EVERGREEN MEMORIAL CEMETERY MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery

Date: 07/10/2023

Place: Evergreen Memorial Cemetery Office Building

302 E. Miller St., Bloomington, IL 61701

Time: 6:00 P.M.

I. Call to order: Joe Gibson

II. Roll Call of Attendance

III. "Consent Agenda

(All Items under the Consent Agenda are routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Board Member or Township Supervisor so requests, in which event, the item will be removed from the Consent Agenda and considered separately and prior to comments by the Cemetery Board, Township Supervisor, or staff.)

- A. Approval of Minutes of the June 12, 2023, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the June 12, 2023, Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of July 2023. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of June 2023. (Recommend that the Audit be approved as presented and forwarded on to the Township Board for action and approval at their July 24, 2023, meeting.)

V. 2023 Year to Date Burials: Evergreen Memorial Cemetery - 33

East Lawn Memorial Gardens Cemetery - 45

Park Hill Cemetery - 23

Evergreen Memorial Pet Cemetery - 0

VI. Comment

VII. Public Comment

VIII. Adjournment

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the 30th day of June 2023, showing the amount of public funds on hand at the commencement of said period, the amount of public funds received and from what source received, and the amount of public funds expended and for what purpose expended during said period ending as aforesaid.

The said DEBORAH L. SKILLRUD, being duly sworn, doth depose and say that the following statement by her subscribed is a correct statement of the amount of public funds on hand at the commencement of the period above stated, the amount of public funds received and the sources from which received, and the amount expended and the purpose for which expended as set forth in said statement.

Subscribed and sworn to before me this 10th day of July 2023.	
Supervisor of the Town of the City of Bloomington, McLean County, Illinois.	Notary Public
This 10th day of July 2023.	
WE, the undersigned BOARD OF TRUSTEES of EVERGREEN MEInereby certify that we have this day examined the foregoing and annexed MEMORIAL CEMETERY FUND, and find the same in all respects true ILLINOIS FUNDS (0905) in SPRINGFIELD, ILLINOIS, \$95,937.33 at HEA and a balance of \$619,131.49 at HEARTLAND BANK (7782), BLOOMI MEMORIAL CEMETERY FUND of said TOWN.	and correct and that there appears to be a balance of \$401,477.22 in RTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS
Cemetery Board President:	Secretary/Treasurer for Cemetery Board:
loseph B Gibson	Brad A Williams
Cemetery Board Vice President: Garrett Thalgott	Board of Trustees of the Evergreen Memorial Cemetery, Town of the City of Bloomington, McLean County, Illinois
WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE examined the foregoing and annexed account of DEBORAH L. SKILLRUD true and correct.	HE CITY OF BLOOMINGTON, do hereby certify that we have this day, SUPERVISOR of CEMETERY FUND, and find the same in all respects
WARD 1: Jenna L Kearns	WARD 6: Cody Hendricks
WARD 2: Donna Boelen	WARD 7: Mary "Mollie" Ward
WARD 3: Sheila Montney	WARD 8: Kent Lee
WARD 4: John W Danenberger	WARD 9: Tom Crumpler
WARD 5: Nick Becker	Trustee Mboka Mwilambwe
	Board of Trustees of the Town of the City of Bloomington, McLean County, Illinois

I, the TOWN CLERK of the Town of the City of Bloomington, McLean County, Illinois, do hereby attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR have been (or will be) made from the Township Treasury AND do hereby certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have approved the Statement of Funds at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the TOWNSHIP SUPERVISOR.

Town Clerk

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Month of: JUNE

WORLD OF STATE						
Funds at Commencement						
Cash: Heartland Bank 7774 (Checking)			\$	127,456		
Cash: Heartland Bank 7782 (Reserve)			\$	857,257		
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)			\$	273,192		
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2023			\$	232,457		
Funds at Commencemen	t				\$	1,490,363
Public Funds Received This Month						
Real Estate Tax Levy					\$	161,796
Other Funds Received This Month						
Opening/Closing Fees			\$	11,305		
Marker Commission			\$	4,790		
Sale of Lots			\$	9,242		
Sale of Crypts			\$	2,680		
Sale of Niches			\$	230		
Sales - Other			\$	388		
Interest: Checking/Reserve			\$	1,558		
Income from Trusts			\$	759		
Inspection Fees			\$	600	\$	31,551
Total Funds Received This Montl	า				\$	193,347
Total Funds Available	Э				\$	1,683,710
Funds Expended This Month					\$	57,956
Funds at Month End						
Cash: Heartland Bank 7774 (Checking)			\$	95,937		
Cash: Heartland Bank 7782 (Reserve)			\$	619,131		
Cash: Illinois Fund 0905 (Reserve)			\$	401,477		
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)			\$	76,012		
Trust Account: Illinois Fund 0905 (O/C Trust)			\$	200,739		
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2023			\$	232,457		
TOTAL Funds at Month End	t				\$	1,625,754
Checking Account Activity						
Checkbook Balance at Commencement					\$	127,456
Opening/Closing Fees	\$	11,305				
Sale of Lots	\$	9,242				
Sale of Crypts	\$	2,680				
Sale of Niches	\$	230				
Sales - Other	\$	388				
Marker Commission	\$	4,790				
Interest: Checking	\$	2				
Inspection Fees	\$	600				
Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$	(2,800)	_			
Total Deposits for Month			\$	26,437	_	
Total Funds Available	Э				\$	153,893
Checks Written						
Compensation & Benefits	\$	41,855				
Administrative Expenses	\$	11,917				
Cemetery Improvements, Maintenance & Repair	\$	399				
Cemetery Operations	\$	3,784				
Total Checks Written			\$	57,956		
Total Checks Writter	า				\$	57,956
Checkbook Balance at Month End	t				\$	95,937
Bank Reconciliation at Month End						
Balance per Bank Statement			\$	98,481		
Plus Outstanding Deposits			\$	96		
Less Outstanding Checks			\$	(2,640)		
Checkbook Balance per Reconciliation	1				\$	95,937
					_	

Statement of Receipts and Disbursements

Ctatoment of Modelpte and Disbursements				
Revenue		<u>Jur</u>	1- <u>23</u>	
40100 Real Estate Tax Levy	\$	161,796		
42000 Opening/Closing Fee	\$	11,305		
42100 Marker Commission	\$	4,790		
42500 Sale of Lots	\$	9,242		
43000 Sale of Crypts	\$	2,680		
43100 Sale of Niches	\$	230		
44900 Sales - Other	\$	388		
43500 Interest: Checking/Reserve	\$	1,558		
49000 Income from Trusts	\$	759		
49021 Inspection Fees	\$	600	_	
Total Revenue	'		\$	193,347
Total Income			\$	193,347
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$	5,896		
50102 Wages: Cemetery Staff	\$	26,451		
50201 Payroll Taxes	\$	2,355		
50202 IMRF/Employer (2023 = 5.43%)	\$	1,756		
50203 IDES - Unemployment Insurance	\$	2,040		
50204 Employee Health Insurance	\$	3,357	_	
Total Compensation & Benefits	·		\$	41,855
Administrative Expenses				
51500 Contractual Services	\$	4,230		
52000 Office Supplies	\$	412		
52500 Utilities	\$	851		
55400 Special Event Expenses	\$	5,103		
55450 Other Admin Expenses	\$	1,321		
Total Administrative Expenses			\$	11,917
Cemetery Improvements, Maintenance & Repair				
57601 Flags & Flag Poles	\$	399	.	
Total Cemetery Improvements, Maintenance & Repair			\$	399
Cemetery Operations				
56000 Tree Removal/Monument Repair	\$	2,100		
56500 Equipment Repairs	\$	197		
56600 Cemetery Supplies & Maintenance	\$	556		
56800 Disposal of Leaves/Branches	\$	300		
57602 Grounds Maintenance/Repair	\$	632	•	
Total Cemetery Operations			\$	3,784
Total Expense			\$	57,956
Net Income			\$	135,391

Year to Date Budget Comparison

Income		<u>Jun-23</u>	FY24 Budge	<u>t \$</u>	Over Budget	% of Budget
Revenue	æ	264 609	\$ 506,60	Λ Φ	(244,002)	E4 70/
40100 Real Estate Tax Levy	\$	261,698 43,361			(244,902)	51.7%
41000 Personal Property Replacement Tax	\$		\$ 80,00		(36,639)	54.2%
42000 Opening/Closing Fee	\$	26,640	\$ 90,00		(63,360)	29.6%
42100 Marker Commission	\$	4,790	\$ 9,00		(4,210)	53.2%
42500 Sale of Lots	\$	17,215	\$ 70,00		(52,785)	24.6%
43000 Sale of Crypts	\$	2,740	\$ 11,00		(8,260)	24.9%
43100 Sale of Niches	\$	5,000	\$ 48,00		(43,000)	10.4%
44700 Sale of Burial Supplies	\$	-	\$ 50		(500)	0.0%
44850 Sale of Pet Cemetery Spaces	\$	-	\$ 70	0 \$	(700)	0.0%
42400 Sales - Other	\$	-	\$ 1,50		(1,500)	0.0%
43500 Interest	\$	1,763	\$ 60	0 \$	1,163	293.9%
49000 Income from Trusts	\$	826	\$ 4,00	0 \$	(3,174)	20.7%
49020 Other Income & Special Events	\$	4,058	\$ 10,00	0 \$	(5,942)	40.6%
49021 Inspection Fees	\$	1,650	\$ 4,00	0 \$	(2,350)	41.3%
Total Revenue	\$ \$ \$	369,742	\$ 835,90	0 \$	(466,158)	44.2%
Total Income	\$	369,742	\$ 835,90	0 \$	(466,158)	44.2%
		,	,		, , ,	
Expense Compensation & Benefits						
50101 Wages: Administrative Staff	\$	15,626	\$ 76,60	0 \$	(60,974)	20.4%
	\$	70,748			,	
50102 Wages: Cemetery Staff					(221,752)	24.2%
50201 Payroll Taxes - FICA	\$	6,249	\$ 24,00		(17,751)	26.0%
50202 IMRF/Employer (2023 = 5.43%)	\$	4,690	\$ 39,00		(34,310)	12.0%
50203 IDES - Unemployment Insurance	\$	2,040	\$ 15,00		(12,960)	13.6%
50204 Employee Health Insurance	\$	10,070	\$ 60,00		(49,930)	16.8%
50205/50206 Other Payroll Expenses	\$	-	\$ 50		(500)	0.0%
Total Compensation & Benefits	\$	109,423	\$ 507,60	0 \$	(398,177)	21.6%
Administrative Expenses	_				/·	
51100 Casualty Insurance	\$	21,297			(2,703)	88.7%
51500 Contractual Services	\$	7,837	\$ 14,00		(6,163)	56.0%
52000 Office Supplies	\$	982	\$ 4,00		(3,018)	24.6%
52500 Utilities	\$	3,088	\$ 18,50	0 \$	(15,412)	16.7%
54000 Advertising	\$	-	\$ 4,00	0 \$	(4,000)	0.0%
54500 Dues/Seminars	\$	-	\$ 60	0 \$	(600)	0.0%
55500 Legal Expense	\$	-	\$ 60	0 \$	(600)	0.0%
55100 Audit Expense	\$	-	\$ 7,50	0 \$	(7,500)	0.0%
55200 Financial Administration	\$	-	\$ 12,20	0 \$	(12,200)	0.0%
55400 Special Event Expenses	\$	5,172	\$ 9,00	0 \$	(3,828)	57.5%
55450 Other Admin Expenses	\$	2,939			(2,061)	58.8%
57900 Office Equipment	\$	-	\$ 1,00		(1,000)	0.0%
Total Administrative Expenses	\$	41,315	\$ 100,40		(59,085)	41.1%
Cemetery Improvements, Maintenance & Repairs	•	,	, ,,,,,	• •	(==,===)	
57601 Flags & Flag Poles	\$	8,567	\$ 15,00	0 \$	(6,433)	57.1%
57800 Operating Equipment	\$	4,892			(3,108)	61.2%
58260 Columbariums	\$	4,092	\$ 200,00		(200,000)	0.0%
		-	\$ 200,00			
58300 Veterans Memorial	\$	-			(10,000)	0.0%
58400 Scattering Grounds/Ossuary	\$	10.450	\$ 2,00		(2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$	13,459	\$ 235,00	0 \$	(221,541)	5.7%

Year to Date Budget Comparison (cont.)

	<u>Jun-23</u>		Budget \$ Over Budget		% of Budget		
Cemetery Operations							
55500 Fuel, Oil & Equipment	\$	1,986	\$	15,000	\$	(13,014)	13.2%
56000 Tree Removal/Monument Repair	\$	2,100	\$	19,000	\$	(16,900)	11.1%
56500 Equipment Repairs	\$	2,035	\$	12,000	\$	(9,965)	17.0%
56600 Cemetery Supplies & Maintenance	\$	1,128	\$	15,000	\$	(13,872)	7.5%
56700 Rental Equipment & Leasing	\$	-	\$	12,000	\$	(12,000)	0.0%
56800 Removal of Leaves/Branches	\$	835	\$	4,000	\$	(3,165)	20.9%
57000 Office Repairs & Maintenance	\$	-	\$	2,000	\$	(2,000)	0.0%
57602 Grounds Maintenance/Repairs	\$	840	\$	25,000	\$	(24,160)	3.4%
57603 Road, Fence, Lot, Drains	\$	2,560	\$	20,000	\$	(17,440)	12.8%
57700 Equipment Building	\$	-	\$	1,500	\$	(1,500)	0.0%
58100 Grave Markers	\$	603	\$	15,000	\$	(14,397)	4.0%
59900 Other Cemetery Expenses	\$	23	\$	1,000	\$	(977)	2.3%
Total Cemetery Operations	\$	12,110	\$	141,500	\$	(129,390)	8.6%
Total Expense	\$	176,307	\$	984,500	\$	(808,193)	17.9%
Net Income	\$	193,434	\$	(148,600)	\$	342,034	

Checking Account Activity

<u>Date</u>	<u>Number</u>	<u>Name</u>		<u>Amount</u>
10500 Heartland (7774)				
06/01/2023	Deposit	HBT - Heartland Bank & Trust		96.80
06/02/2023	Deposit	HBT - Heartland Bank & Trust		76.93
06/04/2023	Deposit	HBT - Heartland Bank & Trust		96.80
06/05/2023	Deposit	HBT - Heartland Bank & Trust		221.04
06/06/2023	42486	COMCAST Business		-221.82
06/06/2023	42487	Dave Capodice Excavating Inc		-829.76
06/06/2023	Deposit	HBT - Heartland Bank & Trust		193.15
06/08/2023	Deposit	HBT - Heartland Bank & Trust		305.00
06/09/2023	Deposit	HBT - Heartland Bank & Trust		48.25
06/12/2023	Deposit	HBT - Heartland Bank & Trust		3,412.57
06/13/2023	42488	VISA BMCU1484		-2,487.81
06/13/2023	42489	Embark Tree Removal		-2,100.00
06/13/2023	42490	Don Owen Tire Service Inc		-97.53
06/13/2023	42491	Nord Outdoor Power		-59.28
06/13/2023	42492	RP Lumber Company Inc		-20.94
06/13/2023	42493	McLean County Museum of History		-5,000.00
06/13/2023	20230613	Rowe, Dorothy		-600.00
06/13/2023	20230613	Storrs, Edward & Pamala		-2,200.00
06/14/2023	Deposit	HBT - Heartland Bank & Trust		23.97
06/15/2023	20230615	Payroll Direct Deposit		-12,322.34
06/15/2023	41047273	EFTPS - IRS		-4,037.02
06/15/2023	0653884112	IL Dept of Revenue		-777.17
06/15/2023	Deposit	HBT - Heartland Bank & Trust		450.00
06/15/2023	Deposit	HBT - Heartland Bank & Trust		96.80
06/16/2023	Deposit	HBT - Heartland Bank & Trust		2,025.82
06/20/2023	Deposit	HBT - Heartland Bank & Trust		47.95
06/21/2023	Deposit	HBT - Heartland Bank & Trust		96.35
06/21/2023	Deposit	HBT - Heartland Bank & Trust		3,749.80
06/22/2023	Deposit	HBT - Heartland Bank & Trust		13,490.11
06/22/2023	Deposit	HBT - Heartland Bank & Trust		385.76
06/23/2023	Deposit	HBT - Heartland Bank & Trust		194.32
06/27/2023	42494	City of Bloomington Water Dept		-523.58
06/27/2023	42495	Wollenschlager, Dale W, Masonry		-4,230.00
06/27/2023	42496 42497	NICOR Gas		-105.70
06/27/2023		Morris Avenue Garage		-40.00
06/27/2023	42498	City of Bloomington TWP - Reimburse		-8,249.41
06/29/2023	Deposit	HBT - Heartland Bank & Trust		291.00
06/29/2023	Deposit	HBT - Heartland Bank & Trust		3,452.00
06/30/2023	20230630	Payroll Direct Deposit		-10,496.19
06/30/2023	43832473	EFTPS - IRS		-3,279.96
06/30/2023	0986232528	IL Dept of Revenue		-652.95
06/30/2023 06/30/2023	0799618768	IDES - IL Dept of Emp Sec HBT - Heartland Bank & Trust		-2,040.32 96.35
06/30/2023	Deposit Credit	Interest		2.13
00/30/2023	Credit	IIICICS	Total	-31,518.88
			Iotai	31,310.00

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND ACCOUNTS McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

COUNTY OF McLEAN)

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND ACCOUNTS

)SS

I, the CEMETERY MANAGER of EVERGREEN MEMORIAL CEMETERY, a component unit of the Town of the City of Bloomington, McLean County, Illinois, do hereby attest that the payouts certified and submitted to the CEMETERY BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, a component unit of the Town of the City of Bloomington, have passed this Motion at a regularly constituted Meeting of the CEMETERY BOARD. I shall retain a copy of this documentation and shall forward the same to the Township Supervisor for payment within twenty (20) days after presentation of this Certificate to the Town Supervisor.

Misty Porter, Cemetery Manager

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Cemetery Board of Trustees. These amounts include billings that have been received from **June 13, 2023 through July 10, 2023**.

That said DEBORAH L. SKILLRUD, being duly sworn, doth depose and say that the following bills are correct, reasonable and unpaid and should receive the approval of the Cemetery Board of Trustees.

Subscribed and sworn to before me this 10th day of July 2023.

Supervisor of the Town of the City of Bloomington, McLean County, Illinois.

Notary Public

This 10th day of July 2023.

Garrett Thalgott

WE, the undersigned CEMETERY BOARD OF TRUSTEES, do hereby authorize payment of the bills attached hereto as Exhibit "A". We have examined the foregoing proposed claims and find the same in all respects true and correct and that there is a verified statement from the Township Supervisor indicating that these amounts should be paid and that the CEMETERY BOARD OF TRUSTEES of the Town of the City of Bloomington, at a regularly constituted Meeting and by Motion agreed to by majority of the members of the CEMETERY BOARD OF TRUSTEES, said amounts shall be paid in accordance with 60 ILCS 1/80-50.

Cemetery Board President:

Joseph B Gibson

Brad A Williams

Cemetery Board Vice President:

Board of Trustees of the Evergreen M

Board of Trustees of the Evergreen Memorial Cemetery, Town of the City of Bloomington, McLean County, Illinois

CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: July 10, 2023 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
56600	C A Joseph Co Inc	Crypt Sealers & delivery charge (estimated)	7/31/23	\$275.00
56000	Embark Tree Removal	large tree branch removal emergency (estimated)	7/31/23	\$1,600.00
52000	Kaeb Janitorial Supplies/VISA	Towel Dispenser & paper towels (estimated)	7/31/23	\$200.00
56600	Lowe's/Others/VISA	marking supplies, outdoor lightbulbs (estimated)	7/31/23	\$200.00
56700	Midwest Construction Rental/Others/VISA	stump grinder rental (estimated)	7/31/23	\$350.00
54000	Pantagraph-Lee Industries-Central IL/VISA	Advertising: RFP (estimated)	7/31/23	\$146.40
58260	Pontiac Granite	4 columbarium units (estimated)	7/31/23	\$199,650.00
58100	Pontiac Granite Company	bronze plaque <mark>(estimated)</mark>	7/31/23	\$2,000.00
56600	Ron Smith Printing Co/Others/VISA	Maps update (estimated)	7/31/23	\$620.00
56600	Walmart/VISA	map frame (estimated)	7/31/23	\$135.00
		TOTAL: Requests for Payments		\$205,176.40

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