

## SPRINGDALE CEMETERY MANAGEMENT AUTHORITY

February 15, 2011

Chairman Rotherham called the meeting of the Springdale Cemetery Management Authority to order at 4:00 p.m. on Tuesday, February 15, 2011. Present were: Al Andrews, Jeanette Hillyer, Tom Luthy, George Merkle, Patti Polk and Kent Rotherham. Absent was: Bruce Thiemann. Also present were Jon Austin and Wendy Wilkens.

**APPROVAL OF MINUTES:** It was moved by Polk, seconded by Merkle, to approve the minutes of the December 21, 2010 meeting correcting page 336 under Old Business the word "city" should be changed to "**supplier**" and under New Business "Thieben" should be changed to "**Thiemann.**"; in the January 18, 2011 meeting page 337 under approval of minutes "Pope" should be changed to "**Polk**". On voice vote, motion carried.

**VICE CHAIRMAN'S REPORT:** Ms. Polk reported that she and Mr. Austin met and discussed details of the dinner for volunteers that is to take place in the cemetery this summer.

**TREASURER'S REPORT:** Chairman Rotherham noted that the financial reports are, and will be, marked "Draft", and after discussion and approval of the board, finalized reports will be available to the public. Mr. Austin added that all invoices will need to be approved by him before payment is made. Mr. Luthy reported that Julie Dewey, the accountant for the cemetery, has left to accept employment elsewhere. The payables were discussed, and it was **moved by Polk, seconded by Merkle, to accept the payables as presented. On voice vote, motion carried.** Mr. Luthy also reported that Andrew Blancaflor, the sales representative, has been recording sales, and has reached a total sales amount of approximately \$34,000. The other financials were discussed and questions were asked and answered.

**BY LAWS COMMITTEE:** Mr. Hancock reported that the committee hopes to have a portion of the revision available for member review at the next meeting.

**PERSONNEL COMMITTEE:** Ms. Polk reported that the committee has met and created a job description for the General Manager. They will meet again to prepare an evaluation procedure as well as an evaluation form to be used for his 2011 evaluation.

**FOUNDATION REPORT:** Mr. Luthy reported that the Foundation has approved a sum of \$10,000 to be awarded to the cemetery to be used to purchase inventory for internet sales; another \$10,000 will be awarded to the cemetery for use for the scattering gardens.

**GENERAL MANAGER'S REPORT:**

- Mapping: Volunteers are near the completion of the database of pre-19000 interments. Another vendor's software is being investigated.
- Software: Quick Books has been installed and a duplicate set of books is being kept until the switch from Axiom is made.
- Office: The roof is leaking again. It is the roofer's recommendation to change the current flat roof to one that is pitched. Bids are being solicited for the work to hopefully be done in the spring.
- Staff: The bookkeeper, Julie Dewey has resigned to accept a full time job. Steve Goetz volunteered to review completed work and to help ensure that 2010 will be closed properly in preparation for the audit. Two candidates are being interviewed for the position.
- Marketing and PR: Bill Hardin has confirmed that members of the IBEW are willing to donate electrical work on the War Memorial Drive sign. A training session was held last week to be able to make additions and changes to the web site. Mrs. Hillyer participated so she can post agendas and minutes to the site.
- October Tours: No proposal has been received from Brian "Fox" Ellis to follow up his verbal report and request at the December meeting.
- Memorial Day: The general manager continues to organize an event for the holiday weekend.
- Preservation: It is still hoped to have a preservation workshop with Jason Church from the National Park Service.
- Scattering Gardens: George Merkle provided several web sites for member review regarding scattering gardens.
- Cemetery Fees: After discussion with the assistant corporation council for the City it was determined that Illinois corporate law would not prohibit the Authority to delegate responsibility to the staff for setting fees. Public notice of the proposed change should be done.

- Freedom of Information Act: A protest was filed with the Public Access Counselor in the Illinois Attorney General's Office concerning distribution of financial records at the January meeting. The general manager is working with the City's attorney and the City Clerk regarding the formal inquiry filed regarding this.
- IGA Appropriations: The Peoria Park District's check for \$40,000 has been received for their 2010 payment. The check from the County is pending.
- Burials: Mr. Austin distributed material concerning regular burials vs. green burials.
- Mausoleum: A significant problem has been observed regarding the roof on the second level of the mausoleum. A determination of roof repair will be done.

**FEES FOR GOODS AND SERVICES:** After discussion, it was moved by Luthy, seconded by Hancock to authorize the General Manager to monitor local market conditions and rates for cemetery goods and services and to authorize the General Manager to adjust any of the Springdale Cemetery's fees as the General Manager may deem necessary following ten business days' public notice of the proposed change. A summary of altered fees will be reported to the Authority as changes occur. On voice vote, motion carried.

**POLICY AND FEES FOR SCATTERING GARDEN:** After discussion, it was moved by Luthy, seconded by Polk to adopt the following policy and fees governing the Cemetery's acceptance of cremated human remains for scattering:

- The Authority shall establish applicable fees for Cemetery services.
- A purchase and scattering agreement shall be completed for each set of cremated remains.
- All fees and charges for applicable Cemetery services shall be received in advance of scattering.
- Cremated remains shall be scattered only in the area designated by the Authority.
- Cremated remains shall be dispersed to avoid identifiable piles of ash.
- Family members and friends may participate in the scattering ritual.
- Cemetery staff shall certify in accordance with statute that the scattering was performed and witnessed.
- The Cemetery shall provide one memorial for each cremated remains.
- A supplemental memorial unless approved by the Cemetery shall be prohibited.
- The placement of individual floral tributes, decorations, mementoes, etc., shall be prohibited in the scattering garden.
- Cemetery equipment may be hired at the time of the ritual.
- Memorial donations may be made to supplement on-going maintenance, landscaping, or general memorialization costs.
- The Cemetery may prosecute individuals for violation of this policy.
- The \$395 fee for each cremated remains includes interment registration, one granite memorial brick, installation, set-up and removal of optional service equipment (chairs and table), maintenance.
- Additional name and date on memorial brick at time of first scattering is \$25.
- An \$85 overtime charge shall be paid for scattering on either Saturday, Sunday or a legal holiday.
- A fee to be determined will be charged for staff to record the scattering; this includes a print or e-mail of the image.
- A fee for funeral home bulk scattering shall be determined.

On voice vote, motion carried.

**OTHER UNFINISHED BUSINESS:** Mr. Austin reminded members that the web site will be periodically updated and that they should check it out.

**It was moved by Merkle, seconded by Polk, to move into executive session to discuss 2C1-Personnel. The Authority will return to open session after the executive session. On voice vote, motion carried.**

The Authority returned to open session at 5:41 p.m. with members Andrews, Hancock, Hillyer, Luthy, Merkle, Polk and Rotherham present. Absent: Thiemann. General Manager Austin was also present.

Chairman Rotherham informed Mr. Austin that the Authority Board completed his evaluation for 2010 and determined that he met three of the five goals he was given to achieve. He was told that the Authority Board appreciated his efforts and realized that there were many incidents that occurred during the year which, some members felt, prohibited him from completing all goals.

**Moved by Polk, seconded by Hancock that based on General Manager Austin's evaluation for 2010, he be given a 3% increase in salary retroactive to January 1, 2011. On voice vote, motion carried.**

**NEXT REGULAR MEETING:** The next regular meeting of the Springdale Cemetery Authority Board is scheduled for March 15, 2011 at 4:00 p.m. in the Maintenance and Volunteer Building at Springdale Cemetery.

**ADJOURNMENT:** Chairman Rotherham adjourned the meeting at 5:45 p.m.

Wendy Wilkens  
Assistant Secretary

ATTEST:

Jeanette P. Hillyer  
Secretary

