

RESOLUTION NO. 12, SERIES 2002

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**RESOLUTION ADOPTED PURSUANT TO
MOORCROFT TOWN CODE SECTION 28-101
REGARDING OPERATION OF CEMETERY**

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WHEREAS, Moorcroft Town Code Section 28-101 provides that the Governing Body of the Town of Moorcroft may by resolution establish, adopt and prescribe regulations for the operation of the Moorcroft municipal cemetery, and establish prices and charges for burial lots, interments, disinterments and other goods and services relating to the Moorcroft municipal cemetery;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE TOWN OF MOORCROFT, WYOMING, that the following rules, regulations, prices, charges and fees are adopted pursuant to Moorcroft Town Code Section 28-101 concerning the operation of the Moorcroft municipal cemetery, to-wit:

SECTION I

RESPONSIBILITIES OF THE CEMETERY BOARD

In general, the responsibility of the Cemetery Board, as directed by the governing body of the Town of Moorcroft, is to manage, operate, and maintain the cemetery falling under its jurisdiction, in a manner that they feel will best serve the residents of the Town of Moorcroft.

SPECIFIC RESPONSIBILITIES ARE AS FOLLOWS:

1. Provide perpetual care for all lots in the cemeteries operated by the Board, in accordance with the ordinances adopted by the Town Council for this purpose.
2. Permits for the setting of the monuments, must be given by the Cemetery Board or the governing body of the Town of Moorcroft. Detailed rules and regulations covering the general responsibilities of the board, as outlined below, will be found elsewhere in this document.
3. The authorization for disinterment must be made by the Cemetery Board or the governing body of the Town of Moorcroft. Detailed rules for this procedure are set forth elsewhere in this document.

4. The following items will be handled by the authorized representative at City Hall.
 - A. Negotiate for the purchase, transfer of title for, or assignment of all cemetery lots.
 - B. Collect all cemetery charges for an interment or disinterment from the family of the deceased, or other authorized representative. These costs are for the opening and closing of the grave and other charges incident to a burial.

SECTION II

INTERMENTS

All Interments made in the Moorcroft Cemetery will be made in accordance with the rules and regulations approved by the governing body of the Town of Moorcroft.

They are as follows:

1. No interment or burial service will be allowed on Sundays, or any of the holidays listed below, unless an emergency situation exists.

Memorial Day

Independence Day

Labor Day

Veterans Day

Thanksgiving

Christmas

New Years Day

Any other holiday designated by the governing body of the Town of Moorcroft

2. No burials will be permitted after 3:00 p.m. from November 1st to March 1st, or after 4:00 p.m. March 1st to November 1st.

3. Exceptions to 1 and 2 above are authorized only by a contagious disease or other emergency health reason. Should an emergency burial be necessitated on a weekend or a holiday authorized by the governing body of the Town of Moorcroft, extra charges will be levied. Such charges would be for personnel and excavation of the grave. Additional charges may be incurred if weather conditions warrant.

Arrangement for an emergency burial must be made through the Director Public Works or his/her assistant.

4. If possible, there should be a two-hour interval between services scheduled on the same day.

5. The covering of the grave will be done within a reasonable period of time following the funeral service.

6. **ARRANGEMENT OF ALL BURIALS REQUIRE 48-HOURS NOTICE.**

The 48-hour notice is defined as the period of time between the notification of Moorcroft City Hall of the death and the scheduled time of the funeral. The requested time of service, the location of the burial space, as well as its excavation must all be taken into consideration within the 48-hour notice. Scheduled working hours of the City Hall are from 8:00 a.m. to 5:00 p.m. Monday through Friday. Funeral directors and/or families wishing to schedule a funeral on a Monday or Tuesday need to contact the City Clerk or Director of Public Works. In order to further expedite this contact, all funeral directors will be notified of the telephone numbers at which the City Clerk or Director of Public Works may be reached. However, on weekends, the cemetery personnel are not on call. Providing the telephone numbers of the City Clerk or Director of Public Works and the taking of weekend calls for Monday and Tuesday burials by the City Clerk or Director of Public Works is a courtesy and not a required duty of the City Clerk and Director of Public Works. The governing body of the Town of Moorcroft authorizes the City Clerk and Director of Public Works to make all necessary arrangements to meet the requested time, as long as such requests conform to the rules and regulations of the Town Council. If for some reason the requested time cannot be met, the City Clerk or Director of Public Works will notify the director and/or family as to why and will suggest an alternative time.

***IMMEDIATE DISPOSITION WILL BE AN EXCEPTION TO THE 48-HOUR RULE ***

7. State law requires that a standard burial transit permit is to be provided before any dead human may be buried. If such permit is not in the hands of the supervisor prior to the time scheduled for interment, there will be no burial.
8. Saturday burials, not an emergency in nature, will be scheduled during the morning hours of 8:00 a.m. to 12:00 noon.
9. All costs pertaining to an interment must be paid prior to the time the burial is to take place. If the selection of a lot is involved, the family must go to City Hall where the Clerk or his/her designee will show the family representative the lots that are available for purchase. It is then up to the family to make a selection. At this time the Clerk will collect the money for the lot. If the family has already purchased the lot, it is merely the selection of the burial space that need be made. Such selection can be done at City Hall. This activity must take place in the 48-hour notice period previously explained.
10. Fees: A cemetery plot is \$65.00 per plot. The opening and closing of a grave is \$200.00 which is included in the fees from the funeral home. The opening and closing of a cremation grave, if done by the Town personnel, is \$25.00. There will be a \$50.00 charge, over and above normal cemetery charges, for a Saturday burial.