

CHAPTER
137
Board of Cemetery
Trustees

- 137.01 Established.
 - 137.02 Rules and regulations.
 - 137.03 Policies and procedures.
-

137.01 ESTABLISHED

There is hereby established a Board of Cemetery Trustees who shall have such powers and duties as are provided in Ohio R.C. 759.20 et seq. and by Council.
(Ord. 2020-18. Passed 4-27-20.)

137.02 RULES AND REGULATIONS

1. Visiting hours are from SUNRISE to SUNSET daily.
2. Wreaths on stands, grave blankets, ~~A~~artificial flowers and winter decorations are permitted November 1 through March 15 and are not permitted at other times of the year. Any artifacts found on gravesites outside of the stated time frame will be removed and discarded.
3. All flowers must be in a non-breakable container during the mowing season. Flower containers must be mounted to monument or maintained within the planting area. Breakable (i.e. glass, ceramic, porcelain, pottery) containers are not permitted at any time.
4. Planting of annuals during the summer months is permitted, only in front of the headstone and plantings cannot be more than twelve (12) inches from the headstone. If not maintained, plantings will be removed at the City's discretion.
5. Any unsightly flowers or containers will be removed. Any unkept planting areas will be removed and restored to turf. All items contained within the planting area shall be organic and non-breakable.
6. Planting of shrubs, trees and other large plants or perennials are not permitted without approval of the Cemetery Committee.
7. No edging, fencing, non- organic mulch or decorative chips will be permitted. No lighting or illuminated fixtured will be permitted.
8. Acts of vandalism or misconduct are strictly forbidden and violators will be prosecuted.
9. No bicycles, scooters or motorized pleasure items will be permitted in the cemetery.
10. No pets will be allowed in the cemetery.

11. Any questions or complaints regarding the cemetery can be made by calling the City Sexton at 614-836-3910 (Groveport Public ~~Works~~ **Services** Department).
12. No individual is permitted to pour a footer for head and foot stones. All footers will be poured under the direction of the City Sexton. **All headstones and monuments must be set on footer by monument company.**
13. All monuments in Section 5 of the cemetery and future sections will be placed at the west end (head) of the grave with the lettering on the east side of the monument. Granite, marble or bronze are the only materials permitted for grave markers and monuments.
14. No online marker/headstones orders will be accepted by the City of Groveport.
15. Monument sizes shall not exceed seventy-five percent (75%) of the width of the grave or graves to be marked in Section 5 and all future sections of the cemetery. Monument sizes in Sections 1 through 4 of the cemetery will be allowed to continue as previously established.
16. All grave spaces on Lot Numbers 161, 162, 163, 164 and 165 will be sold as single graves only with single markers.
17. The driveway gate at the Hendren Cemetery will be kept closed at all times, except for the purpose of burials. Special circumstances can be arranged by contacting the City Sexton.
18. Only two (2) burials will be permitted per space as follows:
 - a. One (1) earth burial and one (1) cremains, or
 - b. Two (2) cremains burials.
19. All burials must include the installation of a burial vault.
20. No burial of pets will be permitted.
21. Foot markers must be flush with the ground.
22. Only one (1) monument and ~~one (1)~~ **a maximum of two (2)** foot markers will be permitted per space. **No exceptions.**
23. Cost per space will be one thousand dollars (\$1,000).
24. **Weekday** ~~Θ~~opening/closing cost will be one thousand dollars (\$1,000).
25. **Weekday** ~~€~~cremation burial **open/closing cost will be** six hundred dollars (\$600).
26. Weekends/holidays opening/closing one thousand two hundred fifty dollars (\$1,250). Weekend cremation burial opening/closing is seven hundred fifty dollars (\$750). **Families which have already paid opening and closing costs opting a weekend/holiday burial will be responsible for the balance due of (\$250) for a prepaid traditional or (\$150) for a prepaid cremation open and closing.**
27. Headstone foundations one dollar and fifty cents (\$1.50) square inch

28. The Perpetual Care Fund is established to pay the costs of maintaining the cemetery in accordance with State Code (ORC Section 759.12). The following percentages have been established:

1 - 100	75%
101 - 200	65%
201 - 300	55%
301 - 400	45%
401 -500	35%
100%	of all spaces sold in Sections 1 through 5.

137.03 POLICIES AND PROCEDURES

The sale of cemetery ~~lots~~ gravesites in Section 5 and all future sections will be handled much in the same manner as any other financial transaction for the City of Groveport. ~~Below is a summary of the steps which will be used~~ The policies and procedures are as follows:

- (a) Persons wishing to purchase lots will be referred to the City Sexton at 614-836-3910 (Groveport Public ~~Works~~ Services Department).
- (b) A plat of all available lots will be reviewed with the prospective buyers. The buyers will be afforded the opportunity to view the actual ~~site~~ gravesite and will ~~pick to choose~~ the lot and space which best meets their ~~personal~~ needs.
- (c) Once the lot(s) ~~or~~ and space(s) ~~is/~~are chosen and an agreement to purchase is reached, a ~~sales~~ purchasing agreement for each individual gravesite ~~will~~ must be signed ~~and~~ before payment will be accepted. Payment for ~~property~~ and, when applicable opening and closing costs, must be made in full at the Groveport Finance Department, 655 Blacklick Street.
For persons who do not have full payment immediately available, lots or spaces will be held ~~for~~ three (3) business days ~~to allow the parties to obtain financing.~~ After three days the lots will be placed back ~~on the market~~ into circulation.
- (d) Once payment is received, ~~a~~ two (2) original deeds will be ~~prepared~~ generated and signed by ~~all the parties~~ authorized City Officials. One original deed is to be mailed, regular US mail, to the owner within ten (10) business days. One original deed is to be scanned to the electronic file folder under the deed number and owner's name.
- (e) A record of the sale will be made on the plat, recorded in the cemetery ~~software ledger,~~ specific to that gravesite, and ~~a lot owner card will be prepared~~ maintained in a paper and electronic file folder under the deed number and owner's name.
- (f) ~~Funds~~ Revenues from the sale of ~~the~~ lots will be distributed to the appropriate funds based on the percentage designated to perpetual care ~~and the appropriate receipt will be prepared.~~ One (1) copy of the receipt will go to the party paying, one (1) copy will be maintained in the Finance Department and one (1) copy will be maintained permanently in the paper and electronic file folders under the owner's name.
- (g) A summary of all transactions to the funds and a record of all ~~lot or space~~ sales will be ~~prepared along with the City Monthly Financial Statement at the end of each month.~~ This statement will be distributed submitted to members of the ~~eCemetery eCommittee as an item on its meeting agenda, council, and the administration~~ for their review.

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- (e) A record of the sale will be made on the plat, recorded in the cemetery software specific to that gravesite, and maintained in a paper and electronic file folder under the deed number and owner's name.
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