

EXHIBIT A



LINWOOD TOWNSHIP

ANOKA COUNTY

22817 Typo Creek Drive N.E.

Stacy, Minnesota 55079

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STANDARDS AND REGULATIONS OF LINWOOD TOWNSHIP CEMETERY

Establishment

Linwood Township Cemetery is a private cemetery established and continued upon land owned by the Township of Linwood. The cemetery is located on Typo Creek Drive one half mile north of the Town Hall.

Purpose

The cemetery is provided to Linwood Township as a place of *interment* and memorialization for deceased *residents*. It is the intent and desire of the Linwood Board of Supervisors to provide an attractive and peaceful cemetery environment affording comfort and solace for the family and friends of the deceased.

Definitions

The following words and terms, whenever they occur in this document, are defined as follows:

- 1) **Resident:** A person living in Linwood Township as their primary residency at the time of their death and paying property tax or rent on said property.
- 2) **Qualified Non-Resident:** Biological child, stepchild, foster child, sibling or step sibling of any age whose *parent/guardian* is a Linwood *resident*.
- 3) **Partner:** A husband, wife, or significant other at the time of their death.
- 4) **Dependent Individual:** A minor son or daughter who is the biological child, stepchild, foster child, sibling, step-sibling up to the age of 19, or age 24 if a full-time student, or someone who is under legal guardianship of a Linwood *resident* who has the legal duty to support them.
- 5) **Parent/Guardian:** Someone who has the legal duty to support a *dependent individual*.
- 6) **Proof of Residency or Former Residency:** Methods of proving Linwood Township residency or former residency include, but are not limited to: a driver's license, property tax statement, or mailed correspondence which shows the name of the deceased and a Linwood Township address.
- 7) **Interment:** Disposition of human remains or cremains by burial.
- 8) **Vault:** A sealed container constructed of a non-biodegradable material, enclosing the casket or cremated remains, intended to prevent sinking of the ground surface.

EXHIBIT A

- 9) **Footing:** A slab, usually of concrete, that is horizontal and flushes with the surface of the ground, on which a grave marker is placed. The footing itself is usually unornamented and considered structural, not a part of the marker itself.
- 10) **Flat Marker:** A memorial of granite or other approved material that does not extend above the surface of the ground.
- 11) **Headstone:** A memorial of granite or other approved material placed at the head end of the grave and may extend above the surface of the ground.
- 12) **Administrative Fee:** A fee per burial paid to Linwood Township for the Cemetery Fund to be used to maintain, improve and beautify the cemetery grounds. This fee does not include the cost of *interment*. The fee is determined by the Town Board.

Cemetery Records

- 1) Since Minnesota Statute requires that all burial records must be accessible for public inspection, records, maps, burial permits and all other cemetery documents are to be kept on file in the Town Hall.
- 2) The funeral home arranging the burial, or a family member of the deceased who is responsible for the arrangements, must supply a completed burial application, an *administrative fee* if applicable, a cremation certificate if applicable, and a disposition permit to the Town Clerk prior to the *interment*. Payment for digging the grave shall be paid directly to the grave digger.

People entitled to a gravesite

People entitled to a gravesite in the Linwood Township Cemetery include:

- 1) Any person who is a Linwood Township *resident* at the time of their death shall be entitled to a gravesite, free of charge.
- 2) The *partner* of a Linwood Township *resident* who is buried in the cemetery shall be entitled to the assignment of one adjacent lot. The reservation of the adjacent lot shall be made when the first deceased *partner's* burial application is submitted to the Township. An *administrative fee* shall apply if the surviving *partner* is not a Linwood Township *resident* at the time of their death.
- 3) A *Dependent individual* living in Linwood Township at the time of their death is entitled to a lot free of charge.
- 4) The parents or legal guardians of a *dependent individual* who was a Linwood Township *resident* at the time of the *dependent individual's* death shall be entitled to the assignment of two lots. An *administrative fee* shall apply if, at the time of the *parent/guardian's* death, they are not Linwood Township *residents*.
- 5) Any Linwood Township *resident* who has permanently moved his/her residence out of the Township for health care reasons shall be entitled to a gravesite, free of charge. In addition, the *partner* of any such person shall be entitled to a gravesite, free of charge.

EXHIBIT A

- 6) All former Linwood Township *residents* and the *partner* of each such *resident* who have not had gravesites assigned to them shall each be entitled to a gravesite. An *administrative fee* shall be paid and proof of former residency shown prior to the time of each burial.
- 7) Any former Linwood Township *resident*, and the *partner* of any former *resident*, who have had reserved gravesites assigned to them prior to 1999 will have the opportunity to retain two of the assigned sites upon the payment of an *administrative fee* at the time of each burial.
- 8) The cremains of the relative of a deceased Linwood Township *resident* and their *partner* may be interred in an occupied lot with written permission from the owner of the lot or a family member with the authority to do so. An *administrative fee* shall apply. One *flat marker* shall be allowed within the lot if there is an existing *headstone* in the walkway.
- 9) The remains of a *Qualified Non-Resident* may be interred in an unoccupied lot that would be chosen by the parent/legal guardian who is a current *resident* with written permission from said *resident*.

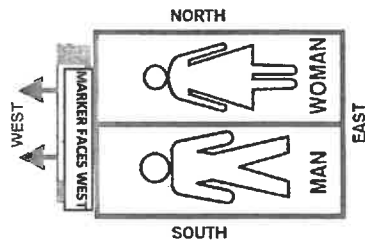
Reserved Lots

- 1) Lots shall not be reserved prior to a death, except for the parent, *dependent individual* or *partner* of an interred person, as described above.
- 2) Reserved lots shall not be transferable.
- 3) Reserved lots that have not been used in 40 years from the date of issuance will revert back to Linwood Township and be considered an available lot. Reversion of lots requires Town Board action.
- 4) *residents* wishing to release their reserved lots shall submit a letter to the Town Board for approval.

Interments

- 1) Burials must comply with applicable State of Minnesota regulations regarding burials.
- 2) Burials are restricted to human remains only.
- 3) Scattering of ashes shall not be allowed. Only authorized personnel shall dig the grave.
- 4) Each *interment*, whether body or cremains, must be in a *vault* that is approved by the Cemetery Coordinator. All burials must be contained in a non-biodegradable *vault*.
- 5) The maximum number of burials allowed per lot shall be either:
 - i. Three cremains over an existing full burial
 - ii. Four cremains
 - iii. Cremains of two people interred in the same *vault* shall be counted as two burials
- 6) In cases of burials of husbands and wives, the husband must be buried to the right. (See diagram.)

EXHIBIT A



STONE/MARKER/MONUMENT SETS ON WEST END / FACES WEST

MAN IN SOUTH GRAVE / WOMAN IN NORTH

ENGRAVE MAN ON RIGHT / WOMAN ON LEFT

Grave Markers

- 1) All markers must be approved by the Cemetery Coordinator before they are constructed by the monument company, and before placement. The Cemetery Coordinator will determine and stake the placement location.
- 2) Markers may not be set or repaired without the prior approval of the Cemetery Coordinator.
- 3) One headstone per lot will be allowed. *Headstones* shall contain space for additional names.
- 4) All markers and *headstones* must be set in a *footing* having 6" of concrete or granite surrounding all four sides of the marker. The maximum *footing* dimensions allowed per single lot shall be 24"x48". The maximum *footing* dimensions allowed across more than one lot shall be 24"x72". The maximum height of any *headstone* shall be 36", though flat *headstones* are preferred.
- 5) A bench as a *headstone* shall be permitted with the conditions that it be constructed of *headstone* material, contains the name(s) of the persons buried in the lot and is attached to its *footing*.
- 6) If a mid-lot marker is necessary, only a *flat marker* shall be allowed. One *headstone* and one *flat marker* per lot will be allowed.
- 7) All grave markers are and shall remain the property of the family of the deceased, and the responsibility for maintenance and liability shall remain with that family.
- 8) If any memorial or structure is placed with an inscription which is deemed inappropriate or offensive, it will be removed at the owner's expense.
- 9) The Township shall not be held responsible for theft or damage to *headstones*, grave markers, benches, or other memorials.

Grave Decorations

- 1) Trees, shrubs, bushes and flowers may not be planted on any gravesite or cemetery lot unless expressly recommended by the Town Board.
- 2) Fresh flowers, live plants and artificial flowers are permitted April through October and shall be potted or in a receptacle. Floral items shall be placed at either side of *headstones* in line with the *headstone* row, and held with a metal shepherd's hook or a metal flowerpot standpipe. Two floral items per lot are allowed.
- 3) Existing commemorative items such as statues, vigil lights, toys, ornaments, pinwheels, stones, and balloons are allowed to remain. Breakable items and stuffed animals are not permitted at any time. Commemorative items shall be placed on the marker, or as near to

EXHIBIT A

the marker as possible, to protect them during maintenance. After December 31, 2024 anything other than floral items are not allowed to be placed in the cemetery with the exception of flags on Memorial Day weekend and Christmas wreaths (December through January).

- 4) When plants and/or commemorative items are broken or unsightly, a family member or friend of the deceased shall remove them. If they are not removed, it is at the discretion of those in charge of maintaining the cemetery to remove them.
- 5) The Township shall assume no responsibility for items left on gravesites. Due to the open nature of the grounds, there is no guarantee against theft, vandalism, or the effects of nature.

Disinterment

- 1) Before any grave is opened for disinterment, written permission of the next of kin or other legal authority shall be obtained and approved by the Town Board.
- 2) Every disinterment shall be supervised by the Town Clerk, or designee, those authorizing the disinterment, and a licensed funeral director. Prior to the removal of a body from the Linwood Township Cemetery a permit must be procured from the MN Department of Health.
- 3) Cremains interred without a container may not be disinterred.
- 4) The excavation, disinterment and the related costs are the responsibility of the family of the deceased, or other legal authority.
- 5) Upon disinterment, the vacated lot shall revert back to Township authority.

Cemetery Maintenance

- 1) Cemetery grounds shall be maintained by Township personnel on a regular basis, as weather permits.
- 2) Cemetery personnel are authorized to remove any article determined objectionable.
- 3) The cemetery grounds may not be used for grazing, riding, or exercising animals of any kind. All pets must be on a leash. Pet owners are responsible for picking up their pet's waste.
- 4) ATV's such as four-wheelers, mini-bikes, dirt bikes, and snowmobiles, shall not be allowed on the cemetery grounds at any time.
- 5) Disturbing the solitude or other improper conduct violating the Standards and Regulations of the Linwood Township Cemetery shall not be allowed.

Amendments

- 1) This document shall remain in full effect and enforcement until revoked, withdrawn or amended by the Linwood Town Board.

EXHIBIT A

- 2) The Town Board reserves the right to change these Standards and Regulations as they deem necessary. Family members of the deceased shall comply with the rules at the time of burial, even if different than the rules that were in place when a lot may have been assigned.
- 3) The Town Board reserves the right to waive any rule on a case-by-case basis. Such actions shall be duly noted in the Township minutes.

Amendments

05/27/2025 – Added definition #2 for Qualified Non-Resident; added entitled to gravesite #9 The remains of a qualified non-resident may be interred...; corrected grammar, punctuation, & formatting

BY ORDER OF THE TOWN BOARD
LINWOOD TOWNSHIP