

PARK COUNTY BOARD OF COMMISSIONERS  
AGENDA  
856 CASTELLO AVENUE  
FAIRPLAY, CO 80440  
**WEDNESDAY, JANUARY 22, 2020**  
**SPECIAL MEETING**

9:30 AM CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

APPROVAL OF MINUTES

APPROVAL OF VOUCHERS

CONSIDERATION AND/OR DECISION ON THE FOLLOWING ITEMS:

**.I. APPROVE/DENY PARK COUNTY CEMETERY POLICIES**

Documents:

[Cemetery Rules Regulations 2019 \(00000002\).TE.pdf](#)  
[Park County Cemetery Board.pdf](#)  
[Park County Cemetery Burial Policies.pdf](#)  
[Park County Cemetery BURIAL REQUEST FORM.pdf](#)

PUBLIC HEARING(S)

PUBLIC COMMENTS

EXECUTIVE SESSION IN REGARD TO LEGAL & PERSONAL MATTERS (CLOSED  
SESSION)

ADJOURN

TIMES ARE APPROXIMATE. ITEMS MAY BE HEARD EARLIER OR LATER THAN SHOWN  
ABOVE.

NOTE: Items May Be Added To These Agendas Up To 48 Hours Before The Scheduled Time.  
Items May Be Deleted Or Cancelled At Any Time. Please Check Website "[Parkco.Us](http://Parkco.Us)" for most  
Updated Agendas. If You Need Further Information, Please Contact The BOCC (Board of County  
Commissioners) Office At: 719-836-4201.

## **RULES AND REGULATIONS OF PARK COUNTY OWNED CEMETERIES**

These rules and regulations have been adopted by the Board of County Commissioners for the mutual protection of the County of Park and those buried within the cemeteries of Park County. And to insure the maintenance of a uniform and permanent beauty within the historic cemeteries owned by Park County.

### **I. Ownership and Management:**

- a) Owned by the County of Park: The cemeteries owned by the County of Park are Horn Cemetery, Como Cemetery, Lake George Cemetery as well as the non-active Shawnee and Park City cemeteries.
- b) The cemeteries are administered: The county owned cemeteries shall be administered by the Board of County Commissioners.
- c) Control by the County of Park: The right of general control of the cemeteries in all matters, whether or not they are specifically covered by these rules and regulations, is held by the Board of County Commissioners.
- d) Managed by the Cemetery Board: The management of the cemeteries shall be under the direction of the Cemetery Board which is responsible to the Board of County Commissioners for direct and complete supervision of the cemeteries in all matters.
- e) Activities: Within the Confines of the Cemetery Grounds: The Cemetery Board shall have complete supervision of all activities within the confines of the cemetery grounds.
- f) Maintenance: It is not the responsibility of Park County to maintain the plots or the grave sites.

### **II. Definitions:**

- a) Cemetery: The term “cemetery” is defined as a burial park for earth interments.
- b) Interment: The term “interment” shall mean the permanent disposition of the remains of a deceased person into the earth.
- c) Burial Space, Site or Lot: The term “burial space”, “site” or “lot” shall mean a single space, approximately the size of the concrete vault to be used, within the cemetery and designed for the interment of one body.
- d) Memorial or Marker: The term “memorial” or “marker” shall designate a monument, tablet or headstone for individual use. A double headstone may be placed for deceased and spouse only.

### **III. Interments:**

- a) Request for Interment: Request shall be made to a member of the Cemetery Board who in turn will notify the Park County Public Works.
- b) Notice of Interment Required: Any request submitted on Friday must be for no sooner than Monday afternoon.

Holiday Interment: No interment will be allowed on Sunday or legal holidays or on the day upon which any holiday is legally observed, except by the approval of the

Public Works Director or designee who will in turn notify the Cemetery Board Member.

- c) **Emergency Burial:** Arrangements for emergency burials must be made through the Public Works Director or designee who in turn notifies the Cemetery Board Representative.
- d) **Request Taken by Telephone:** The County shall not be held responsible for any request taken by telephone, or for any mistake occurring for want of precise and proper instructions as to location of burial space or cemetery where interment is desired.
- e) **Location of Interment Space:** The request for an interment site may specify the exact location of the lot in the cemetery for the grave to be opened. All graves shall be opened within the specified five (5) by ten (10) foot space allotted for each single burial and shall be approximately five feet deep. When the instructions regarding the location of an interment space cannot be obtained, or is indefinite, or when for any reason the burial space cannot be opened where specified, the Cemetery Board may, at its discretion, open it in such location as they deem best and proper, so as not to delay the funeral. The County shall not be liable in damages for any action taken. A lot space will be saved for surviving spouse upon a written request to a Cemetery Board member. No other lot spaces shall be reserved.

**IV. Cremains:**

- a) **Interment of Cremains:** Any urn, or suitable container containing the cremated remains of any person may be interred following the same general procedures as for the burial of a body.
- b) **Cremains Burial Space:** The minimum cremains site shall be one (1) foot by one (1) foot; the depth shall not be less than two (2) feet.
- c) **Scattering Ashes:** Ashes may be scattered with Board Member approval
- d) **Burial in Existing Grave:** Burial of cremains is permitted within an existing grave.

**V. General Supervision of the Cemeteries:**

- a) **Admission to the Cemetery:** Entrance into the cemetery except through the main entrance is strictly forbidden. The County reserves the right to refuse admission to the cemetery and to any person or persons who are deemed objectionable to the best interests of the cemetery.
- b) **Conduct of Persons Within Cemetery:** Visitors are welcome on the cemetery grounds at any time. Children under fifteen (15) years of age shall not be permitted within the cemeteries unless accompanied by an adult.
- c) **Cemetery Board in Charge of All Funerals:** A Cemetery Board Member shall be present at all services to collect payment and a Letter of Disposition.
- d) **Casket Not to be Disturbed:** Once a casket containing a body is in the confines of the cemetery, no funeral director, or his embalmer, or assistant, employee, agent, cemetery official or any other person shall be permitted to open a casket or to touch a body without the consent of the legal representative of the deceased, or without a court order. Proper notification must be given to the county coroner or designee.

- e) Not Responsible for Embalming or Identity: The County shall not be held responsible for the interment permit nor for the identification of any person sought to be interred, nor for the burial preparation of the deceased.
- f) Above the Ground Crypts: No above ground crypts or tombs shall be permitted in county cemeteries.

**VI. Site Preparation:**

- a) Approved Grave Liners: Each earth interment shall be placed in a vault furnished and installed by the mortuary. The Cemetery Board has the right to refuse any such receptacle that is damaged or in any way inadequate.
- b) Green Burials will be considered case by case. Effects to groundwater being a cause of concern.
- c) Equipment Used: Tents, artificial grass, lowering devices and other equipment used in making interments and disinterments, shall be furnished by the mortuary.

**VII. Permanent Markers:**

- a) Permanent Markers: All graves shall have a permanent memorial or marker, it shall be set with substantial footing, and not exceed forty-five (45) inches in length.
- b) Headstone: Within 6 months, the family of the deceased shall have erected on the plot a marker, constructed of good quality granite, marble, or bronze, setting forth at a minimum, the name of the deceased buried on the plot, birth date and date of death.

**VIII. Disinterment:**

- a) Notice of Disinterment Required: The County reserves the right to require at least ten (10) days prior notice to any disinterment. No disinterment will be made on Saturday, Sunday, legal holiday or on the day which any holiday is legally observed. All disinterments shall be done at the convenience of the Coroner.
- b) Permission for Disinterments: No disinterment of a body will be made without an order of a court of competent jurisdiction. The County Coroner shall be notified as to the disinterment.
- c) Care in Removal: The County shall be involved only to the extent of opening the grave and shall assume no liability for any damage to any casket, incurred in making a removal.

**IX. Rules Governing the Maintenance of Cemetery:**

- a) Prohibited Activities Within the Cemetery: Domestic animals, including dogs and horses, are forbidden in the cemeteries. No driving or riding shall be allowed on graves, lawns, or walks; this applies to animals, bicycles, and all motor driven vehicles including cars, trucks, jeeps, motor bikes, snow mobiles and machinery. All persons violating the cemetery rules shall be held responsible for any damage done by them or by any animal or vehicle in their charge.
- b) Maintaining Burial Sites: The family of the deceased shall be responsible for the general upkeep and appearance of said plots. The County shall not be responsible for the maintenance of individual grave sites.

- c) Landscaping of Lots: Live native flowers may be planted and cultivated on a grave with Board approval.
- d) Decorations of Lots: All decorations shall be limited to the grave sites. No decoration shall be hung or attached to the cemetery fences. Only artificial or fresh cut flowers, sprays, wreaths, U.S. flags and Christmas blankets will be allowed at any time. However, they will be removed if in the Cemetery Board's opinion, they become unsightly or are blown off the graves.
- e) Liability to Decorations: The County shall not be held liable for lost, misplaced, or broken vases, or for damages by the elements, theft, vandals or by causes beyond its control. The Cemetery Board reserves the right to regulate the method of decorating lots and the right to remove any decoration so that a uniform beauty may be maintained.
- f) Firearms: No firearms shall be permitted within the cemeteries, except at a military funeral or similar occasion, by a military organization law enforcement officer or by a special permit from the Cemetery Board.
- g) Preserving Landscape and Wildlife: All persons are forbidden to pick, remove, cut or damage any flowers, trees, shrubs, or plants on any grave, or to deface any monument, structure or other property, or to disturb birds and other wildlife within all county cemeteries.

Park County Cemetery Board  
PO Box 1373  
Fairplay, CO 80440

**The Purpose of the Park County Cemetery Board (PCCB) is:**

1. To manage all of the Park County owned cemeteries
2. To keep current and accurate records of the burial sites
3. To restore a sense of community pride in the locations
4. To preserve the sites for future generations
5. To locate and identify present sites
6. To locate and identify future sites
7. To update and revise current cemetery rules and regulations
8. To assist in the collection, researching and cataloging of all of the cemeteries historical information
9. To assist in applying for funds and grants to preserve the county cemeteries
10. To abide by all policies set forth by the Park County Board of County Commissioners (BOCC)

**The members of the Cemetery Board shall be:**

1. Appointed to the PCCB by the BOCC
2. The term appointed to serve on the PCCB shall be three (3) years
3. The PCCB members shall be composed of:
  - a) Eight (8) members (2 members to represent each active cemetery and 2 at large)
  - b) The County Coroner ( AT LARGE[NON-VOTING] )

**Officers of the PCCB shall be:**

1. Chairman
2. Secretary
3. Staff Member (County Coroner or designee)

**The PCCB Officers duties:**

The Chairman shall:

- a) Conduct all meetings
- b) Report directly to the County Manager
- c) Review and set up budget for PCCB with BOCC approval
- d) Perform other duties as needed and/or directed by the BOCC, through the County Manager

The Secretary shall:

- a) Record and retain the minutes of all PCCB meetings
- b) Notify all PCCB members of meeting dates, location and time
  - i. Notification of meeting shall be no earlier than fifteen (15) days nor later than five (5) days prior to a scheduled meeting
  - ii. Notification shall be by U.S. Mail, fax, Email or telephone
- c) Perform other duties as needed and/or directed by the BOCC through the County Manager

**The PCCB meetings shall:**

1. Be conducted according to Robert's Rules of Order, Newly Revised
2. Have a quorum of the PCCB members in attendance
3. Meetings will be held twice a year or as needed

Revised 5-6-2019

## **Park County Cemetery Burial Policies**

The policies of Park County relating to the operation of county owned and/or managed cemeteries are established by the Board of County Commissioners (BOCC). The Cemetery Board shall act as managers of the County cemeteries.

The burial of any human body outside of a County cemetery shall be permitted only with the written consent of the landowner, and under such regulations that may be deemed necessary to provide for the health, safety and welfare of the public, and in compliance with State statutes. A burial permit must be filed with the County Clerk & Recorder and the County Coroner must be notified.

The following policies shall apply to all burials within Park County owned cemeteries:

- I. The 3 active cemeteries that have been designated to be managed by the Cemetery Board are: Como Cemetery, Horn Cemetery (Bailey) and Lake George Cemetery.
- II. To be eligible for burial within a Park County owned cemetery, one of the following is required:
  - a) Primary residence in Park County for five (5) years.
  - b) Tax payer in Park County for five (5) years.
  - c) Or a request granted in writing by the Cemetery Board.
- III. A letter of Disposition must be filed and recorded with the Park County Clerk & Recorder.
- IV. Authority to open and close a grave site:
  - a) Only the County Public Works Department has the authority to prepare a grave or cremains site.
  - b) There shall be a charge for this service. Currently the cost for this service is between \$400 to \$2000 for full burial. \$200 for cremains.
  - c) In case of family hardship, the Cemetery Board has the authority to determine the fee for site preparation with BOCC approval.
- V. Burial Site location:
  - a) When notified that there is a need for a grave, the Cemetery Board member will notify the Public Works Department.
  - b) The Cemetery Board member along with a family member will determine the location of the site to be used.
  - c) A burial request form will then be transferred to Park County Public Works.

# Park County Cemetery Board

PO Box 1373  
Fairplay, CO 80440

## Burial Request

CEMETERY NAME: \_\_\_\_\_

PLOT # AND LOCATION \_\_\_\_\_

NAME: \_\_\_\_\_

BIRTH DATE: \_\_\_\_\_ DEATH DATE: \_\_\_\_\_

\_\_\_\_\_ SOIL TO BE REMOVED FOR SERVICE

\_\_\_\_\_ SOIL TO REMAIN FOR SERVICE

\_\_\_\_\_ CREMATION--- 1' X 1' X 2'

\_\_\_\_\_ BURIAL (approximately the size of the vault to be used)

\_\_\_\_\_ CEMENT VAULT (WIDTH \_\_\_\_\_ LENGTH \_\_\_\_\_)

DATE OF SERVICE: \_\_\_\_\_

TIME OF SERVICE: \_\_\_\_\_

### MORTUARY

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

### FINANCIALLY RESPONSIBLE PARTY

NAME: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

*Cost of burial will be \$400 to \$2000*

*Cost of cremains site will be \$200*

Notes: