

**CITY OF BELLEVILLE**  
**WALNUT HILL CEMETERY BOARD**

**January 19, 2021**

Ms. Erin Conner called the meeting of the Walnut Hill Cemetery Board to order at 10:37 a.m.

**Emergency Evacuation Instructions:**

None

**Roll Call:**

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

**Staff in attendance:** Dean Hardt, City Treasurer                      Jason Poole, Director of Public Works  
John Hartmann, Asst. Director of Public Works  
Craig Maue, Asst. Director of Public Works                      Paula Dahlem, Cemetery Clerk

**Introduction of Guests:**

Bryan Schulz

**Public Comments:**

None

**Communication:**

Paula Dahlem reported signs are being put up for our annual removal of flowers, all flowers will be removed on March 1<sup>st</sup> and can redecorate on March 16, 2021.

**Minutes:**

Mr. Schlesinger motioned to approve the October 20, 2020 minutes; Ms. Conner seconded the motion. In a roll call members/staff present voted "Aye," motion carried.

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

Bryan Schulz reported we started the year of 2020 at \$219,767 and ended the year at \$228,996 and no withdrawals were made, which is an investment gain of \$9,229 or a 4.2 % return for the year. Currently there are approximately \$168,000 in cd's/bonds and \$60,121 in cash that the city can withdraw or reinvest and provided report with our options. Mr. Schulz also provided a report showing in 2013 we started the account with \$232,147 and total amount of withdraws to date are roughly \$42,000 and our balance as of today is \$228,996. This is only a difference of -\$3,421 from where we started as the investment gains have almost kept up with the withdraws that have been taken on the account. Currently there are approximately \$168,000 in cd's/bonds which are all FDIC insured and one bond that is set to mature in

November of this year. Bryan then provided his recommendations for the \$60,121 in cash to be reviewed by the board, dependent on cemetery needs and to be discussed later in meeting.

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

Nothing to report

**Cemetery Board Chairman's Report – Erin Conner:**

Nothing to report

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

Report on burials, sales and income for fiscal year 2020 to 2021 and burials and revenue for the year thus far: \$41,058 reported for fiscal year 2020 to 2021, total receivables for the quarter were \$11,050. There was a total of 61 burials for the year 2020 which is an increase from 2019 where we had a total of 47 burials. A spreadsheet was provided showing breakdown for burials, lots & graves, endowed care, foundations, quit claim deed transfers, internment rights transfers, and genealogy. Ms. Conner motioned to approve the report, Mr. Schlesinger seconded the motion. In a roll call all members/staff present voted "Aye," motion carried.

**New Business:**

Nothing to report.

**Unfinished Business:**

- a. Cemetery rules & regulations/review of bylaws – Nothing yet received from the City Attorney, Mr. Poole to follow up and will be completed before next board meeting.
- b. Niches – Jason Poole reported we received six different bids from contractors with the lowest being Hanks Excavating and the highest bid was Calhoun Construction. Mr. Poole reported \$24,000 to come from the Walnut Hill Perpetual Care Fund to cover the purchase of the Columbarium itself and the flagpole and \$32,213 from TIF 3 for the Walnut Hill Niche Improvements Project. Funds from TIF 3 will cover grade work, concrete work, flat work, sidewalks etc. Mr. Poole informed board it will also be discussed tonight for the Streets and Grade committee and City Council meeting tonight at 7pm. Mr. Poole reported no projected expense or needs in the cemetery and turned over to Dean Hardt to discuss what to do with cash in amount of \$60,121 that was discussed prior per Bryan Schulz. Mr. Hardt suggested increasing investment amount from the recommended \$25,000 to \$30,000 due to no projected expenses in the cemetery. Board discussed current cash balance is \$60,121, with the recommended \$30,000 to be reinvested into bonds and \$24,000 to be used for Niche project covering the Columbarium and flagpole leaving the cemetery fund with \$6,121 in cash. Mr. Schlesinger motioned to approve \$24,000 to fund the Niches and start the project and Ms. Conner second the Motion. Roll call vote

occurred with all members voting “Aye” Mr. Schlesinger motioned to approve investing \$30,000 in bond to mature in 2025 and Ms. Conner 2<sup>nd</sup> the motion. In a roll call, all members voted “Aye”

**Miscellaneous Business:**

Nothing to report.

**Adjournment:** Ms. Conner motioned to adjourn at 11:07 am; Mr. Schlesinger seconded. In a roll call all members/staff present voted “Aye,” motion passed.



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Walnut Hill Cemetery Board Member