

GOTHENBURG CEMETERY

**Gothenburg, Nebraska
Adopted August 20, 2013**

Rules and Regulations

A cemetery to most people is sacred ground, second only to the church in their esteem. The cemetery must be carefully maintained in accordance with its agreements with lot owners. Therefore, it is necessary to make rules and regulations from time to time, which the City of Gothenburg deems advisable.

The Cemetery is under the control of a Cemetery Board, consisting of members appointed by the Mayor. Following are the rules and regulations adopted by said Cemetery Board and approved by the City Council.

The following rules and regulations are promulgated to enhance the symmetry and beauty of the cemetery and to keep maintenance costs within funds available.

SEXTON, SALES OF LOTS AND LOT OWNERS

- 1) The Sexton shall superintend the operation of the cemetery, and he/she or his/her authorized agent shall be present at every interment and shall have the general direction and control of the improvement of the premises; shall keep a map of the cemetery, showing its avenues, walk and spaces, avenues and walks to be preserved; shall see that the regulations for the preservation of property and observance of decorum are strictly enforced. He/she shall have charge of all property of the cemetery on the cemetery grounds, and shall keep a register of all burial permits issued and maintain such records in the office of the Sexton.
- 2) The Sexton shall make all sales of burial spaces, or burial lots, for cash prior to grave openings, which shall be used for no other purpose than burial of the human dead.
- 3) All lots, or grave spaces, are sold subject to ordinary care and all work thereon will be done under the direction of the Sexton or Cemetery Board.
- 4) Each person purchasing a burial space, or lot, upon payment of the purchase price in cash, shall receive a deed or certificate to the same executed by the city, describing the space that is sold.
- 5) No "For Sale" signs or signs of any kind are allowed on lots in the cemetery. No transfer of any space, or lot, or disinterment of a body, shall be permitted for the purposes of selling a lot for profit. A transfer shall only occur with the consent of the city. Any fee for the canceling of an old certificate, the issuing of a new certificate, and completing the necessary record thereof shall be set by the City Council.
- 6) Any owner, or part owner, of a lot has a right to give permission by written order for the interment of the remains of other than his/her immediate family in his/her lot, or a portion of a lot.

SPECIFIC RULES AND REGULATIONS GOVERNING OPERATION:

- 1) No interment shall be made in any lot, or improvement thereon, without full knowledge of the Sexton. No interment shall be made in the cemetery unless application has been made at least twenty-four (24) hours previous thereto to the Sexton, and correct measurement of the grave desired furnished to him/her.
- 2) The Sexton is to be notified of hours set for a funeral and the space selected as soon as the family decides in order to allow ample time for the necessary preparations. In no case should this notification be less than twenty-four (24) prior to the funeral; unless for an immediate burial service.
- 3) Funeral Directors are requested to arrange time for funerals giving the Sexton time to close the grave before dark.
- 4) No adult grave shall be located at the foot of any lot, and the head of the lot is hereby declared to be the west end of the lot in all instances.
- 5) Graves will be opened and closed by the City of Gothenburg and/or a contractor for the City of Gothenburg. All costs of grave openings shall be fixed by a Resolution of the City Council. No burials shall be held on Veteran's Day, Independence Day, Memorial Day, Thanksgiving Day, Christmas Day or Easter Sunday. All adult graves shall be at least five (5) feet deep.
- 6) All burials must be enclosed in a cement, metal, or heavy-duty polypropylene vault.
- 7) Space owners shall plant no trees, shrubs or flowers, except with the consent of the Sexton and/or the Cemetery Board.
- 8) The Sexton shall have the authority to remove any tree or shrub that has become detrimental, dangerous, or inconvenient to adjacent spaces, walks or avenues.
- 9) No grave shall be covered with anything other than dirt, and no cement, granite, marble or artificial substance may be used for the covering of any grave without the permission of the Cemetery Board, except in such cases of a surviving spouse, whose deceased spouse had such a cover over his, or her grave.
- 10) Signs, notices or advertisements of contractors, stone cutters, funeral directors, or any other persons will not be permitted on the cemetery grounds.
- 11) The City of Gothenburg and/or their contracted representatives reserves the right to enter upon or cross any lot in the cemetery for the performance of any lawful function performed by the City and assumes no liability for damage to any cemetery lot in the performance of its normal operations.
- 12) Automobiles and other vehicles will not be allowed to proceed at a speed greater than 15 mph.
- 13) The Sexton and/or any Cemetery employees are not allowed to accept any fees, unless said fees are established by Resolution of the City of Gothenburg, and are not allowed to accept tips. All accounts must be settled with the Cemetery Sexton.
- 14) The Cemetery Board typically has projects for the betterment of the cemetery. Donations are encouraged to help fund these projects. All funds donated shall be kept by the City in a

separate account for use only for the cemetery.

- 15) All persons are expected to leave funerals after services unless special permission is received from the Sexton.
- 16) It is strictly forbidden to pick flowers of any kind. Breaking branches, lying on grass, shouting, making loud noises or any disorderly conduct is also forbidden.
- 17) Visitors will be admitted to the grounds at all times during the day but no visitors shall be admitted after sunset. If necessary, cemetery gates will close at sunset and will open at sunrise.
- 18) Funerals shall have priority over any other activities.
- 19) No parking off roads will be permitted.
- 20) All persons are reminded that the grounds are sacredly devoted to the burial of the dead, and that the penalties of the law will be strictly enforced in all cases of wanton injury, destruction, disturbance and disregard of rules and regulations. No alcohol or drug-related activities will be allowed in the cemetery at any time. Law enforcement support will be requested if necessary.

LOTS - GRAVES:

- 1) No lot enclosures permitted.
- 2) All corner posts or other permanent landmarks of spaces must be placed by the owners of same under the supervision of the Sexton, and such corners shall be flush with the ground and not larger than four inches square.
- 3) No iron, wirework, or seats will be allowed upon lots except by permission of the Cemetery Board; when any article made of iron begins to rust, it shall be removed from the cemetery.
- 4) The City and/or their contractors will maintain all lots. No outside workmen or gardeners will be permitted to work in the cemetery.
- 5) The following interments will be allowed per standard size burial space:
 - a) One Cremation and one infant;
 - b) One adult and one cremation;
 - c) Two cremations;
 - d) One adult and one infant as long as both are buried in the same casket, such as mother and infant or father and infant, at the same time.
- 6) No individual plantings or grass sods will be permitted.
- 7) No interment will be permitted in a grave space that has not been fully paid for.
- 8) No burial will be permitted on a lot unless the proper authorities have signed an interment order.
- 9) No disinterment will be allowed until law gives proper authority and all charges have been paid in full.

Flowers, Trinkets, Memorial Day

1. Flowers shall be placed on the headstone or in a receptacle near the headstone.
2. Only one flower arrangement per grave lot is allowed unless the monument provides its own flower receptacles. Flower receptacles of any other kind (glass, wood, plastic, tin, cement) are prohibited. Two trinkets or whatnots per lot are permitted if placed on the base of the monument. Placing flowerpots and other items on the lawn destroys the grass and increases maintenance cost. Funeral flowers will be removed on the Friday after the fifth day of interment.
3. As soon as flowers, wreaths, emblems, etc. placed on graves become unsightly or faded, they will be removed and no responsibility for their protection or maintenance is assumed by the City of Gothenburg. The City reserves the right to remove glass jars, tin cans, or any other unsightly objects from cemetery lots.
4. No trinkets, whatnots, flags, objects, etc. shall extend higher than 4 feet from the ground. This rule shall not apply during the Memorial Day celebration; or the week before or the week after a deceased's birthday or anniversary.
5. Memorial Day Celebration
 - a. The City Parks Department will mow the Cemetery the Monday through Wednesday prior to Memorial Day.
 - b. The Thursday prior to Memorial week-end volunteers are welcome to join the city crew for a Cemetery Cleanup Day. Volunteers should meet at the kiosk at 8:30 AM; or contact the City Office to schedule a time for the day.
 - c. In order to allow for crews to properly maintain the cemetery, no flowers shall be placed prior to the Friday before Memorial Day.
 - d. Flowers or trinkets may be placed off of the base of the monuments/markers during the Memorial Day celebration, but must be picked up by the Monday following Memorial Day.
 - e. All flowers/trinkets not on the base of the monuments and not picked up by the following Monday after Memorial Day will be picked up and disposed of by the city crews.

VAULTS, TOMBS AND MAUSOLEUMS:

- 1) No Vaults, Tombs or Mausoleums shall be set without the approval of the Cemetery Board.
- 2) Vaults, tombs and mausoleums may be permitted, provided complete working plans and specifications for the same are first submitted to the Cemetery Board, and the site, design and construction of the structure receive the approval of the Cemetery Board. All such structures, whether built partially or entirely above ground must be of stone and all exposed parts of granite. In all cases they must be furnished with crypts made of stone, slate or marble where interment can be made separately and hermetically sealed.

MONUMENTS AND MARKERS

- 1) No marker or monument shall be set without the approval of the Sexton, or the Cemetery Board. All person(s) setting a monument or marker shall be required to fill out a Monument and Marker Permit before installation of the monument or marker. Any Monument or Marker set without a signed permit shall be removed immediately upon notice by the City. No permit shall be considered approved until signed by the Cemetery Sexton; or in the absence

of the Sexton, the Chairperson of the Board. Any application denied shall have the opportunity to be appealed to the Cemetery Board.

- 2) All monuments and markers will be placed at the head (west end) of the lot and in the center of each space, unless otherwise specifically permitted by the Cemetery Board. No foot markers, or other type markers, permanent flower holders, or structures of any description whatsoever, will be permitted in any other portion of the lot. Permanent flower containers shall be allowed if such containers are a part of the monument or marker decorum, and are installed on such concrete foundation.
- 3) All monuments and headstones are to be leveled. The front of the monument or headstone shall be lined up six inches from the west lot line and the foundation for the monument or headstone shall border the west lot line.
- 4) All monuments and markers must be of recognized quality granite, marble, or bronze finished in a workmanlike manner and must be accepted by the Sexton before being taken into the cemetery.
- 5) All markers and monuments shall be set on a base of concrete below the surface of the ground. No foundation will be built higher than one inch below the lowest point of the surface of the ground. Depth of all foundations must be two inches for every three inches above ground of the marker or monument it is to support, except no foundation shall be less than six inches deep and no foundation need be more than thirty-six inches deep. Mixture for setting monuments and markers shall not be more than three parts of sand to one part of cement.
 - (a) All foundations for markers must be a minimum of 24 inches wide and six inches longer than the front of the marker with the foundation placed along the west end of the lot. In all cases the foundation must be a minimum of 6" wider on all sides of a marker.
 - (b) All foundations for monuments must be minimum of 24 inches wide and cover the entire width of the lot on the west end. In all cases the foundation must be a minimum of 6" wider on all sides of a monument.
- 6) No monuments, markers, or mausoleums are to be set on Saturdays, Sundays, or legal holidays, unless special permission in writing is obtained from the Sexton.
- 7) No cement or artificial stone will be permitted in the cemetery above the surface of the ground.
- 8) Only one monument or marker is permitted on each burial space.
- 9) Lettering on stone markers shall be recessed into the surface of the stone. Letters on bronze markers may be raised but the City of Gothenburg will not be responsible for letters that may be defaced or knocked loose.
- 10) All markers, stone or bronze, shall be not less than twenty (20) inches long, nor less than eight (8) inches wide, except children's graves where markers four (4) inches by eight (8) inches are permitted.
- 11) All monument dealers or agents shall be responsible for damage to property while they are in the act of doing work in the cemetery. All material used for doing work shall be cleared

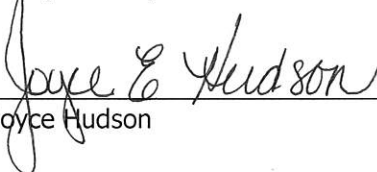
away when work is completed.

- 12) Flag Holders, Shepard's Staff, and/or Organizational metal markers must be placed in the foundation of the grave marker or monument.
- 13) The City of Gothenburg will use all necessary precautions in maintaining the cemetery, but the City of Gothenburg will not be held liable for scratches or other marks on monuments or grave markers which might occur through normal maintenance of the lot.
- 14) For two years following a burial, a temporary marker is allowed and permitting shall not be required. Any marker that has not been permitted shall be removed and disposed of by City staff beyond the two year timeframe.
- 15) The cemetery board reserves the right to remove a monument, marker or other memorial that has deteriorated, as well as a monument, marker or memorial placed that does not meet the guidelines in order to maintain the beauty, dignity, and safety of the cemetery grounds including lot sites, shrines, chapel and mausoleum areas.

If there is an issue with deterioration, disrepair, etc., that is beyond the city's ability to resolve, the Sexton shall first try to make contact with any known family members to try to resolve the issue. If there are no known members or if repairs are not made by the family within 120 days; the Sexton shall put the issue of removal on the next available Cemetery Board meeting for Board consideration and approval. A permanent marker will be placed by the City in place of any monument or marker that is removed due to deterioration or disrepair.

Adopted by the Cemetery Board on the 5th of August, 2013.

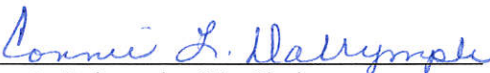
Approved by the Mayor and Council this 20th of August, 2013.



Mayor Joyce Hudson

(SEAL)

ATTEST:



Connie Dalrymple, City Clerk