

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

Meeting: Board of Trustees, Evergreen Memorial Cemetery  
Date: 02/08/2021  
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**, which is accessible through computer or mobile phone. The ZOOM information for this meeting is as follows: **Computer**: In a web browser go to:*

**<https://us02web.zoom.us/j/83963119406?pwd=QTVUVzZ2U2t3WTNCRytRMTh0VHF6UT09>**

***App**: If you are using the ZOOM App on your smart phone or tablet, click join meeting: **Meeting ID: 839 6311 9406 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 January 11, 2021 Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the January 11, 2021 Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of February 2021. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of January 2021. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their February 22, 2021 meeting.)
- V. Comment
- VI. Public 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--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 January 2021, 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 February 2021.

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

Notary Public

This 8th day of February 2021.

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 \$149,550.56 at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of \$467,452.69 at HEARTLAND BANK (7782), 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 Thalgot

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

This 22nd day of February 2021.

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: Mollie Ward

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: JANUARY 2021**

**Funds at Commencement**

Cash: Heartland Bank 7774 (Checking)	\$	159,957	
Cash: Heartland Bank 7782 (Reserve)	\$	467,421	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	207,051	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2020	\$	216,696	
		<u>          </u>	
Funds at Commencement			\$ 1,051,125

**Public Funds Received This Month**

Personal Property Replacement Tax			\$ 7,193
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**Other Funds Received This Month**

Opening/Closing Fees	\$	5,500	
Sale of Lots	\$	7,370	
Sale of Crypts	\$	2,490	
Sale of Niches	\$	750	
Sales of Pet Cemetery Spaces	\$	25	
Sales - Other	\$	450	
Interest: Checking/Reserve	\$	34	
Income from Trusts	\$	1,436	
Inspection Fees	\$	300	
Heartland Bank Trust 3189 Activity	\$	22,204	
		<u>          </u>	
			\$ 40,559

Total Funds Received This Month            \$ 47,753

Total Funds Available            \$ 1,098,877

**Funds Expended This Month**

**TOTAL Funds at Month End**                       **\$ 1,066,129**

**Funds at Month End**

Cash: Heartland Bank 7774 (Checking)	\$	149,551	
Cash: Heartland Bank 7782 (Reserve)	\$	467,453	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	210,226	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2020	\$	238,900	
		<u>          </u>	
<b>TOTAL Funds at Month End</b>			<b>\$ 1,066,129</b>

**Checking Account Activity**

Checkbook Balance at Commencement \$ 159,957

Deposits	Personal Property Replacement Tax	\$ 7,193	
	Opening/Closing Fees	\$ 5,500	
	Sales - Other	\$ 450	
	Sale of Lots	\$ 7,370	
	Sale of Crypts	\$ 2,490	
	Sale of Niches	\$ 750	
	Other Income	\$ 25	
	Interest: Checking	\$ 3	
	Income from Trusts	\$ 1,421	
	Inspection Fees	\$ 300	
	Prepaid O/C Deposits transferred (to)/from Acct 7114	\$ (3,160)	
	Total Deposits for Month	<u>          </u>	
			\$ 22,342

Total Funds Available \$ 182,299

Checks Written

Compensation & Benefits	\$ 25,144	
Administrative Expenses	\$ 1,559	
Cemetery Improvements, Maintenance & Repair	\$ 5,301	
Cemetery Operations	\$ 745	
Total Checks Written	<u>          </u>	
		\$ 32,748

Total Checks Written \$ 32,748

**Checkbook Balance at Month End**                       **\$ 149,551**

**Bank Reconciliation at Month End**

Balance per Bank Statement	\$	159,117	
Plus Outstanding Deposits	\$	800	
Less Outstanding Checks	\$	(10,366)	
		<u>          </u>	
<b>Checkbook Balance per Reconciliation</b>			<b>\$ 149,551</b>

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

Statement of Receipts and Disbursements

Jan-21

Revenue			
41000 Personal Property Replacement Tax		\$	7,193
42000 Opening/Closing Fee		\$	5,500
42500 Sale of Lots		\$	7,370
43000 Sale of Crypts		\$	2,490
43100 Sale of Niches		\$	750
44700 Other Income		\$	25
44850 Sales - Other		\$	450
43500 Interest: Checking/Reserve		\$	34
49000 Income from Trusts		\$	1,436
49021 Inspection Fees		\$	300
	Total Revenue		\$ 25,548
	Total Income		\$ 25,548
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$	4,819
50102 Wages: Cemetery Staff		\$	10,340
50201 Payroll Taxes		\$	1,059
50202 IMRF (2020 = 11.62%; 2021 = 11.41%)		\$	1,628
50204 Employee Health Insurance		\$	7,281
50205 Direct Deposit Transmittal Fees		\$	18
	Total Compensation & Benefits		\$ 25,144
Administrative Expenses			
51500 Contractual Services		\$	217
52500 Utilities		\$	754
55450 Other Admin Expenses		\$	588
	Total Administrative Expenses		\$ 1,559
Cemetery Improvements, Maintenance & Repair			
57800 Operating Equipment		\$	235
58000 Mausoleum (including debt service)		\$	5,066
	Total Cemetery Improvements, Maintenance & Repair		\$ 5,301
Cemetery Operations			
56500 Equipment Repairs		\$	127
56800 Disposal of Leaves/Branches		\$	100
57602 Grounds Maintenance/Repair		\$	518
	Total Cemetery Operations		\$ 745
	Total Expense		\$ 32,748
Net Income			\$ (7,200)

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

Year to Date **AMENDED** Budget Comparison

Income		<u>Jan-21</u>	<u>Revised</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue						
40100 Real Estate Tax Levy	\$	506,314	\$	506,600	\$ (286)	99.9%
41000 Personal Property Replacement Tax	\$	40,793	\$	24,500	\$ 16,293	166.5%
42000 Opening/Closing Fee	\$	74,710	\$	90,000	\$ (15,290)	83.0%
42100 Marker Commission	\$	8,156	\$	9,000	\$ (844)	90.6%
42500 Sale of Lots	\$	63,328	\$	58,000	\$ 5,328	109.2%
43000 Sale of Crypts	\$	18,540	\$	25,000	\$ (6,460)	74.2%
43100 Sale of Niches	\$	16,900	\$	40,000	\$ (23,100)	42.3%
44700 Sale of Burial Supplies	\$	300	\$	500	\$ (200)	60.0%
42400 Sales - Other	\$	1,196	\$	2,400	\$ (1,204)	49.8%
43500 Interest	\$	550	\$	3,000	\$ (2,450)	18.3%
49000 Income from Trusts	\$	14,889	\$	4,000	\$ 10,889	372.2%
49020 Other Income & Special Events	\$	6,230	\$	3,500	\$ 2,730	178.0%
49021 Inspection Fees	\$	2,700	\$	3,000	\$ (300)	90.0%
Total Revenue	\$	<u>754,607</u>	\$	<u>769,500</u>	\$ (14,893)	<u>98.1%</u>
Total Income	\$	754,607	\$	769,500	\$ (14,893)	98.1%
Expense						
Compensation & Benefits						
50101 Wages: Administrative Staff	\$	49,190	\$	80,000	\$ (30,810)	61.5%
50102 Wages: Cemetery Staff	\$	143,139	\$	225,000	\$ (81,861)	63.6%
50201 Payroll Taxes - FICA	\$	13,775	\$	23,333	\$ (9,558)	59.0%
50202 IMRF (2020 = 11.62%; 2021 = 11.41%)	\$	21,141	\$	36,600	\$ (15,459)	57.8%
50203 IDES - Unemployment Insurance	\$	3,848	\$	13,500	\$ (9,652)	28.5%
50204 Employee Health Insurance	\$	29,962	\$	60,000	\$ (30,038)	49.9%
50205/50206 Other Payroll Expenses	\$	435	\$	975	\$ (540)	44.6%
Total Compensation & Benefits	\$	<u>261,489</u>	\$	<u>439,408</u>	\$ (177,919)	<u>59.5%</u>
Administrative Expenses						
51100 Casualty Insurance	\$	20,840	\$	21,000	\$ (160)	99.2%
51500 Contractual Services	\$	6,690	\$	10,000	\$ (3,310)	66.9%
52000 Office Supplies	\$	2,697	\$	4,000	\$ (1,303)	67.4%
52500 Utilities	\$	11,225	\$	18,500	\$ (7,275)	60.7%
54000 Advertising	\$	-	\$	2,000	\$ (2,000)	0.0%
54500 Dues/Seminars	\$	500	\$	600	\$ (100)	83.3%
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	\$	3,908	\$	5,000	\$ (1,092)	78.2%
57900 Office Equipment	\$	-	\$	3,000	\$ (3,000)	0.0%
Total Administrative Expenses	\$	<u>63,338</u>	\$	<u>96,800</u>	\$ (33,462)	<u>65.4%</u>
Cemetery Improvements, Maintenance & Repairs						
57601 Flags & Flag Poles	\$	4,780	\$	10,000	\$ (5,220)	47.8%
57800 Operating Equipment	\$	10,073	\$	15,000	\$ (4,927)	67.2%
58000 Mausoleum (including debt service)	\$	50,660	\$	60,792	\$ (10,132)	83.3%
58400 Scattering Grounds/Ossuary	\$	9	\$	10,000	\$ (9,991)	0.1%
Total Cemetery Improvements, Maintenance & Repairs	\$	<u>65,522</u>	\$	<u>95,792</u>	\$ (30,270)	<u>68.4%</u>

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

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

	<u>Jan-21</u>	<b>Revised</b> <b>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	\$ 1,065	\$ 5,000	\$ (3,935)	21.3%
56600 Cemetery Supplies & Maintenance	\$ 2,243	\$ 5,000	\$ (2,757)	44.9%
56700 Rental Equipment & Leasing	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 Removal of Leaves/Branches	\$ 1,860	\$ 5,000	\$ (3,140)	37.2%
57000 Office Repairs & Maintenance	\$ 4	\$ 5,000	\$ (4,996)	0.1%
57602 Grounds Maintenance/Repairs	\$ 5,833	\$ 10,000	\$ (4,167)	58.3%
57603 Road, Fence, Lot, Drains	\$ 18	\$ 50,000	\$ (49,982)	0.0%
57700 Equipment Building	\$ 1,048	\$ 1,000	\$ 48	104.8%
58100 Grave Markers	\$ 3,579	\$ 20,000	\$ (16,421)	17.9%
59900 Other Cemetery Expenses	\$ 15	\$ 16,000	\$ (15,985)	0.1%
Total Cemetery Operations	\$ 27,223	\$ 148,000	\$ (120,777)	18.4%
Total Expense	\$ 417,572	\$ 780,000	\$ (362,428)	53.5%
Net Income	\$ 337,035	\$ (10,500)	\$ 347,535	

**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)			
01/04/2021	Deposit	HBT - Heartland Bank & Trust	302.62
01/05/2021	Deposit	HBT - Heartland Bank & Trust	2,240.10
01/05/2021	41966	Kyle J Durflinger	-1,400.00
01/05/2021	41967	Misty D Porter	-1,900.00
01/05/2021	41968	Kyle J Durflinger	-1,200.00
01/05/2021	41969	Evergreen FS Inc	-517.50
01/05/2021	41970	NICOR Gas	-269.63
01/05/2021	41971	COMCAST Business	-228.67
01/05/2021	41972	Ameren Illinois	-255.98
01/06/2021	Deposit	HBT - Heartland Bank & Trust	2,122.85
01/08/2021	Deposit	HBT - Heartland Bank & Trust	3,097.22
01/08/2021	Deposit	HBT - Heartland Bank & Trust	3,796.14
01/12/2021	Deposit	HBT - Heartland Bank & Trust	212.23
01/12/2021	41973	Heartland Bank & Trust - mausoleum	-5,066.00
01/12/2021	41974	CNH Capital	-127.03
01/12/2021	41975	Dave Capodice Excavating Inc	-100.00
01/13/2021	Deposit	HBT - Heartland Bank & Trust	48.10
01/14/2021	Deposit	HBT - Heartland Bank & Trust	19.15
01/15/2021	20210115	Payroll Direct Deposit	-5,476.84
01/15/2021	41883441	EFTPS - IRS	-1,556.54
01/15/2021	1681367008	IL Dept of Revenue	-315.37
01/15/2021	33116799	EFTPS - IRS	-132.54
01/15/2021	0381632480	IL Dept of Revenue	-23.34
01/19/2021	41976	VISA BMCU...1484	-779.44
01/19/2021	41977VOID	Heartland Bank & Trust - mausoleum	0.00
01/20/2021	Deposit	HBT - Heartland Bank & Trust	10,818.34
01/20/2021	Deposit	HBT - Heartland Bank & Trust	23.97
01/25/2021	Deposit	HBT - Heartland Bank & Trust	241.10
01/26/2021	41978	City of Bloomington TWP - Reimburse	-6,370.48
01/27/2021	Deposit	HBT - Heartland Bank & Trust	212.15
01/28/2021	Deposit	HBT - Heartland Bank & Trust	2,105.00
01/29/2021	20210131	Payroll Direct Deposit	-4,963.20
01/29/2021	12294837	EFTPS - IRS	-1,500.30
01/29/2021	0933591056	IL Dept of Revenue	-304.95
01/29/2021	0201214914	Mattingly, Alicia	800.00
01/29/2021	0201214938	Foley, Laurence & Connie	-1,000.00
01/29/2021	0201214938	Pitchford, John & Pearline	-730.00
01/29/2021	0201214938	Pitchford, John & Pearline	-730.00
01/29/2021	0201214942	Allen, Annie M	-500.00
01/29/2021	0201214942	Smith, Edith B	-500.00
01/29/2021	0201214942	Dunbar, Julie	-500.00
01/29/2021	Credit	Interest	2.72
Total			-10,406.12



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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.

\_\_\_\_\_  
Misty Porter, 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 **January 12, 2021 through February 8, 2021.**

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 February 2021.**

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

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

This **8th day of February 2021.**

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: February 8, 2021 Meeting**

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
56600	American Cemetery Supplies/VISA	Mausoleum Crypt Supplies (estimated)	2/28/21	\$150.00
55400	Bandana's Bar B Que/VISA	employee lunch from donation funds	2/28/21	\$104.95
52500	City of Bloomington (water)	Utility (estimated)	2/28/21	\$2,000.00
58100	Cold Spring Memorial Group	Grave Markers	2/28/21	\$906.10
54000	Cumulus Media Radio Bloomington	Business Advertisement - 3 months (estimated)	2/28/21	\$1,485.00
42500	Durbin, Charles	Customer Refund	2/28/21	\$1,262.70
56000	Embark Tree Removal	tree removal emergency (estimated)	2/28/21	\$4,650.00
55450	Farm & Fleet/VISA	Safety Supplies (estimated)	2/28/21	\$250.00
56600	Farm & Fleet/VISA	kitty litter, paint supplies (estimated)	2/28/21	\$400.00
56600	Farm & Fleet/VISA	shovels & grabbers (estimated)	2/28/21	\$200.00
52000	Farm & Fleet/VISA	door mat (estimated)	2/28/21	\$40.00
55400	Illinois Route 66 Scenic Byway/VISA	Annual Membership Dues	2/28/21	\$150.00
56500	Martin Sullivan	Equipment Repairs: chainsaw chains	2/28/21	\$92.25
56500	Martin Sullivan	Weight Box (estimated)	2/28/21	\$380.00
57800	Midwest Equipment/VISA	new blowers & trimmers w/trade in (estimated)	2/28/21	\$4,330.00
56600	RP Lumber Company Inc/VISA	Rags	2/28/21	\$14.99
55400	United States Flag Store/VISA	veterans markers (estimated)	2/28/21	\$750.00
52000	US Postmaster/VISA	Office Supplies: Postage (estimated)	2/28/21	\$120.00
55450	Walmart/VISA	tp, trash bags (estimated)	2/28/21	\$40.00
<b>TOTAL: Requests for Payments</b>				<b>\$17,325.99</b>