

EVERGREEN MEMORIAL CEMETERY
MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date: 06/08/2020
Place: ZOOM Virtual Meeting
Time: 6:00 P.M.

*In light of the COVID-19 pandemic, this Cemetery Board meeting will be conducted “virtually” through Zoom Meeting, which is accessible through computer or mobile phone. The Zoom Meeting information for this meeting is as follows: **Computer:** In a web browser go to: <https://us04web.zoom.us/j/74786933943?pwd=OThDbEVabWFEL2dyeEldSk40V0ludz09> Meeting ID: 747 8693 394 Password: evergreen **App:** If you are using the Zoom Meeting App on your smart phone or tablet, enter Meeting ID: 747 8693 3943 Password: evergreen*

- 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 May 11, 2020 Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the May 11, 2020 Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of June 2020. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of May 2020. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their June 29, 2020 meeting.)
- V. Comment
- VI. Public Comment
- VII. Adjournment

Please note that the Executive session meeting has been rescheduled. The Cemetery staff hopes that the Executive session will occur July 13, 2020.

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 **31st day of May 2020**, 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 **8th day of June 2020**.

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

Notary Public

This **8th day of June 2020**.

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 **\$89,082.62** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$167,237.86** at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$189,298.78** at HEARTLAND BANK (7114), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

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

This **29th day of June 2020**.

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 CEMETERY FUND, and find the same in all respects true and correct.

WARD 1: Jamie Mathy

WARD 6: Jenn Carrillo

WARD 2: Donna Boelen

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Kimberly Bray

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 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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Town of the City of Bloomington--Cemetery Fund

Month of: **MAY 2020**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$ 55,023	
Cash: Heartland Bank 7782 (Reserve)	\$ 210,654	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$ 185,928	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2019	\$ 183,249	
	<u>\$ 634,854</u>	\$ 634,854

Public Funds Received This Month

Real Estate Tax Levy		\$ 31,548
Personal Property Replacement Tax		\$ 15,393

Other Funds Received This Month

Opening/Closing Fees	\$ 3,370	
Sale of Lots	\$ 5,090	
Sale of Crypts	\$ 820	
Sales - Other	\$ 50	
Interest: Checking/Reserve	\$ 37	
Income from Trusts	\$ 41	
Inspection Fees	\$ 150	
	<u>\$ 9,558</u>	\$ 9,558

Total Funds Received This Month	\$ 56,499
Total Funds Available	\$ 691,353

Funds Expended This Month

TOTAL Funds at Month End	<u><u>\$ 628,869</u></u>
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Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$ 89,083	
Cash: Heartland Bank 7782 (Reserve)	\$ 167,238	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$ 189,299	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2020	\$ 183,249	
	<u>\$ 628,869</u>	<u>\$ 628,869</u>

Checking Account Activity

Checkbook Balance at Commencement		\$ 55,023
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Deposits	Personal Property Replacement Tax	\$ 15,393	
	Opening/Closing Fees	\$ 3,370	
	Sale of Lots	\$ 5,090	
	Sale of Crypts	\$ 820	
	Sales - Other	\$ 50	
	Interest: Checking	\$ 2	
	Inspection Fees	\$ 150	
	Transfer (to)/from Reserve Acct 7782	\$ 75,000	
	Prepaid O/C Deposits transferred (to)/from Acct 7114	\$ (3,330)	
	Total Deposits for Month	<u>\$ 96,545</u>	

Total Funds Available	\$ 151,567
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Checks Written	Compensation & Benefits	\$ 26,850	
	Administrative Expenses	\$ 27,406	
	Cemetery Improvements, Maintenance & Repair	\$ 5,665	
	Cemetery Operations	\$ 2,565	
	Total Checks Written	<u>\$ 62,485</u>	

Total Checks Written	\$ 62,485
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Checkbook Balance at Month End	<u><u>\$ 89,083</u></u>
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Bank Reconciliation at Month End

Balance per Bank Statement	\$ 100,965	
Less Outstanding Checks	\$ (11,882)	
	<u>\$ 89,083</u>	<u>\$ 89,083</u>

Checkbook Balance per Reconciliation	<u><u>\$ 89,083</u></u>
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Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

May-20

Revenue			
41000	Personal Property Replacement Tax	\$	15,393
42000	Opening/Closing Fee	\$	3,370
42500	Sale of Lots	\$	5,090
43000	Sale of Crypts	\$	820
44850	Sales - Other	\$	50
43500	Interest: Checking/Reserve	\$	2
49021	Inspection Fees	\$	150
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	Total Revenue		\$ 24,925
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	Total Income		\$ 24,925
Expense			
Compensation & Benefits			
50101	Wages: Administrative Staff	\$	4,959
50102	Wages: Cemetery Staff	\$	15,627
50201	Payroll Taxes	\$	1,482
50202	IMRF (2020 = 11.62%)	\$	2,267
50204	Employee Health Insurance	\$	2,482
50205	Direct Deposit Transmittal Fees	\$	32
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	Total Compensation & Benefits		\$ 26,850
Administrative Expenses			
51100	Casualty Insurance	\$	20,840
52000	Office Supplies	\$	411
52500	Utilities	\$	779
55400	Special Event Expenses	\$	5,100
55450	Other Admin Expenses	\$	276
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	Total Administrative Expenses		\$ 27,406
Cemetery Improvements, Maintenance & Repair			
57601	Flags & Flag Poles	\$	547
57800	Operating Equipment	\$	51
58000	Mausoleum (including debt service)	\$	5,066
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	Total Cemetery Improvements, Maintenance & Repair		\$ 5,665
Cemetery Operations			
55500	Fuel, Oil and Equipment	\$	730
56000	Tree Removal/Monument Repair	\$	480
56500	Equipment Repairs	\$	57
56600	Cemetery Supplies & Maintenance	\$	136
56800	Disposal of Leaves/Branches	\$	170
57602	Grounds Maintenance/Repair	\$	451
58100	Grave Markers	\$	541
			<hr/>
	Total Cemetery Operations		\$ 2,565
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	Total Expense		\$ 62,485
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	Net Income		\$ (37,560)

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income		<u>May-20</u>	Revised Budget	\$ Over Budget	% of Budget	
Revenue						
40100 Real Estate Tax Levy	\$	31,548	\$ 506,600	\$ (475,052)	6.2%	
41000 Personal Property Replacement Tax	\$	15,393	\$ 35,000	\$ (19,607)	44.0%	
42000 Opening/Closing Fee	\$	7,140	\$ 90,000	\$ (82,860)	7.9%	
42100 Marker Commission	\$	-	\$ 9,000	\$ (9,000)	0.0%	
42500 Sale of Lots	\$	7,538	\$ 58,000	\$ (50,462)	13.0%	
43000 Sale of Crypts	\$	2,390	\$ 25,000	\$ (22,610)	9.6%	
43100 Sale of Niches	\$	2,800	\$ 40,000	\$ (37,200)	7.0%	
44700 Sale of Burial Supplies	\$	-	\$ 500	\$ (500)	0.0%	
42400 Sales - Other	\$	-	\$ 2,400	\$ (2,400)	0.0%	
43500 Interest	\$	90	\$ 3,000	\$ (2,910)	3.0%	
49000 Income from Trusts	\$	80	\$ 4,000	\$ (3,920)	2.0%	
49020 Other Income & Special Events	\$	300	\$ 3,500	\$ (3,200)	8.6%	
49021 Inspection Fees	\$	150	\$ 3,000	\$ (2,850)	5.0%	
		Total Revenue	\$ 67,429	\$ 780,000	\$ (712,571)	8.6%
Total Income	\$	67,429	\$ 780,000	\$ (712,571)	8.6%	
Expense						
Compensation & Benefits						
50101 Wages: Administrative Staff	\$	9,576	\$ 80,000	\$ (70,424)	12.0%	
50102 Wages: Cemetery Staff	\$	31,308	\$ 225,000	\$ (193,692)	13.9%	
50201 Payroll Taxes	\$	2,943	\$ 23,333	\$ (20,390)	12.6%	
50202 IMRF (2020 = 11.62%)	\$	4,526	\$ 36,600	\$ (32,074)	12.4%	
50203 IDES - Unemployment Insurance	\$	-	\$ 13,500	\$ (13,500)	0.0%	
50204 Employee Health Insurance	\$	4,965	\$ 60,000	\$ (55,035)	8.3%	
50205/50206 Other Payroll Expenses	\$	61	\$ 975	\$ (914)	6.3%	
		Total Compensation & Benefits	\$ 53,379	\$ 439,408	\$ (386,029)	12.1%
Administrative Expenses						
51100 Casualty Insurance	\$	20,840	\$ 21,000	\$ (160)	99.2%	
51500 Contractual Services	\$	3,341	\$ 10,000	\$ (6,659)	33.4%	
52000 Office Supplies	\$	1,080	\$ 4,000	\$ (2,920)	27.0%	
52500 Utilities	\$	2,198	\$ 18,500	\$ (16,302)	11.9%	
54000 Advertising	\$	-	\$ 2,000	\$ (2,000)	0.0%	
54500 Dues/Seminars	\$	-	\$ 600	\$ (600)	0.0%	
55500 Legal Expense	\$	-	\$ 3,000	\$ (3,000)	0.0%	
55100 Audit Expense	\$	-	\$ 7,500	\$ (7,500)	0.0%	
55200 Financial Administration	\$	-	\$ 12,200	\$ (12,200)	0.0%	
55400 Special Event Expenses	\$	5,100	\$ 10,000	\$ (4,900)	51.0%	
55450 Other Admin Expenses	\$	417	\$ 5,000	\$ (4,583)	8.3%	
57900 Office Equipment	\$	-	\$ 3,000	\$ (3,000)	0.0%	
		Total Administrative Expenses	\$ 32,976	\$ 96,800	\$ (63,824)	34.1%
Cemetery Improvements, Maintenance & Repairs						
57601 Flags & Flag Poles	\$	3,447	\$ 10,000	\$ (6,553)	34.5%	
57800 Operating Equipment	\$	9,049	\$ 15,000	\$ (5,951)	60.3%	
58000 Mausoleum (including debt service)	\$	10,132	\$ 60,792	\$ (50,660)	16.7%	
58400 Scattering Grounds/Ossuary	\$	-	\$ 10,000	\$ (10,000)	0.0%	
		Total Cemetery Improvements, Maintenance & Repairs	\$ 22,629	\$ 95,792	\$ (73,163)	23.6%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>May-20</u>	<u>Revised Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 867	\$ 11,000	\$ (10,133)	7.9%
56000 Tree Removal/Monument Repair	\$ 480	\$ 19,000	\$ (18,520)	2.5%
56500 Equipment Repairs	\$ 57	\$ 5,000	\$ (4,943)	1.1%
56600 Cemetery Supplies & Maintenance	\$ 245	\$ 5,000	\$ (4,755)	4.9%
56700 Rental Equipment & Leasing	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 Removal of Leaves/Branches	\$ 270	\$ 5,000	\$ (4,730)	5.4%
57000 Office Repairs & Maintenance	\$ -	\$ 5,000	\$ (5,000)	0.0%
57602 Grounds Maintenance/Repairs	\$ 451	\$ 10,000	\$ (9,549)	4.5%
57603 Road, Fence, Lot, Drains	\$ 18	\$ 50,000	\$ (49,982)	0.0%
57700 Equipment Building	\$ -	\$ 1,000	\$ (1,000)	0.0%
58100 Grave Markers	\$ 631	\$ 20,000	\$ (19,369)	3.2%
59900 Other Cemetery Expenses	\$ -	\$ 16,000	\$ (16,000)	0.0%
Total Cemetery Operations	\$ 3,020	\$ 148,000	\$ (144,980)	2.0%
Total Expense	\$ 112,004	\$ 780,000	\$ (667,996)	14.4%
Net Income	\$ (44,575)	\$ -	\$ (44,575)	

Town of the City of Bloomington--Cemetery Fund

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10500 Heartland (7774)			
05/01/2020	Deposit	HBT - Heartland Bank & Trust	67.25
05/01/2020	Deposit	HBT - Heartland Bank & Trust	9,409.63
05/04/2020	Deposit	HBT - Heartland Bank & Trust	288.30
05/05/2020	Deposit	HBT - Heartland Bank & Trust	48.10
05/07/2020	Deposit	HBT - Heartland Bank & Trust	96.35
05/07/2020	Deposit	HBT - Heartland Bank & Trust	690.00
05/11/2020	Deposit	HBT - Heartland Bank & Trust	1,640.35
05/12/2020	41824	Evergreen FS Inc	-730.20
05/12/2020	41825	ColdSpring Memorial Group	-540.90
05/12/2020	41826	Heartland Bank & Trust - mausoleum	-5,066.00
05/12/2020	41827	Ameren Illinois	-282.86
05/12/2020	41828	Dave Capodice Excavating Inc	-621.35
05/12/2020	41829	Don Owen Tire Service Inc	-49.91
05/12/2020	41830	Midwest Equipment II	-132.88
05/12/2020	41831	Embark Tree Removal	-480.00
05/12/2020	41832	McLean County Museum of History	-5,000.00
05/12/2020	41833	Illinois Route 66 Scenic Byway Inc	-100.00
05/13/2020	0513200975	Transfer	75,000.00
05/13/2020	0513200987	Dorsey, James	-730.00
05/13/2020	0513200987	Wunder, Alma	-900.00
05/13/2020	0513200994	Phillips, Alan	-500.00
05/13/2020	0513200994	Walls, Edward & Shirley	-1,200.00
05/15/2020	Deposit	HBT - Heartland Bank & Trust	6,053.02
05/15/2020	20200515	Payroll Direct Deposit	-6,769.86
05/15/2020	03819910	EFTPS - IRS	-1,863.74
05/15/2020	1905816800	IL Dept of Revenue	-383.61
05/19/2020	Deposit	HBT - Heartland Bank & Trust	2,240.10
05/19/2020	41834	TOIRMA	-20,840.00
05/20/2020	41835	Aaron M Anderson	-250.00
05/20/2020	41836	Christopher D Anderson	-250.00
05/20/2020	41837	Kyle J Durflinger	-250.00
05/20/2020	41838	Wesley A Novy	-250.00
05/20/2020	41839	Misty D Porter	-250.00
05/20/2020	41840	Deanna L O'Reilly	-250.00
05/20/2020	42226319	EFTPS - IRS	-259.12
05/21/2020	Deposit	HBT - Heartland Bank & Trust	795.82
05/22/2020	Deposit	HBT - Heartland Bank & Trust	875.00
05/22/2020	Deposit	HBT - Heartland Bank & Trust	337.72
05/27/2020	41841	VISA BMCU...1484	-566.46
05/27/2020	41842	City of Bloomington TWP - Reimburse	-6,836.04
05/27/2020	41843	City of Bloomington Water Dept	-496.20
05/27/2020	41844	Peoria Flag & Decorating Company	-547.25
05/29/2020	Deposit	HBT - Heartland Bank & Trust	2,150.00
05/29/2020	20200531	Payroll Direct Deposit	-6,898.69
05/29/2020	64125439	EFTPS - IRS	-1,939.90
05/29/2020	1943792864	IL Dept of Revenue	-398.71
05/31/2020	Credit	Interest	1.89
		Total	<u><u>34,059.85</u></u>

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND 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 ACCOUNTS

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.

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 **May 12, 2020 through June 8, 2020.**

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 **8th day of June 2020.**

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

Notary Public

This **8th day of June 2020.**

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

Secretary/Treasurer for Cemetery Board:

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

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CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: June 8, 2020 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
52000	Amazon/VISA	Plot Book	6/30/20	\$38.59
52000	ANC Newspapers.com/VISA		6/30/20	\$74.90
57601	Anley/VISA	American flags for the Avenue of Flags	6/30/20	\$958.00
57601	Farm & Fleet/VISA	swivel clips for flags on avenue	6/30/20	\$42.71
57602	Growing Grounds/VISA	plants	6/30/20	\$48.47
56600	Lowe's/VISA	Garbage can and bags	6/30/20	\$22.96
56500	Lowe's/VISA	chains, tarp	6/30/20	\$23.48
57602	Lowe's/VISA	weed killer	6/30/20	\$25.76
57601	Lowe's/VISA	Avenue of flags: clips & zip ties for flag poles, concrete	6/30/20	\$86.58
55400	Lucca Grill/VISA	employee lunch	6/30/20	\$63.75
57601	McNeill Grave Marker Company	700 marker kit for Avenue of Flags	6/30/20	\$245.11
56600	Midwest Equipment/VISA	weed-eater string, spark plugs	6/30/20	\$242.66
56600	Midwest Equipment/VISA	Mower blades	6/30/20	\$237.28
56500	Midwest Equipment/VISA	part for weed eater	6/30/20	\$91.98
55400	RP Lumber Company Inc/VISA	mounting tape	6/30/20	\$12.98
52000	RP Lumber Company Inc/VISA	batteries: all sizes	6/30/20	\$59.96
TOTAL: Requests for Payments				\$2,275.17

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