



City of Urbana  
POLICIES & PROCEDURES  
Administrative Regulation 22  
Oak Dale Cemetery  
Effective March 1, 2016

## **PROCEDURES**

### **22.1 Oak Dale Cemetery**

The purpose of this document is to set forth the organizational structure and responsibilities, the policies and procedures of the Urbana City Oak Dale Cemetery (also styled as "Oakdale Cemetery"). The Policies and Procedures set forth here supersede any Oak Dale Cemetery rules and regulations which purchasers of grave space(s), crypt(s) or niche(s) received at the time of purchase.

**22.1.1 Definitions:** Following are the definitions of terms as used in this document.

- **Ash Grave** means land where cremated remains in an urn are buried.
- **Burial** means disposition of human remains below ground, also called interment.
- **Casket** means a container manufactured of wood or metal designed for the viewing of a body in the funeral home. The casket then acts as storage and protection for the body during transportation to the cemetery for interment or entombment.
- **Cemetery** refers to Oak Dale Cemetery in Urbana.
- **Certificate of Interment Rights or Deed for Interment Rights** means the document by which the Cemetery conveys a right of interment, entombment or inurnment in an Interment Space. An Oak Dale Cemetery Deed is a Deed for Interment Rights. Once the grave space is occupied there is no need for a Deed for Interment Rights.
- **Crypt** means a space in a mausoleum capable of holding a casket.
- **Disinterment** means to remove a vault or urn from a grave space. In this document, it is also used to mean removal of a casket from a crypt and an urn from a niche.
- **Entombment** means the placement of human remains in a crypt.
- **Foundation** means the base or footing on which a memorial is installed.
- **Grave Space** means a space of land reserved for the burial of an individual or where an individual is buried. Grave spaces in Urbana Oak Dale Cemetery measure 40 inches by 10 feet, with the exception of the infant grave spaces located in an infant section.
- **Interment** means to bury a vault below the surface of the ground in a grave space. In this document, it is also used to mean placement of human remains in a mausoleum crypt or niche.
- **Interment Right** means the particular right to place the remains of a deceased person in a specific interment space within a cemetery, subject to the limitations set forth by the cemetery.
- **Inurnment** means the placement of human remains in a niche.
- **Lot** refers to part of a section in the Cemetery. A lot typically measures 20' by 20' and holds up to 12 grave spaces.

- **Marker** means a flat memorial quarried from granite or cast in bronze and placed at ground level at the head or foot of a grave.
- **Mausoleum** means an above-ground structure for interment of human remains; it may contain a combination of crypts and niches.
- **Memorial** means (a) monument, grave marker, or headstone identifying a grave or graves, or (b) name plate, name bar, or inscription identifying a crypt or niche.
- **Monument** means an upright memorial, usually of granite to mark grave space(s). Centered on this grave space(s), it displays family and/or individual names and dates.
- **Niche** means a space in a mausoleum used for the inurnment of cremated human remains.
- **Opening and Closing** means opening and sealing a crypt or niche in the mausoleum or digging and closing the grave for burial of a vault or urn.
- **Owner** means the person or persons to whom the Cemetery has conveyed Interment Right(s) or who have acquired such right(s) by transfer in accordance with these rules and regulations or who hold such right(s) by inheritance.
- **Perpetual Care Money** is money paid to care for one or more graves in perpetuity. The money is placed in a Trust Fund and the interest is used to maintain the cemetery infrastructure and beautification.
- **Section** refers to a division of the Cemetery, typically bounded by streets and property lines. The Cemetery is first of all divided into sections.
- **Superintendent** refers to the City's designee who manages the maintenance of the grounds and/or is authorized to conduct business transactions on the City's behalf.
- **Urn** means a container for cremated remains. In Oak Dale Cemetery, the urn must be made of retrievable materials, such as bronze, plastic or cultured marble.
- **Vault** means an outer container manufactured of concrete, fiberglass, or steel into which a casket is placed for burial. Its purpose is to prevent the ground from sinking after burial, as well as providing protection for the casket.

### **22.1.2 Organizational Structure & Responsibilities**

#### **Director of Administration**

As specified in Ordinance 963.01, the Director of Administration shall be in charge of the management of the Cemetery. He shall direct all the improvements and embellishments of the grounds of the Cemetery and lots therein and shall protect and preserve the grounds and lots.

As specified in Ordinance 963.02, the Director of Administration shall make rules and regulations, not inconsistent with the provisions of the Codified Ordinances and other ordinances of the City.

As specified in Ordinance 963.04, the Director of Administration shall determine the size and price of lots in Oak Dale Cemetery and the terms of payment therefore.

As specified in Ordinance 963.05, the Director of Administration, upon first receiving the certificate of the Director of Finance that there are funds available for the purpose, and the written recommendation of the Superintendent of Oak Dale Cemetery, may, at his discretion, repurchase at the amount paid therefore by the owner thereof, any vacant lot in Oak Dale Cemetery which may be offered for sale by the owner thereof. Upon completion of the purchase, the Director of Administration may pay the purchase price thereof out of the general cemetery funds in his possession.

As specified in Ordinance 963.08, the Director of Administration may receive donations by bequest, devise or deed of gift or otherwise, of money or other property. The Director of Administration may determine the use of any donation, whose use is not specified by the donor.

The Director of Administration shall ensure that newly platted cemetery sections are recorded at the Champaign County Recorder's Office before grave spaces are sold.

### **Director of Finance**

As specified in Ordinance 963.03, the Director of Finance or his agent or designee shall cause to be given to each purchaser of a grave space, crypt or niche in Oak Dale Cemetery a receipt showing the amount paid and a pertinent description of the grave space, crypt or niche sold.

As specified in Ordinance 963.05, the Director of Finance will provide a certificate of funds available for the repurchase of graves by the City.

As specified in Ordinances 963.06 through 963.07, the Director of Finance shall act as treasurer of the Cemetery Fund, including the Cemetery Trust Income Fund, the Cemetery Trust Principal Fund, and the Cemetery Mausoleum Trust Fund.

As specified in Ordinance 963.09, the Director of Finance may accept money by agreement, gift, devise, bequest or otherwise, to be held as a permanent fund of Oak Dale Cemetery.

As specified in Ordinance 963.10, the Director of Finance shall issue a written receipt for money accepted by him, as provided in Section 963.09, and shall enter on the minutes of his proceedings full details of the transaction. He shall enter the receipt and income and the expenditure thereof in detail on his books of account, keeping each case separately.

As specified in Ordinance 963.11, The Director of Finance shall turn over to Council, as it is received, money accepted by him, as provided in Section 963.09, for a permanent fund, rendering a full statement thereof, by whom, when and for what purpose paid and accepted.

As specified in Ordinance 963.13, the Director of Finance shall hold in possession the Cemetery securities and shall be the agent of Council in making the investments, collecting the income and distributing the income to the Cemetery Fund.

### **Superintendent of Oak Dale Cemetery**

The Superintendent is responsible for the upkeep of the cemetery. This includes the caring for all lots, keeping the avenues and walks in good condition, trimming the trees and shrubs, mowing and cleaning the turf, removing debris and unsightly decorations.

The Superintendent is in charge of the markers and grave decorations. No one may remove or add monuments, markers, vases, plants or other articles without the permission and approval of the Superintendent. Unapproved items may be removed at the direction of the Superintendent.

The Superintendent is in charge of the pouring of foundations for markers and memorials.

The Superintendent is in charge of the sale of lots to owners and may receive checks and money orders made out to City of Urbana/Oak Dale Cemetery, but shall not receive cash. Cash must be taken to the Finance Department during normal business hours.

The Superintendent is responsible for interments, disinterments, entombments and inurnments.

The Superintendent is responsible for any exceptions to the procedures below.

The Superintendent may designate other employees to perform the duties and functions above, but the Superintendent is ultimately responsible.

### **22.1.3 Grave, Crypt or Niche Purchase**

Persons interested in purchasing grave space(s), crypt(s) or niche(s) should contact the Superintendent, who will provide the current availability and pricing.

To purchase grave space(s), crypt(s) or niche(s) a check or money order for the full amount should be made out to the City of Urbana Oak Dale Cemetery and given to the Superintendent. The Superintendent will give the purchaser a City-authorized receipt showing the date, amount paid, and grave space(s), crypt(s) and niche(s) purchased. After processing of the full payment, the Director of Finance will give the purchaser a Deed of Interment Rights. If the purchaser wishes to pay for the grave spaces(s), crypt(s) or niche(s) over time, the purchaser must complete an Agreement for Cemetery/Mausoleum Services Form, which is available from the Superintendent or Finance Director. Upon completion of the sales information, the form shall be forwarded to to Finance Department for completion of the payment option section (if requested).

### **22.1.4 Indigent Burials**

According to Ohio Revised Code § 9.15, the City is responsible for the cremation and/or burial costs of certain indigent persons whose place of residence was within the City limits at the time of death. Persons in transitional housing, for example at the Caring Kitchen, at a nursing home in Urbana, or with a friend in Urbana qualify as having a place of residence in Urbana, as do homeless persons found deceased within the city limits.

If an indigent person is unclaimed by a next of kin with the right of disposition as defined in Ohio Revised Code § 2108.81 and the City is ultimately responsible for disposition under Ohio Revised Code § 2108.81(B)(10), the City shall, whenever possible, donate the deceased's remains to the Wright State University Boonshoft School of Medicine or the Ohio Board of Embalmers and Funeral Directors in accordance with Ohio Revised Code. § 1713.34.

If an indigent person is claimed by a next of kin who is also indigent, the next of kin must make application for indigent burial to the City through a licensed funeral director and swear an affidavit of indigency. The application must be accompanied by a death certificate.

Upon receiving the Indigent Burial Form from the funeral home, the Director of Law determines whether the deceased qualifies for indigent burial at the City's expense. Burial in the Indigent section is mandatory for all applicants unless the deceased was a veteran. Opening and closing fees for the burial of ashes shall be waived. Any funeral home applying

for reimbursement under this section shall receive a maximum of \$800.00 for burial services of an adult indigent person who has been cremated.

The City's preferred method of disposition of remains of an indigent person shall be cremation of the body with the remains to be retained by the next of kin. If the family of the indigent has an objection to cremation or retention of the remains that is recognized as a valid objection by the community, the family may request, and the Superintendent may approve, the indigent person be buried rather than cremated.

In any case when an indigent is buried, the City shall cover the costs of burial and shall bury the deceased in the Indigent section in the next available space, with a plain concrete marker bearing the deceased's name, age and date of death. No other monument or marker may be placed at the grave site until the City has been reimbursed for the costs incurred.

#### **22.1.5 Grave, Crypt or Niche Transfer and Return**

Grave, Crypt and Niche rights (unless passed on by inheritance) are not transferrable. Grave, Crypt and Niche rights can be returned to the Cemetery for original price paid minus 10%, if sufficient funds are available, as certified by the Director of Finance.

Any person who receives interment, entombment or inurnment rights by inheritance or any authorized method other than original conveyance from the City, shall within one year after receiving such interest, give written notice of his or her name and address to the City, and shall notify the City of any subsequent changes in name or address. There is no need to revise any Deed of Interment when a purchaser listed on the deed dies as long as the person claiming inheritance is able to provide proof such as a will or court order distributing assets of an estate. Only an individual who establishes inheritance in an UNDIVIDED INTEREST in remaining spaces may grant permission for others, and that person must provide written proof of such permission to the City.

All matters of priority and permission shall be left to the family or other heirs to resolve, but the City shall give preference to persons within the third degree of consanguinity or affinity (see chart) until all spaces are filled. Otherwise, without a deed or written permission, any person claiming rights based on family relationship shall file a sworn affidavit specifying the person's degree of consanguinity to the original purchaser, and that no other living family member holds a higher degree of consanguinity or affinity to the original purchaser.

#### **22.1.6 Interment, Entombment, and Inurnment**

All charges must be paid before the funeral. Additional fees are charged for funerals entering the Cemetery at times other than normal working hours. See Appendix 1 – Cemetery Pricing.

Interments are not permitted on Sundays or New Year's Day, Memorial Day, July Fourth, Labor Day, Thanksgiving Day, Christmas Day, or other designated City Holiday, unless required by the Rules and Regulations of the Board of Health.

March through November:

Interments may be delayed due to inclement weather; graveside services, in the event of inclement weather, will be held in the '*Shepherd Mausoleum*'.

December through February:

Internments will be held in the '*Shepherd Mausoleum*'. Graveside services during this period will be determined by the Cemetery Superintendent.

The person giving the order for interment will provide to the Superintendent:

- The Burial Certificate from the Vital Statistician
- The time of the funeral and expected time to enter the cemetery
- Complete prepayment of interment costs, including grave costs if not already paid

For burial, caskets must be in a vault. Urns do not need a vault, but must be made of retrievable materials, such as bronze, plastic or cultured marble.

One grave space may hold one adult vault plus one urn or two urns. One crypt may hold one vault or one vault plus one urn. One niche may hold up to two urns. A tandem crypt may hold two vaults or one vault plus one urn.

Burial procedure is as follows:

- City employees dig the grave beforehand, by hand for ash and infant graves, using the backhoe for adult graves.
- Day of funeral, a City employee sets up a tent for a graveside ceremony or readies the chapel for a chapel ceremony.
- After the ceremony, the vault company lowers the vault.
- The City employee fills in the grave and takes down the tent.
- As weather permits, City employees will sod or seed the dirt.

Entombment or inurnment procedure is as follows:

- Day of funeral, a City employee is there to set up the chapel for a ceremony, if desired.
- For niches, the City employee places the sealed urn in the niche.
- For crypts, the City employee places the casket in a tray before placing the casket in the crypt; special coated plastic is sealed to the cement opening using caulk; then taped, to the closure of the crypt.

### **22.1.7 Removal or Disinterment**

No disinterment or removal shall be made on Saturdays, Sundays or holidays.

When remains are to be removed **from** the Cemetery, written consent must first be received from the person who paid for the interment, the grave-owner, or the next of kin of the deceased; an order from a court of competent jurisdiction; and/or a permit from the Board of Health can be presented in accordance with the statutes of Ohio governing the disinterment and removal of bodies.

When remains are to be moved **within** the cemetery, written notification must be provided to the person who paid for the interment, the grave-owner, or the next of kin of the deceased, if able to be located.

A disinterment is considered an Opening and Closing. See Appendix 1 – Cemetery Pricing.

When remains are moved from one grave to another within the Cemetery, the fee to move the remains is a relocation fee. See Appendix 1 – Cemetery Pricing.

### **22.1.8 Memorials**

All memorials must be made of natural stone or metal.

Monuments and markers must be set on concrete foundations provided by the Cemetery. The Superintendent shall direct the timing of the pouring of the foundation. See Appendix 1 – Cemetery Pricing.

A monument or marker must not be set closer than 6" to the edge of the grave space or group of grave spaces it marks.

The maximum size for a marker is 12" by 24".

No more than one monument is allowed per grave space.

The maximum height for a monument is:

- Single grave space—24"
- Double grave space—36" (one per double grave space)
- Triple grave space—36" (one per triple grave space)
- Entire lot (12 grave spaces owned by the same family)—48" (one per lot).

Monuments and markers must be reviewed and approved by the Superintendent.

Only Cemetery employees may remove memorials unless a permit signed by the grave owner is first left with the Superintendent.

### **22.1.9 Vases and Decorations**

Only one ground decoration and/or 1 solar light are allowed per grave. Veteran markers are not considered a decoration.

Vases must be made of natural stone or metal, and maintained to keep in good repair.

No ground decorations are permitted from March 15th through May 21st, except for Easter and Mother's Day, due to spring cleanup. No ground decorations are permitted from October 15th through November 21st due to fall cleanup.

### **22.1.10 Plants**

No trees, shrubs, plants, flowers, or ivy shall be planted in the Cemetery except by employees of the Cemetery. No trees, plants or shrubs shall be trimmed in the Cemetery except by employees of the Cemetery.

Nothing except grass shall cover the graves.

The City encourages donations of trees to be planted in the cemetery at the direction and written authorization of the Superintendent. If the donated trees are to be placed on grave space(s), the donator must have the Deed of Interment Rights for the space(s).

### **22.1.11 Care Fund Monies**

Particular attention is called to the special endowment of lots. Many lot-owners have already placed with the Cemetery, in trust, a certain sum, the interest derived from the investment of which is used for the special care of the lot of the contributor. The Cemetery agrees to

use the interest derived from the endowment toward keeping the graves and lots in prime condition.

### **22.1.12 General Cemetery Rules**

Nothing shall be left in the cemetery other than memorials and vases. This includes watering utensils, rakes and brooms.

No person may pick any flower or disturb anything within the Cemetery.

Pets must be on a leash and any pet waste must be removed.

Hunting, sporting and playing within the Cemetery is prohibited.

Unless otherwise authorized by federal or state law, no person shall carry firearms, knives, bow and arrows, crossbows, air or gas-powered guns, missiles or missile-throwing devices or other dangerous weapons. No person shall cause any of the aforementioned weapons to be discharged into or through any part of the Cemetery.

No trash shall be left on the Cemetery grounds except in designated trash receptacles.

Automobiles within the Cemetery must remain on roadways and shall not exceed 15 mph.

Automobiles shall not pass a funeral procession proceeding in the same direction, or a burial in progress.

Stopped automobiles shall be parked on the right side of the road with the engine off.

No organization may hold memorial services in the Cemetery on Memorial Day, except by written permission from the Superintendent.

### **22.1.13 Veterans Section**

**Soldier's Mound:** The purchase price for a grave space is waived for a Champaign County resident holding the status of a United States Military veteran, when buried in the designated "Veterans" Section of Oak Dale Cemetery. Veteran must have been "Honorably Discharged."

**Soldier's Mound II:** Only two styles of marker permitted in this area – marble upright or bronze flush marker. Veterans in this section are placed in sequence of death.



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Oakdale Cemetery  
Appendix 1—Cemetery Pricing Policy  
Effective March 1, 2016**

**Grave Spaces**

40" x 10' grave space	\$575
Ash grave space (minimum 10 sq. ft.)	\$300
Infant grave space in Infant section	\$225
Grave space in Veteran sections	Free for veterans (burial fees and opening & closing surcharge still apply)

**Burial Fees for regular hours**

Vault	\$650
Infant vault	\$325
Ash vault or urn	\$325

**After-Hours Openings and Closing Surcharges**

For an Opening and Closing after-hours, the following surcharges apply, whether the opening and closing is a burial or in the mausoleum.

Monday-Friday entering the cemetery after 3:00 pm	\$275
Saturday entering the cemetery before 12:00 noon	\$275
Saturday entering the cemetery after 12:00 noon	\$500
Sunday or City Holiday entering the cemetery before 12:00 noon (If required by Board of Health)	\$600
Sunday or City Holiday entering the cemetery after 12:00 noon (If required by Board of Health)	\$700

**Relocation / Disinterment Fees, only allowed during regular hours**

Vault	\$1,250
Infant vault	\$650
Ash vault or urn	\$500

**Foundation Prices**

Monuments and markers must be placed on foundations. The City will pour flush foundations at the direction of the Superintendent. Owners are charged \$0.60 per square inch (length times width); foundations are poured to a depth of 24 inches. The minimum charge is \$190.

**Perpetual Care Prices**

The minimum contribution to the Perpetual Care Fund is \$1200.

**Shepherd Mausoleum (All Sections) Pricing**

Please call the Cemetery Office for availability and current pricing.

**Legacy Mausoleum (Built in 2006) Pricing**

( Level 'A' is the lowest )	Type & Cost		Type & Cost	
<b>E</b>	Single Crypt	\$2,700	Tandem Crypt	\$4,500
<b>D</b>	Single Crypt	\$2,900	Tandem Crypt	\$4,900
<b>C</b>	Single Crypt	\$3,200	Tandem Crypt	\$5,400
<b>B</b>	Single Crypt	\$3,500	Tandem Crypt	\$6,000
<b>A</b>	Single Crypt	\$3,100	Tandem Crypt	\$5,200
<b>All 7 levels</b>	Niche	\$1,200		

**Mausoleum multiple opening and closing costs:**

Mausoleum prices include one opening and closing for niches and single crypts. They include two opening and closings for tandem crypts. The cost for each additional opening of crypts is \$200 and for niches is \$100.

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