

MINUTES OF THE EVERGREEN MEMORIAL CEMETERY
BOARD OF TRUSTEES MEETING
September 09, 2024

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

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

Not Present: Joseph Gibson, President

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

“Consent Agenda”

- A. Approval of Minutes of the August 12, 2024, Board Meeting as submitted by Staff. (Recommend that the Minutes of the August 12, 2024, Meeting be approved as presented.)
- B. Approval of Anticipated Expenditures as presented for the month September 2024. (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 Thalgott directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustees Thalgott and Williams.

Nays: None.

Motion carried.

Approval by Board of Monthly Cemetery Audit for August 2024.

Motion by Trustee Williams, seconded by Trustee Thalgott to approve the Monthly Cemetery Audit for August 2024 as presented and forward on to the Township Board for action and approval at their September 23, 2024, meeting.

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

Ayes: Trustees Thalgott and Williams.

Nays: None.

Motion carried.

Discussion and approval of accepting proposal for Concrete RFP 2024-03.

Discussion took place: Trustee Thalgott stated this item was tabled from August 12, 2024, meeting. The Cemetery Manager stated that she reached out to the Township Supervisor, Town Clerk, and the Township Attorney for direction. The Township Attorney advised that if any bids were received after the deadline they should not be considered for acceptance. Trustee Williams said that he is comfortable accepting the lowest responsible bid.

2 Bids remain as follows:

Zappa Construction: \$179,495.00

Otto Baum Company, INC.: \$180,389.00

Motion by Trustee Thalgott, seconded by Trustee Willimas to approve accepting proposal from Zappa Construction for Concrete RFP 2024-03.

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

Ayes: Trustees Thalgott and Williams.

Nays: None.

Motion carried.

2024 Year to Date Burials: Evergreen Memorial Cemetery - 48
East Lawn Memorial Gardens Cemetery - 48
Park Hill Cemetery - 24
Evergreen Memorial Pet Cemetery - 1

Comments: Trustee Thalgott said that for future RFPs to reach out to the Township Attorney or Town Clerk to be clear about the specs of the Request for Proposals. The Cemetery Manager said that Diamond Construction has started the repairs on the mausoleum building. Misty said that Cemetery Walk tickets go on sale September 10, 2024, and the walk will be the 1st two weekends of October. The Grounds Supervisor said the cemetery was down 1 seasonal employee and would not be filling the position since the season is almost over. Kyle said the ground crew are focusing on the start of fall clean up in order to be ready for the cemetery walk.

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

Motion by Trustee Williams, seconded by Trustee Thalgott to adjourn. Time: 6:32 P.M.

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

Ayes: Trustees Thalgott and Williams.

Nays: None

Motion carried.

Respectfully submitted,

Joseph Gibson, President

Garrett Thalgott, Vice President

Brad Williams, Secretary/Treasurer

Passed and approved this 14th day of October 2024.

Attest: _____ President

_____ Vice President

_____ Secretary/Treasurer

MDP