



City Council Special Meeting

Study Session Agenda

August 2, 2021

6:30 PM

1. **Roll Call**
2. **Agenda - Motion to accept Study Session Agenda as presented**
3. **Discussion: Cemetery Rules & Regulations**
4. **Public Comment**
5. **Adjournment - Motion to adjourn the Special Meeting**



MEMORANDUM

To: Honorable City Council

From: Ellen L. Craig-Bragg, City Clerk

Date: August 2, 2021

Re: Cemetery Rules & Regulation

The Cemetery Board of Trustees held a meeting on July 27, 2021 and reviewed the proposed changes to the cemetery rules & regulations, and amendment(s) to the Cemetery Ordinance of the Romulus Code of Ordinances. Proposed changes are highlighted in red.

The Board of Trustees concurred with the proposed changes to the cemetery rules and regulations; however, Council approval is needed for changes to go into effect. The request for approval is included on the Regular Council Meeting Agenda item 6B.

There were discussions regarding the proposed number of Trustees in the ordinance amendment and the ability of the Council representative/appointee to vote on cemetery matters and it has been deferred to the judgement of City Council as to its resolution.

1. **CEMETERY HOURS:**

Summer: March 1st – October 31st, 8:00 a.m. to 8:00 p.m.
Winter: November 1st – March 1st, 8:00 a.m. to 6:00 p.m.
Location: 10101 Shook Road

2. **CEMETERY RULES:**

- a) All floral arrangements, which include wreaths and grave blankets, must be removed by April 1st, weather permitting; otherwise, they will be discarded as provided for hereinafter.
- b) Planted flowers are allowed in a one (1) foot area in front of the headstone/monument. Nothing shall be planted at the sides or rear of the headstone/monument. Flowers planted outside the designated area will be removed. All gravesites must be maintained by the individual(s) planting the flowers. Maintenance means regular watering and removal of dead flowers and weeds. Upon failure to properly maintain, the planted flowers will be removed and discarded as provided for hereinafter.
- c) Cut or artificial flowers must be in an unbreakable vase. Single wire flowers are prohibited and shall be removed.
- d) Objects placed and left upon gravesites which are contrary to the general rules set forth herein are prohibited and shall be removed, and discarded.
- e) Prohibited items subject to removal include holiday and Halloween decorations, yard ornaments, balloons, figurines, wind chimes, lanterns, solar lights and shepherd hooks, and will be removed and discarded.
- f) Picket fences, decorative rocks, trees, shrubbery, and vegetable planting are prohibited, and will be removed and discarded.
- g) Funeral flowers are limited to (4) four arrangements and will be removed within one (1) week of the funeral.

- h) Trees and shrubbery of any kind may be planted by ONLY authorized personnel and are prohibited on individual gravesites.
- i) Alcoholic beverages are not allowed on cemetery property.
- j) The City of Romulus, its employees, board members, commissions, and agents are not responsible for the securing of any items left in the cemetery. The cemetery is an unsecured open area. Items placed on a gravesite, even in compliance, are at one's own risk.

3. **HONORING OF VETERANS**

As a special mark of respect to those who have served our country and state, the American flag shall be displayed only on the graves of those persons who have honorably served in the Armed Forces of the United States of America and other service. Soiled, faded, torn, or otherwise unsightly flags shall be removed and replaced.

4. **PURCHASE OF INTERMENT RIGHTS**

The purchase of interment rights per plot(s) within the Romulus Memorial Cemetery shall be conducted through the Clerk’s Office. If at the time of purchase, the purchaser is a Romulus resident, or interment for a Romulus resident with verifiable form of identification such as a driver’s license, voter’s registration or state identification, it shall be at a price of \$500.00; and as modified and approved by the Romulus City Council from time to time. If the purchase is by or is for a non-resident of Romulus at the time of purchase, it shall be at the price of \$1,000.00; and as modified and approved by the Romulus City Council from time to time. These interment rights shall be reflected in a certificate which is not a deed to the land, but provides the holder with the privilege of a final resting place in the Romulus Memorial Cemetery.

- a) All payments shall be made either by cash or check made payable to the City of Romulus.
- b) Anyone purchasing a gravesite shall be required to sign an acknowledgment of these Rules and Regulations.
- c) All new burials shall be marked by the City of Romulus with a temporary one time only marker at the head of the gravesite.

5. **INTERMENTS**

Only human remains shall be interred. All interments of human remains shall require a vault. The vault shall be furnished by the funeral director and must be made of concrete, composite or steel and delivered to the cemetery no later than 9:00 a.m. the day of the funeral. There will be an additional charge for late deliveries to cover DPW costs incurred.

- a) All arrangements for interments must be made through the City Clerk’s office.
- b) The setting and sealing of the vault, tents, chairs, and equipment are to be supplied by the company furnishing the vault.
- c) Such plot(s) shall be occupied only by one casket.

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6. GRAVE MARKERS (Headstones/Monuments)

- a) All grave markers shall be delivered to the cemetery and placed on the appropriate foundation by a funeral director or representative of the monument company from which it was ordered. The location and footing will be determined by Department of Public Works (DPW).
- b) Military and government markers are to be delivered to the Department of Public Works (DPW) located at 12600 Wayne Road, Romulus, MI, 48174. If the funeral director or Monument Company does not provide these services, please contact the Clerk's office before installation.
- c) All flush markers, military or otherwise, shall be at ground level. If there is a headstone already in place, it shall be placed at the foot of the plot. Otherwise, it will be placed at the head of the plot and consistent with the intent as approved by the City Clerk.
- d) All arrangements for the installation of grave markers, including military and government markers, MUST be made through the City Clerk's office before any installation takes place.
- e) **Monuments** - For the purpose of these rules & regulations, the word monument shall mean a memorial consisting of granite or marble bearing the name or names of a family or families consisting of a base (foundation) and the upper portion or main section known as a die.

7. FOUNDATIONS - Foundation installation for grave markers

- a) All foundation installations must be completed by a licensed-professional contractor, Monument Company, or licensed Funeral Director. All arrangements must be made through the Clerk's Office. For a list of contractors that meet the specifications as set for herein, contact the City Clerk's office at 734-942-7540.
- b) Foundations shall be at least four (4) inches wider and four (4) inches longer than the marker and so that there is a two (2) inch border around the marker on all sides.

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- c) Foundations, for monuments, shall be poured as to make it two (2) inches above the ground and placed at the head of the gravesite.
- d) Flush markers shall be at ground level.

8. CREMATED HUMAN REMAINS

- a) Cremated human remains must be interred in a proper burial urn or a vault designed specifically for cremated remains.
- b) **Unoccupied Gravesites for Cremated Human Remains:**
If the gravesite is to be used solely for the purpose of cremated human remains, there shall be no more than four (4) cremated human remains in a single plot; one upright monument may be placed at the head of the gravesite. If the owner of the grave site is deceased, the rights to further burial shall be determined pursuant to MCL 700.3206.
- c) **Occupied Gravesites for Cremated Human Remains:**
A maximum of two (2) cremated human remains will be allowed in an occupied gravesite; each to be placed at the head and foot of the plot. Such interments will be allowed if:
 - 1) There is no exposure or contact with the existing underlying vault.
 - 2) The cremated remains are buried not less than 12 inches below ground level.
 - 3) There is a minimum separation of two (2) inches between the existing vault and the intended new urns being interred.If the owner of the grave site is deceased, the rights to further burial shall be determined pursuant to MCL 700.3206.

Deleted: <#>CEMETERY BOARD OF TRUSTEES¶
All rules & regulations will be made by the Cemetery Board of Trustees in accordance with Michigan State Law¶ MCLA 95.1 and the City of Romulus Charter. The majority of the vote by the Board will be the final decision.¶

Deleted: Amended Cemetery Rules and Regulations adopted by Council Resolution 20-101, March 23, 2020

CEMETERY FEES & CHARGES

All of the prices listed below are subject to change by resolution of the City of Romulus Council from time to time.

<u>LOT SIZE</u>	<u>PLOT PRICE</u>	<u>OPENING/CLOSING</u>	<u>OPEN/CLOSE PRICE</u>
Single	\$500.00	Mon-Fri – before 3 p.m.	\$ 850.00
Non- Residents	\$1,000.00	Mon-Fri – before 3 p.m.	\$ 1,050.00
		Saturdays	\$ 1,050.00
Babies	\$500.00	Mon-Fri – before 3 p.m.	\$ 500.00
		Mon-Fri – after 3 p.m.	\$ 700.00
		Saturdays	\$ 700.00
Cremation	\$500.00	Mon-Fri – before 3 p.m.	\$ 250.00
		Mon-Fri – after 3 p.m.	\$ 500.00
		Saturdays	\$ 500.00

1. All opening and closing fees and plot purchases are to be paid to the City of Romulus prior to the graveside service.
2. Arrangements and fees for tent, chairs, grass matting, and lowering device must be made with the Funeral Director.
3. Fees for opening and closing should be paid directly to the Clerk's office. Make check payable to the City of Romulus.
4. No interments on Sundays or holidays. The following holidays are currently observed by the City of Romulus:

New Year's Day	Martin Luther King, Jr. Day	President's Day,
Good Friday	Memorial Day	Independence Day
Labor Day	Veteran's Day	Thanksgiving Day
Day after Thanksgiving	Christmas Eve	Christmas Day
New Year's Eve		
5. For any holidays not listed above, it will be at the sole discretion of the City if a burial will be able to take place.

OFFICE OF THE CITY CLERK
11111 Wayne Road ~ Romulus, MI 48174
(Office hours)
Monday – Fridays, 8:00am – 4:00pm
(Office) 734-942-7540 ~ (Fax) 734-942-7592

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CITY OF ROMULUS
ORDINANCE NO. _____

AN ORDINANCE TO AMEND ARTICLE VII – CEMETERY ORDINANCE,
SECTION 2-409 – APPOINTMENT OF THE BOARD OF CEMETERY TRUSTEES AND
SECTION 2-410 – DUTIES OF THE BOARD OF CEMETERY TRUSTEES.

THE CITY OF ROMULUS ORDAINS:

Sec. 2-409. Appointment of the Board of Cemetery Trustees.

1. ~~There shall be a total of seven Trustees. The~~ mayor, by and with the consent of the council, shall appoint ~~six~~ trustees who shall be freeholders and electors in the city. ~~Council shall appoint one of its members as a Trustee, all of whom~~ shall constitute a "board of cemetery trustees."
2. The board of cemetery trustees shall appoint a chairperson.
3. The city clerk shall serve as the clerk of the board of cemetery trustees, as well as the "cemetery officer" and sexton overseeing and managing the day-to-day operation of the cemetery.

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Sec. 2-410. Duties of the Board of Cemetery Trustees.

The board of cemetery trustees shall have the power and duty to ~~propose maintenance, preservation, and management, of~~ the Romulus Memorial Cemetery. ~~Subject to any additional qualifications and limitations set forth in this ordinance or by the city council, the specific powers, and duties of the board of cemetery trustees~~ include the following powers and duties:

1. Making recommendations to the city council for council's establishment of the price of ~~lots~~.
2. Making recommendations to the city council for the utilization of funds provided for the care and improvement of the ~~grounds~~.
3. Making recommendation to city clerk for overseeing, regulating, and enforcing, in conjunction with the department of public safety ~~to the extent approved by city council,~~ the Romulus Memorial Cemetery Rules and ~~Regulations~~.
4. Making recommendations on cemetery operations to the clerk and/or city ~~council~~.
5. Any such other powers and duties as the city council may prescribe ~~by resolution~~.

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ADOPTED, APPROVED AND PASSED by the City Council of the City of Romulus
this _____ day of _____, 2021.

LEROY BURCROFF, Mayor

ELLEN L. CRAIG- BRAGG, City Clerk

I hereby certify that the foregoing is a true copy of the Ordinance as passed by the City Council of the City of Romulus at a regular Council Meeting held in the City Council Room in said City on the _____ day of _____, 2021.

ELLEN L. CRAIG-BRAGG, City Clerk

I further certify that the foregoing was published in _____, a newspaper of general circulation in the City of Romulus, on the _____ day of _____, 2021.

ELLEN L. CRAIG-BRAGG, City Clerk

Within forty-five (45) days after publication of any ordinance duly passed by the Council, a petition may be presented to the Council protesting against such ordinance continuing in effect. Said petition shall contain the text of such ordinance and shall be signed by not less than six percent (6%) of the registered electors registered at the last preceding election at which a Mayor of the City was elected. Said ordinance shall thereupon and thereby be suspended from operation and the Council shall immediately reconsider such ordinance.