



MARIPOSA COUNTY
DEPARTMENT OF PUBLIC WORKS

Roads – Parks & Recreation – Facilities – Airport
Engineering – Surveying – Transportation – Utility Operations
Fleet Maintenance – Solid Waste - Cemeteries

TEAM, SERVICE, STEWARDSHIP

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**AGENDA of the MARIPOSA TOWN CEMETERY AD HOC
COMMITTEE**
October 26, 2023

Mariposa County Public Works
4639 Ben Hur Rd
1:00pm

A. Call to Order and Roll Call

1:00 PM Meeting Called to Order

B. Introductions

C. Public Comment

[Persons wishing to speak on a matter not on the agenda, but within the jurisdiction of the committee. No action may be taken by the Committee. The public will also be given the opportunity to comment before or during the Committee's consideration of items that are on the agenda]

D. Approval of Minutes

No previous meeting minutes to approve.

E. Updates and Reports

1. Mariposa Town Cemetery plot availability

F. Action Items

1. Elect Committee Chair and Vice Chair
2. 2024 Meeting Schedule
3. Discussion and possible direction regarding airport property

G. Discussion Items

1. Review 'Mariposa County Public Cemeteries Policies and Procedures'
2. Review 'Operational Instructions for the Mariposa Town Public Cemetery'
3. Short- and Long-term goals of the committee

H. Adjournment

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Public Works Department at (209) 966-5356.

Agendas, minutes, and audio recordings of meetings are available on the mariposacounty.org website.

Mariposa County Public Cemeteries Policies and Procedures

Purpose

The purpose of these policies and procedures are to provide guidance to individuals designated by the Parks and Recreation Division and/or the Cemetery Committee to administer the opening and closing of graves with in the Mariposa, Coulterville and Cathey's Valley cemeteries.

Burial Eligibility

The deceased must have been a Mariposa County resident in order to be eligible for burial. For purpose of eligibility for burial in Mariposa County a resident is defined as anyone living in Mariposa County at the time of death. An individual whose only reason for being out of the County is for medical reasons, i.e., hospital, nursing, or any other medical care, or a member of the Armed Forces who resided in Mariposa at the time of entry into the service.

Burial Guidelines

Any individual opening and closing a grave **must** have proper insurance coverage provided to the county covering the County for all work being proformed. Arrangements of opening and closing of a grave site is the responsibility of the family.

Location of any grave is the final decision of the Parks and Recreation Division.

Plots shall be 4 ½ feet by 8 feet (casket) and 4 ½ feet by 4 (cremation).

Cremations may be placed on top of a previously placed casket.

All caskets **must** have a liner.

There shall be no less than 18 inches of dirt on top of all casket/cremains burials. In the case of double depth burials, the casket that is on top shall be covered with no less than 12 inches of dirt. In a case of extreme hardship, upon request of the next of kin or other person responsible for making the burial arrangements for the deceased, a burial of less than 18, but not less than 12 inches may be approved.

All graves must be left clean any left over debris must be hauled away.

Side-by-side burials are no longer allowed in the Mariposa Cemetery; however families may choose a double depth interment.

NO burials and/or work shall be allowed in any cemetery without prior Parks and Recreation approval.

Headstones, monuments and/or grave markers should be set on a base of aggregate stone or a similar permanent foundation within three months of interment.

All burials must follow all California Health and Safety Codes 7000-9677

Fees

There are no County cemetery fees; however the family or per responsible for the interment is responsible for all Funeral Home fees and the opening and closing of the Cemetery plot.

Interment Procedures and Requirements

The County Cemetery Committee volunteer and/or the Parks and Recreation Office do the following:

1. Determine the plot to be used.
2. Meet with the family at the assigned plot.
3. Ensure the Burial Application and Permit for Disposition of Human Remains is filled out and turned into the Parks and Recreation Office **before** burial.
4. Ensure that the grave site is left in an appropriate condition after the grave site is closed.

OPERATING INSTRUCTIONS FOR THE MARIPOSA TOWN PUBLIC CEMETERY

PURPOSE: The purpose of these procedures are to provide guidance to the individual(s) designated by the Cemetery Committee to administer the operations of the Mariposa Town Cemetery, funeral homes, individuals(s) opening/closing graves and the citizens served by the cemetery.

OBJECTIVE: The objective of the Mariposa Town Public Cemetery Committee in publishing these procedures is to provide prompt, efficient and courteous service with complete impartiality to all residents in an atmosphere of dignity and respect while providing a final resting place for Mariposa County residents.

AUTHORITY: These procedures are published under the authority of the Mariposa County Code, Chapter 8.48.

IMPLEMENTATION: These Operating Procedures shall be effective upon approval of the Mariposa County Board of Supervisors.

ELIGIBILITY: Any permanent resident of Mariposa County shall be eligible for burial.

RESIDENT: For purpose of eligibility for burial in the Mariposa Town Public Cemetery, a resident is defined as anyone living in Mariposa, ^{County} at the time of death, an individual whose only reason for being out of the County is to attend college or for medical reasons, i.e., hospital, nursing home, board and care home, etc. or a member of the Armed Forces who resided in Mariposa at the time of entry into the service.

PLOT: A burial plot shall be four (04) by eight (08) feet with a pathway along the line of headstones two (02) feet wide.

RESERVATION: A plot may only be reserved for the surviving spouse adjacent to the plot used for interment.

CREMATION: Generally, a plot may only be used for the deposit of two cremains. Cremains may be placed on top of a previously placed casket.

FEES: There are no cemetery fees; however, the family or person responsible for the interment, is responsible for (including fees and costs):

1. Obtaining an APPLICATION AND PERMIT FOR DISPOSITION OF HUMAN REMAINS from the County Recorder.
2. Ensuring that the plot location is coordinated with the Cemetery Administrator.
3. Paying all funeral home fees and costs.

4. Paying all fees for opening/closing of the grave--to include costs for leaving the site in a neat condition after closing.

5. Ensuring that a permanent headstone is place on the grave within one year of interment.

INTERMENT PROCEDURES & REQUIREMENTS: The Mariposa Town Public Cemetery Committee shall appoint a Volunteer Cemetery Administrator, and an assistant to act in his or her absence, to do the following:

1. Determine the plot to be used.

2. Sighting the plot with the individual(s) opening the grave prior to opening.

3. Attending the funeral and receiving the APPLICATION AND PERMIT FOR DISPOSITION OF HUMAN REMAINS.

4. Annotating the APPLICATION AND PERMIT FOR DISPOSITION OF HUMAN REMAINS with the section, row and plot number, and forwarding it to the Mariposa County Department of Community Services.

5. Ensuring that the grave site is left in an appropriate condition after the grave is closed.