

**ST CHARLES TOWNSHIP CEMETERY BOARD
MINUTES FOR THE QUARTERLY MEETING
TUESDAY, June 7, 2023**

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.

ABSENT: Ray Agrella - Cemetery Board Attorney

Guest: Jim Flanagan, Township Trustee

II. Minutes

**Motion to approve the March 7, 2023, revised quarterly Board minutes by Mr. Holderfield
Second by Mr. Catlin
Motion approved.**

III. Citizens Comments

None

IV. Financial Reports

The financial reports were presented by Annette Miller, Township accountant. Ms. Miller noted the reports represent completion of the three months, 25% of the 2023-2024 budget cycle.

A. Investment Report

Ms. Miller presented the May 31, 2023, investment report which shows a balance of \$924,061.92 at the end of the first quarter.

B. Statement of Revenues and Expenditures vs Annual Budget.

Ms. Miller presented the May 31, 2023, Statement of Revenues and Expenditures. The St. Charles Township Cemetery District continues to be in excellent financial position.

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

V. Cemetery Superintendent Report

Superintendent Ronzheimer reported a routine late spring season. The ground has been very dry. Total sales revenue for the end of the first quarter is \$53,600 compared to \$78,700 last year. Mr. Ronzheimer noted an uptick in the use of credit cards, 5, compared to the usual 1 or 2. He also noted the sale of 6 additional niches. Mr. Johnson and Mr. Ronzheimer both indicated that the landscape maintenance at the Columbarium is going well.

The cemetery activity report shows:

Credit Card Sales = 5

Lot Sales = 16(Immediate Use Sales-3)

Columbaria Sales = 6

Total Columbaria Niches Sold = 151 (312 capacity)

(Tower: A=92, B=59)

Cremation Burials = 12

Full Burials = 11

North Mausoleum (Niche) 0

Mr. Ronzheimer also noted several trees at Union Cemetery, along the north border, have been removed to enable laying out more grave plots. Additional excavation is needed to remove stumps and prepare the surface. Doing so will make up to 600 plots available. A map was provided at the March meeting to illustrate the area in question.

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

VI. Unfinished Business

None

VII. New Business

None

VIII. Informational Items.

Mr. Johnson reported that the pickup truck order is not likely to be fulfilled until this fall, due to production delays. Mr. Johnson also said the paving for Prairie Cemetery and completion of Union Cemetery should be done by the end of June, according to the contractors.

IX. Closed Meeting, if Needed

None

X. Other

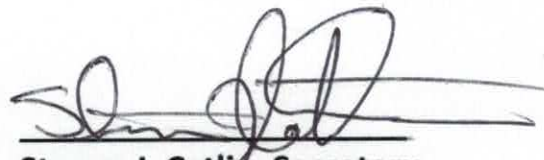
Mr. Holderfield suggested we study the pricing structure for our services, Plots, and niches. Trustees agreed. Research needs to be done to get good comparable data. Mr. Holderfield also recommends we work to combine the rules for inground and niche burials into one document. Trustees agreed.

XI. Adjourn

Move to Adjourn at 7:24pm

BY: Mr. Catlin

Second: Mr. Holderfield

A handwritten signature in black ink, appearing to read 'Steven J. Catlin', written over a horizontal line.

Steven J. Catlin, Secretary

June 12, 2023, 2023