

Cicero Township Cemetery Rules & Regulations

ADOPTED: SEPTEMBER 29, 2015

Korey D. Henderson, Trustee

(Rules and Regulations pertain to all Township owned cemeteries: Missionary Regular Baptist Church, Stewart Cemetery, Goodykoontz Cemetery, Sumner Cemetery, Sandbank Cemetery, Moldentown Cemetery, Goar Cemetery, Bethsaida Cemetery)

General Rules

1. No gravel, rock, glass, flag pole or metal chains to decorate grave sites.
2. No flower pots in the middle of the grave.
3. The Township Trustee reserves the right to remove an arrangement that is dead or becomes unsightly or interferes with mowing or maintenance.
4. No planting or removal of trees, flowers or shrubs without authorization.
5. No decorative stone, wood chips or fencing.
6. No glass containers.
7. No alcohol of any kind.
8. No animals are allowed on cemetery grounds.
9. No snowmobiles motorized atv's or recreational activities.
10. Nothing permitted on the ground March 15th - Nov. 15th (except Easter-Memorial Day- Mothers Day- Fathers Day-Veterns Day) items then must be removed within 14 days after the holiday.
11. Grave blankets are permitted from Nov. 15th – March 15th.
12. Not responsible for any accidents.

Cemetery Rates

The Trustee will have a current list of fees as established by the Township.

Cemetery Hours

All Cicero Township cemeteries are open from dawn to dusk.

Lots and Lot Owners

1. People who want to purchase a lot(s) should visit the Township Office where the Trustee or his/her representative, will aid them in purchasing a lot(s), and obtain the necessary information to issue them a cemetery deed describing the lot(s) purchased.
2. The Trustee reserves the right to limit the number of lots sold per family.
3. Complete payment for the lot(s) must be made to the Trustee before any burial(s) takes place.
4. Lot(s) descriptions and deed copies will be in accordance with the cemetery plats which are kept on file in the Trustee's Office.
5. It is the duty of the lot(s) owner to notify the Trustee of any change in his/her address.
6. An unopened burial site (one grave) may contain one (1) full body burial or up to two (2) cremains. If more than one (1) cremains is placed on the same burial site, the cremains burial markers must be installed flush with the ground, placed on top of the cremains, and be no more than 12 inches x 30 inches or one (1) traditional headstone may be installed listing all cremains buried on the grave site.

7. If the lot(s) owner decides they want to sell the lot, they must resell it back to the Township at one-half (50%) of the prevailing selling price.
8. If a lot(s) owner decides to transfer the lot(s) to family members, and that family member is not a resident of Cicero Township, the family member shall pay the Trustee the differential between the resident and non-resident fee as per the prevailing selling price.
9. Lot(s) that become the asset of the estate can be sold back to the Township or deeded to an immediate family member. Immediate family member is defined as: father, mother, son, daughter, grandparent and grandchild. There will be no charge for transferring the lot(s), but in all cases the deed must be transferred through the Township Trustee's Office.

Care of Lots

1. The Township maintains the trees and shrubberies that either have been left in place or planted by the Township in the cemetery. The general care of the cemeteries is assumed by the Township.

Interments

1. All interments are coordinated between the Funeral Director, the lot(s) owner and/or designated family member, and the Trustee.
2. The Township is only responsible for locating and marking lot(s). It is the lot(s) owner and/or designated family member's responsibility to determine the actual burial site. If the lot(s) owner fails or neglects to make such a designation, the Township reserves the right to make the interment location.
3. The Township does not open, close, grade grave sites, or install headstones/monuments. These services should be coordinated through the Funeral Director or Monument Installation Company.
4. The Township requires at least 48 hours notice prior to any interment and at least one week's notice prior to any disinterment or removal.
5. Burial of pets is not permitted.

Adornment

The Cicero Township Trustee's goal is to work with the family members to properly maintain all Cicero Township cemeteries in a fashion to respectfully remember those who have preceded us. To accomplish this goal, there are rules in place for the general public and visitors to Cicero Township cemeteries pertaining to the placement and removal of gravesite decorations. Without adherence to these policies, the mowing, trimming and straightening of monuments would exceed the capacities of the cemetery maintenance personnel. The Trustee's desire is to keep the appearance of our cemeteries, esthetically pleasing, in the safest and most efficient manner possible.

1. Individual planting of trees, shrubs, woody plants or perennials are not allowed.
2. Any deteriorated, unsightly and /or inappropriate grave decorations, as determined by the Trustee shall be removed and will not be retained.
3. Due to health and safety concerns for the cemetery maintenance personnel, as well as to avoid the appearance of clutter, the following items will not be allowed on the cemetery grounds or around gravesite:
 - a. Styrofoam cups and containers
 - b. Decorative fencing, railings, trellises, arches, benches, garden stones
 - c. Rocks and stones
 - d. Wire or objects made of wire
 - e. Glass or other similar ornamental objects (i.e. statuary, ceramics, low voltage lighting, etc.)
 - f. Cardboard or paper
 - g. Toys or stuffed animals
 - h. Balloons or inflatable items
4. The Township is not responsible for the theft or damage to anything placed on graves or lot(s).

As a general rule of thumb – if the decoration is not completely secured to the foundation or headstone (monument), it is not allowed. The above items that are “free standing” or in the grass will be removed by the Trustee or cemetery maintenance personnel and disposed of.

The mowing and maintenance of Township cemeteries is very time consuming and leaves very little time for the maintenance crew to move mementoes in order to trim around and mow each grave. In some cases these items are not notices, they can become projectiles and cause injury to the cemetery maintenance personnel, visitors and/or owners.

Foundations

Foundations must meet the following:

1. Foundations shall consist of poured we concrete with a rating of no less that 3,000 p.s.i. Stone or other acceptable masonry material may be added to the mixture, provided the majority of the foundation is a concrete mixture. The foundation must be allowed to cure for a least seven (7) days before a headstone/monument is set.
2. The length and width dimensions of the foundation shall match the length and width dimensions of the base of the monument/headstone. The depth of the foundation shall be 24 inches in depth. All foundations must be approved by the Trustee prior to installation.

Headstones/Monuments/Markers

1. All headstones/monuments/markers shall be set upon a conrecte foundation that is appropriate for it's size and weight, but no less than that noted under the foundation section noted above.
2. Headstones shall be placed at the head of the interment.
3. Military markers shall be placed at the foot of the interment.

Correction of Errors

The Trustee shall have the right to correct any error that may have been made during the discourse of selling a cemetery lot(s). They shall have the right to substitute another lot of equal value at a similar location to correct the error. The Trustee accepts no responsibility for any errors made because of wrong information provided by prior cemetery organizations which may have operated the cemetery. However, the Trustee will work with the lot(s) owner to mitigate the error.