

**CEMETERY RULES AND REGULATIONS
FOR HIGHLAND CEMETERY AND JAMESBURG PARK CEMETERY**

SEE INTERMENT ORDER OR MONUMENT PLACEMENT FOR ADDITIONAL INFORMATION ON THOSE LICENSE TYPES

General Information

Highland Cemetery, founded in the 1870's and the resting place of pioneers, is the oldest cemetery in Wichita. The Wichita Cemetery Company abandoned Highland on July 1, 1982. The City Council then assumed responsibility for Highland under K.S.A. 13-14c01 on September 21, 1982. The assets were transferred to the City December 22, 1982. The Historic Wichita Board was directed to oversee the cemetery after the City took control of it (see sections 2.12.500 through 2.12.550). However, this Board was dissolved by the City Council during 1987. Most of the rules and regulations regarding cemetery management have been drawn from the official minutes of the Historic Wichita Board. Public Works/Park Department now reports to the Historic Preservation Board on an advisory basis.

During January, 1989, Jamesburg Park Cemetery, 1500 N. Tyler Road, was also abandoned.

Public Works administers the day-to-day management of the cemeteries and the official records and map are kept in that office. For the most part, the Public Works Department has been held responsible for the maintenance and grounds upkeep. Presently, mowings are under private contract. **The License section handles permit issuance only.**

The cemeteries are financed by investment earnings from the Cemetery Trust Fund, interment license fees, monument placement fees, and donations. Revenues from the above sources have been adequate to support annual expenses and therefore the City has not had to resort to tax monies. Lots are no longer sold in either cemetery.

Purpose

The rules herein established are designed for the protection of lot owners. Enforcement of these rules and regulations will help protect our cemeteries and create and preserve their beauty. All lot owners, visitors and contractors performing work within the cemeteries shall be subject to said rules and regulations.

Definitions

"Highland Cemetery" shall mean an interment area located on the west side of Hillside between 9th and 11th Streets and is divided into eight sections which include Sections 1 through 5, Potter's Field, Eggleston Post and Replat of Section 2.

"Jamesburg Park" shall mean an interment area located at 15th and Tyler Road.

"Section" shall mean one of the eight divisions within Highland Cemetery.

"Lot" shall mean a block or area within a section where there are usually 12 grace spaces at Highland or six spaces at Jamesburg. Exceptions to these space lots are areas where there are limited spaces due to roads, trees, etc. In addition, some lots contain more spaces than normal due to the use of walkways from past administrations.

"Space" shall mean a plot or area within a lot that is used for one interment or burial.

"Owner" shall mean the owner of cemetery lots or spaces and lots or spaces in the cemetery shall be used for no other purpose than the burial of deceased humans.

General Regulations

Burial (interment) permits are required and must be obtained from the License section at prices set forth by City Ordinance. Public Works maintains a complete record of lot and burial permits.

It is the responsibility of the lot owner to insure that any transfer of ownership must be filed with Public Works and thereby logged in the official cemetery record books.

In every "earth" interment the casket shall be enclosed in a vault or box constructed of concrete. The use of wooden boxes is prohibited. Concrete sectional vaults will be permitted.

Fees

Lots are no longer available for sale but the fees for lots were:

Grace Space, Potters Field, Section 5	\$300.00
Grave Space, all other areas	\$625.00

	<u>MON-FRI</u>	<u>SAT</u>
Adult Interment	\$315.00	\$390.00
Child Interment	\$250.00	\$325.00
Cremation.....	\$ 90.00	\$160.00
Disinterment.....	\$375.00	\$375.00
Monument Placement.....	\$ 50.00	

After 4:00 p.m. Monday - Friday there will be an additional charge of \$30.00. There shall be no Sunday or holiday burials.

Welfare burials will be handled at the cemeteries if the deceased owns or is given a lot by a relative. The City will accept the interment fee established for welfare burials by the State.

Interments

The City has a private contract for the opening/closing of grave sites. The City is not responsible for any of the other activities associated with a burial. It is the responsibility of the funeral home to make arrangements and pay for the interment fee. The interment fee does not include the tent set-up, etc. The funeral home shall contact License at least 24 hours before the service so that arrangements can be made for grave opening and closing.

Lot Improvements, Decorations, and Monuments

Improvement of Lots and Graves: Planting of perennial flowers, shrubs and dwarf trees shall be permitted in said cemeteries provided that they are not a spreading, crawling or vine-type variety, and subject to other provisions pertaining to the improvement of lots and graves.

Seasonal, Artificial or Cut Flowers and Wreaths: Seasonal, artificial or cut flowers and wreaths shall be permitted in said cemeteries subject, however, to other provisions pertaining to the improvement of lots and graves.

Intallation or Planting Regulations: Any plantings or installations permitted in said cemeteries by other provisions shall conform to the following regulations:

1. The type of perennial flowers, shrubs or dwarf trees to be planted and the location of such planting shall be approved by Public Works/Park Department.
2. Placement of seasonal, artificial or cut flowers, and excavations for planting of seasonal flowers, perennial flowers, shrubs and dwarf trees shall be limited to the area within eight (8) inches of the foundation of the marker or monument, and shall not extend onto the grave or adjoining graves. Containers for seasonal, artificial or cut flowers shall not be placed below the surface of the ground.
3. Planting of shrubs, dwarf trees, and large size bushy-type perennial flowers shall be limited to the area at the ends of the marker or monument.
4. No placement or plantings shall be permitted around foot markers.
5. Artificial flowers, wreaths and cut flowers shall be placed and secured in a manner that they will not become dislodged or scattered by the wind.
6. Damaged or faded artificial flowers or wreaths and/or neglected, unkept or dead flowers and plants will be removed as necessary to maintain the attractive and neat appearance of the cemetery.

Temporary Plantings and Placements: Seasonal flowers, cut flowers, artificial plants or flowers and wreaths shall be

permitted on the entire grave space area fourteen (14) days immediately following the date of interment and for a period commencing five (5) days before and ending fourteen (14) days after Memorial Day.

Unauthorized Plantings and Objects: Any unauthorized plantings or objects on graves or lots may be removed. Decorative rock is not allowed.

Retaining Walls, Fences and Curbing: All retaining walls, fences and curbing of grave spaces are prohibited, except as may be instructed by the City. A retaining wall, fence or curbing which is presently in place may be removed by the City when it is determined that the improvement is in such poor condition that it is detrimental to the appearance and maintenance of the cemetery, if the owner of the improvement, after notice to improve the same, fails to repair such improvement. If reasonable efforts to contact the owner of such improvement for purposes of giving such notice have failed, the City may proceed to remove such improvement.

Mounding of Graves Prohibited: All graves shall be flush with the surrounding and level after they have settled, and they shall not be mounded or maintained without turf.

Memorial Monuments and Markers; Permit Required: Before any memorial work is commenced in the cemeteries by any employee or employees of a private business contractor, a permit approving such work shall be obtained from the License Section. The fee covers the cost of inspection of the work and maintaining the property around the marker.

Supervision of Memorial Work: All memorial work shall be done under the general supervision of Public Works/Park Department.

Specifications for Monuments and Markers

All monuments and markers shall be of standard construction material such as marble, granite and bronze.

Specifications for the Setting of Monuments and Markers:

1. For purposes of this section "Headstone(s)" means any permanent monument or marker placed at the head of a grave.
2. Headstones shall be set in conformity with the following rules:
 - a. Stones up to 12 inches in height not including the base and not exceeding 400 pounds in weight shall have a concrete foundation eight inches deep with horizontal dimensions extending at least six (6) inches beyond the sides and ends of the stone, monument or marker. The base shall be reinforced with 3/8 inch reinforcing bars spaced not less than four (4) inches apart on center and extending the full length of the base to a point three (3) inches from each end of the base.
 - b. Stones up to 24 inches in height not including the base and not exceeding 1200 pounds in weight shall have a concrete foundation eight (8) inches deep with not less than four (4) concrete piers of a diameter of not less than six (6) inches extending 24 inches below the bottom of the concrete base. The horizontal dimensions and reinforcing of the base shall be the same as is required for 12 inch stones not exceeding 400 pounds in weight.
 - c. Stones up to 36 inches in height not including the base and not exceeding 2000 pounds in weight shall have a concrete foundation 12 inches deep with not less than six (6) concrete piers of a diameter of not less than six (6) inches extending 24 inches below the bottom of the concrete base. The horizontal dimensions and reinforcing of the base shall be the same as is required for 12 inch stones not exceeding 400 pounds in weight.
 - d. Stones up to 48 inches in height not including the base and not exceeding 2800 pounds in weight shall have a concrete foundation 18 inches deep with not less than six (6) concrete piers of a diameter of not less than six (6) inches extending 24 inches below the bottom of the concrete base. The horizontal dimensions and reinforcing of the base shall be the same as is required for 12 inch stones not exceeding 400 pounds in weight.

- e. If it is necessary to set any stone, monument or marker over a grave, each end of the foundation must extend over and rest on solid, undisturbed ground not less than six (6) inches. Larger spans may be required depending upon the individual situation.
- f. The top surface of all concrete bases shall be flush with or slightly below the lowest ground surface adjacent to the base.
- g. Monuments or markers set flush with the ground shall have a concrete base six (6) inches deep which shall extend six (6) inches beyond the sides and ends of monument or marker.
- h. Foot markers shall be permitted only when they are placed flush with the ground surface on a concrete base as is required for flush set monuments or markers.

Other Regulations

1. Public Works shall not be held responsible for any order given by telephone, or for any mistake occurring from the want of precise and proper instructions as to the particular space, size and location in a lot where interment is desired.
2. Public Works shall have the right to correct any errors that may be made by the department either on making interments, disinterments or removals, or in the description, transfer or conveyance of any interment property of equal value and similar location as far as possible as may be selected by the Public Works or in the sole discretion of the City Governing Body, by refunding the amount of money paid on account of said purchase. In the event the error shall involve the interment of the remains of any persons in such property, Public Works shall have the right to remove and reinter the remains on such other property of equal value and similar location as may be substituted and agreed upon.
3. The City of Wichita will not be held responsible for any article left on cemetery property or for any stones or anything on any lot damaged or destroyed by fire, vandalism or other damages accruing to private property.
4. Riding or driving across any grave is prohibited, except by City personnel in discharge of their duties.
5. Defacing or injuring any monument, grave, stone, slab, corner post, buildings, fence, tree, shrub or flowers is unlawful per Chapter 5.16, Code of the City of Wichita.
6. It is unlawful to go into or loiter in the cemetery at night.

Cemetery Trust Fund

The City of Wichita has created a trust fund for the purpose of permanently maintaining and caring for both cemeteries. The interest from investments of the fund may only be used for maintaining and caring for the graves and for beautifying and improving the City's cemeteries.

Anyone wishing to make a gift or donation to the Cemetery Trust Fund may do so by contacting Treasury, 455 North Main, Wichita, Kansas 67202 (316) 268-4212