

DUNDEE TOWNSHIP CEMETERY BOARD

MINUTES OF JANUARY 9, 2018

The Township Cemetery Board met in the Township meeting room at 611 East Main St. Suite 201 in East Dundee. Secretary Block called the meeting to order at 1:00 P.M. Secretary Block called the Roll. Trustees Bartelt, Gullickson and Cudney were present. Also, present - Secretary Robert Block, Supervisor Glees and Cemetery Manager Mark Rakow.

Public comments: No members of the Public attended the meeting.

Approval of Minutes from last meeting: Minutes from the October 10, 2017 meeting were reviewed. Trustee Bartelt made the motion to approve the minutes as presented with a second by Trustee Gullickson. Upon voice vote, all present voted “aye” – motion carried.

Open Issues

- **Columbaria – Update on Overall Project**

Secretary Block reviewed the maintenance contract for the Garden’s high-quality prairie. He noted that the Township Board of Trustees had been presented with a three-year contract from the Pederson Company/McGinty Brothers for a total cost of \$25,002. The Board rejected the proposed contract and asked that a revised one-year plan be prepared. The one-year plan will be presented to the Board at the January 2018 meeting. Also reviewed were the final invoices from Heinz Engineering and Marc Kresmery Construction.

Columbaria Marketing Program-

Secretary Block reported that work is continuing on the Marketing Program

Burial/Lot Sales Update –

a) Cemetery Manager Rakow presented a report showing the 131 official events that occurred at the cemetery in 2017. He also showed the breakdown of these events by burial type.

- **Computer System** – No new developments

- **Financial Report** - The financial reports for the year-to-date revenues and expenditures were presented to the Board. All expenses including the construction of the Columbaria Garden are within budget.

New Business -

- **Review of Cemetery Budget for the FY 2018-19:**


Secretary Block distributed the updated budget worksheets to the Board for the upcoming FY 2018-19. Cemetery Manager Rakow presented the Board with a list of the planned capital improvements at the East and West Cemeteries through the year 2021. The Board also discussed the potential need for an additional staff member at the Cemetery.

- **Proposed Permit System for all non-floral Decorations** – Cemetery Manager Rakow outlined the challenges the staff is currently facing in dealing with non-floral decorations such as crosses that do not conform to the current cemetery rules. Secretary Block distributed a potential Permit Form that could be used for non-floral decorations. After additional discussion, the Board tabled this matter to the April meeting.

Reports:

- **Cemetery Manager:**
No additional report

Trustee Gullickson moved to adjourn the meeting at 2:35 PM; second by Trustee Bartelt & carried voice vote.



Robert L. Block, Cemetery Secretary