

EVERGREEN MEMORIAL CEMETERY
MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date: 06/13/2022
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 May 9, 2022, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the May 9, 2022, Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of June 2022. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of May 2022. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their June 27, 2022, meeting.)
- V. Approval by Board to transfer \$150,000.00 from Reserve Account (7782) to Business Checking Account (7774). (Recommend the transfer of \$150,000.00 from the Reserve Account (7782) to Business Checking Account (7774) be approved.)
- VI. Approval by the Board to approve the revised purchasing policy. (Recommend approval of the revised purchasing policy.)
- VII. Discussion and approval of staffing compensation, staffing retention and realignment of staffing responsibilities. (Recommend that staffing changes be approved.)
- VIII. 2022 Year to Date Burials: Evergreen Memorial Cemetery - 36
East Lawn Memorial Gardens Cemetery - 53
Park Hill Cemetery - 39
Evergreen Memorial Pet Cemetery - 1
- IX. Comment
- X. Public Comment
- XI. 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 May 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 **13th day of June 2022**.

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

Notary Public

This **13th day of June 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 **\$100,941.17** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$698,845.45** at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Joseph B Gibson
Cemetery Board Vice President:

Garrett Thalgot

Secretary/Treasurer for Cemetery Board:

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

This **27th day of June 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: Grant Walch

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 Mwilambwe
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: **MAY**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$	134,535	
Cash: Heartland Bank 7782 (Reserve)	\$	599,565	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	249,727	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2022	\$	253,772	
Funds at Commencement			\$ 1,237,599

Public Funds Received This Month

Real Estate Tax Levy			\$ 99,240
Personal Property Replacement Tax			\$ 29,986

Other Funds Received This Month

Opening/Closing Fees	\$	5,225	
Sale of Lots	\$	1,984	
Sale of Crypts	\$	30	
Sale of Niches	\$	200	
Sale of Burial Supplies	\$	10	
Interest: Checking/Reserve	\$	43	
Income from Trusts	\$	16	
Other Income & Special Events	\$	2,070	
Inspection Fees	\$	500	\$ 10,078

Total Funds Received This Month			\$ 139,304
Total Funds Available			\$ 1,376,903

Funds Expended This Month

			\$ 72,401
TOTAL Funds at Month End			<u>\$ 1,304,502</u>

Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$	100,941	
Cash: Heartland Bank 7782 (Reserve)	\$	698,845	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	250,943	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2022	\$	253,772	
TOTAL Funds at Month End			<u>\$ 1,304,502</u>

Checking Account Activity

Checkbook Balance at Commencement			\$ 134,535
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Deposits	Personal Property Replacement Tax	\$	29,986	
	Opening/Closing Fees	\$	5,225	
	Sale of Lots	\$	1,984	
	Sale of Crypts	\$	30	
	Sale of Niches	\$	200	
	Sale of Burial Supplies	\$	10	
	Interest: Checking	\$	2	
	Inspection Fees	\$	500	
	Other Income & Special Events	\$	2,070	
	Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$	(1,200)	
	Total Deposits for Month		\$ 38,807	

Total Funds Available			\$ 173,343
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Checks Written	Compensation & Benefits	\$	36,108	
	Administrative Expenses	\$	29,862	
	Cemetery Operations	\$	6,431	
	Total Checks Written		\$ 72,401	

Total Checks Written			\$ 72,401
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Checkbook Balance at Month End			<u>\$ 100,941</u>
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Bank Reconciliation at Month End

Balance per Bank Statement	\$	118,477	
Less Outstanding Checks	\$	(17,536)	
Checkbook Balance per Reconciliation			<u>\$ 100,941</u>

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Revenue	May-22	
40100 Real Estate Tax Levy	\$ 99,240	
41000 Personal Property Replacement Tax	\$ 29,986	
42000 Opening/Closing Fee	\$ 5,225	
42500 Sale of Lots	\$ 1,984	
43000 Sale of Crypts	\$ 30	
43100 Sale of Niches	\$ 200	
44700 Sale of Burial Supplies	\$ 10	
43500 Interest: Checking/Reserve	\$ 43	
49000 Income from Trusts	\$ 16	
49020 Other Income & Special Events	\$ 2,070	
49021 Inspection Fees	\$ 500	
Total Revenue	\$ 139,304	
Total Income	\$ 139,304	
Expense		
Compensation & Benefits		
50101 Wages: Administrative Staff	\$ 4,776	
50102 Wages: Cemetery Staff	\$ 23,195	
50201 Payroll Taxes	\$ 2,024	
50202 IMRF/Employer (2022 = 9.38%)	\$ 2,617	
50204 Employee Health Insurance	\$ 3,479	
50205 Direct Deposit Transmittal Fees	\$ 16	
Total Compensation & Benefits	\$ 36,108	
Administrative Expenses		
51100 Casualty Insurance	\$ 21,630	
51500 Contractual Services	\$ 385	
52000 Office Supplies	\$ 285	
52500 Utilities	\$ 1,439	
55400 Special Event Expenses	\$ 5,100	
55450 Other Admin Expenses	\$ 1,023	
Total Administrative Expenses	\$ 29,862	
Cemetery Operations		
55500 Fuel, Oil and Equipment	\$ 2,739	
56500 Equipment Repairs	\$ 104	
56600 Cemetery Supplies & Maintenance	\$ 120	
56800 Disposal of Leaves/Branches	\$ 120	
57602 Grounds Maintenance/Repair	\$ 568	
57603 Road, Fence, Lot, Drains	\$ 2,780	
Total Cemetery Operations	\$ 6,431	
Total Expense	\$ 72,401	
Net Income	\$ 66,902	

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income		<u>May-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy	\$	99,240	\$ 506,600	\$ (407,360)	19.6%
41000 Personal Property Replacement Tax	\$	52,383	\$ 60,000	\$ (7,617)	87.3%
42000 Opening/Closing Fee	\$	21,890	\$ 90,000	\$ (68,110)	24.3%
42100 Marker Commission	\$	-	\$ 9,000	\$ (9,000)	0.0%
42500 Sale of Lots	\$	8,794	\$ 70,000	\$ (61,206)	12.6%
43000 Sale of Crypts	\$	60	\$ 10,500	\$ (10,440)	0.6%
43100 Sale of Niches	\$	3,165	\$ 47,000	\$ (43,835)	6.7%
44700 Sale of Burial Supplies	\$	10	\$ 500	\$ (490)	2.0%
42400 Sales - Other	\$	300	\$ 1,700	\$ (1,400)	17.6%
43500 Interest	\$	86	\$ 600	\$ (514)	14.3%
49000 Income from Trusts	\$	33	\$ 3,000	\$ (2,967)	1.1%
49020 Other Income & Special Events	\$	4,655	\$ 10,000	\$ (5,345)	46.6%
49021 Inspection Fees	\$	1,175	\$ 4,000	\$ (2,825)	29.4%
		<u>\$ 191,791</u>	<u>\$ 812,900</u>	<u>\$ (621,109)</u>	<u>23.6%</u>
Total Revenue					
		\$ 191,791	\$ 812,900	\$ (621,109)	23.6%
Total Income					
		\$ 191,791	\$ 812,900	\$ (621,109)	23.6%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$	10,469	\$ 73,000	\$ (62,531)	14.3%
50102 Wages: Cemetery Staff	\$	44,564	\$ 255,000	\$ (210,437)	17.5%
50201 Payroll Taxes - FICA	\$	3,979	\$ 26,000	\$ (22,021)	15.3%
50202 IMRF/Employer (2022 = 9.38%)	\$	5,050	\$ 40,000	\$ (34,950)	12.6%
50203 IDES - Unemployment Insurance	\$	-	\$ 15,000	\$ (15,000)	0.0%
50204 Employee Health Insurance	\$	6,959	\$ 60,000	\$ (53,041)	11.6%
50205/50206 Other Payroll Expenses	\$	47	\$ 500	\$ (453)	9.5%
		<u>\$ 71,067</u>	<u>\$ 469,500</u>	<u>\$ (398,433)</u>	<u>15.1%</u>
Total Compensation & Benefits					
		\$ 71,067	\$ 469,500	\$ (398,433)	15.1%
Administrative Expenses					
51100 Casualty Insurance	\$	21,630	\$ 21,500	\$ 130	100.6%
51500 Contractual Services	\$	2,913	\$ 15,000	\$ (12,087)	19.4%
52000 Office Supplies	\$	285	\$ 4,000	\$ (3,715)	7.1%
52500 Utilities	\$	2,246	\$ 17,500	\$ (15,254)	12.8%
54000 Advertising	\$	-	\$ 3,000	\$ (3,000)	0.0%
54500 Dues/Seminars	\$	-	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$	-	\$ 600	\$ (600)	0.0%
55100 Audit Expense	\$	-	\$ 7,500	\$ (7,500)	0.0%
55200 Financial Administration	\$	-	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses	\$	5,100	\$ 8,000	\$ (2,900)	63.8%
55450 Other Admin Expenses	\$	1,434	\$ 5,000	\$ (3,566)	28.7%
57900 Office Equipment	\$	-	\$ 1,000	\$ (1,000)	0.0%
		<u>\$ 33,608</u>	<u>\$ 95,900</u>	<u>\$ (62,292)</u>	<u>35.0%</u>
Total Administrative Expenses					
		\$ 33,608	\$ 95,900	\$ (62,292)	35.0%
Cemetery Improvements, Maintenance & Repairs					
57601 Flags & Flag Poles	\$	3,654	\$ 10,000	\$ (6,347)	36.5%
57800 Operating Equipment	\$	-	\$ 78,000	\$ (78,000)	0.0%
58400 Scattering Grounds/Ossuary	\$	-	\$ 2,000	\$ (2,000)	0.0%
		<u>\$ 3,654</u>	<u>\$ 90,000</u>	<u>\$ (86,347)</u>	<u>4.1%</u>
Total Cemetery Improvements, Maintenance & Repairs					
		\$ 3,654	\$ 90,000	\$ (86,347)	4.1%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>May-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 2,739	\$ 10,000	\$ (7,261)	27.4%
56000 Tree Removal/Monument Repair	\$ -	\$ 24,000	\$ (24,000)	0.0%
56500 Equipment Repairs	\$ 104	\$ 6,000	\$ (5,896)	1.7%
56600 Cemetery Supplies & Maintenance	\$ 120	\$ 20,000	\$ (19,880)	0.6%
56700 Rental Equipment & Leasing	\$ -	\$ 4,000	\$ (4,000)	0.0%
56800 Removal of Leaves/Branches	\$ 220	\$ 4,000	\$ (3,780)	5.5%
57000 Office Repairs & Maintenance	\$ -	\$ 1,000	\$ (1,000)	0.0%
57602 Grounds Maintenance/Repairs	\$ 2,627	\$ 25,000	\$ (22,373)	10.5%
57603 Road, Fence, Lot, Drains	\$ 2,780	\$ 40,000	\$ (37,220)	7.0%
57700 Equipment Building	\$ -	\$ 2,000	\$ (2,000)	0.0%
58100 Grave Markers	\$ 1,293	\$ 15,000	\$ (13,707)	8.6%
59900 Other Cemetery Expenses	\$ -	\$ 1,000	\$ (1,000)	0.0%
Total Cemetery Operations	\$ 9,883	\$ 152,000	\$ (142,117)	6.5%
Total Expense	\$ 118,211	\$ 807,400	\$ (689,189)	14.6%
Net Income	\$ 73,580	\$ 5,500	\$ 68,080	

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)			
05/03/2022	Deposit	HBT - Heartland Bank & Trust	350.87
05/03/2022	42265	Evergreen FS Inc	-1,243.49
05/03/2022	42266	Ameren Illinois	-260.61
05/03/2022	42267	ADT Security Services	-115.61
05/03/2022	42268	COMCAST Business	-206.09
05/05/2022	Deposit	HBT - Heartland Bank & Trust	144.30
05/05/2022	EFT	Payroll Direct Deposit	904.22
05/05/2022	42269	Ted A Meredith	-904.22
05/06/2022	Deposit	HBT - Heartland Bank & Trust	361.42
05/06/2022	Deposit	HBT - Heartland Bank & Trust	1,375.00
05/10/2022	42270	Ron Smith Printing Co	-155.00
05/10/2022	42271	TOIRMA	-21,630.00
05/10/2022	42272	Dave Capodice Excavating Inc	-2,780.00
05/10/2022	42273	Dave Capodice Excavating Inc	-462.65
05/11/2022	Deposit	HBT - Heartland Bank & Trust	461.50
05/11/2022	0517220905	Powell, Tommy & Gayle	-1,200.00
05/13/2022	Deposit	HBT - Heartland Bank & Trust	32,851.22
05/13/2022	20220515	Payroll Direct Deposit	-9,553.78
05/13/2022	51157386	EFTPS - IRS	-2,112.60
05/13/2022	2016343952	IL Dept of Revenue	-547.26
05/16/2022	Deposit	HBT - Heartland Bank & Trust	681.70
05/17/2022	42274	VISA BMCU...1484	-1,681.24
05/17/2022	42275	Cagley, Paula & Kip	-441.00
05/17/2022	42276	Illinois Route 66 Scenic Byway Inc	-100.00
05/20/2022	Deposit	HBT - Heartland Bank & Trust	1,160.00
05/24/2022	42277	Evergreen FS Inc	-1,495.35
05/24/2022	42278	McLean County Museum of History	-5,000.00
05/24/2022	42279	City of Bloomington Water Dept	-488.79
05/25/2022	Deposit	HBT - Heartland Bank & Trust	9.50
05/25/2022	42287	NICOR Gas	-245.09
05/25/2022	42288	Ameren Illinois	-238.47
05/26/2022	Deposit	HBT - Heartland Bank & Trust	316.45
05/26/2022	Deposit	HBT - Heartland Bank & Trust	1,254.35
05/27/2022	42280	Aaron M Anderson	-250.00
05/27/2022	42281	Christopher D Anderson	-250.00
05/27/2022	42282	Nash B Armstrong	-250.00
05/27/2022	42283	Kyle J Durlfing	-250.00
05/27/2022	42284	Andrew M Madison	-250.00
05/27/2022	42285	Ted A Meredith	-235.50
05/27/2022	42286	Misty D Porter	-250.00
05/27/2022	61108984	EFTPS - IRS	-302.34
05/28/2022	Deposit	HBT - Heartland Bank & Trust	681.70
05/31/2022	Deposit	HBT - Heartland Bank & Trust	660.00
05/31/2022	20220531	Payroll Direct Deposit	-9,609.32
05/31/2022	71075677	EFTPS - IRS	-2,711.48
05/31/2022	1616740240	IL Dept of Revenue	-583.54
05/31/2022	42289	City of Bloomington TWP - Reimburse	-9,005.01
05/31/2022	Credit	Interest	2.22
Total			<u><u>-33,593.99</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 **May 10, 2022 through June 13, 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 **13th day of June 2022.**

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

Notary Public

This **13th day of June 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: June 13, 2022 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
57601	Amazon/VISA	Flags for Avenue (estimated)	6/30/22	\$750.00
55400	Dollar General/VISA	ice (estimated)	6/30/22	\$10.00
57602	Growing Grounds/VISA	entry vase plants (estimated)	6/30/22	\$30.00
54500	ICFHA: Illinois Cemetery & Funeral Home/VISA	Dues/Seminars (estimated)	6/30/22	\$250.00
56600	Lowe's/VISA	shop fans (estimated)	6/30/22	\$500.00
57000	Lowe's/VISA	office maintenance (estimated)	6/30/22	\$300.00
55400	McAlister's Deli/VISA	special event lunch (estimated)	6/30/22	\$100.00
57603	McLean County Materials/Asphalt	road repairs (estimated)	6/30/22	\$29,000.00
57601	McNeill Grave Marker Company	Avenue of flags markers (estimated)	6/30/22	\$500.00
56500	Midwest Equipment/VISA	equipment maintenace (estimated)	6/30/22	\$71.00
56500	Nord Outdoor Power Equipment/VISA	equipment repairs (estimated)	6/30/22	\$93.00
57601	Ron Smith Printing Co/Others/VISA	Ave of Flags plaques (estimated)	6/30/22	\$200.00
56500	RP Lumber Company Inc/VISA	equipment repairs (estimated)	6/30/22	\$15.00
56600	RP Lumber Company Inc/VISA	hornet spray, paint (estimated)	6/30/22	\$34.00
55450	Sam's Club/VISA	breakroom drinks	6/30/22	\$100.00
56600	Sam's Club/VISA	cleaning supplies	6/30/22	\$100.00
57601	United States Flag Store/VISA	American flags (estimated)	6/30/22	\$300.00
TOTAL: Requests for Payments				\$32,353.00

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