

**CITY OF BELLEVILLE**  
**WALNUT HILL CEMETERY BOARD**  
**JANUARY 17, 2023**

Mr. Schlesinger called the meeting of the Walnut Hill Cemetery Board to order at 3:00pm.

**Emergency Evacuation Instructions:**

None

**Roll Call:**

**Board members present:** Ralph Schlesinger      Erin Conner      Neil MacEwen

**Staff in attendance:** Jason Poole, Director of Public Works      Jeff Davis, Asst Director of Public Works  
Craig Maue, Asst Director of Public Works      Sarah Biermann, City Treasurer  
Paula Dahlem, Cemetery Clerk

**Introduction of Guests:**

None

**Public Comments:**

None

**Communication:**

None

**Minutes:**

Mr. MacEwen motioned to approve July 19, 2022 & October 18, 2022, minutes, Ms. Conner seconded the motion. In a roll call members present voted "Aye," motion carried.

**Quarterly Investment Report – Zemenick & Walker:**

Mrs. Dahlem provided reports from Mr. Schulz showing we started the year with \$204,271 and ended with a balance of \$192,142.95, due to bonds and equities being down. Mrs. Dahlem reported that if we hold the bond until maturity that we should get face value back as there was no principal loss. Per the report provided we have one CD in the amount of \$10,000 that matured on January 7, 2023, and another in the amount of \$15,000 scheduled to mature on March 7, 2023. Mr. Schulz recommendation is to reinvest the funds from both CDs maturing this year along with \$4,000 cash on hand into a new bond maturing in 2029. Discussion had that no cash is needed at this time, Mr. Schlesinger motioned to go ahead with the recommendation to invest \$29,000 into a new bond maturing September 29<sup>th</sup>, 2029, and Ms. Conner seconded the motion. In a roll call members present voted "Aye" motion carried.

**Cemetery Director's Report – Jason Poole:**

Mr. Poole reported that we hired a third full time employee in the cemetery and a discussion was had on groundhogs in the cemetery.

**Cemetery Board Chairman's Report – Ralph Schlesinger:**

Nothing to report.

**Cemetery Clerk's Report – Paula Dahlem:**

Report on burials, sales, income, and expenses for fiscal year 2021 to 2022 and burials and revenue for the year thus far: Mrs. Dahlem provided reports showing we ended the calendar year with \$71,035.64 in revenue and a total of 55 burials; \$44,759.20 for the fiscal year thus far. A spreadsheet was provided showing breakdown for burials, lots & graves, endowed care, foundations, quit claim deed transfers, interment rights transfers, and genealogy.

**New Business:**

- None

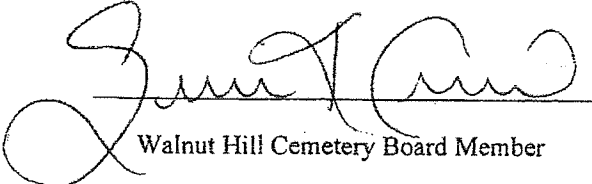
**Unfinished Business:**

- A copy of the bylaws was given to all by Mrs. Dahlem to be reviewed and any notes and/or changes to be discussed at the next meeting.
- Discussion had for Board Meeting President, Mr. Schlesinger motioned that Ms. Conner take this position and Mr. MacEwen seconded the motion. In a roll call members present voted "Aye" motion carried.

**Misc:**

- Ms. Conner presented our Walnut Hill Cemetery Power Point Presentation at the Optimist Club and the Belle Clair Rotary Club in 2022. And three more presentations are scheduled for this year including St Clair Genealogical Society on February 2<sup>nd</sup>, Belleville Kiwanis Club on Feb 21<sup>st</sup>, and Belleville Historical Society on April 12, 2023.
- Advertising for our Cemetery/Niches, Ms. Dahlem reported we will have our info in the City Newsletter, Welcome to Belleville page and brochures were passed out to local funeral homes. A discussion was held on getting our brochures to local hospitals, hospice and nursing homes. Also discussed when our next bond matures in September, possibly investing some of the money in new signage for the Cemetery with Niche pricing, a brochure holder and possibly advertising.

**Adjournment:** Mr. MacEwen motioned to adjourn at 3:39pm; Ms. Conner seconded the motion. All members voted "Aye" Motion passed, meeting adjourned.

  
Walnut Hill Cemetery Board Member