

MINUTES OF THE EVERGREEN MEMORIAL CEMETERY
BOARD OF TRUSTEES MEETING
April 8, 2019

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.

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

Staff and Elected Official: Tina Crow, Cemetery Manager, Terry Hansen, Cemetery Grounds Supervisor, Misty Porter, Office Administrator and Deb Skillrud, Township Supervisor.

Opening of sealed proposals for Request for Proposal (RFP) 2019-01 (Tree Removal and Pruning) 6:02pm

Opening of sealed proposals for RFP 2019-02. 6:09 p.m.

Opening of sealed proposals for RFP 2019-03. 6:10 p.m.

Opening of sealed proposals for RFP 2019-04. 6:12 p.m.

“Consent Agenda: 6:15 p.m.

- A. Approval of Minutes of the March 11, 2019 Board Meeting as submitted by Staff. (Recommend that the Minutes of the March 11, 2019 Meeting be approved as presented.)
- B. Approval of Minutes of the March 11, 2019 Board Meeting Executive Session as submitted by Cemetery Staff. (Recommend that the Minutes of the March 11, 2019 Executive Session be approved as presented.)
- C. Approval of Anticipated Expenditures, with estimated expenses for fiscal year 2019-2020 as presented, with Addendum to the pay request for the month April 2019. (Recommend that the Anticipated Expenditures and addendum be approved as presented.)

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

Ayes: Trustee Thalgott and Trustee Gibson.

Nays: None

Motion carried.

Approval by Board of Monthly Cemetery Audit for March 2019.

Motion by Trustee Thalgott, seconded by Trustee Gibson to approve the Monthly Cemetery Audit for March 2019 as presented and forward on to Township Board for action and approval at their April 22, 2019 meeting.

Ayes: Trustee Thalgott and Trustee Gibson.

Nays: None

Motion carried.

Approval by Board to transfer \$50,000.00 from Reserve Account (7782) to Business Checking Account (7774) based on board approval of 02/11/2019 and 03/11/2019 \$50,000 transfers from last fiscal year 2019-2020 and not used.

Motion by Trustee Thalgott, seconded by Trustee Gibson to approve a transfer of \$50,000.00 from Reserve Account (7782) to Business Checking Account (7774).

Ayes: Trustee Thalgott and Trustee Gibson.

Nays: None

Motion carried.

Discussion and approval of accepting proposal for a new roof and gutters on the cemetery office building due to roof leaking and creating further interior damage. (Recommend that the proposal for a new roof and gutters on the cemetery office building be accepted as presented.)

Motion by Trustee Thalgott, Seconded by Trustee Gibson to approve accepting proposal for cemetery office building roof.

Ayes: Trustee Thalgott and Trustee Gibson

Nays: None

Motion carried.

Public Comments: Alberts Bonnie Brae will stick with their bid if TNT Tree Service isn't able to fulfill the requirements needed.

Motion by Trustee Thalgott, seconded by Trustee Gibson to adjourn at 6:48 p.m.

Respectfully submitted,

Joseph Gibson, President
Garrett Thalgott, Secretary/Treasurer

Passed and approved this 13th day of May 2019.

Attest: _____ Secretary/Treasurer

_____ President

_____ Vice President

MDP

Evergreen Memorial Cemetery
302 E. Miller St.
Bloomington, IL 61701

Date: April 8, 2019
To: Board of Trustees
From: Cemetery Staff
Subject: Analysis of Request for Proposals for Columbarium

Additional cremation space is needed out in the cemetery grounds to better serve the public. A Request for Proposal (RFP) for tree removal and pruning was advertised on March 5, 2019. Evergreen placed a deadline of April 5, 2019 at 2:00 p.m. The RFP stated that the new 48 Columbarium Unit includes 24 single Niches and 24 Companion Niches. Granite will be American Northern Gray. Doors will be jet black polish granite. A minimum of a 4 ½ feet footing and concrete pad must be included in proposal.

One (1) proposal was received and evaluated. Due to the importance of accuracy, timeliness, technical knowledge and experience with Cemetery, the lowest cost was not the only factor in the selection process.

Each company submitted a proposal – in a sealed envelope which was opened on April 8, 2019 at 6:12 pm. Witnesses present during the bid opening were:

Deborah L. Skillrud	Township Supervisor
Joe Gibson	Cemetery Board President
Garrett Thalgott	Cemetery Board Treasurer
Tina Crow	Cemetery Manager
Terry Hansen	Grounds Supervisor
Misty Porter	Office Administrator

The following proposals were received for New Granite Columbarium:

Company	Units	Total
Pontiac Granite Co., Inc.	48	\$34,000

The Evergreen Memorial Cemetery respectfully recommends that the New Granite Columbarium be awarded to Pontiac Granite Co., Inc.

Respectfully,

Misty Porter
EMC Office Administrator

Evergreen Memorial Cemetery
302 E. Miller St.
Bloomington, IL 61701

Date: April 8, 2019
To: Board of Trustees
From: Cemetery Staff
Subject: Analysis of Request for Proposals for Equipment Purchase

The current operating vehicle has minor damages. A Request for Proposal (RFP) for new equipment was advertised on March 5, 2019. Evergreen placed a deadline of April 5, 2019 at 2:00 p.m. The RFP stated a New 1-ton, full size truck with aluminum hydraulic dump bed, single rear wheel, tow package, break controller, towing mirrors and trailer camera. With a trade in of a 2011 GMC Sierra K3500 with approximately 23,500 miles with a Boss 9' V Plow.

One (1) proposal was received and evaluated. Due to the importance of accuracy, timeliness, technical knowledge and experience with Cemetery, the lowest cost was not the only factor in the selection process.

Each company submitted a proposal – in a sealed envelope which was opened on April 8, 2019 at 6:09 pm. Witnesses present during the bid opening were:

Deborah L. Skillrud	Township Supervisor
Joe Gibson	Cemetery Board President
Garrett Thalgott	Cemetery Board Treasurer
Tina Crow	Cemetery Manager
Terry Hansen	Grounds Supervisor
Misty Porter	Office Administrator

The proposal addressed that the trade-in and the truck cost be separate. Evergreen requested that the proposals be submitted in this manner to ensure that qualifications, experience and price could be evaluated uniformly.

The following proposal was received for New Equipment:

Company	New Equipment	Trade-In Value	Total
CIT Trucks	\$53,100	\$18,500	\$34,600

The Evergreen Memorial Cemetery respectfully recommends that new equipment purchase be awarded to CIT Trucks.

Respectfully,

Misty Porter
EMC Office Administrator

Evergreen Memorial Cemetery
302 E. Miller St.
Bloomington, IL 61701

Date: April 8, 2019
To: Board of Trustees
From: Cemetery Staff
Subject: Analysis of Request for Proposals for Milling and Paving Roads

Several roads at the cemetery have damage or have high curbs and need to be milled down. A Request for Proposal (RFP) for tree removal and pruning was advertised on March 5, 2019. Evergreen placed a deadline of April 5, 2019 at 2:00 p.m. The RFP stated Evergreen Memorial Cemetery is accepting bids for Milling & Paving of Roads.

Saw cut and remove headers at each resurface area. Milling: 1.5" depth on designated surfaces. Paving: 1.5" of asphalt surface on designated surfaces. New parking area in front of cemetery office: Ground prep work will be done by cemetery personal. Sealing of cracks in cemetery roads to be determined by Cemetery Manager. Clean up of all left-over material.

Three (3) proposals were received and evaluated. Due to the importance of accuracy, timeliness, technical knowledge and experience with Cemetery, the lowest cost was not the only factor in the selection process.

Each company submitted a proposal – in a sealed envelope which was opened on April 8,2019 at 6:10 pm. Witnesses present during the bid opening were:

Deborah L. Skillrud	Township Supervisor
Joe Gibson	Cemetery Board President
Garrett Thalgott	Cemetery Board Treasurer
Tina Crow	Cemetery Manager
Terry Hansen	Grounds Supervisor
Misty Porter	Office Administrator

The proposal addressed that each area (9 areas) be bid individually. Evergreen requested that the proposals be submitted in this manner to ensure that qualifications, experience and price could be evaluated uniformly.

The following proposals were received for Milling and Paving roads:

Company	Area 1	Area 2	Area 3	Area 4	Area 5	Area 6	Area 7	Area 8	Area 9	Area 10 ?	Total
Tazewell County Asphalt	\$26,642.00	\$4,431.75	\$1,852.50	\$5,030.25	\$3,847.50	\$4,916.25	\$11,400.00	\$9,906.25	\$15,432.75		\$82,459.25
McLean County Asphalt	\$26,178.60	\$4,322.90	\$1,807	\$4,906.70	\$3,753	\$4,795.50	\$11,120.00	\$8,687.50	\$15,053.70		\$80,624.90
H.J. Eppel & Co. Contractors	\$24,909.00	\$3,394.00	\$2,277.00	\$5,962.00	\$4,057.00	\$3,334.00	\$12,282.00	\$8004.00	\$10,819.00	\$11,719.00	\$86,757.00

The Evergreen Memorial Cemetery respectfully recommends that the milling and paving work be awarded to McLean County Asphalt.

Respectfully,

Misty Porter
EMC Office Administrator

Evergreen Memorial Cemetery
302 E. Miller St.
Bloomington, IL 61701

Date: April 8, 2019
To: Evergreen Memorial Cemetery Board of Trustees
From: Cemetery Staff
Subject: Analysis of Request for Proposals for Tree removal and pruning

Several trees in the cemetery have become infested with insects or are diseased and needs to be removed or pruned. A Request for Proposal (RFP) for tree removal and pruning was advertised on March 5, 2019. Evergreen placed a deadline of April 5, 2019 at 2:00 p.m. The RFP stated that the Contractor shall remove trees deemed necessary for removal by Cemetery Manager. Clean up of all debris and stump removal by contractor. All trees shall be limbed out using appropriate rigging techniques to protect public safety and prevent unnecessary damage to surrounding turf, trees, shrubs, landscape plantings and tombstones. The Contractor shall prune trees designated by Cemetery Manager. Trees designated for pruning will be pruned of all dead, diseased, dying, doubled or broken limbs greater than two (>2) inches in diameter. In the case of ornamental/specimen trees, shaping for aesthetics may be requested.

Five (5) proposals were received and evaluated. Due to the importance of accuracy, timeliness, technical knowledge and experience with Cemetery, the lowest cost was not the only factor in the selection process.

Each company submitted a proposal – in a sealed envelope which was opened on April 8,2019 at 6:02 pm. Witnesses present during the bid opening were:

Deborah L. Skillrud	Township Supervisor
Joe Gibson	Cemetery Board President
Garrett Thalgott	Cemetery Board Treasurer
Tina Crow	Cemetery Manager
Terry Hansen	Grounds Supervisor
Misty Porter	Office Administrator

The proposal addressed that each tree be bid individually. Evergreen requested that the proposals be submitted in this manner to ensure that qualifications, experience and price could be evaluated uniformly.

The following proposals were received for Tree removal and Pruning:

Company	T 1	T 2	T3	T4	T 5	T 6	T 7	T 8	T 9	T 10	T 11	T 12	T 13	T 14	Total
S & D Tree Service	\$1,400	\$1,200	\$1,000	\$550	\$950	\$950	\$2,800	\$1,000	\$1,350	\$1,400	\$1,300	\$350	\$1,450	\$1,500	\$17,150
TJ Blakeney Tree Service	\$1,370	\$870	\$1,430	\$780	\$1,120	\$870	\$3,350	\$870	\$1,370	\$1,620	\$1,370	\$360	\$2,740	\$1,120	\$19,240
OakBros. Tree Service	\$4,300	\$4,300	\$6,700	\$2,975	\$4,800	\$3,400	\$11,800	\$2,950	\$6,050	\$3,050	\$3,925	\$2,700	\$5,825	\$6,700	\$69,475
TNT Tree Service	\$2,100	\$1,500	\$1,500	\$900	\$1,600	\$1,200	\$2,500	\$1,400	\$1,600	\$1,140	\$2,000	\$600	\$2,000	\$2,500	\$22,800
Alberts Bonnie Brae Nursery	\$1,850	\$1,850	\$1,850	\$600	\$1,075	\$925	\$4,300	\$1,025	\$1,500	\$1,600	\$1,900	\$700	\$2,050	\$2,025	\$23,250

The Evergreen Memorial Cemetery respectfully recommends that the tree removal and pruning services be awarded to TNT Tree Service.

Respectfully,

Misty Porter
EMC Office Administrator