

**CEMETERY COMMISSION MEETING MINUTES
LAKE FOREST CEMETERY GATEHOUSE
WEDNESDAY, APRIL 27, 2021, 5:00 P.M.**

COMMISSIONERS PRESENT

John Anderson, Chairman
Robert Thornburgh
Rommy Lopat
Lowell Dixon
Robert Wayne

STAFF PRESENT

Chuck Myers, Superintendent of Parks & Forestry
Dani Spann, Admin Assistant for Parks and Forestry

OTHERS PRESENT

Tony Hoban, William Blair
Tim Gleason, William Blair
Bruce McIlvaine

I. ROLL CALL, CALL TO ORDER

Chairman Anderson called the meeting to order at 5:01 pm with all members present.

II. APPROVAL OF JANUARY 26, 2022 MINUTES – JOHN ANDERSON

Chairman Anderson presented the January 26, 2022 Cemetery Commission Meeting minutes.

Following comments by the Commissioners, Commissioner Dixon motioned to accept the January 26, 2022 Cemetery Commission Meeting Minutes as presented. Seconded by Commissioner Wayne and passed unanimously.

III. APPROVAL OF MARCH 8, 2022 SPECIAL MEETING MINUTES – JOHN ANDERSON

Chairman Anderson presented the March 8, 2022 Cemetery Commission Special Meeting minutes.

Commissioner Thornburgh motioned to accept the March 8, 2022 Cemetery Commission Special Meeting Minutes as presented. Seconded by Commissioner Lopat and passed unanimously.

IV. FIRST QUARTER INVESTMENT REPORT– TONY HOBAN

Tony Hoban of William Blair presented the Quarterly Investment Report to the Commission. Hoban said that since late 2021 the investment outlook has changed markedly. He said the war in Ukraine and a rapid increase in inflation and interest rates has resulted in weak equity returns and the worst quarter for the bond market in 40 years. He stated that he believes investors are facing a single question today – *'Can the Fed get control of inflation without inducing a recession in the process?'*

Hoban reported that overall, the portfolio was down roughly -10% in the first quarter with US Equities leading the way (down -10.5%). Hoban said that Blair is projecting continued volatility in the market throughout 2022 as uncertainty continues to be more pronounced. Hoban reminded the Commission that following changes approved in March, the fixed income investment in the portfolio now reflects shorter durations, which is appropriate given current market conditions. He also said that late in the first quarter Blair trimmed back the Cemetery's international exposure while increasing cash in the portfolio. In turn, the asset allocation has shifted to a more "neutral stance" positioning with cash and bonds now totaling 34% and domestic equities at 50% of the portfolio. Hoban said that we are currently underweight in international equities but that is intentional, especially given market uncertainties in Europe and elsewhere.

Hoban reiterated they would be looking for, and investing in, good quality US stocks at cheaper prices, but will not shift away from neutral and will remain cautious in the future terms. Hoban stated that they will upgrade the quality of companies we own but will make these moves carefully and methodically.

A motion was made by Commissioner Wayne for William Blair to continue the current investment strategy. Seconded by Commissioner Thornburgh. Motion passed unanimously.

V. REVIEW OF MCILLVAINE FAMILY MONUMENT IMPROVEMENTS – JOHN ANDERSON

Chairman Anderson shared with the Commission an overview of the request by the McIlvaine Family to make improvements to the McIlvaine memorial. Bruce McIlvaine, one of the heirs to the lot, was present to explain the changes the family wanted to incorporate into the existing monument. Anderson stated that these requests exceeded the authority given to the Sexton to approve, requiring review by the Commission. Anderson further explained that two of the changes did not conform to the current Rules and Regulations of the Lake Forest Cemetery.

Anderson shared the first change would be to incorporate a lead fox statue as a part of the family's memorial. Lake Forest Cemetery Rules and Regulations state that the only allowable materials for memorials are granite and bronze so authorization by the Commission would be necessary by the Commission for the statue to be incorporated. The second change would be to extend the base of the bench monument to a depth of 30 inches which is over double the current allowable depth of 14 inches for a monument base. Lastly, the family would like to incorporate an 'In Memory' marker for Bruce's nephew on the lot, which is allowed, but the marker would be counted against the number of markers allowed by rule on the lot.

Mr. McIlvaine then presented some history of the McIlvaine family and of the fox statue and its sentimental value. He also explained the family's desire to extend the base due to flooding issues and a muddy area in front of the bench.

The Commission discussed McIlvaine's requested changes and the Cemetery's concerns regarding the changes to be incorporated into the memorial stating that there could be potential conflicts with maintenance and the physical space needed to inter a burial vault in a grave space being compromised by the larger base.

Following discussion, the Commission agreed that the lead statue would be allowed, with the understanding that the Cemetery is not responsible for any damage, and the statue must be securely affixed to the memorial. The Commission also stated that all the heirs of the family lot must approve in writing that they agree with the incorporation of the fox statue and any other changes to the memorial. Chairman Anderson then directed Mr. McIlvaine to speak with Sexton Alderks to determine a workable solution to resolve the mud issue in front of the base but, working within the 16" requirement for the depth of the base. General Consensus.

VI. REVIEW OF SEMERSKY FAMILY MAUSOLEUM REQUEST FOR APPROVAL – JOHN ANDERSON

Chairman Anderson presented the request for approval of the Semersky Family Mausoleum. He stated that the family and the mausoleum company had been extremely cooperative with the specifications of the design including the selection of Barre gray granite, which aesthetically is understated and appropriate to fit in with the location and nearby monuments.

Following discussion regarding the design and the size of the proposed mausoleum, Commissioner Lopat asked if the mausoleum design needs be reviewed by the Historic Preservation Commission. Superintendent Myers stated that because the mausoleum is internal

to the Cemetery grounds and not part of the outward facing, public edges of the Cemetery, it is under the purview of the Cemetery Commission and does not need to be reviewed by the HPC. Myers added that this has been confirmed with the Director of Community Development.

Chairman Anderson then asked if there were any further discussion regarding the Semersky family's request for approval, seeing none, he asked for a motion. Commissioner Dixon then motioned to approve the Semersky family's mausoleum design. This was seconded by Commissioner Thornburgh. Four of the five Commissioners voted to approve with one Commissioner abstaining. Motion carried, 4 approved, 1 abstention.

VII. REVENUE/EXPENSE REPORT, CHAIR'S COMMENTS ABOUT PROJECTED YEAR-END RESULTS – JOHN ANDERSON

Chairman Anderson presented the Revenue/Expense report. He stated that it was a strong year due to higher revenues from strong lot sales and more interments. He said the average number of interments for the past 8-10 years has been approximately 75 interments per year, yet we already have had (including those scheduled) 65 interments for calendar year 2022.

VIII. FY 2023 BUDGET UPDATE – CHUCK MYERS

Chuck Myers, Superintendent of Parks and Forestry presented an update of the FY 2023 budget. He explained that the Memorial Garden Phase II is still budgeted at \$1.6 million, rolling over from the past year. Myers also stated that City Council approved the two personnel changes, upgrading the Maintenance Worker I to Maintenance Worker II, and upgrading the part-time administrative position to a full-time administrative assistant.

Superintendent Myers then shared that the Cemetery cold storage facility budget was reduced to \$100,000 for design and prep work in FY2023. He said planning/design would take place in FY 2023 and construction in the following fiscal year, FY 2024. Myers said he should have a more exact number on how much the project will be in the fall.

Lastly, Superintendent Myers reported that the budget line item for the mowing contract with Mariani Landscape was not approved for the upcoming fiscal year. Following discussion regarding the mowing contract, the Commission requested Myers speak with City Manager, Jason Wicha to reconsider authorizing a contract for Mariani for the mowing and trimming of the Cemetery.

IX. MEMORIAL GARDEN PROJECT UPDATE – CHUCK MYERS

Superintendent Myers reported the niche units have been ordered from Eichoff Columbaria and Eichoff is estimating it will take 20 to 28 weeks for the completion of the units. Myers reported that Craig Bergmann Landscape Design is continuing work on the design for Memorial Garden Phase II, and the next step would be creating bid documents from the design. He said that the estimated cost for the project has a base price of \$1.5 million with an additional \$300,000 for coordination and monitoring. A 10% contingency has also been included to bring the total projected cost to \$1.9 million.

The Commission discussed the bid process and the different options of financing the project (loans, bond issue, draw from endowment, etc.. The Commission then expressed to Myers that they would like a special meeting to be held to discuss the bidding process.

X. OTHER MATTERS

Chairman Anderson shared that residents in south Lake Forest received a letter informing them that Fort Sheridan Cemetery is requesting 4.76 acres from the Lake County Forest Preserve in order to add additional burial space and construct a columbarium for their Cemetery.

Anderson stated that it is highly likely that the Forest Preserve would be giving them the land for the expansion.

XI. CITIZENS' OPPORTUNITY TO ADDRESS CEMETERY COMMISSION

No citizens present to address Cemetery Commission

XII. NEXT MEETING: WEDNESDAY, JULY 27, 2022, at 5:00 PM.

Chairman Anderson noted that the next Cemetery Commission meeting will be at 5 p.m., Wednesday, July 27, 2022.

XIII. ADJOURNMENT

The meeting was adjourned at 7:17 p.m.