

Great Bend Cemetery

Rules and Regulations

Approved August 2000
Revised February 2012
Revised September 2012

History

The first burying grounds used by the citizens of Great Bend was on the Billy Hood place north of town (now the Henry Haberman place). There were only two or three burials there when the few inhabitants thought it best to move the burial grounds a little farther out so that the next ten or dozen persons were buried on what is known as the Duchesne place (owned by Fred Ewing.)

After these dozen burials on the Duchesne place, they commenced to bury on the site of the present cemetery but was not until October 2, 1878, that Mr. E. C. Sooy purchased from Henry Schaeffer ten acres in the northwest corner of the Southeast quarter of section 30, township 19, range 13, where the present cemetery is located. Mr. Sooy deeded one-half interest of this to Mr. C. E. Willner on September 1879, and the other half was purchased by Mr. Willner on September 13, 1887.

In 1889, Mr. Willner sold the cemetery to Schermerhorn and Harper, who were in the undertaking business here and they in turn turned it over to the Great Bend Cemetery Association. The Great Bend Cemetery Association on September 1, 1892, deeded one acre in the southwest corner of the cemetery to Thomas Keenan and this is now used as the Catholic cemetery.

The Barton County Cemetery Association, which was the original owner of Woodland Cemetery, was formed when they purchased ten acres just east of the old cemetery from M. B. Fitts on May 4, 1900, and the same was platted on May 17, 1900, into what was known as Woodland Cemetery.

Along in the year 1919, realizing that something should be done, looking to a plan that would provide for the permanent care and upkeep of the cemeteries, the owner of these two cemeteries agreed to deed the remaining lots in the cemetery to the City of Great Bend and this was done on July 5, 1919.

An ordinance was passed by the City creating a Cemetery Board and the first board was appointed for a term of three years from May 1, 1920.

Before laying out the new cemetery, the board purchased from Ed Merten the nine acres lying just south of the old cemeteries and north of the road which is the continuation of Broadway in the City of Great Bend.

That the new order of things shall result in an advantage to the interest of this cemetery depends upon the interest, zeal, and the fidelity of the members composing the Cemetery Board, aided by the willing efforts of those of our citizens who are interested, all acting together with a determination to maintain these places of burial as resorts of attraction and appropriate landscape beauty.

Chapter 2.84

Cemetery Board

Sections:

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| 2.84.010 | Composition. |
| 2.84.020 | Terms. |
| 2.84.030 | General Duties. |

2.84.010 Composition.

The Cemetery Board shall consist of nine members, one of whom shall be a member of the governing body of the city. In the event the person filling said position should terminate his position and should no longer be a member of the governing body, then and in that event, there shall exist a vacancy in that position. The Director of Public Lands shall be an ex officio member of the board, but shall not have a vote on any decision by the board. (Ord.3914& 1 (part), 1994: prior code & 2-423)

2.84.020 Terms.

Members of the board shall serve for terms of three years. (Ord.3914 & 1 (part), 1994: prior code & 2-424)

2.84.030 General duties.

The board shall serve as an advisory board to the Public Works Committee of the governing body of the city in the following areas:

- A. The bylaws, rules and regulations and governing of the cemeteries and mausoleum;
- B. The prices for cemetery lots and mausoleum crypts;
- C. Charges of cemetery services including the interment and disinterment of the dead.
- D. The adornment of graves and the use of cemetery grounds;
- E. The planning, uses and decorations of the grounds of the cemeteries;
- F. The expenditures of any funds left in trust to the cemetery for which no specific directives for expenditures have been made;
- G. Improvements of changes in the cemetery grounds. (Ord. 3914 & 1 (part), 1994: prior code & 2-425)

Chapter 13.24

Cemeteries

Sections:

- 13.24.010 Molesting Graves
- 13.24.020 City clerk to keep records—Secretary's duties.
- 13.24.030 Sale of cemetery lots and mausoleum crypts.

13.24.010 Molesting Graves.

It is unlawful for any person, without authority of the relatives of the deceased or the person in charge of the cemetery or graveyard, to willfully remove or destroy any monuments or decorations on the premises of any cemetery or burial ground of the city or in any way molest or disturb the improvements placed on the burial lot where the grave is located. (Prior code & 9-1)

13.24.020 City Clerk to keep records—Secretary's duties.

The city clerk shall have the custody of all records of the city pertaining to the management and control of the cemeteries, except those records of meeting made by the secretary, provided a copy of said records and minutes shall be filed with the city clerk. The governing body may, from time to time, designate additional records for which the secretary may be responsible. (Prior code & 9-19)

13.24.030 Sale of cemetery lots and mausoleum crypts.

The city clerk shall be charged with the sale of cemetery lots and mausoleum crypts. All deeds for cemetery lots and mausoleum crypts shall be executed by the mayor by facsimile signature and attested by the clerk who shall record the same in his office. Such deeds shall recite, among other things, that the lot or crypt is conveyed for the sole purpose of interment and the cemetery board may, be suitable regulations, reserve the right to reinvest titles to all cemetery lots in the city when the grantee therein shall violate the conditions of any conveyance and such reservation pertaining to cemetery lots shall be stated in the deed of conveyance. (Prior code & 9-20)

REGULATIONS AND RULES OF THE GREAT BEND CEMETERY

Cemetery Board

Members of the Cemetery Board shall be appointed by the Mayor prior to the first day of May of each year for terms of three years each beginning with the first day of May. Vacancies on the board shall be filled in like manner as original appointments for the unexpired term.

No person shall be appointed to the Cemetery Board who is not a resident of the City.

The Mayor may, with the consent of the Council, remove any member of the Cemetery Board for misconduct or neglect of duty.

At the first meeting of the Cemetery Board following the first day of May each year, it shall reorganize by electing a president, vice-president, and a secretary who shall hold their respective office for terms of one year. The several officers shall have the duties commonly associated with such titles and as provided in these rules.

No compensation shall be received by any member of the Cemetery Board or officer thereof.

Cemetery Board meetings may be called by the president, acting president or by four members of the Board. Normally the Board will meet approximately six times a year at the Cemetery office on or about the last Thursday of the month. A quorum shall consist of one-half (1/2) of the Board members.

Acceptance and Investment of Trust Funds

The City Clerk is authorized to accept trust funds for investment with the income derived to be used for the maintenance and upkeep of such lots as the donor may direct. All trust funds shall be invested by the City in accordance with the donor's instructions. In the absence of instructions, the funds shall be deposited in the Perpetual Care Fund.

SCHEDULE OF FEES

Lots:

Adult (10 years and older)	\$500.00
Child (less than 10 years and purchased at time of need)	250.00

Opening and Closing:

Child	\$62.50
Grave Opening (Monday-Friday)	250.00
Grave Opening (Saturday morning)	350.00
Grave Opening (Saturday afternoon)	550.00
Cremation Opening (Monday-Friday)	150.00
Cremation Opening (Saturday Morning)	300.00
Cremation Opening (Saturday Afternoon)	350.00

Monument Permits	\$20.00
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Transfer of Burial Rights	\$50.00
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Disinterment:

Adult	\$750.00
Child	375.00
Cremation	250.00

Mausoleum:

Crypt	\$500.00
Opening (Monday-Friday)	250.00
Opening (Saturday Morning)	350.00
Opening (Saturday Afternoon)	550.00

Space sales limited to 8 spaces per family.
Exceptions will be allowed with approval of the Cemetery Board
on a case by case basis.

REGULATIONS AND RULES OF THE GREAT BEND CEMETERY

Rules and regulations will cover the original Cemetery, the East Lawn Addition, any West Lawn Addition to the Cemetery, and Great Bend Cemetery North of the City of Great Bend.

Records

The records showing lot owners, grave owners and interments in the Great Bend Cemetery shall be kept in duplicate to guard against the possible destruction of one set.

The location of all graves shall be shown by plats and by a system of recorded measurements from fixed and indestructible landmarks.

Hours of Cemetery

All funeral services at the Great Bend Cemetery shall occur within regular hours beginning at 8:00 a.m. on Monday through Friday and ending at 4:00 p.m. except on Sundays and legal holidays. Saturdays are by special arrangements. From Monday through Saturday the funeral cortege must arrive at the cemetery between the hours of 8:00 a.m. and 4:00 p.m.

Care of Lots—Perpetual Care

All lots and single graves in the Great Bend Cemetery shall be sold with Perpetual Care without additional charge. To secure the funds the following amounts are placed in trust:

Forty percent (40%) of the price of all lots sold.

What Perpetual Care Includes

The term "Perpetual Care" shall mean the cutting of the grass upon the lot or grave at reasonable intervals; the raking or cleaning of the lot or grave; the pruning of the shrubs or trees; and such work as may be necessary to keep the lot, crypt, or grave in good neat condition; meaning and intending to continue forever this work. In addition to this, the City Council binds itself to keep in repair and maintain in good condition the enclosures, buildings, drives, walks, and borders in the Cemetery, and to reset monuments in case of sinking.

The Cemetery does not, however, bind itself to maintain, repair or replace any grave stones or monumental structures erected upon the lot or the graves therein; plant flowers or ornamental plants, maintain mounds upon the grave, or do special or unusual work.

The Veteran's Circle

One of the most beautiful sections in the cemetery has been set aside for the exclusive use of the United States veterans and their spouses.

Interments in this section will be strictly limited to members of the United States Armed Forces and their families. No lot will be sold to anyone who is not a veteran except for the burial of a deceased veteran. These lots have perpetual care, the same as all others. One (1) interment (traditional or cremation) will be allowed per space in Veterans Circle. No vases will be allowed in Veterans Circle.

Lots

The different sections of the ground are so subdivided that lots of all sizes and shapes may be obtained. All prices are fixed by the City Council and they will not be varied from.

Conveyance of all lots shall be made by certificate signed by the Mayor and attested by the City Clerk, with the seal of the City affixed and no such conveyance shall be made until the purchase price thereof is paid in full to the City Clerk.

All lots in East Lawn Addition are marked with lot markers by the cemetery staff.

Lots in the Great Bend Cemetery are conveyed by Special Deed for burial purposes only. They are exempt from taxation and cannot be seized for debts, neither can they be mortgaged. Lots or fractional lots as sold, will not be divided. No objection exists when there are joint owners to an agreement between them as to parts of the lot to be used by each, but the City will not undertake to record or enforce such agreements.

No lot will be deeded to more than three owners.

No sale, transfer or assignment of any lot, or part of lot, shall be valid without the consent of the City Clerk endorsed on the conveyance.

No lot owner has the right to transfer his lot. Such transfers are mere privileges extended in special cases by the City after careful investigation and the determination by the officers that such transfers are proper to be made.

In the case of the death of the lot owner it shall be duty of the heirs or devisees to file with the City satisfactory proof of the new ownership. This is a very important matter as no interments will be permitted until such proof is given.

To avoid crowding of monuments and consequent unsightly appearance of the grounds, the size of the monuments on all lots is restricted to be in proper proportion with the lots. Lot owners should bear these facts in mind when purchasing monuments.

The City reserves the right to do all work upon lots with its own workers.

Interments

For the purpose of making proper charges for the opening of graves, three classes are established according to the ground space used: an adult's grave, a child's grave, and an urn. The cost for opening graves shall be paid to the City Clerk.

When instruction for opening a grave is indefinite, or for any reason the grave cannot be opened in the location specified, the Supervisor will order it opened as such location in the lot as may seem best under the circumstances. Such action is necessary to avoid delaying funerals.

Where a lot is owned by a church, a lodge, or other society, interments shall be limited to the actual members of the organization and their husbands and wives.

In exceptional cases the burial of the remains of a person outside the immediate family of the lot owner may be permitted.

Lot owners desiring graves opened, or other work done, will be required to exhibit the deed for the lot, or to give other satisfactory evidence of ownership. Grave owners wishing information as the location of the grave, or ordering work done should show the receipt for the grave.

The City reserves the right to dig all graves by workers in its employ and to do all filling, sodding, or other work upon lots or single graves.

When a new grave is opened within less than a foot of a previous interment it is impossible to protect the old grave from damage and from subsequent settling. The City disclaims responsibility for such damage.

No disinterment will be allowed without permission of the City.

Notice for opening a grave should be given sufficiently early to allow twelve hours of normal working days for a grave.

No graves shall be opened on Sundays or holidays. The interment of two bodies in one grave (that is, one above the other or two cremains in the same opening) will not be allowed. An urn may be placed in any space on the lot. No interment of any body other than of a human being will be permitted. All interments and inurnments in the Great Bend Cemetery and Great Bend Cemetery North must be put into a permanent type of vault. It must be of steel, concrete, copper or cultured marble to prevent future settling of the grave, except Babyland which can use plastic materials. A maximum of three interments (one traditional burial and two cremains or three cremains) are allowed in one space in Great Bend Cemetery except Babyland, Veterans Circle, and Great Bend Cemetery North. A maximum of two interments (one traditional burial and one cremain or two cremains) will be allowed in Great Bend Cemetery North. A traditional burial will not be allowed in a space containing existing cremains. Scattering of cremated remains or ashes is not permitted anywhere by City ordinance. Cremated remains must be buried in the ground or interred in the Mausoleum.

Single Graves and Family Plots

The limits in size for single graves are as follows:

East Lawn:

Section A:

All lots located in blocks one (1) to twenty (20) inclusive shall be sold as single grave plots. The lots in this section shall hereafter be referred to as lots in Section A of East Lawn Addition to the Great Bend Cemetery. This section shall further be divided as follows:

- A. Babyland: Blocks one (1) to eleven (11) shall be known as Babyland. No casket larger than 48-inches will be allowed.
- B. Adults: All spaces located in blocks eleven (11) to twenty (20) inclusive shall be for the burial of any age person. Adult graves shall be 40-inches by 96-inches. Children's graves shall be 40-inches by 60-inches.

Section B:

All spaces located in blocks twenty-one (21) to forty-six (46) inclusive shall hereafter be referred to as Section B of East Lawn Addition to the Great Bend Cemetery.

Section C:

All spaces located in blocks forty-seven (47) to seventy-two (72) inclusive shall be sold in plots of one or more graves. This section shall hereafter be referred to as Section C of East Lawn Addition to the Great Bend Cemetery.

Section D:

All spaces located in blocks seventy-three (73) to ninety-six (96) inclusive shall be sold in plots of one or more graves. This section shall hereafter be referred to as Section D of East Lawn Addition to the Great Bend Cemetery.

Section E:

- A. All spaces located in blocks ninety-eight (98) to one hundred fifteen (115) inclusive shall hereafter be referred to as Section E of East Lawn Addition to the Great Bend Cemetery.
- B. On all family plots in Section E in East Lawn Addition to the Great Bend Cemetery, the base of all markers and monuments shall be at the head of the grave and at the lot line.

Section F:

All spaces located in blocks one (1) to eight (8) inclusive shall hereafter be referred to as Section F of East Lawn Addition to the Great Bend Cemetery.

Monument Measurements

The measurements of the size of stones or markers shall be taken from the edge of the polished surface of the stone, oversized variations of projections on the rough surface of the stone (up to 2-inches) may be approved by the Cemetery Supervisor. This regulation applies to all parts of the cemetery.

Bronze and Stone Work

No materials except granite and bronze shall be used for any marker, monument, or stone vase.

To avoid hardship to those lot owners who have already erected markers of white marble upon their lots other similar markers will be permitted on such lots, but this exception shall not apply to monuments or other stone work. The regular government markers will be permitted at soldiers' graves.

While the City will in all cases use every effort to protect them, it disclaims responsibility for injury or damage, arising from any cause, to raised letters or projecting carving or ornament on any marker, monument, vase, settee, or other structure when the said letters, carving or ornament are near the ground. Lot owners are strongly urged to use incised letters in such locations.

Vault or other stone work, which by reason of faulty design, poor material or bad workmanship, will be lacking in durability or soon become unsightly, shall not be erected. If such defects become apparent during the erection, the work shall be stopped and the defects corrected. If the defects cannot be corrected, or the lot owner does not correct them within a reasonable time, the whole structure may be removed at the lot owner's expense.

Each lot owner shall keep in good repair all stone or monumental work upon his or her lot. In case of failure to do so the City may either repair or remove the same at the lot owner's expense.

Foundations and Setting of Stone Work

All monuments, markers, and stone vases shall be set upon foundations built of solid masonry or concrete, of sufficient size and depth for the superstructure. Concrete bases under stones shall be ground level and extend five (5) inches beyond each side of

the stone, and that this regulation applies to all parts of the cemetery. The construction of all foundations shall be under the supervision of the Cemetery Supervisor.

The City reserves the right to have foundations built under its direction. No masonry work requiring the use of cement or mortar shall be done when the weather is such that injury from frost cannot be prevented. No heavy stone work shall be set until the cement in the foundation shall have time to thoroughly harden.

Foundations shall be finished true and level with the surface of the ground. All stone work shall have the surface next to the foundation bedded off sufficiently true and level to allow every part to be in contact with the foundation. The use of spalls between base stones and foundations, or the removal of any part of the foundation to accommodate irregularities or any other defective workmanship in the base stone will not be allowed. The setting of monuments, stones, vaults, and the transportation of all tools, material, etc. within the grounds shall be subject to the supervision and control of the Cemetery Supervisor, except when special permission is obtained.

Monuments or Markers

A monument shall be defined as any memorial structure, other than a marker, erected upon a lot, except a n in-ground mausoleum.

Only one monument, which must be of proper design, material and workmanship, shall be erected upon a space. Monuments in East Lawn Sections B, C, D, and E should face south and Section F should face east.

- A. Permits: It shall be unlawful for any person, firm, or corporation to place or set any grave marker or monument or the foundation therefore without first having the same approved by the Cemetery Supervisor as to complying with all rules and regulations herein specified. Working hours for Cemetery employees are from 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday.
- B. Materials: No material except standard granite or bronze shall be used for any markers or monuments installed in the Great Bend Cemetery and Great Bend Cemetery North.
- C. Foundations: All foundations for monuments or markers must be ten (10) inches longer and ten (10) inches wider than the base of the monument or marker and no higher than the level of the ground. The foundation shall be constructed of concrete or granite. The top of the foundation shall be finished smoothly with a trowel. If any other materials are used it must first have the approval of the Cemetery Supervisor. All monuments shall be set in the center of the foundation.

D. Location:

On all spaces in Sections A, B, C, D, E, and F in East Lawn Addition to the Great Bend Cemetery, the base of all markers and monuments shall be at the head of the grave and at the lot line. If foot markers are desired for use with a family monument, they shall be set at grass level at the foot of the grave.

E. Size:

Section A, Babyland: No marker in this section shall exceed a width of one foot, a length of two feet or a height of six inches. All such markers shall be placed directly upon the foundation. All die monuments in the section shall be set upon a base no wider than 8-inches, higher than 4-inches or longer than 18-inches. The die may not exceed a width of 4-inches, a height of 16-inches, and a length of 14-inches. All concrete bases under stones shall be at ground level and extend five inches beyond each side of the stone, and that this regulation applies to all parts of the cemetery. There shall not be any front or rear mounted vases.

1. Adult Section A and Section B: No die monument in this section shall exceed a width of 10-inches, a length of 48-inches or a height of 24-inches. All die monuments in the section shall be set upon a base no wider than 18-inches, higher than 8-inches or longer than 60-inches. A foot marker may be used in lieu of, or in addition to a monument, but the foot marker shall be at ground level to permit mowing. When used, rules and regulations specified in Section A will apply except as to the length of a marker. A marker three feet in length may be used.
2. Sections C, D, E, and F: No die monument in this section shall exceed a width of 10-inches, a length of 60-inches, or a height of 30-inches. All die monuments in this section shall be set upon a base no wider than 18-inches, higher than 10-inches or longer than 78-inches. Markers may be used in this section, but foot markers shall be at ground level.
3. Section K: No marker in this section shall exceed six inches in total height above the ground, and no marker longer than 12-inches wide and 24-inches long designed in the form of a shaft, or spire, or similar form will be permitted.
4. Bench monuments: All bench monuments cannot exceed an overall height of 28-inches, a width of 78-inches, and a depth of 10-inches. The granite base cannot exceed a width of 18-inches, a height of 10-inches, or a length of 78-inches. The pedestal cannot exceed a width of 10-

inches or a length of 60-inches. The seat of the bench cannot exceed a width of 16-inches, a length of 66-inches, or a height of 6-inches.

5. Great Bend Cemetery North: Monuments shall be centered on the concrete burial median provided by the City. Only one stone will be permitted per space, government markers must be incorporated into the base of the monument. For a single space monuments must not exceed an overall length of 44-inches, width of 16-inches, and height of 60-inches. For double lots, monuments must not exceed a length of 85-inches, a width of 16-inches, and height of 60-inches. For triple lots, monuments may not exceed an overall length of 145-inches, width of 16-inches and height of 60-inches.

Individual Tombs, Vaults, or Mausoleums

Individual tombs or mausoleums wholly or partially above ground are prohibited in the Great Bend Cemetery except flat ground level vaults, mausoleums or ledgers are permitted under the supervision of the Cemetery Supervisor.

Grave Monuments

The term grave monument shall mean a stone intended to indicate the location of a particular grave; sometimes these are called headstones or footstones.

Materials: All monuments shall be made of standard granite or bronze. The cemetery is not responsible for the replacement of temporary grave markers.

Trees and Shrubs

No person shall trim, prune, or remove any branches from any tree in the cemetery, whether on his lot or not. On request, the Cemetery Supervisor will do any pruning needed without charge.

If any tree, shrub, vine, or plant situated in the lot become unsightly, dangerous, or detrimental, the city shall have the right to remove the same or such parts thereof as may be deemed necessary.

The City will use constant care in examining trees and removing those branches of trees, but it expressly disclaims all responsibility for damage either to persons or property resulting from falling trees or parts of trees.

Planting and Watering

No planting of any kind will be allowed by individuals.

Sod, soil, or manure must not be brought into the cemetery or spades, shovels, saws, or other similar tools. Sod, soil, or manure must not be taken from any place in

the cemetery. Employees are authorized to take sufficient steps to prevent violation of this rule.

Many plants, especially vines, interfere with the proper care of lots and graves and injure the grass. Such plants will be removed when found objectionable.

The City will not be responsible for frozen plants or for plants damaged by hail, windstorm, thieves, vandals, or other causes beyond its control.

Grave Decorations

All decorations shall be removed from the grave site one week after Memorial Day. No decorations may be placed on the ground on a gravesite prior to noon on the Thursday preceding Memorial Day. All fall and Christmas decorations placed on the grass must be removed prior to March 1 or they will be discarded. Any items left at the gravesite must be placed on the monument base or it will be removed.

If anything is placed on or in any lot or grave which shall be deemed offensive, improper, or injurious, or which violates any rule, it will be removed without notice.

Wooden, iron, or other crosses, tablets, metal wreaths, baskets, boxes, shepherd's hooks, solar lights, alcohol, tobacco or miscellaneous objects shall not be left upon graves or lots. The City will not be responsible for loss or damage to any portable articles left upon any lot, grave, or other part of the Cemetery.

Official metallic tablets or flag holders of veterans organizations, their auxiliaries, non-organizational veterans, lodges, fire departments, and other organizations with restricted membership, provided the tablet or flag holder is installed within two inches of the monument will be permitted upon a grave. The top of the metallic tablet or flag holder should be fifteen (15) inches above the foundation or ground level.

Fences, copings, hedges or other enclosures around or within lots or graves will not be allowed.

Funeral designs and floral pieces will be removed as soon as they become unsightly. Employees will decline to attempt finding them after being so removed.

Complaints

Every person is urged to report any errors, bad work or lack of proper care to the office at once. In the event of any errors, the management wishes to promptly rectify them.

Disclaimer

The City will take every reasonable precaution to protect all private properties or lot and grave owners' property in the Cemetery from loss or damage, but it distinctly disclaims all responsibilities for loss or damage from causes beyond its reasonable

control and especially, from acts of thieves, vandals, rioters, and malicious mischief makers; from all acts of Providence, including especially winds, tornadoes, cyclones, hail, snow, and frost; whether the damage be direct or collateral. The City is not responsible for damage occurring from setting or resetting of stones or monuments.

Miscellaneous

The right to alter or change the plants or walks, drives, streets, alleys, or unsold vacant lots is reserved to the City.

The City may take such actions as may be necessary though not expressly authorized by the rules in order to protect the property of lot and grave owners from injury, to preserve peace and good order, or to prevent injury to the appearance of lots and graves, grounds and buildings.

The bringing of casual or irresponsible workers into the Cemetery is undesirable and the City reserves the right to do all work by its own workers for which its charges will be reasonable. In cases where this right is not exercised and outside workers are permitted to do work, they shall be subject to the supervision and control of the Cemetery officials while in the Cemetery.