

Springdale Cemetery Management Authority

July 15, 2024 - 4 pm
Regular Meeting Minutes

956

Authority Members Present

for Roll Call:

Henry Blackwell, Secretary
Betty Duncan, Treasurer
Joyce Harant (via phone)
Pam Johnson, Chair (via phone)
Kathy Ma
Zachary Oyler
Bob Wilton

Absent from Roll Call:

Terri Brink (arrived at 4:12 pm)
Lisa Fisher, Vice Chair

Also in Attendance:

Mark Matuszak, General Manager
Monica Jones, Staff

Via the phone, Chair Pam Johnson called the meeting to order at 4:00 p.m. in the Springdale Cemetery meeting room in the Volunteer and Maintenance Building on Monday, July 15, 2024. A roll call of Authority members was taken, and Ms. Johnson announced there was a quorum physically present. She asked all in attendance to please stand with those in attendance via a phone call and join in reciting the Pledge of Allegiance.

APPROVAL OF JUNE 17, 2024 REGULAR MEETING:

Mr. Oyler made a motion to approve the minutes of the June 17, 2024, regular meeting. Ms. Duncan seconded. Motion passed by unanimous voice vote.

Ms. Brink arrived at 4:12 pm.

PUBLIC COMMENT ON ACTION ITEMS ON AGENDA:

None.

GENERAL MANAGER'S REPORT:

- June burials – 17 total burials, 8 full, 9 cremations. YTD – 59. 5 P/N & 12 A/N
- CliftonLarsonAllen – the Foundation's audit has now been completed so the cemetery audit will be presented at the August meeting.
- Road improvements – two grants in the works. No other report on the DCEO grants.
- The new bookkeeper is doing a very good job and has caught on very quickly. Also, very pleased with Marilyn and Monica's work in the front office.
- Grounds – a lot of nighttime traffic that needs to be stopped. The security company has been instructed to call the Police after trying to contact three cemetery employees. The Peoria Park District will help with locking the gate at dusk every night.
- Two new grounds supervisors – working out very well.
- Peoria Historical Society – a free event in the mausoleum on July 25 and July 27 from 10 am until noon.

Chair, Pam Johnson, reported she was contacted by a gentleman who shared his concerns and disappointment with how bad the cemetery roads have gotten stating some are almost impassable.

Ms. Johnson, would like to see a task force be created with City and State leadership to discuss and make a plan on how to improve the roads within the cemetery and get something done.

Ms. Ma will look into contacting the national park services to check on available road grants since we are registered with the National Register of Historic Places.

REPORT OF OFFICERS:

TREASURER'S REPORT:

Betty Duncan, Treasurer, reported on checks written in June 2024 and reviewed financial reports with the Authority. (A copy of the report is attached to these Minutes).

APPROVAL OF CHECKS WRITTEN IN JUNE 2024:

Mr. Blackwell made a motion to receive and file the June 2024 check register and checks written in the amount of \$36,681.39. Mr. Oyler seconded. Motion passed by unanimous voice vote.

APPROVAL OF FINANCIAL REPORTS:

Mr. Wilton made a motion to receive and file the financial statements as presented for June 2024. Ms. Duncan seconded. Motion passed by unanimous voice vote.

REPORT OF COMMITTEE CHAIRS:

HISTORIC PRESERVATION FOUNDATION:

No report.

FINANCE:

None.

NOMINATING:

No report.

UNFINISHED BUSINESS:

Mr. Oyler reported the Search Committee has completed a job description for the purpose of posting for a new General Manager and will be posted for the next 30 days.

NEW BUSINESS:

None.

PUBLIC COMMENT:

None.

EXECUTIVE SESSION:

None.

MOTION TO ADJOURN:

*Motion was made by Mr. Wilton to adjourn the regular meeting. Mr. Blackwell seconded. **Motion passed by unanimous voice vote.***

The regular meeting was adjourned at 5:10 pm.

Respectfully submitted,
Monica Jones

