



## **RULES AND REGULATIONS OF THE BALDWIN CEMETERY**

**FEES – Single grave space (includes perpetual care) - \$650.00**  
**Cemetery deed recording fee per entry - \$ 25.00**

### **I. MANAGEMENT**

1. The Baldwin Cemetery is owned and operated by the Village of Baldwin.
2. The Village of Baldwin Board of Trustees will oversee the care and maintenance of the cemetery through the Village Clerk's office and Public Works Department.
3. The management of the cemetery shall be vested in the Village Board. The Board shall manage the cemetery in accordance with the statutory provisions for cemeteries in the State of Wisconsin. All monument firms, lot holders and undertakers must comply with these regulations.
4. The Village of Baldwin and its employees assume no liability for damage to property or of person, for physical or mental suffering arising out of the performance of its normal operations, or for loss by vandalism or other acts beyond its reasonable control. The Village reserves the right to alter, change or close alleys, roadways and other physical public properties of the cemetery.
5. Designated cemetery authorities have the right to stop any construction or erection of markers unless the work is being done according to the rules and regulations.
6. The Village Board shall appoint a Cemetery Sexton on an annual basis.
7. The Village Clerk shall keep a correct record of all of the proceedings of the Village Board as they relate to the cemetery operations.
8. Any person desiring to purchase a lot and/or grave must apply to the Cemetery Sexton or Village Clerk. The price of the lot is recommended and approved by the Village Board. It is reviewed on an annual basis.

### **II. RECORDS**

1. The Village Clerk's office shall be in charge of the record books, files and correspondence, and shall keep a correct record of all conveyances of lots and graves in the cemetery, including the number of the lot and grave, to whom and when conveyed and the price paid.

2. A correct record of all interments in the cemetery, showing the name, age, birthplace, residence, whether married or unmarried, and the date of death and date of interment of all persons buried in the cemetery and of the lot/grave or part and section in which each person is interred; and in case any person is afterwards disinterred, the date and place of re-interment shall be kept by the Village Clerk's office.
3. The Village Clerk's office shall keep a correct account of all moneys paid for the use and purposes of the cemetery arising from the sale of lots and graves or interments and all other sources. The Village Clerk shall disburse all moneys required for the purposes of the cemetery and prepare an annual financial report.

### III. SALES/INTERMENTS

1. The sale of a grave space or spaces shall be sold on a sequential basis only. In Blocks A, B & C sales will start from north and proceed south. In Blocks D, E & F sales will start from the east and proceed west, starting with grave spaces nearest the road.
2. All interments shall be made in accordance with the laws of the State of Wisconsin
3. No interment will be permitted on any grave unless the purchase price of the grave has been paid in full.
4. At least 48 hour notice is necessary whenever interments are to be made. Notice is to be made to the Cemetery Sexton or designee.
5. No grave shall be dug or interment made except under the authorization of the Cemetery Sexton or designated official in charge.
6. Lot owners shall not allow interments to be made on their lots for any financial gain whatsoever. No transfer or assignment of any part of any lot or grave shall be made without the consent of the Cemetery Sexton, designated official or Village Board. Transfer or assignment requests shall be made in writing and a full record of the transaction will be made in the record books of the cemetery. Verification of ownership provided by original deed must be provided. Appropriate fees may be charged.
7. All conventional interments in the Baldwin Cemetery shall require a liner or vault (except cremations).
8. Any and all cremation remains shall be enclosed in a standard burial type urn or container.
9. There will be no more than 2 burials per grave. (For example – two cremations or one vault with one cremation per grave space. However, a cremation type vault liner is not permitted in the same grave space with a conventional type burial vault).
10. Spreading or burying ashes on the surface of any grave will not be permitted.

#### IV. MONUMENTS AND MARKERS

1. Only one upright type monument will be allowed on one grave or portion thereof. This must be placed in the center of one end, unless specific permission is given by the Cemetery Sexton or designated official for placing it otherwise. A second marker will be allowed at the opposite end of a grave space if authorized and must be flush with the ground.
2. Only two markers shall be permitted per grave space. They can be one of an upright type and one of a flush marker type or two flush to the ground. The stone or marker and its cement foundation shall not exceed the width of the grave space.
3. All upright monuments will be set on a cement slab type foundation that must be flush at ground level with a minimum border around the base of the upright stone of five inches. The cement foundation shall be no less than 4 inches in thickness.
4. The flush marker shall also require a minimum cement border of five inches and shall be no less than four inches thickness.
5. All upright type monuments shall have a base of like material as the top section and shall be no less than six inches in height. This includes a slant type marker or monument as well.
6. No upright monuments are permitted in Blocks 13 and 14. Only flush markers are permitted with the necessary cement border.
7. In Blocks A & F the following monuments or markers are required:
  - a. Grave stones can be either the upright monument style or a flat marker that must be flush with the ground. All upright monuments must have a like material base that shall be six inches high and all slant faced upright stone will require a 4-6 inch high base of like material. This regulation is for any double or single style monument/marker. The cement foundation shall not be larger than the width of the grave.
  - b. All upright monuments or flush markers must be set on the west most or head end of each grave.
  - c. No stones may be set without prior permission from the Cemetery Sexton or designated official.
  - d. Grave spaces will only be sold in a sequential order starting with lot 1, grave 1 and be sold in order of lowest lot and graves first. If a person desires a multiple number of grave spaces that require more graves than what fills the lowest lot then they will be permitted to purchase the number of graves needed in the next lowest lot.
  - e. The cemetery will allow a maximum of two stones per grave space. If an upright monument is used on the west end then the second stone must be at the foot end of that grave and must be flush with the ground with all appropriate cement border restrictions.

## V. PRIVILEGES AND RESTRICTIONS FOR LOT OWNER

1. Perpetual care of the cemetery which includes mowing, tree trimming, spring raking and noxious weed trimming will be assumed by Village of Baldwin employees only.
2. No persons, except Village of Baldwin employees or village authorized contractors, will be allowed to disturb any grave marker or sod on any lot or grave.
3. All lot or grave owners wishing to make improvements to their lots must consult the Cemetery Sexton or designated official before improvements are made.
4. The Cemetery Sexton or designated official reserves the right to enter any lot for the purpose of trimming or removing any tree or shrub, if necessary. Trees will be removed when they are deemed dead, diseased or detrimental to any adjacent lot, monument, walkway or driveway because of roots, branches etc.
5. No tree, shrub, bush or flowering plant shall be planted, removed, cut down or trimmed, within the border of any lot or grave, without the permission of the Cemetery Sexton or designated official.
6. Natural flowers are permitted in pots placed in stands or hanging on a shepherd's hook. Approved pots may be up to 14 inches in diameter, a minimum of 22 inches from bottom of pot to the ground. The stand shall be of metal construction. The stand or hook should be placed next to the head stone. Only one stand or hook per grave space is permitted. All flowers are to be removed from the cemetery by October 15.
7. Artificial flowers shall be allowed in the cemetery during a period of time of two weeks prior to Memorial Day through Labor Day. Artificial flowers are to be securely attached in a pot and placed in a plant stand or on a shepherd's hook so they do not interfere with the mowing. Should the flowers begin to degrade and become a nuisance; the cemetery caretaker will remove them. Following Labor Day, cemetery officials will remove and dispose of those flowers that remain. In no event will cemetery officials be responsible for items placed on any grave.
8. At no time will jars, tin cans, unsightly plastic containers, food and beverages, stuffed animals, balloons, banners, signage or similar items or wire stands be allowed in the cemetery. The only decorative item allowed is the Veterans commemorative plaque with the American flag.
9. Objects not described above, including knick-knacks, solar lights and lanterns, wind chimes etc. that are not incorporated into a monument, are allowed only in the potted plants and not on the ground.
10. Winter decorations will be allowed only if attached to the headstone directly or in an above ground stand. All winter decorations will be removed by cemetery officials on April 1<sup>st</sup> annually or shortly thereafter.
11. At no time will fences, barriers, retaining walls or any other obstructions be allowed in the cemetery.

## VI. COSTS

1. Cost per grave shall be set by the Village Board.
2. Any lots sold back to the cemetery will be sold at original cost to purchaser.

## VII. VISITOR RULES

1. Cemetery visitors will be allowed in the cemetery from sunrise to sunset. Any person(s) found loitering on the grounds during closed hours will be subject to arrest.
2. All visitors are reminded that the cemetery is considered to be sacred ground for the dead. A strong observance of respect for all properties is required.
3. Any persons disturbing the tranquility of the cemetery by noise or other improper conduct will be asked to leave the grounds or be subject to arrest.
4. No animals (pets) will be allowed in the cemetery at any time. The only exceptions are service animals.
5. No motor vehicles other than street legal vehicles will be allowed in the cemetery at any time.
6. No motor vehicles shall be operated in the cemetery in excess of 10 miles per hour.
7. No motor vehicles will be allowed off designated roadways within the cemetery at any time with the exception of cemetery officials, monument companies and vault companies.
8. No picnics, parties or other similar gatherings will be allowed in the cemetery at any time.
9. The Village of Baldwin or its employees assume no liability for property damage or acts beyond its ability to reasonably control.
10. The throwing of rubbish on driveways or on plotted areas is strictly prohibited.
11. Law enforcement and military personnel on official duty shall be the only persons allowed to possess weapons on cemetery property.

## VIII. DEFINITIONS For purposes of these rules and regulations, these definitions apply:

1. Lot – one lot is six (6) graves
2. Grave – location of placement of deceased.

*The Village of Baldwin reserves the right to change these rules and regulations without notice.*