

**DUNDEE TOWNSHIP CEMETERY BOARD**  
**MINUTES OF JANUARY 8, 2019**

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The Dundee 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 1:07 P.M. Secretary Block called the Roll. Trustees Gullickson & Bartelt were present. 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 October 9, 2018 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**

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

Secretary Block updated the Board on the status of the negotiations with the Pederson/McGinty firms at the Columbaria Garden. He noted the meeting that was held with the contractors and the offers that were made by both parties.

The major item is the missing plants/trees and whether Pederson will still provide the replacements in the Spring. 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.

Secretary Block also reported that the Township has sent a letter to John Cooke notifying him that the Township considers our contract with him completed and that prior to any additional work by his firm the Township would need to issue a new purchase order.

b. **Columbaria Marketing Program-**

Secretary Block distributed copies of the new Cemetery marketing brochure for review by the Board.

c. **Burial/Lot Sales Update –**

Cemetery Manager Rakow distributed a report that showed the burials that occurred during the fourth quarter of 2018. The report also showed official events for 2018 categorized by the types of burial.

d. **Financial Report** - The financial reports with the revenues and expenditures for the period of October through December were presented. It was noted that all items are well within the expected range.

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

Cemetery Manager Rakow discussed the status of this project and the investigation into the options for addressing this matter

- f. **Parking Lot Paving – Preparation for Paving** – Cemetery Manager Rakow noted that the new drywell in the parking lot will need to be done by a contractor as the unit is too heavy for the cemetery equipment. It will be completed prior to the paving which is tentatively scheduled for this summer.
- g. **Capital and Personnel Budget Review** – Secretary Block distributed the “Draft” FY 2019-20 Budget worksheets to the Board and reviewed the tentative numbers. The Board discussed the inclusion of a part-time worker during the summer months. The planned capital plans were reviewed including the paving of the parking lot, the purchase of a new mower and the purchase of a second Kubota ATV. Trustee Bartelt made a motion to approve the budget as presented and forward it to the Township Board with a second by Trustee Gullickson. Upon voice vote, all present voted “aye” – motion carried.

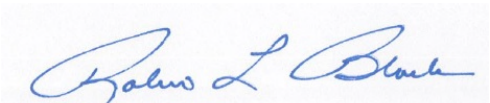
### **New Business**

None

### **Reports:**

Cemetery Manager Mark Rakow reported that the Cemetery had ordered a second frost remover. This additional unit will permit the staff to handle multiple burials during the winter season. Also, the Cemetery will be disposing of an old jack hammer unit. They will investigate the option to sell the unit versus straight disposal. Mr. Rakow also mentioned the plan to hire a seasonal worker during the growing season. Finally, he reported that he will be attending the upcoming Alliance of Illinois Cemeterians (AIC).

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



Robert L. Block, Cemetery Secretary