EVERGREEN MEMORIAL CEMETERY MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery

Date: 01/08/2024

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 December 11, 2023, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the December 11, 2023, Meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of January 2024. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board of Monthly Cemetery Audit of December 2023. (Recommend that the Audit be approved as presented and forwarded on to the Township Board for action and approval at their January 22, 2024, meeting.)
- V. Approval by Board to transfer \$200,000.00 from Reserve Account (7782) to Business Checking Account (7774). (Recommend the transfer of \$200,000.00 from the Reserve Account (7782) to Business Checking Account (7774) be approved.)
- VI. Discussion of Fiscal Year 2025 Budget.

VII. 2023 Total Burials: Evergreen Memorial Cemetery - 58

East Lawn Memorial Gardens Cemetery - 79

Park Hill Cemetery - 50

Evergreen Memorial Pet Cemetery - 0

VIII. Comment

- IX. Public Comment
- X. Adjournment

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

Town Clerk

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 December 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 expe	ended as set forth in said statement.
Subscribed and sworn to before me this 8th day of January 2024.	
Supervisor of the Town of the City of Bloomington, McLean County,	
Illinois.	Notary Public
This 8th day of January 2024.	
WE, the undersigned BOARD OF TRUSTEES of EVERGREEN ME hereby certify that we have this day examined the foregoing and annexe MEMORIAL CEMETERY FUND, and find the same in all respects true ILLINOIS FUNDS (0905) in SPRINGFIELD, ILLINOIS, \$49,793.39 at HE and a balance of \$764,853.12 at HEARTLAND BANK (7782), BLOOM MEMORIAL CEMETERY FUND of said TOWN.	and correct and that there appears to be a balance of \$412,664.18 in ARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS
Cemetery Board President:	Secretary/Treasurer for Cemetery Board:
Joseph B Gibson	Brad A Williams
Cemetery Board Vice President: Garrett Thalgott	Board of Trustees of the Evergreen Memorial Cemetery, Town of the City o Bloomington, McLean County, Illinois
This 22nd day of January 2024.	
WE, the undersigned BOARD OF TRUSTEES of the TOWN OF TI examined the foregoing and annexed account of DEBORAH L. SKILLRUI true and correct.	HE CITY OF BLOOMINGTON, do hereby certify that we have this day D, SUPERVISOR of CEMETERY FUND, and find the same in all respects
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, McLear County, Illinois
the TOWNSHIP SUPERVISOR have been (or will be) made from the Tow	County, Illinois, do hereby attest that the payouts certified and submitted by an area of the payouts certified and submitted by an area of the payouts 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.

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Month of: DECEMBER

Casin: Heartland Bank 7774 (Checking)	Funda et Commonoment	MONTH OF BEGEMBER						
Cash: Hendrand Bank 7782 (Reserve) Cash: Hillose Fund 0806 (Reserve) Trush Account: Heartland Bank 7114 (OIC Trush & GB/SMcTrush) \$ 8,8731 Trush Account: Heartland Bank 3189 (Irrevocable Trust) ace of 0808/02023 \$ 230,820 Trush Account: Heartland Bank 3189 (Irrevocable Trust) ace of 0808/02023 \$ 230,820 Trush Account: Heartland Bank 3189 (Irrevocable Trust) ace of 0808/02023 \$ 230,820 Trush Account: Heartland Bank 3189 (Irrevocable Trust) ace of 0808/02023 \$ 230,820 Trush Received This Month Trush Seceived This Month Trush Secieved This Month Trush Secieved This Month Trush Secieved Thi	Funds at Commencement				Ф	04.000		
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Trust Account: Hinnos Fund 9004 (OVC Trust) and 0000102023								
Trust Account: Heartland Bank 3189 (Irrevocable Trust) - as of 0880002028 1,764,789	·							
Public Funds Received This Month Real Estate Tax Levy Personal Property Replacement Tax Person	Trust Account: Illinois Fund 0904 (O/C Tr	ust)			\$	205,379		
Public Funds Received This Month Real Estate Tax Levy Personal Property Replacement Tax Person	Trust Account: Heartland Bank 3189 (Irre	evocable Trust) ~ as of 09/30/2023			\$	230,626		
Real Estate Tax Levy Personal Property Replacement Tax **Total Property Replacement Tax** **Total Funds Received This Month** **Total Funds Available** **Total Checkhook Balance At Total (DiC Trust) & GB/S/S/MC Trust) **Total Account: Heartland Bank 7714 (DiC Trust) & GB/S/S/MC Trust) **Total Account: Heartland Bank 7714 (DiC Trust) & GB/S/S/MC Trust) **Total Account: Heartland Bank 3189 (Inverocable Trust) = act of 0930/2023 **Trust Account: Heartland Bank 3189 (Inverocable Trust) = act of 0930/2023 **Trust Account: Heartland Bank 3189 (Inverocable Trust) = act of 0930/2023 **Trust Account: Heartland Bank 3189 (Inverocable Trust) = act of 0930/2023 **Trust Account: Heartland Bank 3189 (Inverocable Trust) = act of 0930/2023 **Trust Account: Heartland Bank 3189 (Inverocable Trust) = act of 0930/2023 **Trust Account: Heartland Bank 3189 (Inverocable Trust) = act of 0930/2023 **Trust Account: Heartland Bank 3189 (Inverocable Trust) = act of 0930/2023 **Trust Account: Heartland Bank 3189 (Inverocable Trust) = act of 0930/2023 **Trust Account: Heartland Bank 3189		Funds at Commencement					\$	1,764,789
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		Uneckbook Balance per Reconciliation					<u> </u>	49,793

Statement of Receipts and Disbursements

Statement of Necelpts and Disbursements			
Revenue	De	c- <u>23</u>	
42000 Opening/Closing Fee	\$ 4,610		
42100 Marker Commission	\$ 8,255		
42500 Sale of Lots	\$ 3,520		
43000 Sale of Crypts	\$ 270		
43100 Sale of Niches	\$ 4,375		
43500 Interest: Checking/Reserve	\$ 2,398		
49000 Income from Trusts	\$ 992		
49020 Other Income & Special Events	\$ 350	_	
Total Revenue		\$	24,770
Total Income		\$	24,770
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff	\$ 5,009		
50102 Wages: Cemetery Staff	\$ 16,892		
50201 Payroll Taxes	\$ 1,562		
50202 IMRF/Employer (2023 = 5.43%)	\$ 1,189		
50203 IDES - Unemployment Insurance	\$ 471		
50204 Employee Health Insurance	\$ 4,288		
Total Compensation & Benefits		\$	29,412
Administrative Expenses			
52000 Office Supplies	\$ 131		
52500 Utilities	\$ 897		
54500 Dues/Seminars	\$ 350		
55450 Other Admin Expenses	\$ 527		
Total Administrative Expenses		\$	1,905
Cemetery Operations			
55500 Fuel, Oil and Equipment	\$ 191		
56600 Cemetery Supplies & Maintenance	\$ 217		
56700 Rental Equipment & Short-term Leases	\$ 307		
56800 Disposal of Leaves/Branches	\$ 240		
57602 Grounds Maintenance/Repair	\$ 2,618		
58100 Grave Markers	\$ 430		
Total Cemetery Operations	 	\$	4,003
Total Expense		\$	35,321
Net Income		\$	(10,550)

Year to Date Budget Comparison

Income		Dec-23	FY	24 Budget	<u>\$ (</u>	Over Budget	% of Budget
Revenue	_					(4.044)	
40100 Real Estate Tax Levy	\$	505,359	\$	506,600	\$	(1,241)	99.8%
41000 Personal Property Replacement Tax	\$	86,522	\$	80,000	\$	6,522	108.2%
42000 Opening/Closing Fee	\$	62,725	\$	90,000	\$	(27,275)	69.7%
42100 Marker Commission	\$	13,046	\$	9,000	\$	4,046	145.0%
42500 Sale of Lots	\$	48,187	\$	70,000	\$	(21,813)	68.8%
43000 Sale of Crypts	\$	5,860	\$	11,000	\$	(5,140)	53.3%
43100 Sale of Niches	\$	24,450	\$	48,000	\$	(23,550)	50.9%
44700 Sale of Burial Supplies	\$	-	\$	500	\$	(500)	0.0%
44850 Sale of Pet Cemetery Spaces	\$	-	\$	700	\$	(700)	0.0%
42400 Sales - Other	\$	640	\$	1,500	\$	(860)	42.7%
43500 Interest	\$	15,059	\$	600	\$	14,459	2509.9%
49000 Income from Trusts	\$	8,263	\$	4,000	\$	4,263	206.6%
49020 Other Income & Special Events	\$	4,708	\$	10,000	\$	(5,292)	47.1%
49021 Inspection Fees	\$	2,400	\$	4,000	\$	(1,600)	60.0%
Total Revenue	\$	777,219	\$	835,900	\$	(58,681)	93.0%
Total Income	\$	777,219	\$	835,900	\$	(58,681)	93.0%
Expense							
Compensation & Benefits							
50101 Wages: Administrative Staff	\$	45,957	\$	76,600	\$	(30,643)	60.0%
50102 Wages: Cemetery Staff	\$	206,762	\$	292,500	\$	(85,738)	70.7%
50201 Payroll Taxes - FICA	\$	18,275	\$	24,000	\$	(5,725)	76.1%
50202 IMRF/Employer (2023 = 5.43%)	\$	13,723	\$	39,000	\$	(25,277)	35.2%
50203 IDES - Unemployment Insurance	\$	3,398	\$	15,000	\$	(11,602)	22.7%
50204 Employee Health Insurance	\$	31,141	\$	60,000	\$	(28,859)	51.9%
50205/50206 Other Payroll Expenses	\$	233	\$	500	\$	(267)	46.6%
Total Compensation & Benefits	\$	319,490	\$	507,600	\$	(188,110)	62.9%
Administrative Expenses							
51100 Casualty Insurance	\$	21,297	\$	24,000	\$	(2,703)	88.7%
51500 Contractual Services	\$	7,936	\$	14,000	\$	(6,064)	56.7%
52000 Office Supplies	\$	2,011	\$	4,000	\$	(1,989)	50.3%
52500 Utilities	\$	10,648	\$	18,500	\$	(7,852)	57.6%
54000 Advertising	\$	146	\$	4,000	\$	(3,854)	3.7%
54500 Dues/Seminars	\$	350	\$	600	\$	(250)	58.3%
55500 Legal Expense	\$	-	\$	600	\$	(600)	0.0%
55100 Audit Expense	\$	-	\$	7,500	\$	(7,500)	0.0%
55200 Financial Administration	\$	12,200	\$	12,200	\$	-	100.0%
55400 Special Event Expenses	\$	5,647	\$	9,000	\$	(3,353)	62.7%
55450 Other Admin Expenses	\$	4,684	\$	5,000	\$	(316)	93.7%
57900 Office Equipment	\$	-	\$	1,000	\$	(1,000)	0.0%
Total Administrative Expenses	\$	64,920	\$	100,400	\$	(35,480)	64.7%
Cemetery Improvements, Maintenance & Repairs							
57601 Flags & Flag Poles	\$	8,567	\$	15,000	\$	(6,433)	57.1%
57800 Operating Equipment	\$	5,662	\$	8,000	\$	(2,338)	70.8%
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	\$	14,229	\$	235,000	\$	(220,771)	6.1%

Year to Date Budget Comparison (cont.)

	Dec-23		Budget \$ Over Budget		% of Budget		
Cemetery Operations							
55500 Fuel, Oil & Equipment	\$	7,431	\$	15,000	\$	(7,569)	49.5%
56000 Tree Removal/Monument Repair	\$	10,350	\$	19,000	\$	(8,650)	54.5%
56500 Equipment Repairs	\$	3,664	\$	12,000	\$	(8,336)	30.5%
56600 Cemetery Supplies & Maintenance	\$	4,428	\$	15,000	\$	(10,572)	29.5%
56700 Rental Equipment & Leasing	\$	1,536	\$	12,000	\$	(10,464)	12.8%
56800 Removal of Leaves/Branches	\$	2,970	\$	4,000	\$	(1,030)	74.3%
57000 Office Repairs & Maintenance	\$	-	\$	2,000	\$	(2,000)	0.0%
57602 Grounds Maintenance/Repairs	\$	13,511	\$	25,000	\$	(11,489)	54.0%
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	\$	8,324	\$	15,000	\$	(6,676)	55.5%
59900 Other Cemetery Expenses	\$	55	\$	1,000	\$	(945)	5.5%
Total Cemetery Operations	\$	54,830	\$	141,500	\$	(86,670)	38.7%
Total Expense	\$	453,468	\$	984,500	\$	(531,032)	46.1%
Net Income	\$	323,751	\$	(148,600)	\$	472,351	

Checking Account Activity

<u>Date</u>	Number	Checking Account Activity <u>Name</u>		<u>Amount</u>
10500 Heartland (7774)				
12/03/2023	Deposit	HBT - Heartland Bank & Trust		96.80
12/04/2023	Deposit	HBT - Heartland Bank & Trust		351.47
12/05/2023	42580	COMCAST Business		-268.50
12/05/2023	42581	Ameren Illinois		-317.16
12/05/2023	42582	Martin Sullivan Inc		-17.92
12/08/2023	Deposit	HBT - Heartland Bank & Trust		5,590.00
12/11/2023	Deposit	HBT - Heartland Bank & Trust		19.15
12/12/2023	42583	ColdSpring Memorial Group		-429.50
12/12/2023	42584	ICFHA - Illinois Cemetery & Funeral Home		-350.00
12/12/2023	42585	Dave Capodice Excavating Inc		-714.88
12/12/2023	42586	Evergreen FS Inc		-1,417.00
12/12/2023	42587	Growing Grounds		-61.20
12/12/2023	42588	Midwest Construction Rentals #1		-307.10
12/12/2023	42589	Nord Outdoor Power		-151.21
12/12/2023	Deposit	HBT - Heartland Bank & Trust		38.86
12/13/2023	Transfer	Montgomery, Janet & Robert Gauf		-600.00
12/13/2023	Transfer	Montgomery, Janet & Robert Gauf		-600.00
12/13/2023	Deposit	HBT - Heartland Bank & Trust		120.77
12/14/2023	Deposit	HBT - Heartland Bank & Trust		1,266.10
12/15/2023	20231215	Payroll Direct Deposit		-7,771.67
12/15/2023	42371477	EFTPS - IRS		-2,407.04
12/15/2023	0941588528	IL Dept of Revenue		-483.96
12/15/2023	Deposit	HBT - Heartland Bank & Trust		9,705.47
12/15/2023	Deposit	HBT - Heartland Bank & Trust		96.80
12/18/2023	Deposit	HBT - Heartland Bank & Trust		96.80
12/19/2023	42590	VISA BMCU1484		-1,457.45
12/19/2023	42591	City of Bloomington Water Dept		-4.39
12/20/2023	Deposit	HBT - Heartland Bank & Trust		33.38
12/21/2023	Deposit	HBT - Heartland Bank & Trust		1,550.00
12/26/2023	42592	City of Bloomington TWP - Reimburse		-7,945.18
12/26/2023	42593	NICOR Gas		-307.37
12/26/2023	42594	Morris Avenue Garage		-40.00
12/28/2023	20231231	Payroll Direct Deposit		-7,541.12
12/28/2023	90539190	EFTPS - IRS		-2,323.10
12/28/2023	0276500528	IL Dept of Revenue		-468.82
12/28/2023	2085949488	IDES - IL Dept of Emp Sec		-471.43
12/28/2023	Deposit	HBT - Heartland Bank & Trust		2,350.00
12/29/2023	Credit	Interest		5.58
			Total	-15,134.82

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND ACCOUNTS McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

COUNTY OF McLEAN)

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND ACCOUNTS

)SS

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

Board of Trustees of the Evergreen Memorial Cemetery, Town of the City of

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 **December 12, 2023 through January 8, 2024.**

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 8th day of January 2024.

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

Notary Public

Bloomington, McLean County, Illinois

This 8th day of January 2024.

Cemetery Board Vice President:

Garrett Thalgott

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: Secretary/Treasurer for Cemetery Board:

Joseph B Gibson Brad A Williams

Brad A Williams

CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: January 8, 2024 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
51500	Best Buy/Others/VISA	Camera Security System (estimated)	1/31/24	\$1,000.00
57700	DH Pace/Others/VISA	Shop Door Repairs (estimated)	1/31/24	\$7,000.00
58000	Farnsworth/Others/VISA	Mausoleum Inspection (estimated)	1/31/24	\$2,000.00
56500	Martin Sullivan/VISA	Equipment Maintenance & Repairs (estimated)	1/31/24	\$800.00
54000	Pantagraph-Lee Industries-Central IL/VISA	Advertising: RFP 2024-01 (estimated)	1/31/24	\$200.00
58100	Pontiac Granite Company	Infant marker (estimated)	1/31/24	\$400.00
	-	TOTAL: Requests for Payments		\$11,400.00

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