



City of Plymouth Cemetery Board of Trustees Regular Meeting Agenda

Monday, May 18, 2020 - 6:00 p.m.

Online Video Zoom Meeting: <https://us02web.zoom.us/j/81274106001>

City of Plymouth
1231 Goldsmith
Plymouth, Michigan 48170

www.plymouthmi.gov
dms@plymouthmi.gov
Phone 734-453-7737 ext. 0

To join the meeting visit <https://us02web.zoom.us/j/81274106001> Meeting ID: 812 7410 6001 Password: 810982

Statement of explanation of the reason why the public body is meeting electronically:

On March 10, 2020 the Governor of the State of Michigan declared a State of Emergency across the State of Michigan under section 1 of Article 5 of the Michigan Constitution of 1963, the Emergency Management Act, 1976 PA 390, as amended, MCL 30.401 – 421, and the Emergency Powers of the Governor Act of 1945, 1945 PA 302, as amended, MCL10.31 – 33. These sections provide the governor with broad powers and duties to cope with dangers to this state or to the people of the state.

As a part of the response to the emergency, the Governor has deemed it reasonable and necessary to temporarily suspend rules and procedures relating to physical presence at meetings and hearings of public bodies and other governmental entities in Michigan. These public bodies and entities must continue to conduct public business during this emergency. Due to the emergency situation and the request of the Governor to not gather in groups of 10 or more it is necessary for some public boards to meet electronically.

- 1) **CALL TO ORDER**
 - a) Roll Call

- 2) **CITIZEN COMMENTS**

- 3) **APPROVAL OF THE MINUTES**
 - a) Approval of the May 20, 2019 Meeting Minutes

- 4) **APPROVAL OF THE AGENDA**

- 5) **COMMISSIONER COMMENTS**

- 6) **OLD BUSINESS**

- 7) **NEW BUSINESS**
 - a) Approval of the cemetery rates and rules

- 8) **REPORTS AND CORRESPONDENCE**
 - a) Lawn contractor update
 - b) Safe practices for COVID-19 funerals

- 9) **ADJOURNMENT**

Citizen Comments - This section of the agenda allows up to 3 minutes to present information or raise issues regarding items not on the agenda. Upon arising to address the Commission, speakers should first identify themselves by clearly stating their name and address. Comments must be limited to the subject of the item.

Persons with disabilities needing assistance should contact the City Clerk's office at 734-453-1234 Monday through Friday from 8:00 a.m. -4:30 p.m., at least 24 hours prior to the meeting. An attempt will be made to make reasonable accommodations.

City of Plymouth Strategic Plan 2017-2022

GOAL I - QUALITY OF LIFE

OBJECTIVES

1. Support the neighborhoods with high-quality customer service
2. Engage in collaboration with private entities and surrounding municipalities to implement the [Joint Recreation Master Plan](#)
3. Improve communication with the public across multiple platforms
4. Maintain a high level of cleanliness throughout the City
5. Support and host a diverse variety of events that foster community and placemaking

ONE YEAR TASKS 2019-2020

- Restore operations for recreation programs after Hines Park bridge repairs are completed
- Explore funding and partnership opportunities to increase and enhance pedestrian crossings
- Finalize [City website](#) update
- Develop and adopt a Master Plan for Kellogg Park, including the fountain
- Develop and implement strategy to market sponsorship opportunities to improve publicly owned assets
- Draft and approve amendments to [Tree Ordinance](#) to clarify implementation, enforcement, and scope

GOAL II - FINANCIAL STABILITY

OBJECTIVES

1. Approve balanced budgets that maintain fiscal responsibility
2. Advocate for increased revenue sharing with the State of Michigan
3. Encourage and engage in partnerships, both public and private, to share costs of services and equipment
4. Address the issue of legacy costs
5. Seek out and implement efficient and effective inter-departmental collaboration
6. Market our successes to attract new economic and investment opportunities

ONE YEAR TASKS 2019-2020

- Continue to support [Michigan Municipal League \(MML\)](#) efforts to [coordinate state initiatives](#) related to revenue sharing with municipalities
- Increase awareness of and support the [MML Save MI City campaign](#)
- Target revenue enhancements that support large capital projects, including grants and millages
- Explore internal and external potential for supplemental funding of legacy costs
- Develop a plan for capital improvement funding projects and purchases
- Explore enhanced investment opportunities

GOAL III - ECONOMIC VITALITY

OBJECTIVES

1. Continue to support and improve active, vibrant downtown branding
2. Support community and economic development projects and initiatives
3. Support a mix of industrial, commercial and residential development
4. Reference the [Master Plan](#) in economic decision-making

ONE YEAR TASKS 2019-2020

- Complete and approve the [DDA Master Plan](#)
- Address and implement recommendations in the [Redevelopment Ready Communities baseline report](#)
- Develop and approve city-wide economic development strategies (Saxton's property, parking system, connections between Old Village and the DDA, Bathey property remediation and development, 240 N. Main, Lumber Mart site)
- Identify other properties of significance to the economic development strategy
- Complete a community survey
- Increase collaborations with partners in the community
- Administer the City's [Master Plan](#) using implementation matrix ([Appendix Table 5](#))

GOAL IV - SERVICE AND INFRASTRUCTURE

OBJECTIVES

1. Support administration and staff by providing professional development opportunities, supplying resources, and maintaining a commitment to recruitment, retention and succession planning
2. Support and deliver safe and responsive emergency services
3. Maintain a sophisticated and responsive technology to communicate and manage data
4. Continually record, maintain, update, and improve City infrastructure

ONE YEAR TASKS 2019-2020

- Begin implementation of parking recommendations for City parking system
- Develop and utilize consistent message and branding across all platforms
- Develop and approve of plan for future delivery of emergency services
- Implement infrastructure asset management plan
- Approve agreement on sanitary sewer with [Western Township Utilities Authority \(WTUA\)](#)



City of Plymouth Riverside Cemetery Board Meeting Minutes

Monday, May 20, 2019, 5 p.m.

Riverside Cemetery 680 Plymouth Rd. Plymouth, MI

City of Plymouth
201 S. Main
Plymouth, Michigan 48170-1637

www.plymouthmi.gov
Phone 734-453-1234
Fax 734-455-1892

Meeting called to order at 5:01 P.M. by Trustee Hess

1. Call to Order

Trustees Present: Pat Grzywacz, Don Hess, and Arne Giummo

Trustees Absent: Barb Solterman

Also present were City Staff and City Commissioner Liaison Kelly O'Donnell

2. Citizen Comments

None

3. Approval of the Agenda

A motion to approve the agenda for the May 20, 2019 Board meeting was made by Trustee Grzywacz and seconded by Trustee Giummo

MOTION PASSED UNANIMOUSLY

4. Enactment of the Consent of the Agenda

- (1) Approval of February 25, 2019 Special Meeting Minutes

A motion to approve the meeting minutes from February 25, 2019 was made by Trustee Guimmo and seconded by Trustee Grzywacz.

MOTION PASSED UNANIMOUSLY

5. Trustee Comments

None

6. Old Business

None

7. New Business

- a) Cemetery Rates and Rules

A motion to recommend the Cemetery Rates and Rules to the City Commission not to include any increases or rule changes from the previous year was made by Trustee Grzywacz and seconded by Trustee Hess.

MOTION PASSED UNANIMOUSLY

8. Reports and Correspondence

- a) Volunteer Clean Up Day
OLGC 7th Graders did a great job cleaning up yard waste and trash from grounds. They collected 75 compost yard waste bags. Additionally, they planted flowers, mulched and weeded.
- b) Crypt Front Plate Replacement
Replacement black granite pieces are on order, the pieces will be measured twice before they are cut and installed. All roses colored pieces will be shifted, to fill in walls.
- c) Lawn Service Contractor
Serene Surrounds Lawn has been cut two times and we are satisfied with results. Contractor is aware Memorial Day is soon approaching, lawn will look nice for Holiday.
- d) Cemetery Walk Through
Very cold and windy day, grounds looks good from the brisk walk through. Veteran flags will start being placed Tuesday and Wednesday prior to Memorial Day.

9. Adjournment

Hearing no further business, a motion to adjourn was made by Trustee Hess and seconded by Trustee Guimmo at 5:16 pm.

ADMINISTRATIVE RECOMMENDATION

To: Cemetery Board
From: Municipal Services Administration
Date: May 12, 2020
Re: Riverside Cemetery Rate and Rules Review

BACKGROUND:

The City of Plymouth Department of Municipal Services performs an annual review of grave purchase fees and opening and closing costs. The Administration received rates from several publicly owned and operated cemeteries within the State of Michigan to compare to Riverside Cemetery. This information assures that the current rates are in-line with other cemeteries and make any necessary adjustments. For the 2020 to 2021 fiscal year the rates will remain the same as the current rate structure. The comparison spreadsheet is enclosed for your review.

The City of Plymouth Department of Municipal Services performs an annual review of the Riverside Cemetery Rules. The Administration is proposing minor administrative changes and a change to the permitted size of memorial markers. Currently, the maximum size flat marker installed flush in the ground is 24" by 12", the size of a Veteran's marker. The proposed maximum size flat marker is 60" long by 36" wide. One flat marker of this size would be permitted per single grave. The proposed maximum square footage that may be covered by monuments and/or memorial markers are 15 square feet per single grave.

RECOMMENDATION:

The DMS Administration recommends that the Cemetery Board authorize the proposed Riverside Cemetery 2020 rates. Additionally, staff recommends the Cemetery Board approves the proposed changes to the Cemetery Rules.

Should you have any questions, please contact Adam Gerlach or Greta Bolhuis directly.

Cemetery Rate Comparisons - Graves and Open/Closing Fees 2020

City	Name of Public	Grave Resident	Grave Non-Resident	Open/Close Res	Open/Close Non Res
Grand Rapids	Greenwood	\$ 1,000.00	\$ 1,000.00	\$ 1,590.00	\$ 1,590.00
Howell	Lakeview	\$ 800.00	\$ 1,600.00	\$ 600.00	\$ 600.00
Saline	Oakwood	\$ 1,500.00	\$ 1,500.00	\$ 990.00	\$ 990.00
Northville	Rural Hill	\$ 1,050.00	\$ 3,000.00	\$ 865.00	\$ 2,140.00
Ypsilanti	Highland	\$ 875.00	\$ 1,095.00	\$ 940.00	\$ 940.00
Plymouth	Riverside	\$ 900.00	\$ 1,750.00	\$ 950.00	\$ 1,500.00

Effective Date: July 1, 2020

City of Plymouth
Riverside Cemetery
Fees for Graves

Block K & Block O Prices

	1 Grave
Resident	\$900 each
Non-Resident	\$1,750 each

Block L Prices

	6 Grave Family Plot	10 Grave Family Plot
Resident	\$5,400 (\$900 each)	\$9,000 (\$900 each)
Non-Resident	\$10,500 (\$1,750 each)	\$17,500 (\$1,750 each)

Block M Prices

All gravesites shall be sold in blocks of 2-grave plots

	2 Grave Plot
Resident	\$1,800
Non-Resident	\$3,500

All Other Areas except Blocks K, L, M and Block O

	1 Grave	Infant Grave (Up to 2 years of age, Block G ONLY)
Resident	\$1,100	\$100
Non-Resident	\$1,950	\$150

Price includes Perpetual Care (25% of Grave Site Price, Infant Grave \$25/grave)

Gravesites may not be used until paid in full.

Markers cannot be placed across 2 grave plots if the second grave is not paid in full.

These prices are subject to change at any time without notification.

A RESIDENT is any property tax paying person within the corporate limits of the City of Plymouth;
NON-RESIDENT is any person living outside the corporate limits of the City of Plymouth or
person not paying property taxes residing within the corporate limits of the City of Plymouth.

Effective Date: July 1, 2020

Riverside Cemetery

Opening and Closing Fees

Overtime (OT) rates apply Monday through Friday, 2:00 P.M. or later Memorial Day to Labor Day and 3:00 P.M. or later from Labor Day to Memorial Day

***Winter Surcharge applies November 15th to April 14th.**

Adult Full Body Opening and Closing (In Ground)

	Monday - Friday	Saturday & OT	Sunday & Holiday	Winter*
Resident	\$950	\$1,100	\$1,200	\$250
Non-Resident	\$1,500	\$1,650	\$1,750	\$250

Adult Cremain Opening and Closing (In Ground)

	Monday - Friday	Saturday & OT	Sunday & Holiday	Winter*
Resident	\$250	\$300	\$350	\$50
Non-Resident	\$400	\$500	\$550	\$100

Child Full Body Opening and Closing (In Ground)

	Monday - Friday	Saturday & OT	Sunday & Holiday
Resident Infant (Up to 6 months)	\$100	\$125	\$215
Non-Resident (Up to 6 months)	\$130	\$185	\$275
Resident Infant (6 months - 5 years)	\$130	\$175	\$265
Non-Resident Infant (6 months - 5 years)	\$210	\$235	\$325
Resident Child (5-12 years)	\$210	\$245	\$335
Non-Resident Child (5-12 years)	\$310	\$365	\$455

Disinterment charges are determined by the regular interment costs of labor and equipment + 50% with a 4 hour minimum.

Grave Buy Back will be at the discretion of the Cemetery Manager. One single adult grave will be bought back by the City for \$500.00.

A RESIDENT is any property tax paying person within the corporate limits of the City of Plymouth; and a NON-RESIDENT is any person living outside the corporate limits of the City of Plymouth or person not paying property taxes residing within the corporate limits of the City of Plymouth.

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Effective Date: July 1, 2020

Mausoleum

Niche	First Interment		2nd Interment	
	MON - SAT	SUN & HOL	MON - SAT	SUN & HOL
Resident	Included	\$300	\$200	\$300
Non-Resident	Included	\$500	\$350	\$500
Second name plate	Market value		Niche vase	\$250

Single Crypt	First Interment		2nd Interment	
	MON - SAT	SUN & HOL	MON - SAT	SUN & HOL
Resident	Included	\$400	n/a	n/a
Non-Resident	Included	\$400	n/a	n/a
Second name plate	Market value		Crypt vase	\$275

Double Crypt	First Interment		2nd Interment	
	MON - SAT	SUN & HOL	MON - SAT	SUN & HOL
Resident	Included	\$400	Included	\$400
Non-Resident	Included	\$400	Included	\$400
Second name plate	Market value		Crypt vase	\$275

Disinterment charges are determined by the regular interment costs of labor and equipment + 50% with a 4 hour minimum.

Niche or Crypt Buy Back will be at the discretion of the Cemetery Manager. All niches and crypts will be bought back by the City for \$500.00.

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These prices are subject to change at any time without notification.



Riverside Cemetery Rules

Revised: May 2020

Riverside Cemetery is a public cemetery, owned and operated by the City of Plymouth, Department of Municipal Services. The Cemetery Office is located at 1231 Goldsmith, Plymouth, MI 48170. ~~The p~~Physical address of the cemetery is 680 Plymouth Rd, Plymouth, MI 48170. Phone number: 734.453.7737 office, 734.455.1666 fax, email: dms@plymouthmi.gov.

Riverside Cemetery offers Cemetery Lots, Mausoleum Crypts and Niches. Services are offered on a pre-need or immediate need basis and arrangements should be made through the Cemetery Office. These rules are subject to change as deemed necessary and are interpreted at the discretion of the superintendent.

In addition to Cemetery Operations by the City of Plymouth Department of Municipal Services, Riverside Cemetery also has a Board of Trustees who are residents of the City. The purpose of the Board of Trustees is to review and make recommendations to the City Commission for the proper control, maintenance and improvement of the Cemetery. For current price listing, contact the cemetery at the numbers listed above.

SALE OF LOTS AND INTERMENT ARRANGEMENTS

1. All arrangements for burials shall be made at the City of Plymouth Department of Municipal Services, 1231 Goldsmith, either by the undertaker or by a representative of the family of the deceased. Burial fees and charges must be paid in advance.
2. No Lot Rights may be transferred, purchased or sold for speculative purposes.

DEFINITIONS

1. **Block:** A division of land as shown on the cemetery plot, which is determined by existing roadways and structures.
2. **Lot:** Numbered divisions as shown on the cemetery plot that consist of two or more graves.
3. **Grave:** A space of sufficient size to accommodate one adult interment.
4. **Interment:** The permanent disposition of the remains of a deceased person by burial.
5. **Memorial Marker:** Shall include head or footstones for family or individual use that are flush with the ground.
6. **Monument:** Shall include a tombstone or memorial marker of granite or marble, which shall extend above the surface of the ground.
7. **Lot Marker:** Refers to any means used by the cemetery to locate corners of the lot or grave.
8. **Mausoleum:** Shall be a structure used for the individual entombment of multiple human remains.
9. **Adult Burial:** Shall be any burial that involves a burial box greater than five feet in length.
10. **Child Burial:** Shall be any burial box over 3 feet but less than 5 feet in length.
11. **Infant Burial:** Shall be any burial of child under 1 year of age, and burial box is less than 3 feet in length.
12. **Cremains burial:** Shall be the burial of the ashes of a cremated body.
13. **Oversize Burial:** Any burial over 90 inches in length or over 34 inches in width.
14. **Perpetual Care:** Shall consist of mowing, seeding, trimming trees and shrubbery, removing dead flowers, and general upkeep of the lot.
15. **Superintendent:** Shall be the City Manager or his representative
16. **Sexton:** Shall be the Director of the Municipal Services Department or his representative.
17. **Mourning Period:** Shall be the 60 days following the interment.

INTERMENTS OR DISINTERMENTS

1. The depth of a grave for an adult or child burial shall be at least 4' 6". Oversize burial shall be at a depth of 5 feet. Infant burials at a depth of 3 feet and cremation burials at 2 feet.
2. Burials permitted in a single adult grave are as follows: one (1) full body burial and up to two (2) cremation burials OR up to four (4) cremation burials without a full body burial, unless permission is otherwise granted by the cemetery superintendent. The full body burial of two or more persons in a single grave is prohibited except for a mother and baby if buried at the same time. Cremations must be placed in a metal, stone or plastic urn; glass, cardboard and wood boxes are prohibited.
3. The City assumes no responsibility for errors in opening graves when such errors are caused by others. Orders from undertakers will be accepted by the City as orders from the owners.

4. No occupied grave will be opened, and no body will be disinterred except when required by court order and will only be released to a professional licensed in mortuary science. Disinterment charges are determined by the regular interment costs of labor and equipment + 50% with a 4-hour minimum.
5. Plastic full-size burial vaults for adult caskets are strictly prohibited at Riverside Cemetery.

MEMORIAL MARKERS, MONUMENTS AND MAUSOLEUMS

1. No mausoleum shall be erected without the specific approval of the Cemetery Board. No monument or memorial marker shall be installed without the specific approval of the Cemetery Board, unless the proposed monument meets the following requirements:
 - a. The maximum number of monuments or memorial markers on any grave is up to one (1) upright and up to four (4) flat markers.
 - b. No matter the type of monument and/or memorial marker(s), the total area covered shall not exceed 15 square feet.
 - a-c. The memorial marker or monument shall be located~~ion is~~ at the head or foot of the lot, and parallel to the head or foot lot line.
 - b-d. The height of the monument for a single grave cannot exceed forty-eight (48) inches, the depth of the monument cannot exceed ~~twelve-fourteen (14+2)~~ inches, and the length of the monument cannot exceed thirty-six (36) inches. The height of a monument for a two-grave plot cannot exceed 48", the depth cannot exceed 18", and the length cannot exceed 58". ~~for a single grave or fifty six (56) inches for a two grave plot.~~ Custom monuments require permission of the cemetery superintendent.
 - e-e. Specific rules governing markers for Blocks K, L, M and O ~~supereedes~~supersede these requirements
 - f. ~~d. — Maximum number of markers on any grave is one (1) upright & two (2) flat markers OR four (4) flat markers based on the types of burials specified in "Interments or Disinterments", Item #2.~~
 - d-g. Flat markers must be installed flush with the ground. Flat markers shall be no larger than 6024" by 3612" and installed flush with the ground at the foot of the grave, this includes veteran's markers.
2. Monuments and memorial markers shall not be allowed to be installed on lots that have not been fully paid for.
3. All foundation work for monuments and memorial markers will be placed by the employees of Riverside Cemetery at the established rates.
4. The material used in the construction of mausoleums, vaults monuments, memorial markers and permanent corner posts must be of a recognized durable granite or standard bronze. Each monument or memorial marker shall consist of one part or piece only, provided that this rule will not apply to lots on which it is desired to put in monuments or memorial markers to match others already existing on the lot.
5. No vertical joints will be allowed in monument work.

LOT MAINTENANCE REGULATIONS

1. During the 60-day Mourning Period flowers, plants, planters, and similar objects shall be restricted to a thirty-six (36) inch border around the base of the monument or memorial marker. Such items shall not exceed three (3) feet in height.
2. Flowers, plants and planters shall be restricted to an eight (8) inch border along 1 long side of the base of the monument or marker and the 2 short sides. Such items shall not exceed two (2) feet in height above the ground. At no time shall any items be allowed to extend onto another lot or into a path. All items exceeding these height and border standards shall be removed by the City.
3. Fresh or silk flowers shall be allowed on any grave all year around and will be monitored by the City for unsightliness, seasonal flowers included. All plastic flowers are always prohibited. Items in violation of this regulation will be removed by the City. The City shall not be responsible for the upkeep and cannot be responsible for any damage caused by vandalism or natural causes.
4. All plastic, cement, fiberglass, metal, glass, ceramic and wood decorations or objects, except recognized American Veteran Flags, are prohibited. Wrought iron or metal shepherd hooks are prohibited. All items in violation of the regulation will be removed by the City.
5. The use of landscape stones, decorative stones, artificial stones or landscape blocks for decorative purposes shall be prohibited. Such stones shall be removed by the City.
6. Grave blankets and wreaths will be allowed from November 15th until April 1st of each year. The City shall dispose of blankets and wreaths that remain after April 1st.
7. Flowers, Urns, Benches and Flags will be removed from graves if such items become unsightly. The City assumes no responsibility for their return to lot owners. Such items will also be removed if they have been placed in violation of these rules.

8. At any time when a monument, private vault or mausoleum becomes unsafe in the opinion of the superintendent, a notice of such condition will be mailed to the last known or recorded address of the owner and the structure(s) removed or repaired at expense of the owner(s).
9. Any seat, urn or similar object placed on a lot by permission of the superintendent shall be kept painted white and in good condition.
10. When a lot is uncared for and becomes unsightly or a nuisance or detrimental to other lots, notice shall be mailed to the last known or recorded address of the owner. By order of the Board of Trustees, the superintendent and employees shall enter such lot and clean up and make same presentable and the cost shall be collected from the owner or made a lien on such a lot.

CEMETERY CARE

1. Cemetery care shall include only seeding, top dressing, cutting and trimming grass, shrubs, trees and the general upkeep of the cemetery. Cemetery care shall not include the maintenance of a memorial marker. The City shall not be responsible for the upkeep and cannot be responsible for any damage caused by vandalism or natural causes.
2. Contractors and workers engaged within the cemetery on any class of work whatsoever will be held responsible for the damage done by them to any cemetery properties.
3. Material for any class of work will not be permitted on the grounds unless accompanied by workmen to erect same, except by special arrangement with the cemetery superintendent.
4. Roadways must be satisfactorily protected against damage from heavily loaded vehicles.
5. The rolling or moving of stones across any section of lots must be done under the supervision and orders of the superintendent. In all cases, planks must be provided by persons furnishing stones or monuments to properly protect the lawns.
6. All unsightly material or debris accumulating from any class of work must be removed at once and upon the completion of the work all equipment, tools, etc., must be removed immediately, and the ground left in as good a condition as found by the contractor.
7. No stonework shall be brought into the cemetery on Saturday after twelve o'clock noon and no work shall be commenced on any day that cannot be finished on that day and the dirt and debris entirely removed before dark.
8. No person shall remove any object from any place in the cemetery or make any excavation without the consent of the superintendent of the cemetery.
9. No equipment other than the equipment of the Riverside Cemetery shall be used at interments except by permission of the superintendent.
10. Watering: The water station is located at the southern tip of Block G between Blocks G and J. No personal hoses are to be attached to the water station. Please be courteous to all patrons using the water station. If any authorized body institutes outdoor watering restrictions, then the cemetery must abide by them.

OTHER REGULATIONS

1. No firearms will be allowed in the cemetery, except in the cases of military funerals or ceremonies by official veteran's organizations on federal holidays, without written permission of the superintendent of the cemetery.
2. No person shall obstruct any drive, walk, or alley.
3. No person shall, in any way injure, deface or destroy any grave, vault, tombstone, monument, mausoleum, enclosure, building, fence, basin, fountain, bridge, seat, flower, tree, shrub, vine, lot or any other thing in Riverside Cemetery.
4. Block L of Riverside Cemetery shall be known as the extended family section of the cemetery, with family plots of six (6) or ten (10) graves to be sold in a group.
5. Block K and O of Riverside Cemetery shall be known as the Memorial Section of the cemetery, with only flat memorial markers allowed. No foundation required except in the case of veteran's markers. Markers can be made of bronze or granite. No above ground markers permitted in this section.
6. Block M of Riverside Cemetery: All lots in Block M consist of 2 graves and will be sold together as one lot. Additional Marker Regulations: Upright; only slant granite markers set on a granite base (2-person companion marker or 1-person non-companion marker). Contact the cemetery office for the exact description. Flat; must meet regulations in Memorial Markers, Monuments and Mausoleums Item #1d.
7. Urns for flower planting must be made of cement or metal only. Urns shall not exceed 26 inches in height and will be limited to one urn per gravesite. When an urn is uncared for or becomes unsightly, it will be removed by the City. The City shall not be responsible for the upkeep of the urns and cannot be responsible for any damage caused by vandalism or natural causes. The City recommends covering urns during the winter months, to help protect from the elements.

8. Benches: If a family requests the installation of a bench on a lot, the request must first be made to the cemetery superintendent. The superintendent will determine if it is feasible to place a bench in the requested location without interference with other lots. Then the request will be sent to the Cemetery Board for approval. All benches will be of a standard size and shape and will be constructed of granite or marble and will require a foundation to be placed by the cemetery staff.
9. Filming and photography for use in a movie, book, newspaper, magazine, television news, paranormal research, Internet or other electronic media are not permitted on Cemetery grounds. The exception to this would be for genealogy research.

CRYPT AND NICHE FRONT DECORATIONS

1. During the 60-day Mourning Period, flowers, plants and similar objects may be placed on the sidewalk in front of the crypt or niche. Such items shall not exceed three (3) feet in height and will be removed by the Cemetery Superintendent should they become unsightly prior to the expiration of the 60-day Mourning Period.
2. Decorations on crypt and niche fronts shall be limited to flowers placed in a single City-approved bronze vase, or a seasonal wreath attached to the crypt or niche front with a City-approved hanger.
3. Wreaths shall not overlap onto adjacent crypt or niche fronts and shall be limited to 12 inches in diameter for crypt fronts and 6 inches in diameter for niche fronts. Wreaths will be removed by the Cemetery Superintendent should they become unsightly.
4. Plastic, self-adhesive, clear suction –type hooks and/or hangers shall be prohibited on all crypt and niche fronts. All plastic, cement, fiberglass, metal and wood objects, including stuffed animals, hanging planters, flags, stickers and other similar items shall be prohibited on crypt and niche fronts.
5. Fresh flowers or silk flowers are allowed in City-approved vases. All plastic flowers are always prohibited. Flowers will be removed if they become unsightly. City-approved bronze vases can be purchased at the Cemetery office. Vases are installed by Riverside Cemetery employees. The City of Plymouth and Riverside Cemetery assume no responsibility for vases and other items that are stolen, damaged or vandalized.

RESOLUTION

The following Resolution was offered by Trustee _____ and seconded by Trustee _____.

WHEREAS The City of Plymouth owns and operates a public cemetery named Riverside Cemetery; and

WHEREAS The Department of Municipal Services administration performed an annual review of the rate structure; and

WHEREAS The annual review confirms that the rates for Riverside Cemetery are in-line with other publicly owned and operated cemeteries; and

WHEREAS The Cemetery Board reviewed the proposed rate structure; and

WHEREAS The Cemetery Board reviewed the proposed changes to the rules and regulations.

NOW THEREFORE BE IT RESOLVED THAT the Cemetery Board does hereby recommend to the City Commission the adoption of the proposed City of Plymouth Riverside Cemetery Rate Structure 2020.

NOW THEREFORE BE IT FURTHER RESOLVED THAT the Cemetery Board does hereby recommend to the City Commission the adoption of the proposed City of Plymouth Riverside Cemetery Rules.

**CITY OF PLYMOUTH
Municipal Services
1231 Goldsmith
Plymouth, MI 48170
www.plymouthmi.gov**

INFORMATION ONLY

To: Cemetery Board
From: Municipal Services Administration
Date: May 12, 2020
Re: Riverside Cemetery Lawn Contractor Update

The City of Plymouth Municipal Services Department has awarded the 2020 grass cutting bid to Serene Surroundings. As you may be aware, this will be the second year using Serene Surroundings for Riverside Cemetery. The Administration has the option of extending the contract for up to three years.

If you have any questions, please contact Adam Gerlach directly.

CITY OF PLYMOUTH
Municipal Services
1231 Goldsmith
Plymouth, MI 48170
www.plymouthmi.gov

INFORMATION ONLY

To: Cemetery Board
From: Municipal Services Administration
Date: May 12, 2020
Re: Riverside Cemetery COVID-19 Funerals Update

As you may be aware, the Governor has issued Executive Orders related to funerals. Funerals may still be conducted but are limited to 10 attendees per funeral. The attendees include City staff members, funeral home staff, and family members or friends. Municipal Services crewmembers have partnered with local funeral homes to enforce these rules. So far, families have been respectful and understanding of the Executive Order and we have had no issues enforcing it.

We anticipate social distancing and limiting the number of funeral attendees to continue. The Administration will continue to monitor future Executive Orders and direction from the Governor's office.

If you have any questions, please contact Adam Gerlach directly.