

Tremonton

City

Cemetery

POLICY BOOK

City Recorder's Office:
102 South Tremont Street
Tremonton, Utah 84337

(435) 257-2627

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TREMONTON CITY CEMETERY POLICY

INTRODUCTION

All work in the Cemetery including, but not limited to, interments, disinterments, plantings, landscaping, grading, record keeping, placement of grave markers, grounds keeping, construction, and all maintenance, improvement and beautifying of the grounds will be done under the supervision of the Cemetery Superintendent or City Recorder.

The rules and regulations governing the Cemetery provide for an orderly, well groomed, quiet sanctuary. To achieve and maintain that status requires a joint effort between the Cemetery staff and Cemetery patrons. Those persons owning rights to burial and those having deceased loved ones interred within the Cemetery need to be aware of the policies that regulate activities so that no misunderstandings or problems occur.

Any questions regarding these policies or requests not covered by policy can be discussed in person at the Cemetery Office; by letter to City Recorder, P.O. Box 100, Tremonton, UT 84337; or by calling (435) 257-2627. Office hours are 9:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Friday; except legal holidays.

HISTORY

The earliest known burials in the Riverview Cemetery were in 1907 with the burials of M. Elizabeth Goss Roush and Owen L. Garfield, a baby.

Records of early burials may not have been

recorded. Tradition says (as reported by an "old-timer") that there were Indians buried in the north-east corner of the cemetery. The first written records we have are in the early 1930's. They were handwritten in ledgers.

In 1993 an inventory was done of the cemetery and compared against existing records. All information was then put on computer and specific addresses assigned to grave sites, using Blocks (comparable to a state), Lots (comparable to a county) and Plots (comparable to a city). Most Blocks in this cemetery are made up of 36 Lots. Most of the Lots contain 8 Plots, but some have 12, and a few have 4 plots.

There are many graves with no markers. With computers it is not likely that we would ever lose track of a grave site, but with the early handwritten records, which did not allow "searches" it was easy to lose track of unmarked graves.

Caskets are now placed in special vaults for protection against the elements, but in earliest times the deceased was just wrapped in cloth and buried. Later wooden caskets without a vault were used. One casket has been located in the cemetery that was placed in the grave opening and then cement was poured over the top.

People are buried with the head to the west. This comes from the tradition that in the morning of the resurrection the dead will rise facing the sun. This tradition is not necessarily followed in all countries, or in all areas of this country. Tradition also places the wife to the left (or north) of her husband, however this choice is left up to the family.

At one time the City charged an annual fee for perpetual upkeep of the graves. The practice of charging for upkeep was later discontinued.

In 1989 through 1992 the Women's Civic League took on the project of preparing a master plan for the cemetery. As part of that master plan they raised the funds for the wrought iron and brick pillar fence that graces the entrance. The master plan also initiated the one-way streets and the paving of streets as well as specifying locations and types of trees to be planted. The Elberta spruce on the east side are a result of that plan.

Other improvements to the cemetery include a sprinkler system and the fill on the east side which, when completed, will provide a road and parking. The west section of the cemetery was recently developed. There is still an area further to the west that can still be developed at a later date. As this area is approximately equal to the area of the current cemetery, the cemetery will not run out of space for a very long time in the future.

A stroll through the cemetery can be very interesting. There are some truly beautiful headstones with expressions of love, faith, hope, belief and even humor. Sometimes there is even a look at history. For example in Block 10, Lot 28 Plot B is buried "Daddy Roush, the first Marshal of Tremonton City." We do not know when he was buried, but the burial next to him, presumably his wife, occurred in 1907. At Block 12, Lot 29, Plot A is a beautiful headstone that, at a distance looks like a house with twin roofs. The gentleman buried there died in 1994 and was moved here from Japan in 1996.

Many people lost their lives during World War II. All deaths are tragic, but imagine how devastating it would be for a family to lose the lives of four of their sons and brothers during a five month period. This was the case with the Borgstrom brothers who were serving in World War II. Clyde E. Borgstrom died on March 17, 1944, LeRoy E. died June 22, 1944, Rolon D. died August 8, 1944 and Rulon J. died August 25, 1944. All four brothers are buried in Block 7, Lot 1. Their sacrifice serves as a

stunning reminder that our freedom often comes at great cost.

In 1995 the tradition of a Memorial Day program at the cemetery took roots under the inspiration and direction of Jeanne Neal. It was her desire to instill a sense of patriotism in the youth. As part of this program, area youth place flowers on the veterans' graves. Attendance at this special program continues to grow and is a wonderful way to begin this holiday.

When you are in the cemetery, if you look around you see a place of beauty and peace. Through the ages, places of burial have been sacred to a culture. Our cemetery is very important and sacred to the families of those who are buried there. When visiting, please remember to show this sacred place the respect it deserves.

Darlene S. Hess
City Recorder

FEES AND PERMITS

Cemetery Fees (8-227, 8-240, 8-241, 8-242, 8-243)

Fees for services are set by resolution of the City Council and are changed from time to time as needed. A current fee schedule is available at the Cemetery office and at the City Recorder's office.

Every lot or single grave sold is subject to rules and regulations that have been or may be adopted. The rules and regulations shall be subject to such changes as are found necessary for the protection of lot owners, the remains of the dead and the preservation of the cemetery.

The Recorder, and such other persons as the City

Council may designate, are hereby authorized and required to collect in advance prices and fees for the opening and closing of graves or other services which shall include but not be limited to properly disinterring bodies and properly restoring the earth and grounds, recording each burial, disinterment or removal, and raised monument privileges. The fees shall be such amounts as are determined by the City Council from time to time by Resolution.

No grave shall be opened in the City Cemetery until arrangement for payment of a fee for the labor and expense in so opening the grave shall be made.

The presentation of a Work Order from the City Recorder or person designated by the City Council when presented to the Cemetery Superintendent, shall be authority to open a grave for the burial of a deceased person.

The City Council shall from time to time by Resolution fix the size of lots, the price at which burial rights shall be sold and the fees which shall be charged for various cemetery services to be provided.

Burial Rights

The City Cemetery is a public park and will remain so as long as Tremonton City exists. Only permissive burial rights are sold. The City retains title to the Cemetery property. A maximum of eight (8) graves can be purchased by any one individual or concern. A certificate of burial rights will be issued to each purchaser after fees are paid in full.

Burial rights are conveyed to the person or persons named therein and their heirs perpetually. All legal heirs are presumed to have legal claim to the rights or burial, unless specified differently in a legal will or probate court. Burials by or of heirs, after the original parties named on

burial certificates are deceased, require the permission of all living heirs, in writing, specifying the lot location(s). This may be done by letter or on forms supplied by the City Recorder.

The Cemetery master file, located in the City Recorder's Office, is considered the correct record. Any discrepancy between the master file and the certificate of burial rights will be considered a clerical error. The City reserves the right to recall, correct and reissue the correct certificates.

Transfer of Burial Rights

Owners of burial certificates may transfer their burial rights to other parties by filling out and signing form provided by the City Recorder. Payment of transfer fees as set by the City Council is required before a new certificate is issued. The eight (8) grave limit will be considered before a transfer is authorized. When possible, the original certificate of burial rights should be turned in.

Unused Tracts

Tracts that have been unused, or have no written notices of claim or interest on, for more than sixty (60) years will be reclaimed by the Cemetery. Every effort practically and legally, will be made to find the owner or legal heirs before the tracts, by lawful means, will be reverted.

If a reverted certificate of title or right to a tract is presented later, the legal holder is entitled to be compensated at the buy back price established by resolution of the City Council. All proceeds of the resale of reverted property will be placed in the perpetual care fund (Chapter 5, Title 8, Utah Code Annotated, 1953).

Marker or Monument Permit

A permit is required to place headstones in the cemetery. Permits are available at the City Recorder's office. Monument dealers may obtain permits at the time the monument is delivered.

Record Research

Copies of Cemetery records for research, historical or genealogical purposes will be made available upon payment of copy fees, which are set by resolution of the City Council.

BURIALS

Ordering a Grave Opening (8-221)

The funeral director or a responsible party can arrange for a grave opening. The following information is required: the full name of the deceased; the place of interment (obtained from the Cemetery master file, unless new purchase); the deceased's birth date, place of birth, death date, place of death and cause of death; the full names of the deceased's father and mother; the name, address and telephone number of the next of kin or informant; the location, date and time of funeral services; and the name of the funeral director or mortician. Contact the City Recorder by telephone or in person at the City Office.

A Transit Permit properly issued by the Registrar of the Registration District in which the death occurred or, in the absence of such Registrar, a permit duly issued by the State Division Cemetery Superintendent shall be provided for any deceased person who is transported from out of state to the Riverview Cemetery for burial. After burial, the City Recorder shall complete the required

information on the permit and mail it to the Vital Records Department of the Department of Health Services in Phoenix, AZ, or as directed on the transit permit.

Burial Information (8-222, 8-223- 8-224)

A burial information form must be filled out prior to the opening of a grave. The family representatives or the funeral director should provide the necessary information to the City Recorder. Proper and complete information is required for accurate record keeping. No person, except the owner of the burial rights on a lot, will be buried on the lot, unless a letter or a form provided by the City Recorder has been signed by the owner or legal heirs to those rights giving permission for the use of the lot. The permission slip must be turned in before the grave opening and will be kept as a permanent record.

It shall be unlawful for any person to bury the body of a deceased person in the City cemetery without first obtaining a Certificate of Burial Right for the lot used or producing satisfactory evidence of the right to burial based on a properly acquired Certificate of Burial Right.

Before any deceased person may be buried in the City Cemetery, the relatives or person having charge of the deceased shall provide the Recorder with a written statement which shall be filed by the Recorder, which statement shall contain, if known, information about the deceased regarding his or her name, when and where born, the date and cause of death, date of burial, name of cemetery and the description or the location of the grave.

It is an infraction for any person to:

1. Disinter any body buried in any cemetery, except under the direction of the Cemetery Superintendent who shall, before disinterment, require a written

permission from both the Health Department and the owner of the lot or his or her heirs, which written authorization shall be filed and preserved in a record kept for such purposes.

2. Disinter or remove the body of a person who has died from a contagious disease within two years after the date of burial, unless the body was buried in a hermetically sealed casket or vault and is found to be so encased at the time of disinterment.

It is an infraction to inter anything other than the remains of human bodies in cemeteries.

It is an infraction to bury the body of any person within this City except in the City Cemetery or a private cemetery, unless by special permission of the City Council under such rules and regulations that may prescribe.

Hours for Burials

Burials are accepted from 8:00 a.m. to 3:30 p.m. daily at the Cemetery. An overtime fee will be assessed for burials after 4:00 p.m. Rates are assessed for after hour, Saturday and holiday burials as established by the City Council. No burials will be accepted on Sunday or on the holidays of Christmas, Thanksgiving or Memorial Day.

Burials per Grave

Only one burial per space is allowed. A 24-hour notice is needed for preparation for burial. Special requests or requirements can be worked out with the City Recorder and the Cemetery Superintendent.

Infant and Remains Burials

Special arrangements can be made for the interment of infants and cremains. More than one can be accommodated per full grave space.

Vaults (8-225)

Vaults are required for all burials. Vaults should be of concrete, steel or other structurally sound material as approved by the Cemetery Superintendent.

Unless in writing waived by the Cemetery Superintendent, it shall be unlawful for any person to be buried in the cemetery unless the casket shall be placed in a vault which is brick-lined or made of concrete, fiberglass, steel or of such other material approved by the City Council, substantially constructed and covered with a similar durable material.

No wood shall be used as a permanent part of the construction of any part of the vault.

Orientation of Graves

By convention, burial spaces are laid in rows with the head of the grave at the west and the foot to the east, Individual grave tracts usually measure four feet wide by ten feet long. Traditional burial custom has the wife placed to the left side of the husband, however, placement is a matter of choice. The City Recorder will help in the decision as needed.

Disinterments or Exhumations

Cemetery grounds are sacredly devoted to the interment of repose of the dead. When disinterring or removing the remains from the Cemetery is necessary,

compliance with all applicable state laws is required. The Cemetery Superintendent will schedule and direct the exhumation after applicable fees have been paid. Consultation with a funeral director is recommended for this procedure.

MONUMENTS AND MEMORIALS

Ownership and Responsibility

Headstones are personal property. All monuments within the Cemetery are the property of lot owners, their heirs, or the responsible party that ordered and placed them. All care and upkeep of the monuments are the responsibility of the owner. The Cemetery is maintained by City crews or contracted labor who exercise great care in keeping the grounds groomed. The City will not be responsible for inadvertent scratches and chips that occur from routine maintenance. Such happenings are a condition that go with the privilege of placing markers in the Cemetery.

Requirements

All headstones or markers must have a concrete border six inches wide installed flush with the surface of the lawn. All permanent vases must be attached to the monument, stone base or cast into the concrete border. No open holes in the concrete base will be accepted as flower vases. No vases separate from the memorial will be permitted. Memorials will be placed in an orderly manner in predesignated rows as directed by the Cemetery Superintendent. Flat markers, level with the ground, with approval of the Cemetery Superintendent, may be installed between established rows. No flower vases or containers, permanent or otherwise, will be permitted on these markers. Only one raised marker is permitted per grave.

Family monuments must comply with this section.

The monument dealer or responsible party must contact the City Recorder's office before a marker is placed.

Size of Monuments

A monument must be placed within the boundary of the grave or graves of the owner in conformity with established rows. Raised markers on a single plot must not exceed 36" including the base. Raised monuments in adjacent rows must be a minimum of six and one half feet (6' 6") apart unless special arrangements are made with the Cemetery Superintendent. If the Cemetery Superintendent determines a newly placed monument is oversized and interferes with sprinkler irrigation, the owner will be charged for the necessary modifications to the sprinkler system.

Interface with Excavation

The owner or responsible party is responsible for the removal and replacement of a marker that must be moved for the excavation of a grave, or for the expenses of such service if contracted.

Recommendations

Consult with a monument manufacturer on monument materials suitable to handle the conditions at the Cemetery. Markers are subject to temperature extremes, snow, ice, sprinkler irrigation water and occasional nicks and chips from mowing equipment. It is recommended that raised markers have a rough nosed base or edge rather than a polished smooth surface.

Veterans Crosses

Veteran crosses are available from local veteran or civic groups to be installed. Upkeep and maintenance are the responsibility of the monument owner.

Planting of Flowers, Trees, and Shrubs

City ordinance prohibits the planting of any trees, shrubs, or flowers in the Cemetery without the permission of the Cemetery Superintendent. The Cemetery Superintendent will designate an appropriate planting area for any such donation or gift.

Obstructions (8-235)

No fences, foot markers or other obstructions or installations, except a headstone or monument will be permitted in the Cemetery.

Except as provided by the rules and regulations of the City Council, it shall be unlawful for any person to erect or maintain any fence, corner post, coping or boundary of any kind, to plant any vegetation upon any lot or lots, street, alley or walk in the cemetery or to grade the ground or land thereof. The Cemetery Superintendent shall, whenever required, furnish the true lines of any lots according to official survey, shall prevent and prohibit any markings of the same except by official landmarks, and shall prevent and prohibit any grading thereof that might destroy or interfere with the general slope of the land.

DECORATIONS

Flowers on Graves

The Cemetery crew will remove decorations or flowers on new graves after seven (7) days. Special flower mementos should be removed at the conclusion of services by the family. After the grave is closed, the

casket spray is placed at the center of the grave. Other flower containers and wreaths are laid down in an orderly fashion around the spray.

Flower Policy

Properly displayed flowers add to the beauty and character of the Cemetery. Flowers are allowed throughout the year. Tremonton City Corporation and the Cemetery staff will not be responsible for flowers or other personal property left in the Cemetery. Be aware that on occasion uncaring individuals have removed expensive flower arrangements without patron or staff knowledge or consent.

Flower Regulations

All flowers, real or artificial must be placed in a container or attached to the monument. Flowers in movable containers must be placed on the headstone or base to ensure easy access for grass cutting. NO glass containers are permitted. Any objects, such as wires, irons, sticks, or pegs, driven into the ground are not permitted unless placed immediately adjacent to headstone or base. Any object or decoration not in compliance will be removed immediately upon discovery. Flowers on monuments between designated rows are not permitted except on Memorial Day.

General Clean Up

Throughout the year unsightly or wilted decorations will be removed to maintain the beauty of the Cemetery. This includes all flowers and decorations not in permanent containers and those that are wilted or damaged in permanent containers. All flowers and decorations picked up are disposed of.

Memorial Day

Cemetery crews begin preparation for Memorial day prior to the holiday. Sprinkler irrigation is stopped from Friday afternoon through the end of Memorial Day to allow for the placement of decorations. Flower regulations as listed above will be strictly enforced. Clean up of the Cemetery will begin seven (7) days following Memorial Day. Anyone desiring to pick up their wreaths or decorations should do so prior to the Monday following Memorial Day. Any person or persons picking up decorations that are not their own property will be reported to the police.

Conclusion

Help keep the Tremonton City Cemetery the special place that it is. Report any problems or vandalism to the City Recorder at (435) 257-2627 or the Tremonton City Police Department at (435) 257-3131.