

TOWN OF ARCADIA CEMETERY POLICY

(Created June 22, 2016)

Unless otherwise provided by State law, the provisions of this policy may be amended by a resolution of the Town of Arcadia Board of Supervisors.

PURPOSE –

The purpose of this Cemetery Policy shall be to foster and perpetuate the Township of Arcadia's cemeteries which include the Public, Williamsburg and Cortland cemeteries.

BOARD –

The Township of Arcadia Board has full and exclusive power of cemetery operations. The Board shall be charged with the overall management and supervision of the affairs and property of the Public, Williamsburg and Cortland cemeteries, and may establish regulations for those purposes.

CEMETERY LOTS –

- 1) A "cemetery lot" means a grave or two or more contiguous graves and; when used in reference to the sale, purchased or ownership of a cemetery lot, includes the right to bury human remains in the cemetery lot. A "grave" means a piece of land that is used or intended to be used for an underground burial of human remains. A "burial" means entombment, inurnment, or interment.
- 2) The cost of a single lot in the Township's cemeteries as of July 28, 2016 is currently \$400 for Town of Arcadia residents and \$800 for non-residents.
- 3) A gravesite may consist of two burials -- one casket and one cremation or two cremations. Burial vaults are required for each gravesite when burial of human remains are in a casket or for cremains that are not in a metal or marble urn.
- 4) If winter burial is required there shall be a snow removal fee charged from the cemetery gate to the location of the cemetery lot.

CEMETERY LOT PAYMENTS -

- 1) Payment in full is to be made at the time of purchase.
- 2) Lot holders who wish to relinquish burial rights may return them to the Cemetery. The Town of Arcadia Board is not obliged to repurchase burial plots from the original or current owner, but may choose to do so at their discretion. The Town of Arcadia Board reserves the right to resell lots according to its own criteria.
- 3) The original or current owner(s) may, with the approval of the Town Board, sell their cemetery lot(s) to another person at the current price in effect. If this occurs, it is the responsibility of the seller to inform the Town Board that the name of the lot owner has changed.

HEADSTONES/MEMORIALS –

- 1) Headstones or markers can either be flat or above ground.
- 2) They must be set in or on a concrete base and the base has to be within the grave site margins, i.e. up to three feet for a single plot of up to six feet for a double plot. The base for the

headstone has to have a concrete margin to facilitate mowing, and must also include a space or a hole for flower urn stands or a flag.

- 3) No memorial of any kind may be placed without prior approval in writing from the Cemetery Committee.
- 4) All monuments or markers shall be of the following materials: marble, granite or bronze. Regarding height and length shall be up to the owner's discretion. Any questions should be directed to the Town of Arcadia Board members.
- 5) Monuments shall conform to standards established for design, workmanship, finish and size.
- 6) Repairs to headstones/memorials remain the responsibility of the family of the deceased.
- 7) Placement of new headstones and markers shall be in line with existing stones. Flat marker placement is left to the discretion of the cemetery board.

PERMANENT CARE –

Permanent care means and is limited to – cutting of grass, sodding, seeding or conditioning of the grave sites and the cemetery as a whole, as shall be required by the judgement of the Town Board for the proper care and appearance of the cemetery as long as it is dedicated to its present purpose. The Town Board is responsible for hiring a caretaker to properly maintain the grounds of the cemeteries.

DECORATIONS –

- 1) All graves shall be maintained level with the established grade and there will shall be grass seeded over.
- 2) Flowers and/or plants either live or artificial are permitted provided they are either placed in a vase or planter that is attached to the foundation of the grave marker or are in a three foot tall stand. This means that flowers or plants are not to be placed at the grave site in a manner that would be a hindrance to mowing or trimming around the foundation of the grave marker.
 - a. Artificial flower or plants that have become discolored or are in disarray due to sun fade or windstorms, etc., have to be repaired or replaced. Otherwise the cemetery caretaker has the right to remove them.
 - b. Live flowers and or plants placed at the grave site are to be watered and cared for by the grave owner or family member. Bloomed out and dead flowers and leaves should be removed and taken away. Water containers cannot be left at the grave site.
 - c. Flowers for special occasions will be removed when they become discolored, dried, or are in disarray.
 - d. Winter decorations must be removed by May 1st and Summer decorations must be removed by November 1st.
- 3) Sentimental memorabilia shall not be placed at the grave site. No glass, photos, letters, stuffed animals, etc. Only plants and flowers as described earlier are allowed. Solar lights are permitted.
- 4) For Memorial Day, veteran's organizations place an American flag at the graves of veterans. If the flag is not placed in a bronze veteran's marker it is up to the veteran's family to put it in a vase or urn after the first week so that it is off the ground and not a hindrance for mowing.

PROHIBITIONS –

- 1) Fences, hedges, cropping, curbing and other enclosures around or within graves are not permitted.
- 2) Planting of trees, shrubs, bushes and perennials may be done by the Cemetery. Not individuals.
- 3) Objects of a temporary nature are not permitted as they are susceptible to damage.
- 4) Objects in violation of these Prohibitions shall be removed without notice or liability on the part of the cemetery.

GENERAL REGULATIONS –

- 1) All funerals on entering the cemetery shall be under the exclusive charge and sole direction of the cemetery.
- 2) No workmen other than Town employees will be permitted to work in the cemetery without prior approval. If a person would like to volunteer their services they shall contact the Town of Arcadia Board.
- 3) Lot holders purchase burial rights in said lot...title to land remains vested in the name of the Cemetery.
- 4) The Clerk/Treasurer of the Town of Arcadia shall handle any and all business relating to the purchase of a lot.

This policy was approved unanimously by the Town Board of Supervisors during the July 28th, 2016 Town Board meeting.

Signed and sealed by the Town of Arcadia Board:

Don Grotz Chairperson
Barbara H. Tich Supervisor 1
D. J. Supervisor 2
Nancy Rohn Clerk/Treasurer

Date: 8-24-16
 STATE OF Wisconsin
 COUNTY OF Trempealeau

Nancy Rohn, Town Clerk/Treasurer