

MINUTES OF THE EVERGREEN MEMORIAL CEMETERY  
BOARD OF TRUSTEES MEETING  
12/11/2023

The Board of Trustees for the Evergreen Memorial Cemetery met in the Cemetery office located at 302 E. Miller St., at 6:00 P.M.

Trustee Gibson directed the Cemetery Manager to call the roll and the following members of the Board answered present:

Trustees: Joseph Gibson, President, Garrett Thalgott, Vice President and Brad Williams, Secretary/Treasurer.

Staff: Misty Porter, Cemetery Manager and Kyle Durflinger, Ground Supervisor

“Consent Agenda:

- A. Approval of Minutes of the November 13, 2023, Board Meeting as submitted by Staff. (Recommend that the Minutes of the November 13, 2023, Meeting be approved as presented.)
- B. Approval of Anticipated Expenditures as presented for the month December 2023. (Recommend that the Anticipated Expenditures be approved as presented.)

Motion by Trustee Williams, seconded by Trustee Thalgott to approve the Consent Agenda as presented.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

Approval by Board of Monthly Cemetery Audit for November 2023.

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the Monthly Cemetery Audit for November 2023 as presented and forward on to Township Board for action and approval at their December 11, 2023, meeting.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

Deb Skillrud joined the meeting.

Trustee Gibson directed the attention to the Township Supervisor. Deb presented the board with a new combined handbook for the Township, Assessors Office, and Cemetery. Trustee Gibson said he would like to make it more pronounced that the three entities are managed separately. The Township Supervisor asked the board to review it and get any edits back to her so she could get the handbook filed with the clerk by January 1<sup>st</sup>, 2024.

Trustee Gibson directed the meeting back to regular session.

Discussion and approval to have a company inspect the Mausoleum Building.

Discussion took place: Trustee Gibson asked the Grounds Supervisor to go through some of the issues with the Mausoleum. Kyle said that the mausoleum has ¼ inch gaps between the windows and the frame. He said there is a rotting beam on the south side of the mausoleum above the crypts which is also allowing water to seep into the mausoleum. Kyle said the boards on the ceiling have all begun to crack. Trustee Williams said that could be due to the building being constructed with the wrong grade of lumber. The Cemetery Manager said that a couple of the floor tiles are cracked. The Grounds Supervisor said when blowing the leaves at the mausoleum a piece of rusted metal was found by a downspout, so he isn't sure if it came from inside of those or not. Trustee Williams said that an inspection is exactly what the mausoleum needs. The Cemetery Manager said that there is a concrete project coming up next fiscal year that may need to be put on hold if the mausoleum needs repairs.

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the inspection of the Mausoleum Building by an Engineer.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

Discussion and approval of the Preliminary Fiscal Year 2025 Budget.

Discussion took place: The Cemetery Manager presented the board with a list of projects and expenditures for the upcoming fiscal year. Trustee Gibson asked if the budget could be on the January Agenda for discussion.

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the Preliminary Fiscal Year 2025 Budget as presented and forward on to the Township Board for action and approval at their December 11, 2023, meeting.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

2023 Year to Date Burials:   Evergreen Memorial Cemetery - 54  
  East Lawn Memorial Gardens Cemetery - 72  
  Park Hill Cemetery - 47  
  Evergreen Memorial Pet Cemetery - 0

Comments: The Cemetery Manager said that there haven't been as many burials this year. Kyle said that the Wreaths Across America Event will be this Saturday December 16, 2023, at Noon. The Grounds Supervisor said that all the seasonals are gone until next year.

Public Comments: No one came forward to address the Board.

Motion by Trustee Williams, seconded by Trustee Thalgott to adjourn. Time: 6:51 P.M.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

Respectfully submitted,

Joseph Gibson, President

Garrett Thalgott, Vice President

Brad Williams, Secretary/Treasurer

Passed and approved this 8<sup>th</sup> day of January 2024.

Attest: \_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary/Treasurer

MDP