

DUNDEE TOWNSHIP CEMETERY BOARD
MINUTES OF OCTOBER 9, 2018

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 1:09 P.M. Secretary Block called the Roll. Trustees Gullickson, Bartelt and Bernardi were present. Also, present - Secretary Robert Block, Cemetery Manager Mark Rakow and Supervisor Glees.

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

Approval of Minutes from last meeting: Minutes from the July 10, 2018 meeting were reviewed. Trustee Gullickson made the motion to approve the minutes as presented with a second by Supervisor Glees. Upon voice vote, all present voted “aye” – motion carried.

Open Issues

- Columbaria – Update on Overall Project

Secretary Block and Supervisor Glees reviewed the problems/concerns with the work that was to be completed by the Pederson/McGinty firms at the Columbaria Garden. The lists of concerns include:

- a) Not all the scheduled/planned work has been completed.
- b) Contractors have not notified Cemetery Staff when they are on site as required by the contract.
- c) A recent inventory shows we are still missing over 600 plants and at least 5 of the trees planted at the site need replacement.
- d) A meeting has been held with John R. Cook and Associates (the overall project engineer) to review the status and to terminate the maintenance contract.
- e) The Pederson firm has been working to try and complete their portion of the contract.
- f) At this time, we are looking to modify the planting layout to include plants with more color and with a greater sensory effect.
- g) Need to mow/create the grass paths that were in the original plan.

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. Will have draft at the January meeting.

Burial/Lot Sales Update –

- a) Cemetery Manager Rakow distributed a report that showed the burials that occurred during the third quarter of 2018. The report also showed the comparable year to date totals from the period of 2010 through 2018.

- Financial Report - The financial reports with the revenues and expenditures for the period of March through September were presented.

- **Berm Discussion/Disposal of Extra Dirt:**

The Board briefly reviewed the plans for redoing the berm on the East side of the Cemetery. Cemetery Manager Rakow discussed the need to finalize the location for the placement of the extra dirt generated from each burial. During the discussion of this topic, Supervisor Glees updated the Board on the construction of the new Speedway Truck Stop to the East of the Cemetery and the impacts this new facility may have on the Cemetery.

- **Parking Lot Paving – Preparation for Paving** – Cemetery Manager Rakow noted that the staff will attempt to install the new drywell in the parking lot this fall. They will use a precast concrete unit. The current drywell system is adequately handling the runoff from normal rain storms.

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

- **West Side Cemetery Building Roofing Quotations** – Cemetery Manager Rakow reported that the work on the building has been completed. He distributed photos of the work and noted that several neighbors have complimented the way the building looks.

- **Capital and Personnel Budget Review** – Secretary Block distributed “Draft” FY 2019-20 Budget worksheets to the Board and reviewed the tentative numbers. Supervisor Glees reviewed the recent personnel changes at the Cemetery including the transfer of Don Alesi to the Open Space staff and the promotion of Eric Salas from part-time to full time. The Board reviewed the potential need to hire a summer assistant to help with the landscaping work at the cemetery.

- **Burial Lot/Opening Pricing -** – Secretary Block presented the suggested changes to the current Burial Lot & Opening price sheet. The Board briefly discussed the matter and made several modifications to specific line items. Trustee Gullickson made the motion to approve the new price list as modified with an effective date of January 1, 2019. Trustee Bartelt seconded the motion. Upon voice vote, all present voted “aye” – motion carried.


New Business

None

Reports:

None

Trustee Bartelt moved to adjourn the meeting at 3:05 PM; second by Trustee Gullickson & carried voice vote.



Robert L. Block, Cemetery Secretary