



Grand Ledge Board of Cemetery Trustees

AGENDA

THURSDAY, 12 MARCH 2026 – 4:00 P.M.

COUNCIL CHAMBERS, CITY HALL

310 GREENWOOD ST., GRAND LEDGE MI 48837

I. ROLL CALL OF BOARD OF CEMETERY TRUSTEES – Chair Robin Bessette; and Trustees Tiffini Gee, Tim McClung, and Penni McNamara

II. PLEDGE OF ALLEGIANCE

III. AUDIENCE PARTICIPATION

IV. APPROVAL OF AGENDA

A. Motion – To approve the Thursday, 12 March 2026 Board of Cemetery Trustees agenda.

V. APPROVAL OF MINUTES

A. Motion – To approve the Tuesday, 16 December 2025 Board of Cemetery Trustees minutes.

B. Motion – To approve the Tuesday, 23 December 2025 Board of Cemetery Trustees minutes.

C. Motion – To approve the Tuesday, 30 December 2025 Board of Cemetery Trustees minutes.

VI. STAFF REPORTS

Public Works Superintendent

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

A. Discussion – Of monument and marker cleaning.

B. Discussion – Of Oakwood Cemetery Rules and Regulations.

IX. AUDIENCE PARTICIPATION

X. COMMUNICATIONS FROM BOARD OF CEMETERY TRUSTEES MEMBERS

XI. ADJOURNMENT



Gregory Newman, City Clerk

GRAND LEDGE BOARD OF CEMETERY TRUSTEES
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

BOARD OF CEMETERY TRUSTEES MINUTES – MEETING
TUESDAY, 16 DECEMBER 2025 – 4:00 P.M.
COUNCIL CHAMBERS, CITY HALL,
310 GREENWOOD ST.,
GRAND LEDGE MI 48837

- I. ROLL CALL OF BOARD OF CEMETERY TRUSTEES** – Chair Robin Besette; and Trustees Tim McClung and Penni McNamara

– Trustees Tiffini Gee was absent

OTHERS PRESENT – Gregory Newman, City Clerk; Kurt Ristow, Public Works Superintendent, Nikki Hendrickson, Public Services Administrative Assistant

II. PLEDGE OF ALLEGIANCE

Chair Besette led those in attendance in the Pledge of Allegiance.

III. AUDIENCE PARTICIPATION

Maxine Burkhardt commented on the definition of “immediate family” in the Oakwood Cemetery Rules and Regulations and requested the Rules be changed to allow burial of non-family.

IV. APPROVAL OF AGENDA

- A. Motion** – To approve the Thursday, 16 December 2025 Board of Cemetery Trustees agenda.

TRUSTEE MCCLUNG MOVED, TRUSTEE MCNAMARA SECONDED, TO APPROVE THE THURSDAY, 16 DECEMBER 2025 BOARD OF CEMETERY TRUSTEES AGENDA. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF MINUTES

- A. Motion** – To approve the Wednesday, 16 October 2024 Board of Cemetery Trustees minutes.
- B. Motion** – To approve the Friday, 27 December 2024 Board of Cemetery Trustees minutes.
- C. Motion** – To approve the Thursday, 12 June 2025 Board of Cemetery Trustees minutes.

TRUSTEE MCCLUNG MOVED, TRUSTEE BESSETTE SECONDED, TO APPROVE THE WEDNESDAY, 16 OCTOBER 2024, FRIDAY, 27 DECEMBER 2024, AND THURSDAY, 12

JUNE 2025, BOARD OF CEMETERY TRUSTEES MINUTES. MOTION CARRIED UNANIMOUSLY.

VI. STAFF REPORTS

Public Works Superintendent

Kurt Ristow, Public Works Superintendent, reported on fall cleanup, a mowing contract bid, and recent burials.

Gregory Newman, City Clerk, reported on a Grand Ledge Historical Society tour of the mausoleum.

VII. UNFINISHED BUSINESS

VIII. NEW BUSINESS

A. Discussion – Of Oakwood Cemetery Rules and Regulations.

The Board discussed the Oakwood Cemetery Rules and Regulations and the options to allow burials of non-immediate family.

IX. AUDIENCE PARTICIPATION

The public did not comment.

X. COMMUNICATIONS FROM BOARD OF CEMETERY TRUSTEES MEMBERS

XI. ADJOURNMENT

CHAIR BESSETTE ADJOURNED THE TUESDAY, 16 DECEMBER 2025, BOARD OF CEMETERY TRUSTEES MEETING, AT 4:39 P.M.

Gregory L. Newman, City Clerk

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310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

BOARD OF CEMETERY TRUSTEES MINUTES – MEETING
TUESDAY, 23 DECEMBER 2025 – 4:00 P.M.
COUNCIL CHAMBERS, CITY HALL,
310 GREENWOOD ST.,
GRAND LEDGE MI 48837

- I. ROLL CALL OF BOARD OF CEMETERY TRUSTEES** – Chair Robin Bessette; and Trustees Tiffine Gee, Tim McClung, and Penni McNamara were absent
OTHERS PRESENT – Gregory Newman, City Clerk;

NO QUORUM.

II. ADJOURNMENT

CITY CLERK NEWMAN ADJOURNED THE TUESDAY, 23 DECEMBER 2025, BOARD OF CEMETERY TRUSTEES MEETING, AT 4:05 P.M.

Gregory L. Newman, City Clerk

GRAND LEDGE BOARD OF CEMETERY TRUSTEES
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149

BOARD OF CEMETERY TRUSTEES MINUTES – MEETING
TUESDAY, 30 DECEMBER 2025 – 4:00 P.M.
COUNCIL CHAMBERS, CITY HALL,
310 GREENWOOD ST.,
GRAND LEDGE MI 48837

- I. ROLL CALL OF BOARD OF CEMETERY TRUSTEES** – Chair Robin Bessette; and Trustees Tiffine Gee, Tim McClung, and Penni McNamara were absent
OTHERS PRESENT – Gregory Newman, City Clerk

NO QUORUM.

II. ADJOURNMENT

CITY CLERK NEWMAN ADJOURNED THE TUESDAY, 30 DECEMBER 2025, BOARD OF CEMETERY TRUSTEES MEETING, AT 4:05 P.M.

Gregory L. Newman, City Clerk

City of Grand Ledge, Michigan
Oakwood Cemetery
Rules and Regulations

Introduction

Oakwood Cemetery and the Oakwood Cemetery Cremains Garden are owned and operated by the City of Grand Ledge, under the direction of the Board of Cemetery Trustees and the City Charter. The Board of Cemetery Trustees has adopted these rules and regulations to care and manage Oakwood Cemetery and the Oakwood Cemetery Cremains Garden, and direct the improvements and embellishments of the grounds at Oakwood Cemetery and the Oakwood Cemetery Cremains Garden. The Board of Cemetery Trustees reserves the right to change these rules and regulations. The City has the right to establish temporary rules or make exceptions to existing rules whenever, in its judgment, the best interests of Oakwood Cemetery and the Oakwood Cemetery Cremains Garden demand it. These temporary rules or exceptions must be reported immediately to the Board of Cemetery Trustees for approval or denial.

Definitions

Immediate Family – The spouse, parent, sibling, child, grandparent, or grandchild, of an owner or owner’s spouse.

Block – An area containing (up to) eight plots.

Marker – A gravestone or headstone, either flush with or above the ground, indicating the name(s) of the deceased buried in the plot(s) or niche(s) immediately adjacent.

Monument – A marker extending above the ground, inscribed with a family name.

Niche – A space within a plot or contained within a marker for burial of cremated human remains.

Owner – The individual or group of individuals listed on the deed for a plot or niche.

Plot – A space used for burial.

Resident – An individual meeting the requirements to be a registered voter of the City of Grand Ledge.

General Information

City Hall is located at 310 Greenwood St., Grand Ledge, Michigan 48837, and is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, except holidays. A complete record of owners and burials is maintained at City Hall. This information is available for all purchases and burials taking place after 01 January 1955. Information on purchases and burials prior to 01 January 1955 is less complete. All information concerning purchasing procedures, rules and regulations, arrangements for and cost of interment services, and other services are available at City Hall.

General Rules

1. Alcoholic beverages are prohibited, except in conjunction with established burial customs.

2. Advertising or posting of signs is prohibited.
3. Entering before 7:00 a.m. or after dusk is prohibited.
4. The speed limit is 10 miles per hour and driving off established roadways is prohibited.
5. Littering is prohibited.

Plot and Niche Purchasing and Transfers

In Oakwood Cemetery, each plot measures forty inches by nine feet.

In the Oakwood Cemetery Cremains Garden, each block measures nine feet by nine feet and is divided into eight plots each measuring three feet by three feet surrounding a center area measuring three feet by three feet. The center area contains a granite marker with a number engraved on it designating the block within the Cremains Garden. In addition, the granite marker has the letters A through H engraved on the edge of its face designating the plots surrounding it. Each plot is divided into two niches. Each niche may contain only one burial of cremated human remains. Only the niches located within Plots B and F may be sold individually.

Every plot and niche is sold subject to these rules and regulations.

1. Owners are issued a deed to their plot(s) or niche(s) entitling them to burial rights of the plot(s) or niche(s).
2. Purchasing of plots or niches for speculative purposes or for resale to third parties other than immediate family is prohibited.
3. Plots and niches are not real property and are exempt from property tax. No mortgage or other encumbrance shall be issued for any plot or niche.
4. Multiple owners shall be individually named on deeds.
5. The City will not refund any payment, or any portion of any payment, if a non-resident owner later becomes a resident.
6. Transfers of ownership are prohibited as long as the owner(s) is living. The City will refund any purchased plot or niche at the original purchase price upon written request by the owner(s). All transfers of ownership after the owner(s) is deceased must be completed by probate. The City will not issue a new deed upon ownership transfer but will update its records as to any new owner(s).
7. All rights claimed under the purchase of a plot or niche may revert to the City if, for any reason, the purchased plot or niche remains unused for a period of fifty years. The City will make all reasonable attempts to locate any heirs of the original owner(s) before a reversion takes place.

Interments and Disinterments

Orders for grave openings must be received at least sixteen working hours in advance of the interment.

1. No burial shall take place until the purchase price, the grave opening fee, and all other applicable fees and charges have been paid in full. Orders received from funeral directors within the City of Grand Ledge may be completed before the fees are paid.
2. The City is not responsible for errors in location of burials arising from improper instructions from owners. Orders from funeral directors shall be considered as orders from owners.
3. Funerals arriving after 3:30 p.m. on weekdays, all funerals on Saturdays, and all funerals on President's Day, Veteran's Day, Good Friday, the Friday after Thanksgiving Day, Christmas Eve, and New Year's Eve will be assessed an additional charge.
4. No burials are allowed on Sunday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, or New Year's Day.
5. A burial permit is required for all burials, including cremains. Burial permits for cremains must include complete information, the same as required for regular burial permits, in order for the City to keep complete records.
6. Burials of individuals other than the owner(s) or immediate family are prohibited.
7. No more than one burial may be made per plot, except in the case of a mother and infant, or two infants or two children, buried at the same time, and a second burial fee shall be paid. Also, a regular burial and three cremations per plot, or four cremations per plot are allowed.
8. No more than one burial may be made per mausoleum niche.
9. Burials other than human remains are prohibited.
10. All burials shall be in metal or concrete vaults, or concrete rough boxes, except for cremations and infant burials in a casket size of two feet six inches or less. All vaults and rough boxes shall be installed only by authorized firms and shall not exceed thirty-eight inches in width for a single plot. When the size of any vault or rough box exceeds thirty-eight inches in width, an additional plot must be purchased immediately adjacent to one side to provide adequate width without disturbing adjacent burials. Burials requiring a vault or rough box exceeding thirty-eight inches in width are not allowed in plots at either end of any block or adjacent to a pathway or road.
11. Vault firms are responsible for damage to the turf, landscaping, and surrounding markers and monuments, and shall use planking when and where necessary to protect the turf.
12. All interments and disinterments shall be performed by City employees.
13. Scattering of cremains is prohibited.
14. Disinterment is prohibited except for due cause and then only with the approval of the Health Department; and shall take place only between October 1 and April 30 unless by court order. Marker and monument foundations required to be moved due to disinterment will be reset at owners' expense.

15. Restoration of landscaping, funeral designs, and floral pieces damaged during a disinterment will be the responsibility of the owner(s).

Markers and Monuments

1. Markers and monuments in Oakwood Cemetery shall be located on the west edge of the plot(s) they reference and shall correspond in size with the size of the plot or plots it marks but shall in no event exceed four feet in height. Markers or monuments in Oakwood Cemetery containing niches for burying cremains must be constructed such that access to the niche after cremains are placed inside will deface or destroy the marker or monument and must be registered with the City. The City will remove, at the owner's expense, any marker or monument containing niches for burying cremains, unless it is registered with the City within thirty days of installation. All cremains placed inside markers or monuments containing niches must be recorded with the City within thirty days.
2. Markers in the Oakwood Cemetery Cremains Garden shall be made of granite and may include a bronze plaque. They shall be flush with the ground and shall not exceed twenty-eight inches in length, sixteen inches in width, and four inches in depth. They shall contain the full name of the deceased and engraving shall be performed by a monument company. They shall be oriented toward the pathway surrounding the block within which the marker is to be placed, and shall first be placed on the niche closest to the pathway and a second marker may then be placed on the niche furthest from the pathway.
3. Family monuments are permitted only if placed in symmetrical alignment with markers, and are prohibited in the Oakwood Cemetery Cremains Garden.
4. All markers and monuments shall be made of granite. Homemade markers and markers made of other materials such as marble, wood, plastic, cement, or steel are prohibited.
5. Markers shall be kept in good repair by the owner(s) for safety and aesthetic value.
6. Any temporary marker left for more than one year shall be removed by the City.
7. Inscriptions on markers and monuments shall not contain offensive or improper language, images, or markings as judged by the Board of Cemetery Trustees. Owners shall be responsible for all expenses for removal of markers deemed offensive or improper.
8. All markers and monuments must have foundations and shall not be delivered until a foundation is installed and payment is made in full. Orders for foundations shall be placed a minimum of two weeks in advance of delivery. Foundations will not be poured between October 1 and April 30.
9. Marker or monument companies are responsible for all damages to the turf, landscaping, and surrounding markers and monuments occurring during installation.
10. The City assumes no responsibility for damage to markers or monuments.
11. Individual mausoleums and crypts are prohibited.

Block Care, Maintenance, and Improvements

1. Regular maintenance of turf and landscaping shall be performed by the City.
2. Artificial flowers and wreaths, and grave blankets are allowed only from November 1 through March 31. The City will remove all artificial flowers and wreaths, and all grave blankets on April 1. Artificial flowers shall not be placed in the ground. Artificial flowers and wreaths may be placed in the mausoleum at any time; however, the City will remove them each year prior to Memorial Day.
3. Planting or removal of trees and shrubbery is prohibited.
4. In Oakwood Cemetery, flowers may be planted within eighteen inches of a marker or monument. No sod shall be removed which is not next to a marker or monument and then not more than eighteen inches, and plantings may be set next to markers or monuments, but must be kept free from grass and weeds. Floral arrangements from a funeral service may remain for seven days but shall be removed, at the City's discretion, when they become unsightly. The City is not responsible for any plantings, either within or without the eighteen-inch boundary around a marker or monument.
5. In the Oakwood Cemetery Cremains Garden, floral arrangements from a funeral service and fresh-cut flowers may remain for seven days, but shall be removed, at the City's discretion, when they become unsightly. No containers are allowed, and digging and/or planting any flower, shrub, or plant in the ground is prohibited. The City is not responsible for any plantings.
6. Wooden or equally perishable material, fences, curbs, hedges, and copings are prohibited.
7. Ground cover of stone, limestone, woodchips, etc. is prohibited.
8. Urns are prohibited unless approved by the City as to material and location.
9. The City will remove urns not used by June 1 of each year and will dispose of urns not claimed within one year after removal.
10. Urns of glass, clay, or ceramic, and any plastic containers of any type are prohibited. The City will remove and hold such containers for one year, and will dispose of such containers not claimed within one year after removal.
11. Benches are prohibited unless approved by the City as to material and location. Any bench must be installed on a foundation, which is flush with the ground. Foundations shall be installed at the owner's expense and at the same cost as foundations for markers and monuments.
12. Benches containing niches for burying cremains must be constructed such that access to the niche after cremains are placed inside will deface or destroy the bench and must be registered with the City. The City will remove, at the owner's expense, any bench containing niches for burying cremains, unless it is registered with the City within thirty days of installation. All cremains placed inside benches containing niches must be recorded with the City within thirty days.
13. Block corner posts are prohibited unless installed by City personnel, flush with the ground and at the owner's expense.

14. Mounding of graves is prohibited.
15. The City is not responsible for any item placed in Oakwood Cemetery by the public. The City reserves the right to remove and dispose of, without notice, any unsightly, deteriorated, neglected, or prohibited items, except markers or monuments.