



Rules and Regulations

Ripon Cemeteries

Last updated January, 2019

Contact Numbers

Any questions may be directed to the Public works Office at (920) 748-4909. Office hours are 8 AM– 2:30 PM. The office is located at 570 Aspen Street, Ripon, WI 54971.

**SECTION VI. FEE SCHEDULE
As of 01/31/2019**

Space Sales
One Space\$500.00 ea.

** Spaces available at Woodlawn or Garden of the Cross Cemeteries only **

Interment Fees
Adult \$900.00
Infant\$300.00
Cremations \$350.00
Disinterment \$1500.00

**add additional \$200.00 for any interment on a Saturday **

Winter Burial Fees
Full burial.....\$300.00
Cremations \$150.00
Infant..... \$100.00

This fee is in addition to normal and customary fees

Miscellaneous Charges
Monument Permit \$ 30.00
Deed Transfer\$ 15.00

Table of Contents

Preface

Section I General Information
Historical Overview
Organizational Structure

Section II Lot Regulations
Purchase of Lots
Rights of Lot Owners
Transfer of Lots
Landscaping
Flowers and Other Floral Displays
Trees and Shrubbery

Section III Interment Regulations
Interments
Disinterments
Cremains

Section IV Memorial Regulations
Markers and Monuments

Section V General Regulations
Rights of City Employees
Cemetery Hours and Other Rules ...
Contact Numbers

Section VI Fee Schedule

SECTION V. GENERAL REGULATIONS

PREFACE

The Ripon Municipal Cemeteries (Hillside, Woodlawn and Garden of the Cross sections) are owned and operated by the City of Ripon for the benefit of all citizens. Specific policies and procedures have been established by the City Council of Ripon and are set forth herein to ensure proper maintenance and beauty. The City reserves the right to amend any of these policies to conform to newly developed cemetery practices. Wisconsin State Statutes (Section 69.18 and Chapter 157) are hereby adopted by reference. Appropriate sections of the Ripon Municipal Code are also included.

We welcome visitors and patrons to visit the cemeteries. People requesting information should contact the Public Works Department Secretary during regular business hours.

All fees and charges are outlined in a current fee schedule. All charges are payable prior to the issuance of any permits as contained herein except when other arrangements have been made. Appropriate receipts will be issued. The current fee schedule may change without notice.

Rights of City Employees

The City reserves the right for its workmen in the performance of normal cemetery operations to enter upon, across and through any lot in the cemetery.

The City or its employees assumes no liability for damages to property or persons, or 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 City reserves the right to construct, change or close roadways, water mains and other physical public properties of the cemetery.

Cemetery Hours and Other Rules

The cemetery will be open to visitors at all times between sunrise and sunset. The cemetery may be closed at the direction of the Public Works Director when weather, ground conditions or other circumstances may warrant its closing.

Dogs and other animals are not permitted in the cemetery at any time per City ordinance 8.04.150 - Prohibited areas for animals.

The use of firearms, air guns, bows and arrows, slingshots, explosives and weapons of every character upon the grounds is strictly prohibited except in conjunction with military funerals.

Visitors shall use established roadways for access, the speed limit for which shall be set at 10 miles per hour.

SECTION IV. MEMORIAL REGULATIONS

Markers and Monuments

Grave markers, foundations and mausoleums will be set only by monument companies according to regulations specified by the City. The City will not construct or erect monuments, markers or bases except as herein provided. The City reserves the right to specify adequate foundations to support said monuments. The top of the concrete foundation will be set with a five-inch margin. A permit is required from the Public Works Department. The lot must be paid in full before the marker and monument permit will be issued.

The setting of all monuments and markers is the responsibility of the lot owner. The setting of monuments, stones and markers and the transportation of all tools, materials, etc. within the cemetery shall be subject to the supervision and control of the Sexton. Unless special arrangements are made with the Sexton, such work will be conducted between the hours of 7:00 AM and 3:00 PM, Monday through Friday. All work as outlined above shall be completed and debris removed immediately.

The City will refuse to issue a monument permit for any monument or marker where the size of the monument, marker is not in harmony with the size of the lot. All monuments must be set in line with other monuments or as directed otherwise by the Public Work Director. Only two markers will be permitted on a grave space, on which one must be flush with the ground and of a size, which meets with the approval of the Public Works Director.

Only flush markers are permitted in the Garden of the Cross section of the cemetery.

SECTION I. GENERAL INFORMATION

Historical Overview

The first cemetery in the Ripon area, later known as Woodlawn, was designed by Warren Chase in 1845 upon the establishment of the Ceresco Cemetery Association under the auspices of the Wisconsin Phalanx. The first interment was that of Caroline Denks in 1845, hers being the first death among the membership of the Phalanx. Other burials took place on College Hill in the absence of a cemetery for the general public.

Following the founding of the Village of Ripon in 1849, the newly created Ripon Cemetery Association formally organized the hillside Cemetery. This transaction was officially recorded with the Register of Deeds on page 42 in Book I of Plats at Fond du Lac in March of 1854. The date of the first interment at Hillside is unknown, but most of the burials on College Hill were removed to this site.

Common to organizations of the period, early record keeping was poor. After 1863, however, full and complete records have been maintained. Further improvements in the management of the two cemeteries resulted from their merger in April of 1902. The Garden of the Cross section was added on June 15, 1956 upon the purchase of additional lands on Congress Street. Currently, the cemetery is comprised of approximately thirty-three acres.

The Ripon Cemetery Association approached the City in late 1983 to discuss the possibility of transferring its assets to the municipality. City Council unanimously approved the conversation proposal in June of 1984 and the City formally assumed operation of the Ripon Municipal Cemetery on January 1, 1986.

Organizational Structure

The Ripon Municipal Cemetery is organized under the division of the Public Works Department. The cemetery records are located in the Public Works Office on Aspen Street.

The Public Works Committee functions in an advisory capacity to the City Council and is responsible for recommending operating and planning policies for the cemetery to the Council. The Committee consists of three(3) council members and two (2) community members .

SECTION II. LOT REGULATIONS

The cemeteries are made up of lots and spaces. A lot may consist of up to six spaces. The following regulations make reference to “Lots” but all information applies to the individual spaces as well.

Purchase of Lots and Responsibilities of Owners

Persons desiring to purchase a cemetery lot are referred to the Public Works Department at 570 Aspen Street for information regarding available plots, locations, price and such other matters as may be required. Upon full payment of the purchase price of a lot, the City Clerk will issue (under seal) a cemetery deed which will be recorded in the records of the City as evidence of lot ownership. Lots or fractions of lots for which deeds have been issued by the City will not thereafter be divided except by consent of the City. All lots are exempt from taxation and cannot be seized for debt, except those owed to the cemetery, nor can they be mortgaged. All repossessed vacant lots shall be subject to the same fees and charges. Damage done to monuments through vandalism or acts of God are the sole responsibility of the lot owner.

Disinterments

A completed disinterment permit issued by the local health officer where the remains are buried is required before human remains are removed from the place of burial, transported and reinterred elsewhere. A burial permit is not required. The disinterment permit shall constitute authority to transport and reinter the disinterred remains. No death certificate shall be required to obtain a disinterment permit. The buried ashes of cremated bodies may be moved without a disinterment permit.

Disinterred corpses are declared by Wisconsin law to be dangerous to health and shall not be transported unless each corpse is accompanied by a separate permit from the local health officer for removal, showing the name, age, place, cause of death and medical attendant, destination point and the undertaker in charge. The consent of the Department of Health and Social Services must be attached to the permit.

A validated disinterment permit must also be obtained from the Cemetery. All removals will be made by the City under the supervision of a licensed embalmer, according to Wisconsin statutes.

Cremains

Cremains of a dead human body shall be considered as a final disposal of that body. No additional permits covering transportation, interment or other disposal of the ashes of a cremated body is required. Cremains will be interred at the current fee schedule. Cremains must be disposed of in a respectable way. Scattering or dispersal of cremains over public grounds is not permitted.

delivered to the City before the City will recognize the change of ownership. If the deceased lot owner left no will, satisfactory proof of descent must be provided. It is recommended that lot owners, in making their wills, include a provision covering the cemetery lots and devise same to one person.

Transfer of Lots

Lot owners may not resell their lots or part of lots. The City will buy back unwanted lots at the original purchase price less a transfer fee.

Lots may be transferred by written notification to the City and payment of a fee for a transfer deed. Such application shall be executed by the owner(s) of said lot or if said owner(s) is deceased, by the legal heirs.

The cemetery shall enter in the record kept for that purpose all deeds of transfer and reconveyance of cemetery lots.

Landscaping

No earth or turf shall be raised upon any grave above the general level of the lot. No hedge, fence or enclosure of any kind will be permitted on or around lots. Boxes, containers, glass jars, bottles, toys, cans and other miscellaneous objects shall not be placed on lots. If so placed, said objects will be removed by the City without notice. All landscaping, care of lots and other work in the cemetery will be done by the City. Landscaping of lots by owners is limited to tree planting, monument erection or floral displays and require the authorization of the Public Works Director.

Flowers and Other Floral Displays

Fresh-cut flowers may be used anytime and may remain until they become wilted or unsightly in the judgment of the Sexton. Potted plants may be set on lots without disturbing the sod. While the use of artificial flowers is discouraged, they are permitted and are treated in the same manner as potted plants and must be placed in a vase or pot. Any floral arrangements, vines, etc. which interfere with the proper care of lots may be removed at the discretion of the Sexton.

Trees and Shrubbery

The planting of trees and shrubs on lots is permitted only with the consent of the Public Works Director. All plant materials shall be planted in line with existing markers.

Lot owners may remove, under the direction of the Public Works Director, trees on gravesites that hinder the full usage of the site or its aesthetic value. The expense of the tree and stump removal will be incurred by the lot owner.

SECTION III. INTERMENT REGULATIONS

Interments

Interments will not be made on Sundays or holidays. The interment of bodies shall be made in strict accordance with the rules of the State Board of Health. The Sexton or his/her designee is required to be in attendance at every interment.

All interments shall be made in a concrete burial vault.

All graves shall be dug by the City under the direction of the Sexton or his/her authorized agent. Depth of graves shall conform to the Wisconsin State Board of Health specifications.

A charge for opening and closing a grave, including the sodding and seeding of the plot, will be charged per the current Fee Schedule.

The cemetery staff shall be given at least one working day notice to the opening and preparation of a grave. When several burials occur in a one to two day period, said burials shall be scheduled at the discretion of the Sexton.

The City will assume no responsibility for the protection, maintenance, damage or vandalism to flowers, wreaths, or any items used in funeral or interment proceedings.

The interment of two bodies in one grave will be permitted if it is two cremains, or one full burial and one cremains or infant.

Rights to Lot Owners

The lot owner or his/her authorized agent shall have the right to use a lot or portion thereof for burial purposes only in accordance with the terms of the Cemetery rules and regulations contained herein.

The lot owner shall have acquired the lot for interment of self or family members. The lot owner may, however, grant written permission (notarized and placed on file with the Public Works Department) for burial of other persons. A special form is on file at Public Works for this purpose. No corpse shall be interred in a lot other than the corpse of one having an interest therein (or relative) except by the consent of all persons having an interest in the lot. (Wisconsin Statutes 157.10)

Unless otherwise directed in writing by the lot owner (or heirs) and filed with the City, the City shall permit interment of family members at the request of any interested party upon proof of eligibility for burial as follows:

The surviving spouse of the lot owner shall have the first right to interment or to direct the right to interment. When there is no surviving spouse, the heirs may, by agreement in writing, determine who among them shall have the right to interment or direction for interment. Said agreement shall be filed with the City prior to any interments.

In the event that arrangements for future interments have not been made by the owner (or heirs), then the heirs shall have the right to interment in order of need.

All burial rights in cemetery lots purchased from the City occupy the same position as real estate upon the death of the owner. Only such persons whose names appear on the cemetery records of the city will be recognized as owners or part owners of lots. In case of the death of a lot owner when the cemetery lots is disposed of by a will and when ownership is to be determined, a certified copy of the will must be