

EVERGREEN MEMORIAL CEMETERY
MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date: 03/14/2022
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 February 14, 2022, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the February 14, 2022, Meeting be approved as presented.)
 - B. Approval of anticipated expenditures as presented for the month of March 2022. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of February 2022. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their March 28, 2022, meeting.)
- V. Approval by Board to transfer \$50,000.00 from Reserve Account (7782) to Business Checking Account (7774). (Recommend the transfer of \$50,000.00 from the Reserve Account (7782) to Business Checking Account (7774) be approved.)
- VI. 2022 Year to Date Burials: Evergreen Memorial Cemetery - 13
East Lawn Memorial Gardens Cemetery - 28
Park Hill Cemetery - 18
Evergreen Memorial Pet Cemetery - 0
- VII. Comment
- VIII. Public Comment
- IX. Adjournment

STATEMENT OF FUNDS--SUPERVISOR

ALL 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

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 2022**, 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 **14th day of March 2022**.

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

Notary Public

This **14th day of March 2022**.

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 **\$95,249.91** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$649,481.29** 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 **28th day of March 2022**.

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: Jamison Mathy

WARD 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwiliambwe

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 2022**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$ 104,932	
Cash: Heartland Bank 7782 (Reserve)	\$ 649,441	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$ 238,589	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2021	\$ 269,073	
		<u>\$ 1,262,035</u>

Other Funds Received This Month

Opening/Closing Fees	\$ 7,900	
Sale of Lots	\$ 4,290	
Sale of Crypts	\$ 2,370	
Sale of Niches	\$ 1,665	
Interest: Checking/Reserve	\$ 42	
Income from Trusts	\$ 16	
Other Income	\$ 466	
Inspection Fees	\$ 150	
		<u>\$ 16,899</u>
		\$ 1,278,934

Funds Expended This Month

TOTAL Funds at Month End \$ 1,252,209

Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$ 95,250	
Cash: Heartland Bank 7782 (Reserve)	\$ 649,481	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$ 238,405	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2021	\$ 269,073	
		<u>\$ 1,252,209</u>

Checking Account Activity

Checkbook Balance at Commencement		\$ 104,932
Deposits		
Opening/Closing Fees	\$ 7,900	
Sale of Lots	\$ 4,290	
Sale of Crypts	\$ 2,370	
Sale of Niches	\$ 1,665	
Other Income	\$ 466	
Interest: Checking	\$ 2	
Inspection Fees	\$ 150	
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$ 200	
Total Deposits for Month		<u>\$ 17,043</u>
		\$ 121,975
Checks Written		
Compensation & Benefits	\$ 23,502	
Administrative Expenses	\$ 789	
Cemetery Improvements, Maintenance & Repair	\$ -	
Cemetery Operations	\$ 2,434	
Total Checks Written		<u>\$ 26,725</u>
		\$ 95,250
		<u><u>\$ 95,250</u></u>

Bank Reconciliation at Month End

Balance per Bank Statement	\$ 107,886	
Less Outstanding Checks	\$ (12,636)	
		<u>\$ 95,250</u>

Checkbook Balance per Reconciliation \$ 95,250

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

		<u>Feb-22</u>	
Revenue			
42000 Opening/Closing Fee		\$ 7,900	
42500 Sale of Lots		\$ 4,290	
43000 Sale of Crypts		\$ 2,370	
43100 Sale of Niches		\$ 1,665	
43500 Interest: Checking/Reserve		\$ 42	
49000 Income from Trusts		\$ 16	
49020 Other Income & Special Events		\$ 466	
49021 Inspection Fees		\$ 150	
	Total Revenue	<u>\$</u>	16,899
	Total Income	<u>\$</u>	16,899
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$ 5,335	
50102 Wages: Cemetery Staff		\$ 11,947	
50201 Payroll Taxes		\$ 1,206	
50202 IMRF/Employer (2021 = 11.41%; 2022 = 9.38%)		\$ 1,517	
50204 Employee Health Insurance		\$ 3,479	
50205 Direct Deposit Transmittal Fees		\$ 18	
	Total Compensation & Benefits	<u>\$</u>	23,502
Administrative Expenses			
51500 Contractual Services		\$ 204	
52500 Utilities		\$ 472	
55450 Other Admin Expenses		\$ 112	
	Total Administrative Expenses	<u>\$</u>	789
Cemetery Operations			
56500 Equipment Repairs		\$ 250	
56600 Cemetery Supplies & Maintenance		\$ 610	
57700 Equipment Building		\$ 40	
58100 Grave Markers		\$ 1,534	
	Total Cemetery Operations	<u>\$</u>	2,434
	Total Expense	<u>\$</u>	26,725
Net Income		<u>\$</u>	(9,826)

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income		<u>Feb-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy	\$	506,502	\$ 506,600	\$ (98)	100.0%
41000 Personal Property Replacement Tax	\$	78,048	\$ 30,000	\$ 48,048	260.2%
42000 Opening/Closing Fee	\$	94,675	\$ 90,000	\$ 4,675	105.2%
42100 Marker Commission	\$	8,490	\$ 9,000	\$ (510)	94.3%
42500 Sale of Lots	\$	60,898	\$ 45,000	\$ 15,898	135.3%
43000 Sale of Crypts	\$	11,580	\$ 20,500	\$ (8,920)	56.5%
43100 Sale of Niches	\$	39,296	\$ 30,000	\$ 9,296	131.0%
44700 Sale of Burial Supplies	\$	350	\$ 500	\$ (150)	70.0%
42400 Sales - Other	\$	1,450	\$ 2,000	\$ (550)	72.5%
43500 Interest	\$	486	\$ 3,000	\$ (2,514)	16.2%
49000 Income from Trusts	\$	2,561	\$ 4,000	\$ (1,439)	64.0%
49020 Other Income & Special Events	\$	12,830	\$ 3,000	\$ 9,830	427.7%
49021 Inspection Fees	\$	3,675	\$ 2,500	\$ 1,175	147.0%
		<u>\$ 820,842</u>	<u>\$ 746,100</u>	<u>\$ 74,742</u>	<u>110.0%</u>
Total Revenue					
Total Income	\$	820,842	\$ 746,100	\$ 74,742	110.0%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$	63,632	\$ 70,000	\$ (6,368)	90.9%
50102 Wages: Cemetery Staff	\$	206,407	\$ 225,000	\$ (18,593)	91.7%
50201 Payroll Taxes - FICA	\$	19,504	\$ 24,000	\$ (4,496)	81.3%
50202 IMRF/Employer (2021 = 11.41%; 2022 = 9.38%)	\$	28,622	\$ 37,000	\$ (8,378)	77.4%
50203 IDES - Unemployment Insurance	\$	4,381	\$ 13,500	\$ (9,119)	32.5%
50204 Employee Health Insurance	\$	38,451	\$ 60,000	\$ (21,549)	64.1%
50205/50206 Other Payroll Expenses	\$	505	\$ 975	\$ (470)	51.8%
Total Compensation & Benefits	\$	361,502	\$ 430,475	\$ (68,973)	84.0%
Administrative Expenses					
51100 Casualty Insurance	\$	20,299	\$ 21,000	\$ (701)	96.7%
51500 Contractual Services	\$	11,672	\$ 11,000	\$ 672	106.1%
52000 Office Supplies	\$	2,505	\$ 4,000	\$ (1,495)	62.6%
52500 Utilities	\$	12,330	\$ 18,500	\$ (6,170)	66.6%
54000 Advertising	\$	931	\$ 2,000	\$ (1,069)	46.6%
54500 Dues/Seminars	\$	350	\$ 600	\$ (250)	58.3%
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	\$	8,839	\$ 10,000	\$ (1,161)	88.4%
55450 Other Admin Expenses	\$	5,245	\$ 5,000	\$ 245	104.9%
57900 Office Equipment	\$	-	\$ 3,000	\$ (3,000)	0.0%
Total Administrative Expenses	\$	74,370	\$ 97,800	\$ (23,430)	76.0%
Cemetery Improvements, Maintenance & Repairs					
57601 Flags & Flag Poles	\$	14,874	\$ 20,000	\$ (5,126)	74.4%
57800 Operating Equipment	\$	14,632	\$ 17,000	\$ (2,368)	86.1%
58000 Mausoleum (including debt service)	\$	30,227	\$ 60,800	\$ (30,573)	49.7%
58400 Scattering Grounds/Ossuary	\$	-	\$ 10,000	\$ (10,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$	59,733	\$ 107,800	\$ (48,067)	55.4%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Feb-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 7,602	\$ 10,000	\$ (2,398)	76.0%
56000 Tree Removal/Monument Repair	\$ 16,700	\$ 19,000	\$ (2,300)	87.9%
56500 Equipment Repairs	\$ 4,323	\$ 6,000	\$ (1,677)	72.1%
56600 Cemetery Supplies & Maintenance	\$ 8,538	\$ 9,000	\$ (463)	94.9%
56700 Rental Equipment & Leasing	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 Removal of Leaves/Branches	\$ 2,018	\$ 5,000	\$ (2,982)	40.4%
57000 Office Repairs & Maintenance	\$ 482	\$ 2,000	\$ (1,518)	24.1%
57602 Grounds Maintenance/Repairs	\$ 18,757	\$ 40,000	\$ (21,243)	46.9%
57603 Road, Fence, Lot, Drains	\$ 45,625	\$ 50,000	\$ (4,375)	91.2%
57700 Equipment Building	\$ 128	\$ 4,000	\$ (3,872)	3.2%
58100 Grave Markers	\$ 11,389	\$ 16,000	\$ (4,611)	71.2%
59900 Other Cemetery Expenses	\$ -	\$ 15,000	\$ (15,000)	0.0%
Total Cemetery Operations	\$ 115,561	\$ 177,000	\$ (61,439)	65.3%
Total Expense	\$ 611,166	\$ 813,075	\$ (201,909)	75.2%
Net Income	\$ 209,676	\$ (66,975)	\$ 276,651	

Town of the City of Bloomington--Cemetery Fund

<u>Date</u>	<u>Number</u>	<u>Checking Account Activity Name</u>	<u>Amount</u>
10500 Heartland (7774)			
02/01/2022	Deposit	HBT - Heartland Bank & Trust	23.97
02/01/2022	Deposit	HBT - Heartland Bank & Trust	97.30
02/01/2022	42218	Ameren Illinois	-266.96
02/01/2022	42219	COMCAST Business	-205.33
02/04/2022	Deposit	HBT - Heartland Bank & Trust	278.65
02/09/2022	Deposit	HBT - Heartland Bank & Trust	1,833.35
02/10/2022	Deposit	HBT - Heartland Bank & Trust	9.64
02/11/2022	Deposit	HBT - Heartland Bank & Trust	96.35
02/11/2022	Deposit	HBT - Heartland Bank & Trust	76.90
02/11/2022	Deposit	HBT - Heartland Bank & Trust	9,515.00
02/15/2022	20220215	Payroll Direct Deposit	-6,467.83
02/15/2022	32463435	EFTPS - IRS	-1,713.56
02/15/2022	1896116624	IL Dept of Revenue	-387.27
02/16/2022	42220	ColdSpring Memorial Group	-1,384.20
02/16/2022	42221	Nord Outdoor Power	-205.00
02/16/2022	42222	VISA BMCU...1484	-902.62
02/16/2022	42223	Pontiac Granite Co Inc	-150.00
02/16/2022	42224	RP Lumber Company Inc	-16.29
02/18/2022	0218222432	Dyer, Gordon & Jan	1,200.00
02/18/2022	0218222432	Williams, Floyd E	500.00
02/18/2022	0218222432	Groetenhus, John & Barbara	300.00
02/18/2022	0218222423	Briggs, Wendellyn	-600.00
02/18/2022	0218222423	Rink, Jillyn	-600.00
02/18/2022	0218222423	Umstatt, Rhonda	-600.00
02/22/2022	42225	City of Bloomington TWP - Reimburse	-7,236.25
02/24/2022	Deposit	HBT - Heartland Bank & Trust	96.35
02/25/2022	Deposit	HBT - Heartland Bank & Trust	4,720.81
02/28/2022	20220228	Payroll Direct Deposit	-5,850.49
02/28/2022	43661970	EFTPS - IRS	-1,499.18
02/28/2022	0497047952	IL Dept of Revenue	-347.29
02/28/2022	Credit	Interest	1.82
		Total	<u>-9,682.13</u>

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 **February 15, 2022 through March 14, 2022.**

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 March 2022.**

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

Notary Public

This **14th day of March 2022.**

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: March 14, 2022 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
57602	AB Hatchery & Garden Center/VISA	wildflower seed (estimated)	3/31/22	\$150.00
52000	Amazon/VISA	envelopes, toner (estimated)	3/31/22	\$230.00
56500	Amazon/VISA	filter (estimated)	3/31/22	\$20.00
56600	Amazon/VISA	mausoleum lights, mop heads, door mats, dust mop, tp, etc	3/31/22	\$620.00
56500	CNH Capital/Birkey's /VISA	equipment repairs (estimated)	3/31/22	\$128.82
58100	ColdSpring Memorial Group	Grave Markers (estimated)	3/31/22	\$600.00
56500	Don Owen Tire Service/VISA	equipment repairs (estimated)	3/31/22	\$600.00
56500	Farm & Fleet/VISA	equipment repairs (estimated)	3/31/22	\$125.00
56500	Farm & Fleet/VISA	grease, oil & filters (estimated)	3/31/22	\$200.00
56600	FS Custom Turf	grass seed (estimated)	3/31/22	\$500.00
51500	Henson Disposal/VISA	dumpster service	3/31/22	\$260.00
56500	Martin Sullivan/VISA	Equipment Repairs & maintenance (estimated)	3/31/22	\$563.00
57700	Menards/VISA	toilet parts (estimated)	3/31/22	\$30.00
57700	Menards/Lowe's/VISA	shop lights (estimated)	3/31/22	\$150.00
57602	Menards/Lowe's/VISA	sign lights & concrete (estimated)	3/31/22	\$250.00
56600	Menards/Lowe's/VISA	garbage bags & supplies (estimated)	3/31/22	\$350.00
56500	Nord Outdoor Power Equipment/VISA	Equipment Repairs & maintenance (estimated)	3/31/22	\$250.00
58100	Pontiac Granite	marker	3/31/22	\$175.00
58100	Triple H Company	Mausoleum Vases/Rings with shipping (Estimated)	3/31/22	\$331.00
52000	US Postmaster/VISA	Office Supplies: Postage (estimated)	3/31/22	\$350.00
TOTAL: Requests for Payments				\$5,882.82

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