No mortgage or other encumbrance can be given on any burial space.

An interment, properly made, may not be disturbed except upon written consent of the owners or their heirs, and then only with the permission of the City and the proper health authorities.

The transfer of any burial space or part thereof to different ownership shall be made at the office of Director of Cemeteries. The City will not recognize as owner any person or persons not shown as such by the records.

The City shall perform all work for the care and upkeep of the lots and graves in the municipal cemeteries. The owner has the right to personal care for beautify, adorn and improve the same so long as such work conforms to these regulations and to the general plan for the improvement and beautification of the cemetery.

The maintenance work done on said lots and graves by private owners shall not relieve them of their responsibility of paying for perpetual care with lot purchase.

Decorative stones and mulch placed around makers, erected or placed upon lots will not be permitted without approval and whenever objects of such nature are placed on lots or graves without approval the City reserves the right to remove them without notice.

The Care of Lots

The general care of the cemeteries provided by the City is intended to improve their overall appearance and conditions. The care of lots does not include the repair, maintenance, or

replacement of any monuments or marker, except as such work is done in the normal care, incidental to regular maintenance. Cutting into or otherwise disturbing the turf by any except cemetery employees is forbidden and automatically releases the City from all obligations of sodding or reseeding same.

Perpetual Care

The purchase price of every lot and single grave includes perpetual care and such care is made a part and condition of each sale.

Perpetual care for lots previously purchased without perpetual care may be provided by depositing a sum of money in trust with the City as an endowment. Such sum of money will be invested and the interest only never the principal applied regularly to the care of your lot.

City agrees that perpetual care will consist of mowing of all lots and graves when the graves are sodded over their surface and level with the lot lawn at reasonable intervals; also trimming, seeding filling in sunken graves, sodding over the surface of the graves to the lot level, and trimming trees or shrubbery when necessary.

Because of the great variation in the prices of flowers the City will not accept money for the perpetual care of same.

Trees and Shrubs

The City reserves the right to plant all trees and shrubs within the cemetery boundaries and will not permit the planting of trees or shrubs that are out of harmony with the general landscape design of the cemetery grounds. The City reserves the right to remove without notice, trees or shrubs planted in violation of these rules.

No person shall trim, prune, or remove any branches from any tree or shrub in the cemetery, whether on his lot or not. Cemetery employee will do all such work as may be necessary, from time to time.

Annual or Hardy Plants

Persons desiring to plant flowering or other plants are requested to consult with the Director.

- Decorations can be replaced April 15-November 14
- Planting of plants is not allowed. All decorations needs to be removed by the families from March 1-March 15 and October 1 15. After that the City will removed all items.
- All families are to retrieve personal items and other memorabilia from loved ones resting places before clean-up periods commence.
- Any Items removed by our staff during the bi-annual clean-up periods will be discarded.
- Artificial flowers can be plastic or clay pots for the ground or plastic cones will be removed and discarded by cemetery workers.
- Cemetery staff will removes decorations that go against the cemetery policies. These include: artificial flowers that are not anchored in a clay or plastic pot, glassware,

vigil lights, tin cans, stone, edging or candles, plastics and pavers. Illegal decorations will be kept no longer than two weeks before being discarded.

- Persons are permitted to decorate grave sites with cut flowers, placed in a non-glass vase, and/or two potted plants seven (7) to twelve (12) inches in diameter, for each grave site, placed between or at the ends of the makers, or in cases where there are no maker, placed where the markers would be
- We will allow prohibited items, with the exception of breakable items. On all gravesites three days before a holiday and 7 days after a holiday. Shepard hooks will be allowed from April 15 to October 1. They must hold only a potted plant minimum 18" off the ground. These was be located where a headstone would be or next to a headstone not to interfere with mowing.
- Only green plants and/or artificial flowers are permitted in the Mausoleum and only in vase. The cemetery reserves the right to remove decorations to maintain the appearance of the grounds for the purpose of burials. **The cemetery is not responsible for removed, stolen or damaged decorations.**
- Each grave is limited to 2 decoration per grave site. Others will be removed

III. FUNERALS AND INTERMENTS

All funeral and interments within the cemetery grounds are under the direction of the Director.

Notice of funerals, with exact location of grave, must be given to the cemetery office at least eight (16) regular working hours in advance of burial during the months of April 1st to November 1st, and at least twelve (12) regular working hours in advance during the months of November 1st to April 1St. For Monday funeral notice must be given during the working hours on preceding Friday.

Under no condition will the City assume responsibility for errors in opening graves when ordered by Funeral Directors. All funeral homes must fill out a burial application in order to request a burial in the City of Jackson Cemeteries.

All funerals entering the grounds after 3:00 p.m. on working days will be charged overtime at the prevailing rate for any work necessary to complete a burial after the established working hours.

For chapel services, a maximum of one casket spray and four floral arrangements will be admitted to the chapel. These flora arrangements will accompany the casket to the grave site.

If the deceased is not the owner or a member of the owner's immediate family, written permission of the owner(s) or authorized agent must be filed with the Director before interment may be permitted.

A burial permit is required at the time of interment except ashes.

Burials on Sunday and legal holidays are prohibited unless approved by the Director. Overtime and Holidays rates will apply.

The burial of two or more persons in one grave is only permitted if there are two cremations or one cremation and one full burial. Exceptions would be mother and infant buried at the same time, twin children buried on the same day, or in the case of cremation. There will be a 2nd burial right charge in addition to the interment cost.

An interment, once properly made, cannot be disturbed except upon written consent of the original owners, or their heirs, and the permission of the health officer. The same applies to the removal of bodies from lots for transfer to other places for burial, whether within or without the City Cemeteries. This rule also applies to private vaults.

Vaults are required for all full interments and are to be of concrete construction. Wood or other materials are not acceptable. The City reserves the right to approve the design of the vaults.

IV. MONUMENTS AND MARKERS MAUSOLEUMS, ETC.

General Requirements

Lot owners should not complete the purchase of memorials until they have advised the cemetery officials of the size, style and materials, thereby assuring themselves that their selection complies with the adopted rules governing monumental or stone work.

To avoid the unsightly appearance caused by the crowding of monuments the rules as adopted by the City Commission in accord with modern cemetery development throughout the country, provide that some lots within a section are sold with and other without the right to erect monuments.

The use of sandstones, terra cotta, slate, artificial stone, wood or iron in any form is not permitted where exposed to the elements.

Contractors and workmen employed in the construction of the mausoleums, in the erection of monuments and the setting of grave markers will be subject to the control of the Director in charge of the cemetery or his assistant and will be held responsible for any damage done which may be caused from carelessness or neglect.

Monuments

Monuments shall be defined as memorials used to identify family burial plots. Where monuments are allowed not more than one shall be erected on each lot and it must be in accord with the established rules and regulations that govern our municipal cemeteries.

No monument shall be allowed that covers more than six percent of the lot area and the base front shall not exceed forty

percent of the width of the lot. The location of any monument must be approved by the Director.

Markers

Markers shall be defined as memorials used to identify individual graves. Grave makers shall not exceed twelve (12) inches in height above the adjacent lawn, nor be more than twenty-four (24) inches long, and twelve (12) inches wide except where the marker is put in adjacent to old markers which do not conform to this rule. Double markers centered on two graves will be allowed but not exceed twelve (12) inches wide. Slant-faced or wood box type markers will be allowed if their highest dimension does not exceed eighteen (18) inches. Only one piece markers may be set. A second marker on a grave will be permitted if set flush.

Corner Posts

Such posts will designate the boundary of said lot, also adjoining lots. Any person buying a lot with no corner posts has the right to set one on each corner if they so desires. However, in buying an adjoining lot, the purchaser has the right to set corner posts only where there are none. The first posts set designate the boundary of said lot and adjoining lots and shall be considered evidence of the lot boundaries. All posts will be set by the Director.

Mausoleums

The plans and specifications for a mausoleum or vault shall be submitted to the Director of Cemeteries and the location thereof approved before a permit will be issued.

Ample time must be given the Director to have the plans of such a structure approved. The City reserves the right to refuse a permit to any structure that the cemetery authorities deem improper for the well-being of the grounds as a whole or part.

Mausoleums or vaults must be sufficiently endowed to secure a well-kept outside appearance. The upkeep for the structure as a whole may be secured. In no case will the City be responsible for the maintenance of such a structure beyond the income of the endowment fund and whenever the income from the mausoleum or vault endowment fund is not sufficient to maintain such structure in a proper manner and it becomes unsightly, dangerous, or beyond repair, the structure may be removed and the remains there in buried in the lot. The cost of removing the structure shall be taken out of the vault or mausoleum endowment fund, and the balance, if any, applied so as to accomplish as nearly as may be the purpose of the donor. All endowment certificates for the maintenance of mausoleums or vaults shall contain a clause that will give the City the right to enforce the rule.

V. GENERAL RULES

The Director shall have the right to establish temporary rules whenever, in their judgment, the best interests and safety of the cemetery demand it, but must report such temporary rules to the City Manager at once.

The following, applying to conduct in the cemeteries, are prohibited:

- a. The picking, stealing, mutilating, or disturbance of flowers, trees, shrubs or anything of a decorative or memorial nature.
- b. The presence in the cemeteries of alcohol or drugs in any form, except in connection with established burial ceremony custom.
- c. The presence of dogs or other animals in the cemeteries, either on leash or loose.
- d. Advertising in any form.
- e. The use of firearms in or adjacent to the cemeteries, except through established gates and at established times.
- f. Entrance to the cemeteries, except through established gates and at established times.
- g. Use of profane or boisterous language, loitering or misconduct.
- h. Unauthorized motorized vehicles such as snowmobiles, go-carts, motorcycles, etc., within the cemetery gates.
- i. The violation of any traffic law of the City of Jackson.
- j. Driving in excess of 15 miles per hour.
- k. The use of cemetery roads as public thoroughfares.
- l. No Metal Detecting
- m. Visiting Hours Dawn to Dusk
- n. No Parking Driving on the grass blocking the drives.

The City will use reasonable precaution to protect the property of lot and grave owners, but will not hold itself financially responsible for the acts of thieves or vandals.

Woodland And Mt. Evergreen Cemeteries

JACKSON
Founded 1829

Effective 2020