

## HILLSIDE CEMETERY DISTRICT POLICY

<b>Subject:</b> <u>Cemetery Policy</u>	<b>Effective Date:</b> August 13, 2012
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Hillside Cemetery District composed of:

The City of Sedgwick, The Sedgwick Township, The Valley Center Township

The Hillside Cemetery District is controlled by the Board of Directors and Administrated through the Sedgwick City Office.

### BOARD MEMBERSHIP:

Mayor of the City of Sedgwick, One Representative from the Sedgwick Township and One Representative from the Valley Center Township. The City Clerk of the City of Sedgwick serves as the secretary to the Board.

### CEMETERY HOURS: UNLAWFUL ENTRANCE:

It shall be unlawful for any person or persons (other than duly authorized officers or employees of the city) to enter into or be upon the cemetery grounds of the district during the time between one hour after sunset and the hour of sunrise of any day, or for any person to enter or leave the grounds other than by the established and open entrances or gateways thereto. It shall be further unlawful at all times for any person to enter or be upon the cemetery grounds of the district when the gates or entrances thereto are closed, locked or blocked without first obtaining permission from the Sedgwick City Office, local Police Officer or the City Officer in charge of the Cemetery.

### CONDUCT IN THE CITY CEMETERY:

All persons within the Hillside Cemetery shall conduct themselves in a manner consistent with the solemn nature of a public cemetery. No persons, without specific authority from the city shall:

- (a) Deposit rubbish or debris on any part of the Cemetery grounds, except in receptacle provided.
- (b) Remove objects not belonging to them; pick flowers or plants or injure anything on any part of the grounds.
- (c) Permit any pet to enter or remain in the Cemetery.

(d) Consume or carry any type of alcoholic refreshments.

(e) It shall be unlawful for any person to discharge any firearms or fireworks or have the same in possession while in the cemetery. This section shall not apply to military personnel; members of veteran's organizations, or other authorized persons while participating in memorial services or military funerals nor to law enforcement officers.

SPEED OF VEHICLES:

It shall be unlawful for any person to drive any vehicle in the cemetery faster than ten (10) miles an hour.

GRAVE SPACES: PRICING STRUCTURE:

Cost per grave space shall be reviewed periodically by the Board of Directors. Any change in pricing structure shall be done by motion at a meeting of the Board of Directors.

OPENING AND CLOSING FEE:

Opening and Closing Fee shall be reviewed periodically by the Board of Directors. Any change in pricing structure shall be done by the motion at a meeting of the Board of Directors.

CRITERIA FOR PURCHASE OF A GRAVE SPACE AND/OR SPACES:

(a) All lots and grave spaces shall be used solely for the purpose of interment of human bodies, body parts and cremains.

(b) Any individual and/or individuals who reside in the Hillside Cemetery District, whether they be a property owner, renter, resident of a Nursing Home, Senior Citizen Complex or Apartment Complex shall be eligible to purchase a cemetery space and/or spaces at the In-District Price. Military personnel who maintain their permanent address within the District are also eligible to purchase a cemetery space and/or spaces at the In-District Price. All others shall be charged the Out-of-District Price.

(c) No lot or grave space shall be used for the purpose of burial, nor a deed issued until the purchase price therefore shall have been paid in full to the Hillside Cemetery District.

SALE OF SINGLE GRAVE SPACES:

Single grave spaces shall be sold only in Blocks "P" & "O". All other Blocks – grave spaces shall be sold in pairs of two, four, six and or eight.

RESELLING OF CEMETERY AND GRAVE SPACES:

Any owner of a cemetery grave space and/or spaces wishing to sell said grave space and/or spaces shall sell them only back to the District through the Sedgwick City Office, for the original purchase price.

TRANSFER OF OWNERSHIP OF GRAVE SPACES:

Transfer of Ownership of any grave spaces and/or spaces shall be recognized by the District only when said transfer is recorded in the Sedgwick City Office.

INTERMENTS:

(a) Only one interment shall be made in any standard grave plot, with the following exceptions:

1. A parent and infant or infants interred in the same casket.
2. Two infants interred in the same casket.
3. Up to two cremain interments in the same grave space.

GRAVE OPENING; FUNERALS:

(a) No grave shall be opened in the Hillside Cemetery by anyone other than cemetery personnel or designee.

(b) Standard graves shall be excavated to a depth of at least five (5) feet, except that the excavation required for an infant interment shall be not less than three and one-half (3 ½) feet. No part of the container or vault shall be closer to the ground surface than thirty (30) inches.

(c) Cremain graves shall be excavated to a depth of (3) feet, six (6) inches to four (4) feet, and shall have a width of at least one (1) foot. Encasement of cremains in poured concrete shall be required on all non-permanent containers which are not contained in a vault. Three (3) inches poured concrete shall be allowed under the container and concrete shall not be closer than one (1) foot from the surface.

CREMATIONS:

(a) Only two (2) cremations shall be allowed to be buried in one grave space. Only one (1) head stone shall be placed at the head of the grave space.

(b) Cremains are allowed to be buried on top of an existing burial as long as the lot or space allows enough depth to fit the cremains and cover below the ground surface as required.

REOPENING OF GRAVES; DISENTERMENT:

Any person desiring to reopen any grave in the cemetery to disenter or remove any body there from, or for any other purpose shall make written application to the Hillside Cemetery Secretary requesting such work to be done.

VAULT REQUIREMENTS:

Concrete vaults and/or other type vaults shall be required for any burial, except cremations. Urns shall be used for cremations.

MONUMENTS, MARKERS:

(a) All grave spaces must be marked with a temporary marker by the funeral home immediately after interment, if a monument does not exist.

(b) A permanent marker is required within one (1) year of interment.

(c) Monuments in the cemetery must be made of granite, marble, bronze, or other durable material. All markers are to be set on a cement base at the head of the grave space.

(d) All monument and marker installations in the Hillside Cemetery shall be performed by professional monument installers or by individuals if approved by Hillside Cemetery personnel. Cemetery maintenance shall mark the location for monuments or markers. If, upon inspections by the Cemetery maintenance personnel, a monument or marker is determined to be improperly installed, the City reserves the right to require the installer to correct the deficiency.

(e) Concrete bases for grave markers shall extend at least six inches on all sides of the grave markers.

(f) Concrete bases shall be set at ground level and shall not extend beyond the boundaries of grave spaces and/or lot boundaries of the recorded owners.

(g) Footstones and other such grave markers shall be placed at ground level. Lot owners may mark corners in cement or stone, however, original lot markers must not be disturbed.

(h) The setting of Veteran stones are the responsibility of the family of the deceased.

(i) When a memorial company and/or private entity has a marker to be set, arrangements shall be made with the Sedgwick City Office.

EMBLEMS:

Organization emblems shall be placed on either the north or south side of the monuments even with either the east or west sides of said monuments.

PERMANENT VASES:

Permanent type vases set in concrete are encouraged. Placement is allowed only on the north and south of the grave markers.

PERMANENT TYPE STRUCTURES:

(a) No permanent type structure shall be placed on grave spaces other than the grave markers, base of grave markers, and/or permanent vases. This includes vault caps.

PERMANENT PLANTINGS:

(a) All plantings within the cemetery shall be under the control of the Cemetery District.

(b) Permission to Plant: Owners must obtain permission from the Sedgwick City Office before planting permanent plant materials such as trees, grasses or flowers.

(c) No shrubs of any kind shall be permitted to be planted.

PLANTING AND UPKEEP:

(a) Planting of Trees: The Cemetery will not allow any trees to be planted without prior approval by Cemetery Personnel.

(b) The Cemetery District shall maintain all trees, which includes trimming, pruning and removal of any diseased or unsightly looking trees.

(c) Neglected, misplaced, dead, unkempt, unauthorized or hazardous plantings, including trees, may be removed by the Cemetery maintenance as necessary to maintain the attractive, safe and neat appearance of the Cemetery.

(d) Flowers may be planted by the owner. They shall be planted on the north and south sides of the monuments, only, even with the east and west sides of said monuments. Rose bushes and plants with thorns are prohibited.

(e) Flowers shall not be planted anywhere else on a grave space and/or spaces.

(f) Flowers shall be weeded, thinned and maintained by owner.

ANNUAL CEMETERY CLEANUP:

(a) Annual cemetery preparation for Memorial Day shall commence on April 15<sup>th</sup> of each year.

(b) During such time all faded flowers and non-permanent containers and/or other decorations shall be removed.

(c) Seasonal flowers, cut flowers, artificial plants or flowers and wreaths shall be permitted over the grave space area for a period of five days preceding, and ten days following Memorial Day.

(d) Receptacles for decorations, potted plants, planters and other memorabilia shall be placed at the direction of the Sedgwick City Office. If these are to remain on a permanent basis prior permission shall be obtained from the same office. If they are not placed on designated spots they shall be removed by Cemetery personnel.

AMENDMENTS OR ADOPTION OF A NEW POLICY:

This policy may be amended or a new policy adopted at any time by action of the Hillside Cemetery District Board of Directors.

TAKE EFFECT:

This policy shall take effect and be in force after its adoption by the Hillside Cemetery District Board of Directors.

PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HILLSIDE  
CEMETERY DISTRICT THIS 6th DAY OF AUGUST, 2012.



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Donald K. DeHaven, Mayor  
City of Sedgwick



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Ted Stein, Sedgwick Township



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Mike Neal, Valley Center Township

Attest:



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Janise P. Enterkin, CMC, City Clerk  
Hillside Cemetery Secretary