

MINUTES OF THE EVERGREEN MEMORIAL CEMETERY  
BOARD OF TRUSTEES

February 13, 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, Greg Fraley, Vice President and Joe Gibson, Secretary/Treasurer.

Staff/Elected Official: Tina Crow, Cemetery Manager, Deborah Skillrud, Township Supervisor, Catherine Davis, Township Comptroller, and Gabrielle Nichols, Cemetery Administrative Assistant.

“Consent Agenda”

- A. Approval of Minutes of the January 9, 2017 Board Meeting, Special Meeting Minutes and Executive Session Minutes of December 5, 2016 as submitted by Cemetery staff. (Recommend that the Minutes of the January 9, 2017 and Special Meeting Minutes and Executive Meeting Minutes of December 5, 2016 be approved as presented.)
- B. Approval by Board on Monthly Cemetery Audit of January 2017. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their February 27, 2017 meeting.)
- C. Approval of anticipated expenditures as presented for the month of February 2017. (Recommend that the Anticipated Expenditures be approved as presented.)
- D. Approval of corrected total on January 9, 2017 pay request. (Recommend that the corrected total on January 9, 2017 pay request be approved.)
- E. Approval of Appointment of Joe Gibson to the Cemetery Board of Trustees. (Recommended that the appointment of Mr. Gibson be approved and forwarded on to the Township Board for action and approval at their February 27, 2017 meeting.)

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

Ayes: Trustees Lorch, Fraley and Gibson.

Nays: None.

Motion carried.

Approval of Fiscal Year (FY) 2018 Budget. (Recommend that the FY 2018 Budget be approved as presented and forwarded on to Township Board for action and approval at their March 27, 2017 meeting.)

Motion by Trustee Fraley, seconded by Trustee Gibson to approve the FY 2018 Budget as presented and forward it on to the Township Board for action and approval at their March 27, 2017 meeting.

Ayes: Trustees Lorch, Fraley and Gibson.

Nays: None.

Motion carried.

Approval to transfer \$150,000 from the Business Reserve Account to the Business Checking Account on March 1, 2017. (Recommend that the transfer of \$150,000 from the Business Reserve Account to Business Checking Account on March 1, 2017 be approved.)

Motion by Trustee Gibson, seconded by Trustee Fraley to approve the transfer of \$150,000 from the Business Reserve Account to the Business Checking Account on March 1, 2017.

Ayes: Trustees Lorch, Fraley and Gibson.

Nays: None.

Motion carried.

Presentation by Candace Summers and Lauren Lacy, McLean County Museum of History, to request \$5,000 for 2017 Cemetery Walk sponsorship. (Recommend that the \$5,000 Cemetery Walk sponsorship to the McLean County Museum of History be approved.)

Motion by Trustee Fraley, seconded by Trustee Gibson to approve the \$5,000 Cemetery Walk sponsorship to the McLean County Museum of History.

Ayes: Trustees Lorch, Fraley and Gibson.

Nays: None.

Motion carried.

Update and discussion regarding changes to Employee Evaluation Forms.

Consensus reached by the Board that the Employee Evaluation Forms will not be changed at this time.

Update by Trustee Gibson regarding credit card machine contract.

Consensus reached by the Board to request one (1) year of Cemetery back charges for comparison.

Discussion regarding proper disposal of obsolete Cemetery property.

Consensus reached by the Board to develop a policy regarding proper disposal of obsolete Cemetery property.

2017 Year to Date Burials: Evergreen Memorial Cemetery: 6  
East Lawn Memorial Gardens Cemetery: 26  
Park Hill Cemetery: 19  
Evergreen Memorial Pet Cemetery: 0

Discussion regarding updating the Cemetery's Policies & Procedures and Bylaws.

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

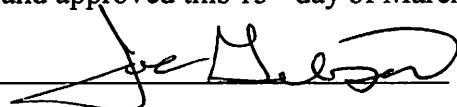
Motion by Trustee Fraley seconded by Trustee Gibson to adjourn. Time 7:35 p.m.

Motion carried, (viva voce).

Respectfully submitted,

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

Passed and approved this 13<sup>th</sup> day of March 2017.

Attest:  Secretary/Treasurer

\_\_\_\_\_  
President

  
Vice President

GYN