

**VILLAGE OF HUNTLEY
CEMETERY BOARD MEETING MINUTES
March 18, 2015**

CALL TO ORDER:

A meeting of the Cemetery Board of the Village of Huntley was called to order on Wednesday March 18, 2015 at 3:00 pm at the Municipal Complex 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Members John Drafall, Charles Yerke, and Village Clerk Rita McMahon. Resident Joseph Hansen was also in attendance.

ABSENT: None

ITEMS FOR CONSIDERATION:

New Board Member Discussion

Mr. Joseph Hansen was introduced to the Board as a candidate to fill the position vacated by the resignation of Member Eisenmenger. Mr. Hanson told the Board that he has been a resident of Huntley since 2002 moving here from Morton Grove and is interested in serving on the Board. Members Drafall and Yerke reviewed several of the policies and procedures of the Cemetery Board. Village Clerk McMahon was then asked to place Mr. Hanson's appointment on an upcoming Village Board agenda.

Huntley Cemetery Beautification Project

The beautification project was reviewed. The final layout was discussed and will include four columns total – 2 each side of Dean Street. The columns on the east side will support an iron archway. The columns on the west side will stand alone with no archway. The columns on the west side will be at the northern part of the open lot, midway between the cemetery property. It was decided that all four columns should be of the same dimension. The two trees should be removed by the flagpole first to prepare the area for the new entranceway feature. It was agreed that Staff, Board members and vendors should meet at the site to make sure everyone was on the same page. The final drawings and dollar amounts will be prepared and presented to the Village Board for policy direction to proceed. A tentative meeting date would be in May.

A discussion took place regarding improving the Thomas Stillwell Huntley gravesite. It was decided to not include the project at this time, but to certainly consider it for a capital improvement project as budget item in the near future.

Unfinished Business

The plotting of the cemetery was discussed. Village Clerk McMahon said she would follow up with Public Works Director Schwartz.

New Business

It was decided to bring in a dumpster for the spring clean up to expedite the cemetery spring cleaning process. MDC was telephoned during the meeting and confirmed they would deliver a dumpster to the cemetery the following week. The dumpster will be placed between Blocks 2 and 3 because it is a lesser used driveway. Safety cones would be placed at the driveway entrance to deter motorists from using the driveway while the dumpster was in place. The funeral homes will be notified of the driveway closure. A notice will be placed on the

Village's website and included in the e-news reminding residents to clean the winter decorations from gravesites.

Member Yerke said he would meet with Mr. Hansen at the cemetery to go over locating the plot lines, how to sell plots, etc.

The newly distributed cemetery member booklets were discussed. It was pointed out that the information in the columbarium section of the booklet was listed incorrectly. It should show who owns the niche, not who is inurned. Village Clerk McMahan said the information would be corrected and would create a new layout showing the niche owners properly.

Village Clerk McMahan said she continues to update the village's cemetery software and hopes provide sample print outs of what information the software can produce at an upcoming board meeting. Member Yerke said he would like to see, on the Village's website, a place to find a grave via a data base. He stated that he has also seen cemetery websites that include pictures of the headstone.

Motion was made to adjourn the meeting by Member Yerke and seconded by Member Drafall.

ADJOURNMENT

The meeting was adjourned at 4:30 pm.

Respectfully Submitted,

Rita McMahan

Rita McMahan
Village Clerk