

**VILLAGE OF HUNTLEY
CEMETERY BOARD MEETING MINUTES
December 13, 2012**

CALL TO ORDER:

A meeting of the Cemetery Board of the Village of Huntley was called to order on Thursday, December 13, 2012 at 1:30 pm at the Municipal Complex 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Members John Drafall and Bill Eisenmenger, Sr. Assistant to the Village Manager Lisa Armour, and Village Clerk Rita McMahon

ABSENT: None

ITEMS FOR CONSIDERATION:

Approval of July 5, 2012 Meeting Minutes

Village Clerk asked the Board if there were any questions or corrections for the July 5, 2012 meeting minutes. There were none.

Member Eisenmenger made a motion to approve the July 5, 2012 Cemetery Board meeting minutes. Member Drafall seconded the motion. The July 5, 2012 Cemetery Board meeting minutes were approved.

Proposed Cemetery Code Amendment

An amendment to the existing cemetery code is being proposed to include rules and regulations for the newly constructed columbarium. A draft cemetery code was provided to Members Drafall and Eisenmenger. The proposed code was reviewed and discussed. The proposed code is as follows:

1. No more than two urns can be placed in each niche
2. Single urn requests must be placed in a double-depth niche; not a side-by-side niche
3. No decorations can be placed on the niche or columbarium
4. The price for the sale of a niche in the Huntley Cemetery Columbarium shall be \$1,500 per niche for residents with a Huntley mailing address; \$2,000 for each niche for those residing outside of a Huntley address; and \$25.00 for each transfer of ownership.
5. The cost of the niche includes the niche space only. The cost does not include engraving or other appropriate costs associated with a burial.
6. Engraving is limited to name, date of birth and date of death.
7. Engraving must be ordered through an authorized vendor
8. All other applicable rules and regulations as outlined previously in Chapter 170, Sections pertain to the Huntley Cemetery Columbarium as well

The proposed amendment will be forwarded to the Village Board for their consideration.

The numbering of the niches was also discussed. It was decided that the columbarium area would be called Block 8; the new columbarium is Section A; the rows will be 1,2, 3, etc and the niches 1, 2, 3, etc to keep consistency with the grave numbering. Member Eisenmenger asked if this type of numbering would work with the cemetery software. Clerk McMahon stated that by keeping it consistent with the existing grave system, it would work well.

Meeting Schedule for 2013

Clerk McMahon suggested a specific date and time be set to meet quarterly in 2013. After discussion it was decided to meet the second Wednesday at 2:00 pm in March, June, September and December.

New Business

Sr. Assistant Armour informed the cemetery board that \$50,000 was included in the FY13 budget for landscaping around the columbarium area. Member Drafall asked if the board would be provided with renderings of the landscaping. Ms. Armour said yes.

Member Drafall asked if the Village was provided a key for the columbarium. Clerk McMahon said she hadn't yet, but will contact Elgin Granite Works to request a key and also the warranty paperwork, etc associated with the new columbarium. Member Drafall suggested the columbarium key be kept at Village Hall.

Clerk McMahon informed the Board that Broitzman Cemetery Service would be at the cemetery to open the columbarium so it could be confirmed what is the actual front of the columbarium and the size and shape of the niches. A report will be provided to the Board at the next meeting.

Member Eisenmenger provided a name to be considered for the Cemetery Board. Member Drafall agreed. Clerk McMahon will inform Mayor Sass and move forward with contacting the individual.

Member Drafall asked about plotting the area on the west side of the cemetery. Sr. Assistant Armour stated that it would be done most likely by a Village engineering consultant through their GIS program.

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

ADJOURNMENT

The meeting was adjourned at 2:40 am.

Respectfully Submitted,

Rita McMahon
Village Clerk