



CITY OF MARSHFIELD, WISCONSIN POLICIES AND PROCEDURES

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6. PARKS AND RECREATION

CHAPTER 6: Parks and Recreation

SUBJECT: Cemetery

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APPROVED BY:

John White Jr., Chairperson
Parks, Recreation, and Forestry Committee

Date

I. PURPOSE

- A. This policy has been developed to help govern the roles and responsibilities of Hillside Cemetery that fall under the authority of the City of Marshfield's Parks and Recreation Department.

II. DEFINITIONS

- A. 'Deed' shall mean granting rights for burial purposes only. Ownership of the land & structures remains with Hillside Cemetery under the jurisdiction of the City of Marshfield's Parks and Recreation Department and/or Parks, Recreation and Forestry Committee.
- B. 'Interment' shall mean placement of human remains into its final resting place.
- C. 'Mausoleum' shall mean structure used for above-ground, full-body interments.
- D. 'Crypt' shall mean interment space inside a mausoleum.
- E. 'Columbarium' shall mean structure used for above-ground cremation interments.
- F. 'Niche' shall mean interment space for cremains inside a columbarium.
- G. 'Grave marker' shall mean a memorial stone placed at the head of a grave, or a building, statue, pillar, etc. in honor or in memory of a person or family; i.e., headstone, monument, stone, gravestone.
- H. 'Gravesite' shall mean the site of a grave or place of burial.

- I. 'Companion burial' shall mean when two remains are placed in the same opening at the same time.
- J. 'Disinterment' shall mean exhumation of human remains from a grave.
- K. 'Monument Entombment' shall mean interment into a grave marker that has a space to accommodate cremains.

III. GENERAL GUIDELINES

A. Interment Services

- 1. Digs graves as required.
- 2. Levels gravesites and brings grounds back to its original condition.
- 3. Niche and crypt entombments.
- 4. All in-ground casket burials require a concrete vault. Cremation burials do not require a vault.

B. Care and Maintenance of Grounds/Equipment

- 1. Mows lawns; removes snow on roads and sidewalks.
- 2. Re-sods and/or re-seeds as needed to maintain an attractive ground cover.
- 3. Maintains machinery.

C. Recordkeeping

- 1. Keeps an accurate record of sites sold or available for sale.
- 2. Shows and sells sites to prospective buyers.
- 3. Records and plats interments.

D. Resource/Family Assistance

- 1. Provides information to individuals on locations of interments.

E. Contracts with Religious Cemeteries

- 1. The City holds contracts with the Marshfield Catholic Cemetery Association and Immanuel Lutheran Cemetery Association to maintain and perform all interments for both cemeteries, as well as other duties as described in the contract.

IV. GRAVES

- A. Each full-size plot may hold a maximum of either one traditional casket burial with one cremation burial, or two cremation burials.
- B. Prior to placement of any grave marker, the monument company shall obtain a Monument Permit form from the cemetery office or from the Hillside Cemetery website. The form must be completed and returned to the cemetery office, along with payment of the current permit fee. After review, cemetery staff will approve and mark the location prior to the monument company performing any work. In addition, if the grave marker is designed to hold cremains, each interment space must be paid upfront with the Monument Permit fee. See Cemetery Fee Schedule for current rates.
- C. All upright grave markers must be set with a cement base of sufficient depth and size to sustain the grave marker.
- D. Two grave markers are allowed per gravesite at the head of said gravesite. One grave marker may be upright and shall be placed in line with the adjoining grave markers, and a second grave marker may be placed flush with the ground. The monument company shall be responsible for any landscaping of the gravesite after the setting of the grave marker. The gravesite shall be restored to its original condition with removal of any excess material from the cemetery. If the excess material is not removed, cemetery staff shall remove it and the monument company will be responsible for the cost.
- E. The City cemetery has a plotted cremation and infant area in Section M. Each gravesite measures five feet (5') by four feet (4') and will support one grave marker and only one interment.
- F. Natural flowers, casket sprays, etc., placed at a gravesite at the time of a burial shall be removed on the third day following the burial or it will be removed by cemetery staff.

V. RULES

- A. Cemetery decorating and clean-up dates:
 - 1. **Spring/Summer Decorations:**
 - i. April 11th – Spring/summer decorations may be placed on or in line with (to the side of) grave marker starting April 11th and must not cause an obstruction for maintenance.
 - ii. September 30th – All spring/summer decorations must be removed by September 30th for fall clean-up.
 - 2. **Fall/Winter Decorations:**
 - i. October 11th – Fall/Winter decorations may be placed on or in line with (to the side of) grave marker starting October 11th and must not cause an obstruction for maintenance.

- ii. March 30th – All fall/winter decorations must be removed by March 30th for spring clean-up.

- B. Cemetery staff will discard all remaining decorations after designated dates above.
- C. Anything other than grave marker-mounted vases, grave saddles or items affixed to the grave marker are considered a decoration and must be removed for the fall/winter decoration season.
- D. Solar lights, shepherd hooks, loose trinkets, etc. are NOT allowed during fall/winter decoration season.
- E. Veteran medallions/flag holders are allowed at all times. Tattered, torn or soiled flags must be repaired, replaced or removed, or cemetery staff will dispose of flags in poor condition.
- F. Decorations may NOT be left on or in the ground around the mausoleums or columbaria.
- G. Statues are permitted in line with (to the side of) grave markers as long as they are placed on a concrete foundation and not encroaching on neighboring spaces.
- H. The following is a list of items that are prohibited from be left at a gravesite:
 - 1. Glass, balloons, marbles, stones, rocks, beads, balls, gravel or any small item that could be a hazardous projectile from grounds equipment.
 - 2. Barbed wire, rusted metal objects, jagged or sharp objects that could injure visitors or staff or damage equipment.
 - 3. Fencing or edging of any kind.
 - 4. Arborvitae, hedges or other plantings.

Maintenance to existing trees and shrubs is the responsibility of the deed holder. Items that are neglected, overgrown, dead or a hazard may be removed by cemetery staff without notice.
- I. Cemetery must authorize all interments.
- J. Cemetery will not be responsible or liable for any lost or stolen items or damage to property.
- K. If any items/decorations are of great monetary or emotional value, please protect those items in a safe place outside of the cemetery where they cannot be lost, stolen, damaged or removed for any reason.
- L. A cemetery deed grants burial rights to the site; it does not grant actual ownership of land or structures. The ownership of all cemetery land and structures remains with the cemetery.