



## Board of City Commissioners

### Agenda Documentation

**MEETING DATE:** May 19, 2015  
**PREPARATION DATE:** May 14, 2015  
**SUBMITTING DEPARTMENT:** Public Works  
**DEPARTMENT DIRECTOR:** Jeff Wright  
**PRESENTER:** Jeff Wright, Director of Public Works  
**SUBJECT:** Consider new rules and regulations at the Mandan Union Cemetery.

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**STATEMENT/PURPOSE:** Consider updating the rules and regulations at the Mandan Union Cemetery to allow Cemetery staff to effectively maintain the Cemetery.

**BACKGROUND/ALTERNATIVES:** The existing rules and regulations for the Mandan Union Cemetery have not been updated for years and do not effectively address the commemorative items that are being placed throughout the Cemetery, but they do address the unattended or unfastened horse. The need to update is needed.

Cemetery and Engineering staff has been working on an update of the rules and regulations for a while now and have gathered information from local cemeteries to compare what they are doing. The proposed changes are a combination of the data collected and will allow the cemetery staff to effectively maintain the Cemetery. Future permanent memorial options and future signage are forthcoming. The proposed rule changes are as follows:

To respect all patrons and preserve the beauty of the Mandan Union Cemetery, the following Rules and Regulations are proposed.

#### MANDAN UNION CEMETERY RULES AND REGULATIONS

- The Mandan Union Cemetery is open from 7 a.m. to sunset.
- Vehicles are restricted to established roads.
- Pets are welcome, however, they must be leashed and please pick up after them.
- Please do not leave food or drink items at the grave site.
- Ground maintenance and grave opening and closings are done by cemetery staff.
- Placing or repairing of monuments and other ground concerns must be authorized by cemetery staff.
- The Mandan Union Cemetery is not responsible for any items that may be damaged or missing and reserves the right to remove items at any time.

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FRESH CUT AND ARTIFICIAL FLOWERS: Floral items may be placed on graves during the following Holidays: Memorial Day, Fourth of July, Veterans Day, Thanksgiving, Christmas and Easter, these items must be removed within two weeks after the Holiday. Following a burial, items may be placed at the grave site; these items must be removed after two weeks. Flowers that are on or around headstones should be placed in a manner that allows for unobstructed mowing and trimming and should be attached or anchored to the headstone if possible. Flat markers that are not in line with monuments may not have anything live or artificial around them.

PERMANENT PLANTINGS: Permanent plantings will not be permitted on graves at any time. Permanent Memorial options are being considered by the City of Mandan.

COMMEMORATIVE ITEMS: Commemorative items are not permitted at any time. Examples: statues, vigil lights and glass objects of any nature, benches, hanging plants, bird houses, flagpoles or large animals.

*Note: New regulations will go into effect July 1, 2015. Previous permanent plantings will be grandfathered in; however, plantings that impede cemetery maintenance will be cut back or removed.*

*Patrons will have until September 1, 2015 to collect unpermitted items. Cemetery staff will begin to remove items after this date and hold until May 1, 2016 for anyone who wishes to collect them.*

ATTACHMENTS: Comparison of Cemetery Regulations, pictures

FISCAL IMPACT: The proposed changes should help reduce the amount of help needed at the Cemetery for maintenance.

STAFF IMPACT: Free up trimming time and allow staff to do other needed maintenance.

LEGAL REVIEW: Malcolm has reviewed document and has no issues.

RECOMMENDATION: Recommend approving the new rules and regulations at the Mandan Union Cemetery as presented.

SUGGESTED MOTION: Move to approve the new rules and regulations at the Mandan Union Cemetery as presented.

### Comparison of Cemetery Regulations

#### FRESH CUT FLOWERS:

Veterans Cemetery: Fresh cut flowers may be placed on graves at any time. Only temporary flower containers are permitted. Floral items will be removed from graves when they become faded or unsightly.

Sunset Memorial Gardens: Fresh cut flowers are permitted in vases. Glass containers are prohibited. Metal vases approved by the cemetery are allowed in the grave space only. Potted plants must not be placed or sunk in the ground. No copings will be permitted around the graves.

Fairview Cemetery: (Rules for all flowers and decorations)

No hanging baskets, urns, vases or flower boxes of any kind may be installed, except for flower vases that are an integral part of a monument. Memorial Day placements (flower arrangements) may be permitted to remain in place for a period up to 14 days thereafter. Flower vases that are an integral part of the monument may be placed. The cemetery reserves the right to remove all natural, dried or silk floral designs, flower or any trees, shrubs, plants or herbage of any kind, from the cemetery as soon as they become detrimental to the operation of the cemetery, or do not conform to these rules and regulations.

Garrison Cemetery: Flowers that are on or around headstones should be placed in a manner that allows for unobstructed mowing and weed eating. Flowers should be attached or anchored to the headstones if possible. Vehicles are restricted to the established roads.

Proposed Mandan Union: Fresh cut flowers may be placed on graves at any time. Floral items will be removed from graves when they become faded or unsightly. Flowers that are on or around headstones should be placed in a manner that allows for unobstructed mowing and trimming and should be attached or anchored to the headstone if possible.

#### ARTIFICIAL FLOWERS:

Veterans Cemetery: Artificial flowers may be placed on graves during the period of October 15th to the 10th day following Memorial Day.

Sunset Memorial Gardens: Artificial flowers in vases are permitted.

Garrison Cemetery: Flowers that are on or around headstones should be placed in a manner that allows for unobstructed mowing and weed eating. Flowers should be attached or anchored to the headstones if possible.

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Proposed Mandan Union: Artificial flowers may be placed on graves at any time. Floral items will be removed from graves when they become faded or unsightly. Flowers that are on or around headstones should be placed in a manner that allows for unobstructed mowing and trimming and should be attached or anchored to the headstone if possible.

**CHRISTMAS FLOWERS:**

Veterans Cemetery: Christmas wreaths or blankets are permitted on graves during the Christmas season commencing 1 December and will be removed by caretakers on 1 February each year.

Sunset Memorial Gardens: Evergreens or other winter grave decorations will be removed in the spring or whenever in the judgment of cemetery management.

Proposed Mandan Union: See fresh cut and artificial flowers.

**PERMANENT PLANTINGS:**

Veterans Cemetery: Permanent plantings will not be permitted on graves at any time. Potted plants will be permitted on graves during the period 10 days before and 10 days after Easter Sunday and Memorial Day.

Sunset Memorial Gardens: No planting of any kind in any section of the cemetery is permitted, other than by the cemetery.

Garrison Cemetery: Trees and shrub planting not allowed on the plots. Allowed if approved by the City of Garrison.

Proposed Mandan Union: Permanent plantings will not be permitted on graves at any time.

**COMMEMORATIVE ITEMS:**

Veterans Cemetery: Statues, vigil lights, glass objects of any nature or any other commemorative items are not permitted on the graves at any time. All graves will be decorated on Memorial Day by the cemetery staff with 8"x12" United States Flags. U.S. Flags are not permitted on graves at any other time.

Sunset Memorial Gardens: Flags for graves of veterans and other organizations will be permitted on day before and one day following Memorial Day and Veterans Day.

Garrison Cemetery: Ornamentation is not allowed to be placed on the plots. This would be any articles

Besides flowers that is not attached to the headstones, battery powered lights, glass articles, etc.

**Proposed Mandan Union:** Commemorative items are not permitted at any time. Examples: statues, vigil lights and glass objects of any nature, benches, hanging plants, bird houses, flagpoles or large animals.

**REMOVAL OF DECORATIVE ITEMS:**

**Veterans Cemetery:** During lawn mowing and ground maintenance season all floral items will be removed from graves when that section of the cemetery requires mowing or other maintenance.

**Sunset Memorial Gardens:** Flowers, wreaths or funeral designs will be removed from the graves when in the judgment of the cemetery management they have become unsightly.

Nov. 15<sup>th</sup> to April 15 – Artificial winter wreaths, artificial flowers in vases are permitted. Not responsible for vases left upright. Arrangements and decorations should not exceed 30".

April 15 – On or about this date, depending upon the growing season, the caretaker will remove all winter decorations on the grave.

May 28 to June 6 – After June 6 all artificial flowers, potted plants, wreaths and any other decoration, except arrangements in vases will be removed by the caretaker.

June 6 to Oct. 1 – Only arrangements in vases may be used during this period, as this time is the heaviest mowing and trimming season.

**Garrison Cemetery:** Flowers that are placed around the headstones for the Holidays should be removed from the area within two weeks after the Holiday if they are not attached to the headstones or in permanent vases on the headstones. Flowers that are left will be removed for facilitating ground maintenance.

**Other Rules:**

**The Mandan Union Cemetery is open from 7 a.m. to sunset.**

**Vehicles are restricted to established roads.**

**Pets are welcome, however, they must be leashed and please pick up after them!**

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Ground maintenance and grave opening and closings are done by cemetery staff.

Placing or repairing of monuments and other ground concerns should first be authorized by cemetery staff.

The Mandan Union Cemetery is not responsible for any items that may be damaged or missing and reserves the right to remove items at any time.



