

MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Klimes, Director of Parks and Recreation 
RE: Resolution Approving Rules and Regulations for Greenwood Cemetery
DATE: January 29, 2019

INTRODUCTION:

Please accept this memo and the attached Resolution Approving Rules and Regulations for Greenwood Cemetery.

BACKGROUND:

The Parks and Recreation Advisory Commission working in conjunction with City Staff have reviewed the Greenwood Cemetery Rules and Regulations and have no recommendations for changes or adjustments at this time. A copy of the Greenwood Cemetery Rules and Regulations are attached for your review.

RECOMMENDATION:

At this time, the City Staff would recommend that the Muscatine City Council adopt the attached resolution for the Greenwood Cemetery Rules and Regulations.

BACKUP INFORMATION:

1. Resolution
2. Greenwood Cemetery Rules and Regulations

Thank you for your time and attention to this matter. Please contact me if you have any comments, questions or concerns.

RESOLUTION NO. _____

**A RESOLUTION APPROVING
RULES AND REGULATIONS FOR GREENWOOD CEMETERY**

WHEREAS, City Code Section 3-6-5 states that “the rules and regulations for the cemetery shall be adopted, and may be amended from time to time, by resolution of the Council.”

WHEREAS, a significant period of time had passed since the last review and revision of the rules and regulations for Greenwood Cemetery; and it is best practice for rules and regulations to periodically be reviewed to ensure that they are still meeting the needs of the community; and

WHEREAS, The Parks and Recreation Advisory Commission working in conjunction with City Staff has reviewed the current rules and regulations for Greenwood Cemetery and based on this review had draft a revised set of Rules and Regulations for Greenwood Cemetery, attached hereto as “Exhibit A”; and

WHEREAS, The Parks and Recreation Advisory Commission on Wednesday, November 7, 2018, did vote to recommend approval of the revised Rules and Regulations for Greenwood Cemetery;

NOW, THEREFORE, BE IT RESOLVED, by the City Council for the City of Muscatine, that the document known as the “**The City of Muscatine Parks and Recreation Department Greenwood Cemetery Rules and Regulations Rev. 11/7/18**”, attached hereto as “Exhibit A”, be accepted, approved, and adopted by City Council action on this resolution.

PASSED, APPROVED AND ADOPTED this 7th day of February 2019.

**BY THE CITY COUNCIL OF THE
CITY OF MUSCATINE, IOWA**

Diana Broderson, Mayor

Attest:

Gregg Mandsager, City Clerk

Exhibit A

**CITY OF MUSCATINE
PARKS AND RECREATION
DEPARTMENT
GREENWOOD CEMETERY
RULES AND REGULATIONS**



REV. 11/7/18

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CITY OF MUSCATINE PARKS AND RECREATION DEPARTMENT GREENWOOD CEMETERY RULES AND REGULATIONS

The City of Muscatine reserves the right at any time to change the policies, rules and regulations that apply to Greenwood Cemetery.

A. CEMETERY HOURS

1. Office: 8am to 12pm – 1pm to 4pm Monday – Friday

2. Grounds ½ Hour before Sunrise to ½ Hour after Sundown

B. PERPETUAL CARE

1. Greenwood Cemetery is operated as a perpetual care cemetery in conformity with the laws of the State of Iowa. The income from the fund is used for the care of the buildings and grounds of the Cemetery only. These funds do not cover the privately purchased Mausoleums, Memorial Monuments and/or Markers and grave decorations.

2. Greenwood Cemetery is maintained with power equipment. Keep this in mind as you select grave decorations. Greenwood cannot be held responsible for damaged or missing grave decorations, plantings or tributes. Every effort is made to mow and trim Greenwood one time per week. This often means mowing in less than desirable weather. Wet grass clumps will adhere to markers. Please be aware that this can and does happen, especially during spring weather. Grass on markers does not imply neglect, but rather a dedication to maintaining the Cemetery as regularly as possible.

C. BURIALS

1. The Cemetery will accommodate burials 8am to 4pm Monday thru Friday. Saturday burials will be between 8am and 11am and must have prior approval by the Cemetery staff.
2. The Cemetery will only accommodate burials on Sundays, Holidays or Holiday weekends with prior approval and only under special circumstances. The observed holidays for Greenwood Cemetery are:
 3. New Years Day, Presidents Day, Memorial Day, July 4th, Labor Day, Veteran's Day, Thanksgiving Day and the Day after, Christmas Eve and Christmas Day.
 4. When a Holiday falls on a Monday, the Saturday and Sunday preceding will be a Holiday weekend.
When a Holiday falls on a Friday, the Saturday and Sunday following will be a Holiday weekend.
5. Burials will be limited to a maximum of two caskets, stacked, one casket and three cremains or four cremains per grave.

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D. PETS

1. No pets are allowed in the Cemetery.

E. DECORATIONS

1. All decorations must be placed in the stone line and within the individual lot line.
2. Decorations are limited to two per grave space.
3. Potted plants or cut flowers must be removed when wilted.
4. No glass or ceramic containers are allowed. Metal cones available at floral shops are suggested to preserve your arrangement.
5. Grave fencing is not allowed.

6. Live trees, bushes or plants will not be allowed without the approval of the City staff.
7. Cemetery staff is not responsible for watering live plants.
8. Fertilizers and chemical sprays are not allowed.
9. Any object, plant, tree or shrub causing safety concerns or impedes the ability to maintain the Cemetery will be removed without notice.

F. CLEANUP

1. All decorations must be removed before March 15th and October 15th of each year.
2. Decorations left after these dates will be removed and discarded by the staff.
3. Undecorated metal staffs, remembrance candles, solar lights, temporary markers and veteran flag holders will not be removed during cleanup.
4. New decorations may be placed April 1st and November 1st.
5. Memorials other than grave markers will not be allowed without the approval of the City.

G. MONUMENTS AND MARKER STONES

1. Temporary markers, including but not limited to, metal markers offered by funeral homes, wooden crosses and cement slabs or small boulders, are not considered permanent.
2. The maximum stone dimensions on single graves are 24”L x 14”W x 8”H.
3. The maximum stone dimensions on double graves are 72”L x 14”W x 8”H.
4. Single stones having a height exceeding 8 inches shall be considered a monument and may only be placed in designated areas.
5. Large high monuments can be placed in designated areas only. Boulders are not allowed.
6. All monuments and markers must be inside the lot boundaries, 4” on the back and 12” on the sides.
7. All monuments and markers will be required to have a foundation wash. Washes will not exceed the stone size more than 3” on front and backsides and 6” on each side.
8. All washes exceeding 36” on a single grave must have site approval by the City.
9. The Cemetery office must receive foundation orders by the following schedule to insure completion.

Submissions by May 1st for completion by May 15th.

Submissions by July 15th for completion by August 1st.

Submissions by October 1st for completion by October 15th.

*Work may be delayed due to burials and weather.

H. ADDITIONS WITH MARKER RESTRICTIONS

Anthony	2' x 1' x 8" (single) or 3'6 x 1' x 8" (companion) bevel
Baby Land	1'4" x 8" x 8"
Carver	Monuments placed only in designated rows, markers 2' x 1' x 8" (single) or 3'6 x 1' x 8" (companion) bevel
Elmdale	2' x 1' x 8" (single) or 3'6 x 1' x 8" (companion) bevel
Fairlawn	2' x 1' x 8" (single) or 3'6 x 1' x 8" (companion) bevel
Fairlawn	Baby row - Maximum length of 16 inches
Fairlawn	County cremation row – Maximum length of 16 inches
Fairoak	2' x 1' x 8" (single) or 3'6 x 1' x 8" (companion) bevel
Fairview	2' x 1' x 8" (single) or 3'6 x 1' x 8" (companion) bevel
Fletcher	1 st some restrictions apply 2 nd County row 2' x 1' x 8" 3 rd some restrictions apply 4 th some restrictions apply 5 th block one (old baby land) 16" length
Glenview	2' x 1' x 8" (single) or 3'6 x 1' x 8" (companion) bevel
Opel	2' x 1' x 8" (single) or 3'6 x 1' x 8" (companion) bevel
Page	Some restrictions apply
Riverview	Some restrictions apply

I. INTERMENTS

1. All grave spaces are for interment purposes only and subject to all current Cemetery rules and regulations.
2. No interments of any type of body other than human will be permitted.
3. The authorized representative of lot owner must sign interment orders at least 24 hours prior to interment.
4. Interments will be made in a vault or outer container constructed of concrete or steel except in the case of infants where a "cherub" or similar non-biodegradable outer container is used.
5. Cremains shall be placed in a non-biodegradable container. Wooden urns must be placed in a non-biodegradable container.
6. Scattering of cremains on Greenwood Cemetery or other public property is prohibited.
7. Grave spaces in the soldier's plot are available to all those with an honorable discharge from the United States Armed Services. Right of burial will be granted by presenting discharge papers to the funeral home handling the arrangements.
 - a. The cemetery staff will assign grave spaces in the soldier's plot.
 - b. There is no charge for the grave space, perpetual care or setting the government issued marker. There is an interment fee to be paid before the burial.
 - c. Federal law allows cremains of the Veteran's spouse to be interred in the same space. Interment policy and fees apply. Name of spouse and dates may be added to the back of the government marker.

J. DISINTERMENTS

Removal of bodies from graves must be done in the manner prescribed by law. A disinterment permit is required as outlined in Section 641-101.7 Iowa Administrative Code. Permits must be applied for through a licensed agency. Disinterment may be made Monday through Friday 8am – 4pm except on Holidays.

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K. FEE SCHEDULE

1. Payments must be made in full at the time of purchase.
2. Credit cards, VISA, MasterCard and Discover, are accepted.
3. Private resale of lots will not exceed current pricing and will not be considered final until approved by the City and a \$25 resident or 27.50 non-resident fee is paid.

Grave space:	<u>Resident</u>	<u>Non-resident</u>
Adult 4' x 10' w/perpetual care	\$550	\$605
Infant 3' x 7' w/perpetual care	\$100	\$110
Single columbarium niche w/perpetual care 10.5" sq. x 11.5" deep	\$950	\$1045
Double columbarium niche w/perpetual care 10.5" sq. x 24" deep	\$1900	\$2090
Niche door engraving included in cost (Limitations will apply)		

<u>Interment fees</u>	<u>Resident</u>	<u>Non-resident</u>
Adult	\$550	\$605
Baby	\$300	\$330
Ashes	\$300	\$330
Baby Land	\$350	\$385 (includes lot & interment)
Double depth	\$1100	\$1210
Emergency	\$900 additional	\$990 additional
Niche Entombment	\$300	\$330
After 4pm and Saturday	\$300 additional	\$330 additional
Holiday (if allowed)	\$900 additional	\$990 additional
Genealogy	\$.25 per name	\$.28 per name

<u>Disinterment fees</u>	<u>Resident</u>	<u>Non-resident</u>
Adult	\$1350	\$1485
Baby	\$750	\$825
Ashes	\$750	\$825
Niche	\$600	\$660

Foundations: Residents - \$150 minimum or \$.35 sq.in. Non-residents - \$165 minimum or \$.39 sq.in. (Foundation charges are normally included with the price of your monument. Check with your monument sales representative.)
Greenwood Special - \$295 Non-resident - \$325.

L. CONTRACTORS

All work must be done during business hours and must have a work permit issued before work may be done. Permits will be obtained from the Cemetery office. Persons engaged in work on Cemetery ground will be held responsible for any damage to grounds or property. Cemetery staff shall inspect all work done by contractors. City approval is required if work is needed outside business hours.