



## **CEMETERY BOARD/TREE COMMISSION MEETING**

WEDNESDAY, MARCH 27, 2019

Oak Room, 3:30 P.M.

201 West Ash Street, Mason MI

### **AGENDA**

- 1. CALL TO ORDER – Tree Commission**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**
- 4. APPROVAL OF MINUTES – March 4, 2019 – Tree Commission**
- 5. CORRESPONDENCE – None**
- 6. UNFINISHED BUSINESS**
  - A. Arbor Day Celebration
    - i. Review Nominee Submissions
    - ii. Discuss Invitations, Time/Location
    - iii. Discuss Nominee's Tree and Placement Options
- 7. NEW BUSINESS**
- 8. ADJOURN – Tree Commission**
- 9. CALL TO ORDER – Cemetery Board**
- 10. ROLL CALL**
- 11. PUBLIC COMMENT**
- 12. APPROVAL OF MINUTES – March 4, 2019 – Cemetery Board**
- 13. COORRESPONDENCE – None**
- 14. UNFINISHED BUSINESS**
  - A. Discuss Opening/Closing Costs – Price Comparisons/City of Mason Cost Estimate.
  - B. Cemetery Rules and Regulations – Final Review
- 16. NEW BUSINESS**
- 17. ADJORN – Cemetery Board**

**CITY OF MASON  
TREE COMMISSION MEETING  
MINUTES OF MARCH 4, 2019**

Clerk Jarvis called the Tree Commission meeting to order at 4:25 p.m., in the Oak Room at 201 W. Ash Street

Commissioners Present: Brown, Ferris, Shattuck  
Absent Commissioners: None  
Also Present: Sarah J. Jarvis, City Clerk  
Kirk Crawford, DPW Foreman  
Levi Rice, DPW Foreman

**ELECTION OF CHAIR AND VICE CHAIR**

Clerk Jarvis opened nominations for the office of Chair of the Tree Commission

Shattuck nominated Elaine Ferris

Clerk Jarvis closed the nominations for the office of Chair of the Tree Commission

Ferris: Yes (3) Brown, Ferris, Shattuck  
No (0)

**ELAINE FERRIS ELECTED CHAIR OF THE TREE COMMISSION**

Clerk Jarvis opened the nominations for the office of Vice-Chair of the Tree Commission

Ferris nominated Scott Shattuck

Clerk Jarvis closed the nominations for the office of Vice-Chair of the Tree Commission

Shattuck: Yes (3) Brown, Ferris  
No (1) Shattuck

**SCOTT SHATTUCK ELECTED VICE-CHAIR OF THE TREE COMMISSION**

**PUBLIC COMMENT**

None

**APPROVAL OF MINUTES – March 22, 2018**

MOTION by Shattuck, second by Ferris  
to approve the March 22, 2018 Tree Commission Minutes

Yes (3) Brown, Ferris, Shattuck  
No (0)

**MOTION APPROVED**

**CORRESPONDENCE**

A. Update on Tree Assessment – Email from Donald Heck

B. Legal Notice for Seeking Arbor Day Nominees – Copy of Nominee Legal Notice - Legal Notice was published in the Ingham County Community News on Sunday, March 3, 2019.

C. Noted Next Meeting Scheduled for March 27, 2019 at 3:30 p.m. – Purpose of this meeting will be to review nominees for Arbor Day.

**UNFINISHED BUSINESS**

None

**NEW BUSINESS**

None

**ADJOURN**

Cemetery Board Meeting was adjourned at 4:35 p.m.

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Sarah J. Jarvis, City Clerk  
City Clerk

**CITY OF MASON  
CEMETERY BOARD MEETING  
MINUTES OF MARCH 4, 2019**

Brown called the Cemetery Board meeting to order at 3:30 p.m., in the Oak Room at 201 W. Ash Street, Mason, Michigan.

Board Members Present:	Brown, Ferris, Shattuck
Absent Board Members:	None
Also Present:	Sarah J. Jarvis, City Clerk Kirk Crawford, DPW Foreman Levi Rice, DPW Foreman

**ELECTION OF CHAIR AND VICE CHAIR**

Clerk Jarvis opened nominations for the office of Chair of the Cemetery Board

Ferris nominated Melvin Brown

Clerk Jarvis closed the nominations for the office of Chair of the Cemetery Board

Brown:	Yes (3) Brown, Ferris, Shattuck
	No (0)

**MELVIN BROWN ELECTED CHAIR OF CEMETERY BOARD**

Clerk Jarvis opened the nominations for the office of Vice-Chair of the Cemetery Board

Shattuck nominated Elaine Ferris  
Melvin Brown nominated Scott Shattuck

Clerk Jarvis closed the nominations for the office of Vice-Chair of the Cemetery Board

Shattuck:	Yes (2) Brown, Ferris
	No (1) Shattuck

Ferris:	Yes (1) Shattuck
	No (0)

**SCOTT SHATTUCK ELECTED VICE-CHAIR OF THE CEMETERY BOARD**

**PUBLIC COMMENT**

None

## **APPROVAL OF MINUTES – April 26, 2018**

MOTION by Shattuck, second by Ferris  
to approve the April 26, 2018 Cemetery Board Minutes

Yes (3) Brown, Ferris, Shattuck  
No (0)

**MOTION APPROVED**

## **CORRESPONDENCE**

Noted that next scheduled meeting of the Cemetery Board is March 27, 2019

## **UNFINISHED BUSINESS**

### **A. Revising Maple Grove Cemetery Rules and Regulations**

Board went through each section of the revised Maple Grove Cemetery Rules and Regulations. Recommendations for changes and corrections were made and the Clerk agreed to do additional research on some areas. Corrections will be made to the document and presented for approval to the Board at the next scheduled Cemetery Board meeting on March 27, 2019

### **B. Veterans Flag Procedures – Inventory Process**

DPW Foreman along with Scott Shattuck will inventory the graves noting all veterans in Maple Grove Cemetery so a master list can be created in the Clerk's Office.

### **C. Opening and Closing of Graves Pricing – Cost Analysis**

Clerk Jarvis will contact neighboring communities to compare the City of Mason's Opening prices and if they charge additional for winter burials. Information will be provided at the next meeting on March 27, 2019.

## **NEW BUSINESS**

None

## **ADJOURN**

Cemetery Board Meeting was adjourned at 4:25 p.m.

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Sarah J. Jarvis, City Clerk  
City Clerk

	Adult Opening	Infant/Child Opening
<b>City of Mason</b> 10-6-2014	\$575 Saturday \$700	\$135 Saturday \$200
<b>City of Lansing</b> 7-1-2016	\$975	Infant 2.5' to 3.5': \$300 Child 3.5' to 5': \$500
<b>City of Grand Ledge</b>	Weekday before 3:30pm Resident \$937 Non-resident \$1406 Weekday after 3:30pm Resident \$1082 Non-resident \$1623 Weekends/Holidays charged after 3:30pm rate	Infant less than 1 year specified Weekday before 3:30pm Resident \$433 Non-resident \$649 Weekday after 3:30pm Resident \$721 Non-resident \$1082 Weekends/Holidays charged after 3:30pm rate
<b>Delhi Charter Township</b>	\$650	Infant \$400
<b>Delta Charter Township</b> 1-5-2018	Weekday \$950 Saturday before 3pm \$1300	Weekday \$200 Saturday before 3pm \$550
<b>Meridian Charter Township</b>	Weekday before 3pm \$750 Weekday after 3pm \$900 Saturday/Holidays \$1000	Weekday before 3pm \$400 Weekday after 3pm \$550 Saturday/Holidays \$650
	Cremains Opening	Overtime
<b>City of Mason</b> 10-6-2014	\$135 Saturday \$200	After 3:30 +\$150
<b>City of Lansing</b> 7-1-2016	\$500	Weekday after 3pm: +\$400 Saturday before 3pm: +\$475 Saturday after 3pm: +\$600 Sundays/City Holidays: +\$800 (before 3pm only)
<b>City of Grand Ledge</b>	Weekday before 3:30pm Resident \$216 Non-resident \$324 Weekday after 3:30pm Resident \$324 Non-resident \$487 Weekends/Holidays charged after 3:30pm rate	
<b>Delhi Charter Township</b>	\$300	After 3:30 or Saturday: \$+100 Township observed holiday +\$150
<b>Delta Charter Township</b> 1-5-2018	Weekday \$200 Saturday before 3pm \$550	Weekday after 3pm: +\$100 (cremain) Weekday after 3pm: +\$200 (full)
<b>Meridian Charter Township</b>	Weekday before 3pm \$300 Weekday after 3pm \$450 Saturday/Holidays \$550	

# City of Mason - Opening/Closing Costs

Summer Full Burial	opening and closing		Winter Full Burial opening and closing	
3 men 3 hours	35.29 ea/hr	317.61	3 men 5 hours	35.29 ea/hr
2 men 2 hours	35.29 ea/hr	141.16	2 men 2 hours	35.29 ea/hr
Truck 18 5 hours	9.81/hr	49.05	Truck 18 7 hours	9.81/hr
Back Hoe 2 hours	65.18/hr	130.36	Back Hoe 3 hours	65.18/hr
Tractor trailer 4 hours	44.38/hr	133.14	Tractor trailer 4 hours	44.38/hr
		771.32	Saw 1 hour	16.77
Summer Full Burial After hours			Compressor 1 hour	16.68
3 men 3 hours	32.85ea/hr	317.61	2 Men 1 hour	35.29 ea/hr
2 men 2 hours	46.39ea/hr	185.56	Tractor trailer 1 hour	44.38/hr
Truck 18 5 hours	9.81/hr	49.05		1260.65
Back Hoe 2 hours	65.18/hr	130.36		
Tractor trailer 4 hours	44.38/hr	133.14	Winter Full After hours	
		815.72	3 men 5 hours	35.29 ea/hr
Summer Cremains opening and closing			2 men 2 hours	46.39ea/hr
2 men 3 hours	35.29 ea/hr	211.74	Truck 18 7 hours	9.81/hr
Truck 18 3 hours	9.81/hr	29.43	Back Hoe 3 hours	65.18/hr
		241.17	Tractor trailer 4 hours	44.38/hr
Summer Cremains After hours			Saw 1 hour	16.77
2 men 2 hours	35.29 ea/hr	141.16	Compressor 1 hour	16.68
1 man 2 hours	46.39ea/hr	92.78	2 Men 1 hour	35.29 ea/hr
Truck 18 4 hours	9.81/hr	39.24	Tractor trailer 1 hour	44.38/hr
		273.18		1305.05
			Winter Cremains opening and closing	
			2 men 4 hours	35.29 ea/hr
			1 man 1 hour	35.29 ea/hr
			Truck 18 5 hours	9.81/hr
			Saw 1 hour	16.77
			Winter cremains after hours	440.92
				383.43



Lansing Municipal Cemeteries  
 1709 E. Mt Hope Ave  
 Lansing MI 48910  
 (517) 483-4303

**PRICES EFFECTIVE JULY 1, 2016**

**INTERMENTS  
 OPENING & CLOSING COSTS**

Adult	\$975.00
Child 3.5' to 5'	\$500.00
Infant 2.5' to 3.5'	\$300.00
Cremated Remains	\$500.00
Columbarium Interment	\$300.00

Note: Greens, if requested, will be provided by the Cemetery. No other set up is provided by the Cemetery. Funeral homes/vault companies to provide tent, device, vault set and seal, chairs, etc...

If greens or dirt and shovels are needed please notify cemetery staff at time of burial order.

**ADDITIONAL OVERTIME CHARGES**  
 (Plus regular open/close charge)

<b>WEEKDAY BURIALS</b>	
After 3:00 p.m.	\$400.00
<b>SATURDAY BURIALS</b>	
Before 3:00 p.m.	\$475.00
After 3:00 p.m.	\$600.00

<b>SUNDAY &amp; CITY HOLIDAYS</b>	
Before 3:00 p.m. (Only)	\$800.00

**CEMETERY BURIAL SPACES**

Adult	
Single Marker Only Graves	
Marker - 24" Long x 12" Wide x 6" Tall	\$1,100.00
Resident	\$1,650.00
Non-Resident	

2-grave Monument lot	
Base - 40" Long x 12-14" Wide x 6' Tall	
Resident	\$2,750.00
Non-Resident	\$4,125.00

3-grave Monument lot	
Base - 60" Long x 12-14" Wide x 6' Tall	
Resident	\$4,000.00
Non-Resident	\$6,000.00

4-grave Monument lot	
Base -- 80" Long x 12-14" Wide x 6' Tall	
Resident	\$5,500.00
Non-Resident	\$8,250.00

Child	\$ 400.00
Infant	\$ 250.00

Columbarium Niche	
Resident	\$ 900.00
Non-Resident	\$1,350.00

**NEW BURIAL SPACES AVAILABLE IN  
 MT. HOPE CEMETERY:**

Premium Grave, resident	\$1,650.00
Premium Grave, non-resident	\$2,475.00

Cremation Tower Lots: Please call the office to inquire about pricing.

**MARKER AND MONUMENTS**

Monument Cut	\$100.00
Gov't Marker Cut	\$ 70.00
Marker Cut	\$ 50.00

Please check the Cemetery Rules & Regulations regarding the approved marker / monument sizes and type.

**DISINTERMENTS**

**DISINTERMENT & RE - INTERMENT  
 IN THE SAME CEMETERY**

Adult	\$2,425.00
Child & Infant	\$ 875.00
Cremated Remains	\$ 875.00

**DISINTERMENT & TRANSFER  
 TO ANOTHER CEMETERY**

Adult	\$1,450.00
Child & Infant	\$ 425.00
Cremated Remains	\$ 425.00



## Cemetery

Burial Plots	\$525.00	\$775.00
Second Burial (on purchased plot)	\$157.50	\$232.50
Cremains Plots		
Plot (3' x 3' area composed of 1 or 2 niches)	\$340.00	\$510.00
Niche (space in a plot for single use only)	\$170.00	\$255.00
Grave Openings (Disinterments are double the grave opening fee)		
Burial Plot – Adult		
Before 3:30 p.m.	\$937.00	\$1,406.00
After 3:30 p.m. Weekends/Holidays	\$1,082.00	\$1,623.00
Burial Plot – Infant (less than 1 year old)		
Before 3:30 p.m.	\$433.00	\$649.00
After 3:30 p.m.	\$721.00	\$1,082.00
Cremains Plot		
Before 3:30 p.m.	\$216.00	\$324.00
After 3:30 p.m. Weekends/Holidays	\$324.00	\$487.00
Mausoleum		
Cement-in	\$155.00	\$155.00
Tier 1	\$1,143.00	\$1,143.00
Tier 2	\$1,597.00	\$1,597.00
Tier 3	\$1,370.00	\$1,370.00
Tier 4	\$1,030.00	\$1,030.00
Crypt Opening	\$216.00	\$324.00
Memorial Tree Site	\$288.00	\$433.00
Foundations for Markers	\$0.75/in2	\$0.75/in2
	\$108.00/ft2	\$108/ft2
	\$155.00	\$155.00
Veteran's plaques & cremains markers		



## DELHI CHARTER TOWNSHIP 2017 CEMETERY RATES MAPLE RIDGE & MARKHAM CEMETERIES

### BURIAL PLOTS

Resident (per plot)	\$750.00
Non-Resident (per plot)	\$1,400.00

### COLUMBARIUM NICHE

Resident	\$750.00
Non-Resident	\$1,400.00

### OPENING/CLOSING

Adult Interment	\$650.00
Cremation	\$300.00
Infant Interment	\$400.00
Columbarium	\$100.00
Saturday Interments (in addition to the regular opening/closing charge)	\$100.00
<i>Township Observed Holidays that are permitted (see second page for list)</i> (in addition to the regular opening/closing charge)	\$150.00
<i>Funeral arriving at the cemetery after 3:30 p.m.</i> (in addition to the regular opening/closing charge)	\$100.00

### BURIAL REMOVALS

Adults	\$825.00
Infants	\$325.00

### BURIAL REMOVAL AND THEN REINTERMENT

Adults	\$1,100.00
Infants	\$525.00

### MONUMENT FOUNDATIONS

Monument Foundation	.50 cents a square inch
Monument Foundation Removal	\$50.00

### COLUMBARIUM NICHE LETTERING

Niche Lettering	\$150.00
Final Date engraved at a separate time	100.00
Two Different family names to same niche cover	25.00

## **2017 Holidays Observed by Delhi Township**

New Year's Day	Monday, January 2, 2017
Martin Luther King Jr.'s Day	Monday, January 16, 2017
Presidents Day	Monday, February 20, 2017
Memorial Day	Monday, May 29, 2017
Independence Day	Monday & Tuesday, July 3 & 4, 2017
Labor Day	Monday, September 4, 2017
Veterans' Day	Friday, November 10, 2017
Thanksgiving	Thursday & Friday, November 23 & 24, 2017
Christmas	Monday & Tuesday, December 25 & 26, 2017

**NOTE: Burials shall not be permitted on Sundays, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.**



**CEMETERY RATES  
EFFECTIVE JANUARY 5, 2018**

**GRAVE OR BENCH NICHE OPENING & CLOSING**

<b><u>Regular</u></b>	<b><u>Infant or Cremation</u></b>	<b><u>Columbarium</u></b>	
\$950.00	\$200.00	\$100.00	Weekdays before 3:00 p.m.
\$1,300.00	\$550.00	\$450.00	Saturdays before 3:00 p.m.

\*Regular burial rate includes complete cemetery set up with tent and set and seal. Above ground seal vaults must make special arrangements for set and seal.

- Cremain rate includes required cremain vault.
- Add \$60.00 for Infant & Cremain burial utilizing tent set up.
- Arrival after 3:00 p.m. Monday – Friday shall be assessed an additional \$100.00 for cremain burial
- Arrival after 3:00 p.m. Monday – Friday shall be assessed an additional \$200.00 for earthen burial

**DISINTERMENTS**

Two times appropriate opening & closing fee.

**PLOT FEES**

	<b><u>Regular Burial Plots</u></b>	<b><u>Designated Cremain</u></b>	<b><u>Columbarium</u></b>	
Resident	\$600.00	\$300.00	Row 1 & 2	\$800.00
			Row 3	\$700.00
			Row 4	\$600.00
Non-Resident	\$900.00	\$450.00	Row 1 & 2	\$950.00
			Row 3	\$850.00
			Row 4	\$750.00

**FOUNDATIONS**

\$.35 per square inch (Minimum charge in effect of \$70.00).

**TRANSFER FEE – RESIDENT/NON-RESIDENT RATE & PERPETUAL CARE**

Charge of \$50.00 per burial rights certificate, plus difference in rate status (resident vs. non-resident), if applicable. Perpetual Care fee also must be paid at time of transfer if plots were originally purchased prior to July 1, 1986 when Perpetual Care was established.

**Miscellaneous Information:**

Each earthen plot can accommodate: 1 adult burial OR 2 infants depending on dimensions (generally under 2'-6") OR 1 adult burial + 1 cremation, OR 4 cremations (buried in plot or bench/niche). Restrictions apply; please contact Pat Schieding for information and verification on what your plot can accommodate.

If there is more than one burial on a plot, you may have more than one marker. The main marker will always be placed on the west, and the additional marker must be flush with the ground and will be placed at east end. Headstones are always placed above the head, and the head is always placed at the west end. The text on marker can read from whichever direction you prefer.

**Flowers:** must be removed after the first frost. Silk flowers are permitted from November 1 to March 15.

**Foundations:** Are poured three times a year weather permitting, on or about April 30, July 30 and October 15.

**Plot Selection:** When selecting a plot to purchase, you may choose from within the section currently being developed. We do not sell plots across the whole cemetery but rather section by section.

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**CHARTER TOWNSHIP OF MERIDIAN**  
**GLENDALE CEMETERY RATES**  
 2500 Mt. Hope Road

	RESIDENT	NON-RESIDENT
<b>BURIAL SPACE</b>		
1 space (adult)	\$900	\$1,200
1 space (infant)	\$400	\$600
<b>GRAVE OPENING (adult)</b>		
Mon-Fri 8:00 a.m. – 3:00 p.m.	\$750	\$750
Mon-Fri after 3:00 p.m.	\$900	\$900
Sat. and holidays	\$1,000	\$1,000
<b>GRAVE OPENING (infant)</b>		
Mon-Fri 8:00 a.m. – 3:00 p.m.	\$400	\$400
Mon-Fri after 3:00 p.m.	\$550	\$550
Saturdays and holidays	\$650	\$650
<b>GRAVE OPENING (cremations)</b>		
Mon-Fri 8:00 a.m. – 3:00 p.m.	\$300	\$300
Mon-Fri after 3:00 p.m.	\$450	\$450
Saturdays and holidays	\$550	\$550
<b>BODY REMOVAL</b>		
adult reinterment – April-November	\$1,500	\$1,500
<b>BODY REMOVAL</b>		
adult reinterment – December-March	\$1,800	\$1,800
<b>BODY REMOVAL</b>		
infant reinterment – April-November	\$1,500	\$1,500
<b>BODY REMOVAL</b>		
infant reinterment – December-March	\$1,800	\$1,800

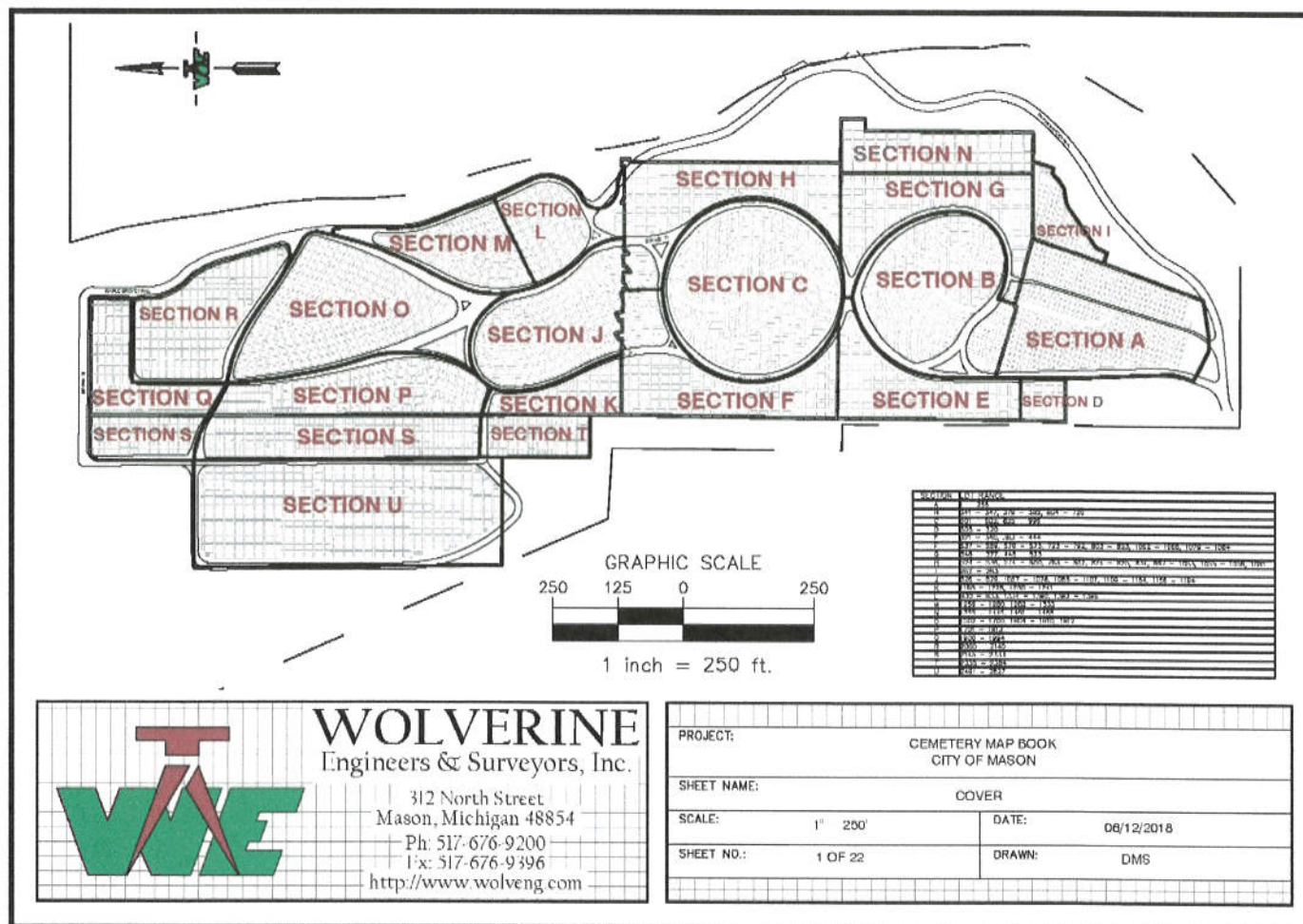


# MAPLE GROVE CEMETERY

**Regulations Amended** – November 23, 2015  
**Fees Amended** – October 6, 2014



# Cemetery Map



Refer to interactive map on website for more detailed information on each section.

# Rules and Regulations

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## Contact Information

Customer Service Desk: 517.676.9155

City Clerk: 517.676.2655 or 989.274.5719 (after hours and weekends only)

DPW Foreman: 517-749-8726 or 517-410-0972

## Introduction

The City of Mason, State of Michigan, administers the affairs of the municipal cemetery, Maple Grove. The Cemetery Department, upon advice from the Cemetery Board, has established rules and regulations, and the City Council has adopted ordinances which in their opinion will afford maximum protection to the burial rights holders and best insure and preserve the beauty, orderly development and care of the cemetery. The City reserves the right to make such changes or alterations of the rules and regulations as may from time to time seem necessary. **CHECK WITH THE CLERK'S OFFICE FOR RECENT CHANGES.** The rules contained herein are subject to any and all ordinances of the City, now or hereafter placed in effect.

## Dedication

The cemetery grounds are dedicated to the proper burial and repose of the human dead.

## Purpose

It is the City of Mason's purpose to provide the public with a well-maintained cemetery, and for the perpetual care of city cemetery property.

## Definition of Burial Rights

The term BURIAL RIGHTS shall be construed to mean the holder of the "cemetery deed" for a specific site. Such rights are limited to a burial privilege or the right to assign that privilege to a second party by recognized descent or devise from the original holder where same is placed on record with the City. Holdership is evidenced by the "Cemetery Deed" issued upon purchase.

## Cemetery Design

Cemetery sections, contiguous sites, gravesites, walkways, and roads are established by plan. This provides proper access for the public and for efficient cemetery operation and grounds maintenance, as well as insuring that proper records may be kept. All sites are surveyed and identified before burial rights privileges are granted.

The City reserves the right to perform all work for the care and upkeep of all cemetery grounds.

No objects other than monuments, markers, urns, approved shrubs will be permitted upon any gravesite and then only in conformity with the rules and regulations herein set forth.



## Purchase of Cemetery Lots

Single Spaces, Baby Graves, Half Lots, and Full Lots may be purchased outright for cash, check, credit card (service fee applies) or money order. Purchases are done through the City of Mason Clerk's office, located at 201 W. Ash Street, Mason, MI 48854. All purchases must be paid in full at time of purchase before a cemetery deed will be issued. No payment plans are allowed. No burial and/or the placement of any memorial on any space will occur if the burial space and/or lot has not been paid in full.

- Baby Graves: 1 Baby Grave
- Single Spaces – One (1) Full Burial and Two (2) Cremains or Four (4) Cremains
- Half Lots – Two (2) Full Burials and Four (4) Cremains or Eight (8) Cremains
- Full Lot – Five (5) Full Burials and Ten (10) Cremains or Twenty (20) Cremains

## Transfer, Assignment or Relinquishment

Possession of a Cemetery Deed is not in itself sufficient evidence to change holdership. Burial rights holders may assign, relinquish, or transfer their rights only by written affidavits which must be accepted at the Clerk's Office.

Should the owner die without having designated an individual(s) to be buried on the balance of any gravesite(s), the City will permit the burial of heirs as designated by court proceeding and/or declaration. Burial rights holders should either designate the individual(s) to be buried on the gravesites at the time of purchase, or by assignment at a later date, or in their Last Will and Testament. No burial shall be allowed unless the cemetery has a record that the deceased has a right to the designated burial site.

## Joint Holdership

The City advises that heirship to cemetery burial rights follows heir lines unless otherwise provided by will or legal transfer, and refuses any responsibility for disagreement arising from or as result of divided holdership or declaration. In case of partnership or divided holdership, a burial order from either or any of the recorded holders, their heirs or their agent will be accepted unless (1) the original owners have designated and have had recorded in the cemetery record those whom they wish to be buried, or whom they wish not to be buried on the site, or (2) unless written objection is made to the City prior to such burial.

## Perpetual Care

The purchase of every burial right includes Perpetual Care and such care is made a part and condition of each sale. Perpetual Care shall consist of mowing, re-seeding, and leveling of sunken graves at reasonable intervals and periodic inspection for irregularities by agents of the City.

Perpetual Care does not include the repair, maintenance or replacement of any items or objects placed on or in cemetery grounds. Perpetual Care as outlined above will provide the essential requirements of a well-kept cemetery, protection of the burial grounds and care forever without further expense to the burial rights holder.

## Perpetual Care Trust Fund

A portion of the sale price of each burial right is deposited in the Cemetery Perpetual Care Trust Fund of the City. The interest income from these investments will be used for cemetery maintenance.

## Special Care

The City does not accept requests for Special Care (planting of flower beds or bulbs, placing of wreaths, cleaning of markers, etc.). Special care is accomplished by the burial rights holder and all work shall be done in accordance with established cemetery rules set herein.

## Shrubs, Trees, Bushes, Ground Cover, Planting of Flowers

No shrubs or trees shall be planted until prior approval has been given by the Cemetery Foreman. Shrubs and trees will only be permitted at the ends of the monuments. No shrubs or trees will be permitted which will exceed five feet (5') at maturity. The City reserves the right to remove any tree, plant, shrub, or any other object that violates Cemetery Rules

Flowers may be planted within eighteen inches (18") of a marker or monument on the interment side. No sod may be removed from any Cemetery lot except within the eighteen inches (18") of a marker or monument for the purpose of planting flowers.

All rose bushes containing thorns are prohibited.

All ground cover (ivy, creeping plants, periwinkle, etc.) is prohibited.

All persons are prohibited from picking any flowers or breaking or injuring any tree, plant or shrub on the Cemetery grounds.

## Urns

Urns are allowed however an urn that has not been used for one (1) year may be removed from the Cemetery by the Cemetery Foreman or his/her designees.

## Winter Decorations

Artificial flowers, wreaths, grave blankets, solar lights, figurines and may be maintained on graves from November 1, to April 1. If such decorations are not removed by April 1, they shall be considered abandoned and may be disposed of by the Cemetery Foreman or his/her designee. Winter decorations must be placed adjacent to the monument, or urn and should be well secured.

## Flags

**Flags when used shall be placed in a City provided flag holder.** City of Mason will furnish flags each year for the graves of every United States Military Service personnel for the memorial purpose of marking and designating each grave. Flags are placed by the Mason American Legion Brown/Cavendar Post #148. Flags will be placed by Memorial Day and will remain on the grave site until Veterans Day.

When either purchasing or setting up grave opening's families and or agents of the deceased will be asked to inform the City of whether the deceased was a Veteran or Active Service member to help keep an accurate record of gravesites where flags should be placed.



## Prohibited Attachments and Furnishings

Hanging baskets, wire baskets, glass covered or wood boxes, chairs, settees, benches (except granite monuments), fencing, windsocks, chimes, birdfeeders, etc. are classified as undesirable ornaments in the Cemetery and are prohibited.

## Markers and Monuments

All markers and monuments will be installed under the supervision of the Cemetery Foreman. All monuments/markers must be placed on a cement foundation (see Foundation Item 19). All Military markers four inches (4") or less thick shall be installed flush with the ground unless used as a double marker on a granite base. Lot corner markers may be used if level with the ground.

Granite benches are allowed as Monuments/Headstones but should be securely fastened together if in multiple pieces.

The following material in any form will not be permitted for markers, monuments, or foundations: marble, sandstone, slate, artificial stone, field stone, terra cotta, wood, iron, glass, unconsolidated material (i.e. wood chips, stone etc.), and all kinds of landscape edging.

**Reasonable care will be taken by the City to protect memorial from damage. The City however assumes no responsibility for damage in case of unintentional chipping or marking in the regular course of site care. All memorials are the private property of the purchaser.**

## Markers and Monument Sizes and Regulations

Below are the maximum sizes allowed for monuments and markers.

- **Single Space: 34 inches wide**
- **2 Spaces or Half Lot: 68 inches wide**
- Markers and Monument that will be larger than two (2) full spaces please contact the City Clerk for approval.

Below are additional regulations regarding the placement of monument and markers.

- Each space can have one (1) headstone and two (2) foot stones that must be flush to the ground and still must be within the measurements indicated above.

## Foundations

All monuments and markers are required to be on a cement foundation which is poured by the City of Mason Cemetery Department. Foundations are poured twice each year in the Spring and Fall. Spring Foundation orders are due by April 15 and Fall Foundation orders are due by September 15. **Foundations must be exact size of the base of the monument (no overlay is allowed).**

Foundations prices are determined by the square inch (width x length).

Foundation orders can be done directly through the City Clerk's Office or the Monument Company can send payment and monument dimensions directly to the City Clerk's Office.

### Funerals and Burials

All funerals, burials, and cremation placements within the cemetery grounds are under the direction of the City.

Notice of funerals, with exact location of gravesite, time of burial, and any special requests must be given to the City Clerk's Office at (517) 676-9155 at least eight (8) regular working hours (Monday through Friday, 8 a.m. to 5 p.m.) in advance of the burial. ***In Winter months please contact the City Clerk's office as far in advance as possible due to frozen grounds.*** Payments for openings/closings **NOT** being paid by the Funeral Home **MUST** be paid prior to the date of the burial. Funeral Homes may mail or drop off payments as soon as possible to the City of Mason, Attention: City Clerk, 201 W. Ash Street, Mason, MI 48854.

The City will not assume responsibility for errors in opening gravesites when orders are given by telephone. Orders from the funeral home for the opening of gravesites will be construed as orders from the burial rights holder.

A burial arrival time must be no later than 3:30 p.m. on weekdays or 3:30 p.m. on Saturday. Funeral processions entering the cemetery after these times will be subject to an overtime charge. An invoice for these charges will be sent to the burial rights holder or authorized agent if not paid in advance.

There are NO Sunday Burials as well as on Scheduled City of Mason Holidays.

A Burial Transit Permit is required for full burials and a Cremation Certificate for Cremains. The Burial Transit Permit or Cremation Certificate shall be presented at the conclusion of the burial service to the Cemetery Foreman or his/her designee and will be kept on file in the City Clerk's Office.

As soon as flowers used at a funeral and left on a gravesite become unsightly, they will be removed. The City assumes no responsibility for their return to owners.

All graves will be opened and closed by the City.

All burials shall be in metal or concrete vaults, or concrete rough boxes, except for cremations and infant burials in casket size of two feet six inches (2'6")

### Removals and Disinterment's

Disinterment of a body once properly buried shall not be made without approval of the City and with proper disinterment paperwork. Gravesites shall not be reopened for inspection except for official investigation.



## General Use Rules

Visitors will be allowed daily from sunrise to sunset.

The Cemetery Foreman or his/her designees shall have the care of the Maple Grove Cemetery, and are hereby authorized to remove all those who violate these rules or commit trespass.

Persons entering the cemetery will be held responsible for any damage done to the cemetery properties by them, and are requested to observe the Rules and Regulations available in the green mailbox in the cemetery.

Dogs, cats, and other domestic animals are prohibited from running at large on the grounds, and the owners of same will be held responsible for any damage done.

The defacement of monuments, markers, gravesites, or cemetery appurtenances whether intentional or otherwise, the removal of flowers, urns or any of the cemetery equipment without authority will be considered a misdemeanor and so treated.

Any person driving a vehicle in the Maple Grove Cemetery shall be responsible for any damage done to the Cemetery, including its privately-owned contents, by said vehicle.

In inclement weather the cemetery may remain closed until time allows for the cemetery roads to be plowed.

The speed limit on cemetery roads is established at 15 miles per hour.

Profane or boisterous language will not be tolerated and loiterers will not be permitted in the cemetery.

Gifts or tips to cemetery employees are not allowed.

Children must be accompanied by their parent/guardian or adults who will be responsible for their conduct in the cemetery.

The Cemetery Foreman and Board of Trustees have no private ends to sub serve or any pecuniary interest to benefit. They are proud of the beauty of Maple Grove Cemetery, and are pleased to consult with and advise lot owners looking toward further improvements of the grounds.

# Fees

## Purchase of Burial Spaces

Burial spaces may be purchased by contacting the City of Mason. Spaces are sold in the following ways:

- Lot- five spaces
- Half-Lot – two spaces
- Single Space – one space
- Baby Space – this space is equivalent to half of a single space

PURCHASE		
SPACE	RESIDENT	NON-RESIDENT
Full Lot	\$2,585	\$4,585
Half Lot	\$1,295	\$2,295
Single Space	\$700	\$1,200
Baby Grave	\$265	\$465

GRAVE OPENING/CLOSING		
WEEKDAY		
Adult	Cremation	Baby
\$575	\$135	\$135
SATURDAY		
Adult	Cremation	Baby
\$700	\$200	\$200

DISINTERMENT:	250% of grave opening charge
FOUNDATION:	\$.50 per square inch (Minimum Cost - \$125.00)
OVERTIME CHARGE:	\$150 extra for any funeral entering the Cemetery after 3:30 p.m.

Revised: 3.19.2019 (Clerk)