



Pine Ridge Cemetery Policy

Please refer to City Code 90.01 for regulations and rules regarding the management, operation, and maintenance of the Pine Ridge Cemetery. The following policy provides additional clarification:

CEMETERY PLOT

Cemetery plots are for human remains ONLY.

Purchase of a cemetery plot is required prior to burial. One cemetery plot may hold one full casket and one cremation container OR four cremation containers OR four cremations in a columbarium.

After the City receives payment and the funds have been deposited, a Deed for the plot will be issued to the purchaser. The Cemetery Deed states *"hereby granted premises are free from all encumbrances, and that the title now conveyed is perfect, and that said City will warrant and defend the same to said grantee, HER/HIS/THEIR heirs and assigns forever."*

The City may buyback a cemetery plot for the purchase amount of the plot on the deed if the following conditions are met:

- The original deed for the cemetery plot shall be surrendered to the City for record keeping purposes.
- The cemetery plot shall not be occupied by interments or by entombed or inurned human remains.
- The cemetery plot shall have never been transferred.
- Proof of ownership of the cemetery plot shall be provided if the seller is not the original plot owner, such as a will or written and notarized approval of the sale by all heirs.

The City may transfer a cemetery plot if the following conditions are met:

- Completion of a Cemetery Plot Transfer Request Form.
- The original deed for the cemetery plot shall be surrendered to the City for record keeping purposes.
- The cemetery plot shall not be occupied by interments or by entombed or inurned human remains.
- Proof of ownership of the cemetery plot shall be provided if the transfer is not initiated by the original plot owner, such as a will or written and notarized approval of the transfer by all heirs.
- Pay the per plot transfer fee.

INTERMENT/BURIAL

Payment of the burial fee is required prior to burial, including casket, cremation, and columbarium cremation burials. A DISPOSITION PERMIT or CERTIFICATE OF CREMATION is required prior to interment. The Clerk's Office will verify that a plot has been purchased and is available. It is the responsibility of the funeral home or family to contact the City of Emily to schedule the interment. During the winter months when the ground is frozen, Pine Ridge Cemetery needs FOUR business days to thaw and prepare the gravesite. The remainder of the year it is recommended the City of Emily be notified at least two business days prior to interment, including for columbarium cremation burials. For columbarium cremation burials, a monument company shall be responsible for the opening, closing, sealing and/or locking of the niche and engraving the niche faceplate.

No ashes may be scattered on top of ground within Pine Ridge Cemetery.

COLUMBARIUM

A columbarium is an above ground structure of vaults, called "niches", for the interment of one person's cremains in each niche.

It is the responsibility of the plot owner or family to purchase a columbarium. The columbarium must be installed by a professional with a foundation that is adequate for the size of the columbarium and must have enough clearance to fully open each niche for cremains. The maximum columbarium dimension for one plot is 4'x4'x4'. If there are consecutive plots, the maximum height remains at 4 feet and the maximum width could be the width of the combined consecutive plots. Columbarium niches are for interment of ashes of cremated human ONLY. Each urn cannot exceed the interior dimensions of the niche. Columbaria may be installed on more than one purchased consecutive plot. Niches in columbaria installed on consecutive plots must be designed to hold a maximum of 4 cremations per plot. The name and year of birth and death of each decedent will be inscribed on the niche faceplate.

FUNERAL FLOWERS

Funeral flowers placed on gravesites following an interment will be left for a minimum of two days and will then be discarded. Any funeral decorations family or friends of the deceased would like to keep should be removed after interment.

GRAVE DECORATIONS

Flowerpots may be put in a holder and stuck in the ground next to the monument/columbarium. Flowers or wreaths may be placed on graves next to the monument/columbarium so that they do not interfere with mowing. No trees or shrubs will be planted within the cemetery, with the following exception: the Maintenance Supervisor may give prior approval for planting provided the tree, shrub, and/or future root structures will not encroach on surrounding cemetery plots and prevent future use of the plots.

City Maintenance personnel may remove wilted flowers, wreaths, plants, or other objects, as necessary.

Any decorations not conforming to this policy will be promptly removed. The cemetery is a large open space with many visitors. The City is not responsible for items left in the cemetery and is in no way obligated to replace or pay for decorations that are moved, removed, stolen, damaged, or destroyed.

GRAVESITE MARKER/MONUMENT/COLUMBARIUM

Payment of the staking fee is required before Maintenance personnel may stake the gravesite for a monument/columbarium. It is the responsibility of the monument company or family to notify the City of Emily that a marker/monument/columbarium will be delivered a minimum of two business days prior.

While City Maintenance Personnel will exercise all reasonable care to protect all markers, monuments, and columbaria, the City disclaims responsibility for any damage done by an Act of God, war, insurrection, or vandalism. Should any marker or monument become unsightly, dilapidated or a menace to visitors or employees, Pine Ridge Cemetery has the right to repair or remove the same. Should any columbarium become unsightly, dilapidated or a menace to visitors or employees, Pine Ridge Cemetery has the right to repair the same.

RECORDS/FEEES

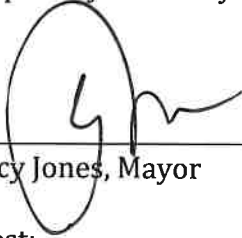
The Emily Clerk's Office maintains all records of the Pine Ridge Cemetery.

All fees are as set forth in the current Fee Schedule Ordinance, shall be made payable to the City of Emily, and delivered to the Clerk's Office.

POLICY REVISIONS

The Emily City Council reserves the right to change this policy at any time without prior notice as deemed necessary for the operation of the cemetery.

Adopted by the Emily City Council on December 10, 2024.

A handwritten signature in black ink, appearing to read 'TJ', is written over a horizontal line.

Tracy Jones, Mayor

Attest:

A handwritten signature in black ink, appearing to read 'Cari Johnson', is written over a horizontal line.

Cari Johnson, MCMC
City Clerk/Treasurer