

**CITY OF COLUMBUS**

**ORDINANCE NO. 813-26**

**AN ORDINANCE TO REPEAL SECTIONS 30-51 THROUGH 30-53 OF THE CITY CODE AND TO CREATE SECTIONS 30-51 THROUGH 30-54 OF THE CITY CODE CONCERNING THE MANAGEMENT OF THE HILLSIDE CEMETERY**

The Common Council of the City of Columbus, Columbia County, Wisconsin does hereby ordain as follows:

1. Sections 30-51 through 30-53 of the City Code are repealed. Sections 30-51 through 30-54 of the City Code are created to now read as follows:

**Sec. 30-51. – Management and operation.**

The City Public Spaces Committee (“the Committee”) is hereby designated to oversee the management and operation of the Hillside Cemetery together with any future additions thereto. The Committee shall make recommendations to the Common Council concerning rules and regulations for the Cemetery as necessary, make recommendations to the Common Council as to employees and contractors, and make recommendations to the Common Council on all matters concerning the general function of the Hillside Cemetery.

**Sec. 30-52. – Hillside Cemetery rules and regulations.**

The following Rules and Regulations for the Columbus Hillside Cemetery are adopted for the use and management of the Cemetery. All owners of internment rights, visitors or contractors performing work in the Cemetery shall be subject to the Rules and Regulations, and any amendments or alterations as shall be adopted by the Common Council following recommendation by the Committee.

(a) *Lots and lot sales.*

(1) All deeds for lots sold in the Cemetery shall be signed by the Mayor and City Clerk. The proceeds from such sales shall be paid to the to the City Treasurer.

(2) Title to grave sites/lots shall remain in the name of the City of Columbus until the lot is paid for in full. All lots are to be paid in full before any internment is allowed.

(3) No burial space may be re-sold or transferred for more than the original purchase price and any perpetual care separately paid shall not be deemed part of the purchase price. The owner of any space desiring to sell or transfer the

same shall first offer the same to the City of Columbus through the Committee at no more than the price originally paid for the space. If the Committee declines to purchase the space within 30 business days of the space being offered to the Committee, the owner may sell or transfer the same to a third-party subject to the written approval of the Committee. Such approval shall be placed on file and the Secretary of the Committee shall endorse the memorandum of such approval on the deed conveyance.

(4) Where a lot is purchased by two individuals, the City does not recognize any subdivision of the lot. Upon the death of one of the joint owners, the right of burial to the balance of the lot is vested in the survivor of the parties.

(b) *Columbarium guidelines.*

(1) The Columbus Hillside Cemetery Columbarium has been created to provide a space for storing "inurnment" of cremate remains ("cremains"). Other uses of cremation spaces are prohibited. No inurnment of animals is permitted.

(2) Pricing of niches. The Common Council shall set the price of niches by Resolution. The current cost of niches is as follows. No more than two (2) burials are permitted per niche.

- RESIDENTS per niche: \$1,200.00 plus \$400.00 perpetual care
- NON-RESIDENTS per niche: \$1,400.00 plus \$400.00 perpetual care
- RESEVE FUNDS: Funds set aside for purchase of future Columbarium
- ALLOCATION OF FUNDS: Half the cost of niche will be placed in a Reserve Fund and the second half to Lot Sales.
- OPENING AND CLOSING per niche: \$250.00
- SATURDAY additional cost open/close: \$100.00

DISINTERMENT OF URN IN NICHE: \$250.00 plus the cost of the additional for door These costs of not include cost of cremation, and other off-premises costs.

(3) Niches. Niches will accommodate an urn no larger than 12 ½ high, 12 ½ wide, 12 ½ deep. Containers of cemented remains to be inurned shall be of material approved by the Committee and be of a size suitable for the niche (no cardboard boxes). The Committee shall have full authority to refuse to accept for inurnment and receptacle deemed unsuitable.

(4) Urns. The Columbus Hillside Cemetery will offer Urns in two (2) sizes, large and small.

(5) Keys. Keys for the Columbarium will be kept at City Hall. Only persons designated by the Committee will be responsible to perform opening and closing. To set up an opening, please call the City Clerk's office Monday through Friday from 8:00 a.m. to 4:00 p.m. Inurnments will be made during normal hours when Cemetery is open to the public with the exception that absolutely no inurnments will be permitted on a holiday or Sunday. It is preferred where possible that the inurnment occur during normal business hours of 8:00 a.m. to 4:00 p.m. Monday through Friday. Saturday inurnments are permitted with prior arrangement.

Hours:	April 1 <sup>st</sup> through September 30 <sup>th</sup>	6:00 a.m. to 9:00 p.m.
	October 1 <sup>st</sup> through March 31 <sup>st</sup>	7:00 a.m. to 6:00 p.m.

(6) Niche Cover Engraving. Due to the size of the niche the lettering for niches will be a font and size to appropriately fit the niche cover. The niche cover will consist of:

1. Surname, First name, middle initial
2. Maiden name if space allows
3. Date of Birth: Month, Day, Year only
4. Date of Death
5. Military Service Medallion

A form will be provided by the Committee where the information listed above can be provided. The Committee will take care of engraving the niche and making sure it is installed.

(7) Transfer of Ownership. Transfer of ownership is not permitted unless otherwise approved and permitted by the Committee.

(8) No flowers, ornaments, decorations, embellishments, memorial items or other articles or objects shall be placed in or near the Columbarium. No floral memorials or other ornamentation will be attached to the Columbarium. The City of Columbus reserves the right to remove any flowers, ornaments, decorations, embellishments or other items so placed.

(c) *Funerals.*

(1) No Internments shall take place in the cemetery on Sundays or Holidays except in case of extreme necessity.

(2) The Chapel shall be available upon request and reasonable notice (5 days minimum), to the City Clerk. If a monument is already set on the lot and

cremains are added and the owner wants to add another monument, it will be at the owner's expense and need a waiver from the Committee before work has begun.

(d) *Monuments and markers.*

(1) No marker or monument shall be set on any lot until all charges against said lot have been paid.

(2) No more than one marker shall be placed on any one lot.

(3) To set a monument or marker the contractor/company shall call the City Clerk's office to make arrangements to mark the area where the monument or marker may be set.

(4) Monument setting/centering is the responsibility of the company or contractor hired to set the monument. The contractor/company shall be responsible for a two-year period after setting the monument should the monument settle, topple, become in disrepair or collapse. The contractor/company shall be responsible for the repair, replacement, and the rest of the monument. ALL monuments and foundations need preapproval BEFORE cutting stone. A permit is required to set a monument. A fee for the permit and a fee for staking the spot shall be paid as established by Resolution of the Council and shall be paid to the City Treasurer before the monument is placed.

(5) All monument foundations will have a 6" front and back space, and all monument foundations will have an 8" space on each end.

(6) All lots are surveyed with corner markers; these markers must not under any circumstances be removed or moved.

(7) A 6" space must be maintained from each end of the corner marker.

(8) Markers for military or government grave sites. Plaques are to be placed on the existing stone. If there is no stone, a base to set the plaque is required.

(e) *Plants and flowers.*

(1) Fencing of any kind, steps, structures of wood or equally perishable material are prohibited.

(2) All decorations and other floral arrangements permitted may be placed on a grave site starting on May 1<sup>st</sup> and remain until September 19<sup>th</sup> which starts the fall clean up period. If not removed by the 15<sup>th</sup> of October, the items shall be considered abandoned and will be disposed of by the City.

(3) Winter decorations may be permitted starting October 15<sup>th</sup>, if fall cleanup is finished, and may remain on the graves until April 1<sup>st</sup>. If not removed by the 15<sup>th</sup> of April, they shall be considered abandoned and will be disposed of by the City.

(4) Decorations are limited to one per lot.

(5) The use of glass jars or bottles as receptacles for cut flowers is strictly prohibited. Artificial flowers must be confined to receptacles intended for cut flowers.

(6) No placing/planting of trees, shrubs, or plants upon a lot or in the walkway areas.

(f) *Chapel use and rental.*

(1) No bodies shall be stored at the Chapel at any time.

(2) The Chapel may be used for holding services and gatherings. To make arrangements to rent the Chapel, please contact the Committee Chair.

(g) *Policy/procedure for setting monuments/markers.*

Note: Design and installation of any marker/headstone shall be approved by the Committee.

(1) Monument installation shall be done only by monument dealer approved by Committee.

(2) Foundation shall be only a wet set pour or granite construction. NO PRE-CAST ALLOWED.

(3) What is Allowed.

a. All monument foundations must have a 6-inch extension front and back for a maximum foundation width of 24 inches.

b. Both ends of the foundation must have an 8-inch extension.

c. All monuments/headstones not to exceed 60 inches including the base in height; shall have the foundation designed by an approved contractor and submitted for approval before installation.

(4) Government Markers. Plaques are to be placed on the existing stone, if there is no stone, a base is required for the plaque.

(5) Cremains.

a. No additional monuments (markers are to be placed on existing lots); the inscription is to be placed on the existing monument/headstone.

b. Only one (1) headstone/marker is allowed on one grave, except where a double marker is permitted.

c. Permits must be submitted for approval. No markers shall be set unless first approved by Committee and grave plot is paid in full.

d. When customers begin the process of ordering monument/headstone, it must first be approved by the Committee.

**Sec. 30-53. – Fees.**

The current fee schedule for the Hillside Cemetery is on file with the City Clerk and the City Treasurer. The Committee may make recommendations to the Common Council concerning the fees for the cemetery and the Common Council may adjust the fee schedule at any time by resolution of the Common Council approved by a majority vote.

**Sec. 30-54. – Budget and financial issues.**

(a) The Committee shall annually prepare and submit a budget for the operation of the Hillside Cemetery to the City Council on or before October 1 of each year, in accordance with the practice of other commissions and committees, and at the direction of the City Administrator and City Treasurer.

(b) Upon the effective date of this Ordinance, the Hillside Cemetery Association shall turn over all funds in its control that have been designated as being available for the upkeep and maintenance of the cemetery and these funds shall be forwarded to the City Treasurer to be held in a segregated fund for that purpose. The Cemetery Committee may make recommendations concerning the future use of these funds, but the final decision on the use of these funds shall be made by the Common Council but restricted to use for maintenance, repair or perpetual care of the Hillside Cemetery.

2. **Severability.** Each section, paragraph, sentence, clause, word, and provision of this Section is severable, and if any such provision shall be held unconstitutional or invalid for any reason, such decision(s) shall not affect the remainder of the ordinance nor any part thereof other than that affected by such decision.

3. **Effective Date.** This Ordinance shall take effect immediately upon its passage and posting as required by law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

**CITY OF COLUMBUS**

By: \_\_\_\_\_  
Joseph Hammer, Mayor

By: \_\_\_\_\_  
Susan L. Caine, Clerk