

**VILLAGE OF HUNTLEY
CEMETERY BOARD MEETING MINUTES
December 19, 2012**

CALL TO ORDER:

A meeting of the Cemetery Board of the Village of Huntley was called to order on Wednesday, December 19, 2012 at 2:30 pm at the Municipal Complex 10987 Main St., Huntley, Illinois 60142.

ATTENDANCE:

PRESENT: Members John Drafall, Bill Eisenmenger and Village Clerk Rita McMahon

ABSENT: None

ITEMS FOR CONSIDERATION:

Approval of December 13, 2012 Meeting Minutes

Village Clerk asked the Board if there were any questions or corrections for the December 13, 2012 meeting minutes. There were none.

Member Eisenmenger made a motion to approve the December 13, 2012 Cemetery Board meeting minutes. Member Drafall seconded the motion. The December 13, 2012 Cemetery Board meeting minutes were approved.

Proposed Cemetery Code Amendment Update / Columbarium Update

An update was provided to the Cemetery Board members regarding staff meeting with a representative from the Village's cemetery maintenance company on Friday, December 14th at 10:00 am. The columbarium was opened so staff could see the actual layout of a side-by-side and a double depth niche. After much discussion it was decided the side by side niche could be sold on an individual basis in the same manner as the double depth niche. There would be no difference than two graves next to each other with not knowing who was buried in the next grave. The cost for the individual niche would also be changed accordingly. These changes created an amendment to the proposed Columbarium Code which was on the December 20th Village Board agenda for approval. The final proposed code is as follows:

It is understood that the information outlined below shall be the procedure for burial in the Huntley Cemetery Columbarium:

1. No more than two urns can be placed in each niche
2. No more than one urn in each side-by-side space (2 per niche)
3. No decorations can be placed on the niche or columbarium
4. The price of a niche in the Huntley Cemetery Columbarium shall be as follows:
 - a. \$1,500 per double-deep niche for residents with a Huntley mailing address;
 - b. \$2,000 per double-deep niche for those residing outside of a Huntley address;

- c. \$1,500 per side-by-side niche (both spaces) purchased at the same time for residents with a Huntley mailing address;
 - d. \$2,000 per side-by-side niche (both spaces) purchased at the same time for those residing outside of a Huntley address;
 - e. \$1,000 for a single space in a side-by-side niche, purchased individually, for residents with a Huntley mailing address;
 - f. \$1,500 for a single space in a side-by-side niche, purchased individually, for those residing outside of a Huntley address;
 - g. \$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 using a Cemetery Board approved size, and font type.
 8. All other applicable rules and regulations as outlined previously in Chapter 170, Sections pertain to the Huntley Cemetery Columbarium as well.

Members Drafall and Eisenmenger approved of proposed code stating that by utilizing the side by sides for individual burials will increase revenue for the Village.

Engraving for the columbarium was discussed. Village Clerk McMahan reported that an employee from the Zoia Monument Company was to be at this meeting; however had to cancel due to a conflict. Samples of engraving fonts were received from Zoia by staff and were distributed to Members Drafall and Eisenmenger for review. It was decided to use Roman Font. Member Drafall recommended using a sole vendor to engrave the columbarium fronts and Member Eisenmenger agreed. Village Clerk McMahan had contacted the Village Attorney regarding needing a bid or using a sole vendor and reported the contract can be made between the Cemetery Board and Zoia, thus a bid would not be needed. It was also discussed that an official contract would not be needed if the term "Cemetery Board approved size and font type" was included in the code.

Discussion also took place regarding military recognition being allowed on the front. It was decided that to keep consistency in all of the fronts of the niches, military recognition would not be allowed. If a person strongly wishes to use a military recognition of some kind, a regular burial plot will be recommended. It was further discussed that the engraving rules and regulations would be similar to that of the St. Mary Church columbarium because Zoia staff reported the simple approach was easy to use on behalf of the niche purchaser and the engraver.

Unfinished Business

Village Clerk McMahan stated that upon approval by the Village Board the updated Cemetery Code would be provided to both funeral homes in town. A book would also be prepared for the Cemetery Board members outlining the columbarium layout along with the updated code for their use.

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

ADJOURNMENT

The meeting was adjourned at 3:10 pm.

Respectfully Submitted,

Rita McMahon
Village Clerk