

HIGHLAND CITY CEMETERY
OPERATIONS AND MAINTENANCE MANUAL



CITY OF HIGHLAND, ILLINOIS

2016

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PREFACE

The City of Highland, in governing the cemetery division of the Parks and Recreation Department, recognizes the need for consistency in the administration of policy. This manual is intended to serve as a practical reference describing city policy, related to the everyday administration of the cemetery.

INTRODUCTION

The determinative purpose behind the City of Highland Cemetery operation is to provide the residents of Highland the best possible burial the City of Highland can offer in addition to a well-maintained, peaceful place for people to grieve and pay their respect to those who have passed away.

The cemetery is an administrative subdivision of the City of Highland and, as such, derives its authority to act, its revenue, and general guidelines for operation from the Ordinances of the City and Statutes of the State of Illinois. At all times the cemetery division is accountable to the City of Highland. Section 22-31 through Section 22-36 of the Highland Municipal Code outlines the organization of the Cemetery Board of Managers, their powers and duties (*See Appendix A*).

The cemetery division has no independent taxing authority and must rely on revenues generated by the city. During the course of business the department must assess fees and charges for services. Such revenue shall be channeled into the appropriate budget generating such funds in a manner to be prescribed by the city council.

I. OPERATION

A. Service Periods

1. Day – A service day is defined as 7:00 AM until 3:30 PM. Exceptions must be approved by the City Council.
2. Week – A service week is defined as being Monday through Friday.
3. Emergency Burial – Emergency burial service may be obtained by contacting the cemetery Caretaker, or City office 8:00 AM to 5:00 PM, Monday through Friday.

B. Burial Permits

1. Permits – Permits must be obtained at city hall.

C. Fees – (Ordinance No. 2263)

1. The sum of Five Hundred (\$500) Dollars for each grave space purchased. Said Revenue shall be divided equally, Two Hundred (\$200) Dollars to Cemetery Land Replacement Fund and Three Hundred (\$300) Dollars shall be forwarded to the Cemetery Board of Managers for deposit to the perpetual care trust fund, and a burial space shall not be opened or used until such perpetual care charge has been paid.
2. The sum of Four Hundred (\$400) Dollars to open a grave Monday through Friday, Five Hundred Fifty (\$550) Dollars to open a grave on Saturday and Sunday, and Six Hundred Fifty (\$650) Dollars to open a grave on a holiday observed by the City.
3. The sum of Twenty Five (\$25) Dollars per grave space as a transfer fee for transferring ownership of grave spaces.
4. The sum of Two Hundred Fifty (\$250) Dollars to open a grave space for the burial of ashes, limbs, stillborns and children under five (5) years of age Monday through Friday, the sum of Three Hundred Fifty (\$350) Dollars on Saturday and Sunday, and the sum of Four Hundred Fifty (\$450) Dollars to open a grave space on a holiday observed by the City.

D. Transfer of Lots

1. Petitions to transfer graves may be obtained at city hall. A fee of Twenty Five (\$25) Dollars per grave space will be charged. The City Council must approve all transfers prior to a deed being issued to the new owner.

E. Perpetual Care

1. Fees – The sum of Three Hundred (\$300) Dollars, payable one time only per grave shall be forwarded to the Cemetery Board of Managers for deposit to the perpetual care trust fund. (Ref: Ordinance No. 2263)

F. Burial

1. Grave specifications – The cemetery Caretaker shall cause all graves in the City Cemetery to be dug 4'6" from the top of the ground, and must be 8' in length, and 3'6" in width. The graves shall be filled up at least 1'6" above the level of the ground at the top.

2. Cemetery Vaults – (Ordinance No. 1071)
 - a. The City of Highland, for the reason of public health and for the proper maintenance and upkeep of the Highland City Cemetery prohibits the use of wooden, plastic or fiberglass vaults used on the interment of bodies. Only standard burial boxes or vaults, constructed of concrete or other such permanent material shall be installed.
3. Monument Specifications – Resolution No. 73-11-268)
 - a. All monuments and markers shall have a minimum grass border of four inches in width.
 - b. Markers, including slant markers, up to twenty-four (24) inches long, shall have a foundation depth of twenty-four (24) inches. Markers over twenty-four (24) inches long shall have a foundation depth of thirty (30) inches.
 - c. For monuments with die and base: Dies under twenty-four (24) inches long shall have a foundation depth of twenty-four (24) inches. Dies twenty-four (24) to forty-eight (48) inches long shall have a foundation depth of thirty (30) inches. Dies over forty-eight (48) inches long shall have a foundation depth of thirty-six (36) inches.
 - d. No marker or monument shall be set on weekends or holidays. The Caretaker must verify boundaries.

II. MAINTENANCE

A. Grounds Maintenance

1. The Cemetery personnel are responsible for the grass cutting, ground leveling of grave spaces, weed control and grass seeding at the City Cemetery. The scheduling of the above to be determined by the weather and seasonal conditions.
2. The cemetery personnel shall cut the grass on all graves and lots in the Highland City Cemetery.
3. The Caretaker may remove from graves all bouquets and bouquet holders in excess of one, except on Memorial Day, Christmas Day, Easter, Mother's Day, Thanksgiving Day, Veterans' Day and Father's Day.
4. All deteriorated and derelict copings, fences, concrete curbing, hedges, etc., on or around any grave or cemetery lot in the cemetery are declared a nuisance and such deteriorated and derelict copings, fences, concrete curbing, hedges and markers may be removed by the City.
5. No person shall construct, aid in constructing, or cause to be constructed, any curb, coping, rail, fence, trellis or anything similar thereto in the cemetery, and no person shall plant, aid in planting, or cause to be planted, any bush, shrub, or tree in the cemetery except with the consent of the City.

and under the supervision of the Caretaker. The City is responsible for all new improvements and landscaping at the Highland Cemetery.

6. If in the estimation of the City, any shrubs situated in any lot which shall by means of their roots, branches overhanging, or otherwise become detrimental to the adjacent lots, roads, dangerous to, or inconvenient to passengers, it shall be the duty of the Caretaker to remove or cause the removal of such shrubs and such parts thereof as may be detrimental, dangerous, and inconvenient.
7. If any monument, effigy or enclosure, any structure whatever or any inscription be placed in or upon any lot which shall be determined to be offensive, improper, injurious to the surrounding lots, the Caretaker shall have the right and it shall be his duty to enter upon such lot and remove or cause the removal of said offensive or improper objects. The Caretaker also has the right to remove anything offensive from neglected graves or lots.
8. Owners may decorate their lots, observing the rules and regulations of the cemetery and shall remove all rubbish to the place designated for that purpose. No gardener, florist or any other person shall be allowed to work on a cemetery lot without permission from the Caretaker.
9. Owners shall not put unsightly or inappropriate objects made of wood, wire, tin, glass, etc., on their lots. They are not considered good taste and they soon become defaced and deteriorated and will have to be removed according to the rules.
10. No lot shall be used for any other purpose than as a place of burial for the deceased. The grade of lots shall be determined by the Caretaker according to the established grade in accordance to City Ordinance.
11. All persons are prohibited from picking flowers, breaking any tree, shrub or plant. They also are prohibited from writing upon, defacing or injuring any monument, enclosure or structure in or belonging to the cemetery.

B. General Rules and Regulations

1. Only human remains may be buried in the Highland City Cemetery.
2. Burials
 - a) Burials are only permitted within designated plots/lots/spaces.
 - b) There may be only one traditional burial per grave space.
 - c) There may be no more than two (2) cremation burials per grave space.
 - d) There may be no more than two (2) cremation burials along with a traditional burial per grave space, provided the traditional burial occurs first, or a proper permit for disinterment of human cremains is presented for any cremains to be temporarily removed and then immediately reinterred after the traditional burial is complete.

- e) Once a traditional or cremated burial has been completed, any movement(s) requires a grave opening permit(s), a burial permit(s), and other fees, as applicable.
 - f) Scattering of cremation remains is not allowed in the Highland City Cemetery.
3. Visiting hours are from dawn to dusk.
4. Vehicle Regulations:
- a) All vehicles must stay on designated roadways.
 - b) Maximum speed is 15 mph.
 - c) Maximum parking time is 30 minutes.
5. Decorations:
- a) Owners may decorate lots while observing the Rules and Regulations of the Cemetery. Use of any wood, wire, tin, or glass decorations or holders is not permitted.
 - b) Gardeners shall not be allowed at any time to solicit orders on the cemetery grounds.
 - c) There is to be only one monument/marker per grave space. A United States of America Veteran's 12" x 24 " marker may be placed at the foot of the grave, must be at grass level, and nothing else may be added to or placed around the Veteran marker.
 - d) Adding permanent items to grave sites such as decorative rock, curbing, solar lights, fencing, trellis, living plants, statuary, etc., is not permitted. All such permanent items will be removed.
 - e) Cemetery staff may remove bouquets, decorations, and their holders in excess of one per grave space except on Memorial Day, Christmas Day, Easter, Mother's Day, Thanksgiving Day, Veterans' Day and Father's Day.
 - f) Cemetery Staff will remove deteriorated flowers, unsightly or inappropriate objects, and items that are offensive, improper or injurious.
6. All Pets must be on a leash and owners must show appropriate respect for the cemetery.
7. Persons found damaging or defacing any property within the Cemetery will be reported to the Highland Police Department and prosecuted to the fullest extent of the law.
8. Persons disturbing the quiet and good order of the cemetery by noise or improper conduct or found violating any rules will be compelled to leave the grounds instantly.
9. Discharging firearms or fireworks is strictly prohibited with the exception of properly conducted military honors.
10. Any questions regarding cemetery rules should be directed to City Hall (618-654-9891).

Appendix A

CITY OF HIGHLAND
CODE OF ORDINANCES
CHAPTER 22, ARTICLE II. – CEMETERY BOARD

Chapter 22 - CEMETERIES

ARTICLE II. - CEMETERY BOARD

Sec. 22-31. - Established.

There is established a cemetery board of managers which shall consist of three members and which shall have such powers and duties as provided in this article.

Sec. 22-32. - Appointment; terms; vacancies.

Members of the cemetery board of managers shall be appointed by the mayor with the advice and consent of the city council. The members of the cemetery board of managers shall hold office for a term of two years each or until their successors are appointed. Vacancies on the board for any reason shall be filled, for the unexpired term, in the same manner as the initial appointment. The vacancy shall be filled within a reasonable time. The city council shall have the power to remove from office any or all of the board of managers for nonperformance of duties or for misappropriation or wrongful use of funds or property and shall have the power to require a just and proper accounting of such.

Sec. 22-33. - Organization.

- (a) It shall be the duty of the cemetery board of managers as soon as may be convenient, after appointment, to meet and organize by selecting one of their number to be president and another of their number to be clerk of such board. The board shall also select a treasurer of such board, who may or may not be one of their number and who before entering upon his duties as such shall execute a bond to the people of the state for the use of the cemetery board of managers, in a penal sum not less than double the value of the money or property coming into his hands as such treasurer, conditioned for the faithful performance of his duties and for the faithful accounting for all property which, by virtue of his office, comes into his hands; such bond shall be in such form and with such sureties as may be approved by the city council.
- (b) The treasurer shall have the custody of all money and property received in trust by the cemetery board of managers, and shall keep permanent records of all such trust funds and of all receipts and disbursements thereof and for what purposes received and disbursed. The treasurer shall annually make a report in writing to the cemetery board of managers showing balances, receipts and disbursements, including a statement showing the assets of the trust funds and the market value thereof. The report shall be audited by the cemetery board of managers and, if found correct, shall be transmitted to the city council, at the same time that the city treasurer is required by law to make his report, and to be approved and preserved in the same manner.
- (c) The clerk of the cemetery board of managers, in a book provided for such purpose, shall keep a permanent record of the proceedings of the board, signed by the president and attested by the clerk. The clerk shall annually, at the time of transmitting the treasurer's report to the city council, make a report in writing, under oath, to the city council, stating therein substantially the same matter required to be reported by the treasurer of the board. The clerk's report, if found to be correct, shall be approved and preserved by the city council.

Sec. 22-34. - Powers and duties.

The cemetery board of managers is authorized and empowered to receive in trust from the owners or proprietors of any lot of ground in the city cemetery or from any person interested in the care and maintenance of such any sum of money by bequest or gift, but in an amount not less than \$50.00 per grave space, or to receive any property and to convert the property to cash and to invest and reinvest the cash as provided in this article and to apply the income thereof perpetually for the care, maintenance, preservation, repair or improvement of such lot and the graves, grass, vaults or tombstones or other structures or ornaments thereon.

Sec. 22-35. - Investments.

It shall be the duty of the cemetery board of managers to invest and reinvest the trust funds authorized by this article (called care funds) and, unless otherwise restricted by the terms of the gift, grant, devise, bequest, contribution, payment, contract or other conveyance as to investments made after the effective date of the ordinance from which this chapter derives, the cemetery board of managers, in acquiring, investing, reinvesting, exchanging, retaining, selling and managing property for any such trust, shall exercise the judgment and care under the circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not in regard to speculation but in regard to the permanent disposition of their funds, considering the probable income as well as the probable safety of their capital. Within the limitation of these standards, the cemetery board of managers is authorized to acquire and retain every kind of property, real, personal and mixed, and every kind of investment including specifically, but without limiting in any way the generality of such, bonds, debentures and other corporate obligations, stocks, preferred or common, savings accounts and certificates of deposits in financial institutions, and real estate mortgages, which persons of prudence, discretion and intelligence require or retain for their own account, and, within the limitations of such standard, such cemetery board of managers is authorized to retain property properly acquired, without limitation as to the time and without regard to its suitability for original purchase, and the net income only from such investments shall be allocated and used for the purposes set forth in section 22-34 in the proportion that each contribution bears to the entire sum invested. However, the care funds authorized by this section may be commingled and may also be commingled with any other funds received by the cemetery board of managers for the care of its cemetery or for the care or special care of any lot, grave, crypt, niche, private mausoleum, memorial, marker, or monument in the city cemetery, whether received by gift, grant, devise, bequest, contribution, payment, contract, or other conveyance made to the city and to the cemetery board of managers.

Sec. 22-36. - Income and expenditures.

At the first meeting of the fiscal year, and as often as the board may deem advisable, the cemetery board of managers shall determine the amount of income received from the investment of trust funds during the preceding period, and after deducting necessary expenses shall distribute and credit the income to the several individual accounts in the proportion which the amount of each individual trust fund bears to the total amount held in trust by the board.