

**VILLAGE OF HUNTLEY
CEMETERY BOARD MEETING MINUTES
April 30, 2014**

CALL TO ORDER:

A meeting of the Cemetery Board of the Village of Huntley was called to order on Wednesday, April 30, 2014 at 3:30 pm at the Municipal Complex 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

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

ABSENT: None

ITEMS FOR CONSIDERATION:

Cemetery Website and Software Purchase

Village Clerk McMahon provided an update regarding the current software and cemetery page on the Village's website. Data is still in the process of being entered in the software system. A draft page for the cemetery has been established for the website. All members discussed what should be included on the web page and was decided to include a document containing contact information for Board members, local funeral homes, the maintenance contractor and engraving vendor; the cemetery code, and columbarium engraving form. Information can be added from time to time regarding maintenance updates, etc.

Cemetery Maintenance Contract

Member Drafall reviewed the responsibilities of the maintenance contractor for the cemetery. It was requested to discuss the shoveling of snow around the columbarium with the contractor.

FY14 Budget and Huntley Cemetery Beautification Project

Member Yerke reviewed the FY14 Cemetery Beautification project. The proposal includes stone columns supporting a wrought iron gate opening in to the cemetery at the current main entranceway. Landscaping was discussed around the flagpole. It was decided that the two large trees by the flag pole should also be removed to open the area better to support the new entranceway. Member Drafall stated the legion marker and flagpole should stay at the entrance but felt an LED light should be added for the pole. Everyone agreed. Public Works Director Schwartz said he would assist in creating the overall scope of the project and securing the contracts from the vendors.

Cemetery Plotting, Snow Removal and Tree Maintenance

This item was discussed during the cemetery maintenance contract review.

Unfinished Business

Member Yerke asked about the plotting of the cemetery. Village Clerk suggested using the Village's engineering firm to do the plotting. Public Works Director Schwartz said he felt he could plot the west side of the cemetery if someone were to give him a proper layout. Village Clerk McMahon said she would coordinate getting the layout from a survey the engineering firm did previously.

New Business

It was discussed that the next meeting for the Cemetery Board will be on May 20, 2014.

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