

**CEMETERY COMMISSION MEETING MINUTES  
LAKE FOREST CEMTERY GATEHOUSE  
WEDNESDAY, JULY 28, 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 and Forestry  
Phil Alderks, Cemetery Sexton

**OTHERS PRESENT**

Tony Hoban, William Blair

**I. ROLL CALL, CALL TO ORDER**

Chairman Anderson called the meeting to order at 5:02 pm.

**II. WELCOME OF NEW COMMISSION MEMBERS LOWELL DIXON AND ROBERT WAYNE**

Chairman Anderson welcomed new Commission members Lowell Dixon and Robert Wayne to the Cemetery Commission.

**III. APPROVAL OF APRIL 28, 2021 MINUTES**

Chairman Anderson presented the April 28, 2021 Cemetery Commission minutes for approval. Following discussion by the Commission, a change was requested under item II. Approval of February 3, 2021 Minutes in paragraph two. It was requested to remove the bold lettering and change "record *only the items that may...*" to "record *the formal items that may...*".

Commissioner Lopat motioned to accept the minutes as amended. Seconded by Commissioner Thornburgh and passed unanimously.

**IV. APPROVAL OF JUNE 24, 2021 MEMORIAL GARDEN SUBCOMMITTEE MINUTES**

Chairman Anderson presented the June 24, 2021 Cemetery Commission minutes for approval. Anderson reviewed the minutes. The following additions were requested to the summary of items discussed by the Memorial Garden Phase II project subcommittee:

- *f Alternatives to improve light and attractiveness of the Alcove, including pruning overhead maple trees.*
- *Addition of benches to the Hydrangea Spire Garden along the low niche wall and cleaning the benches throughout.*

Commissioner Lopat motioned to accept the minutes as amended. Seconded by Commissioner Thornburgh and passed unanimously.

**V. APPROVAL OF FEBRUARY 3, 2021 REVISION OF MINUTES**

Chairman Anderson presented the February 3, 2021 Cemetery Commission minutes for approval. It was noted that Craig Bergmann's name is spelled Bergmann, not Bergman.

Commissioner Lopat motioned to accept the minutes with that correction. . Seconded by Commissioner Thornburgh and passed unanimously.

**VI. SECOND QUARTER INVESTMENT REPORT**

Tony Hoban from William Blair shared an Economic and Market Overview handout with the Commission. Hoban said that we had experienced a very strong quarter but with a certain amount of volatility as the economy starts to awaken from the pandemic. Hoban reviewed the market overview before sharing the Cemetery Investment Report.

For the quarter, the Combined Accounts gained more than \$736,729 which is a 6% increase. Hoban discussed performance as compared to the benchmarks along with significant purchases and sales before reviewing fees and charges with the Commission for the new members.

Hoban then reviewed William Blair's management fees for the Commissions invested funds. William Blair charges 72 basis points on "managed assets" (\$7.5M) which works out to 44 basis points on total investment assets (combined funds) of about \$12.5M. There are no fees charged on invested cash or William Blair mutual funds. When outside (non-Blair) mutual funds are included in the portfolio, William Blair charges a 50 basis point fee, and the fee for individually managed stocks start at 100 basis points for the first \$5M (and fees step down beyond that level). Overall, Hoban stated that this management fee structure is significantly lower than their "typical" fee schedules, and the Commissioners agreed with this observation.

Following Hoban's report, Commissioner Dixon motioned for Hoban to continue with the current investment strategy which was seconded by Commissioner Thornburgh and passed unanimously.

## **VII. APPROVAL OF TRANSFER FROM THE COMMISSION CARE FUND TO THE COMMISSION FUND**

Sexton Alderks shared with the Commission the need to approve a transfer of funds from the Commission Care Fund to the Commission Fund. Alderks stated this is a paper transfer of funds from dedicated trust funds the Cemetery has for specific lots to the general Cemetery account to pay for special care or services given to those lots. Alderks said this transfer has not taken place for a number of years. Currently the total to be transferred is \$222,845.44. Alderks said the last transfer of these yearly charges took place in 2016.

Commissioner Dixon motioned to transfer the \$222,845.44 from the Commission Care Fund to the Commission Fund for charges for special care and services for those lots with trust funds from 2016 until April 30, 2021. Motioned seconded by Commissioner Thornburgh. The motion then passed unanimously.

## **VIII. CHAIRMAN'S COMMENTS**

No Chairman comments were made at this meeting

## **IX. REVENUE/EXPENSE REPORT**

Sexton Alderks presented the Revenue-Expense Report. Alderks said while sales had lagged for the first couple months of the quarter, service charges had increased due to Covid restrictions loosening and families holding services in June. Alderks said that the Cemetery normally averages 1.5 services per week, but during June they were conducting 3 to 4 services per week.

Alderks also reported that there \$94,000.00 in lot and niche sales outstanding for the month of July which helps sales figures for the quarter.

Commissioner Thornburgh asked again if we could take the Net Gain/Loss on Investments out of the Report. Chairman Anderson and Alderks will work to review and re-format the Revenue-Expense sheet for next meeting.

## **X. CEMETERY UPDATES**

### **A. Ravine Sawyer Project Update**

Superintendent Myers updated the Commission on the Sawyer ravine repair. Myers said that RES (Resource Environmental Solutions, LLC) had completed its work on the Sawyer Project within budget and to the approval of our consulting engineer, Ted Gray from Living Waters, LLC. Myers stated that overall we are happy with the results and that this stabilizes the most concerning area of the main ravine.

Myers said we are still waiting to hear whether we will be receiving the 319 Grant that was applied for, but that currently the Sawyer Project was the area we were most concerned about.

Myers also stated some fairly encouraging news that the City has decided to include the Cemetery's ravine system in its oversight of other City ravines. In this way, rather than competing with itself (the Cemetery) for grant dollars, the City will prioritize those areas that are most in need of help and solicit grant monies based on need for all the City owned ravines.

B. Memorial Garden Phase II Update

Superintendent Myers stated that he had spoken with Finance Director Elizabeth Holleb regarding financing for the Memorial Garden Phase II. Holleb said she would be open to speaking again with the bank. Myers thought that costs might decrease since the construction of the Spire was being deferred, but added the replacement of all of the bluestone might offset the savings. Myers said that Holleb asked that when we had a more complete cost estimate for the project, to come back to her. Chairman Anderson asked how we get a better estimate to take back to Director Holleb. Myers said that he would arrange a walkthrough with Sexton Alderks, Craig Bergmann and some of Bergmann's staff mid-August to review the project and get a proposal for construction documents. Myers said this would give us a better cost estimate and getting construction documents and costs would be the next step in the process.

**XI. WHITE FAMILY MONUMENT REQUEST FOR APPROVAL**

Sexton Alderks presented the Commission a memorial for approval from the family of Miles White. Alderks stated that while we already have a number of similar memorials in concept within the Cemetery, this particular memorial is unique as it relates to the materials chosen. Other memorials use the concept of an angel being part of the piece, but they are carved out of the same granite that compromises the memorial. The White family's memorial has the granite concept for the 'die' with the Family name engraved, but the angel is a bronze sculpture with its wing wrapped around the memorial.

Following discussion by the Commission, a motion was made by Commissioner Dixon to give approval for the memorial as presented. Second: Commissioner Wayne. Passed unanimously.

**XII. NIEMAN FAMILY MONUMENT REQUEST FOR APPROVAL**

Sexton Alderks reviewed the Nieman Family monument with the Commission for approval. Alderks shared the monument itself fell within the Cemetery's Rules and Regulations, but the design was unique and outside of what the Commission had authorized the Sexton to approve. Alderks said that while the memorial was unique, it was not without precedent citing the 'Cross and the Hatchet' memorial for the Philip and Annabel Lee McNulty in Section C.

Following discussion, a motion was made to give preliminary approval for the memorial concept with final approval contingent on the family first presenting a model of the memorial to the Commission for review. Motion: Commissioner Thornburgh. Second Commissioner Lopat. Passed unanimously.

**IX. OTHER MATTERS**

Commissioner Lopat wanted the record to reflect that in past minutes she had brought up the idea of cleaning all the memorials in the Cemetery and that was yet to be addressed. She would like to discuss how we could be accomplished in the future.

She also suggested that the Commission publish a book of photos of the Cemetery and shared an example of one she had created using pictures she had taken. Chairman Anderson agreed to review the sample.

**X. CITIZENS' OPPORTUNITY TO ADDRESS CEMETERY COMMISSION**

There were no citizen's present.

**XI. NEXT MEETING: WEDNESDAY, OCTOBER 28, 2021, 5:00 PM**

Chairman Anderson reminded the Commission of the next Commission meeting on Wednesday, October 27, 2021 at 5 PM.

**XII. ADJOURNMENT**

The meeting was adjourned at 7:10 PM.

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