

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

CALL TO ORDER:

A meeting of the Cemetery Board of the Village of Huntley was called to order on Thursday June 18, 2015 at 3:30 pm at the Municipal Complex 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Members John Drafall, Joseph Hansen, Charles Yerke, and Village Clerk Rita McMahon.

ABSENT: None

ITEMS FOR CONSIDERATION:

Huntley Cemetery Beatification Project

Updates were provided regarding the beautification project. Public Works Director Schwartz went to view and choose stone samples in Schaumburg for the columns. The consensus of the Board was to confirm that Director Schwartz chose something in stock so there would be no additional wait time to begin the project. Member Yerke informed the Board that the columns would need to be constructed first before the archway would be even started. That way the iron vendor would be absolute in the dimensions and know exactly where the archway would be placed. It was noticed that white flags had been placed in the cemetery. The flags showed the right of way. It was requested that Public Works spray paint a white square in the grass so Cemetery and Village Board members will be able to see exactly where the columns will be placed. Member Yerke added that the bronze plaque will not be ordered until the columns are up to make sure that the dimensions and depth match with the plaque. It is unknown how long it will take the plaques to be engraved and installed, but anticipated to take approximately 60 days.

Member Yerke said he discussed the flowerbed by the columbarium with landscaper Bill Ruth. It was decided that the flowerbed would be included as a project for the Fiscal Year 2016 budget.

Member Yerke asked if the Village had any bricks remaining from Woodstock Street to be used in the paving area. Village Clerk McMahon said she would ask Public Works.

The cemetery sign will be replaced as part of the beautification project. It was discussed that the current sign is too large, will take away from the beauty of the entryway and should be moved to somewhere else within the cemetery; possibly on the back fence as you enter the cemetery. It was suggested that staff contact a professional sign company for input. A new sign would be added to the west side of the cemetery including rules, hours, etc., but would not be as large as the signage on the east side.

Huntley Cemetery Maintenance Contract Renewal

The current contract with Professional Cemetery Services (PCS) expired in April 2015. The current contract was reviewed by Board members and staff but everyone agreed that a follow up meeting should take place to discuss the contract in more detail after staff meets with a representative from PCS.

The following amendments were discussed or suggested:

Page 2: Pruning Shrubs & Trees and Trees sections should be removed. Consideration is being made to have a separate professional service maintain the trees on an as needed basis.

Page 4: No adjustment should be made regarding the opening fee. The Cemetery Board does not wish to add a fee on behalf of the Village.

Page 4: Keep reference to weed control and fertilizer applications in contract. Acknowledge this as an additional fee from PCS.

Unfinished Business

There was no unfinished business.

New Business

There was no new business.

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

ADJOURNMENT

The meeting was adjourned at 4:40 pm.

Respectfully Submitted,

Rita McMahan

Rita McMahan
Village Clerk