

MINUTES OF THE EVERGREEN MEMORIAL CEMETERY
BOARD OF TRUSTEES MEETING
August 14, 2017

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.

The meeting was called to order by Board President Eugene Lorch and the following were present:

Trustees: Eugene Lorch, President, Gregory Fraley, Vice President and Joseph Gibson, Secretary/Treasurer.

Staff/Elected Official: Tina Crow, Cemetery Manager, Gabrielle Nichols, Cemetery Administrative Assistant, and Deb Skillrud, Township Supervisor

Others: Emily Ohmart, Cybernautic, Inc.

“Consent Agenda”

- A. Approval of Minutes of the July 17, 2017 Board Meeting as submitted by Cemetery staff. (Recommend that the July 17, 2017 Meeting Minutes be approved as presented.)

Motion by Trustee Fraley, seconded by Trustee Gibson to approve the Consent Agenda as presented.

Motion carried (viva voce).

Approval of anticipated expenditures as presented for the month of August 2017.

Motion by Trustee Gibson, seconded by Trustee Fraley to approve the anticipated expenditures for the month of August 2017.

Ayes: Trustees Lorch, Fraley and Gibson.

Nays: None.

Motion carried.

Approval by Board on Monthly Cemetery Audit of July 2017.

Motion by Trustee Gibson, seconded by Trustee Fraley to approve the Monthly Cemetery Audit of July 2017 as presented and forwarded on to Township Board for action and approval at their August 28, 2017 meeting.

Ayes: Trustees Lorch, Fraley and Gibson.

Nays: None.

Motion carried.

Approval by Board on Cemetery Policies and Employee Handbook.

Motion by Trustee Fraley, seconded by Trustee Gibson to approve the Cemetery Policies and Employee Handbook.

Motion carried, (viva voce).

Review of Executive Session Minutes from 2016 – 2017.

Motion by Trustee Fraley, seconded by Trustee Gibson that the Resolution be adopted.

Motion carried, (viva voce).

Discussion and approval by Board to obtain a \$100,000 CD from State Farm Bank with monies from Cemetery prepay account 7114. It was noted by Deb Skillrud that Township Certified Public Accountant (CPA) Rick Phillips said the Cemetery was operating within the legal parameters of investing the Cemetery prepay monies.

Motion by Trustee Gibson, seconded by Trustee Fraley to approve obtaining a \$100,000 CD from State Farm Bank with monies from Cemetery prepay account 7114.

Ayes: Trustees Lorch, Fraley and Gibson.

Nays: None.

Motion carried.

Approval by Board to transfer \$75,000 from Reserve Account (7782) to Checking Account (7784).

Motion made by Trustee Gibson, seconded by Trustee Fraley to transfer \$75,000 from Reserve Account (7782) to Checking Account (7784).

Ayes: Trustees Lorch, Fraley and Gibson.

Nays: None.

Motion carried.

Discussion and approval of name change as Petty Cash Custodian from Tina M. Crow to Gabrielle Y. Nichols.

Motion made by Trustee Fraley, seconded by Trustee Gibson to change Petty Cash Custodian from Tina M. Crow to Gabrielle Y. Nichols.

Ayes: Trustees Lorch, Fraley and Gibson.

Nays: None.

Motion carried.

Discussion regarding retaining a tree carver to carve a Dorothy Gage statute from a tree being cut down in calendar year 2018 in Section 7 Tiers.

Update by Gaye Nichols, Administrative Assistant, regarding reclamation of grave spaces.

Update by Joe Gibson regarding Open Meetings Act.

Emily Ohmart, Cybernautic Inc. in attendance to discuss building a website for Evergreen Memorial Cemetery.

2017 Year to Date Burials: Evergreen Memorial Cemetery - 28
East Lawn Memorial Gardens Cemetery - 99
Park Hill Cemetery - 67
Evergreen Memorial Pet Cemetery - 0

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

Motion by Trustee Gibson, seconded by Trustee Fraley to adjourn. Time 7:28 p.m.

Motion carried, (viva voce).

Respectfully submitted,

Eugene Lorch, President
Gregory Fraley, Vice President
Joseph Gibson, Secretary/Treasurer

Passed and approved this 11th day of September 2017.

Attest: Joe Gibson Secretary/Treasurer
Eugene Lorch 9-11-17 President
Gregory Fraley Vice President

GYN