

EVERGREEN MEMORIAL CEMETERY
MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date: 05/13/2024
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 April 08, 2024, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the April 08, 2024, Meeting be approved as presented.)
 - B. Approval of anticipated expenditures as presented for the month of May 2024. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of April 2024. (Recommend that the Audit be approved as presented and forwarded on to the Township Board for action and approval at their May 27, 2024, meeting.)
- V. 2024 Year to Date Burials: Evergreen Memorial Cemetery - 22
East Lawn Memorial Gardens Cemetery - 25
Park Hill Cemetery - 13
Evergreen Memorial Pet Cemetery - 0
- VI. Comment
- VII. Public Comment
- VIII. 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 April 2024**, 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 May 2024**.

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

Notary Public

This **13th day of May 2024**.

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 **\$420,107.60** in ILLINOIS FUNDS (0905) in SPRINGFIELD, ILLINOIS, **\$87,971.98** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$416,356.73** 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 May 2024**.

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: April

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$	117,731	
Cash: Heartland Bank 7782 (Reserve)	\$	416,101	
Cash: Illinois Fund 0905 (Reserve)	\$	418,244	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	95,081	
Trust Account: Illinois Fund 0904 (O/C Trust)	\$	209,122	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2024	\$	252,852	
Funds at Commencement			\$ 1,509,131

Public Funds Received This Month

Personal Property Replacement Tax	\$	7,684
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Other Funds Received This Month

Opening/Closing Fees	\$	13,975
Sale of Lots	\$	10,490
Sale of Crypts	\$	30
Sale of Niches	\$	925
Interest: Checking/Reserve	\$	2,187
Income from Trusts	\$	1,047
Other Income & Special Events	\$	3,754
Inspection Fees	\$	600
Heartland Bank Trust 3189 Activity	\$	15,096

Total Funds Received This Month		\$ 55,789
Total Funds Available		\$ 1,564,920

Funds Expended This Month

TOTAL Funds at Month End		\$ 1,502,060
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Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$	87,972	
Cash: Heartland Bank 7782 (Reserve)	\$	416,357	
Cash: Illinois Fund 0905 (Reserve)	\$	420,108	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	99,621	
Trust Account: Illinois Fund 0904 (O/C Trust)	\$	210,054	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 04/30/2024	\$	267,948	
TOTAL Funds at Month End			\$ 1,502,060

Checking Account Activity

Checkbook Balance at Commencement			\$ 117,731
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Deposits	Personal Property Replacement Tax	\$ 7,684
	Opening/Closing Fees	\$ 13,975
	Sale of Lots	\$ 10,490
	Sale of Crypts	\$ 30
	Sale of Niches	\$ 925
	Inspection Fees	\$ 600
	Other Income & Special Events	\$ 3,754
	Total Deposits for Month	\$ 37,458

Total Funds Available		\$ 155,189
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Checks Written

	Compensation & Benefits	\$ 36,362
	Administrative Expenses	\$ 24,472
	Cemetery Operations	\$ 2,027
	Total Checks Written	\$ 62,860

Change in Payroll Liabilities 04/30/2024		\$ (0)
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Total Checks Written		\$ 62,860
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Checkbook Balance at Month End		\$ 92,329
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Bank Reconciliation at Month End

Balance per Bank Statement	\$	301,331
Plus Outstanding Deposits	\$	194
Less Outstanding Checks	\$	(213,553)

Checkbook Balance per Reconciliation		\$ 87,972
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Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Revenue	Apr-24	
40100 Real Estate Tax Levy	\$ 7,684	
41000 Personal Property Replacement Tax	\$ 13,975	
42000 Opening/Closing Fee	\$ 10,490	
42500 Sale of Lots	\$ 30	
43000 Sale of Crypts	\$ 925	
43100 Sale of Niches	\$ 2,187	
43500 Interest: Checking/Reserve	\$ 1,047	
49000 Income from Trusts	\$ 3,754	
49020 Other Income & Special Events	\$ 600	
49021 Inspection Fees	\$ 600	
Total Revenue	\$ 40,693	
Total Income	\$ 40,693	
 Expense		
Compensation & Benefits		
50101 Wages: Administrative Staff	\$ 5,158.72	
50102 Wages: Cemetery Staff	\$ 22,871.72	
50201 Payroll Taxes	\$ 2,009.94	
50202 IMRF/Employer (2024 = 8.01%)	\$ 2,245.24	
50204 Employee Health Insurance	\$ 4,055.99	
50207 Norton LifeLock Basic Essential	\$ 20.00	
Total Compensation & Benefits	\$ 36,362	
Administrative Expenses		
51100 Casualty Insurance	\$ 21,724	
51500 Contractual Services	\$ 1,800	
52500 Utilities	\$ 641	
54000 Advertising	\$ 169	
55450 Other Admin Expenses	\$ 138	
Total Administrative Expenses	\$ 24,472	
Cemetery Operations		
55500 Fuel, Oil and Equipment	\$ 511	
56600 Cemetery Supplies & Maintenance	\$ 179	
56800 Disposal of Leaves/Branches	\$ 150	
57602 Grounds Maintenance/Repair	\$ 917	
58100 Grave Markers	\$ 270	
Total Cemetery Operations	\$ 2,027	
Total Expense	\$ 62,860	
Net Income	\$ (22,168)	

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income	<u>Apr-24</u>	<u>FY25 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ -	\$ 600,000	\$ (600,000)	0.0%
41000 Personal Property Replacement Tax	\$ 7,684	\$ 70,000	\$ (62,316)	11.0%
42000 Opening/Closing Fee	\$ 13,975	\$ 90,000	\$ (76,025)	15.5%
42100 Marker Commission	\$ -	\$ 9,000	\$ (9,000)	0.0%
42500 Sale of Lots	\$ 10,490	\$ 68,000	\$ (57,510)	15.4%
43000 Sale of Crypts	\$ 30	\$ 11,000	\$ (10,970)	0.3%
43100 Sale of Niches	\$ 925	\$ 40,000	\$ (39,075)	2.3%
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	\$ 2,187	\$ 7,000	\$ (4,813)	31.2%
49000 Income from Trusts	\$ 1,047	\$ 4,000	\$ (2,953)	26.2%
49020 Other Income & Special Events	\$ 3,754	\$ 10,000	\$ (6,246)	37.5%
49021 Inspection Fees	\$ 600	\$ 4,000	\$ (3,400)	15.0%
Total Revenue	\$ 40,693	\$ 915,700	\$ (875,007)	4.4%
Total Income	\$ 40,693	\$ 915,700	\$ (875,007)	4.4%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 5,159	\$ 73,000	\$ (67,841)	7.1%
50102 Wages: Cemetery Staff	\$ 22,872	\$ 304,000	\$ (281,128)	7.5%
50201 Payroll Taxes - FICA	\$ 2,010	\$ 26,000	\$ (23,990)	7.7%
50202 IMRF/Employer (2024 = 8.01%)	\$ 2,245	\$ 45,000	\$ (42,755)	5.0%
50203 IDES - Unemployment Insurance	\$ -	\$ 13,500	\$ (13,500)	0.0%
50204 Employee Health Insurance	\$ 4,056	\$ 60,000	\$ (55,944)	6.8%
50205,6,7 Other Payroll Expenses	\$ 20	\$ 500	\$ (480)	4.0%
Total Compensation & Benefits	\$ 36,362	\$ 522,000	\$ (485,638)	7.0%
Administrative Expenses				
51100 Casualty Insurance	\$ 21,724	\$ 22,000	\$ (276)	98.7%
51500 Contractual Services	\$ 1,800	\$ 14,000	\$ (12,200)	12.9%
52000 Office Supplies	\$ -	\$ 4,000	\$ (4,000)	0.0%
52500 Utilities	\$ 641	\$ 18,500	\$ (17,859)	3.5%
54000 Advertising	\$ 169	\$ 5,000	\$ (4,831)	3.4%
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	\$ 26,021	\$ 99,400	\$ (73,379)	26.2%
Cemetery Improvements, Maintenance & Repairs				
57601 Flags & Flag Poles	\$ -	\$ 15,000	\$ (15,000)	0.0%
57800 Operating Equipment	\$ -	\$ 10,000	\$ (10,000)	0.0%
58260 Columbariums	\$ -	\$ 150,000	\$ (150,000)	0.0%
58000 Mausoleum (including debt service)	\$ -	\$ 300,000	\$ (300,000)	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	\$ -	\$ 487,000	\$ (487,000)	0.0%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Apr-24</u>		<u>FY25 Budget</u>		<u>\$ Over Budget</u>		<u>% of Budget</u>
Cemetery Operations							
55500 Fuel, Oil & Equipment	\$ 511	\$	\$ 12,000	\$	\$ (11,489)		4.3%
56000 Tree Removal/Monument Repair	\$ -	\$	\$ 19,000	\$	\$ (19,000)		0.0%
56500 Equipment Repairs	\$ -	\$	\$ 18,000	\$	\$ (18,000)		0.0%
56600 Cemetery Supplies & Maintenance	\$ 179	\$	\$ 15,000	\$	\$ (14,821)		1.2%
56700 Rental Equipment & Leasing	\$ -	\$	\$ 12,000	\$	\$ (12,000)		0.0%
56800 Removal of Leaves/Branches	\$ 150	\$	\$ 4,000	\$	\$ (3,850)		3.8%
57000 Office Repairs & Maintenance	\$ -	\$	\$ 2,000	\$	\$ (2,000)		0.0%
57602 Grounds Maintenance/Repairs	\$ 917	\$	\$ 25,000	\$	\$ (24,083)		3.7%
57603 Road, Fence, Lot, Drains	\$ -	\$	\$ 70,000	\$	\$ (70,000)		0.0%
57700 Equipment Building & Workshop	\$ -	\$	\$ 1,500	\$	\$ (1,500)		0.0%
58100 Grave Markers	\$ 587	\$	\$ 15,000	\$	\$ (14,413)		3.9%
59900 Other Cemetery Expenses	\$ -	\$	\$ 1,000	\$	\$ (1,000)		0.0%
Total Cemetery Operations	\$ 2,344	\$	\$ 194,500	\$	\$ (192,156)		1.2%
Total Expense	\$ 64,727	\$	\$ 1,302,900	\$	\$ (1,238,173)		5.0%
Net Income	\$ (24,034)	\$	\$ (387,200)	\$	\$ 363,166		

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)			
04/01/2024	Deposit	HBT - Heartland Bank & Trust	193.90
04/03/2024	Deposit	HBT - Heartland Bank & Trust	736.87
04/04/2024	Deposit	HBT - Heartland Bank & Trust	409.82
04/05/2024	Deposit	HBT - Heartland Bank & Trust	48.25
04/05/2024	Deposit	HBT - Heartland Bank & Trust	8,740.00
04/09/2024	42665	Cybernautic, Inc	-1,800.00
04/09/2024	42666	Dave Capodice Excavating Inc	-1,067.08
04/09/2024	Deposit	HBT - Heartland Bank & Trust	38.86
04/10/2024	Transfer	Mason, Diane	-600.00
04/10/2024	Transfer	Auer, Janet	-1,300.00
04/10/2024	Transfer	Howard, Danny, Deloris & Marshal	-2,600.00
04/10/2024	Deposit	HBT - Heartland Bank & Trust	96.80
04/10/2024	Deposit	HBT - Heartland Bank & Trust	12,838.43
04/15/2024	20240415	Payroll Direct Deposit	-9,929.07
04/15/2024	1-425-681-9	IL Dept of Revenue	-596.23
04/15/2024	43442018	EFTPS - IRS	-2,987.16
04/16/2024	42667	City of Bloomington Water Dept	-4.39
04/16/2024	42668	ColdSpring Memorial Group	-135.00
04/16/2024	42669	VISA BMCU...1484	-163.81
04/19/2024	Deposit	HBT - Heartland Bank & Trust	4,215.00
04/21/2024	Deposit	HBT - Heartland Bank & Trust	9.41
04/23/2024	42670	ColdSpring Memorial Group	-135.00
04/23/2024	42671	Nord Outdoor Power	-178.80
04/23/2024	42672	Evergreen FS Inc	-511.30
04/23/2024	42673	NICOR Gas	-138.96
04/23/2024	42675	City of Bloomington Water Dept	-497.75
04/23/2024	42674	TOIRMA	-21,724.00
04/24/2024	Deposit	HBT - Heartland Bank & Trust	96.80
04/25/2024	Deposit	HBT - Heartland Bank & Trust	2,523.69
04/26/2024	Deposit	HBT - Heartland Bank & Trust	5,225.00
04/29/2024	Deposit	HBT - Heartland Bank & Trust	23.97
04/30/2024	20240430	Payroll Direct Deposit	-9,961.79
04/30/2024	0-214-577-4	IL Dept of Revenue	-596.10
04/30/2024	65498626	EFTPS - IRS	-2,951.72
04/30/2024	42676	City of Bloomington TWP - Reimburse	-9,339.49
04/30/2024	Deposit	HBT - Heartland Bank & Trust	193.90
04/30/2024	Deposit	HBT - Heartland Bank & Trust	2,000.00
04/30/2024	Interest	HBT - Heartland Bank & Trust	67.96
Total			-29,758.99

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

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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 **April 8, 2024 through May 13, 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 **13th day of May 2024.**

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

Notary Public

This **8th day of April 2024.**

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 Thalgott

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: May 13, 2024 Meeting

ACCT	COMPENSATION & BENEFITS	DESCRIPTION	Date Due	Amount
50101	Wages: Administrative			
50101	Wages: Administrative SAFETY BONUS	M Porter (gross bonus; direct deposit)	05/31/24	\$300.00
50102	Wages: Cemetery			
50102	Wages: Cemetery SAFETY BONUS	A Anderson (gross bonus; direct deposit)	05/31/24	\$300.00
50102	Wages: Cemetery SAFETY BONUS	A Madison (gross bonus; direct deposit)	05/31/24	\$300.00
50102	Wages: Cemetery SAFETY BONUS	C Anderson (gross bonus; direct deposit)	05/31/24	\$300.00
50102	Wages: Cemetery SAFETY BONUS	K Durlinger (gross bonus; direct deposit)	05/31/24	\$300.00
50102	Wages: Cemetery SAFETY BONUS	N Armstrong (gross bonus; direct deposit)	05/31/24	\$300.00
50102	Wages: Cemetery SAFETY BONUS	W Novy (gross bonus; direct deposit)	05/31/24	\$300.00
50102	Wages: Cemetery SAFETY BONUS	E Richards IV (gross bonus; direct deposit)	05/31/24	\$300.00
Subtotal: Compensation & Benefits				\$2,400.00
ACCT	VENDORS	DESCRIPTION	Date Due	Amount
58300	Dave Capodice Excavating/Others/VISA	Civil War Enclosure Repairs (estimated)	05/31/24	\$12,000.00
57602	Growing Grounds/Others/VISA	Trees (estimated)	05/31/24	\$6,000.00
56600	Kaeb Janitorial Supplies/VISA	Janitorial supplies (estimated)	05/31/24	\$800.00
57603	McLean County Asphalt Company INC.	Roads RFP 2024-02 (estimated)	05/31/24	\$70,000.00
56700	Midwest Construction Rental/Others/VISA	Equipment Rental (estimated)	05/31/24	\$3,000.00
56500	Nord Outdoor Power Equipment/Others/VISA	Equipment repairs & maintenance (estimated)	05/31/24	\$800.00
57601	RP Lumber Company Inc/VISA/Others	Flag Clips (estimated)	05/31/24	\$400.00
57603	RP Lumber Company Inc/VISA/Others	Drain Repair (estimated)	05/31/24	\$25.00
57602	Treetop Products/Others/VISA	Bench & Trash Cans (estimated)	05/31/24	\$12,000.00
Subtotal: VENDOR Payments				\$105,025.00
TOTAL: Requests for Payments				\$107,425.00