

EVERGREEN MEMORIAL CEMETERY
MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date: 6/12/2023
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. Opening of sealed proposals for Request for Proposal (RFP) 2023-01.
- IV. “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 8, 2023, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the May 8, 2023, Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of June 2023. (Recommend that the Anticipated Expenditures be approved as presented.)
- V. Approval by the Board on Monthly Cemetery Audit of May 2023. (Recommend that the Audit be approved as presented and forwarded on to the Township Board for action and approval at their June 26, 2023, meeting.)
- VI. 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.)
- VII. Discussion and approval of accepting proposal for RFP 2023-01. (Recommend accepting proposal for RFP 2023-01 be approved.)
- VIII. 2023 Year to Date Burials: Evergreen Memorial Cemetery - 26
East Lawn Memorial Gardens Cemetery - 38
Park Hill Cemetery - 22
Evergreen Memorial Pet Cemetery - 0
- 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 2023**, 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 **12th day of June 2023**.

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

Notary Public

This **12th day of June 2023**.

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 **\$127,456.21** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$857,257.01** 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 **26th day of June 2023**.

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: Jenna L Kearns

WARD 6: Cody Hendricks

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Kent Lee

WARD 4: John W Danenberger

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)	\$	69,584
Cash: Heartland Bank 7782 (Reserve)	\$	857,251
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	270,959
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2023	\$	<u>232,457</u>
Funds at Commencement		\$ 1,430,251

Public Funds Received This Month

Real Estate Tax Levy	\$	99,902
Personal Property Replacement Tax	\$	26,827

Other Funds Received This Month

Opening/Closing Fees	\$	6,005
Sale of Lots	\$	2,857
Sale of Crypts	\$	30
Sale of Niches	\$	4,540
Interest: Checking/Reserve	\$	106
Income from Trusts	\$	34
Other Income & Special Events	\$	3,485
Inspection Fees	\$	<u>525</u>
		\$ 17,581

Total Funds Received This Month \$ 144,310

Total Funds Available \$ 1,574,561

Funds Expended This Month

TOTAL Funds at Month End \$ 84,199

Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$	127,456
Cash: Heartland Bank 7782 (Reserve)	\$	857,257
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	273,192
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2023	\$	<u>232,457</u>
TOTAL Funds at Month End		<u>\$ 1,490,363</u>

Checking Account Activity

Checkbook Balance at Commencement \$ 69,584

Deposits	Personal Property Replacement Tax	\$	26,827
	Opening/Closing Fees	\$	6,005
	Sale of Lots	\$	2,857
	Sale of Crypts	\$	30
	Sale of Niches	\$	4,540
	Interest: Checking	\$	2
	Inspection Fees	\$	525
	Other Income & Special Events	\$	3,485
	Transfer (to)/from Reserve Acct 7782	\$	100,000
	Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$	<u>(2,200)</u>
	Total Deposits for Month		\$ 142,071

Total Funds Available \$ 211,655

Checks Written	Compensation & Benefits	\$	36,841
	Administrative Expenses	\$	26,859
	Cemetery Improvements, Maintenance & Repair	\$	13,060
	Cemetery Operations	\$	<u>7,439</u>
	Total Checks Written		\$ 84,199

Total Checks Written \$ 84,199

Checkbook Balance at Month End \$ 127,456

Bank Reconciliation at Month End

Balance per Bank Statement	\$	143,912
Plus Outstanding Deposits	\$	194
Less Outstanding Checks	\$	<u>(16,650)</u>

Checkbook Balance per Reconciliation \$ 127,456

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Revenue		<u>May-23</u>	
40100 Real Estate Tax Levy		\$	99,902
41000 Personal Property Replacement Tax		\$	26,827
42000 Opening/Closing Fee		\$	6,005
42500 Sale of Lots		\$	2,857
43000 Sale of Crypts		\$	30
43100 Sale of Niches		\$	4,540
43500 Interest: Checking/Reserve		\$	106
49000 Income from Trusts		\$	34
49020 Other Income & Special Events		\$	3,485
49021 Inspection Fees		\$	525
	Total Revenue		\$ 144,310
	Total Income		\$ 144,310
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$	5,320
50102 Wages: Cemetery Staff		\$	24,397
50201 Payroll Taxes		\$	2,154
50202 IMRF/Employer (2023 = 5.43%)		\$	1,614
50204 Employee Health Insurance		\$	3,357
	Total Compensation & Benefits		\$ 36,841
Administrative Expenses			
51100 Casualty Insurance		\$	21,297
51500 Contractual Services		\$	1,807
52000 Office Supplies		\$	570
52500 Utilities		\$	1,743
55450 Other Admin Expenses		\$	1,442
	Total Administrative Expenses		\$ 26,859
Cemetery Improvements, Maintenance & Repair			
57601 Flags & Flag Poles		\$	8,168
57800 Operating Equipment		\$	4,892
	Total Cemetery Improvements, Maintenance & Repair		\$ 13,060
Cemetery Operations			
55500 Fuel, Oil and Equipment		\$	1,362
56500 Equipment Repairs		\$	1,838
56600 Cemetery Supplies & Maintenance		\$	573
56800 Disposal of Leaves/Branches		\$	295
57602 Grounds Maintenance/Repair		\$	208
57603 Road, Fence, Lot, Drains		\$	2,560
58100 Grave Markers		\$	603
	Total Cemetery Operations		\$ 7,439
	Total Expense		\$ 84,199
Net Income			\$ 60,111

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income	<u>May-23</u>	FY24 Budget	\$ Over Budget	% of Budget
Revenue				
40100 Real Estate Tax Levy	\$ 99,902	\$ 506,600	\$ (406,698)	19.7%
41000 Personal Property Replacement Tax	\$ 43,361	\$ 80,000	\$ (36,639)	54.2%
42000 Opening/Closing Fee	\$ 15,335	\$ 90,000	\$ (74,665)	17.0%
42100 Marker Commission	\$ -	\$ 9,000	\$ (9,000)	0.0%
42500 Sale of Lots	\$ 7,973	\$ 70,000	\$ (62,027)	11.4%
43000 Sale of Crypts	\$ 60	\$ 11,000	\$ (10,940)	0.5%
43100 Sale of Niches	\$ 4,770	\$ 48,000	\$ (43,230)	9.9%
44700 Sale of Burial Supplies	\$ -	\$ 500	\$ (500)	0.0%
44850 Sale of Pet Cemetery Spaces	\$ -	\$ 700	\$ (700)	0.0%
42400 Sales - Other	\$ -	\$ 1,500	\$ (1,500)	0.0%
43500 Interest	\$ 205	\$ 600	\$ (395)	34.2%
49000 Income from Trusts	\$ 68	\$ 4,000	\$ (3,932)	1.7%
49020 Other Income & Special Events	\$ 3,670	\$ 10,000	\$ (6,330)	36.7%
49021 Inspection Fees	\$ 1,050	\$ 4,000	\$ (2,950)	26.3%
Total Revenue	\$ 176,394	\$ 835,900	\$ (659,506)	21.1%
Total Income	\$ 176,394	\$ 835,900	\$ (659,506)	21.1%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 9,730	\$ 76,600	\$ (66,870)	12.7%
50102 Wages: Cemetery Staff	\$ 44,297	\$ 292,500	\$ (248,203)	15.1%
50201 Payroll Taxes - FICA	\$ 3,894	\$ 24,000	\$ (20,106)	16.2%
50202 IMRF/Employer (2023 = 5.43%)	\$ 2,934	\$ 39,000	\$ (36,066)	7.5%
50203 IDES - Unemployment Insurance	\$ -	\$ 15,000	\$ (15,000)	0.0%
50204 Employee Health Insurance	\$ 6,713	\$ 60,000	\$ (53,287)	11.2%
50205/50206 Other Payroll Expenses	\$ -	\$ 500	\$ (500)	0.0%
Total Compensation & Benefits	\$ 67,568	\$ 507,600	\$ (440,032)	13.3%
Administrative Expenses				
51100 Casualty Insurance	\$ 21,297	\$ 24,000	\$ (2,703)	88.7%
51500 Contractual Services	\$ 3,607	\$ 14,000	\$ (10,393)	25.8%
52000 Office Supplies	\$ 570	\$ 4,000	\$ (3,430)	14.3%
52500 Utilities	\$ 2,237	\$ 18,500	\$ (16,263)	12.1%
54000 Advertising	\$ -	\$ 4,000	\$ (4,000)	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	\$ -	\$ 9,000	\$ (9,000)	0.0%
55450 Other Admin Expenses	\$ 1,687	\$ 5,000	\$ (3,313)	33.7%
57900 Office Equipment	\$ -	\$ 1,000	\$ (1,000)	0.0%
Total Administrative Expenses	\$ 29,398	\$ 100,400	\$ (71,002)	29.3%
Cemetery Improvements, Maintenance & Repairs				
57601 Flags & Flag Poles	\$ 8,168	\$ 15,000	\$ (6,832)	54.5%
57800 Operating Equipment	\$ 4,892	\$ 8,000	\$ (3,108)	61.2%
58260 Columbariums	\$ -	\$ 200,000	\$ (200,000)	0.0%
58300 Veterans Memorial	\$ -	\$ 10,000	\$ (10,000)	0.0%
58400 Scattering Grounds/Ossuary	\$ -	\$ 2,000	\$ (2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$ 13,060	\$ 235,000	\$ (221,940)	5.6%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>May-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 1,986	\$ 15,000	\$ (13,014)	13.2%
56000 Tree Removal/Monument Repair	\$ -	\$ 19,000	\$ (19,000)	0.0%
56500 Equipment Repairs	\$ 1,838	\$ 12,000	\$ (10,162)	15.3%
56600 Cemetery Supplies & Maintenance	\$ 573	\$ 15,000	\$ (14,427)	3.8%
56700 Rental Equipment & Leasing	\$ -	\$ 12,000	\$ (12,000)	0.0%
56800 Removal of Leaves/Branches	\$ 535	\$ 4,000	\$ (3,465)	13.4%
57000 Office Repairs & Maintenance	\$ -	\$ 2,000	\$ (2,000)	0.0%
57602 Grounds Maintenance/Repairs	\$ 208	\$ 25,000	\$ (24,792)	0.8%
57603 Road, Fence, Lot, Drains	\$ 2,560	\$ 20,000	\$ (17,440)	12.8%
57700 Equipment Building	\$ -	\$ 1,500	\$ (1,500)	0.0%
58100 Grave Markers	\$ 603	\$ 15,000	\$ (14,397)	4.0%
59900 Other Cemetery Expenses	\$ 23	\$ 1,000	\$ (977)	2.3%
Total Cemetery Operations	\$ 8,326	\$ 141,500	\$ (133,174)	5.9%
Total Expense	\$ 118,351	\$ 984,500	\$ (866,149)	12.0%
Net Income	\$ 58,043	\$ (148,600)	\$ 206,643	

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)			
05/01/2023	Deposit	HBT - Heartland Bank & Trust	290.70
05/01/2023	Deposit	HBT - Heartland Bank & Trust	48.60
05/02/2023	Deposit	HBT - Heartland Bank & Trust	48.60
05/02/2023	42461	ColdSpring Memorial Group	-301.50
05/02/2023	42462	TOIRMA	-21,297.00
05/02/2023	42463	Ameren Illinois	-302.94
05/02/2023	42464	COMCAST Business	-211.39
05/02/2023	42465	NICOR Gas	-276.14
05/02/2023	42466	Evergreen FS Inc	-275.07
05/02/2023	42467	RP Lumber Company Inc	-237.00
05/03/2023	Deposit	HBT - Heartland Bank & Trust	730.37
05/04/2023	Deposit	HBT - Heartland Bank & Trust	48.50
05/05/2023	Deposit	HBT - Heartland Bank & Trust	775.00
05/05/2023	Deposit	HBT - Heartland Bank & Trust	243.40
05/08/2023	Deposit	HBT - Heartland Bank & Trust	23.97
05/09/2023	Deposit	HBT - Heartland Bank & Trust	96.35
05/09/2023	42468	Nord Outdoor Power	-2,974.60
05/09/2023	42469	Dave Capodice Excavating Inc	-295.00
05/11/2023	20231105	Hanan, Russell & Vasiliki	-2,600.00
05/11/2023	20231105	Dale, Rodney	-600.00
05/11/2023	20231105	Grismore, Kathy & Beatrice, Lester Simmon	-500.00
05/11/2023	20231105	Grismore, Kathy & Beatrice, Lester Simmon	-500.00
05/11/2023	20231105	Grismore, Kathy & Beatrice, Lester Simmon	-500.00
05/11/2023	20231105	Price, Mary	1,200.00
05/11/2023	20231105	Smiley, Dan & Karen	1,300.00
05/11/2023	20231105	Transfer	100,000.00
05/12/2023	Deposit	HBT - Heartland Bank & Trust	27,873.65
05/12/2023	Deposit	HBT - Heartland Bank & Trust	48.25
05/12/2023	Deposit	HBT - Heartland Bank & Trust	413.47
05/15/2023	20230515	Payroll Direct Deposit	-9,226.06
05/15/2023	61615680	EFTPS - IRS	-2,790.08
05/15/2023	1608049360	IL Dept of Revenue	-568.01
05/16/2023	42470	VISA BMCU...1484	-4,246.80
05/16/2023	42471	Peoria Flag & Decorating Company	-6,438.00
05/16/2023	42472	Evergreen FS Inc	-611.76
05/16/2023	42473	Nord Outdoor Power	-664.04
05/19/2023	Deposit	HBT - Heartland Bank & Trust	2,860.12
05/19/2023	Deposit	HBT - Heartland Bank & Trust	23.97
05/21/2023	Deposit	HBT - Heartland Bank & Trust	9.41
05/22/2023	Deposit	HBT - Heartland Bank & Trust	48.10
05/23/2023	Deposit	HBT - Heartland Bank & Trust	193.90
05/23/2023	42474	City of Bloomington Water Dept	-496.21
05/25/2023	Deposit	HBT - Heartland Bank & Trust	43.40
05/26/2023	Deposit	HBT - Heartland Bank & Trust	4,350.00
05/30/2023	Deposit	HBT - Heartland Bank & Trust	361.72
05/30/2023	42475	Post Up Fencing	-2,560.12
05/30/2023	42476	RP Lumber Company Inc	-128.21
05/30/2023	42477	ColdSpring Memorial Group	-301.50
05/30/2023	42478	City of Bloomington TWP - Reimburse	-7,976.73
05/30/2023	42479	Ameren Illinois	-290.33
05/30/2023	42480	NICOR Gas	-165.93
05/30/2023	42481	ADT Security Services	-1,806.72
05/30/2023	42482	Don Owen Tire Service Inc	-674.00
05/30/2023	42483	Evergreen FS Inc	-475.30
05/30/2023	42484	Nord Outdoor Power	-2,165.40
05/30/2023	42485	Ron Smith Printing Co	-69.30
05/31/2023	Deposit	HBT - Heartland Bank & Trust	100.00
05/31/2023	Deposit	HBT - Heartland Bank & Trust	193.90
05/31/2023	Deposit	HBT - Heartland Bank & Trust	5,350.00
05/31/2023	20230531	Payroll Direct Deposit	-11,771.81
05/31/2023	40923617	EFTPS - IRS	-3,770.52
05/31/2023	0873892560	IL Dept of Revenue	-737.78
05/31/2023	Credit	Interest	2.19
		Total	<u><u>57,872.32</u></u>

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND 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 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 9, 2023 through June 12, 2023.**

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 **12th day of June 2023.**

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

Notary Public

This **12th day of June 2023.**

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

CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: **June 12, 2023 Meeting**

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
52000	Amazon/VISA/Others	printer drum/toner (estimated)	6/30/23	\$600.00
56600	Amazon/VISA/Others	clips for Avenue of Flags (estimated)	6/30/23	\$400.00
56000	Embark Tree Removal	tree removal emergency (estimated)	6/30/23	\$2,100.00
56500	Morris Avenue Garage/VISA	Truck/Trailer Inspections (estimated)	6/30/23	\$200.00
57601	RP Lumber Company Inc/VISA/Others	pvc, concrete, zip ties (estimated)	6/30/23	\$350.00
57602	RP Lumber Company Inc/VISA/Others	dirt shed parts(estimated)	6/30/23	\$40.00
55450	Sam's Club/Others/VISA	membership fee (estimated)	6/30/23	\$50.00
TOTAL: Requests for Payments				\$3,740.00

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