

MINUTES OF THE EVERGREEN MEMORIAL CEMETERY
BOARD OF TRUSTEES MEETING
September 14th, 2020

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

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

Staff and Elected Official: Misty Porter, Cemetery Manager, Kyle Durlinger, Grounds Supervisor and Deb Skillrud, Township Supervisor.

“Consent Agenda:

- A. Approval of Minutes of the August 10, 2020 Board Meeting as submitted by Staff. (Recommend that the Minutes of the August 10, 2020 Meeting be approved as presented.)
- B. Approval of Anticipated Expenditures as presented for the month of September 2020. (Recommend that the Anticipated Expenditures be approved as presented.)

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the Consent Agenda with change to the location on the minutes.

Ayes: Trustees Gibson, Thalgott and Williams.

Nays: None.

Motion carried.

Approval by Board of Monthly Cemetery Audit for August 2020.

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the Monthly Cemetery Audit for August 2020 as presented and forward on to Township Board for action and approval at their September 28, 2020 meeting.

Ayes: Trustees Gibson, Thalgott and Williams.

Nays: None.

Motion carried.

Approval by Board to transfer \$75,000.00 from Reserve Account (7782) to Business Checking Account (7774).

Motion by Trustee Thalgott, seconded by Trustee Williams to approve a transfer of \$75,000.00 from Reserve Account (7782) to Business Checking Account (7774).

Ayes: Trustees Gibson, Thalgott and Williams.

Nays: None.

Motion carried.

Approval that the cemetery is paying the credit card fees for the Wreaths Across America Wreath sales charged at the cemetery.

Motion by Trustee Williams, seconded by Trustee Thalgott to approve the cemetery paying the credit card fees for the Wreaths Across America Wreath sales charged at the cemetery.

Ayes: Trustees Gibson, Thalgott and Williams.

Nays: None.

Motion carried.

Approval of Fiscal Year 2021 – 2022 Preliminary Levy.

Motion by Trustee Gibson, seconded by Trustee Williams to approve the Fiscal Year 2021 – 2022 Preliminary Levy.

Ayes: Trustees Gibson, Thalgott and Williams.

Nays: None.

Motion carried.

Approval of employee retention pay. Full-time and Seasonal employees will receive \$500.00 Net, Hand Carry, Paper Check and Part-time employees will receive \$250 Net, Hand Carry, Paper Check for a total of \$3,250.00 Net paid out on or before September 22, 2020.

Motion by Trustee Gibson, seconded by Trustee Williams to approve the employee retention pay.

Ayes: Trustees Gibson, Thalgott and Williams.

Nays: None.

Motion carried.

Approval to merge the funds received from the Marquis Family Trust into Account (7114).

Approval to deposit into account (7114) held over until October 12, 2020 Board of Trustees Meeting in order to look at the current condition of the plots.

2020 Year to Date Burials: Evergreen Memorial Cemetery - 41
East Lawn Memorial Gardens Cemetery - 78
Park Hill Cemetery - 67
Evergreen Memorial Pet Cemetery - 0

Comments: Deb said that we should build the cemetery reserve. Misty stated that the cemetery now has security cameras installed. Deb stated that there is a new requirement that requires all employees to have sexual harassment training. Garrett said he is willing to come in and hold the training course.

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

Motion by Trustee Gibson, seconded by Trustee Thalgott to adjourn. Time: 6:58 P.M.

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 12th day of October 2020.

Attest: _____ President

_____ Vice President

_____ Secretary/Treasurer

MDP