

**ST CHARLES TOWNSHIP CEMETERY BOARD
MINUTES FOR THE QUARTERLY MEETING
WEDNESDAY, JUNE 1, 2022**

I. CALL TO ORDER-7:00 PM

PRESENT: Tim Bober - Cemetery Board President, 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

Guest: Mr. Mark McCool, American Wilbert Company

II. Minutes

Motion to approve the March 8, 2022, revised quarterly Board minutes by Mr. Catlin

Second by Mr. Bober

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 completion of the first quarter of the 2022-2023 budget cycle.

A. Investment Report

Ms. Miller presented the May 31, 2022, investment report which shows a balance of \$623,309.13 at the end of the first quarter.

B. Statement of Revenues and Expenditures vs Annual Budget.

Ms. Miller presented the March 31, 2022, Statement of Revenues and Expenditures. First quarter revenue exceeds budget by \$21,987.15 and expenditures are less than budget by \$83,619.12. The cemetery budget continues to be in excellent financial position.

C. Balance Sheet.

No Balance Sheet Presented this quarter. The Balance Sheet Report was started to reflect the status of loans taken by the Cemetery to pay for the first columbarium. Those loans have been retired and, therefore, the Balance Sheet Report is no longer needed.

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

V. Cemetery Superintendent Report

Superintendent Ronzheimer reported a very wet spring quarter, with total first quarter revenue at \$78,700.

The cemetery activity report March 6, 2022 – June 1, 2022, shows:

Credit Card Sales = 1

Lot Sales= 21(Immediate Use Sales-8)

Columbaria Sales= 2

Total Columbaria Niches Sold= 117(312 capacity)

(Tower: A=64, B=53)

Cremation Burials= 16

Full Burials= 14

Superintendent Ronzheimer also reported the weather disrupted several burials.

**Motion to Approve Report by Mr. Holderfield
Second by Mr. Bober
Motion approved**

VI. Unfinished Business

None

VII. New Business

A. New Columbaria at Prairie Cemetery

Supervisor Johnson proposed we launch planning for a columbarium structure at Prairie Cemetery. The structure would be sited in the circle area where the flagpole sits. Supervisor Johnson introduced Mr. Mark McCool, from American Wilbert, a supplier of burial vaults and columbaria. Mr. McCool presented two options listed on the project overview., namely a 144 Niche Granite Step Columbarium and a 72 Niche Granite Octagon Columbarium. Supervisor Johnson indicated the 72 Niche Octagon is the size that best fits the space and need. This structure will accommodate 144

standard sized cremains urns. Trustee Bober inquired about the option of cremains bags. The option exists but the structure would blend the bag cremains in same structure as urns in niches. Discussions favored the traditional niche/urn approach. The 72-niche version runs approximately \$38,000 plus the cost of the foundation slab. Supervisor Johnson suggested this project could be included in the FY 2023-2024 budget cycle, for completion sometime next year, or year after. Trustee Catlin inquired about other suppliers. Supervisor Johnson indicated there are other suppliers and due to dollar amount of the project, over \$30,000, bids would be required. Trustee Catlin expressed a preference for redoing the cemetery roads before we commit to other capital purchases. Trustee Holderfield emphasized the need for Trustees to receive detailed plans for the project prior to approval, to avoid issues like those with the first columbarium. Motion to table action until September 2022 meeting by Mr. Holderfield, second by Mr. Bober. Motion approved.

VIII: Informational Items.


A. Update on Columbarium Landscape Services

Supervisor Johnson and Superintendent Ronzheimer report that Breen Landscaping is abiding by the terms of the Columbarium Standards adopted by the trustees at the March 8, 2022, meeting. Additional mulch was added, and the weed control has been effective.

IX. Closed Meeting, if Needed
None

X. Other

XI. Adjourn
Move to Adjourn at 7:52pm
BY: Mr. Catlin
Second: Mr. Bober


 Steven J. Catlin, Secretary
 June 7, 2022