

VILLAGE OF HUNTLEY
CEMETERY BOARD MEETING MINUTES
August 4, 2015

CALL TO ORDER:

A meeting of the Cemetery Board of the Village of Huntley was called to order on Tuesday August 4, 2015 at 3:30 pm at the Municipal Complex 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Members John Drafall, Joseph Hansen, Charles Yerke, Public Works Director Jim Schwartz and Village Clerk Rita McMahon.

ABSENT: None

ITEMS FOR CONSIDERATION:

Minute Approval

The minutes from the following meetings were reviewed.

- September 26, 2013
- April 30, 2014
- May 20, 2014
- March 18, 2015
- June 18, 2015

Chairman Drafall asked the Board if there were any questions or corrections. There were none. Member Yerke made a motion and was seconded by Member Hansen to approve the above listed minutes. Motion carried.

Financial Reports

Village Clerk McMahon distributed the Fiscal Year 2014 Audited Fund Balance sheet with back up expenditure listings for Fiscal year 2014 along with the year-to-date expense sheets for Fiscal Year 2015. Chairman Drafall asked if there were any questions or anything that was concerning in the reports to the Board members. There were no questions or comments. A motion was made by Member Hansen and seconded by Member Yerke to accept the reports. Motion carried.

Huntley Cemetery Maintenance Contract Renewal

The current contract with Professional Cemetery Services (PCS) expired in April 2015. The contract was updated by PCS and the Cemetery Board to include current costs and duties expected of PCS. Chairman Drafall requested the grave/niche opening remain kept in the contract so the Cemetery Board will be able to monitor the cost being charged by PCS. The contract was also reviewed by the Village Attorney. The Village Attorney accepted the contract with the exception of the service charge included in the payment section. Attorney Coppedge notified staff that the Village of Huntley is subject to the Governmental Prompt Payment Act and the contract should provide that the payments are due under said act. Village Clerk McMahon will make the changes as advised by PCS, the Cemetery Board and Village Attorney. The contract will be submitted to the Village Board for consideration later in August.

Huntley Cemetery Beautification Project Update

Public Works Director Schwartz provided an update on the columns being installed. He informed the Board the columns on the east side of Dean Street were constructed 6" larger than anticipated because the iron and stone workers agreed the columns should be larger to accommodate the weight of the archway and to maintain the aesthetics of the feature. The columns on the west side remained at 24". The caps were delivered but the two for the west side columns were wrong. The east columns caps should be installed within the next couple of days. The iron worker informed Director Schwartz it would take approximately two to three weeks to construct and install the archway.

Member Yerke said he had been in contact with the landscaper and said he is ready to begin. Chairman Drafall questioned if the ground is too dry to start the landscaping, but Director Schwartz and Member Yerke agreed that the plantings will be fine. Member Yerke said the landscaper had told him he would keep the plantings well-watered and maintain the area through the end of the year. Member Hansen asked if the landscaping would be in the way of the trucks delivering the archway. Director Schwartz stated it will be some time before the landscaper begins as he will have to order the pavers and materials. The members requested Director Schwartz to coordinate a start time with the landscaper.

Director Schwartz also informed the Board he moved the excess stone to the shed on the property. It was discussed to ask the landscaper if the extra stone could somehow be incorporated into the landscaping plan by the entranceway. Director Schwartz said he will talk to the landscaper.

It was agreed that everyone is pleased with the progress of the project.

Fiscal Year 2016 Capital Projects

The following items were discussed as possible capital projects for the Fiscal Year 2016 Budget. Further discussion regarding these projects will take place at the next Cemetery Board meeting:

- Columbarium Landscaping

The landscaping around the columbarium was discussed. Member Yerke said he had previously talked to a local landscaper about improving the landscaping around the columbarium. It was discussed to use the same landscaper that is doing the work at the new entryway as to keep the landscaping similar. Village Clerk McMahon said she would contact the landscaper to request that he provide a budget figure within the next couple of weeks so the Cemetery Board could review it before making a decision to include it in the budget process. Chairman Drafall asked if the tree is dead by the columbarium. Member Yerke and Director Schwartz both stated that it was dead. Director Schwartz said he will have Public Works prune the tree to make it through the year until the landscaping is completed next year.

- Headstone Repair

Chairman Drafall suggested to look into having some of the older headstones repaired. All members agreed that it would be a costly project. It was decided that if the costs were too high, then perhaps they would consider a multi-year plan. Village Clerk McMahon will contact the cemetery maintenance contractor to see if this is a project they could do and would be interested in doing. It was mentioned to discuss the project with Zoia Monument as well.

- Thomas Huntley Gravesite

Member Yerke said he was asked about an urn that is missing from the top of the Thomas Stilwell Huntley headstone. Village Clerk McMahon said it was demolished when the tree fell on the headstone last year, but said remembers replacing the urn several years ago with the help of Mr. Tom Conley. She said she would contact Mr. Conley to see if he had any pictures of the urn and then contact Zoia Monument about having an urn crafted to be placed back on the top of the headstone. It was discussed that the T.S. Huntley headstone and gravesite area should be improved upon since he is our founding father. Perhaps some landscaping could be done in conjunction with the landscaping around the columbarium. Further discussion will take place at the next meeting.

▪ Property Fencing

Replacing the existing fence on the east side and adding new fencing on the west side of Dean Street was discussed. Members discussed that the fence could be something better fitting with the overall design of the cemetery than the chain link. This, too, could be a very expensive project. Splitting the project over a couple of years was discussed as well as possibly using the chain link again in some areas, but incorporating decorative fencing in other areas. Village Clerk McMahon will contact some fencing vendors to request an approximate budget number.

Signage Proposal

A signage proposal was distributed to the Board from the Alphabet Shop. The overall plan was not well received by the Board but members did agree that it was a good start to develop a signage plan. Member Yerke believes the signs look too modern for the cemetery. Chairman Drafall did not like the sign on the back fence. He questioned Director Schwartz about the sign getting hit with snow, and possibly the plow truck during the winter. Director Schwartz said both were possible with the corners being so tight and having a little place to put the snow. It was decided to not plan for a sign on the fence. Village Clerk McMahon said she would contact Alphabet Shop and ask them to revise the plan.

Gravesite Tree Removal Request

A family member contacted the Village to report the tree by her parent's grave was disrupting the ground and starting to cause the headstone to tilt. Chairman Drafall was aware of the tree situation and asked Members Yerke and Hansen to also go look at the tree for their input. There was a consensus of the Board, that although they don't want to randomly remove any trees, that the tree should be removed if it is doing that much damage. Follow up information will be provided at the next meeting.

Unfinished Business

Plotting on the west side was discussed. Director Schwartz asked Chairman Drafall about how he wanted the aisles indicated on the plotting. Chairman Drafall said there doesn't need to be walk aisles included. Director Schwartz said he will continue with the plotting layout.

New Business

Member Yerke and Chairman Drafall said they were contacted by a representative of a local Girl Scout Troop. The Scouts are working with the American Legion and would like to create a home-made holder of some type to be placed in the ground around the property to hold flags to honor veterans within the cemetery. They intend to have a flag to represent each branch of the service. It was the consensus of the Board to ask the Girl Scouts to contact Village Clerk McMahon to arrange a meeting with Village Staff and the Cemetery Board to coordinate the project before they proceed too far to make sure everything is clear as to how the project will be done.

ADJOURNMENT

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

The meeting was adjourned at 4:40 pm.

Respectfully Submitted,

Rita McMahan

Rita McMahan
Village Clerk