

POLICIES REGARDING ACTIVITIES IN THE HISTORIC MARYSVILLE CEMETERY

The Historic Marysville Cemetery is owned by the City of Marysville, and primary responsibility for the maintenance and care of the cemetery rests with the City and City staff. While the cemetery may be considered a historic resource, the City must recognize its obligations to those interred in the cemetery and their descendants.

The purpose of these policies is twofold. First, to provide guidelines for the basic activities of volunteers who endeavor to assist the City in maintaining the overall cemetery and specific plots in the cemetery. Secondly, to identify those activities which could be considered more invasive and may be allowed with specific City approval and monitoring to insure that the cemetery is protected and any work is properly carried out.

Volunteers

All volunteers will be required to fill out and sign a "Volunteer Statement" and a form acknowledging the guidelines governing volunteers. In addition, volunteers participating in the "Adopt-a-Plot" program are required to fill out a form providing contact information, and indicating the plot to be adopted and the level of work planned. All of this information shall be on file with City Services.

For all volunteers, the following activities are allowed:

1. Cleaning of grounds around plots and pulling weeds.
2. Planting and maintaining shallow rooted plants (6"-12" deep) and ground cover.
3. Probing for markers located below ground (following City procedure).

The following activities are permitted but require specific approval prior to commencing work:

1. Any excavation, other than for planting, including uncovering items located during probing (requires approved plan plus monitoring by City).
2. Filling raised plots to an approved level.
3. Installing non-vegetative ground cover on plots.
4. Constructing/repairing walkways.

Other Work

Some projects may be proposed by volunteers or groups with the intention of preserving, restoring, or repairing parts of the cemetery or to supplement information on persons interred at the cemetery. Projects involving work beyond that normally allowed must be specifically approved and monitored by the City. This would cover activities such as:

1. Excavation to uncover marked headstones or other items noted during probing.
2. Restoring raised plots including repairing or replacing borders, raising dirt to appropriate levels, and installing non-vegetative ground cover.
3. Stabilizing monuments, markers, or headstones.
4. Repairing, restoring, or resetting headstones.
5. Constructing walkways.

At least six weeks prior to the start of any such project, a detailed work plan must be submitted to the City. The work plan must include a complete description of the work to be done, procedures to be followed, personnel involved, location of the work, and an estimated schedule. The plan will be reviewed, and the City will determine if additional information is required, and, if insurance will be required. The City may approve or deny the project at its sole discretion and may impose any conditions on the project. The application shall contain, at a minimum, the following:

- The name of persons, and/or organizations that will be undertaking the activity, including all contact information. If more than one person is involved in the activity, the application shall include the names of all persons that will be involved.
- Qualifications of persons or persons involved in this activity. Training, certifications, degrees, or other professional qualifications for undertaking this type of work.
- A detailed description of the proposed work and specific information on the nature and extent of the work. (This should include the specific locations within the cemetery that will be under activity and what process will be used during the work.)
- A listing of all tools and equipment that will be brought to the site during the activity.

- What security will provide around the site during the activity (i.e., will the area be roped off or otherwise sectioned off from other visitors to the cemetery)
- The time frame for the activity. (Note: No single permit shall be given for more than thirty (30) calendar days; the permit may be renewed only on submission of a written report on the progress of the activity.
- The expected results of the activity and how it will be used.
- Applicant may also be required to provide proof of insurance.

The City will determine if the information provided is sufficient, if the details of the work plan are acceptable, and what inspections or consultations may be required during the proposed work.

Typically, work should be broken down in manageable phases or areas. This allows one area or phase to be completed before starting another area. The intent is to limit the extent of areas disturbed within the cemetery at any one time.

The work plan must provide that any artifacts, monuments, markers, or similar items uncovered in the cemetery must be promptly mapped, catalogued, and photographed. Nothing should be moved, relocated, or raised without review and approval by the City. A copy of all information obtained along with a status report is to be provided to the City regularly during the project.

Depending on the specific work proposed to be done, the City may require evidence of proper training and certification. The City may also, at its sole discretion, require that those proposing a specific project indemnify the City or provide sufficient liability insurance.

The City will not charge a fee for application to perform possible invasive activities at the cemetery; however, a copy of all findings and documentation found or produced from that site shall be turned over to the City. Under no circumstances will any artifact, monument or any other object be removed from the Historic Marysville Cemetery without the expressed written consent of the City of Marysville. Any violations of the above will automatically ban any future use of the site by the applicant(s). The City reserves the right, at its complete and sole discretion, to stop, modify, or remove any work or equipment on the site, with or without notice.

Access and Use of Cemetery

The Historic Marysville Cemetery is generally open to the public. However, due to its isolated location, the gates are not typically unlocked during the day. For those wishing

to visit the cemetery, arrangement can be made through the City Services Department to insure that the gates are open.

Memorial services and similar events may be held at the cemetery. In all cases, the City should be contacted to insure that the cemetery will be open at the appropriate times. For events that are more than family services, the event must be cleared with the City to determine if any special arrangement should be made.

Other special events, including tours, and work days, must be approved by the City. For such events, the sponsoring group may be required to provide liability insurance for the event with the City named as an additional insured. There may not be a charge for admission to the cemetery. However, with City approval, charitable or non-profit groups may request donations for a program being conducted at the cemetery if the group's activities benefit the City and the Historic Marysville Cemetery.

No group may raise money specifically on behalf of the Historic Marysville Cemetery or use the name of the City of Marysville or the Historic Marysville Cemetery for the purpose of soliciting donations without City approval and unless the funds raised are turned over to the City in their entirety. Groups may raise money in their own name in support of their activities in the Historic Marysville Cemetery, but it must be clear that the funds raised are donated to the group and not the City. This is intended to prevent any confusion with donors whether the funds are going to the City or whether the City has any control over the use of the funds.