

Chairman Rotherham called the meeting of the Springdale Cemetery Management Authority to order at 4:00 p.m. on Tuesday, August 17, 2010. Present were Al Andrews, Jim Hancock, Jeanette Hillyer, George Kottemann, Tom Luthy, George Merkle, Patti Polk, Bruce Thiemann and Kent Rotherham. Also present were Wendy Wilkens, Julie Dewey, Jack Gove and Fred Stuber.

APPROVAL OF MINUTES: Moved by Hancock, seconded by Polk, that the minutes of the July 19, 2010 Regular Session Meeting be approved as written. On voice vote, motion carried.

AGENDA CHANGES: Members agreed to changes in the agenda as published.

AUDIT REPORT: The audited financial statements were reviewed by Helen Barrick from Clifton Gunderson. Questions were asked and answered. She was thanked for attending the meeting.

ILLINOIS VALLEY STRIDERS: Phillip Lockwood from Illinois Valley Striders gave a presentation on the Half Marathon that is scheduled to occur at Springdale on September 12, 2010. He presented a check for \$1000 to be donated to Springdale Cemetery. Mr. Lockwood said that currently IVS uses Springdale for their running program April through mid October on Thursday evenings. He also discussed possible volunteer activities by them.

EXECUTIVE SESSION: It was moved by Thiemann, seconded by Andrews to move to Executive Session to discuss 2C1-Personnel. On voice vote, motion carried.

REGULAR SESSION: The board returned to Regular Session with all members present at 5:10 p.m.

CHAIRMAN REMARKS: Mr. Rotherham said at the next intergovernmental committee meeting, he would suggest that a Cemetery Consultant be hired by the Management Authority to advise on ways to improve revenue.

VICE CHAIRMAN: Ms. Polk commented on the Strategic Planning Retreat and requested that Mr. Austin schedule it soon; an October date is being considered. Mr. Austin asked that members get their availability to him as soon as possible.

TREASURER'S REPORT: Mr. Luthy introduced Julie Dewey, who has replaced Paula Fenner as the new part time accountant. A meeting will be scheduled soon between Mr. Rotherham and Ms. Dewey to help her get acclimated to the Axiom format in the accounting module. Mr. Luthy reviewed the balance statement as well as the current invoices for payment. Moved by Luthy, seconded by Kottemann to approve the current invoices for payment. On voice vote, motion carried.

MONUMENT RESTORATION COMMITTEE REPORT: Mr. Andrews asked that Jack Gove, Chairman of the Monument Restoration Committee be given the floor. He said that Bob Meals, committee member in charge of building the storage shed, has reported that the zoning request has been tabled by the City Council. Mr. Gove reported that the committee would be meeting every second and fourth Tuesday, unless there was no business to discuss, in which case the second meeting would be canceled. Mr. Andrews is working on requirements for bases and foundations, which will be presented to the Authority for their consideration.

PERSONNEL COMMITTEE: Ms. Polk said that during the course of hiring the General Manager, the committee failed to come up with a job description. One was started but not finished. She will contact the members of this committee to meet and complete the General Manager's job description.

GENERAL MANAGER'S REPORT: Mr. Austin report as submitted to the Authority included:

- **Grounds: Public sculpture/planters:** A meeting was held with representatives of the West Central Illinois Building & Construction trades Council to garner their support in having their members rebuild statuary bases that function as planters; **Bronze vases:** Approximately 75 have been removed by unknown persons from graves in the flats. A police report was filed. Families have been contacting the office to recover and reinstall their vases. **Perry Street Entrance:** As soon as mowing and trimming is complete, grounds crews will weed and remove the chain link fence and posts.

- **Axiom:** A meeting will be held on August 19 to discuss concerns with Axiom.
- **Grants / Archives:** The Illinois State Archives project has been completed. A final report will be submitted to the Archives.
- **Grants / IDOT:** George Merkle is working with the General Manager to submit a grant proposal to IDOT seeking funds to repair the iron bridges. A structural engineer from Mauer Stutz inspected the bridges and gave cost estimates to be used. Mr. Merkle was thanked for the personal work he has done. He discussed Maurer Stutz's donation of the engineering for the reconstruction of the bridges in the cemetery. He also suggested that a letter of appreciation be sent; this will be done.
- **Volunteers:** An article for the Park District's newsletter publicizing volunteer opportunities at the cemetery will run in the Park's printed newsletter as well as an on-line edition.
- **Staff:** Paula Fenner has left and her position has been filled by Julie Dewey.
- **Monument Restoration:** Restoration work on Oak Hill has been stopped per instructions last month. The restoration crew continued to complete research on the disorganized group of markers and components behind the office. Several stones and components have been reinstalled by the restoration and grounds crews. The National Park Service is available to conduct a workshop at the cemetery in November.
- **Marketing & PR: Signs/Web Site:** The General Manager continues to work with Converse Marketing on these items.
- **Office:** The interior mold problem was mitigated, but a new water lead was detected. Bids have been sought to correct the problem.
- **Mausoleum:** Regarding the Hinrichs-Patton room on the lower level, Bob Hinrichs' sons have been involved in restoring the stained glass windows. They would like the cemetery to share the cost of reinstallation. Cost estimates are being sought.
- **Events:** A proposal to continue Brian "Fox" Ellis' program at the cemetery in October will be submitted for approval of the Authority.
- **Outside Groups:** Time has not been available to work on a proposed policy regarding the use of the property by outside groups.

MONUMENT RESTORATION PROPOSED PLANS: Three plans were submitted to the Authority members for consideration. 1) Sunderland Tool Company; 2) Monument Restoration Committee; 3) Proposal from General Manager. The plans as discussed are:

Monument Restoration Committee Plan
(Italic Parts are Mr. Hancock's changes as submitted)

OVERALL OBJECTIVE: Secure a capable, dedicated leader to carry on monument restoration.

- Plan: 1) Bring Nita Sunderland as Program Manager until March 31, 2011.
 2) Develop a position description (Lead Technician) and salary range to secure a trainable person with the expectation of being promoted to Program Manager effective April 1, 2011 and present their recommendation to SCMA in March, 2011.

Details of the plan:

- Three people (Lead Technician and two laborers) would be employed by a temporary employment agency (i.e. Advantage Staffing) and would be selected by the Program Manager.
- *The cemetery's restoration shop would be available at no cost.*
- *Employees could use the cemetery's time clock to punch in and out.*
- *If an operator or cemetery equipment is needed, Nita would contact the Field Supervisor with ample time to schedule them.*
- *Nita and her employees would only be in the office to make copies, to research names and grave locations, and other types of information. They would not take any time away from the cemetery office personnel, including the General Manager.*

Springdale Cemetery
Proposed Plan for a Cemetery Restoration Program which Incorporates Monument Restoration as Submitted by the General Manager

This proposal is predicated on the fact that a quality program requires advanced planning in order to succeed.

- SCMA shall evaluate its commitment to preserving the Cemetery's historic assets and agree on a single, unified definition and vision of preservation and restoration in keeping with its status as a landmarked property listed in the National Register of Historic Places.
- SCMA shall adopt concise statements to guide all preservation and maintenance efforts as they relate to the Cemetery's history and shall allocate financial resources for implementation:
 - The purpose of the Cemetery Restoration Program shall be to provide a high standard of care for and maintenance of memorial markers and monuments, mausoleums, public sculpture, and historic & natural features (including driveways, bridges, walks and drainage systems) located within its boundaries.
 - It shall be the mission of the Program to achieve its purpose through preventive maintenance; the re-setting, preservation, conservation, & repair of burial features; the care & maintenance of historic landscape features; the placement of informational signage; and public education regarding these activities.
 - It is the vision of the SCMA through its Cemetery Restoration Program that the protection and maintenance of the natural and built environments shall not only provide dignity, honor, and respect for those whose remains rest within its boundaries, but also serve the needs of the living and instill their pride and on-going support.
- SCMA will:
 - Develop and approve a clear committee charge (if it is determined that a committee-based approach for management is required) to guide and focus the work of the Cemetery Restoration Program.
 - Adopt a philosophy that the work of the Program shall be integrated into normal maintenance responsibilities and managed as such by the General Manager.
- SCMA will reach out to individuals with various trade and technical skills to serve as resource persons to guide all preservation, restoration, and maintenance efforts and decisions. This will include local contractors, sculptors, architects, engineers, and staff at the Illinois Historic Preservation Technology & Training, the Association for Gravestone Studies, the Center for Thanatology Research & Education, the Chicora Foundation, and others.
- SCMA will draft and approve a plan that will include specific steps for cemetery marker maintenance and restoration, including defined standards, a projection of program-related costs and a work plan that identifies the required staffing needs, which shall include both paid staff and volunteers in order to share knowledge, increase productivity, and encourage community participation and pride.
- SCMA will provide hands-on training for restoration staff and volunteers at which time the Program would resume with clear goals, measurable objectives, and consistent practice.
- SCMA and the Springdale Historic Preservation Foundation jointly will solicit financial support from many constituencies in order to ensure success and permanence of the Program.
- SCMA shall contract with specialists to perform unique tasks as required.
- SCMA will offer fee-based training opportunities to other cemetery operators.

Dr. Kottemann asked that Jack Gove, Chairman of the Monument Restoration Committee and Fred Stuber, President of the Springdale Historic Preservation Foundation, be allowed to speak regarding their recommendations.

Mr. Gove and Mr. Stuber, in part, stated:

The Foundation met earlier in the day and approved the plan recommended by the Monument Restoration Committee. Their motion was "the Foundation approves, in principal and encourages the Authority to adopt the Monument Restoration Committee's proposal and to develop a quality program."

The Foundation also approves the General Manager continuing to work on his plan for a restoration program, which incorporates monument restoration.

The overall objective is to have Ms. Sunderland return until March 31, 2011, with the key element of training a person to carry on the program.

Currently, and included in the proposal, is the hiring through Advantage Staffing, laborers at \$9.50 per hour and a technician at \$13.00 per hour. The technician would be trained to carry on the program when the director leaves on March 31, 2011.

When asked by Ms. Polk, Mr. Gove stated if no one was trained by April 1, 2011, Ms. Sunderland would no longer be involved - she understands the time line.

The General Manager would be involved, as he would be a member of the committee and cast his vote for what is recommended, etc.

The purpose of having the Program Director directly responsible for the hiring and overseeing of the employees is to allow the General Manager more time to oversee the budget and other necessary work of the cemetery.

The Foundation's intent is not to run the cemetery, but with this agreement, to help with monument restoration, and they feel this is the best way to do it.

They realize there have been problems in the past with the Program Director, but she understands the current plan. It is felt the four on the committee will be able to control her.

Ms. Polk, in part,

Questioned the MRC recommendation as the plan bypasses the General Manager and has the Advantage employees being hired by, and directly responsible to the Program Director; a volunteer.

She said on other boards on which she has served, the foundations ask what they can do to help; not state what they want the organization to do with the money they are giving.

The only way she could possibly support the plan would be if everyone reports to the General Manager with Ms. Sunderland agreeing and supporting this. You cannot have two separate entities overseeing work in the cemetery.

Mr. Thiemann in part,

Endowments, donations, gifts, etc. are often earmarked for certain funds or activities.

Continuing with the committee structure would allow differences to be worked out in a fashion that permits the passing on of skills to help the cemetery.

Ms. Hillyer in part,

Cannot support the plan as submitted without oversight of the General Manager. His serving on the committee and having a vote is not sufficient.

Ms. Sunderland has worked in the past with the program and given a termination date; that date was extended; ultimately she was asked to uphold the revised date, and that is when she left the second time.

Dr. Kottemann in part,

Restoration will be done during the process of training a technician and improving the vision of Springdale Cemetery.

Continued restoration by Ms. Sunderland can be publicized and fundraising can continue with the renewal of the MRC program agreement.

Mr. Hancock in part,

Submitted a revised plan which incorporated some portions of the Sunderland Tool proposal, which he hoped would allow the Authority to move forward.

The General Manager's plan gives a lot of thought to restoration and the work is admirable, although it is not a final document.

A committee should be assigned to work with the General Manager to finalize a long range cemetery restoration program to be completed by March 31, 2011.

Ms. Polk asked Mr. Austin if he felt a committee was needed to work on his long range plan, and he stated that it was not, as he has done long range planning before and would be able to do this plan.

Mr. Luthy in part,

Noted that he was not against restoration, in fact he made the motion for the program to start again.

Asked who would have the final authority to resolve conflict, the General Manager or the committee, and was told that it would be the committee.

Mr. Merkel in part,

He said that nothing can take place in the cemetery without the General Manager being involved as he is responsible for work, employees, volunteers, etc. at the cemetery.

Cannot support the program as submitted without the General Manager, not a committee, overseeing the program.

Mr. Andrews in part,

Mr. Hancock has presented a plan which appears to be a win, win plan.

The committee has and will make a better decision than either Ms. Sunderland or Mr. Austin can make alone. "I trust the committee's collective judgment."

Mr. Rotherham in part,

The MRC plan as submitted appears to allow Ms. Sunderland to be a trainer and use Springdale Cemetery as a classroom.

Don't not see a significant difference between this proposal and what was being done, except for a termination date and the exclusion of the General Manager's oversight program.

General Manager Austin in part,

My proposal is before you and that is obviously the one I support.

The goal is to take a broad concise view to create a plan for restoration in Springdale Cemetery.

When asked about his feelings with the committee, he said, "I have difficulty with the committee as I do not believe they are objective. They are geared toward and are in favor of Ms. Sunderland."

Pat Lewis, the former General Manager, was allowed to speak on this issue. He asked, if nothing else, to defer the issue one more month.

Moved by Kottemann, seconded by Hancock, to approve the revised Monument Restoration Committee's proposal for monument restoration.

Mr. Andrews moved that the motion be amended to have the General Manager proceed to improve and expand in detail his plan with the intention of receiving approval by the Authority and implementation by April 1, 2011. Seconded by Mr. Hancock. Mr. Andrews withdrew other portions of the amendment which a majority of members felt were unnecessary.

Discussion followed.

Dr. Kottemann said if everything goes as planned and a new person is trained to take over the program, it will revert back to the General Manager. He stated if this is not passed, Ms. Sunderland would not come back.

Mr. Merkel said he could not support Mr. Hancock's plan if it was not under the direction of the General Manager.

Mr. Andrews would like to see this adopted and have the General Manager work with the Foundation to continue monument restoration and training.

Ms. Polk felt that the proposal still has Ms. Sunderland and the committee in charge, and this is contrary to the General Manager's being in charge.

Mr. Merkel asked if the General Manager felt he could work with Ms. Sunderland until March 31, 2011. Mr. Austin indicated he was not in favor of the recommended plan as he saw no reason not to wait until Spring when a plan would be in place. He stated the plan could include Ms. Sunderland in some way. The plan as submitted would bring Ms. Sunderland back for a fourth time and does not eliminate the personality conflicts that arose causing him to ask her to leave.

Mr. Gove stated his concern with waiting six months to continue the program as he stated "at her age and over the last twelve months, Ms. Sunderland is just worn out."

Mr. Thiemann thanked the people who have worked on the Monument Restoration Committee and said as a family, they would not have purchased additional lots had they not seen the restoration that had taken place by Ms. Sunderland above their lots.

Mr. Rotherham stated he had made it clear to the General Manager that monument restoration was a high priority. He said against the advice of many people, he voted to reinstate the program. Since reinstatement of the program, there have been many meetings concerning Ms. Sunderland's behavior, which was consistent with past concerns.

Roll call vote regarding the amendment: Andrews, Hancock, Kottemann and Thiemann voting aye; Hillyer, Luthy, Merkel, Polk and Rotherham voting nay. Motion failed.

Roll call vote regarding the original motion: Andrews, Hancock, Kottemann and Thiemann voting aye; Hillyer, Luthy, Merkel, Polk and Rotherham voting nay. Motion failed.

After the vote, Mr. Rotherham said he had discussion in June at a meeting with Fred Stuber, Jack Gove and George Kottemann wherein he stated that he would support the General Manager's decision, and that the only way Ms. Sunderland would be brought back was with the General Manager's agreement and approval.

Mr. Gove asked about the plan submitted by Sunderland Tool Company. There was no one who wanted to have further discussion, or make a motion concerning this plan.

Mr. Austin was instructed to refine his proposal for Monument Restoration and present it at the next meeting.

FOUNDATION'S OFFER REGARDING STORAGE SHED: It was moved by Thiemann, seconded by Andrews, to accept the Foundation's offer to relieve the Management Authority of their financial obligation of \$8,500 for the construction of the storage shed for restoration monuments. On voice vote, motion carried.

ANNUAL HISTORIC PROGRAM: The Brian "Fox" Ellis proposal for the annual October program will be on the September agenda for approval.

It was noted that approval was given some time ago to approve the 2nd Halloween Run to be held at Springdale Cemetery.

PUBLIC COMMENT: Pat Lewis expressed his feeling that the Authority made a wise decision concerning monument restoration.

NEXT REGULAR MEETING: The next Regular Meeting of the Authority board is scheduled on Tuesday, September 21, 2010, at 4:00 p.m., in the Maintenance and Volunteer Building at Springdale Cemetery.

ADJOURNMENT: It was moved by Hancock, seconded by Merkel to adjourn the meeting. Chairman Rotherham adjourned the meeting at 6:34 p.m.

Wendy Wilkens,
Assistant Secretary

ATTEST:

Jeanette P. Hillyer
Secretary