



## Administration

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### MEMO

TO: County Commission  
FROM: Robert W. Wilson  
Date: May 2, 2024  
Subject: Springvale Cemetery Policy

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The Cass County Cemetery Board met on April 22, 2024, and Cass Cemetery Sexton, Colleen Lanners discussed her work on the cemeteries to date including reviewing documentation from the previous sexton, sent a letter to local funeral homes regarding the transition of the sexton role, met with Holy Cross Cemetery staff regarding grounds keeping, received a request for a burial in January, spoke with monument companies about policy changes at Springvale Cemetery, and is working with Cass County Communications Director to implement a website page for the cemeteries.

Since Ms. Lanners assumed the County Sexton role, she has brought a high level of organization and direction to Springvale Cemetery. In continuing the effort to bring better organization and order to the cemetery, Ms. Lanners has worked to create a policy for Springvale Cemetery in regard to markers, decorations, cleaning, visitors, burials, and visitors. The policy is attached for the Board's consideration.

**SUGGESTED MOTION: Adopt the Springvale Cemetery Policy as presented.**

Springvale Cemetery is overseen and cared for by Cass County, ND. It is reserved for those who qualify for burial assistance through the Cass Human Service Zone. At this time, cemetery lots cannot be boughten by individuals or saved for individuals who have not qualified for this assistance. Each burial is in the next available lot.

Below are the rules and regulations for Springvale Cemetery.

**Markers:**

Only markers with base (size 34" x 22" or smaller) are allowed to be placed at the grave site. No plaques (other than military markers) or upright monuments are allowed. All monument companies must contact the cemetery Sexton for approval for having the marker set at the cemetery. Springvale reserves the right to reject any marker or memorial which does not conform to the rules and regulations.

**Decorations:**

Grave decorations should be placed as close as possible to the grave marker to allow accessibility for lawn mowing equipment. If decorations interfere with normal grass mowing those items may be removed and/or discarded by cemetery staff.

Items NOT allowed include glass decorations, items over 36 inches in height, trees, shrubs, edging material, metal or plastic fences, benches and large concrete pots or planters.

Nothing may be placed on top of the grave other than black dirt and grass seed. Landscape rocks, stones, or mounded dirt on top of the grave are not allowed.

Graves are maintained by the cemetery and if additional dirt and grass seed needs to be placed, this will be completed by cemetery staff only.

**Cleaning:**

Springvale Cemetery will be thoroughly cleaned each spring (first week of April) and fall (first week of October). Grave decorations may be removed during both the fall and spring cleanups. If you have decorations you wish to save, you must remove them prior to the cleanup dates.

Cemetery staff will use their discretion in removing and discarding the items if they become unsightly or appear to have been ignored and abandoned.

Wind, rain, wildlife, and general maintenance of the cemetery (mowing lawn) may damage or even displace some grave decorations. Springvale is a public cemetery and items may also be lost due to vandals or thieves. Springvale is not responsible for damage or loss to decorations or markers that are placed on the grave site. The cemetery is not liable for any costs or damage to items removed from gravesites and discarded by staff in accordance with the rules and regulations.

**Burials:**

The cemetery Sexton must be notified of any burial that is to occur at Springvale. Cremated remains cannot be buried by a funeral home or a family without approval from the Sexton.

Two sets of cremated remains (two urns) may be buried in one lot. One set of cremated remains (one urn) may be buried on top of a full body interment (casket).

All full body interments require a vault (outer burial container), to eliminate sunken graves as well as maintain a high level of care and follow North Dakota state law.

**Visitor Policy:**

Visitors to the cemetery grounds should respect the cemetery as a memorial to honor those who have died. The following are prohibited at the cemetery:

The use of alcohol, illegal substances, and hallucinogenic drugs

Fireworks and explosives of all kinds

Sleeping or loitering on the cemetery grounds

Please use roadways and do not travel with vehicles off the roads.

Please use garbage cans at the cemetery to throw away trash.

The Sexton at Springvale Cemetery is Colleen Lanners. Concerns will be addressed by her and the Springvale Cemetery Board.