

**EVERGREEN MEMORIAL CEMETERY**  
**MEETING NOTICE AND AGENDA**

Meeting: Board of Trustees, Evergreen Memorial Cemetery  
Date: 12/14/2020  
Place: Google Meet - Virtual Meeting  
Time: 6:00 P.M.

*In light of the COVID-19 pandemic, this Cemetery Board meeting will be conducted “virtually” through **Google Meet**, which is accessible through computer or mobile phone. The Google Meet information for this meeting is as follows: **Computer:** In a web browser go to: <https://meet.google.com/fea-rknk-xni> Code/Link: <https://meet.google.com/fea-rknk-xni> **App:** If you are using the Google Meet App on your smart phone or tablet, click join with code: **fea-rknk-xni***

- 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 November 9, 2020 Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the November 9, 2020 Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of December 2020. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of November 2020. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their December 14, 2020 meeting.)
- V. 2020 Year to Date Burials: Evergreen Memorial Cemetery - 65  
East Lawn Memorial Gardens Cemetery - 111  
Park Hill Cemetery - 96  
Evergreen Memorial Pet Cemetery - 5
- VI. Comment
- VII. Public Comment
- VIII. Adjournment



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**Town of the City of Bloomington--Cemetery Fund**

**Month of: NOVEMBER 2020**

**Funds at Commencement**

Cash: Heartland Bank 7774 (Checking)	\$	86,148	
Cash: Heartland Bank 7782 (Reserve)	\$	531,787	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	200,525	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2020	\$	216,696	
			<u>\$ 1,035,156</u>

**Other Funds Received This Month**

Opening/Closing Fees	\$	20,430	
Sale of Lots	\$	13,763	
Sale of Crypts	\$	5,280	
Sale of Niches	\$	1,525	
Interest: Checking/Reserve	\$	77	
Income from Trusts	\$	13	
Other Income	\$	235	
Inspection Fees	\$	300	
			<u>\$ 41,623</u>
			<u>\$ 41,623</u>
			<u>\$ 1,076,779</u>

**Funds Expended This Month**

**TOTAL Funds at Month End**

**Funds at Month End**

Cash: Heartland Bank 7774 (Checking)	\$	85,756	
Cash: Heartland Bank 7782 (Reserve)	\$	531,861	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	207,038	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2020	\$	216,696	
			<u>\$ 1,041,350</u>

**Checking Account Activity**

Checkbook Balance at Commencement			\$	86,148
Deposits				
Opening/Closing Fees	\$	20,430		
Sale of Lots	\$	13,763		
Sale of Crypts	\$	5,280		
Sale of Niches	\$	1,525		
Other Income	\$	235		
Interest: Checking	\$	3		
Inspection Fees	\$	300		
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	(6,500)		
Total Deposits for Month			\$	35,036
				<u>\$ 121,184</u>
Checks Written				
Compensation & Benefits	\$	24,155		
Administrative Expenses	\$	3,122		
Cemetery Improvements, Maintenance & Repair	\$	5,066		
Cemetery Operations	\$	3,086		
Total Checks Written			\$	35,429
				<u>\$ 35,429</u>
				<u>\$ 85,756</u>

**Bank Reconciliation at Month End**

Balance per Bank Statement	\$	94,447	
Less Outstanding Checks	\$	(8,691)	
			<u>\$ 85,756</u>

**Town of the City of Bloomington--Cemetery Fund**

Statement of Receipts and Disbursements

Nov-20

Revenue			
42000	Opening/Closing Fee	\$	20,430
42500	Sale of Lots	\$	13,763
43000	Sale of Crypts	\$	5,280
43100	Sale of Niches	\$	1,525
44700	Other Income	\$	235
43500	Interest: Checking/Reserve	\$	77
49000	Income from Trusts	\$	13
49021	Inspection Fees	\$	300
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	Total Revenue	\$	41,623
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	Total Income	\$	<b>41,623</b>
Expense			
Compensation & Benefits			
50101	Wages: Administrative Staff	\$	5,112
50102	Wages: Cemetery Staff	\$	13,250
50201	Payroll Taxes	\$	1,312
50202	IMRF (2020 = 11.62%)	\$	1,978
50204	Employee Health Insurance	\$	2,482
50205	Direct Deposit Transmittal Fees	\$	21
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	Total Compensation & Benefits	\$	24,155
Administrative Expenses			
51500	Contractual Services	\$	522
52000	Office Supplies	\$	438
52500	Utilities	\$	1,483
55450	Other Admin Expenses	\$	680
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	Total Administrative Expenses	\$	3,122
Cemetery Improvements, Maintenance & Repair			
58000	Mausoleum (including debt service)	\$	5,066
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	Total Cemetery Improvements, Maintenance & Repair	\$	5,066
Cemetery Operations			
55500	Fuel, Oil and Equipment	\$	637
56500	Equipment Repairs	\$	243
56600	Cemetery Supplies & Maintenance	\$	124
56800	Disposal of Leaves/Branches	\$	270
57602	Grounds Maintenance/Repair	\$	149
57700	Equipment Building	\$	705
58100	Grave Markers	\$	957
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	Total Cemetery Operations	\$	3,086
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	Total Expense	\$	<b>35,429</b>
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	Net Income	\$	<b>6,195</b>

**Town of the City of Bloomington--Cemetery Fund**

Year to Date **AMENDED** Budget Comparison

Income		<u>Nov-20</u>	<b>Revised</b>		
Revenue			<b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
40100 Real Estate Tax Levy	\$	495,790	\$ 506,600	\$ (10,810)	97.9%
41000 Personal Property Replacement Tax	\$	32,087	\$ 24,500	\$ 7,587	131.0%
42000 Opening/Closing Fee	\$	59,460	\$ 90,000	\$ (30,540)	66.1%
42100 Marker Commission	\$	3,269	\$ 9,000	\$ (5,731)	36.3%
42500 Sale of Lots	\$	49,738	\$ 58,000	\$ (8,262)	85.8%
43000 Sale of Crypts	\$	12,690	\$ 25,000	\$ (12,310)	50.8%
43100 Sale of Niches	\$	14,800	\$ 40,000	\$ (25,200)	37.0%
44700 Sale of Burial Supplies	\$	-	\$ 500	\$ (500)	0.0%
42400 Sales - Other	\$	696	\$ 2,400	\$ (1,704)	29.0%
43500 Interest	\$	479	\$ 3,000	\$ (2,521)	16.0%
49000 Income from Trusts	\$	13,440	\$ 4,000	\$ 9,440	336.0%
49020 Other Income & Special Events	\$	3,685	\$ 3,500	\$ 185	105.3%
49021 Inspection Fees	\$	2,100	\$ 3,000	\$ (900)	70.0%
<b>Total Revenue</b>	\$	<b>688,233</b>	\$ <b>769,500</b>	\$ <b>(81,267)</b>	<b>89.4%</b>
<b>Total Income</b>	\$	<b>688,233</b>	\$ <b>769,500</b>	\$ <b>(81,267)</b>	<b>89.4%</b>
Expense					
<b>Compensation &amp; Benefits</b>					
50101 Wages: Administrative Staff	\$	38,952	\$ 80,000	\$ (41,048)	48.7%
50102 Wages: Cemetery Staff	\$	122,081	\$ 225,000	\$ (102,919)	54.3%
50201 Payroll Taxes - FICA	\$	11,580	\$ 23,333	\$ (11,753)	49.6%
50202 IMRF (2020 = 11.62%)	\$	17,793	\$ 36,600	\$ (18,807)	48.6%
50203 IDES - Unemployment Insurance	\$	3,574	\$ 13,500	\$ (9,926)	26.5%
50204 Employee Health Insurance	\$	19,860	\$ 60,000	\$ (40,140)	33.1%
50205/50206 Other Payroll Expenses	\$	215	\$ 975	\$ (760)	22.1%
<b>Total Compensation &amp; Benefits</b>	\$	<b>214,056</b>	\$ <b>439,408</b>	\$ <b>(225,352)</b>	<b>48.7%</b>
<b>Administrative Expenses</b>					
51100 Casualty Insurance	\$	20,840	\$ 21,000	\$ (160)	99.2%
51500 Contractual Services	\$	6,138	\$ 10,000	\$ (3,862)	61.4%
52000 Office Supplies	\$	2,136	\$ 4,000	\$ (1,864)	53.4%
52500 Utilities	\$	9,672	\$ 18,500	\$ (8,828)	52.3%
54000 Advertising	\$	-	\$ 2,000	\$ (2,000)	0.0%
54500 Dues/Seminars	\$	150	\$ 600	\$ (450)	25.0%
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	\$ -	100.0%
55400 Special Event Expenses	\$	5,279	\$ 10,000	\$ (4,721)	52.8%
55450 Other Admin Expenses	\$	2,906	\$ 5,000	\$ (2,094)	58.1%
57900 Office Equipment	\$	-	\$ 3,000	\$ (3,000)	0.0%
<b>Total Administrative Expenses</b>	\$	<b>59,321</b>	\$ <b>96,800</b>	\$ <b>(37,479)</b>	<b>61.3%</b>
<b>Cemetery Improvements, Maintenance &amp; Repairs</b>					
57601 Flags & Flag Poles	\$	4,780	\$ 10,000	\$ (5,220)	47.8%
57800 Operating Equipment	\$	9,838	\$ 15,000	\$ (5,162)	65.6%
58000 Mausoleum (including debt service)	\$	40,528	\$ 60,792	\$ (20,264)	66.7%
58400 Scattering Grounds/Ossuary	\$	9	\$ 10,000	\$ (9,991)	0.1%
<b>Total Cemetery Improvements, Maintenance &amp; Repairs</b>	\$	<b>55,154</b>	\$ <b>95,792</b>	\$ <b>(40,638)</b>	<b>57.6%</b>

**Town of the City of Bloomington--Cemetery Fund**

Year to Date **AMENDED** Budget Comparison (cont.)

		<u>Nov-20</u>	<b>Revised Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Cemetery Operations					
55500 Fuel, Oil & Equipment	\$	4,597	\$ 11,000	\$ (6,403)	41.8%
56000 Tree Removal/Monument Repair	\$	6,960	\$ 19,000	\$ (12,040)	36.6%
56500 Equipment Repairs	\$	938	\$ 5,000	\$ (4,062)	18.8%
56600 Cemetery Supplies & Maintenance	\$	2,127	\$ 5,000	\$ (2,873)	42.5%
56700 Rental Equipment & Leasing	\$	-	\$ 1,000	\$ (1,000)	0.0%
56800 Removal of Leaves/Branches	\$	1,520	\$ 5,000	\$ (3,480)	30.4%
57000 Office Repairs & Maintenance	\$	4	\$ 5,000	\$ (4,996)	0.1%
57602 Grounds Maintenance/Repairs	\$	5,037	\$ 10,000	\$ (4,963)	50.4%
57603 Road, Fence, Lot, Drains	\$	18	\$ 50,000	\$ (49,982)	0.0%
57700 Equipment Building	\$	705	\$ 1,000	\$ (295)	70.5%
58100 Grave Markers	\$	3,320	\$ 20,000	\$ (16,680)	16.6%
59900 Other Cemetery Expenses	\$	15	\$ 16,000	\$ (15,985)	0.1%
Total Cemetery Operations	\$	25,242	\$ 148,000	\$ (122,758)	17.1%
Total Expense	\$	353,773	\$ 780,000	\$ (426,227)	45.4%
Net Income	\$	334,461	\$ (10,500)	\$ 344,961	

**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)			
11/01/2020	Credit	Interest	1.50
11/02/2020	Deposit	HBT - Heartland Bank & Trust	17.22
11/03/2020	Deposit	HBT - Heartland Bank & Trust	7,705.00
11/03/2020	Deposit	HBT - Heartland Bank & Trust	350.72
11/05/2020	Deposit	HBT - Heartland Bank & Trust	4,100.95
11/09/2020	Deposit	HBT - Heartland Bank & Trust	2,122.85
11/10/2020	41928	Heartland Bank & Trust - mausoleum	-5,066.00
11/10/2020	41929	Ameren Illinois	-256.63
11/10/2020	41930	ColdSpring Memorial Group	-471.60
11/10/2020	41931	COMCAST Business	-228.67
11/10/2020	41932	Crystal Clean	-97.40
11/10/2020	41933	Illini Fire Equipment	-363.50
11/10/2020	41934	Morris Avenue Garage	-70.00
11/10/2020	41935	Nord Outdoor Power	-4.80
11/10/2020	41936	Pontiac Granite Co Inc	-250.00
11/10/2020	41937	RP Lumber Company Inc	-34.28
11/10/2020	41938	SBC Heating & Air Conditioning Inc	-182.00
11/12/2020	Deposit	HBT - Heartland Bank & Trust	23.97
11/12/2020	Deposit	HBT - Heartland Bank & Trust	2,725.00
11/12/2020	1112203755	Scott, Jimmy & Carol	200.00
11/12/2020	1112203755	Williamson, Douglas	500.00
11/12/2020	1112203761	Williams, Floyd E	-500.00
11/12/2020	1112203761	Rinker, Robin & Glenn	-1,000.00
11/12/2020	1112203761	Rinker, Robin & Glenn	-500.00
11/12/2020	1112203761	Rinker, Robin & Glenn	-500.00
11/12/2020	1112203761	Rinker, Robin & Glenn	-500.00
11/12/2020	1112203764	Zeine, Nancy & Louis	-2,400.00
11/12/2020	1112203764	Gorton, Pamela & Steven White	-400.00
11/12/2020	1112203764	Gorton, Pamela & Steven White	-400.00
11/12/2020	1112203764	Beaty, Judith & Frank	-1,000.00
11/13/2020	20201115	Payroll Direct Deposit	-5,666.42
11/13/2020	55586462	EFTPS - IRS	-1,666.46
11/13/2020	1488352224	IL Dept of Revenue	-341.68
11/13/2020	Deposit	HBT - Heartland Bank & Trust	1,350.85
11/16/2020	Deposit	HBT - Heartland Bank & Trust	19.15
11/17/2020	41939	VISA BMCU...1484	-1,312.93
11/17/2020	41940	Dave Capodice Excavating Inc	-419.40
11/17/2020	41941	ColdSpring Memorial Group	-235.80
11/18/2020	Deposit	HBT - Heartland Bank & Trust	192.85
11/19/2020	41942	Aaron M Anderson	-175.00
11/19/2020	41943	Christopher D Anderson	-175.00
11/19/2020	41944	Kyle J Durlinger	-175.00
11/19/2020	41945	Wesley A Novy	-175.00
11/19/2020	41946	Deanna L O'Reilly	-150.00
11/19/2020	41947	Misty D Porter	-150.00
11/19/2020	92712212	EFTPS - IRS	-172.88
11/20/2020	Deposit	HBT - Heartland Bank & Trust	7,874.10
11/23/2020	Deposit	HBT - Heartland Bank & Trust	5,600.00
11/25/2020	Deposit	HBT - Heartland Bank & Trust	8,865.00
11/30/2020	20201130	Payroll Direct Deposit	-6,499.19
11/30/2020	0739624928	IL Dept of Revenue	-396.52
11/30/2020	10515922	EFTPS - IRS	-1,977.06
11/30/2020	41948	Evergreen FS Inc	-539.82
11/30/2020	41949	City of Bloomington TWP - Reimburse	-6,434.39
11/30/2020	41950	City of Bloomington Water Dept	-569.85
11/30/2020	41951	NICOR Gas	-168.75
11/30/2020	41952	Chief City Mechanical, Inc.	-158.00
11/30/2020	41953	Ameren Illinois	-259.25
11/30/2020	Credit	Interest	1.46
		Total	<u><u>-392.66</u></u>



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**CERTIFICATE FOR PAYMENT OF ACCOUNTS**

CEMETERY FUND ACCOUNTS  
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)  
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

**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 **November 10, 2020 through December 14, 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 **14th day of December 2020**.

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

\_\_\_\_\_  
Notary Public

This **14th day of December 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: December 14, 2020 Meeting**

ACCT	COMPENSATION & BENEFITS	DESCRIPTION	Date Due	Amount
50204	Health Insurance	HD PPO Accts/H.S.A. Seed/Spousal Stipend	12/31/20	\$5,000.00
50206	City of Bloomington Township/TASC/Others	TASC annual fees (estimated)	12/31/20	\$500.00
<b>SubTotal: Compensation &amp; Benefits</b>				<b>\$5,500.00</b>
ACCT	VENDORS	DESCRIPTION	Date Due	Amount
51500	Adobe/VISA	Acrobat Pro DC License (Estimated)	12/31/20	\$250.00
52000	Amazon/VISA	2 desk calendars	12/31/20	\$20.58
56600	Amazon/VISA	wreaths: exterior command hooks	12/31/20	\$115.61
57700	DH Pace Company	garage door repair (estimated)	12/31/20	\$343.00
55450	Famous Dave's/VISA	employee luncheon	12/31/20	\$143.95
57602	FS Custom Turf	pallet of ice melt (estimated)	12/31/20	\$550.00
51500	VISA/Henson Disposal	dumpster service	12/31/20	\$335.80
57800	Home Depot/VISA	salt spreader (estimated)	12/31/20	\$300.00
54500	ICFHA: Illinois Cemetery & Funeral Home/VIS	Dues/Seminars	12/31/20	\$350.00
52000	Kaeb Janitorial Supplies	dispenser towels, gloves, sani-wipes, trash bags	12/31/20	\$485.24
55450	Labor Law Center/VISA	Labor Law posters	12/31/20	\$32.90
58100	Pontiac Granite	pet marker	12/31/20	\$125.00
55450	Walmart/VISA	tp, paper towels, silverware, cleaning supplies	12/31/20	\$79.57
52000	Walmart/VISA	toilet cleaner, brush, sanitizer, 2021 planner	12/31/20	\$54.84
<b>SubTotal: VENDOR Payments</b>				<b>\$3,186.49</b>
<b>TOTAL: Requests for Payments</b>				<b>\$8,686.49</b>

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