

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

Meeting: Board of Trustees, Evergreen Memorial Cemetery  
Date: 07/11/2022  
Place: Evergreen Memorial Cemetery Office 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 June 13, 2022, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the June 13, 2022, Meeting be approved as presented.)
  - B. Approval of anticipated expenditures as presented for the month of July 2022. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of June 2022. (Recommend that the Audit be approved as presented and forwarded on to Township Board for action and approval at their July 25, 2022, meeting.
- V. Discussion of purchasing new grounds equipment.
- VI. 2022 Year to Date Burials: Evergreen Memorial Cemetery - 41  
East Lawn Memorial Gardens Cemetery - 63  
Park Hill Cemetery - 43  
Evergreen Memorial Pet Cemetery - 1
- VII. Comment
- VIII. Public Comment
- IX. 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 **30th day of June 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 **11th day of July 2022**.

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

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

This **11th day of July 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 **\$69,515.29** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$864,124.44** 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 Thalgott

\_\_\_\_\_  
Board of Trustees of the Evergreen Memorial Cemetery, Town of the City of  
Bloomington, McLean County, Illinois

This **25th day of July 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 C 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: **JUNE**

**Funds at Commencement**

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	
		<u>\$ 1,304,502</u>

**Public Funds Received This Month**

Real Estate Tax Levy		\$ 165,228
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**Other Funds Received This Month**

Opening/Closing Fees	\$ 6,260	
Marker Commission	\$ 4,010	
Sale of Lots	\$ 3,115	
Sale of Crypts	\$ 30	
Sale of Niches	\$ 840	
Sales - Other	\$ 400	
Interest: Checking/Reserve	\$ 53	
Income from Trusts	\$ 17	
Other Income & Special Events	\$ 775	
Inspection Fees	\$ 225	\$ 15,725

Total Funds Received This Month \$ 180,953

Total Funds Available \$ 1,485,455

**Funds Expended This Month**

Change in Payroll Liabilities 06/30/2022		\$ 47,375
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**TOTAL Funds at Month End** \$ 1,438,372

**Funds at Month End**

Cash: Heartland Bank 7774 (Checking)	\$ 69,515	
Cash: Heartland Bank 7782 (Reserve)	\$ 864,124	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$ 250,960	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2022	\$ 253,772	
		<u>\$ 1,438,372</u>

**Checking Account Activity**

Checkbook Balance at Commencement		\$ 100,941
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Deposits			
Opening/Closing Fees	\$ 6,260		
Sale of Lots	\$ 3,115		
Sale of Crypts	\$ 30		
Sale of Niches	\$ 840		
Sales - Other	\$ 400		
Marker Commission	\$ 4,010		
Interest: Checking	\$ 2		
Inspection Fees	\$ 225		
Other Income & Special Events	\$ 775		
Total Deposits for Month		<u>\$ 15,657</u>	

Total Funds Available \$ 116,598

Checks Written			
Compensation & Benefits	\$ 36,486		
Administrative Expenses	\$ 1,215		
Cemetery Improvements, Maintenance & Repair	\$ 1,364		
Cemetery Operations	\$ 8,310		
Total Checks Written		<u>\$ 47,375</u>	

Change in Payroll Liabilities 06/30/2022 \$ (292)

Total Checks Written \$ 47,083

**Checkbook Balance at Month End** \$ 69,515

**Bank Reconciliation at Month End**

Balance per Bank Statement	\$ 76,094	
Less Outstanding Checks	\$ (6,579)	

**Checkbook Balance per Reconciliation** \$ 69,515

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

### Statement of Receipts and Disbursements

Revenue	<u>Jun-22</u>	
40100 Real Estate Tax Levy	\$ 165,228	
42000 Opening/Closing Fee	\$ 6,260	
42100 Marker Commission	\$ 4,010	
42500 Sale of Lots	\$ 3,115	
43000 Sale of Crypts	\$ 30	
43100 Sale of Niches	\$ 840	
44900 Sales - Other	\$ 400	
43500 Interest: Checking/Reserve	\$ 53	
49000 Income from Trusts	\$ 17	
49020 Other Income & Special Events	\$ 775	
49021 Inspection Fees	\$ 225	
Total Revenue	\$ 180,953	
Total Income	<b>\$ 180,953</b>	
Expense		
Compensation & Benefits		
50101 Wages: Administrative Staff	\$ 4,905	
50102 Wages: Cemetery Staff	\$ 21,305	
50201 Payroll Taxes	\$ 1,889	
50202 IMRF/Employer (2022 = 9.38%)	\$ 2,459	
50203 IDES - Unemployment Insurance	\$ 2,448	
50204 Employee Health Insurance	\$ 3,479	
Total Compensation & Benefits	\$ 36,486	
Administrative Expenses		
51500 Contractual Services	\$ 69	
52500 Utilities	\$ 797	
55400 Special Event Expenses	\$ 72	
55450 Other Admin Expenses	\$ 278	
Total Administrative Expenses	\$ 1,215	
Cemetery Improvements, Maintenance & Repair		
57601 Flags & Flag Poles	\$ 1,364	
Total Cemetery Improvements, Maintenance & Repair	\$ 1,364	
Cemetery Operations		
55500 Fuel, Oil and Equipment	\$ 305	
56600 Cemetery Supplies & Maintenance	\$ 689	
56800 Disposal of Leaves/Branches	\$ 120	
57000 Office Building Maintenance/Repair	\$ 4,800	
57602 Grounds Maintenance/Repair	\$ 896	
58100 Grave Markers	\$ 1,500	
Total Cemetery Operations	\$ 8,310	
Total Expense	<b>\$ 47,375</b>	
Net Income	<b>\$ 133,578</b>	

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

### Year to Date Budget Comparison

Income	<u>Jun-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Revenue</b>				
40100 Real Estate Tax Levy	\$ 264,468	\$ 506,600	\$ (242,132)	52.2%
41000 Personal Property Replacement Tax	\$ 52,383	\$ 60,000	\$ (7,617)	87.3%
42000 Opening/Closing Fee	\$ 28,150	\$ 90,000	\$ (61,850)	31.3%
42100 Marker Commission	\$ 4,010	\$ 9,000	\$ (4,990)	44.6%
42500 Sale of Lots	\$ 11,909	\$ 70,000	\$ (58,091)	17.0%
43000 Sale of Crypts	\$ 90	\$ 10,500	\$ (10,410)	0.9%
43100 Sale of Niches	\$ 4,005	\$ 47,000	\$ (42,995)	8.5%
44700 Sale of Burial Supplies	\$ 10	\$ 500	\$ (490)	2.0%
42400 Sales - Other	\$ 700	\$ 1,700	\$ (1,000)	41.2%
43500 Interest	\$ 138	\$ 600	\$ (462)	23.1%
49000 Income from Trusts	\$ 50	\$ 3,000	\$ (2,950)	1.7%
49020 Other Income & Special Events	\$ 5,430	\$ 10,000	\$ (4,570)	54.3%
49021 Inspection Fees	\$ 1,400	\$ 4,000	\$ (2,600)	35.0%
Total Revenue	<u>\$ 372,744</u>	<u>\$ 812,900</u>	<u>\$ (440,156)</u>	<u>45.9%</u>
<b>Total Income</b>	<b>\$ 372,744</b>	<b>\$ 812,900</b>	<b>\$ (440,156)</b>	<b>45.9%</b>
<b>Expense</b>				
<b>Compensation &amp; Benefits</b>				
50101 Wages: Administrative Staff	\$ 15,374	\$ 73,000	\$ (57,626)	21.1%
50102 Wages: Cemetery Staff	\$ 65,868	\$ 255,000	\$ (189,132)	25.8%
50201 Payroll Taxes - FICA	\$ 5,868	\$ 26,000	\$ (20,132)	22.6%
50202 IMRF/Employer (2022 = 9.38%)	\$ 7,509	\$ 40,000	\$ (32,491)	18.8%
50203 IDES - Unemployment Insurance	\$ 2,448	\$ 15,000	\$ (12,552)	16.3%
50204 Employee Health Insurance	\$ 10,438	\$ 60,000	\$ (49,562)	17.4%
50205/50206 Other Payroll Expenses	\$ 47	\$ 500	\$ (453)	9.5%
Total Compensation & Benefits	<u>\$ 107,553</u>	<u>\$ 469,500</u>	<u>\$ (361,947)</u>	<u>22.9%</u>
<b>Administrative Expenses</b>				
51100 Casualty Insurance	\$ 21,630	\$ 21,500	\$ 130	100.6%
51500 Contractual Services	\$ 2,982	\$ 15,000	\$ (12,018)	19.9%
52000 Office Supplies	\$ 285	\$ 4,000	\$ (3,715)	7.1%
52500 Utilities	\$ 3,042	\$ 17,500	\$ (14,458)	17.4%
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	\$ 5,172	\$ 8,000	\$ (2,828)	64.6%
55450 Other Admin Expenses	\$ 1,712	\$ 5,000	\$ (3,288)	34.2%
57900 Office Equipment	\$ -	\$ 1,000	\$ (1,000)	0.0%
Total Administrative Expenses	<u>\$ 34,823</u>	<u>\$ 95,900</u>	<u>\$ (61,077)</u>	<u>36.3%</u>
<b>Cemetery Improvements, Maintenance &amp; Repairs</b>				
57601 Flags & Flag Poles	\$ 5,018	\$ 10,000	\$ (4,982)	50.2%
57800 Operating Equipment	\$ -	\$ 78,000	\$ (78,000)	0.0%
58400 Scattering Grounds/Ossuary	\$ -	\$ 2,000	\$ (2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	<u>\$ 5,018</u>	<u>\$ 90,000</u>	<u>\$ (84,982)</u>	<u>5.6%</u>

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

Year to Date Budget Comparison (cont.)

	<u>Jun-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	\$ 409	\$ 6,000	\$ (5,591)	6.8%
56600 Cemetery Supplies & Maintenance	\$ 809	\$ 20,000	\$ (19,191)	4.0%
56700 Rental Equipment & Leasing	\$ -	\$ 4,000	\$ (4,000)	0.0%
56800 Removal of Leaves/Branches	\$ 340	\$ 4,000	\$ (3,660)	8.5%
57000 Office Repairs & Maintenance	\$ 4,800	\$ 1,000	\$ 3,800	480.0%
57602 Grounds Maintenance/Repairs	\$ 3,524	\$ 25,000	\$ (21,477)	14.1%
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	\$ 2,793	\$ 15,000	\$ (12,207)	18.6%
59900 Other Cemetery Expenses	\$ -	\$ 1,000	\$ (1,000)	0.0%
Total Cemetery Operations	<hr/> \$ 18,193	<hr/> \$ 152,000	<hr/> \$ (133,807)	<hr/> 12.0%
Total Expense	<hr/> \$ 165,587	<hr/> \$ 807,400	<hr/> \$ (641,813)	<hr/> 20.5%
Net Income	\$ 207,158	\$ 5,500	\$ 201,658	

**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)			
06/02/2022	Deposit	HBT - Heartland Bank & Trust	675.35
06/03/2022	Deposit	HBT - Heartland Bank & Trust	374.84
06/06/2022	Deposit	HBT - Heartland Bank & Trust	557.55
06/07/2022	Deposit	HBT - Heartland Bank & Trust	194.70
06/08/2022	Deposit	HBT - Heartland Bank & Trust	389.50
06/09/2022	Deposit	HBT - Heartland Bank & Trust	1,925.00
06/10/2022	Deposit	HBT - Heartland Bank & Trust	144.60
06/13/2022	Deposit	HBT - Heartland Bank & Trust	675.20
06/14/2022	Deposit	HBT - Heartland Bank & Trust	48.10
06/14/2022	42290	RP Lumber Company Inc	-32.96
06/14/2022	42291	Nord Outdoor Power	-92.62
06/14/2022	42292	Ron Smith Printing Co	-184.50
06/14/2022	42293	Midwest Equipment	-70.75
06/14/2022	42294	McNeill Grave Marker Company	-478.99
06/14/2022	42295	Dave Capodice Excavating Inc	-574.30
06/14/2022	42296	COMCAST Business	-206.09
06/14/2022	42297	ColdSpring Memorial Group	-271.80
06/14/2022	42298	The Hole Deal Inc	-4,800.00
06/14/2022	42299	Dave Capodice Excavating Inc	-2,159.45
06/14/2022	42259STOP	Dave Capodice Excavating Inc	2,159.45
06/14/2022	DEBIT	Heartland Bank & Trust	-32.00
06/15/2022	20220615	Payroll Direct Deposit	-9,538.02
06/15/2022	35542723	EFTPS - IRS	-2,812.14
06/15/2022	1846415440	IL Dept of Revenue	-585.01
06/17/2022	Deposit	HBT - Heartland Bank & Trust	2,950.00
06/17/2022	Deposit	HBT - Heartland Bank & Trust	9.50
06/20/2022	Deposit	HBT - Heartland Bank & Trust	337.30
06/23/2022	Deposit	HBT - Heartland Bank & Trust	5,925.45
06/23/2022	Deposit	HBT - Heartland Bank & Trust	100.00
06/24/2022	Deposit	HBT - Heartland Bank & Trust	28.65
06/27/2022	Deposit	HBT - Heartland Bank & Trust	584.30
06/28/2022	Deposit	HBT - Heartland Bank & Trust	584.30
06/28/2022	42300	ColdSpring Memorial Group	-1,053.00
06/28/2022	42301	VISA BMCU...1484	-2,175.85
06/28/2022	42302	City of Bloomington Water Dept	-486.83
06/28/2022	42303	City of Bloomington TWP - Reimburse	-8,434.93
06/28/2022	42304	Pontiac Granite Co Inc	-175.00
06/28/2022	42305	NICOR Gas	-103.76
06/30/2022	20220630	Payroll Direct Deposit	-9,148.37
06/30/2022	61393478	EFTPS - IRS	-2,667.62
06/30/2022	1636603984	IL Dept of Revenue	-559.19
06/30/2022	0791369808	IDES - IL Dept of Emp Sec	-2,448.16
06/30/2022	Credit	Interest	1.67
		Total	<u><u>-31,425.88</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 **June 14, 2022 through July 11, 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 **11th day of July 2022.**

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

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

This **11th day of July 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: July 11, 2022 Meeting**

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
56500	Farm & Fleet/Others/VISA	water repairs (estimated)	7/31/22	\$250.00
57602	Farm & Fleet/Others/VISA	weed spray, insecticide, root stimulator (estimated)	7/31/22	\$300.00
51500	Henson Disposal/VISA	dumpster service (estimated)	7/31/22	\$400.00
56600	Lowe's/Others/VISA	paint & supplies, ext cords, ratchet straps (estimated)	7/31/22	\$500.00
56600	Lowe's/Others/VISA	flag & sign lights (estimated)	7/31/22	\$150.00
56700	McLean County Rentals/Others/VISA	equipment rental (estimated)	7/31/22	\$500.00
56500	Nord Outdoor Power Equipment/VISA	equipment maintenance (estimated)	7/31/22	\$400.00
58100	Pontiac Granite	Pet marker	7/31/22	\$140.00
56600	RP Lumber Company Inc/VISA	buckets (estimated)	7/31/22	\$50.00
56600	RP Lumber Company Inc/VISA	cemetery keys (estimated)	7/31/22	\$12.00
56600	Sam's Club/VISA	supplies (estimated)	7/31/22	\$71.00
52000	Sam's Club/VISA	supplies (estimated)	7/31/22	\$79.00
<b>TOTAL: Requests for Payments</b>				<b>\$2,852.00</b>

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