

**MINUTES OF REGULAR MEETING OF THE**  
**MONTICELLO TOWNSHIP CEMETERY DISTRICT**  
**JANUARY 10, 2018**

The Board of Trustees of the Monticello Township Cemetery District met in regular session on January 10, 2018 at 8:00 a.m. at the District's office in Monticello, Illinois. Present were John Heider, James Cavanagh, and Michael Harris. Also present were Mr. Cravens and Ms. Brown.

The Minutes of the December 13, 2017 meeting were read. Upon motion duly made, those Minutes were adopted.

Ms. Brown passed around the December bills for approval. Discussion followed. Upon motion duly made the November bills were approved. Ms. Brown submitted the Financial Report, and upon motion duly made the Financial Report was approved.

Mr. Cravens then delivered the Sexton's Report. In the previous month, there were four (4) vault burials and three (3) cremations.

Work activity has included settling/filling recent graves, snow removal, and plating of six (6) Burr Oak trees on State Street.

Mr. Cravens discussed the need for an additional snow blade for the tractor at an estimated cost of \$1500.00. Discussion ensued. Mr. Cavanaugh moved the Sexton be empowered to purchase a rear snowblade as presented and discussed. Mr. Harris seconded the motion. Roll call vote. All voted "aye". Motion carried.

The Trustees also discussed cemetery fees as they apply to residents and non-residents. No action taken. The Sexton shared concerns regarding recreational gaming in the cemetery and amongst burial areas. Mr. Cravens will write an article for placement in the Piatt County Journal Republican.

On a personal note: Mr. Cravens shared with the Trustees that he will be undergoing a surgical procedure in the near future. However, the date is yet to be determined. Mr. Cravens also expressed his desire to map cremation rows for some of the new cemetery lots.

OLD BUSINESS: The Trustees voted to adopt the Ordinance Prohibiting Sexual Harassment. 3 Ayes, 0 Nays, 0 Absent. Motion carried.

NEW BUSINESS: Mr. Heider requested all Trustees, Cemetery Sexton, and Clerk to write professional and personal goals to submit in writing for February meeting. Additionally, Ms. Brown will speak with PAQ regarding "how to" and cost for updating website. Mr. Heider would like a new Cemetery Trustee picture taken at the February meeting.

Trustees would like a procedural checklist available for Sexton and Clerk positions. Mr. Cravens and Ms. Brown indicated that both positions currently have written procedures in place.

Ms. Brown shared that the 2018 preliminary budget discussion will happen at the February meeting. Clerk and Sexton will work together to make numbers more accurately reflect income in 2018.

The next meeting will be held on February 14, 2018.

Mr. Harris motioned to adjourn the meeting. Mr. Cavanaugh seconded the motion. All voted "aye". Motion carried.

Meeting adjourned at 9:40 a.m.

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Secretary