

DUNDEE TOWNSHIP CEMETERY BOARD
MINUTES OF OCTOBER 8, 2019

The Dundee Township Cemetery Board met at the Dundee Township meeting room at 611 East Main Street, Suite 201 in East Dundee. Secretary Block called the meeting to order at 1:03 P.M. Secretary Block called the Roll. Trustees Bartelt, Gullickson & Bernardi were present. Also, present - Secretary Robert Block & Cemetery Manager Mark Rakow.

Public comments: No members of the Public attended the meeting.

Approval of Minutes from last meeting: Minutes from the April 9, 2019 meeting were reviewed. Trustee Bernardi made the motion to approve the minutes as corrected with a second by Trustee Gullickson. Upon voice vote, all present voted “aye” – motion carried.

Open Issues

a. **Columbaria – Update on Overall Project**

Cemetery Manager Rakow reported on the recent work completed by the Cemetery Staff to improve the grass in the Columbaria area. The staff collected soil samples and had the samples analyzed by the Kane County testing laboratory. The samples were also examined by a grower of sod. As a result of the testing, a corrective action program including the aeration of the soil followed by the spreading of sulfur and gypsum along with a general fertilizer was implemented. The grass is now looking the best it has in the last 2 years. The Staff will aerate the grass again in the Spring and re-apply the fertilizer and chemicals as needed.

The Township’s Open Space Department assisted the Cemetery Staff with removing the weeds in the Columbaria garden. The Cemetery staff will need to maintain the area around the Columbaria.

Other programs to be completed include the replacement of the dead trees in the garden and the installation of a flagpole.

b. **Burial/Lot Sales Update** –

Cemetery Manager Rakow distributed a report that showed the burials that occurred during the 3rd quarter of 2019.

c. **Financial Report** - The financial reports with the revenues and expenditures for the fiscal period ending September 30, 2019 were distributed. The Board reviewed the planned budget for the upcoming fiscal year and discussed the potential capital expenditures.

d. **Berm Discussion/Disposal of Extra Dirt:**

Cemetery Manager Rakow reviewed the current status of the berm and its’ location on the Palumbo property. Trustee Bernardi stated that the Cemetery needs to develop a long-term plan for the berm and the disposal of the extra dirt. He believes the plan should include a review of the short- and long-term options. Supervisor Glees reported on the Village of East Dundee’s concerns regarding the potential increase in transients in the area after the new Speedway is opened. She believes Palumbo is working on removing trees and cleaning up the area to appease the Village. It will be Palumbo’s responsibility for the placement of a fence to control access to the cemetery from his property.


- e. **Parking Lot Paving – Preparation for Paving** – Cemetery Manager Rakow reported that the parking lot project has been completed and the lot has been sealed and striped.
- f. **FY 2019-20 Capital Projects -**
 - i) Kubota RTV – The request for the purchase on a second Kubota RTV was discussed. The bidding procedures were reviewed.
 - ii) Mower – The planned purchase of a new Toro mower was reviewed.
 - iii) Fence – Moved to new business

New Business:

- a) **FY 2020-21 Budget/Capital Projects**
 - i) Capital Fund Discussion – Supervisor Glees reviewed the State of Illinois Grant Program and the potential \$1.5 million grant awarded to Dundee Township for capital projects. The Board discussed the capital projects that are needed at the Cemetery and proposed the following list of projects:
 - a) Repaving of the East Cemetery roads
 - b) New signage for both Cemeteries
 - c) Correction of the berm
 - d) Purchase of a new dump truck
 - e) Restart the well at the East Cemetery for watering
 - b) **Discussion of Large Group Visits:** Cemetery Manager Rakow reviewed resident complaints regarding two large group parties/visits at the Cemetery. The complaints centered around the loud music and the blocking of access to parts of the cemetery by other guests. The Board discussed the complaints and will continue to look for ways to better manage this type of situation.
 - c) **Wreath Order:** It was noted that Holiday wreaths will be ordered and will be available for sale to the public. Wreaths will be \$20/wreath again this year.

Cemetery Manager Report: Cemetery Manager Rakow updated the Board on a recent issue with a gas line at the East Cemetery. A gas line was hit during the routine digging of a grave. The area had previously been tested by JULIE and other graves had been dug in the area. Upon investigation by Nicor, it was determined that the tracer line on the gas pipe had been damaged during an earlier excavation at the cemetery and therefore, the testing by JULIE did not show the actual location of the gas line. Nicor repaired the damage to the pipe and the tracer. Approximately, 10 grave sites will be lost due to the location of the gas line.

Trustee Gullickson moved to adjourn the meeting at 3:10 PM; second by Trustee Bartelt & carried voice vote.



Robert L. Block, Cemetery Secretary