

DUNDEE TOWNSHIP CEMETERY BOARD

MINUTES OF JULY 10, 2018

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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 1:02 P.M. Secretary Block called the Roll. Trustees Gullickson and Cudney were present. Trustee Bartelt was absent. Also, present - Secretary Robert Block and Cemetery Manager Mark Rakow. Supervisor Glees joined the meeting after roll call.

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

**Approval of Minutes from last meeting:** Minutes from the April 10, 2018 meeting were reviewed. Trustee Cudney 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 reported that there were some major concerns regarding the condition of the enhanced prairie area in the Columbaria Garden. The plants & trees are very critical to the overall concept of the area. The staff has continuing questions on topics such as the current watering schedules, have the correct plant species been planted, do we need additional mulch cover, and the status of the 4 trees that appear to be in trouble.

Supervisor Glees has spoken with the contractors and they have promised corrective action to address our concerns.

- **Columbaria Marketing Program-**

Secretary Block noted that the staff is working to update the Columbaria brochure which would be available at the Cemetery and distributed to funeral homes and the like.

- **Burial/Lot Sales Update –**

a) Cemetery Manager Rakow presented an update on the burials that occurred during the second quarter of 2018.

- **Computer System** – A new Personal Computer has been installed at the Cemetery and the connection problem has been solved.

- **Financial Report** - The financial reports with the revenues and expenditures for the first five months of the fiscal year were presented.

- **Proposed Permit System for all non-floral decorations** – The Rules & Regulations document will be updated to reflect the new rules on crosses and artificial flowers. The goal will be to have the documents available for all new purchasers and to more fully explain the matter of what constitutes a “non-conforming” decoration.

- **Berm Discussion/Disposal of Extra Dirt:**  
Cemetery Manager Rakow reviewed his conversations with Heinz Engineering regarding the design of the berm and the regulations on any necessary controls for the Stormwater flowing from the property to the East. He further discussed the desire to redo the current berm including the possibility of enlarging the pond and continuing the berm to the North. A quote will be requested from Kresmery Construction on the potential cost of moving the berm. Supervisor Glees reviewed her conversation with the Village of East Dundee regarding the Palumbo property.
- **Parking Lot Paving – Preparation for Paving** – Cemetery Manager Rakow noted that Heinz Engineering has been at the site to determine the elevations and have begun the design of the drainage/grading necessary for the parking lot.

**West Side Cemetery Water Hook Up** – No further action – item tabled.

- **West Side Cemetery Building Roofing Quotations** – Cemetery Manager Rakow reported that he had received 2 quotes for the roofing of the building and 1 quote for the painting of the building. The one quote for the painting was at \$3,300. A local contractor did not bid on the painting work because he felt the siding in too poor of a condition to hold paint.

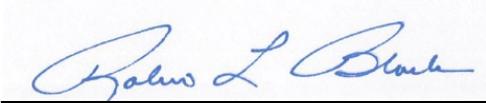
Mr. Rakow presented a proposal he received from Legend Exteriors and Construction that would complete the re-roofing of the building and install siding on the building along with installing a new soffit and wrapping of all windows and doors for a total cost of \$8,450. The Board discussed the proposal and Trustee Gullickson made the motion to approve the proposal from Legend Exteriors and Construction. Trustee Cudney seconded the motion and upon voice vote – all present voted “aye” - motion carried.

### **New Business**

- **Non-Conforming Decoration – Celtic Cross** - Cemetery Manager Rakow reported an issue with an historic Celtic cross that has been at the cemetery. He noted that there is no definitive record at the cemetery of the cross having been approved as a decoration under the Cemetery rules. He further noted that the cross may require some repairs. The Board reviewed the matter and determined that the Celtic Cross in question does not meet the definition of a decoration and therefore is not approved. Cemetery Manager Rakow will contact the owner and request that the cross be removed.
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- **Capital an Personnel Budget Review** – Secretary Block noted that the Budget process for the new Fiscal Year will be starting in November and asked the Board and the staff to review any planned Capital purchases and personnel changes. The matter will be discussed at the next meeting.
- **Burial Lot/Opening Pricing -** – Secretary Block presented the current pricing information to the Board and the Board briefly discussed the matter. The item will be on the Agenda for the October meeting.
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**Reports:** None

**Trustee Gullickson moved to adjourn the meeting at 3:02 PM; second by Trustee Cudney & carried voice vote.**



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Robert L. Block, Cemetery Secretary