

FOREST-LLEWELLYN CEMETERY **RULES & REGULATIONS**

The City of Kirksville owns and maintains the Forest-Llewellyn Cemetery, located just off of West Harrison Street, and lies between Osteopathy and Centennial Streets, Missouri and Washington Streets. The Rules and Regulations are contained in this Council Policy, and is referenced in Chapter 7 – Cemeteries – of the City Code.

It is the aim of the City of Kirksville to continue to improve and preserve the appearance and history of this Cemetery, requiring cooperation of the lot owners. In order to maintain a high standard of care and safety for the mowing and cleaning of the Cemetery grounds, it is necessary to establish rules and regulations.

I. DEFINITIONS

The following words, terms and phrases, when used in these Rules and Regulations, shall have the meanings ascribed to them in this Policy, except where the context clearly indicates a different meaning.

Burial lot means eight (8) graves in a lot size of approximately eighteen (18) feet by twenty (20) feet. Exceptions are lots where a hill or other limiting natural feature restricts the lot size.

Burial space means a single grave, which is five (5) feet in width and nine (9) feet in length, for the intended purpose of interment of a human body or the cremated ashes of a human body.

Marker (or Monument) means a permanent, one-piece granite, marble or bronze gravestone that is installed flush with the ground or raised above the ground indicating the name of the deceased, and the date of birth and death as a means of marking a burial place.

Military marker means a flat, upright or bronze niche marker provided by the department of veterans affairs for an eligible veteran.

II. PURCHASE OF CEMETERY SPACES

A. The city clerk is authorized to sell burial lots and spaces in Forest-Llewellyn Cemetery to be used for the burial of the remains of human beings and for no other purposes.

B. Cost. The cost of a burial space is \$300 for interment of human remains or cremated remains. When cremains are buried at the foot of an existing grave, the cost is \$150 to cover perpetual care.

III. INTERMENT

A. Certificate of ownership. Prior to a burial, a certificate of ownership shall be acquired from the office of the city clerk at city hall after payment for the requested burial space.

B. Interments. The number of burials in any grave space shall be as follows: one (1) traditional (casket/vault) and one (1) cremains; or two (2) cremains in a burial space.

C. Inurnments. Cremains inurned in an existing burial space containing a casket/vault must be placed at the foot of the grave. Burial of cremains in other areas of the cemetery may be considered on a case-by-case basis.

D. Grave openings. Grave openings and closings shall be the responsibility of the funeral director in charge of arrangements. The funeral director shall contact the city clerk prior to any openings in the Forest-Llewellyn Cemetery.

E. Eggert Addition. Spaces for burial are available in the Eggert Addition only.

F. Vault required. When a wood casket is used, a vault of concrete or metal is required. A vault is not required when any other type of casket is used.

IV. OWNERSHIP

A. The city clerk will issue a Certificate of Ownership to the purchaser after payment has been made for burial space.

B. No owner of any burial space in the Forest-Llewellyn Cemetery shall sell or transfer the same or any part thereof to any private party without first requesting a transfer of ownership to the city clerk, and presenting proof of ownership.

V. MARKER or MONUMENT

The space available for a marker is five (5) feet. No more than seventy (70) percent of the five-foot space can be used for a marker. A one (1) foot space should be allowed between the head of the grave and the marker. A foot marker may be considered on a case-by-case basis.

The owner of a burial space, or a monument dealer representing the owner, must contact the City of Kirksville Street Superintendent prior to placement of a marker or monument.

A. Material. A marker shall be granite, marble or bronze. The only exception shall be the temporary marker placed by the funeral directors for the purpose of identifying the interment.

B. Installation. Only licensed monument dealers/builders, city employees or city-approved agents shall install or erect a marker or monument in the cemetery.

C. Damaged or deteriorated. When any marker or monument becomes unsightly, damaged or deteriorated, the city shall do what it can within the resources available to have the marker or monument repaired or removed.

D. Cremation marker. If the cremains is inurned at the foot of the grave, a foot marker will be allowed, so long as all rules and regulations are followed for a traditional burial space.

E. Military marker. The city will defer to the department of Veteran Affairs standards for all federally supplied markers.

VI. FLOWERS AND DECORATIONS

A. Artificial flowers, wreaths on a stand, and headstone sprays are permitted on gravesites from November 1 to April 1, but are subject to removal by City staff when they become soiled, weathered, or displaced by a storm event.

B. Headstone sprays, fresh cut flowers and artificial flowers contained in a permanent vase attached on the marker are permitted year around.

C. Holiday flowers placed on a burial space for Memorial Day and Independence Day must be removed after two (2) weeks of each holiday, or they will be discarded by the city.

D. Vases and statues of a size that can be adhered or attached on the marker are allowed at a burial space.

E. Prohibited. Other decorations will be prohibited including, but not limited to: Solar lights, shepherd hooks of any size, statues, figurines, vases, pottery, ceramics, wind chimes, decorative rocks, wood chips, landscape timbers, furniture, Christmas trees, ornaments, trinkets, adornments, borders, flag poles and banners.

F. Funeral flowers may be removed by City staff, without notice, within seven (7) days after the interment.

G. Flags may only be placed at burial spaces by military officials and/or their agents. Flags will be removed by the city after two (2) weeks of a holiday observance, unless a flag is damaged whereupon it will be removed immediately.

VII. PLANTINGS

No plantings of any kind will be allowed.

VIII. TRUST FUND

All revenue derived from lot sales, perpetual care fees and donations will be deposited in the cemetery trust fund, with only interest earned on said funding being used for the operation and care of the cemetery.

Individual donations are tax deductible under Section 170 of the IRS Code.

IX. FRIENDS OF FOREST-LLEWELLYN CEMETERY COMMITTEE

The Friends of Forest-Llewellyn Cemetery will work with Kirksville City staff and other community organizations to ensure that the cemetery is preserved for the education and appreciation of future generations. The committee will develop and disseminate education information to the general public generating both an awareness and appreciation for the historical significance of this local landmark; and will identify and establish fundraising events and activities.

A. Mission. The Friends of Forest-Llewellyn Cemetery Committee's mission is to assist in the restoration and preservation of Forest-Llewellyn Cemetery. As a member of this organization, members are expected to prioritize renovations, establish long-range maintenance plans to repair broken markers or monuments, damaged statuary, and collapsed tombs; replace dead trees; and renovate the entryway into the cemetery.

B. Membership. The membership appointment to the Friends of the Forest-Llewellyn Cemetery will be made by the mayor with consent of the city council. No membership terms will be established.

Staff support will be provided by the city manager and city clerk.