

**ST CHARLES TOWNSHIP CEMETERY BOARD
MINUTES FOR THE QUARTERLY MEETING
WEDNESDAY December 1, 2021**

I. CALL TO ORDER-7:00 PM

**PRESENT: Jim Holderfield -Cemetery Board Member, Steve Catlin - Cemetery Board Secretary, Brooks Ronzheimer - Cemetery Superintendent, Ron Johnson -Township Supervisor, Annette Miller – Township Bookkeeper, Ray Agrella - Cemetery Board Attorney
ABSENT: Tim Bober - Cemetery Board President.**

II. Minutes

**Motion to approve the June 2, 2021, quarterly Board minutes by Mr. Catlin
Second by Mr. Holderfield
Motion approved**

III. Citizens Comments

None

IV. Financial Reports

The financial reports were presented by Annette Miller, Township Bookkeeper. Ms. Miller noted the reports represent 75% completion status for the 2021-2022 budget cycle. The balance reflects a plus \$634,146.98.

A. Investment Report

Ms. Miller presented the November 30, 2021, investment report which shows a balance of \$634,146.98 at the end of the 3rd quarter.

B. Statement of Revenues and Expenditures vs Annual Budget.

Ms. Miller presented the November 30, 21021 Statement of Revenues and Expenditures. Revenues are up and expenditures down. Excellent financial position.

C. Balance Sheet.

Ms. Miller presented the August 31, 2021, Balance Sheet which reflects \$634146.98 as of the end of the 3rd quarter.

**Motion to approve the Financial Reports
by Mr. Catlin
Second by Mr. Holderfield**

Motion approved

V. Cemetery Superintendent Report

Superintendent Ronzheimer reported a busy fall, with total 3rd quarter revenue at \$93,500.

The cemetery activity report September 2-December 2, 2021, shows:

Credit Card Sales = 3

Lot Sales= 32

Columbaria Sales= 7

Total Columbaria Niches Sold= 109

(Tower: A=57, B=52)

Cremation Burials= 13

Full Burials= 21

Superintendent Ronzheimer also reported on beginning the replacement of hedges at Prairie Cemetery. This project will be on going and will be funded by budget surpluses. Mr. Ronzheimer also reported the loss of his most senior employee, to another job. A replacement search is underway. Discussion ensued regarding hiring/ staffing challenges.

Motion to Approve Report by Mr. Catlin

Second by Mr. Holderfield

Motion approved

VI. Unfinished Business

NONE

VII. New Business

A. Holiday and Board Meeting Schedule 2022.

Ms. Miller presented the Holiday and Board meeting schedule for 2022.

Motion to Approve by Mr. Catlin

Second by Mr. Holderfield.

Motion Approved.

B. Levies and Budget 2022-2023 The CPI for next budget year is 1.4%. Proposed levy would be 2.97% increase, or approximately \$11,337. The increase allows for bringing in all new construction

into the tax pool. Also proposed was an average 2% salary increase for employees.

Motion to Approve/Endorse by Mr. Catlin

Second by Mr. Holderfield.

Motion Approved.

VIII: Informational Items.

A. 2022 Columbarium Maintenance Proposal.

Mr. Holderfield presented an outline/concept plan for regular maintenance of the Columbarium. The purpose of the of the proposal is to relieve the cemetery staff of the primary responsibility to maintain the landscaping of the Columbarium property. Mr. Holderfield requested feedback on the plan(attached), and he plans to bring final version to March board meeting for approval. Discussion ensued on resources needed to complete this task. Budget revenues are sufficient to fund annual maintenance up to approximately \$10,000.

Thanks was given to Mr. Holderfield for preparing the proposal.

IX. Closed Meeting, if Needed

None

X. Other

XI. Adjourn

Move to Adjourn at 7:33pm

BY: Mr. Catlin

Second: Mr. Holderfield

**Steven J. Catlin, Secretary
December 6, 2021**