

MONTICELLO TOWNSHIP CEMETERY  
RULES AND REGULATIONS  
NOTHING PERMITTED ON GRAVES

March 1 – November 30<sup>th</sup>

EXCEPT

Memorial Day

Mother's Day

Father's Day

Fourth of July

Veteran's Day

Easter

Cemetery hours: Sunrise until Sunset

All decorations are to be removed within 14 days after above days.

Hanging Baskets and monument top decorations will be allowed all year long.

No glass containers are allowed due to the danger of broken glass

Christmas and winter decorations and items are to be removed by March 15.

Digging without permission of cemetery sexton prohibited.

Plantings of any kind are prohibited and will be removed upon discovery.

Cemetery Trustees

BY-LAWS, RULES AND REGULATIONS OF THE MONTICELLO  
TOWNSHIP CEMETERY DISTRICT

BE IT ORDAINED by the Trustees of the Monticello Township  
Cemetery District, in the county of Piatt and State of Illinois:

**ARTICLE 1**

NAME: This cemetery district shall be known as “Monticello  
Township Cemetery District” and the cemetery is said district shall be  
known as “Monticello Cemetery.”

**ARTICLE 2**

**SECTION 1** The Trustees of the Monticello Township Cemetery  
District shall be chosen as provided by law.

**SECTION 2** Each two years, and at the first meeting after the  
Township Election, the Trustees shall select on of their number to be  
President. At such time, the Trustees shall select a Secretary and a  
Treasurer, and the Secretary and the Treasurer may or may not be one of  
their number.

**SECTION 3 President.** The President shall preside at all meetings of  
the Board and require all rules, regulations, resolutions, instructions, and  
ordinances of said Board to be complied with and enforced. In the absence  
of the President, the Board may elect a Chairman pro tem. All appointments  
shall be made by the President, with the advice, consent and approval of the  
other Trustees.

**SECTION 4 Secretary.** The Secretary of said Board of Trustees, in  
a book provided for such purpose, shall keep a permanent record of the  
proceedings of said Board, signed by the President, and attested by the  
Secretary. In case of the absence of the Secretary at any meeting of the  
Board of Trustees, an acting Secretary shall be appointed by the remaining  
Trustees to perform the duties of the Secretary during his absence.

**SECTION 5 Treasurer.** The Treasurer, upon his appointment shall  
execute a bond to the People of the State of Illinois, for the use of the said

Board of Trustees of said cemetery, in a penal sum not less than double the value of the money and property coming into the hands of such Treasurer, conditioned for the faithful performance of his duty, and for the faithful accounting of all property, which by virtue of his office, comes into his hands, and to be in such form and with such sureties as may be approved by the Board of Trustees of said Monticello Township Cemetery District. Should the Treasurer give a Surety Company bond with an approved Surety Company thereon, his bond may be but one and one half times the amount of money and property which shall be entrusted to him from. This bond shall be preserved by the Secretary of the Board of Trustees. He shall keep permanent books of record of all receipts and disbursements of such Cemetery District, for what purpose received and disbursed, and shall annually make his report in writing, under oath, showing balances, receipts and disbursements in accordance with the statutes and laws of the State of Illinois.

### **ARTICLE 3**

**TRUST FUNDS.** The Monticello Township Cemetery District may receive donations, and such donations may be for any proper purpose or purposes designated by the donor. If directed by the donor, or if, in the opinion of the Trustees, it is expedient that funds received by donations should be held in Trust, then such funds shall be delivered and paid over to First State Bank of Monticello, Trustee of Trust Funds of Monticello Township Cemetery District, to be held by such Trustee in accordance with the order of the Circuit Court of Piatt County, Illinois, appointing such Trustee for the Trust Funds of said Cemetery District.

### **ARTICLE 4**

**PURCHASE OF LANDS.** The Trustees may make contracts for the purchase of lands necessary for cemeteries purposes, and shall cause said lands to be surveyed and platted, and may make all contracts for improving and ornamenting the Cemeteries. All the contracts, bonds, ordinances or other instruments in writing necessary to be executed by the Trustees, shall be signed in the name of the Board of Trustees, by the President and Secretary, and sealed with the Corporate Seal of the Trustees.

## **ARTICLE 5**

**SALE OF LOTS** The Trustees, acting through the President or Secretary, may sell and make deeds of conveyance of any lot or lots for burial purposes at such price and on such terms as the Trustees may deem proper; burial on lots thus sold shall be for the grantee, his or her spouse, and ancestors of the grantee and ancestor's spouses and direct descendants of the grantee and descendant's spouses. Any conveyances of ground in the Monticello Cemetery for burial purposes shall not convey the fee simple title to said land, but shall convey only the use to the grantee and the above persons of said grounds for burial purposes, and the fee simple title shall remain in the Trustees and their successors in office. All conveyances made by the Grantees or their heirs shall have no validity except if the said conveyance be to the Trustees. The surveys and plats of lots shall be carefully preserved by the Secretary and made available for public inspection at all convenient times.

Any lot or lots thus sold by the District after December 14, 1988, shall revert to the use of the District, and may be re-sold to other persons, if no interment on the lot occurs within a period of 75 years from the date of its sale.

## **ARTICLE 6**

**RULES.** The Trustees shall have the power to make rules and regulations governing the use of the Monticello Cemetery, to direct the depth of graves to be dug, to set apart any portion of ground for pauper burial to regulate and direct the construction of all vaults and monuments, all articles placed above the ground on graves and all plants in said cemetery. The said Trustees shall also have the right to regulate personal conduct of individuals in said cemetery and to provide penalties for any violation of the rules and ordinances of the Board of Trustees. Any individual purchasing the use of burial ground within said cemetery or interring any relative or individual therein, shall be deemed to have accepted all rules, ordinances and regulations of said Board of Trustees. A refusal by any individual to abide by the rules, ordinances and regulations of the Trustees aforesaid, in reference to the use and management of said Cemetery District shall authorize said individual or individuals, and to cancel the right to use any burial ground or lots previously sold. At this time the monies thus paid for said burial ground shall be refunded to said individual or individuals and the title to the said burial ground for the use thereof, shall revert to the Cemetery District Trustees.

## **ARTICLE 7**

**The By-Laws** may be amended at any regular meeting of the Board of Trustees, provided that such an amendment shall have been submitted in writing at a previous regular meeting and provided that a majority of the whole Board shall concur therein.

## **ARTICLE 8**

**GRADING AND PLANTING.** Etc. Mounds over the graves will not be permitted.

All grading or improvement of lots, and all excavation for vaults and the building of foundations, graves or any other work, except the erection of monument work, must be done by employees of the Cemetery, or any Independent Contractor retained by the Cemetery. Moderate estimates will be given by the Trustees, and all charges must be paid to the Treasurer before the work is started.

To prevent injury to adjoining lots, and preserve the beauty of the ground, no trees, plants or shrubs, shall be planted on graves or lots, or any tree, plant or shrub cut down, removed or trimmed without permission of Trustees. Such work must be done by the employees of the Cemetery; and the Trustees reserve the right to remove any tree or shrub which in their opinion is unsightly.

The Trustees have no wish to unnecessarily interfere with the taste of individuals in regard to the style of their improvement but in justice to the interests of the Cemetery, they reserve to themselves the right given them by law, of preventing or removing any structure or object which they shall deem injurious to the general good appearance of the ground, and particularly of adjoining lots.

No coping, fence or enclosure of any kind will be permitted on burial lots, nor any line of demarcation between lots.

Boxes, shells, toys, or sprinkling pots and tools etc. scattered on the graves or lots are inconsistent with the proper keeping of the grounds, and will not be permitted.

Due to mowing and other work necessary during the growing season, no decorations will be permitted on graves between March 1 and November 30, inclusive of each year. Decorations will be permitted for Memorial Day, Mother's Day, Father's Day and Veteran's Day, and the Fourth of July, provided they are removed within 14 days after such day. Hanging baskets and monument-top decorations are also permitted, provided they are

removed no later than March 1st. All mowing shall be done exclusively by Cemetery employees.

Due to the danger of broken glass, decorations shall not be placed in glass containers at any time in the Cemetery.

Digging is prohibited at all times, except with the Sexton's permission.

Purchase of a memorial tree, displaying a marble memorial marker at the base of the tree with the memorial name is available by contacting the Cemetery Clerk at 762-2215.

## **ARTICLE 9**

### **FOUNDATIONS, MARKERS, HEADSTONES AND MAUSOLEUMS:**

1. All monuments shall be set by a professional monument company.
  2. No monument shall be set other than under the direction of the Sexton of the Cemetery.
  3. No more than one monument shall be erected on any one lot.
  4. Above ground mausoleums shall be erected only in Blocks 259 through Block 308.
  5. No above ground mausoleum shall be built or constructed unless plans or blueprints therefore have previously been submitted to and approved by the Trustees. All such mausoleums shall be built of marble, granite, or other similar long-lasting stone, and shall only be built by recognized and competent persons, firms or corporations, engaged in the business of constructing above-ground mausoleums.
- Engraving on the Columbarium shall be done by Adams Memorial at the expense and arrangements of the family.

## **ARTICLE 10**

### **DESCRIPTIONS OF BLOCKS AND LOTS:**

All blocks in the Monticello Cemetery are 48 feet square with a 6 foot areaway between blocks.

Blocks are divided into eight 12' x 24' lots or into sixteen 12' x 12' lots. The 12' x 24' lots are spaced for six graves and the 12' x 12' lots are spaced for three graves.

## **ARTICLE 11**

### **GRAVE OPENINGS:**

1. The trustees reserve the right to change the price of opening graves at any time.
2. The funeral director in charge shall be responsible for payment of the grave opening fee.
3. No grave opening shall be made without the approval of the Sexton and a member of the family.

## **ARTICLE 12**

### **PERPETUAL CARE:**

Perpetual care will be provided by the cemetery sexton and staff only.

## **ARTICLE 13**

### **MISDEMEANORS:**

Any person who shall willfully destroy, mutilate or injure any tomb, monument, stone, vault, tree, shrub or ornament, or any object whatever in the cemetery, or shall hunt, shoot or discharge any gun, pistol or any missile, therein, or shall cause any shot or missile to be discharged into or over any portion thereof (this provision shall not be interpreted as excluding military funerals), or shall violate any of the rules made or established by the Board of Trustees of this Cemetery, for the protection or government thereof, shall be deemed guilty of a misdemeanor, and shall, upon conviction thereof, be punished by a fine.

No vehicle shall be driven at a speed, which is unreasonable, having regard to the traffic and the use of the cemetery. No unusual noises shall be made in the cemetery. Any one violating the provision of this paragraph shall be deemed guilty of a misdemeanor and shall upon conviction thereof, be punished by a fine.

## ARTICLE 14

### VISITORS AND LOT HOLDERS:

No one shall drive on the grass, and all vehicles, except with the consent of the Trustees, shall be left on the drives. Chairs, settees and benches of any material, rustic work and so-called ornaments and architectural objects are considered injurious to the beauty, dignity and repose of the Cemetery and are therefore forbidden, and will be removed and kept from the lots without further notice. Visitors and lot holders are urged to co-operate with the Trustees to the end that the Monticello Cemetery may be preserved and maintained for the greatest use by the inhabitants of the town of Monticello, Illinois.

## ARTICLE 15

### RULES AND REGULATIONS FOR BURIALS AT THE MONTICELLO CEMETERY

- FUNERAL DIRECTOR MUST CONTACT THE CEMETERY SEXTON AT LEAST 36 HOURS PRIOR TO TIME OF SERVICE AT 217/202/6195.
- FUNERAL DIRECTOR MUST PROVIDE SEXTON WITH NAME OF DECEASED, OWNER OF LOT, (TO BE USED FOR BURIAL) DATE AND TIME OF SERVICE
- FUNERAL DIRECTOR MUST GIVE DIMENSION OF URN IF IT IS A CREMATION SERVICE.
- FUNERAL DIRECTOR MUST FOLLOW PHONE CALL TO SEXTON WITH AN EMAIL WITH COMPLETE BURIAL INFORMATION TO:  
[monticellotwpsexton@mchsi.com](mailto:monticellotwpsexton@mchsi.com)
- FUNERAL DIRECTOR MUST PROVIDE A TEMPORARY GRAVE MARKER IF A PERMANENT MARKER IS NOT IN PLACE.
- FUNERAL DIRECTOR MUST BRING THE DISPOSITION FOR HUMAN REMAINS PERMIT, MONTICELLO TOWNSHIP CEMETERY BURIAL PERMIT, CHECK FOR OPENING/CLOSING, CHECK FOR LOT PURCHASE IF LOT WAS PURCHASED THROUGH THE FUNERAL HOME.
- IN ORDER TO SCHEDULE A WEEKEND BURIAL THE SEXTON MUST BE NOTIFIED BY 11:00 AM FRIDAY.
- SATURDAY AND SUNDAY BURIALS WILL ONLY BE SCHEDULED IF THE CEMETERY PORTION OF THE SERVICE BEGINS NO LATER THAT 1:00 PM.

(All rules and regulations are per the Monticello Township Cemetery Board of Trustees)

## **TOWNSHIP CEMETERIES**

The cemetery maintenance department hours vary due to weather conditions and work load. If you need assistance after hours you may reach the sexton at 1-217-202-6195.

The Monticello Township cemetery is responsible for the maintenance of the following cemeteries:

- Haneline- located on Allerton Rd, this was a private family cemetery and is 1 acre in size.
- The old Monticello City cemetery - located east of the city swimming pool.
- Monticello Township cemeteries which is now 2 cemeteries with 37 acres at 916 E. 1730 N. and 17 acres at 1720 N. State Street.
- **Decorating rules and regulations:**
- Decorations are not allowed on the ground from March 15 to November 30 except on the following holidays
- Easter, mother's day, Memorial Day, father's day, Veterans Day, decorations are allowed on the ground on these days and for 14 days following. After 14 days the decorations will be removed by the cemetery.
- The cemetery closes at sundown.
- Weekend burials are only permitted if the sexton is notified by 11:00 a.m. Friday.
- Saturday and Sunday burials are only permitted if the cemetery portion of the service begins no later than 1:00 p.m. to allow for all workers to be out of the cemetery before dark.
- Plantings are not allowed and will be removed by the cemetery upon discovery.
- Existing plantings from earlier years may be removed as they become unhealthy or grow too large for the area they are in.
- Shepherds hooks not being used will be removed and saved if someone wishes to claim them.
- Solar night lights may not be placed into the ground and must be mounted on the monument or its foundation.
- All dogs must be kept on a leash and pet waste must be collected.

## **FEES**

Burial Lot - \$500 with a \$33.00 deed fee.

Opening / closing of grave - \$625

Cremation opening / closing - \$200

Columbarium space - \$500 with a \$33.00 deed fee and there is room for 2 burials in each space. Family is responsible for cost of engraving names and dates on the door to their columbarium space and must use Adams Memorials in Charleston at 1-800-252-6547.

Columbarium opening / closing - \$100

Monument company locate fee - there is a \$50 locate fee due from the monument company when a request is made for marking the location for a monument.

**AMENDED BY-LAWS ADOPTED** by the Board of Trustees Monticello Township Cemetery District this 10<sup>TH</sup> day of October, 2012.

Article 9, paragraph 4, hereof amended on June 13, 2012

Article 8 hereof, amended October 10, 2012

Article 15, amended on April 13, 2016