

**CEMETERY COMMISSION
MEETING MINUTES**

May 14, 2009

5:00 P.M.

Engineering/Planning Conference Room, City Hall

MEMBERS PRESENT

Dennis Harrigan *at 5:25*
Jerry Waak
John Zabel
Ted Dirkman

STAFF PRESENT

Derek Muench
Sandy Ronski

OTHERS

Update on chapel

D. Muench began by updating the Commission members on the progress of the chapel. A request for bids was issued for the architectural design of the chapel. SMI was the sole bidder at a cost of \$6,600. Originally the price range of the project was around \$45,000 but was recently decreased to \$30,000 (the amount of the trust). The hope is that by putting it out for bid, we can get the cost of construction below \$30,000 which would allow some of the architectural fees to be covered by the trust. The other portion of the money will come from the cemetery account which was budgeted for laying out spaces and water lines in section X. This account has approximately a \$20,000 balance.

The Public Property and Safety Commission has approved going ahead with the project as long as the cost of construction does not surpass the \$30,000 in the trust. When the design comes back, then we will have to put it out for bids, take it back to the Public Property & Safety Committee before awarding the bid, and then have the Common Council give the final approval before moving forward with the construction. D. Muench and V. Mellon met with SMI regarding their ideas. D. Muench says it doesn't sound like we need to present this to the Planning Commission at all.

D. Muench explained that the West Foundation denied our application for a grant, because the chapel is a religious structure. They don't get involved with religious structures or groups. The trust states that it should be called a chapel, and the intended use of the structure is to be a chapel.

D. Muench said that if there is enough money left in our account to layout section X and its water lines, then we can use some of that money for landscaping around the chapel. We will also have some extra funds in our flower account due to the flower bids coming in lower than expected.

The Commission members felt that the architectural fee was much too high for a 400 sq. ft. structure. Approximately four requests were sent out and only one bid was returned. (Gene Maloney is working with SMI on the design.)

D. Muench said that if the construction bids come in much less than expected, perhaps we can look at constructing a partial brick wall around the sides of the structure. The bank will still need to approve the final design, although they did approve the preliminary plans, including the size change from 20x30' to 20x20'.

Columbarium newspaper ads

D. Muench brought three specs of the Columbarium newspaper ads. The ads will appear in color in the 50-plus section. D. Muench also developed a new logo. *D. Harrigan entered at 5:25.* There was some discussion of using an evergreen tree for the logo, because that is engraved on the cemetery sign. D. Muench preferred the deciduous tree, since it gives the cemetery a fresher look or new identity. We do have a lot of deciduous trees in the cemetery.

Approval of the Minutes from April 16, 2009

J. Waak made a motion to approve the minutes. T. Dirkman seconded the motion. Motion carried unanimously.

Columbarium newspaper ads (revisited)

D. Muench said that he would like to do the seven to twelve ad package for \$159 each. If we do two to six ads, the cost is approximately \$50 more per ad. J. Zabel made a motion to go ahead with purchasing seven to twelve ads. D. Harrigan seconded the motion. Motion approved unanimously. J. Waak recommended doing seven to start with and then increasing the number of ads depending on the feedback.

Update on chapel (revisited)

D. Muench gave D. Harrigan a recap of what he told the Commission prior to D. Harrigan's arrival. T. Dirkman asked if we need to have the bank tell us that it will be approved if we do not have concrete or stone pillars. D. Muench said the trust says the chapel shall be of stone, brick **or other masonry construction**. He feels that they realize that it is not realistic to build a 20x30' chapel out of stone or brick and only pay \$30,000 for it. He feels that they are saying "show us what you can do with \$30,000, and we'll approve it." D. Harrigan feels that we should get clarification from the trust regarding the materials for the columns. If the floor is the only masonry item, it may not be approved.

Perpetual Care Fund

At the previous meeting, J. Zabel had asked about the perpetual care fund. S. Ronski stated that the balance in the fund was approximately \$16,000. She was told by Brian Ruechel, the Finance Director, that it is invested in the City's general overall investment portfolio with interest posted annually at year's end. In 2008, the interest was approximately \$220.

Civil War Veterans Cemetery Walk

D. Muench said the Memorial Tree brochures were printed and approximately 1,200 were mailed out along with an insert for the Cemetery Walk. They were mailed to people who purchased lots since 2003 and any contacts we have for burials.

D. Muench showed a poster that he created and was distributed advertising the Cemetery Walk, as well as a handout with map that S. Ronski designed for the event. It will be

approximately a $\frac{3}{4}$ mile walk. D. Muench created some yard signs to be put out on Michigan Avenue and North 18th Street on the cemetery property by the sidewalk. D. Muench said that Al Karl from the Veterans Council asked him to give a short invite to the Cemetery Walk at the Memorial Day ceremony. We will have the columbarium information available at the information table during the Walk. D. Muench has contacted the newspaper regarding the event.

The next meeting date will be determined based upon the progress of the chapel. T. Dirkman made a motion to adjourn the meeting. J. Zabel seconded the motion. The meeting adjourned at 5:50 P.M.

Derek Muench, Cemetery Manager