

# MINUTES OF THE EVERGREEN MEMORIAL CEMETERY

## BOARD OF TRUSTEES MEETING

February 12, 2024

The Board of Trustees for the Evergreen Memorial Cemetery met in the Cemetery office located at 302 E. Miller St., at 6:00 P.M.

Trustee Gibson directed the Cemetery Manager to call the roll and the following members of the Board answered present:

Trustees: Joseph Gibson, President, Garrett Thalgott, Vice President and Brad Williams, Secretary/Treasurer.

Staff: Misty Porter, Cemetery Manager and Kyle Durflinger, Ground Supervisor.

Presentation by Emily McCusker and Norris Porter, McLean County Museum of History, to request sponsorship for the 2024 Cemetery Walk.

Presented: Emily McCusker started the presentation. See Exhibit A provided by Emily McCusker. She went over the 2023 attendance totals for the Cemetery Walk. Emily also, explained that this year due to bussing issues there will be less school day tours, but they will be a longer duration allowing the students to view the whole walk whereas in the past they've seen a shortened version. She stated that most of district 87 will be using the virtual walk as well as supplying teachers with history about the cemetery and Bloomington. The information will also include proper cemetery etiquette when visiting a cemetery. Trustee Gibson asked the general age for students attending, Emily replied that typically the students are middle school age. Emily said this year's walk will be the 30<sup>th</sup> Anniversary. Norris started off stating that the Museum always receives great compliments about the cemetery. He said the cemetery staff are very helpful and knowledgeable about the cemetery and the families coming to visit during the walk. Norris then presented the financial side of the walk. See Exhibit B provided by Candace Summers who was not in attendance. Norris said the walk overall costs around \$89,000 and after donations and member contributions the museum is still in the negative around \$7,500. He said that this year Normal Township has given a donation to cover the expense of the virtual portion of the walk. The museum is asking the cemetery for a \$5,000.00 sponsorship to help ensure the walk will be provided to students and senior centers at no cost.

Opening of sealed proposals for Request for Proposal (RFP) 2024-01

1 Bid was presented as follows:

Pontiac Granite Company 2 - 48-unit columbariums - \$105,000.00

"Consent Agenda:

- A. Approval of Minutes of the January 08, 2024, Board Meeting as submitted by Staff.  
(Recommend that the Minutes of the January 08, 2024, Meeting be approved as presented.)
- B. Approval of Anticipated Expenditures as presented for the month February 2024.  
(Recommend that the Anticipated Expenditures be approved as presented.)

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the Consent Agenda as presented.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

Approval by Board of Monthly Cemetery Audit for January 2024.

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the Monthly Cemetery Audit for January 2024 as presented and forward on to the Township Board for action and approval at their February 26, 2024, meeting.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

Discussion and approval of accepting proposal for RFP 2024-01.

Discussion took place: Misty read through the proposal. All Trustees looked over the provided blueprints for the new units. Misty stated that the units will come with a full perpetual care warranty. Kyle stated the units will match the exterior of the existing units at the mausoleum with the interior being aluminum which provides a much more professional appearance during funeral services.

Motion by Trustee Thalgott, seconded by Trustee Gibson to approve accepting proposal from Pontiac Granite Company for RFP 2024-01 (Purchase of 2 new 48 Unit Columbarium) at 6:40 P.M.

Ayes: Trustees Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

Discussion and approval of Fiscal Year 2025 Budget. (Recommend that the FY 2025 Budget be approved and forwarded on to the Township Board for action and approved at their February 26, 2024, meeting.)

Discussion took place: Misty stated nothing has been adjusted since the previous board meeting. Trustee Gibson asked if anyone has any questions. All trustees responded no.

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the Fiscal Year 2025 Budget as presented.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

Discussion on overdue customer accounts.

Discussion took place: Misty said that several accounts are passed due. She said that there have been several attempts to contact the customers over the last 2 years. Cemetery Manager suggested to take the money paid on the accounts less 10% per the contract and turn the funds over to the Illinois Treasurer unclaimed funds. Trustee Thalgott suggests to write up a policy stating that after 1 letter and 3 unanswered calls then the account will be closed and funds will be transferred to Illinois unclaimed funds. Misty said she will work on writing a policy to approve at the upcoming March meeting.

2024 Year to Date Burials:   Evergreen Memorial Cemetery - 3  
  East Lawn Memorial Gardens Cemetery - 3  
  Park Hill Cemetery - 4  
  Evergreen Memorial Pet Cemetery - 0

Comments: Kyle stated that the seasonal grounds crew members will be returning on March 4<sup>th</sup>. Misty said that the Farnsworth report came in and that will be on the March agenda for discussion. Trustee Thalgott suggested to start contacting vendors to look over the repairs mentioned in the report to see if RFP's will be needed. He also asked if any estimates are scheduled to contact a trustee so they can be present. Misty said the Township Supervisor has invited staff and trustees to the open house event on March 5<sup>th</sup> from 10-2. The ribbon cutting will be at 11:30.

Public Comments: No one came forward to address the Board.

Motion by Trustee Williams, seconded by Trustee Thalgott to adjourn. Time: 7:09 P.M.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Gibson, Thalgott, and Williams.

Nays: None.

Motion carried.

Respectfully submitted,

Joseph Gibson, President

Garrett Thalgott, Vice President

Brad Williams, Secretary/Treasurer

Passed and approved this 11<sup>th</sup> day of March 2024.

Attest: \_\_\_\_\_ President

\_\_\_\_\_ Vice President

\_\_\_\_\_ Secretary/Treasurer

MDP

# Cemetery Walk Notes

Trustee Meeting 2/12/2024

## 2023 Attendance

General Public (in person)	1,336
General Public (virtual)	256
Students (in person)	943 (144 adults, 799 students)
Students (virtual)	596 (9 adults, 587 students)
Senior Centers	3 centers, unknown viewers
<b>2023 Total Attendance</b>	<b>Approx. 3,131</b>

## 2024

- Students will once again be able to attend school performances of the Cemetery Walk free of charge! The Virtual Cemetery Walk will be free to students, as well as seniors living in care facilities. We are so pleased to be able to offer this once again.
- Our weekday schedules are returning to 90-minute slots and are changing to accommodate the needs of the schools we serve, especially in terms of transportation. Updated schedules are as follows:
  - Monday, October 7-Thursday, October 10:
    - 9:30-11 AM
    - 11:45 AM-1:15 PM
  - Monday, October 7 ONLY
    - 1:45-3:15 PM (Home School tour)
- For the 30th anniversary of the Walk, we will be marking the graves of each individual we have featured in the past.
  - County of McLean's virtual map of featured graves-  
[https://mcggis.maps.arcgis.com/apps/webappviewer/index.html?id=640d75ff6c4d403784dcc2e9062ea71a&fbclid=IwAR00E\\_XOQlgJ6\\_dDbau0AgULEhK6o2kYXWbd2CR2e5hR\\_CnknYQHSAZbswM](https://mcggis.maps.arcgis.com/apps/webappviewer/index.html?id=640d75ff6c4d403784dcc2e9062ea71a&fbclid=IwAR00E_XOQlgJ6_dDbau0AgULEhK6o2kYXWbd2CR2e5hR_CnknYQHSAZbswM)

## 2024 Featured Characters

- **Ange Milner:** The first librarian at Illinois State Normal University (Fan Favorite; Featured 2007)
- **Captain Julius Witherspoon:** former Bloomington Police officer and captain of the all-Black Eighth Illinois Volunteer Infantry; served in Cuba during the Spanish-American War (Fan Favorite; Featured 1996, 2004)
- **Eva Jones:** first person of color to serve on the Bloomington City Council and the Bloomington Board of Education; staunch advocate for the community's youth (Featured 2006)
- **Georgina Trotter and Sarah Raymond Fitzwilliam:** a pair that immensely improved education for the students in Bloomington Public Schools.
  - **Trotter:** first woman elected to the Bloomington Board of Education (Featured 1998, 2012)
  - **Fitzwilliam:** first woman to serve as Superintendent of what is now District 87 (Featured 1996)
- **June Crandall:** Kentucky native working in Bloomington Coal Company's mines; staunch supporter and active member of unions, the Socialist Party, and efforts to improve equality in the workplace (Featured 2006)
- **Gus and Edith Belt:** founders of Steak-n-Shake (Visiting Voices, NEW)

## EXHIBIT B

Staff time spent on working on the planning and implementing the *Evergreen Cemetery Walk* (conservative estimates) based on 2023 figures.

### Expenses

<b>Budgeted (Education and Marketing)</b>		<b>Spent (Education and Marketing)</b>
Education	\$29,565	\$ 29,536.06
Marketing	\$1,500	\$1,500
Development		\$200.00
Total:	\$31,065	\$31,236.06

### **Cost for household tickets waived for students (remote learning households and individual classes), senior care facilities, and in person student tours**

In Person student tours at Evergreen Cemetery- 943 (144 adults, 799 students). Amount of fees waived/reduced for students and chaperones: **\$6,475** (124 adults x \$20 = \$2,480 and 799 students x \$5 = \$3,995). *\*\*Note, we did charge students a reduced rate of \$3.00 each which is included in the ticket sales below\*\**

**Grand total admission waived/reduced: \$6,475**

### **Staff Time by Department Spent on Planning and Implementing the Evergreen Cemetery Walk (Rough Estimates)**

**Education: 1,500 hours**  
**Volunteers: 250 hours**  
**Development: 150 hours**  
**Marketing: 185 hours**  
**Digital Humanities: 70 hours**  
**Library: 50 hours**  
**Curator/Registrar: 20 hours**  
**Executive Director: 15 hours**  
**Visitors Center: 35 hours**

Volunteer Hours: 1,072.25 (valued at \$31.80 per hour = \$34,097.55)

**Estimated Total Staff Time Invested in the Evergreen Cemetery Walk: 2,275 hours**

**Cost of Staff Time for the Evergreen Cemetery Walk: 2,275 x \$25.00 = \$56,875**

**Total cost of the Evergreen Cemetery Walk (not including volunteer time): \$88,111.06**

### **Cash Flow**

2023 Ticket Sales	\$28,713
Support from Members	\$9,972
Playbill Ads	\$3,700
Food Underwriters/providers	\$2,575
Sponsorships	\$15,850

Video Stream Special Sponsor  
Media In Kind  
**Total Cash Receipts**

\$3,000  
\$16,750  
**\$80,560**

**Cemetery Walk Net Proceeds**

**(\$7,551.06)**