

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

Meeting: Board of Trustees, Evergreen Memorial Cemetery  
Date: 08/09/2021  
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. "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 July 12, 2021, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the July 12, 2021, Meeting be approved as presented.)
  - B. Approval of anticipated expenditures as presented for the month of August 2021. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of July 2021. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their August 23, 2021, meeting.)
- V. 2021 Year to Date Burials: Evergreen Memorial Cemetery - 49  
East Lawn Memorial Gardens Cemetery - 62  
Park Hill Cemetery - 45  
Evergreen Memorial Pet Cemetery - 1
- VI. Comment
- VII. Public Comment
- VIII. Adjournment



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

Month of: **JULY 2021**

**Funds at Commencement**

Cash: Heartland Bank 7774 (Checking)	\$	65,841	
Cash: Heartland Bank 7782 (Reserve)	\$	677,870	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	221,286	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2021	\$	249,376	
			<u>\$ 1,214,373</u>

**Other Funds Received This Month**

Opening/Closing Fees	\$	7,840	
Marker Commission	\$	5,992	
Sale of Lots	\$	6,000	
Sale of Crypts	\$	300	
Sale of Niches	\$	1,640	
Sales of Pet Cemetery Spaces	\$	50	
Income from Trusts	\$	1,108	
Other Income	\$	200	
Inspection Fees	\$	525	\$ 23,655
			<u>\$ 23,655</u>
			<u>\$ 1,238,029</u>

**Funds Expended This Month**

**TOTAL Funds at Month End**

**Funds at Month End**

Cash: Heartland Bank 7774 (Checking)	\$	34,122	
Cash: Heartland Bank 7782 (Reserve)	\$	677,870	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	225,001	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2021	\$	249,376	
			<u>\$ 1,186,371</u>

**Checking Account Activity**

Checkbook Balance at Commencement			\$	65,841
Deposits				
Opening/Closing Fees	\$	7,840		
Sales - Other	\$	50		
Sale of Lots	\$	6,000		
Sale of Crypts	\$	300		
Sale of Niches	\$	1,640		
Other Income	\$	200		
Marker Commission	\$	5,992		
Income from Trusts	\$	1,092		
Inspection Fees	\$	525		
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	(3,700)		
Total Deposits for Month			\$	19,940
				\$ 85,781
Checks Written				
Compensation & Benefits	\$	34,158		
Administrative Expenses	\$	8,156		
Cemetery Improvements, Maintenance & Repair	\$	5,066		
Cemetery Operations	\$	4,278		
Total Checks Written			\$	51,658
				\$ 51,658
				<u>\$ 34,122</u>

**Bank Reconciliation at Month End**

Balance per Bank Statement	\$	48,229	
Plus Outstanding Deposits	\$	96	
Less Outstanding Checks	\$	(14,203)	
			<u>\$ 34,122</u>

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

Statement of Receipts and Disbursements

		<u>Jul-21</u>	
Revenue			
42000 Opening/Closing Fee		\$ 7,840	
42100 Marker Commission		\$ 5,992	
42500 Sale of Lots		\$ 6,000	
43000 Sale of Crypts		\$ 300	
43100 Sale of Niches		\$ 1,640	
44700 Other Income		\$ 200	
44850 Sales - Other		\$ 50	
49000 Income from Trusts		\$ 1,092	
49021 Inspection Fees		\$ 525	
	Total Revenue	<u>\$</u>	<u>23,640</u>
	Total Income		<u>\$ 23,640</u>
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$ 5,377	
50102 Wages: Cemetery Staff		\$ 21,126	
50201 Payroll Taxes		\$ 1,926	
50202 IMRF (2021 = 11.41%)		\$ 2,917	
50204 Employee Health Insurance		\$ 2,781	
50205 Direct Deposit Transmittal Fees		\$ 32	
	Total Compensation & Benefits	<u>\$</u>	<u>34,158</u>
Administrative Expenses			
51500 Contractual Services		\$ 7,000	
52000 Office Supplies		\$ 289	
52500 Utilities		\$ 720	
55450 Other Admin Expenses		\$ 148	
	Total Administrative Expenses	<u>\$</u>	<u>8,156</u>
Cemetery Improvements, Maintenance & Repair			
58000 Mausoleum (including debt service)		\$ 5,066	
	Total Cemetery Improvements, Maintenance & Repair	<u>\$</u>	<u>5,066</u>
Cemetery Operations			
55500 Fuel, Oil and Equipment		\$ 1,069	
56000 Tree Removal/Monument Repair		\$ 450	
56600 Cemetery Supplies & Maintenance		\$ 351	
56800 Disposal of Leaves/Branches		\$ 471	
57602 Grounds Maintenance/Repair		\$ 470	
58100 Grave Markers		\$ 1,468	
	Total Cemetery Operations	<u>\$</u>	<u>4,278</u>
	Total Expense	<u>\$</u>	<u>51,658</u>
Net Income			<u><u>\$ (28,019)</u></u>

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

Year to Date Budget Comparison

Income	<u>Jul-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Revenue</b>				
40100 Real Estate Tax Levy	\$ 260,255	\$ 506,600	\$ (246,345)	51.4%
41000 Personal Property Replacement Tax	\$ 27,790	\$ 30,000	\$ (2,210)	92.6%
42000 Opening/Closing Fee	\$ 39,810	\$ 90,000	\$ (50,190)	44.2%
42100 Marker Commission	\$ 5,992	\$ 9,000	\$ (3,008)	66.6%
42500 Sale of Lots	\$ 35,067	\$ 45,000	\$ (9,933)	77.9%
43000 Sale of Crypts	\$ 3,280	\$ 20,500	\$ (17,220)	16.0%
43100 Sale of Niches	\$ 19,670	\$ 30,000	\$ (10,330)	65.6%
44700 Sale of Burial Supplies	\$ 200	\$ 500	\$ (300)	40.0%
42400 Sales - Other	\$ 400	\$ 2,000	\$ (1,600)	20.0%
43500 Interest	\$ 106	\$ 3,000	\$ (2,894)	3.5%
49000 Income from Trusts	\$ 1,151	\$ 4,000	\$ (2,849)	28.8%
49020 Other Income & Special Events	\$ 2,908	\$ 3,000	\$ (92)	96.9%
49021 Inspection Fees	\$ 1,575	\$ 2,500	\$ (925)	63.0%
Total Revenue	<u>\$ 398,204</u>	<u>\$ 746,100</u>	<u>\$ (347,896)</u>	<u>53.4%</u>
Total Income	\$ 398,204	\$ 746,100	\$ (347,896)	53.4%
<b>Expense</b>				
<b>Compensation &amp; Benefits</b>				
50101 Wages: Administrative Staff	\$ 23,303	\$ 70,000	\$ (46,697)	33.3%
50102 Wages: Cemetery Staff	\$ 83,911	\$ 225,000	\$ (141,089)	37.3%
50201 Payroll Taxes - FICA	\$ 7,798	\$ 24,000	\$ (16,202)	32.5%
50202 IMRF (2021 = 11.41%)	\$ 11,651	\$ 37,000	\$ (25,349)	31.5%
50203 IDES - Unemployment Insurance	\$ 2,572	\$ 13,500	\$ (10,928)	19.0%
50204 Employee Health Insurance	\$ 11,123	\$ 60,000	\$ (48,877)	18.5%
50205/50206 Other Payroll Expenses	\$ 121	\$ 975	\$ (854)	12.4%
Total Compensation & Benefits	<u>\$ 140,478</u>	<u>\$ 430,475</u>	<u>\$ (289,997)</u>	<u>32.6%</u>
<b>Administrative Expenses</b>				
51100 Casualty Insurance	\$ 20,299	\$ 21,000	\$ (701)	96.7%
51500 Contractual Services	\$ 9,799	\$ 11,000	\$ (1,201)	89.1%
52000 Office Supplies	\$ 821	\$ 4,000	\$ (3,179)	20.5%
52500 Utilities	\$ 4,239	\$ 18,500	\$ (14,261)	22.9%
54000 Advertising	\$ 495	\$ 2,000	\$ (1,505)	24.8%
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	\$ 521	\$ 10,000	\$ (9,479)	5.2%
55450 Other Admin Expenses	\$ 2,371	\$ 5,000	\$ (2,629)	47.4%
57900 Office Equipment	\$ -	\$ 3,000	\$ (3,000)	0.0%
Total Administrative Expenses	<u>\$ 38,545</u>	<u>\$ 97,800</u>	<u>\$ (59,255)</u>	<u>39.4%</u>
<b>Cemetery Improvements, Maintenance &amp; Repairs</b>				
57601 Flags & Flag Poles	\$ 13,730	\$ 20,000	\$ (6,270)	68.6%
57800 Operating Equipment	\$ 5,035	\$ 17,000	\$ (11,965)	29.6%
58000 Mausoleum (including debt service)	\$ 20,264	\$ 60,800	\$ (40,536)	33.3%
58400 Scattering Grounds/Ossuary	\$ -	\$ 10,000	\$ (10,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	<u>\$ 39,029</u>	<u>\$ 107,800</u>	<u>\$ (68,771)</u>	<u>36.2%</u>

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

Year to Date Budget Comparison (cont.)

	<u>Jul-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 3,664	\$ 10,000	\$ (6,336)	36.6%
56000 Tree Removal/Monument Repair	\$ 900	\$ 19,000	\$ (18,100)	4.7%
56500 Equipment Repairs	\$ 2,786	\$ 6,000	\$ (3,214)	46.4%
56600 Cemetery Supplies & Maintenance	\$ 1,468	\$ 9,000	\$ (7,532)	16.3%
56700 Rental Equipment & Leasing	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 Removal of Leaves/Branches	\$ 771	\$ 5,000	\$ (4,229)	15.4%
57000 Office Repairs & Maintenance	\$ 152	\$ 2,000	\$ (1,848)	7.6%
57602 Grounds Maintenance/Repairs	\$ 1,507	\$ 40,000	\$ (38,493)	3.8%
57603 Road, Fence, Lot, Drains	\$ 188	\$ 50,000	\$ (49,812)	0.4%
57700 Equipment Building	\$ -	\$ 4,000	\$ (4,000)	0.0%
58100 Grave Markers	\$ 5,183	\$ 16,000	\$ (10,818)	32.4%
59900 Other Cemetery Expenses	\$ -	\$ 15,000	\$ (15,000)	0.0%
Total Cemetery Operations	\$ 16,618	\$ 177,000	\$ (160,382)	9.4%
Total Expense	\$ 234,671	\$ 813,075	\$ (578,404)	28.9%
Net Income	\$ 163,534	\$ (66,975)	\$ 230,509	

**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)			
07/02/2021	Deposit	HBT - Heartland Bank & Trust	134.80
07/02/2021	Deposit	HBT - Heartland Bank & Trust	7,972.30
07/06/2021	Deposit	HBT - Heartland Bank & Trust	259.35
07/07/2021	42085	ColdSpring Memorial Group	-495.00
07/07/2021	42086	COMCAST Business	-148.68
07/07/2021	42087	City of Bloomington Water Dept	-4.14
07/07/2021	42088	Dave Capodice Excavating Inc	-616.35
07/08/2021	Deposit	HBT - Heartland Bank & Trust	48.10
07/09/2021	Deposit	HBT - Heartland Bank & Trust	2,701.85
07/13/2021	Deposit	HBT - Heartland Bank & Trust	4,712.43
07/13/2021	42089	Heartland Bank & Trust - mausoleum	-5,066.00
07/13/2021	42090	Pontiac Granite Co Inc	-575.00
07/13/2021	42091	RP Lumber Company Inc	-4.76
07/13/2021	42092	VISA BMCU...1484	-1,420.99
07/13/2021	42093	Growing Grounds	-254.98
07/13/2021	42094	Midwest Equipment II	-164.85
07/13/2021	EFT	Deluxe for Business	-68.56
07/15/2021	Deposit	HBT - Heartland Bank & Trust	23.97
07/15/2021	20210715	Payroll Direct Deposit	-9,624.70
07/15/2021	40110467	EFTPS - IRS	-2,425.52
07/15/2021	0887205136	IL Dept of Revenue	-567.71
07/15/2021	0715212798	Tullier, George & Anita	-1,000.00
07/15/2021	0715212798	Grismore, Hilda	-500.00
07/15/2021	0715212798	Beasley, James	-500.00
07/15/2021	0715212808	Stubbs, Elissa K	-1,700.00
07/15/2021	0715212808	Stubbs, Courtney	-1,700.00
07/15/2021	0715212818	Herman, Dawne (Kenneth)	500.00
07/15/2021	0715212818	Morehead, Ronald	1,200.00
07/20/2021	42095	City of Bloomington Water Dept	-481.31
07/20/2021	42096	AB Hatchery and Garden Center	-69.98
07/20/2021	42097	NICOR Gas	-85.62
07/21/2021	Deposit	HBT - Heartland Bank & Trust	19.15
07/21/2021	Deposit	HBT - Heartland Bank & Trust	194.70
07/23/2021	Deposit	HBT - Heartland Bank & Trust	3,745.00
07/27/2021	42098	ColdSpring Memorial Group	-847.50
07/27/2021	42099	Evergreen FS Inc	-1,068.67
07/27/2021	42100	ServPro of Augusta LLC	-6,000.00
07/27/2021	42101	City of Bloomington TWP - Reimburse	-8,167.02
07/29/2021	Deposit	HBT - Heartland Bank & Trust	23.97
07/30/2021	Deposit	HBT - Heartland Bank & Trust	96.35
07/30/2021	Deposit	HBT - Heartland Bank & Trust	3,580.00
07/30/2021	20210731	Payroll Direct Deposit	-10,154.63
07/30/2021	84391653	EFTPS - IRS	-2,616.58
07/30/2021	0042388240	IL Dept of Revenue	-602.34
		Total	<u><u>-31,718.92</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.

\_\_\_\_\_  
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 **July 13, 2021 through August 9, 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 **9th day of August 2021.**

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

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

This **9th day of August 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 Thalgot  
\_\_\_\_\_

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: August 9, 2021 Meeting**

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
56600	A+ Painting & Drywall	drywall repairs from sewage damage	8/31/21	\$1,650.00
52000	Amazon/VISA	sewage damage (estimated)	8/31/21	\$1,500.00
51500	CK Brush/VISA	drain cleaning (estimated)	8/31/21	\$200.00
58100	ColdSpring Memorial Group	grave markers (estimated)	8/31/21	\$300.00
52000	Deluxe/EFT/VISA	deposit books	8/31/21	\$70.00
56500	Don Owen Tire Service/VISA	tire repairs	8/31/21	\$350.00
56000	Embark Tree Removal	tree removal emergency	8/31/21	\$3,200.00
55450	Farm & Fleet/VISA	uniforms (estimated)	8/31/21	\$200.00
55450	Famous Dave's/VISA	employee luncheon (estimated)	8/31/21	\$200.00
56600	Growing Grounds/VISA	wasp spray, fly catcher (estimated)	8/31/21	\$11.00
56600	Harbor Freight/VISA	air gun, couplers, plumbing thread (estimated)	8/31/21	\$14.00
56600	Illinois Portable Toilets/VISA	portable restroom services	8/31/21	\$200.00
56600	Lowe's/VISA	sewage damage: tarp & terry towels (estimated)	8/31/21	\$400.00
57800	Nord Outdoor Power Equipment/VISA	new equipment (estimated)	8/31/21	\$300.00
56500	Nord Outdoor Power Equipment/VISA	chain oil (estimated)	8/31/21	\$25.00
57700	VISA/Pipeworks Inc	New water line from street to shop, install water meter (estimated)	8/31/21	\$6,000.00
57601	RP Lumber Company Inc/VISA	fasteners for flag poles in enclosures (estimated)	8/31/21	\$20.00
56600	RP Lumber Company Inc/VISA	drain auger, drain cleaner, toilet, silicone, plywood, nails (est)	8/31/21	\$300.00
51500	ServPro/VISA	sewage cleanup (estimated)	8/31/21	\$800.00
55400	Walmart/VISA	special event: snacks (estimated)	8/31/21	\$80.00
56600	Walmart/VISA	table (estimated)	8/31/21	\$50.00
55450	Walmart/VISA	uniforms (estimated)	8/31/21	\$40.00
<b>TOTAL: Requests for Payments</b>				<b>\$15,910.00</b>

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