

**City of Salina, Kansas**  
**RULES & REGULATIONS**  
**GYPSUM HILL CEMETERY**  
**2020 EDITION**

Authority for Rules and Regulations

The City of Salina, Kansas, is the owner and operator of the Gypsum Hill Cemetery, located at 2020 East Iron Avenue. As the owner, the Governing Body of the City of Salina has the authority and responsibility for the promulgation of suitable and proper rules and regulations for the operation and government of the City Cemetery, including the establishment of various prices, fees and costs associated with the sale and reacquisition of cemetery lots and with the various services provided by the City in relation to the cemetery facilities. All such rules and regulations and regulations have the force of law.

Application of Rules and Regulations

All owners of lots or grave spaces, and all persons who may be upon the premises of the cemetery for any reason, shall be subject to said rules and regulations and amendments or alterations thereto as shall be adopted from time to time by the Governing Body of the City of Salina, Kansas: and the reference to these rules and regulations in the deed or certificate of ownership to lots shall have the same force and effect as if set forth in full therein.

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**Article I. Cemetery Administration**

- A. Cemetery Management. Gypsum Hill Cemetery, for the purpose of administration, shall be operated by the Park and Recreation Department and shall be under the supervision and control of the Park Superintendent and the Cemetery Supervisor and cemetery staff.
- B. Cemetery Supervisor: Appointment. The Park Superintendent will appoint a suitable person to act as Cemetery Supervisor and to have immediate care of the cemetery records, grounds and lots.

- C. Cemetery Supervisor and staff: Duties. The cemetery staff shall have the custody and care of all personal property of the City in or about the cemetery. He/she shall cause all persons within such cemetery to observe the rules and regulations pertaining to conduct therein and the care and adornment of cemetery lots. He/she and their assistants shall open any grave upon a permit therefore from the City Clerk, close all graves and make such reports upon any burial as may be required. The cemetery staff shall report all violations of cemetery rules and regulations and the action thereto to the Cemetery Supervisor.

**Article II. Sale of Lots**

- A. Price of Lots and Grave Spaces. All grave spaces shall be sold according to the following schedule:

<u>All Blocks</u>	<u>Price</u>
All full size spaces	490.00
Small Size 3x3	245.00
Infants	N/C
SRS: a limited number remain	N/C

A grave space to be selected by the City can be provided at no cost to SRS recipients who meet established guidelines.

- B. Issuance of Certificate of Purchase. Upon the presentation to the City Clerk of the purchase money or the mortuary charged order, there shall be issued to the purchaser a certificate of purchase, under the seal of the City, which the Clerk, and such certificate so signed as aforesaid shall convey the estate which, by law in such case made and provided, is intended to be conveyed for the sole purpose of interment.
- C. Repurchased by City. Any lot or lots repurchased by the City shall be at 90% of the original purchased price.
- D. Transfer of Lots to others. Should the owner(s) of any lot or space in the cemetery of the City desire to transfer the same to one other than the City of Salina, the owner shall first execute a certificate therefore to the City of Salina and deliver the same to the City Clerk, who will in turn execute to the purchaser of such lot, a certificate of such purchase under the seal of the City, signed by the proper City officials conveying the estate which by law is intended to be conveyed for the sole purpose of interment. A transfer fee of (\$40.00) shall be paid to the City Clerk by the purchaser for the issuance of the new certificate.

**Article III. Interment Permits, Records and Fees**

- A. Burial Permit Record. The City Clerk shall keep a record of the permits issued under the provisions of this article, showing the date of issue, to whom issued, the name, other available information as provided, the number of the lot, block space or the number of the crypt.
- B. Burial Permit Fees. Shall be paid prior to the burial or arrange payment thru the Mortuary prior to the burial.

The following fees include the cost of opening and closing the grave.  
 Vaults, tents and chairs are to be arranged by the Mortuary in charge of the service. We do have a simple setup composed of greenery and table for cremations. See fee chart below.

**Interment Fees**

Adult	440.00 660.00	Monday – Friday 7:30 – 4:00 Beginning at 2: PM on weekdays Weekends and Holidays
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Infants /	225.00	Monday – Friday 7:30 – 4:00
Cremations	338.00	Beginning at 2:00 PM on weekdays Weekends and Holidays

#### Disinterment Fees

Cost for disinterment includes the operation of removing a burial structure from its current resting-place.

Full Size	865.00
Small	430.00

#### Article IV. Interments, Disinterments and Removals

- A. Laws, Rules and Order. All interments, disinterments and removals shall be subject to the laws, rules and orders of the properly constituted authorities of the City, County and State.
- B. Number of Burials for Grave Space. Only one (1) full sized adult burial shall be permitted on each grave space. Two (2) infants on one full sized burial space.
- C. Number of Cremations for Grave Space. Up to four (4) cremations on one burial space but with the restriction of only one monument on the space. We do allow one (1) full size burial and (4) cremation on the same space also.
- D. Cremation Urn in Base of Monuments. Cremations urns may be interred in the base of a monument or in specially designed monuments that contain the cremations.
- E. Location of Interment Space. The lot owner or his agent (funeral director) must contact us no later than 24 hours prior to the time of the service as to the correct location of space on the lot for opening.
- F. Types of Vaults or Boxes. In every earth interment, the casket shall be enclosed in a vault or box constructed of concrete, steel or fiberglass. The use of the Individual surface crypts will not be allowed from here on out except in lots where it would be placed next to an existing surface crypt. The use of wooden boxes is prohibited. In certain circumstances the use of a vault may be waived but must first be approved in advance of the service.
- G. Holidays and Sundays. Although we do allow burials on these days, we do ask that you discourage the scheduling of services on these days. The weekend charges apply to these days.
- H. Late Service. A late service charge shall be made for any funeral service starting at 2:00 p.m. during the workweek.
- I. Saturday Services. The Weekend and after hours charges apply to all Saturday services.
- J. Disinterments. All disinterments shall be done during regular cemetery hours and at the discretion of the cemetery staff concerning weather conditions and the amount of time to perform the task.

#### ARTICLE V. IMPROVEMENT OF LOTS AND GRAVES

- A. The cemetery staff will do the location of and the planting of trees. Request for trees may be made but most trees will be planted on the perimeter of the blocks. This is done to maintain access to all of the spaces in the cemetery with our equipment. It also helps with the number of monuments tipped by the expanding root systems of the trees.
- B. Installation and Plant Regulations.
1. The type and location for planting any shrubs, dwarf trees or perennial flowers shall be approved by the cemetery staff.
  2. Placement of cut flowers or artificial flowers, and excavations for planting of seasonal flowers, perennial flowers, shrubs or dwarf trees, with prior approval from cemetery staff, shall be confined to the area within eight (8) inches of the ends of the foundation of the marker or monument.
  3. Placements and plantings shall not be allowed on the grave itself. We will no longer allow a grave space to be completely covered landscaped and cover with plants and flowers.
  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. No holes may be dug in or around a grave to support flower vases or any other placement structures.
  6. Damaged or faded artificial flowers or wreaths, and neglected, unkempt or dead flowers and plants may be removed by the cemetery staff as necessary to maintain the attractive and neat appearance of the cemetery.
- D. Temporary Plantings and Placements. Seasonal flowers, cut flowers, artificial plants or flowers and wreaths shall be permitted on the entire grave space area for a period of five (5) days preceding and thirteen (13) days following Memorial Day. All decorations, toys, momentos, etc. Not in permanent vases will be picked on the second Monday following Memorial Day starting at 7:00 a.m. We will not be responsible for any items left at the cemetery that is discarded. We ask that you do not replace decoration for several weeks after Memorial Day to give us time to clean up, mow and trim around the stones.
- E. Permanent Placements of Decorations. All flowers and decorations must be kept to within six (6) inches of the Monument. No permanent decorations, ornaments, or embellishments such as benches, shepherds hook, decorative statues, decorative stones or any other unapproved placements other than monuments described shall be permitted on or around the grave spaces or in the cemetery
- F. Retaining Walls, Fences, and Curbing. All (permanent and temporary) retaining walls, fences and curbing of lots or grave spaces are prohibited except for those already grandfathered in or as may be constructed by the City. The City may remove a retaining wall, fence or curbing that is presently in place when cemetery staff determines that the improvement is in such poor condition that it is detrimental to the appearance or maintenance of the cemetery, or for such other reasons of safety or convenience as the City may deem appropriate. The owner of the lot will be given notice, if possible, to repair such improvements; and if he/she does not proceed with the repair within a reasonable time, the cemetery staff may proceed with the removal.
- G. Mounding of Graves Prohibited. All graves shall be flush with the surrounding ground level and shall not be mounded or maintained without turf.

## **ARTICLE VI. MEMORIAL MONUMENTS AND MARKERS**

- A. Definitions.
1. Projecting Monument: A two – piece stone projecting above ground level for purpose of identifying occupancy of one or more grave spaces.
  2. Projecting Marker: A one piece stone projecting above ground level, for the purpose of identifying the occupancy of one or more grave spaces.
  3. Flush Marker: A stone or brass installed flush with ground level for the purpose of identifying occupancy of one or more grave spaces.
  4. Foot Marker: A small stone, installed flush with ground level used in conjunction with a monument for the purpose of identifying the occupancy of a grave space.
  5. Memorial Work: The construction, erection or installation of any memorial monument or marker.

- B. Permits Required. (\$40.00) Before any employee or employees of a private business or contractor commence any memorial work in Gypsum Hill Cemetery a permit approving such work shall be obtained from the City Clerk. The permit shall state the name of the company or contractor proposing to do the work, the location of the work, the type of memorial work and other such information necessary to determine that the proposed work will comply with cemetery rules and regulations. (\$40.00) shall be charged for each Memorial to be set.
- C. Supervision of Memorial Work. All Memorial work shall be done under the general supervision of the cemetery staff.
- D. Specifications for Monuments and Markers. All monuments and markers shall be of standard construction material, such as marble, granite or bronze.
- E. Location and Placement of Monument or Markers.
1. All monuments or markers, whether projecting or flush style, shall be placed at the head of the grave space or space. (there may be exception when trying to match existing markers in a particular lot)
  2. Foot markers must be set at the foot of the grave space and now must be flush with the ground level.
  3. Directional placement of monuments and markers shall be facing east or west determined by the nearest road. (Exceptions – when other monuments in lot already installed do not conform to the rule. It should then be installed as to match the monuments already installed.)
- H. Length and Width Limitations.
1. The length of single space monument or marker, including the concrete base extensions, for a single grave space shall be no longer than the width of the grave space. These may vary from location to another in the cemetery. Please check before selling any monuments.
  2. The length of a multiple space monument, including the concrete base extensions shall be no longer than the width of the spaces that the monument will occupy.
- H. Specifications for Setting of Monuments and Markers.
1. All monuments and markers shall be set on a concrete base. Top surface of the concrete shall be flush with ground level, and shall be four (4) inches wider on each side than the bottom dimensions of the monument or marker.
  2. The concrete base shall have a minimum depth not less than three (3) inches below ground surface. Peers and or footing may be used, however we ask that if used that something is used to separate the footing or peers from the slab so that if we need to move the monument to open a grave, it will allow for easier removal.
  3. The concrete base can be a pre-cast or poured on site.
  4. All new foot markers must be installed flush with the ground except on lots where existing footmarkers are already installed above ground.
- I. Full Grave Space Covers or Tablets. As of the date of this publication, Installation of full grave space covers or tables must now be installed flush with the ground.
- J. Benches. As of the date of this publication, no bench shall be installed on the foot of a space where a monument is already on or will be placed on the head of the space. Any new bench must be used as the Headstone with any other foot markers set flush with the ground.
- K. Additional Specifications. In order to insure the setting of monuments and markers in a workmanlike manner and in keeping with good appearance of the cemetery as a whole, the cemetery staff, with the approval of the Park Superintendent, may adopt additional specifications and regulations deemed necessary and proper for the location and setting of monuments and markers.
- A. Clean Up of Worksites. All worksites shall be properly policed upon completion of setting of monument. No loose concrete will be left on the ground, scrap lumber and dirt piles will be removed, tracks filled in etc.

## Article VII. Columbarium

A. Price of Niches. All niche spaces shall be sold according to the following schedule:

<u>All Niches</u>	<u>Price</u>
Top Two Rows	410.00
Bottom Two Rows	310.00
Engraving	125.00

1. All niches hold up to two urns. Each urn has to have an interment.

B. Engraving of face plate.

1. All face plates will contain the same font
2. Niche holding one urn has a pick of three designs they can choose from. Ask cemetery staff for designs. Two urns placed in niche can only have name and dates.
3. Different design can be approved by cemetery staff. If approved an additional charge will be applied.

C. Decorations.

1. No type of decoration of any sort will be permanently stuck on top columbarium or on face plate of niche (Staff will remove it.)
2. Live flowers can be placed near niche and will be discarded when wilted
3. Decorations will be discarded if they become a hazard to columbarium grounds