

MINUTES OF THE EVERGREEN MEMORIAL CEMETERY
BOARD OF TRUSTEES MEETING
April 12, 2021

The Board of Trustees for the Evergreen Memorial Cemetery met in the Cemetery Maintenance Building located at 302 E. Miller St., Bloomington, IL 61701 at 6:00 P.M.

Trustee Gibson directed the Cemetery Manager to call the roll and the following members of the Board answered present:

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

Staff: Misty Porter, Cemetery Manager and Kyle Durlinger, Ground Supervisor.

Opening of sealed proposals for Request for Proposal (RFP) 2021-01 (Milling & Paving of Roads) four bids were presented. 6:02 P.M.

Discussion and Approval of accepting proposal for RFP 2021-01. Trustee Williams wants to compare the square footage of each bid. Kyle stated not all the bids included the square footage. Trustee Thalgott said we will accept the lowest bid.

Motion by Trustee Thalgott, seconded by Trustee Williams to approve accepting proposal from H. J. Eppel & Co. Contractors for RFP 2021-01 (Milling & Paving of Roads) at 6:35 P.M.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Thalgott, Trustee Williams and Trustee Gibson.

Nays: None

Motion carried.

“Consent Agenda:

- A. Approval of Minutes of the March 08, 2021 Board Meeting as submitted by Staff. (Recommend that the Minutes of the March 08, 2021 Meeting be approved as presented.)
- B. Approval of Anticipated Expenditures with estimated expenses for fiscal year 2021-2022 as presented, with Addendum to the pay request for the month April 2021.

(Recommend that the Anticipated Expenditures with estimates and addendum be approved as presented.)

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

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Thalgott, Trustee Williams and Trustee Gibson.

Nays: None.

Motion carried.

Approval by Board of Monthly Cemetery Audit for March 2021.

Motion by Trustee Gibson, seconded by Trustee Thalgott to approve the Monthly Cemetery Audit for March 2021 as presented and forward on to Township Board for action and approval at their April 26, 2021 meeting.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Thalgott, Trustee Williams and Trustee Gibson.

Nays: None.

Motion carried.

Approval by Board to transfer \$150,000.00 from Reserve Account (7782) to Business Checking Account (7774).

Motion by Trustee Thalgott, seconded by Trustee Williams to approve a transfer of \$150,000.00 from Reserve Account (7782) to Business Checking Account (7774).

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Thalgott, Trustee Williams and Trustee Gibson.

Nays: None.

Motion carried.

Approval by the Board to approve the revised Pre-Need Cemetery Property Merchandise and Services Contract. (Recommend approval of the revised Pre-Need Cemetery Property Merchandise and Services Contract.)

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the revised Pre-Need Cemetery Property Merchandise and Services Contract.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Thalgott, Trustee Williams and Trustee Gibson.

Nays: None.

Motion carried.

Approval by the Board to approve the revised At-Need Cemetery Property Merchandise and Services Contract. (Recommend approval of the revised At-Need Cemetery Property Merchandise and Services Contract.)

Motion by Trustee Thalgott, seconded by Trustee Williams to approve the revised At-Need Cemetery Property Merchandise and Services Contract.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustee Thalgott, Trustee Williams and Trustee Gibson.

Nays: None.

Motion carried.

2021 Year to Date Burials: Evergreen Memorial Cemetery - 20
East Lawn Memorial Gardens Cemetery - 35
Park Hill Cemetery - 29
Evergreen Memorial Pet Cemetery - 1

Comments: Misty said that the mausoleum will be paid off this year.

Public Comments: No one came forward to address the Board.

Motion by Trustee Thalgott, seconded by Trustee Williams to adjourn. Time: 6:49 P.M.

Trustee Gibson directed the Cemetery Manager to call the roll which resulted in the following:

Ayes: Trustees Gibson, Thalgott and Williams

Nays: None

Motion carried.

Respectfully submitted,

Joseph Gibson, President

Garrett Thalgott, Vice President

Brad Williams, Secretary/Treasurer

Passed and approved this 10th day of May 2021.

Attest: _____ President

_____ Vice President

_____ Secretary/Treasurer

MDP

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

Date: April 12, 2021
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 Milling & Paving of cemetery roads was advertised on March 15, 2021. Evergreen placed a deadline of April 9, 2021 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. Clean up of all left-over material.

Four (4) proposals were received and evaluated. The lowest bid was accepted.

Each company submitted a proposal – in a sealed envelope which was opened on April 12, 2021 at 6:02 P.M. Witnesses present during the bid opening were:

| | |
|------------------|------------------------------------|
| Joe Gibson | Cemetery Board President |
| Garrett Thalgott | Cemetery Board Vice President |
| Brad Williams | Cemetery Board Secretary/Treasurer |
| Misty Porter | Cemetery Manager |
| Kyle Durflinger | Grounds Supervisor |

The proposal addressed that each area (9 areas) be bid individually. Evergreen requested that the proposals be submitted in this manner to ensure that price and square footage 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 | Total |
|--------------------------------------|--------------------------|----------------------------|----------------------------|-----------------------|----------------------------|----------------------------|----------------------------|-----------------------------|------------------------|------------------------------|
| Tazewell County Asphalt | \$1,966.50 90 Sq. Yds | \$6,467.60 296 Sq. Yds | \$9,395.50 430 Sq. Yds | \$65.55 3 Sq. Yds | \$4,370.00 200 Sq. Yds | \$3,015.30 138 Sq. Yds | \$6,270.95 287 Sq. Yds | \$15,010.95 687 Sq. Yds | \$458.85 21 Sq. Yds | \$47,021.20 2,152 Sq. Yds |
| Hoerr's Blacktop & Sealcoating | \$2,005.00 783 Sq. Ft | \$4,300.00 1,680 Sq. Ft | \$5,700.00 2,222 Sq. Ft | \$100.00 25 Sq. Ft | \$3,500.00 1,350 Sq. Ft | \$2,700.00 1,050 Sq. Ft | \$5,125.00 2,000 Sq. Ft | \$13,900.00 5,430 Sq. Ft | \$775.00 300 Sq. Ft | \$38,105.00 14,840 Sq. Ft |
| H.J. Eppel & Co. Contractors | 2270.50 | 3728.40 | 5473.10 | 382.40 | 3991.30 | 2820.20 | 4923.40 | 9822.90 | 549.70 | 33,961.90 |
| McLean County Asphalt | \$1,610.10 90 Sq. Yds | \$5,295.44 296 Sq. Yds | \$7,692.70 430 Sq. Yds | \$53.67 3 Sq. Yds | \$3,578.00 200 Sq. Yds | \$2,468.82 138 Sq. Yds | \$5,134.43 287 Sq. Yds | \$12,290.43 687 Sq. Yds | \$375.69 21 Sq. Yds | \$38,499.28 2,152 Sq. Yds |

The Evergreen Memorial Cemetery respectfully recommends that the milling and paving work be awarded to H.J. Eppel & Co. Contractors.

Respectfully,

Misty Porter
EMC Cemetery Manager