

CONSTITUTION BY-LAWS  
AND  
RULES AND REGULATIONS  
OF  
**RAVENNA TOWNSHIP CEMETERY**

Ravenna Township – Dakota County – Minnesota

**Adopted June 13 , 2013**

Ravenna Cemetery is located in Ravenna Township, Dakota County parcel id \_\_\_\_\_ on Ravenna Trail (County Road 54). Ravenna Cemetery is owned by Ravenna Township and is operated in accordance with applicable laws and the constitution, bylaws, rules and regulations adopted for the Cemetery.

## **Constitution of Ravenna Cemetery**

### **I. Name**

The name of the cemetery shall be Ravenna Cemetery.

### **II. Objectives**

The objective shall be the operation, maintenance, and preservation of Ravenna Cemetery.

1. To operate the cemetery in a manner that is in compliance with all local, county, and state rules and regulations.
2. To maintain the grounds in acceptable condition by providing for mowing of grass, trimming of trees, and/or further landscape architecture.
3. To preserve the historical monuments and grave markers as they contain architectural values, exemplifying craftsmanship in particular material and styles of that era. Preservation may include, but is not limited to, leveling and installation of a base.

### **III. Government**

The direction of the affairs and business of the cemetery shall be conducted by the Ravenna Township Board of Supervisors (“Town Board”).

### **IV. Fee Schedule and Expenditures**

1. All fees related to the Cemetery shall be as established in a fee schedule. The fee schedule will be reviewed periodically.
2. All expenditures of the Cemetery shall be made a claim to Ravenna Township and paid from the Cemetery account by the town clerk/treasurer after approval by the Town Board.

### **V. Duties of Officers**

1. Caretaker
  - a. After the initial organization of the Cemetery, shall be assigned at the annual town board reorganization meeting
  - b. All interments, disinterments, entombments, and cremations in the cemetery shall be under their direction.
  - c. All monument companies must contact the caretaker or Town Hall before any type of marker is to be placed.
  - d. Any future improvements needed on the cemetery grounds shall be brought before the Town Board.
2. Actuary
  - a. Shall be assigned to the Town Clerk/Treasurer

- b. Shall keep a register in which the name, age, gender, date of birth, date of death, and cause of death (if known) shall be entered as whatever the written law requires.
- c. Such records shall be open to public inspection, except as provided by law. Shall furnish to whoever requests an accurate summary of such records during any specified year for a fee determined by the Town Board.
- d. Shall sell all lots at such prices as the Town Board shall fix and deliver the record of sale to the said buyer.
- e. Shall write a receipt for all monies received from the sale of lots.
- f. Shall deposit all monies to the Cemetery account.
- g. Shall maintain a map of the cemetery.
- h. Shall keep a record of lots sold and those that are available.
- i. Issue records of ownership for lots and new records of ownership upon a properly documented transfer of a lot.

## **By-Laws of Ravenna Cemetery**

Ravenna Cemetery shall be governed by the following rules and regulations.

### **Article I**

Section 1. This cemetery shall perpetually be used as a place of burial for human remains only.

Section 2. Persons eligible to purchase gravesites in Ravenna Cemetery must be residents or relatives of Ravenna Township descendants and show proof of previous or current residency in Ravenna Township. Relatives include: persons related to the owner of the lot by blood, marriage, or adoption. Town Board discretion may be used as needed.

Section 3. The management of Ravenna Cemetery shall be vested in Ravenna Town Board who shall have control and supervision of said cemetery.

### **Article II**

Section 1. All fees or charges shall be set by the Town Board and are payable to Ravenna Township. Copy of the fee schedule is available upon request.

Section 2. A record of the sale of the lot shall be issued upon payment in full. Lot sales will be recorded with the Town Board by the Cemetery Actuary.

### **Article III**

Ravenna Township reserves, and shall have the right to correct any errors that may be made, either in making interments, disinterments or removals, or in the description of property, either by canceling or substituting other interment property, as far as possible or as may be selected by the Township, or, in the sole discretion of the Township, by refunding the amount of money paid on account of said purchase. In the event such error shall involve the interment of the remains of any person in such property, Ravenna Township reserves, and shall have the right to remove or transfer such remains so interred to such other property of equal value and similar location as may be available.

### **Article IV**

Section 1. General Prohibition. No cemetery lots shall be resold or transferred by an owner without written consent of the Town Board.

- A. An owner of a cemetery lot may reconvey lots to the Town Board and receive a refund of the original price paid.

- B. An owner of a cemetery lot may devise lot(s) by will to a relative or to the Town Board in trust for the use and benefit of any person or persons designated in the will.
- C. No cemetery lot may be affected by a testamentary devise unless the lot is specifically mentioned in the will and limited by it to one particular person.
- D. In all cases of transfer or conveyance all appropriate documents required by the Town Board must be provided by the owner or the owner's personal representative before a new record of ownership will be issued.
- E. Upon all proper documentation being submitted to the Town Board pursuant of Article III Section 1. (D), the actuary will cause a new record of ownership to be issued to the new owner.

### **Article V Interment**

Section 1. The Town Board will not be liable for the interment permit nor the identity of the person to be interred.

Section 2. No interment of two or more bodies shall be made in one grave except:

- A. Parent and child in one casket.
- B. Two infants in one casket.
- C. Two urns of ashes in one gravesite.
- D. One body and one urn of ashes providing there is an immediate family relationship.

Section 3. No interment may be made in the cemetery unless all ordinances, rules and regulations regarding interments have been complied with and burial fee and lot purchase price has been paid.

Section 4. At least forty-eight (48) hours, notice must be given to the caretaker prior to the use of any gravesite. No digging is permitted until a board member or actuary has been located and verified the burial site.

Section 5. All burials shall be made in concrete, bronze or approved vaults. Use of vaults for infant burial will be at the discretion of the Town Board.

Section 6. Interment hours are 8:00 a.m. to 5:00 p.m. daily with the exception of New Years Day, Easter, Memorial Day, July 4<sup>th</sup>, Thanksgiving, and Christmas. Consideration will be given for unreasonable hardship with an additional fee for interment set by the Town Board.

Section 7. Immediate burial required by the State of Minnesota Board of Health will be permitted on holidays and Sundays with an additional interment fee.

Section 8. All funerals on entering the cemetery are under the caretaker's direction.

Section 9. Funeral directors, upon arrival or prior to burial, must present necessary burial permits.

Section 10. A casket containing a body is to remain closed in the confines of the cemetery unless there is consent of the legal representative of the deceased or upon an order signed by a court competent jurisdiction.

Section 11. So far as possible burials will be provided for during all times of the year including winter. Additional charges for the actual cost of a burial during difficult weather may be incurred.

Section 12. Any damage done to a lot, trees, shrubs, monuments, markers, or other property, by dealers or contractors, or their agents, will be repaired by Ravenna Township; and the cost of such repair may be charged to the dealer or contractor, or to its principal.

### **Article VI Disinterment**

Section 1. Disinterments are not permitted unless written orders are filed with the Town Board.

Section 2. Disinterments requested by order of a court of competent jurisdiction require a certified copy of such order presented to Town Board.

Section 3. Coroner directed disinterments for inquest purposes, must present signed authorization to release the body to the coroner. This disinterment is the complete responsibility of coroner without assistance from cemetery caretaker.

Section 4. Disinterments are permitted when lot owner or heir can show just cause for transfer to another lot or area.

Section 5. The Town Board will not be liable for damage to any casket or container during removal.

Section 6. If replacement vault or outside container is required by the caretaker, it is the responsibility of persons requesting disinterment.

### **Article VII Cemetery Grounds**

Section 1. General care of cemetery:

- A. All general care of lots and graves having perpetual care is done by the Town Board without additional expense to lot owner.
- B. Care of roads, walks, boundaries, structures, trees, shrubs and grass are assumed by the Town Board.
- C. A written order is required for additional care of gravesites or markers. An additional charge will be made by the Town Board if request is approved and work completed.

Section 2. Planting of graves and lots:

- A. Each grave will be sodded level with the lawn adjacent to it. Permanent mounds are prohibited.
- B. Vases which are a component part of a monument are permitted.
- C. Planting flower beds or small plants on individual graves will not be permitted.
- D. Planting of trees or shrubs is not allowable except when authorized by the Town Board.
- E. Pots, urns or stands left unused will be disposed of.
- F. Flowers and other items placed directly on the grave will be removed by the caretaker prior to routine grass cutting.
- G. Sodding or seeding of the grave following interment or removal will be the responsibility of the Town Board as soon as circumstances permit.
- H. No fencing, hedging, borders or enclosures of any kind, shall be allowed around any lot; and no walks of brick, cinders, tile, cement, gravel, sand, or wood shall be allowed on any lot.
- I. The Town Board or Ravenna Township cannot be held responsible for any damages, loss, or theft of any personal property such as flowers, plants, decorations, vases, markers or monuments.

### **Article VIII Markers and Monuments**

Section 1. No more than one gravestone shall be allowed in the following circumstances:

- A. Two bodies in the same grave, or
- B. Two urns in the same grave, or
- C. One body and one urn in the same grave.

Section 2. Monuments will be permitted. Size and location of monuments permitted will be at the discretion of the Town Board.

Section 3. Markers of limestone, sandstone, or any artificial material are prohibited.

Section 4. Caretaker shall be notified before markers or monuments are delivered to cemetery.

Section 5. Markers and monuments shall not be placed on gravesites until payment of the fee for the purchase of the gravesite and the marker setting fees have been paid to the Town Board.

Section 6. Markers shall be in place within one year of the burial.

Section 7. When any monument or marker has been set in place, it shall not be removed therefrom without due process of law or written permission from the Town Board.

**Article IX General Rules**

Section 1. All persons are prohibited from picking flowers, breaking trees, shrubs or plants or marring or defacing any monument or stone within the cemetery.

Section 2. All lot owners and their representative shall observe the rights and interests of adjoining grave owners.

Section 3. All workmen in any capacity within the confines of the cemetery are subject to the direction and control of any Town Board member.

Section 4. Firearms will not be allowed in the grounds except at military funerals.

Section 5. The Town Board or Ravenna Township will not be liable for any accidents or injuries on cemetery property.

The adoption of these rules and regulations shall insure to all lot and grave owners the full rights granted them by previous agreements in the matter of contracts, conveyances, and other written agreements in conformity with law signed by authorized officers of the Ravenna Township Cemetery.

These By-laws are subject to change at the discretion of the Town Board.

Approved this 13th day of June, 2013 by the Town Board of Ravenna Township.

Ravenna Township,

Attest:

Dakota County, Minnesota

By: \_\_\_\_\_  
Carl Reuter, Town Board Chairperson

By: \_\_\_\_\_  
Mike Waxon, Town Board Supervisor

\_\_\_\_\_  
Caroline Spurgeon

Clerk/Treasurer

By: \_\_\_\_\_  
Hank Tressel, Town Board Supervisor