



The City of Kirksville owns and maintains Forest-Llewellyn Cemetery, located at the end of West Harrison Street, between Osteopathy and Centennial Streets, and Missouri and Washington Streets. The Rules and Regulations for Forest-Llewellyn Cemetery are contained in this Council Policy, and are referenced in Chapter 14 – Cemeteries – of the City Code.

It is the aim of the City of Kirksville to continue to improve and preserve the appearance and history of this cemetery, requiring cooperation of the lot owners. In order to maintain a high standard of care and safety for the mowing and cleaning of the cemetery grounds, it is necessary to establish rules and regulations.

I. DEFINITIONS

The following words, terms and phrases, when used in these Rules and Regulations, shall have the meanings ascribed to them in this Policy, except where the context clearly indicates a different meaning.

Burial lot - eight (8) graves in a lot size of approximately eighteen (18) feet by twenty (20) feet. Exceptions are lots where a hill or other limiting natural feature restricts the lot size

Burial space - a single grave, which is five (5) feet in width and nine (9) feet in length, for the intended purpose of interment of a human body or the cremated ashes (cremains) of a human body.

Marker (or Monument) - a permanent, one-piece granite, marble or bronze gravestone that is installed flush with the ground, or raised above the ground, indicating the name of the deceased, and the date of birth and death as a means of marking a burial place.

Military marker - a flat, upright or bronze niche marker provided by the United States Department of Veterans Affairs for an eligible veteran.

II. PURCHASE OF CEMETERY SPACES

A. The City Clerk is authorized to sell burial lots and spaces in Forest-Llewellyn Cemetery to be used for the burial of the remains of human beings and for no other purposes.

B. Cost. The cost of a burial space is found in the City's Fee Schedule and includes the cost for interment of human remains or cremated remains, and the cost for the burial of one cremains at the foot of an existing grave. All burial fees are placed in a perpetual care fund.

C. Eggert Addition. Spaces for burial are available in the Eggert Addition only.

III. INTERMENT

A. Certificate of ownership. Prior to a burial, a certificate of ownership shall be acquired from the office of the City Clerk at City Hall after payment for the requested burial space.

B. Interments. The number of burials in any burial space shall be as follows: one (1) traditional (casket/vault) and one (1) cremains; or two (2) cremains in a burial space.

- C. Inurnments. Only one cremains may be inurned in an existing burial space containing a casket/vault and must be placed at the foot of the burial space. Burial of cremains in other areas of the cemetery may be considered on a case-by-case basis.
- D. Grave openings. Grave openings and closings shall be the responsibility of the funeral director in charge of arrangements. The funeral director shall contact the City Clerk prior to any openings in Forest-Llewellyn Cemetery. If contact is not made, the City will not be responsible for correcting mistakes, but will place the responsibility on the funeral director.
- E. Vault required. When a wood casket is used, a vault of concrete or metal is required. A vault is not required when any other type of casket is used

IV. OWNERSHIP

- A. The City Clerk will issue a Certificate of Ownership to the purchaser after payment has been made for a burial space.
- B. No owner of any burial space in the Forest-Llewellyn Cemetery shall sell their burial space. However, the City would consider transfers of a burial space provided the owner requests an approval of a transfer, providing proof of ownership to the City Clerk. Should the City Clerk deem a transfer of ownership is in order, the Clerk will prepare the appropriate paperwork providing it to the parties involved in the transfer of ownership.

V. MARKER OR MONUMENT

The space available for a marker is five (5) feet. No more than seventy (70) percent of the five-foot space can be used for a marker. A one (1) foot space should be allowed between the head of the grave and the marker. A foot marker may be considered on a case-by-case basis.

The owner of a burial space, or a monument dealer representing the owner, must contact the Cemetery Sexton prior to placement of a marker or monument.

- A. Material. A marker shall be granite, marble or bronze. The only exception shall be the temporary marker placed by the funeral directors for the purpose of identifying the interment.
- B. Installation. Only licensed monument dealers/builders, City employees or City-approved agents shall install or erect a marker or monument in the cemetery.
- C. Damaged or deteriorated. When any marker or monument becomes unsightly, damaged, or deteriorated, the City shall do what it can within the resources available to have the marker or monument repaired or removed.
- D. Cremation marker. If cremains are inurned at the foot of the grave, a foot marker will be allowed, so long as all rules and regulations are followed for a traditional burial space.
- E. Military marker. The City will defer to the United States Department of Veterans Affairs' standards for all federally-supplied markers.

VI. FLOWERS AND DECORATION

- A. Headstone sprays, fresh cut flowers, and artificial flowers contained in a permanent vase attached to the marker, are permitted year around, but are subject to removal by City staff when they become soiled, weathered, or displaced by a storm event.
- B. Holiday flowers and wreaths on a stand may be placed on a burial space for Memorial Day and Independence Day two weeks prior to each holiday, and must be removed two (2) weeks after each holiday, or they will be discarded by the City.
- C. Vases and statues of a size that can be adhered or attached on the marker are allowed at a burial space.
- D. Prohibited. Other decorations will be prohibited including, but not limited to: solar lights, shepherd hooks of any size, statues, figurines, vases, pottery, ceramics, wind chimes, decorative rocks, wood chips, landscape timbers, furniture, Christmas trees, ornaments, trinkets, adornments, borders, flag poles, and banners.
- E. Funeral flowers may be removed by City staff, without notice, after seven (7) days following the interment.
- F. Flags may only be placed at burial spaces by military officials and/or their agents. Flags will be removed by the City two (2) weeks after a holiday observance, unless a flag is damaged, whereupon it will be removed immediately.

VII. PLANTINGS

No plantings of any kind will be allowed.

VIII. TRUST FUND

All revenue derived from lot sales, perpetual care fees, and donations will be deposited in the Forest-Llewellyn Park Cemetery Trust Fund, with only interest earned on said funding being used for the operation and care of the cemetery.

Individual donations are tax deductible under Section 170 of the IRS Code.

IX. FRIENDS OF FOREST-LLEWELLYN CEMETERY COMMITTEE

The Friends of Forest-Llewellyn Cemetery will work with City staff and other community organizations to ensure that the cemetery is preserved for the education and appreciation of future generations. The committee will develop and disseminate education information to the general public, generating both an awareness of, and appreciation for, the historical significance of this local landmark; and will identify and establish fundraising events and activities.

- A. Mission. The Friends of Forest-Llewellyn Cemetery Committee's mission is to assist in the restoration and preservation of Forest-Llewellyn Cemetery. As a member of this organization, members are expected to prioritize renovations, establish long-range maintenance plans to repair broken markers or monuments, damaged statuary, and collapsed tombs; replace dead trees; and improve and maintain the entryway into the cemetery.

- B. Membership. The membership appointment to the Friends of the Forest-Llewellyn Cemetery will be made by the Mayor with consent of the City Council. No membership terms will be established.

Staff support will be provided by the Assistant City Manager and City Clerk.