



City of Bonner Springs

KANSAS

Wednesday, October 19, 2022

200 East Third Street, Bonner Springs, KS 66012

**Bonner Springs City Hall
Council Chambers**

CEMETERY ADVISORY COMMITTEE MEETING - 5:30 p.m.

The Committee meets monthly, March through October, on the third Wednesday of each month.

Please notify the City Clerk by noon of the date of the meeting if you will not be able to attend - A quorum must be present to conduct business.

CEMETERY ADVISORY COMMITTEE MEETING - 05:30 PM

OLD BUSINESS

1. Columbarium

Action

Recommendation

Documents:

1. Pleasant View
2. Quivira Cemetery
3. Shawnee

2. Cemetery Regulations

Action

Recommendation

Documents:

1. Old - Cemetery Regulations Items on Graves
2. New - Cemetery Regulations

3. Sexton Monument

Action

Recommendation

Documents:

1. Work in Progress
2. Base repaired
3. cracks repaired and sealed
4. Before repair 1
5. Before repair 2
6. Before repair 3

4. Storage Building

Action

Recommendation

Documents:

1. 20221011_131553
2. 20221011_131537
3. 20221014_102032
4. 20221014_102005

NEW BUSINESS

1. Approve Minutes of the September 21, 2022 Meeting

Action

Recommendation

Documents:

1. September 21, 2022

ITEMS FROM MEMBERS

Memorandum

Date: October 19, 2022
To: Mayor and City Council
From:

Subject: Columbarium

Recommendation:

Action:

Background: The attached pictures are ones Elaine took and shared. Please feel free to share pictures you have or ideas for columbarium placement/design.

Discussion:

Financial Impact:





KRAKEY Douglas G. April 24, 1941 November 2, 2011	BUSCH Richard W. March 26, 1942 September 1, 2011	REYES Estelita S. November 10, 1924 November 22, 2011	MATTHEWS Gregory W. November 10, 1941 August 10, 2011	WELGER George E. 1914 - 1997 January 19, 1997	GILLARD Thomas July 14, 1916 October 1, 1981
FLANIGAN Margaret E. March 20, 1918 1998 - 2011	SMITH Mrs. Anne August 19, 1918 November 24, 2011 Most Holy Body 1918 - 2011	BUSCH Joseph A. Dec. 26, 1918	CARMACK Agnes Elizabeth Nov. 14, 1911 Nov. 26, 2011	GURSKI Ruth E. Jan. 7, 1911 May 16, 2011	GEES William 1911 - 1991 Father 1911 - 1991
DE WITTE Sherell A. August 26, 1947	DE WITTE Teresa L. August 26, 1947 September 28, 2011	ZABNER Robert L. "Bob" 1914 - 1991 In Memory of Deborah M. Zabner	RITTS Elizabeth N. 1911 - 1991 Mother of Robert L. Ritts		McCAFFERTY John "Jack" J. 1911 - 1991 Father 1911 - 1991
COON Sharon K. 1911 - 1991 November 28, 2011					MOORE Mary Ann November 10, 1911
		SECUNDO Antonio "Tony" P. 1911 - 1991 Mother of Mary E. Secundo	WILLIAMS Mary, Jr. 1911 - 1991 Mother of William A. Williams		WILLIAMS Mary Ann November 10, 1911



Memorandum

Date: October 19, 2022
To: Mayor and City Council
From:

Subject: Cemetery Regulations

Recommendation:

Action:

Background: After discussion at the last meeting, I updated the Cemetery regulations information that is mailed with deeds. The information is the same but I think the new format is easier to read and less overwhelming.

Discussion:

Financial Impact:

ARTICLE 4. CEMETERIES

12-409. TREES, SHRUBS, PLANTS. (1) Shrubs, bushes, flower or plants are not permitted. If owners of graves or residents wish to donate funds to the City, they may do so and the City will plant such plants, flowers, shrubs or flowers in landscaped areas of the Cemetery as determined by the City.

(2) Care. The cemetery sexton shall have the right to trim, prune and/or remove all trees and shrubbery as is necessary.

(3) Temporary Display of Plants, Flowers & Artificial Arrangements – The City of Bonner Springs assumes no responsibility for plants, flower arrangements or any other items. No glass containers are permitted. Winter decorations are permitted to be placed between November 1 and March 1, but must be removed by March 2. If not removed, the City will remove them. All flowers and decorations set out for Memorial Day shall be removed and discarded by the sexton the seventh day after Memorial Day.

(4) Hanging plants and other decorations may be displayed on “shepherd hooks” or similar device placed directly next to (touching) or attached to the monument or headstone; but shall not interfere with maintenance or be made of glass.

(5) Items placed on a grave prior to the placement of a monument or headstone will be permitted for a period not to exceed six months following the date of burial. If not removed by that date, the City will remove all items.

(6) The City will remove any items found to interfere with maintenance.

(7) Permitted decorations shall not include containers of cereal malt or alcoholic beverage, any obscene items or words, weapons of any type or any illegal substances or paraphernalia.

12-410. MARKERS, MONUMENTS, HEADSTONES, BENCHES, STEPPING STONES AND VASES GENERALLY.

1. The face of all markers, monuments and headstones within the city cemetery shall be set true and square and shall be set at least six inches in from the line of the lot where placed, not exceed the width of the grave or exceed two feet in length. All monuments and markers shall be of granite, marble or granite and marble composition of approved standard quality or brass. All monuments shall be erected and located in accordance with the administrative regulations. Ground mausoleums shall not be allowed after April 20, 2000 except for those adjacent to existing mausoleums installed before April 20, 2000. Headstones in Sections N, O, P, Q & R, as replatted in the Second Replat of the Bonner Springs Cemetery, shall be restricted to ground level headstones. Ground level headstones shall be level with the ground.

2. Stepping stones shall not be permitted unless the stone is made of the material required for monuments and headstones and used in place of a monument or headstone, with an appropriate foundation and a permit obtained for its installation and shall not exceed the length and placement requirements in Paragraph 1.

3. Permanent Vases above ground are permitted only when attached to or made a part of the monument or headstone.

4. In ground vases will not be permitted after October 25, 2007, the effective date of the ordinance amendment.

5. Benches are permitted when made a part of the monument and constructed of the same material required for a monument or headstone and as provided in Section 12-410 and 12-411. Benches integrated with the monument or headstone shall only be installed at the head of the grave and cannot the dimensions in Paragraph 1.

6. No walkways, boxes, fences, edging material, mulch material, gravel, chairs, settees, structures or other materials or items of any kind shall be permitted.

7. Any item placed on a grave in violation of Paragraphs 2 through 6 shall be removed by the City.

8. Care & Maintenance of Headstones, Monuments, Benches & Stepping Stones Used in Place of a Headstone or Monument - The owner will be responsible for maintenance with the exception of damage caused by the City or where owners cannot be located and the damage to the stone is a safety or maintenance issue.

9. Markers at the foot of a grave are only permitted for: (a) VA approved military stones placed flush with the ground. (b) Cremains burials placed within the grave area shall measure no more than twenty-four inches by eighteen inches and shall be flush with the ground.

12-411. CONSTRUCTION OF FOUNDATIONS, FOOTINGS GENERALLY. Foundations and footings for monuments within the city cemetery shall be constructed to a depth of at least one and one-half feet for monuments up to three feet tall and a minimum depth of two feet for monuments over three feet tall, and shall be constructed of a mixture of one part of cement to two and one-half parts of sand and three and one-half parts of rock.

12-414. ENCLOSURE OF LOTS PROHIBITED. It shall be unlawful for any person to enclose any lot in the city cemetery in any manner whatsoever.

12-415. PROPERTY DAMAGE; MOLESTING GRAVES. It shall be unlawful for any person to willfully or maliciously injure, mar, deface, destroy or remove without permission, any headstone, monument, marker or decoration on any cemetery lot, or to disturb or molest any grave. Except this does not apply to the cemetery sexton or anyone authorized by the sexton, in the performance of maintenance duties.

12-416. RUBBISH. It shall be unlawful for any person to dispose of any rubbish, trash or waste materials or debris of any kind in the cemetery, other than in containers provided for such purposes.

12-421. OTHER REGULATIONS; RIGHTS RESERVED. This city reserves the right to amend any cemetery regulation established for the government and care of the municipal cemetery, and may at any time establish other and more suitable regulations therefor as the condition of the cemetery may require from time to time. The city further reserves the right to adopt and promulgate additional rules and regulations for the use, care and adornment of such other cemetery grounds as may hereafter be acquired. The city may insert restrictive covenants in cemetery deeds, which covenants shall be binding on the matters therein stated and shall be for the purpose of obtaining uniformity in size and height of markers and in the general usage of the lots.

12-422. ORDINANCES EXTEND OVER CEMETERY. The provisions of this code and of all ordinances now in force or which may hereafter be passed relating to municipal violations in the city limits shall, insofar as the same are applicable, be in full force and effect in the Bonner Springs cemetery. Any violation of any law of the city in the Bonner Springs cemetery shall be punishable before the municipal judge of the city.

12-423. PENALTY. Any person convicted of violating any of the provisions of Chapter 12, Article 4 of the code of the city shall be deemed guilty of a public offense and subject to the general penalty provisions of Article 1, section 1-116 of the code.



City of Bonner Springs

KANSAS

Cemetery Decoration Regulations

Headstones, Benches and Vases:

- Must be granite, marble or granite and marble composition .
- Benches are permitted when made as part of the headstone and of the same material required for a headstone.
- Permanent Vases above ground must be attached to or made a part of the headstone.
- In ground vases are not permitted after 2007.
- The owner is responsible for maintenance of the headstone

Trees, Shrubs, Plants:

- Shrubs, bushes, trees, flowers or plants are not permitted.
- Items placed on a grave prior to a headstone are permitted for six (6) months following the date of burial or until the headstone is in place.
- Hanging plants and other decorations may be displayed on "shepherd hooks" or similar device
- The City of Bonner Springs assumes no responsibility for plants, flower arrangements or any other items.

Shepherd's Hooks:

- One shepherd's hook permitted for each grave.
- Must be dark brown or black
- Made of heavy metal
- No more than five (5) feet in height from ground level
- Only have two (2) hooks each with a maximum length of 15 inches
- Must be perpendicular to the ground and fully upright at all times
- Items displayed on hooks must be at least three (3) feet above the ground.

Seasonal Decorations:

- Winter decorations are permitted between November 1 and March 1 and must be removed by March 2.
- Memorial Day decorations that are not in vases on headstones or otherwise placed in compliance with regulations will be removed and discarded by the seventh day after Memorial Day.

Prohibited Decorations:

- Any items that do not comply with regulations or interfere with maintenance (must be placed on or adjacent to the headstone)
- Glass containers
- Cereal malt or alcoholic beverage containers
- Obscene items or words
- Weapons of any type
- Illegal substances or paraphernalia
- Boxes, fences, edging material, mulch material, gravel

Questions or concerns? Please contact the City Clerk's office at 913-422-1020.

Memorandum

Date: October 19, 2022
To: Mayor and City Council
From:

Subject: Sexton Monument

Recommendation:

Action:

Background: The repairs and sealing of the Sexton monument are complete. I attached pictures before, during and after, to show the improvement. Staff will determine the best type of barrier to place around the monument to help prevent further damage.

Discussion:

Financial Impact:













Memorandum

Date: October 19, 2022
To: Mayor and City Council
From:

Subject: Storage Building

Recommendation:

Action:

Background: The additional storage building is complete. Pictures are attached.

Discussion:

Financial Impact:









Memorandum

Date: October 19, 2022
To: Mayor and City Council
From:

Subject: Approve Minutes of the September 21, 2022 Meeting

Recommendation:

Action:

Background:

Discussion:

Financial Impact:



City of Bonner Springs CEMETERY

The Cemetery Advisory Committee met on Wednesday, September 21, 2022 at 5:40 p.m. at the Bonner Springs Cemetery.

Members Present: Elaine Berg (Chair), Sara May, Judy Anderson, Linda Kasselmann, Bob Reeves and Gayla Reeves

Staff Present: Chris Brake, City Clerk and Jeff Harris Cemetery Sexton

1. **Approve minutes** – Sarah moved and Judy seconded to approve the minutes of the August 17, 2022 meeting.
2. **Concerns about Rules and Regulations** – Staff reviewed the process of advising grave owners of the regulations. Committee members are concerned that regulations aren't being followed by visitors to the cemetery, family members and grave owners. The committee agreed next year, to alternate clean up days and formal advisory committee meetings.
3. **Signage** - Committee members would like a specific time frame for signs to be placed prior to holidays next year (Thanksgiving/Christmas – one week before Thanksgiving, Memorial Day- May 1st)
4. **Plaques** – Staff will research to find dedication dates for the entrance, the rose garden and the pavilion so plaques can be ordered.
5. **Minutes and Agendas** – Elaine is not comfortable creating the agenda so the committee will look for someone else to volunteer.
6. **Columbarium** – members will visit other cemeteries and share pictures of columbarium examples at the next meeting.
7. Jeff shared the new storage building has been ordered; waiting on the concrete slab to be poured.
8. **Next Meeting Date:** The next Committee meeting is Wednesday, March 20, 2023 at 5:30 p.m. at the Cemetery.

The meeting adjourned at 6:30 p.m.