

JACKSONVILLE CITY CEMETERIES BOARD MINUTES MARCH 31, 2023
Rescheduled from March 17, 2023

The regular monthly meeting of the Jacksonville City Cemeteries Board was called to order at 8:39 a.m. in the Mayor's Conference Room of the Jacksonville Municipal Building. The meeting was publicly announced by posting and by written notice to the local newspaper and radio stations.

ROLL CALL: Members present were: Chairman Linda Brown, Tom Newby, Gerald Scott, Vicky Scott, Pat Robson; City Clerk Skip Bradshaw; Superintendent Doug Moore. Absent from the meeting was Treasurer Mary Fergurson. A quorum was declared.

Member Tom Newby thanked everyone on the Board for recently attending his wife's funeral. Member Gerald Scott offered condolences on behalf of the Cemetery Board of Managers.

AGENDA: Motion was made by Newby, seconded by G. Scott, to approve the March 31, 2023 Agenda as presented in advance. **By voice vote, motion carried.**

MINUTES: Motion was made by G. Scott, seconded by Robson, to approve the December 16, 2022 Minutes as presented in advance. **By voice vote, motion carried.**

FINANCE:

a.) Treasurer's Investment Report – December 2022, January & February 2023:

Due to the absence of Treasurer Fergurson, the Treasurer's Report will be postponed until the April 21, 2023 Board Meeting.

b.) Cash Receipts Report – December 2022, January & February 2023:

Chair Brown gave a brief overview of the February Cash Receipts Report noting that the operating fund cash balance is \$174,751.09 as opposed to a balance of \$156,185.94 at this same time last year. The current Money Market Account is at \$19,242.59. The current Year to Date revenue balance is \$325089.58 (82.88% available) and the Year to Date expenditure balance is \$373,688.56 (87.57% available) at the end of February.

Motion was made by V. Scott, seconded by G. Scott, to approve the Financial Statements for the month ending February 28, 2023. **By voice vote, motion carried.**

c.) Cash Receipts Report and Claims Approval – December 2022, January & February 2023:

Motion was made by G. Scott, seconded by Newby, to approve the Cash Receipts Reports and to pay claims when funds are available. **By voice vote, motion carried.**

SUPERINTENDENT'S REPORT: Supt. Moore reported on the following:

- ❖ The Illinois Department of Financial & Professional audit continues. Because the auditor was unsatisfied with the way burial permits were maintained, Supt. Moore has been working diligently to organize just under 1,200 permits for the period of January 2012 to current. The auditor has also requested that the exact burial location be entered onto each burial permit; a sign must be posted on the exterior of the building at each location providing contact numbers for consumers of cemetery products or services; provide maps with an attached, signed document that verifies that the map is a certified copy. Supt. Moore has complied with these requests and the cemeteries are in good standing at this point.
- ❖ The Cemetery Department will be receiving a monetary gift of around \$3,000 from the Mary Carson family trust, which has been dissolved. Usage of those funds has not been specified so the money will be deposited into the Operating Fund. Discussion ensued about doing the lettering of the memorial stones in-house.
- ❖ The City Council approved the purchase of a new mower and a spreader for the Department from Henry's Service Center.

- ✘ Two new summer employees have been hired, with four new summer employees coming on in May.
- ✘ i3 Broadband is in the process of trying to gain connectivity for internet access at East Cemetery. There have been a few minor obstacles but Supt. Moore is hopeful that the system will be running by Monday.

PUBLIC COMMENT: No discussion.

OLD BUSINESS:

Progressive Insurance has issued a check, payable to Calvary Cemetery, to repair a fence that was damaged between Diamond Grove Cemetery and Calvary Cemetery. Once the project is complete, any remaining proceeds will be divided between the Cemetery Department and Calvary Cemetery. Bids have been received from multiple sources, but the bids vary widely. At this time no decision has been made.

Supt. Moore is still waiting to hear from City Attorney Beard regarding the transfer of spaces from the Maddox family to a private buyer.

Supt. Moore has obtained literature from an entity that does funeral trust work, noting that they accept money for pre-paid interments. In 2022, the City received almost \$14,000 in pre-arrangement monies. In looking back at 2022, Supt. Moore found that the average length of time between payment and usage was three years. Chair Brown feels accepting pre-payment is an accounting and recording hardship on the Department. Supt. Moore noted that the majority of the time, the funeral homes have a duplicate record of the pre-arrangement. Funeral homes immediately forward the money to the Cemetery Department, then Supt. Moore will make note of the arrangements and payment date on the record. Supt. Moore suggested that the Board speak with Treas. Ferguson about investing pre-paid interment income.

Chair Brown received a call from the president of the NAACP concerning the recent burial of William Merritt Norvell III. Supt. Moore went into detail regarding issues surrounding the ash burial, noting that the timing of the burial over a holiday weekend and the additional cost resulted in angry and dissatisfied family members. After much discussion between the Cemetery Department and the family members, the burial was paid for and done as requested.

Supt. Moore noted that the auditor noticed an incorrect date on the Handbook pricelist that has been corrected. The 2017 pricelist is the most recent list and is readily available on the website and at each cemetery.

NEW BUSINESS: No discussion.

ADJOURNMENT: Hearing no further business, a motion was made by Newby, seconded by G. Scott, to adjourn the meeting at 9:23 a.m. **By voice vote, motion carried.** The next regularly scheduled meeting of the Jacksonville City Cemeteries Board will be held **Friday, April 21, 2023, 8:00 a.m. at Kim's Place, 211 East Court Street, Jacksonville, Illinois.**

Respectfully submitted,

Linda M. Brown
LMB:ams

Recorded by City Clerk Skip Bradshaw.