

EVERGREEN MEMORIAL CEMETERY CLOSED MEETING

SPECIAL MEETING NOTICE EXECUTIVE SESSION AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date 12/05/2016
Place: Evergreen Memorial Cemetery Office
302 E. Miller St., Bloomington, IL 61701
Time: 4:00 P.M.

- I. Call to order: Gene Lorch.
- II. Roll Call of Attendance.
- III. Motion to adjourn to Executive Session regarding 5 ILCS 120/2 (c) (1).
 - A. Appointment, employment, compensation, discipline, performance, or dismissal of specific employees. (No formal action will be taken at this meeting.)
- IV. Motion to adjourn Executive Session and return to Special Session.
- V. Public Comment.
- VI. Comment.
- VII. 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--EVERGREEN MEMORIAL 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 November 2016**, 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 **12th day of December 2016**.

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

Notary Public

This **12th day of December 2016**.

WE, the undersigned BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$50.00** in Petty Cash held at Evergreen Memorial Cemetery Office, **\$136,281.40** at HEARTLAND BANK 7774, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$273,997.59** at HEARTLAND BANK 7782, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, a balance of **\$103,319.64** at HEARTLAND BANK 7114, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$200,998.52** in STATE FARM BANK 0441, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Eugene C Lorch

Cemetery Board Vice President:

Gregory E Fraley

Secretary/Treasurer for Cemetery Board:

Joe Gibson

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

This **19th day of December 2016**.

WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct.

WARD 1: Kevin Lower

WARD 6: Karen A Schmidt

WARD 2: David M Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana Hauman

WARD 4: Amelia S Buragas

WARD 9: James A Fruin

WARD 5: Joni Painter

Trustee Tari Renner

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 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 Supervisor.

Town Clerk

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Month of: NOVEMBER 2016

Funds at Commencement

Cash: Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	166,235	
Cash: Heartland Bank 7782 (Reserve)	\$	260,366	
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019)	\$	200,753	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	103,531	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	176,364	
		<hr/>	
			\$ 907,298

Funds Received This Month

Real Estate Tax Levy	\$	13,598	
Opening/Closing Fees	\$	7,742	
Sale of Lots	\$	5,030	
Sale of Crypts	\$	175	
Sale of Niches	\$	117	
Interest: Reserve/Checking/Back Taxes	\$	280	
Income from Trusts	\$	13	
Other Income	\$	18,482	
Inspection Fees	\$	375	
		<hr/>	
			\$ 45,811
			<hr/>
			\$ 953,109
			<hr/>
			\$ 62,098
			<hr/>
			\$ 891,011

Funds Expended This Month

Funds at Month End

Cash: Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	136,281	
Cash: Heartland Bank 7782 (Reserve)	\$	273,998	
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019)	\$	200,999	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	103,320	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	176,364	
		<hr/>	
			\$ 891,011

Checking Account Activity

Checkbook Balance at Commencement			\$	166,235
Deposits				
Opening/Closing Fees	\$	7,742		
Sale of Lots	\$	5,030		
Sale of Crypts	\$	175		
Sale of Niches	\$	117		
Other Income	\$	18,482		
Inspection Fee	\$	375		
2016 Annual Maintenance (G/B/S,Mc) Transferred to Acct 7114	\$	1,524		
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	(1,300)		
Total Deposits for Month		<hr/>	\$	32,145
				\$ 198,379
Checks Written				
Compensation & Benefits	\$	31,829		
Administrative Expenses	\$	12,284		
Cemetery Improvements, Maintenance & Repair	\$	15,122		
Cemetery Operations	\$	2,863		
Total Checks Written		<hr/>	\$	62,098
				\$ 62,098
				<hr/>
				\$ 136,281

Bank Reconciliation at Month End

Balance per Bank Statement	\$	149,431	
Less Outstanding Checks	\$	(13,149)	
		<hr/>	
			\$ 136,281

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Statement of Receipts and Disbursements

Income			<u>Nov-16</u>
Revenue			
40100 Real Estate Tax Levy		\$ 13,598	
42000 Opening/Closing Fee		\$ 7,742	
42500 Sale of Lots		\$ 5,030	
43000 Sale of Crypts		\$ 175	
43100 Sale of Niches		\$ 117	
43500 Interest: Savings/Checking/Back Taxes		\$ 280	
49000 Income from Trusts		\$ 13	
49020 Other Income		\$ 18,482	
49021 Inspection Fees		\$ 375	
	Total Revenue		\$ 45,811
		Total Income	\$ 45,811
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$ 6,360	
50102 Wages: Cemetery Staff		\$ 16,883	
50201 Payroll Taxes: FICA		\$ 1,670	
50202 IMRF		\$ 3,139	
50204 Health Insurance		\$ 3,424	
50205 Direct Deposit Transmittal Fees		\$ 21	
50206 TASC Annual Fees		\$ 332	
	Total Compensation & Benefits		\$ 31,829
Administrative Expenses			
51500 Contractual Services		\$ 370	
52000 Office Supplies		\$ 287	
52500 Utilities		\$ 2,029	
55400 Special Event Expenses		\$ 9,159	
55450 Other Admin Expenses		\$ 439	
	Total Administrative Expenses		\$ 12,284
Cemetery Improvements, Maintenance & Repair			
57601 Flags & Flag Poles		\$ 1,290	
57602 Grounds Maintenance/Repair		\$ 316	
57700 Equipment Building		\$ 7,328	
57800 Operating Equipment		\$ 460	
58000 Mausoleum (including debt service)		\$ 5,066	
58100 Grave Markers		\$ 662	
	Total Cemetery Improvements, Maintenance & Repair		\$ 15,122
Cemetery Operations			
55500 Fuel, Oil and Equipment		\$ 1,052	
56500 Equipment Repairs		\$ 1,724	
56600 Cemetery Supplies & Maintenance		\$ 88	
	Total Cemetery Operations		\$ 2,863
		Total Expense	\$ 62,098
Net Income			\$ (16,287)

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Year to Date Budget Comparison

Income	<u>Nov-16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ 505,413	\$ 506,600	\$ (1,187)	99.8%
41000 Personal Property Replacement Tax	\$ 33,109	\$ 45,000	\$ (11,891)	73.6%
42000 Opening/Closing Fee	\$ 43,358	\$ 50,000	\$ (6,642)	86.7%
42100 Marker Commission	\$ 2,416	\$ 7,000	\$ (4,584)	34.5%
42500 Sale of Lots	\$ 42,288	\$ 65,000	\$ (22,712)	65.1%
43000 Sale of Crypts	\$ 5,210	\$ 8,000	\$ (2,790)	65.1%
43100 Sale of Niches	\$ 5,045	\$ 15,000	\$ (9,955)	33.6%
44700 Sale of Burial Supplies	\$ 2,300	\$ 2,000	\$ 300	115.0%
44800 Chapel Fee	\$ 300	\$ 1,000	\$ (700)	30.0%
42400 Sales - Other	\$ -	\$ 2,500	\$ (2,500)	0.0%
43500 Interest: Savings/Checking/Back Taxes	\$ 1,243	\$ 6,000	\$ (4,757)	20.7%
49000 Income from Trusts	\$ 5,358	\$ 3,000	\$ 2,358	178.6%
49020 Other Income	\$ 53,203	\$ 48,690	\$ 4,513	109.3%
49021 Inspection Fees	\$ 2,850	\$ 3,000	\$ (150)	95.0%
Total Revenue	<u>\$ 702,093</u>	<u>\$ 762,790</u>	<u>\$ (60,698)</u>	<u>92.0%</u>
Total Income	\$ 702,093	\$ 762,790	\$ (60,698)	92.0%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 50,320	\$ 81,000	\$ (30,680)	62.1%
50102 Wages: Cemetery Staff	\$ 165,243	\$ 233,000	\$ (67,757)	70.9%
50103 Trustee Compensation	\$ 2,167	\$ 3,000	\$ (833)	72.2%
50201 Payroll Taxes: FICA	\$ 15,790	\$ 24,000	\$ (8,210)	65.8%
50202 IMRF	\$ 29,549	\$ 45,000	\$ (15,451)	65.7%
50203 Unemployment Insurance	\$ 5,869	\$ 18,000	\$ (12,131)	32.6%
50204 Health Insurance	\$ 27,394	\$ 50,000	\$ (22,606)	54.8%
50205 Direct Deposit Transmittal Fees	\$ 282	\$ 450	\$ (168)	62.6%
50206 TASC Annual Fees	\$ 332	\$ 400	\$ (68)	82.9%
Total Compensation & Benefits	<u>\$ 296,945</u>	<u>\$ 454,850</u>	<u>\$ (157,905)</u>	<u>65.3%</u>
Administrative Expenses				
51100 Casualty Insurance	\$ 20,033	\$ 21,000	\$ (967)	95.4%
51500 Contractual Services	\$ 1,659	\$ 5,100	\$ (3,441)	32.5%
52000 Office Supplies	\$ 2,177	\$ 3,000	\$ (823)	72.6%
52500 Utilities	\$ 10,821	\$ 14,500	\$ (3,679)	74.6%
54000 Advertising	\$ 2,751	\$ 13,570	\$ (10,819)	20.3%
54500 Dues/Seminars	\$ 150	\$ 600	\$ (450)	25.0%
55500 Legal Expense	\$ -	\$ 1,000	\$ (1,000)	0.0%
55100 Audit Expense	\$ -	\$ 6,800	\$ (6,800)	0.0%
55200 COBT (financial)	\$ -	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses	\$ 37,290	\$ 49,450	\$ (12,160)	75.4%
55450 Other Admin Expenses	\$ 4,460	\$ 3,700	\$ 760	120.5%
Total Administrative Expenses	<u>\$ 79,341</u>	<u>\$ 130,920</u>	<u>\$ (51,579)</u>	<u>60.6%</u>
Cemetery Improvements, Maintenance & Repairs				
57000 Office Building	\$ -	\$ 500	\$ (500)	0.0%
57601 Flags & Flag Poles	\$ 7,149	\$ 6,000	\$ 1,149	119.2%
57602 Grounds Maintenance/Repairs	\$ 7,754	\$ 13,700	\$ (5,946)	56.6%
57603 Road, Fence, Lot, Drains	\$ 105	\$ 7,000	\$ (6,895)	1.5%
57700 Equipment Building	\$ 11,194	\$ 9,000	\$ 2,194	124.4%
57800 Operating Equipment	\$ 14,562	\$ 17,321	\$ (2,759)	84.1%
57900 Office Equipment	\$ 349	\$ 508	\$ (159)	68.7%
58000 Mausoleum (including debt service)	\$ 40,528	\$ 60,792	\$ (20,264)	66.7%
58100 Grave Markers	\$ 5,691	\$ 5,500	\$ 191	103.5%
58400 Scattering Grounds	\$ -	\$ 2,500	\$ (2,500)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	<u>\$ 87,332</u>	<u>\$ 122,821</u>	<u>\$ (35,489)</u>	<u>71.1%</u>

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Nov-16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 6,143	\$ 13,000	\$ (6,857)	47.3%
56000 Tree Removal/Monument Repair	\$ 1,200	\$ 19,999	\$ (18,799)	6.0%
56500 Equipment Repairs	\$ 5,151	\$ 6,000	\$ (849)	85.9%
56600 Cemetery Supplies & Maintenance	\$ 913	\$ 2,500	\$ (1,587)	36.5%
56700 Rental Equipment & Short-term Leases	\$ 33	\$ 500	\$ (467)	6.6%
56800 IGA w/COB for leaves & branches disposal	\$ 2,200	\$ 2,200	\$ -	100.0%
59900 Other Cemetery Expenses	\$ -	\$ 10,000	\$ (10,000)	0.0%
Total Cemetery Operations	\$ 15,641	\$ 54,199	\$ (38,558)	28.9%
Total Expense	\$ 479,259	\$ 762,790	\$ (283,531)	62.8%
Net Income	\$ 222,833	\$ -	\$ 222,833	

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10500 Heartland 7774			
11/01/2016	Deposit	HBT - Heartland Bank & Trust	235.00
11/01/2016	EFT	Woodforest National Bank	-438.90
11/01/2016	40760	Ameren Illinois	-380.11
11/01/2016	40761	Frontier Communications	-226.82
11/01/2016	40762	AT&T Mobility	-169.56
11/01/2016	40763	Billy D Crow	-435.33
11/02/2016	02020981	EFTPS - IRS	-96.76
11/03/2016	Deposit	HBT - Heartland Bank & Trust	4,300.00
11/04/2016	Deposit	HBT - Heartland Bank & Trust	460.00
11/04/2016	Deposit	HBT - Heartland Bank & Trust	3,052.00
11/09/2016	Deposit	HBT - Heartland Bank & Trust	10.00
11/10/2016	Deposit	HBT - Heartland Bank & Trust	485.00
11/15/2016	20161115	Payroll Direct Deposit	-6,798.45
11/15/2016	90711955	EFTPS - IRS	-2,115.42
11/15/2016	40764	IL State Disbursement Unit	-93.00
11/15/2016	40765	BL Pest Control	-35.00
11/15/2016	40766	Chief City Mechanical, Inc.	-157.00
11/15/2016	40767	Cold Spring Memorial Group	-207.00
11/15/2016	40768	Dave Capodice Excavating Inc	-315.62
11/15/2016	40769	Evergreen FS Inc	-1,051.95
11/15/2016	40770	Illini Fire Equipment	-178.25
11/15/2016	40771	John Deere Financial	-460.01
11/15/2016	40772	Nord Outdoor Power	-299.99
11/15/2016	40773	Peoria Flag & Decorating Company	-1,290.00
11/15/2016	40774	Pontiac Granite Co Inc	-455.00
11/15/2016	40775	Heartland Bank & Trust - mausoleum	-5,066.00
11/15/2016	40776	Visa Elan...6929	-1,370.11
11/16/2016	1116161546	Schierbeck, Marsha	-1,000.00
11/16/2016	1116161548	Hinchee, Linda	-300.00
11/16/2016	1116161564	Gridley/Bell,Scott,McCormick Trust	1,524.00
11/17/2016	Deposit	HBT - Heartland Bank & Trust	18,882.14
11/18/2016	40777	Christopher D Anderson	-100.00
11/18/2016	40778	Richard A Rusher	-100.00
11/18/2016	40779	Deonte A Tucker	-100.00
11/18/2016	40780	Marcus A Tucker	-100.00
11/18/2016	40781	Gabrielle Y Nichols -	-100.00
11/18/2016	40782	Tina M Crow	-100.00
11/18/2016	40783	Kyle J Durlinger	-100.00
11/18/2016	40784	Terry L Hansen	-100.00
11/18/2016	40785	Rick D Redfair	-100.00
11/18/2016	40786	Billy D Crow	-100.00
11/18/2016	40787	Christopher D Anderson	-50.00
11/18/2016	40788	Billy D Crow	-50.00
11/18/2016	40789	Gabrielle Y Nichols -	-50.00
11/18/2016	40790	Rick D Redfair	-50.00
11/18/2016	40791	Deonte A Tucker	-50.00
11/18/2016	40792	Marcus A Tucker	-50.00
11/18/2016	40793	Tina M Crow	-50.00
11/18/2016	40794	Kyle J Durlinger	-50.00
11/18/2016	40795	Terry L Hansen	-50.00
11/18/2016	40796	Richard A Rusher	-50.00
11/18/2016	44006804	EFTPS - IRS	-260.00
11/18/2016	40797	Peoria Flag & Decorating Company	-1,145.00
11/18/2016	40798	Pontiac Granite Co Inc	-7,800.00
11/18/2016	40799	RP Lumber Company Inc	-64.98
11/22/2016	Deposit	HBT - Heartland Bank & Trust	2,400.00
11/22/2016	40800	H&O Roofing Inc	-4,625.00
11/22/2016	40801	H&O Roofing Inc	-2,465.00
11/25/2016	40802	Christopher D Anderson	-1,054.40

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Checking Account Activity (continued)

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
11/25/2016	40803	Richard A Rusher	-805.25
11/25/2016	40804	Deonte A Tucker	-956.05
11/25/2016	40805	Marcus A Tucker	-890.83
11/25/2016	80212204	EFTPS - IRS	-1,154.06
11/25/2016	40806	IL State Disbursement Unit	-93.00
11/25/2016	40807	NICOR Gas	-133.00
11/25/2016	40808	City of Bloomington Water Dept	-354.17
11/28/2016	Deposit	HBT - Heartland Bank & Trust	25.00
11/30/2016	Deposit	HBT - Heartland Bank & Trust	2,071.60
11/30/2016	40809	City of Bloomington TWP - Reimburse	-9,293.41
11/30/2016	20161130	Payroll Direct Deposit	-4,200.62
11/30/2016	62944352	EFTPS - IRS	-1,409.30
11/30/2016	0280924352	IL Dept of Revenue	-672.96
11/30/2016	40810	CNH Capital	-815.21
11/30/2016	40811	AT&T Mobility	-169.56
11/30/2016	40812	Frontier Communications	-226.03
11/30/2016	40813	Ameren Illinois	-369.75
		Total	<u><u>-29,953.12</u></u>