

**RULES AND REGULATIONS OF  
GREENWOOD CEMETERY  
THIEF RIVER FALLS, MINNESOTA  
June 1, 2021**

**GENERAL**

The City of Thief River Falls controls, manages and operates the area platted as Greenwood Cemetery as set forth herein.

**Duties of Cemetery Technician**

The City Council shall appoint a Cemetery Technician who shall prepare and recommend to the Council all rules and regulations for the care, maintenance, management, and operation of the City Cemetery. When duly adopted by the Council, the Technician shall enforce the rules and regulations. In addition, the Technician shall keep a register of all interments, disinterments, and reinterments.

**Hours of Operation**

The cemetery is open 24 hours per day, seven days per week. The cemetery shall be staffed Monday through Friday, except legal holidays, from April 15 – November 15. For information on cemetery rates, location of grave sites or other information pertaining to the cemetery, the public may contact the Cemetery Technician.

**LOT PURCHASES**

Persons desiring to purchase lots should contact the Cemetery Technician at (218) 689-3890. The Cemetery Technician will aid them in making a selection. Payments for the same shall be made to the City of Thief River Falls. Price lists are available on the City's website or at the Cemetery.

- Upon full payment of the purchase price of a site, the City Administrator shall issue a Cemetery Deed conveying the lots, said Deed to be executed by the Mayor and City Administrator and recorded in the records of the City.
- It is the duty of the lot owners to notify the Cemetery Technician of any changes to their address.
- Notice sent to lot owner at the last known address on file with the Cemetery Technician shall be sufficient and proper notice.

\*Note: Lot owner means person owning burial rights for such cemetery burial site.

**LOT IMPROVEMENTS**

- **Decorations:** No person, including lot owners, shall place any objects (i.e. toys, memorabilia, etc.) on lots unless within the concrete monument base or on the monument.
- **Shepard Hooks:** Shepard hooks are discouraged unless you have a hole in the concrete base of the monument or mount it on either the front or the back of the monument abutting the monument base. Shepard hook limit is one per upright headstone. Shepard hooks not mounted within the monument base (i.e., in the grass) must be removed by September 15<sup>th</sup> of each year.

- **Fences:** No person is permitted to erect fences or hedges on or around any lot.
- **Grading:** All lots shall be level in a mowable condition. No lot shall be raised above surrounding ground to inhibit maintenance (mowing and trimming).
- **Artificial Flowers:** Artificial flowers are permitted on lots through the Wednesday following Father's Day. Artificial flowers placed in vases which are incorporated as part of the headstone or incorporated within the monument foundation are allowed throughout the year as long as they are well maintained and do not interfere with maintenance (mowing and trimming). Artificial flowers which are faded and not well maintained will be discarded.
- **Live flowers and annual plants:** Annual plantings are allowed prior to September 15<sup>th</sup> in the front or back of monuments (not on sides). Live flowers planted in the ground must be maintained in an attractive manner free from weeds and not hinder maintenance (mowing and trimming). Live plants planted in containers are allowed if placed on the foundation of an upright monument as to not interfere with maintenance (mowing and trimming). Owners are responsible to remove live plantings prior to September 15<sup>th</sup> of each year. Plantings that are not highly maintained will be removed without notice.
- **Solar Lights:** Solar lights are allowed and must be on or within the concrete foundation in front or back of the monument so as to not hinder maintenance (mowing or trimming).
- **Perennials:** No perennials are allowed to be planted.
- **Trees:** No planting of trees, shrubs, hedges, or perennials is allowed on any lots. If you would like to plant a memorial tree or shrub, the Cemetery Technician may recommend a spot for it elsewhere on the cemetery grounds.
- **Wood chips, Landscape Rock, Bricks and Pavers:** No wood chips, landscape rocks, bricks, edging or pavers are allowed.
- **General Grounds:** The Cemetery Technician reserves the right to remove or alter any existing tree, shrub, vine or memorabilia which may become unsightly, dangerous, not in keeping with the landscaping of the cemetery or hinders maintenance (mowing and trimming).

**Transfer of Sites.** No cemetery sites may be sold or otherwise disposed of, except by will or operation of law, without the approval of the City. The City retains the first option to repurchase a cemetery site at fifty percent (50%) of the current lot price. The City may use any of its funds for such repurchase and may hold such lot, or again sell and convey the same. Any lot not occupied within 100 years of purchase will revert back to the City with no payment to owner of lot retroactive from date of adoption.

- **Interments:** All interments in sites shall be restricted to members of the immediate family of the site owner unless permission in writing is first received from a site owner, which written permission shall accompany all requests to bury the bodies of persons not members of the immediate family in said site. Site owners may not allow interment to be made on their sites for compensation. . Sites may not be subdivided, except that in the case of cremation, two (2) burial urns may be placed on one grave site, or one burial urn may be

placed on a grave site where a casket has been placed, nor shall the remains of more than one person be interred in any one site except where in compliance with applicable state statutes. All excavations shall be made under the direction of the Cemetery Technician. It shall be the responsibility of the site owners and/or Funeral Director handling the said funeral to make all necessary arrangements for excavations. All interments must be made in accordance with all laws, ordinances, rules and regulations of the City of Thief River Falls, the State of Minnesota, or any other regulatory agency thereof.

- **Burials:** All burials including traditional caskets or urns shall require an outer burial container (vault). Wood shall not be permitted, but material such as concrete and fiberglass shall be acceptable.
- **Disinterments.** Written permission of the site owner and the next of kin shall be filed with the City Administrator and all laws or regulations of the State of Minnesota or any other agency having jurisdiction over disinterment must be complied with prior to any disinterment within Greenwood Cemetery. For disinterment to a cemetery other than Greenwood, in addition to the above, the State of Minnesota must be notified in writing as well, so the change can be made to the death certificate. This provision does not apply when disinterment is ordered by a duly authorized public authority.

### **PERPETUAL CARE**

- Perpetual care includes cutting grass, raking leaves, lot grading and general maintenance of lots.. Perpetual care does not include the watering of trees, shrubs, flowers or plants in urns or containers.
- 20% of the lot purchase price will be designated for perpetual care. The perpetual care funds shall be credited to the Greenwood Cemetery fund; monies earned by the fund shall be used for the maintenance and perpetual care of the site.
- All income received from the City from the perpetual care fund shall be used solely for the purpose of defraying the cost of caring for, maintaining and improving the cemetery sites. Any income so received in excess of the amount necessary to pay for the care and beautification of the sites or any income not spent in any year for this purpose shall remain in the perpetual care fund.

### **REMOVAL POLICY**

- Decorations, plantings, shepherd hooks, solar lights or objects that are not permitted, deemed inappropriate or have deteriorated, will be removed and discarded without notice.
- Some removals perceived to have monetary value by the Cemetery Technician will be tagged, dated, and saved for 60 days allowing someone to retrieve them. After that time, the items will be disposed. No notification will be given in advance of disposal of items once that time has lapsed.

## **MONUMENTS AND GRAVE MARKERS**

- Monuments or markers constructed of any material other than stone or bronze will not be allowed. No monuments or markers may be constructed of limestone, sandstone, or any artificial material that will not assure relative permanency.
- All structures, to ensure sufficient support, must have foundations built on solid masonry of a depth and size deemed proper by the City of Thief River Falls. The Cemetery Technician shall have the power to stop all work not done in conformity to these rules. Foundations must be set level with the sod and be cut so as to go into the ground not less than four inches or more than eight inches. An apron of at least six (6) inches in width shall be placed around said marker or monument, which shall be made of concrete or granite, which apron shall be level with the surface of the ground, and which shall be affixed to the marker so as to prevent grass, weeds or other vegetation from growing between the marker and apron.
- No monument or grave marker shall be in excess of five (5) feet from the base to the top.
- Monument companies may erect monuments in the cemetery subject to the supervision of the Cemetery Technician and in compliance with the City of Thief River Falls Greenwood Cemetery Rules and Regulations.
- No monument work or other structural material shall be brought into the cemetery on Saturdays, Sundays or any federal holiday without prior notification to the Cemetery Technician. All work must be completed including removal of all dirt and debris entirely from site..
- Every monument and marker shall be placed in the space as shown on the cemetery plat or as directed by the City of Thief River Falls. No monument or marker may be placed unless the City has approved its location and the full purchase price of the site has been paid.
- The site owner is responsible for any and all damage resulting to the cemetery or other lots during the placement of monuments or markers and during excavation of the gravesite.
- Contractors and others engaged in such work must notify the City before beginning the same. All work in the cemetery, of whatever kind, must be carried on subject to the direction and control of the City. No monument or marker may be placed in the cemetery until authorized by the City.
- Above ground vaults and mausoleums are not permitted in Greenwood Cemetery except with approval by the City Council.

## **URNS AND CONTAINERS**

- The City of Thief River Falls will not be liable for any vases, containers, urns and the like that may become misplaced, broken or stolen.
- Planting containers shall not be emptied on the grass as it causes damage to mowers and is a potential safety hazard for the mower operator. Black dirt is provided for your convenience. Do not bring in dirt or fertilizing material as this may create serious weed problems.

## **GENERAL RULES AND CONDUCT**

1. Motor vehicles may be driven within the cemetery subject to these conditions:
  - a. The speed shall not exceed 5 miles per hour.
  - b. The vehicle shall only be driven or parked on marked driveways. No vehicles shall drive off a roadway.
  - c. No ATV's or snowmobiles shall be permitted in the cemetery.
2. No person shall have in his or her possession a firearm or explosive, excepting an on-duty police officer and members of military organizations (i.e., National Guard, American Legion Honor Guard) at funerals and civic functions.
3. No person may disturb the quiet of the cemetery by noise or improper conduct of any kind.
4. Children under the age of 15 years must be under the direct supervision of an adult while in the cemetery.
5. All persons are prohibited from picking any flowers, injuring any tree, plant or shrub, or marring, defacing or removing any monument or stone or any structure within the cemetery.
6. No person may allow any animal to run at large in the cemetery.

**Penalty for Violations:** Any person violating any provision of this article is guilty of a misdemeanor and shall be punished in accordance with this Code of Ordinance

I hereby acknowledge receipt of the following  
entitled document dated June 1<sup>st</sup>, 2021:

**RULES AND REGULATIONS OF GREENWOOD CEMETERY  
THIEF RIVER FALLS, MINNESOTA'**

Name : \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number: \_\_\_\_\_

Address : \_\_\_\_\_

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