

MONUMENT RESTORATION COMMITTEE (MRC) MINUTES - SPRINGDALE CEMETERY
April 13, 2010

CALL TO ORDER: Chair Jack Gove called the meeting to order at 12:04 p.m.

ROLL CALL: Present: Allen Andrews, Nita Sunderland, Bob Meals, George Kottemann, Jon Austin, Jack Gove, and Jeanette Hillyer. Absent: Carolyn Kraft.

APPROVAL OF MINUTES: Mr. Meals motioned and Ms. Hillyer seconded to approve the minutes of March 23, 2010; passed unanimously.

REPORTS OF OFFICERS, STANDING COMMITTEES, AND AD HOC COMMITTEES:

Chairman's Report: Chair Gove handed out the Financial Report, which showed that year-to-date expenses have been \$548.11, the same as reported on March 23, 2010.

Committee on Bases and Foundations: Mr. Andrews provided a spread chart with columns A through M. We discussed many parts of the report and made some suggestions, which Mr. Andrews and Ms. Sunderland will clarify/change and present at the next meeting.

Report on Work Done Since Last Meeting: Ms. Sunderland reported that since Oak Hill was now dry enough to work, she had called Bryan Stewart to begin removing the forms from poured foundations in Oak Hill on Monday, April 12, 2010. Bryan volunteered that he was having a great deal of pain in his legs and was going to see his doctor in the afternoon. Ms. Sunderland said there was very little work done by Bryan during the four hours he worked that morning. Ms. Sunderland will follow up with Bryan to see when he might be able to return to work.

Chair Gove had evaluated three Temporary Employment Agencies and recommended Advantage Staffing, because their cost to us is lower if we decided to hire their person. Jon Austin agreed and signed the agreement. A candidate was to be interviewed at 10:00 A.M., on April 13, but there was a mix up on the part of Advantage, so one was to be interviewed on April 14, at 10:00 A.M.

We discussed the need for a Laborer's job description for both the Temporary Agency and the Cemetery use. Ms. Sunderland and Mr. Gove agreed to draft one and email it to the MRC for their review, suggestions, and approval.

UNFINISHED BUSINESS: Mr. Meals reported that he and Mr. Gove met with Chris Lewis of Peoria Construction Co. to discuss various options in building and relocating the air conditioning unit for the Storage Shed Project. Subsequently, Mr. Lewis requited the project, which includes attaching the shed to the work shop building and deleting the concrete but including the two steel price increases of \$550. The bid price is now \$17,545, but the price of steel could go up again later on this month. Mr. Meals moved that he call Mr. Lewis to see if it possible to buy the steel only before the possible increase and how much the steel would cost; Mr. Kottemann seconded; passed unanimously.

Mr. Meals and Mr. Andrews agreed to get the necessary building application information ready and submit it to the Peoria Historical Commission, which meets the last Wednesday of the month. Our application hopefully would be approved at their May 26 meeting.

The ad for Technician was placed in the Peoria Journal Star Sunday, April 11. Mr. Austin said he thought there were three applications turned in yesterday and today. The draft job description for Technician was discussed in detail and agreed upon. Mr. Gove offered to retype and send it via email asking for suggested changes and or approval. Our objective is to have MRC approval of both the Technician and Laborer job descriptions, so that they can be presented to the Springdale Cemetery Management Authority (SCMA) at the meeting on April 20. Mr. Austin agreed to include these on the SCMA agenda.

NEW BUSINESS: None.

GUEST INPUT: None.

CHAIRMAN'S COMMENTS: The next meeting is scheduled for Tuesday, April 27, 2010, at 12:00 p.m.

ADJOURNMENT: Mr. Austin moved and Mr. Andrews seconded to adjourn; passed unanimously. Meeting adjourned at 1:40 p.m.

Respectfully submitted, Jack Gove, MRC Chair