

**ST CHARLES TOWNSHIP CEMETERY BOARD
MINUTES FOR THE QUARTERLY MEETING
WEDNESDAY, December 7, 2022**

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 September 7, 2022, revised 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 completion of the nine months, 75%, of the 2022-2023 budget cycle.

A. Investment Report

Ms. Miller presented the November 30, 2022, investment report which shows a balance of \$961,384.07 at the end of nine months. This sum represents an increase of \$140,197.60 over the August 31, 2022, report.

B. Statement of Revenues and Expenditures vs Annual Budget.

Ms. Miller presented the November 30, 2022, Statement of Revenues and Expenditures. Nine-month revenue exceeds budget by \$67,185.47 and expenditures are less than budget by \$221,113.12. The cemetery budget continues to be in excellent financial position.

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

V. Cemetery Superintendent Report

Superintendent Ronzheimer reported a routine fall season. The Columbarium landscape maintenance program is going well. Total sales revenue at \$97,700 compared to \$93,500 last year.

The cemetery activity report shows:

Credit Card Sales = 2

Lot Sales= 27(Immediate Use Sales-4)

Columbaria Sales= 6(Immediate Use Sales-2)

Total Columbaria Niches Sold= 13140(312 capacity)

(Tower: A=84, B=56)

Cremation Burials= 19

Full Burials= 15

Motion to Approve Report by Mr. Catlin
Second by Mr. Hoderfield
Motion approved

VI. Unfinished Business

None

VII. New Business

A. Holiday & Board Meeting Schedule, 2023

Mr. Miller presented the schedules for the next calendar year.

No discussion

B. Levies and Budget 2023-2024

Ms. Miller presented the draft Tax Levy Ordinance for next budget year. She recommends levying at the 5% level (maximum, due to 7.5% CPI). Addition dollars will go toward repaving the cemetery roads.

Motion to Approve Report by Mr. Catlin
Second by Mr. Hoderfield
Motion approved

VIII: Informational Items.

A. A. New Mausoleum at Little Woods

Superintendent Ronzheimer explained a proposed new small Mausoleum location in Little Woods Cemetery. St. Charles Monuments prefers one location, Superintendent Ronzheimer recommends a different location. Trustees agree with the Superintendent. No action necessary.

C. Meeting Agenda Process

Trustee Catlin questioned whether we need to continue following the current process of agenda development and requirement of submitting back up material for New Business. Trustee Holderfield explained that the process was developed by him to insure Trustees would be able to review material prior to meeting. Mr. Holderfield recommended we revisit this topic when all Board members are present.

IX. Closed Meeting, if Needed
None

X. Other

Superintendent Ronzheimer reported that a section of fence was knocked down by a car at North Cemetery, along Rt. 31/.

Supervisor Johnson mentioned he had additional groundcover added to Columbarium property. Looks good. Ms. Miler called attention to the article submitted by Supervisor Johnson and printed in the Voice of the Community publication by the St. Charles Chamber of Commerce.

XI. Adjourn

Move to Adjourn at 7:26pm
BY: Mr. Catlin
Second: Mr. Holderfield