



Welcome to Milford City Cemetery

The Milford City Cemetery is considered a public park. All rules, laws, and regulations in the Milford City Municipal Code that apply to public parks also apply to the cemetery.

Cemetery Hours of Operation

The cemetery grounds are open to visitors every day of the year including holidays. Cemetery grounds hours are from dawn to dusk. Cemetery Staff hours are 8 am – 2 pm Monday through Friday, excluding city observed holidays. Milford City office hours are from 8 am to 4 pm Monday through Friday, closed on city observed holidays.

Visitors

Visitors are welcome and encouraged to walk the grounds. Animals at large or restrained are not permitted in the cemetery as posted and in accordance to Milford City Municipal Code Section 2.15.140 Animals-Trespassing. The water in the hydrants located throughout the cemetery is non-potable and is intended for irrigation use only. Do not drink the water from these hydrants.

General Information

The first recorded burial at the Milford City Cemetery was in 1881. The cemetery was officially established in 1905. The cemetery has over 2400 burial positions spanning over 4 acres. This count includes all occupied, reserved, prepaid, and available plots.

The Cemetery Department is responsible for serving city residents and other patrons concerning their interment needs for loved ones. The cemetery staff strive to provide extreme care and sensitivity to patrons and visitors. In addition to these duties, the Cemetery Department also maintains burial records and is charged with the duties relevant to the sale of burial spaces.

The Cemetery Department is also responsible for the perpetual maintenance of the city cemetery grounds which include irrigation, mowing, tree care, lawn care, maintenance of driving lane, and the general upkeep of the grounds.

Purchase of Burial Positions

The city recorder has a list and map of burial plots available for purchase. Individuals come to the city office to pay for their plots. Full purchase price is required at the time of the sale. Partial payments are only accepted once the perpetual care fee has been paid and purchaser has provided the city recorder with current mailing address and telephone number.

Upon complete payment of a plot, a Certificate of Burial Right, sometimes referred to as a deed, is then created by the city recorder that identifies the positions that have been

purchased. A copy of the Certificate of Burial Right is mailed to the purchaser and an additional copy is kept in the city office.

Upon completion of the purchase procedures the cemetery map is updated to show those positions are no longer available. The names are not entered upon the map until interment.

The current fee schedule can be found at <https://www.milfordcityutah.com/index.php/1/cemetery>

Cemetery Layout and Burials

The cemetery is arranged in blocks, lots, and plots. The cemetery contains 12 blocks that vary in size and shape, containing as many as 76 lots with the smallest block containing just two lots. Typically, lots are arranged to include 6 burial plots. Depending on the location in the cemetery, some lots may contain more burial plots while others may contain less. Standard plots are 4 feet wide and 9 feet long. There are a few substandard plots that are marked on the cemetery map as "I/C only" indicating that they may only be used for an infant or cremation burial. (See cemetery gravesite and burial policies and procedures: <https://>)

There is a corresponding plot sheet for each lot that list the plot ownership and who is buried on that property. Each individual position has a designated Block Lot Plot position number that is identifiable on a corresponding map of the cemetery. The same information is recorded in the city's cemetery database. Before digging begins for a burial, the plot sheet is used to identify and double-check the proper burial location.

In some cases, the mortuary initiates the burial process. The mortuary contacts the city recorder to provide the name of the person to be buried and to inform them when the burial is expected. If it is necessary for the deceased's family to first purchase property and pay cemetery fees, the mortuary directs the family to contact the city recorder to conduct that business. This coordination generally takes place at least two (2) business days prior to the burial.

The Milford City Cemetery website contains burial position search and location capabilities at <https://www.milfordcityutah.com/index.php/1/cemetery>

The Milford City Municipal Code concerning cemeteries is located on the city website at <https://www.milfordcityutah.com/index.php/1/cemetery>

Opening and Closing of a Grave

Digging of the grave begins once the location of the grave has been established. A typical grave is opened 40 inches wide and 96 inches long. The grass is cut and lifted, preserved, and set off to the side to be replaced after the graveside is completed. All full-sized graves are dug with the use of a back-hoe. If required, headstones may be set aside to provide access for the backhoe to prepare the grave. Graves are dug deep enough to ensure that there is sufficient room for the soil and grass to be placed over the vault after it has been placed to maintain protection of the vault and to allow the grass to grow properly. Plywood is placed over the opening until the vault company arrives.

On the day of the burial the selected vault company arrives many hours in advance to set the vault and equipment in the opening and make the gravesite presentable for the

service. Cemetery personnel are trained to assist the vault company in placing the vault into the grave prior to the graveside service and to assist in the gravesite setup. The vault company personnel usually stand by until the graveside service is over, then they complete the casket lowering and vault sealing process.

After the vault lid is in place the cemetery staff replace the soil and sod. The grave is then complete. During winter months it may be necessary to wait until spring to replace the sod.

Graveside Services

Cemetery employees will assist the family and funeral director in any way possible during a graveside service, within reason. The operation of lawnmowers and other equipment will be discontinued if the noise they generate distracts from the graveside service. Cemetery employees will not approach the gravesite until the family has left the area. The cemetery sexton will provide protocol training to the other cemetery employees regarding these matters.

Grave Marker Placement

See Cemetery Gravesite and Burial Policies and Procedures section of the policy or find online at <https://www.milfordcityutah.com/index.php/1/cemetery>

Decorations (including Shepherd Hooks) and Flowers on Graves

See Cemetery Decorations Policies and Procedures section of the policy or find online at <https://www.milfordcityutah.com/index.php/1/cemetery>

Tree, Shrub, and Flower Planting and Care

See Cemetery Decorations Policies and Procedures section of the policy or find online at <https://www.milfordcityutah.com/index.php/1/cemetery>

Mowing and Trimming

The cemetery has gasoline-powered riding lawnmowers that are used to mow the cemetery's grass. Excess grass around the grave markers is removed through the use of hand-held string trimmers twice yearly in preparation of Memorial Day and Veteran's Day. Generally, the cemetery is mowed twice weekly March through October.

Irrigation

All watering is done by an automatic sprinkling system that is connected to a timing controller. The cemetery sexton is in charge of the watering schedule. Other spot sprinkling with hoses is done within the cemetery as needed.

Snow Removal

All snow removal from the driveway in the cemetery is the responsibility of the parks department and cemetery personnel. When snow must be removed around a gravesite for a burial, the cemetery staff creates enough open space to accommodate those who may be attending a service.

Road Maintenance

Cemetery personnel maintain the driveway within the cemetery. If new roads are paved or if general paving is done it is done through the city street department or bid out commercially.

Equipment Maintenance

Equipment maintenance is performed by cemetery personnel following manufacturer's recommendations. If major maintenance is required, it is done by mechanics. Records are kept for any maintenance or repairs that are done.

Staff Training

Cemetery personnel take advantage of all general training that is provided by the city. Specialized staff training is done by the cemetery sexton or individuals appointed by the sexton. Training elements include equipment operating, safety procedures, customer relations, cemetery etiquette, and so forth.

Adopted by Resolution 04-2022