

DUNDEE TOWNSHIP CEMETERY BOARD
MINUTES OF APRIL 9, 2019

The Dundee Township Cemetery Board met at the East Cemetery meeting room at 420 Dundee Avenue in East Dundee. Secretary Block called the meeting to order at 1:10 P.M. Secretary Block called the Roll. Trustees Gullickson & Bernardi were present. Trustee Bartelt was absent. Also, present - Secretary Robert Block & Cemetery Manager Mark Rakow.

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

Approval of Minutes from last meeting: Minutes from the January 8, 2019 meeting were reviewed. Trustee Bernardi suggested a change to the minutes to reflect the correct date of the prior meeting in the Minutes to be October 9, 2018. Trustee Bernardi made the motion to approve the minutes as corrected with a second by Trustee Gullickson. Upon voice vote, all present voted “aye” – motion carried.

Open Issues

a. **Columbaria – Update on Overall Project**

Secretary Block provided an update to the Board on the status of the negotiations with the Pederson/McGinty firms regarding the planting at the Columbaria Garden. He noted that since the last Cemetery Board meeting there has been no contact from the vendors; no further action and no new plants or trees. Cemetery Manager Rakow and Secretary Block reviewed that the major item is the missing plants that were supposed to be a part of the original contract. These plants were stated by the contractor to be best if planted in the spring. The Board briefly reviewed the contract. It was restated that whether or not the missing plants are provided, we are looking to utilize additional plantings in the Columbaria Garden that will add color and fragrance to the area.

b. **Columbaria Marketing Program-**

No new developments.

c. **Burial/Lot Sales Update –**

Cemetery Manager Rakow distributed a report that showed the burials that occurred during the first quarter of 2019.

d. **Financial Report** - The financial reports with the revenues and expenditures for the fiscal year ending March 31, 2019 were distributed. The Board reviewed the planned budget for the new fiscal year and discussed the capital expenditures for the upcoming year.

e. **Berm Discussion/Disposal of Extra Dirt:**

Cemetery Manager Rakow conducted a tour of the east side of the cemetery to show the Board the current location of the berm and the location of possible alternatives. He also updated the Board on his discussions with Palumbo and their plans for the area next to the cemetery. During the tour, Mr. Rakow stated the problem is the material that is now around the lake. Question is should the material be removed and replaced with a fence to create a new dirt dump area? The Board discussed future potential plans for dealing with the dirt

such as dumping the extra dirt in the prairie. Finally, Mr. Rakow noted that the current berm may need to be removed from the property line.

- f. **Parking Lot Paving – Preparation for Paving** – Cemetery Manager Rakow reviewed the status of the parking lot project. He then reviewed the bids for the actual paving of the parking lot. We have the bid from the Highway Department at \$30,940 and one from an independent firm for \$43,000. The bid from the Highway Department does not include any prep work so there may be additional costs. Finally, the cost for the new drywell specified in the engineering plans is \$1,800. He is still working on getting quotes for the installation of the drywell.
- g. **Capital and Personnel Budget Review** – The Board briefly reviewed the FY 2019-20 budget.

New Business

- a) **Maintenance work on Office/Warehouse**
- i. **Building Painting Proposal** - The Board reviewed the proposal to paint the side and front of the maintenance building to improve its' appearance. The cost estimate to due this work is around \$18,000 and several contractors have expressed questions as to how long this would last. The Board discussed that matter and concluded that other alternatives should be looked at.
 - ii. **Landscaping** – The Board briefly discussed the possibility of installing additional landscaping to help improve the look of the maintenance building.
- b) **New Fence Installation** – Mr. Rakow provided estimates of the cost for installing the fencing he pointed out during the site tour.
- c) **Concrete Repairs/New Sidewalk** – Mr. Rakow reported that quotes have been obtained for the repair/installation of a concrete sidewalk along the south side of the maintenance garage that would allow improved access to the office. The quotes are in the range of \$2,900 - \$3,500.
- d) **Cremation Bench Request – West Cemetery** – Mr. Rakow presented a request from a resident to be permitted to install a cremation bench on lots his family owns at the West Cemetery. The bench would hold several urns. The Board discussed the request and had no objection to it. Mr. Rakow will work with the resident on this matter.

Reports:

No further report.

Trustee Gullickson moved to adjourn the meeting at 3:20 PM; second by Trustee Bernardi & carried voice vote.



Robert L. Block, Cemetery Secretary