

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

Meeting: Board of Trustees, Evergreen Memorial Cemetery  
Date: March 08, 2021  
Place: Evergreen Memorial Cemetery Maintenance Building  
302 E. Miller St., Bloomington, IL 61701  
Time: 6:00 P.M.

- I. Call to order: Joe Gibson
- II. Roll Call of Attendance
- III. Motion to Recess to Executive Session - 5ILCS 120/2(c)(1) Performance of specific former employee including compensation.
- IV. Motion to adjourn Executive Session and Return to the Regular Session. (Recommend that Executive Session be adjourned and Board return to Regular Session).
- V. "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 February 8, 2021 Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the February 8, 2021 Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of March 2021. (Recommend that the Anticipated Expenditures be approved as presented.)
- VI. Approval by the Board on Monthly Cemetery Audit of February 2021. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their March 22, 2021 meeting.)
- VII. 2021 Year to Date Burials: Evergreen Memorial Cemetery - 15  
East Lawn Memorial Gardens Cemetery - 20  
Park Hill Cemetery - 20  
Evergreen Memorial Pet Cemetery - 0
- VIII. Comment
- IX. Public Comment
- X. Adjournment

**STATEMENT OF FUNDS--SUPERVISOR**

ALL ACCOUNTS  
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)  
  )SS  
COUNTY OF McLEAN)

Town of the City of Bloomington

**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 **28th day of February 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 March 2021**.

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

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

This **8th day of March 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 **\$125,767.30** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$467,481.38** 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 March 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: FEBRUARY 2021**

**Funds at Commencement**

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>	
Funds at Commencement			\$ 1,066,129

**Public Funds Received This Month**

Real Estate Tax Levy	
Personal Property Replacement Tax	

**Other Funds Received This Month**

Opening/Closing Fees	\$	8,420	
Sale of Lots	\$	2,692	
Sale of Crypts	\$	30	
Sale of Niches	\$	75	
Sales of Pet Cemetery Spaces	\$	50	
Interest: Checking/Reserve	\$	31	
Income from Trusts	\$	14	
Other Income	\$	10	
Inspection Fees	\$	75	
		<u>          </u>	
			\$ 11,397

Total Funds Received This Month	\$	<u>11,397</u>
Total Funds Available	\$	1,077,526

**Funds Expended This Month**

Change in Payroll Liabilities 02/28/2021	\$	(1)
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**TOTAL Funds at Month End**

\$ 1,042,048

**Funds at Month End**

Cash: Heartland Bank 7774 (Checking)	\$	125,767	
Cash: Heartland Bank 7782 (Reserve)	\$	467,481	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	209,900	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2020	\$	238,900	
		<u>          </u>	
<b>TOTAL Funds at Month End</b>			<u><u>\$ 1,042,048</u></u>

**Checking Account Activity**

Checkbook Balance at Commencement	\$	149,551
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Deposits			
Opening/Closing Fees	\$	8,420	
Sales - Other	\$	50	
Sale of Lots	\$	2,692	
Sale of Crypts	\$	30	
Sale of Niches	\$	75	
Other Income	\$	10	
Interest: Checking	\$	2	
Inspection Fees	\$	75	
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	340	
Total Deposits for Month		<u>          </u>	
			\$ 11,695

Total Funds Available \$ 161,245

Checks Written			
Compensation & Benefits	\$	19,393	
Administrative Expenses	\$	3,014	
Cemetery Improvements, Maintenance & Repair	\$	5,161	
Cemetery Operations	\$	7,911	
Total Checks Written		<u>          </u>	
			\$ 35,478

Change in Payroll Liabilities 02/28/2021 \$ (1)

Total Checks Written \$ 35,478

**Checkbook Balance at Month End** \$ 125,767

**Bank Reconciliation at Month End**

Balance per Bank Statement	\$	128,332	
Plus Outstanding Deposits	\$	482	
Less Outstanding Checks	\$	(3,048)	
		<u>          </u>	
<b>Checkbook Balance per Reconciliation</b>			<u><u>\$ 125,767</u></u>

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

Statement of Receipts and Disbursements

Feb-21

Revenue			
42000 Opening/Closing Fee	\$	8,420	
42500 Sale of Lots	\$	2,692	
43000 Sale of Crypts	\$	30	
43100 Sale of Niches	\$	75	
44700 Other Income	\$	10	
44850 Sales - Other	\$	50	
43500 Interest: Checking/Reserve	\$	31	
49000 Income from Trusts	\$	14	
49021 Inspection Fees	\$	75	
Total Revenue		<u>\$</u>	11,397
	Total Income		<u>\$</u> 11,397
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff	\$	4,532	
50102 Wages: Cemetery Staff	\$	9,581	
50201 Payroll Taxes	\$	979	
50202 IMRF (2020 = 11.62%; 2021 = 11.41%)	\$	1,502	
50204 Employee Health Insurance	\$	2,781	
50205 Direct Deposit Transmittal Fees	\$	18	
Total Compensation & Benefits			\$ 19,393
Administrative Expenses			
51500 Contractual Services	\$	(13)	
52000 Office Supplies	\$	170	
52500 Utilities	\$	2,421	
55400 Special Event Expenses	\$	255	
55450 Other Admin Expenses	\$	180	
Total Administrative Expenses			\$ 3,014
Cemetery Improvements, Maintenance & Repair			
57800 Operating Equipment	\$	95	
58000 Mausoleum (including debt service)	\$	5,066	
Total Cemetery Improvements, Maintenance & Repair			\$ 5,161
Cemetery Operations			
55500 Fuel, Oil and Equipment	\$	615	
56000 Tree Removal/Monument Repair	\$	4,650	
56500 Equipment Repairs	\$	465	
56600 Cemetery Supplies & Maintenance	\$	230	
56800 Disposal of Leaves/Branches	\$	920	
58100 Grave Markers	\$	1,031	
Total Cemetery Operations			\$ 7,911
	Total Expense		<u>\$</u> 35,478
Net Income			<u>\$</u> (24,081)

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

Year to Date **AMENDED** Budget Comparison

Income		<u>Feb-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	\$	83,130	\$	90,000	\$ (6,870)	92.4%
42100 Marker Commission	\$	8,156	\$	9,000	\$ (844)	90.6%
42500 Sale of Lots	\$	66,020	\$	58,000	\$ 8,020	113.8%
43000 Sale of Crypts	\$	18,570	\$	25,000	\$ (6,430)	74.3%
43100 Sale of Niches	\$	16,975	\$	40,000	\$ (23,025)	42.4%
44700 Sale of Burial Supplies	\$	300	\$	500	\$ (200)	60.0%
42400 Sales - Other	\$	1,246	\$	2,400	\$ (1,154)	51.9%
43500 Interest	\$	581	\$	3,000	\$ (2,419)	19.4%
49000 Income from Trusts	\$	14,903	\$	4,000	\$ 10,903	372.6%
49020 Other Income & Special Events	\$	6,240	\$	3,500	\$ 2,740	178.3%
49021 Inspection Fees	\$	2,775	\$	3,000	\$ (225)	92.5%
Total Revenue	\$	766,004	\$	769,500	\$ (3,496)	99.5%
Total Income	\$	766,004	\$	769,500	\$ (3,496)	99.5%
Expense						
Compensation & Benefits						
50101 Wages: Administrative Staff	\$	53,722	\$	80,000	\$ (26,278)	67.2%
50102 Wages: Cemetery Staff	\$	152,720	\$	225,000	\$ (72,280)	67.9%
50201 Payroll Taxes - FICA	\$	14,754	\$	23,333	\$ (8,579)	63.2%
50202 IMRF (2020 = 11.62%; 2021 = 11.41%)	\$	22,643	\$	36,600	\$ (13,957)	61.9%
50203 IDES - Unemployment Insurance	\$	3,848	\$	13,500	\$ (9,652)	28.5%
50204 Employee Health Insurance	\$	32,743	\$	60,000	\$ (27,257)	54.6%
50205/50206 Other Payroll Expenses	\$	452	\$	975	\$ (523)	46.4%
Total Compensation & Benefits	\$	280,882	\$	439,408	\$ (158,526)	63.9%
Administrative Expenses						
51100 Casualty Insurance	\$	20,840	\$	21,000	\$ (160)	99.2%
51500 Contractual Services	\$	6,678	\$	10,000	\$ (3,322)	66.8%
52000 Office Supplies	\$	2,866	\$	4,000	\$ (1,134)	71.7%
52500 Utilities	\$	13,646	\$	18,500	\$ (4,854)	73.8%
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	\$	5,534	\$	10,000	\$ (4,466)	55.3%
55450 Other Admin Expenses	\$	4,088	\$	5,000	\$ (912)	81.8%
57900 Office Equipment	\$	-	\$	3,000	\$ (3,000)	0.0%
Total Administrative Expenses	\$	66,352	\$	96,800	\$ (30,448)	68.5%
Cemetery Improvements, Maintenance & Repairs						
57601 Flags & Flag Poles	\$	4,780	\$	10,000	\$ (5,220)	47.8%
57800 Operating Equipment	\$	10,168	\$	15,000	\$ (4,832)	67.8%
58000 Mausoleum (including debt service)	\$	55,726	\$	60,792	\$ (5,066)	91.7%
58400 Scattering Grounds/Ossuary	\$	9	\$	10,000	\$ (9,991)	0.1%
Total Cemetery Improvements, Maintenance & Repairs	\$	70,683	\$	95,792	\$ (25,109)	73.8%

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

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

	<u>Feb-21</u>	<b>Revised</b> <b>Budget</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 5,212	\$ 11,000	\$ (5,788)	47.4%
56000 Tree Removal/Monument Repair	\$ 11,610	\$ 19,000	\$ (7,390)	61.1%
56500 Equipment Repairs	\$ 1,530	\$ 5,000	\$ (3,470)	30.6%
56600 Cemetery Supplies & Maintenance	\$ 2,473	\$ 5,000	\$ (2,527)	49.5%
56700 Rental Equipment & Leasing	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 Removal of Leaves/Branches	\$ 2,780	\$ 5,000	\$ (2,220)	55.6%
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	\$ 4,610	\$ 20,000	\$ (15,390)	23.1%
59900 Other Cemetery Expenses	\$ 15	\$ 16,000	\$ (15,985)	0.1%
Total Cemetery Operations	\$ 35,133	\$ 148,000	\$ (112,867)	23.7%
Total Expense	\$ 453,050	\$ 780,000	\$ (326,950)	58.1%
Net Income	\$ 312,954	\$ (10,500)	\$ 323,454	

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

		Checking Account Activity		
Date	Number	Name		Amount
10500 Heartland (7774)				
02/01/2021	Deposit	HBT - Heartland Bank & Trust		9.64
02/02/2021	Deposit	HBT - Heartland Bank & Trust		2,240.10
02/02/2021	41964	Pontiac Granite Co Inc		-125.00
02/02/2021	41965	Ameren Illinois		-261.35
02/02/2021	41979	NICOR Gas		-340.36
02/03/2021	Deposit	HBT - Heartland Bank & Trust		350.72
02/05/2021	Deposit	HBT - Heartland Bank & Trust		1,275.00
02/05/2021	Deposit	HBT - Heartland Bank & Trust		1,157.85
02/09/2021	41980	Heartland Bank & Trust - mausoleum		-5,066.00
02/09/2021	41981	City of Bloomington Water Dept		-602.53
02/09/2021	41982	Embark Tree Removal		-4,650.00
02/09/2021	41983	Evergreen FS Inc		-614.63
02/09/2021	41984	Martin Sullivan Inc		-92.25
02/10/2021	Deposit	HBT - Heartland Bank & Trust		28.80
02/11/2021	Deposit	HBT - Heartland Bank & Trust		1,900.00
02/12/2021	Deposit	HBT - Heartland Bank & Trust		389.50
02/12/2021	20210215	Payroll Direct Deposit		-4,620.40
02/12/2021	735389128	EFTPS - IRS		-1,375.00
02/12/2021	1892307984	IL Dept of Revenue		-282.40
02/16/2021	41985	VISA BMCU...1484		-607.98
02/16/2021	41986	ColdSpring Memorial Group		-906.10
02/16/2021	41987	COMCAST Business		-229.65
02/16/2021	41988	Dave Capodice Excavating Inc		-920.00
02/16/2021	41989	RP Lumber Company Inc		-14.99
02/22/2021	Deposit	HBT - Heartland Bank & Trust		4,110.00
02/22/2021	0222215393	Gray, Hal & Wanda		-1,460.00
02/22/2021	0222215393	Beck Memorial Home		-500.00
02/22/2021	0222215403	Johnson, James		800.00
02/22/2021	0222215403	Utter, Joanne & Richard		1,000.00
02/22/2021	0222215403	Johnson, Rosemary		500.00
02/23/2021	Deposit	HBT - Heartland Bank & Trust		486.90
02/23/2021	41990	Durbin, Charles		-1,262.70
02/23/2021	41991	City of Bloomington TWP - Reimburse		-6,194.87
02/23/2021	41992	City of Bloomington Water Dept		-646.04
02/23/2021	41993	NICOR Gas		-401.38
02/23/2021	41994	Martin Sullivan Inc		-308.95
02/23/2021	41995	American Cemetery Supplies Inc		-138.00
02/24/2021	Deposit	HBT - Heartland Bank & Trust		23.97
02/26/2021	Deposit	HBT - Heartland Bank & Trust		482.35
02/26/2021	20210228	Payroll Direct Deposit		-5,070.95
02/26/2021	84124182	EFTPS - IRS		-1,536.96
02/26/2021	1601424400	IL Dept of Revenue		-311.81
02/28/2021	Credit	Interest		2.21
			Total	<u><u>-23,783.26</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.

\_\_\_\_\_  
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 **February 9, 2021 through March 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 March 2021.**

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

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

This **8th day of March 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: March 8, 2021 Meeting**

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
56600	American Cemetery Supplies/VISA	Mausoleum Crypt Supplies & delivery charge (estimated)	3/31/21	\$150.00
56600	C A Joseph Co Inc	Crypt trays & delivery charge (estimated)	3/31/21	\$200.00
52500	COMCAST	Utility (estimated)	3/31/21	\$1,000.00
56600	Farm & Fleet/VISA	light bulbs	3/31/21	\$11.76
56600	Farm & Fleet/VISA	shop hand tools	3/31/21	\$18.58
56600	Fastenal/VISA	Safety supplies	3/31/21	\$132.18
52000	Lowe's/VISA	trash bags	3/31/21	\$13.98
57000	Lowe's/VISA	door mat (estimated)	3/31/21	\$22.98
57800	Lowe's/VISA	grabbers	3/31/21	\$99.90
54000	Pantagraph-Lee Industries-Central IL/VISA	Advertising (estimated)	3/31/21	\$150.00
55400	Quality Logo Products/VISA	Special Event Handouts (estimated)	3/31/21	\$1,500.00
<b>TOTAL: Requests for Payments</b>				<b>\$3,299.38</b>

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