

Caledonia Memorial Park Cemetery Operating Policies and Procedures

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DEFINITIONS

Block means a portion of a cemetery encompassing a number of sections.

Burial means the entombment, inurnment or interment of human remains.

Cemetery means a place set apart for the burial of the dead and includes not only the Lots for interring said bodies but also includes avenues, walks, and grounds. "Cemetery" refers exclusively to the Village-Owned Caledonia Memorial Park Cemetery.

Cemetery Director means the person designated by the Village Board to oversee Cemetery operations.

Foundation means a slab that is at least twenty-four (24) inches deep with the top of the slab level with the ground.

Green Burial means bodies that are wrapped in a burial shroud and not encased in a grave box or vault made of concrete, marble, or rustproof metal.

Grave means a piece of land that is used or intended to be used for an underground Burial of human remains, other than a Burial in an underground mausoleum space.

Gravestone means a stone or marker with an inscription placed, installed, or erected near the Grave.

Lot means a Grave in the Cemetery.

Lot Owner or *Purchaser* means the purchaser of Burial rights or privileges evidenced by a conveyance of property located within the cemetery.

Monument means a large stone with an area for the inscriptions and a Foundation for at least four Lots.

Non-Resident means any person(s) who is not a Resident.

Resident means any person who has resided in the Village for one full year immediately prior to the purchase of a cemetery Lot or who owns taxable property in the Village of Caledonia.

Section means a portion of a cemetery that embraces 8-10 (eight to ten) Lots.

Undertaker means a person whose business is to prepare the dead for Burial.

Village means the Village of Caledonia.

GENERAL RULES

Hours

The Cemetery is open from sunrise to sunset.

Contact

The Cemetery Director is the manager of the Cemetery. He or she will be regularly available for contact from 8:00 a.m. to 5:00 p.m. Monday through Friday. Contact outside of those hours shall only be permitted during emergencies or burials scheduling for a weekend day.

Traffic regulations

The speed limit in the Cemetery is 15 MPH. All other traffic provisions in the Village of Caledonia apply to the Cemetery.

Animals

No animals are permitted in the Cemetery except in the confines of a vehicle or as a service animal.

Weather

The Cemetery Director shall decide whether or not to postpone a Burial due to inclement weather. The Undertaker shall store remains in the event of a postponed Burial due to weather.

Care

No person shall intentionally mark, deface or damage any structure, Gravestone, Monument, or landscaping. No person shall scatter, litter, or leave garbage anywhere on the grounds except for receptacles provided for that purpose.

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| PURCHASE AND TRANSFER OF LOTS |
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To purchase a Lot in the Cemetery, an Application for Purchase of Cemetery Lot shall be completed. The applicant shall have 10 days to complete the application for a specific Lot or the application shall expire. The application and applicable fees shall be made payable to the Village of Caledonia and provided to the Village Clerk. The Fees are outlined herein.

A Lot Owner shall transfer the right to Burial in a Lot by an Affidavit. Affidavits to transfer a Lot or sell a Lot are available at Village hall. If a Lot is transferred by a Lot Owner, the transferee shall file the Affidavit of Transfer of Ownership and pay a transfer fee of \$50 to the Village Clerk upon the completion of the sale. The transferee shall not be permitted to be buried in the purchased Lot until the Affidavit and fee have been provided to the Village Clerk.

Lot owners shall notify the Village Clerk of any changes in mailing addresses.

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| INTERMENT AND DISINTERMENT |
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Interments

Vaults are required for a person over the age of 6 months that is buried in a casket. A polystyrene sealer type casket may be used for anyone younger than 6 months. A funeral home shall call the Cemetery Director to make funeral arrangements. Green Burials are prohibited in the Cemetery.

All records and forms shall be submitted prior to Burial (including Report for Final Disposition of a Human Corpse, Affidavit Authorizing Burial, any required fees, and a copy of the Deed of Ownership)

Cremated Remains

Cremated remains may be buried in a Lot in the Cemetery. All cremated remains shall be in an urn. The urn shall be buried in a Burial urn vault made of concrete, marble, or rustproof metal. All Lots are limited to one casket per Lot; however, two cremated remains may be buried in a Lot if an affidavit authorizing the Burial is filed with the Clerk along with payment of \$600.

Disinterment

Any family looking to disinter remains shall fill out a form to request disinterment. The fee to disinter a body is outlined herein. The form may be obtained from the Village Clerk. Any other expenses associated with the disinterment of a body are at the sole responsibility of the requesting family.

Notice

No person shall bury a body remains without first obtaining authorization from the Cemetery Director and providing all proper documents and payments to the Village Clerk.

RECORDS

The Village Clerk shall keep all records of the Cemetery. The records shall include the following information:

- The name and address of the Purchaser
- The amount paid for the Lot
- The date of sale
- Lot purchased
- Name, age, and sex of the deceased
- The date of death
- The portion of any Lot occupied
- Transfer or disinterment of any body
 - The grave where the body is being removed and where the body is being reburied
 - The persons to which certificates are transferred and assigned
 - The date of the transfer

MAINTENANCE

The Village reserves the right to enter upon any Lot to perform all work necessary for the maintenance of the Cemetery. The Village is responsible for the maintenance of the common areas of the Cemetery.

Cemetery generally

All grading, landscape work and improvements of any kind and all care and supervision shall be done, and all trees and shrubs shall be planted, trimmed, cut or removed, and all openings and closings of Lots and all interments, disinterment, and removals shall be made only by the Village or with the written consent and approval of the Village.

Lot and Gravestone Maintenance

The Village shall have no obligation or responsibility to maintain or repair Gravestones or Monuments in the Cemetery. The Village may take action to address any Gravestone or Monument that is determined to be unsafe, including but not limited to, the removal of such Gravestone or Monument. In the case of removal, the Village shall send a written notice to the last known address of the Lot Owner, if it can be determined. Any Gravestones or Monuments removed shall not be replaced by the Village. Any replaced Gravestones or Monuments shall comply with the Gravestone guidelines below.

GRAVESTONE & MONUMENT GUIDELINES

Gravestones are to be placed on the west side of the Grave with the lettering facing the east.

The length of a single marker shall be no less than twenty (20) inches and shall not be more than thirty (30) inches. The height of a Gravestone shall not exceed the ground level. The length of a double marker shall not be less than thirty-six (36) inches and shall not be more than forty-eight (48) inches. Lots purchased prior to the date of adoption of Title 12, Section 4 are exempt from the Gravestone ground level height requirement. However, if any Gravestone needs replacement, the new Gravestone shall comply with the height requirement. Monuments are permitted in the Cemetery if first approved by the Cemetery Director.

All Gravestones shall have a Foundation. The Foundation shall be at minimum twenty-four (24) inches deep. The Foundation shall be installed at the ground level.

The Cemetery Director shall approve all Gravestones prior to installation.

A Gravestone inspection fee shall be charged for inspection of the Gravestone and the Foundation.

DECORATIONS

Funeral Decorations

All funeral decorations, including flowers or removable items, shall be removed from a Grave no later than seven (7) days after a Burial. If a family wishes to retain the decorations, the family shall remove the decorations prior to the conclusion of the 7 days. All flowers planted at a Grave, whether at the time of the Burial or otherwise, shall be within 18 inches of the front of a Gravestone.

Grave Decorations

Decorations are permitted on a Grave; however, the Village assumes no liability or responsibility for the maintenance or care of the decorations. The Village may dispose of removable items on the fifteenth day of May, July, and October. As stated above, any planted flowers shall be within 18 inches of the front of a Gravestone. No flowers shall be planted on the sides or behind a Gravestone. No trees or shrubs are permitted. No wire basket plant holders are permitted.

No glass, porcelain, or other breakable object shall be permitted as a decoration in the Cemetery. No wires, sticks, pinwheels, or iron rods are permitted (this prohibition does not apply to funeral decorations to be removed after 7 days and veteran's flags and decorations).

Any decorations not on or within 18 inches of a Gravestone shall be removed and disposed of. No fences or structures are permitted on Graves. All stones or cornerstones shall be placed at ground level.

No obscene or inappropriate items may be used as decorations in the Cemetery.

Military Decorations

Medallions, flags, and other decorations associated with a branch of the United States Military or a police department or fire department are permitted and are exempt from height requirements pursuant to Sec. 12-4-14(f) of the Village Code of Ordinances.

*****Individuals who place decorations or arrangements at Graves hold the Village harmless for any of the Village's actions that may result in damage or loss*****

ORDINANCE

This manual is created pursuant to Title 12, Chapter 4 of the Village’s Code of Ordinances, which was enacted on November 12, 2019 in Village Ordinance 2019-___. This manual is intended to give guidance for families as they review potential Burials in the Caledonia Memorial Park Cemetery. Before purchasing a Lot with the Cemetery, families should also review Title 12, Chapter 4 of the Village of Caledonia Code of Ordinances, which states all regulations related to the Cemetery. If any conflict between this operating policies and procedures and the ordinance exists, the ordinance shall supersede the operating policies and procedures.

FEE SCHEDULE

Below is the current fee schedule approved by the Village board on November 18, 2019 in Resolution 2019-108. The fee schedule may change from time-to-time as determined by the Village Board.

Fees at the time of purchase

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| 1. | Lot Fee | |
| | A. Resident | \$1200 |
| | B. Non-Resident | \$1500 |
| 2. | Maintenance fee | |
| | A. Resident | \$120 |
| | B. Non-Resident | \$150 |
| 3. | Transfer of deed fee* | \$100 |

Fees at the time of burial

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| 1. | Opening/Closing Cost** | |
| | A. Urn | \$480 |
| | B. Second Urn | \$600 |
| | C. Casket: | |
| | Monday to Friday | \$775 |
| | Saturday until 8:00 PM | \$775 |
| | Saturday 8:01 PM to 12:00 PM | \$875 |
| | Sunday 12:01 AM to Monday | \$975 |
| 2. | Staking and Grave inspection fee | \$75 |
| 3. | Gravestone inspection fee | \$35 |

Miscellaneous fees

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| 1. | Lot survey fee | \$50 |
| 2. | Disinterment fee | \$2,000 |

*Fee for sale of Lot owner to a third-party after initial purchase

**The Opening/Closing costs may vary depending on contractor