

EVERGREEN MEMORIAL CEMETERY
MEETING NOTICE AND AGENDA

Meeting: Board of Trustees, Evergreen Memorial Cemetery
Date: 09/09/2024
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 August 12, 2024, Board Meeting as submitted by Cemetery staff. (Recommend that the Minutes of the August 12, 2024, meeting be approved as presented.)
- B. Approval of anticipated expenditures as presented for the month of September 2024. (Recommend that the Anticipated Expenditures be approved as presented.)
- IV. Approval by the Board on Monthly Cemetery Audit of August 2024. (Recommend that the Audit be approved as presented and forwarded on to The Township Board for action and approval at their September 23, 2024, meeting.)
- V. Discussion and approval of accepting proposal for Concrete RFP 2024-03. (Recommend accepting proposal for Concrete RFP 2024-03 be approved.)
- VI. 2024 Year to Date Burials: Evergreen Memorial Cemetery - 48
East Lawn Memorial Gardens Cemetery - 48
Park Hill Cemetery - 24
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 Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWNSHIP 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 August 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 **9th day of September 2024**.

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

Notary Public

This **9th day of September 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 **\$427,807.35** in ILLINOIS FUNDS (0905) in SPRINGFIELD, ILLINOIS, **\$290,125.57** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$411,273.12** 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 of Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgot

Board of Trustees of the Evergreen Memorial Cemtery, Town of
the City of Bloomington, McLean County, Illinois

This **23rd day of September 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 Ward

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 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

Town of the City of Bloomington--Cemetery Fund
Month of: August

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$	335,958
Cash: Heartland Bank 7782 (Reserve)	\$	321,485
Cash: Illinois Fund 0905 (Reserve)	\$	425,864
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	110,605
Trust Account: Illinois Fund 0904 (O/C Trust)	\$	212,932
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 06/30/2024	\$	266,932

Funds at Commencement \$ 1,673,777

Public Funds Received This Month

Real Estate Tax Levy	\$	89,788
Personal Property Replacement Tax	\$	3,100
Opening/Closing Fees	\$	7,185
Sale of Lots	\$	9,250
Sale of Crypts	\$	30
Sale of Niches	\$	380
Sale of Pet Cemetery Spaces	\$	200
Other Sales	\$	800
Interest: Checking/Reserve	\$	1,943
Income from Trusts	\$	1,048
Inspection Fees	\$	375

Total Funds Received This Month \$ 114,099

Total Funds Available \$ 1,787,876

Funds Expended This Month

\$ 60,753

TOTAL Funds at Month End

\$ 1,727,123

Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$	290,126
Cash: Heartland Bank 7782 (Reserve)	\$	411,273
Cash: Illinois Fund 0905 (Reserve)	\$	427,807
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	117,082
Trust Account: Illinois Fund 0904 (O/C Trust)	\$	213,904
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 06/30/2024	\$	266,932

TOTAL Funds at Month End

\$ 1,727,123

Town of the City of Bloomington--Cemetery Fund
Month of: August

Checking Account Activity

Heartland Bank 7774 Balance at Commencement		\$		335,958
Deposits	Real Estate Tax Levy			
Deposits	Personal Property Replacement Tax	\$	3,100	
	Opening/Closing Fees	\$	7,185	
	Sale of Lots	\$	9,250	
	Sale of Crypts	\$	30	
	Sale of Niches	\$	380	
	Sale of Pet Cemetery Spaces	\$	200	
	Other Sales	\$	800	
	Inspection Fees	\$	375	
	Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$	(6,400)	
	Total Deposits	\$		14,920
	Total Funds Available	\$		350,879
Expenses	Compensation & Benefits	\$	37,383	
	Administrative Expenses	\$	5,787	
	Cemetery Improvements, Maintenance & Repair	\$	63	
	Cemetery Operations	\$	17,521	
	Total Expenses	\$		60,753
	Checkbook Balance at Month End			<u>\$ 290,126</u>

Bank Reconciliation at Month End

Balance per Bank Statement		\$		306,515
Plus Outstanding Deposits		\$	2,113	
Less Outstanding Checks		\$	(18,503)	
	Checkbook Balance per Reconciliation			<u>\$ 290,126</u>

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Revenue	Aug-24		
40100 Real Estate Tax Levy	\$ 89,788		
41000 Personal Property Replacement Tax	\$ 3,100		
42000 Opening/Closing Fees	\$ 7,185		
42500 Sale of Lots	\$ 9,250		
43000 Sale of Crypts	\$ 30		
43100 Sale of Niches	\$ 380		
44850 Sale of Pet Cemeteries	\$ 200		
44900 Other Sales	\$ 800		
43500 Interest: Checking/Reserve	\$ 1,943		
49000 Income from Trusts	\$ 1,048		
49021 Inspection Fees	\$ 375		
	<u>\$</u>		
	Total Revenue	\$	114,099
	Total Income	\$	<u>114,099</u>
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff	\$ 4,994		
50102 Wages: Cemetery Staff	\$ 23,915		
50201 Payroll Taxes	\$ 2,083		
50202 IMRF / Employer (2024 = 8.01%)	\$ 2,316		
50204 Employee Health Insurance	\$ 4,056		
50207 Norton LifeLock Basic Essential	\$ 20		
	<u>\$</u>		
	Total Compensation & Benefits	\$	37,383
Administrative Expenses			
52000 Office Supplies	\$ 27		
52500 Utilities	\$ 1,353		
55400 Special Event Expenses	\$ 4,049		
55450 Other Admin Expenses	\$ 358		
	<u>\$</u>		
	Total Administrative Expenses	\$	5,787
Cemetery Improvements, Maintenance & Repair			
57601 Flags & Poles	\$ 63		
	<u>\$</u>		
	Total Cemetery Improvments, Maintenance & Repair	\$	63
Cemetery Operations			
55500 Fuel, Oil, and Equipment	\$ 1,685		
56000 Tree Removal/Monument Repair	\$ 8,800		
56500 Equipment Repairs	\$ 605		
56600 Cemetery Supplies & Maintenance	\$ 989		
56700 Rental Equipment & Short-term Leases	\$ 599		
56800 Disposal of Leaves/Branches	\$ 1,365		
57602 Grounds Maintenance/Repair	\$ 311		
58100 Grave Markers	\$ 3,168		
	<u>\$</u>		
	Total Cemetery Operations	\$	17,521
	Total Expenses	\$	<u>60,753</u>
	Net Income	\$	<u>53,346</u>

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income			<u>FY2025</u>	<u>\$ Over</u>	
Revenue	<u>Aug-24</u>	<u>Budget</u>	<u>Budget</u>	<u>Budget</u>	<u>% of Budget</u>
40100 Real Estate Tax Levy	\$ 394,361	\$ 600,000	\$ (205,639)		65.7%
41000 Personal Property Replacement Tax	\$ 45,984	\$ 70,000	\$ (24,016)		65.7%
42000 Opening/Closing Fee	\$ 50,620	\$ 90,000	\$ (39,380)		56.2%
42100 Marker Commission	\$ 7,126	\$ 9,000	\$ (1,874)		79.2%
42500 Sale of Lots	\$ 43,650	\$ 68,000	\$ (24,350)		64.2%
43000 Sale of Crypts	\$ 4,850	\$ 11,000	\$ (6,150)		44.1%
43100 Sale of Niches	\$ 9,945	\$ 40,000	\$ (30,055)		24.9%
44700 Sale of Burial Supplies	\$ 310	\$ 500	\$ (190)		62.0%
44850 Sale of Pet Cemeteries	\$ 2,300	\$ 700	\$ 1,600		328.6%
44900 Sales - Other	\$ 1,100	\$ 1,500	\$ (400)		73.3%
43500 Interest	\$ 10,678	\$ 7,000	\$ 3,678		152.5%
49000 Income from Trusts	\$ 6,403	\$ 4,000	\$ 2,403		160.1%
49020 Other Income & Special Events	\$ 4,105	\$ 10,000	\$ (5,895)		41.0%
49021 Inspection Fees	\$ 1,800	\$ 4,000	\$ (2,200)		45.0%
Total Revenue	\$ 583,231	\$ 915,700	\$ (332,469)		63.7%
Total Income	\$ 583,231	\$ 915,700	\$ (332,469)		63.7%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$ 26,341	\$ 73,000	\$ (46,659)		36.1%
50102 Wages: Cemetery Staff	\$ 127,928	\$ 304,000	\$ (176,072)		42.1%
50201 Payroll Taxes	\$ 11,139	\$ 26,000	\$ (14,861)		42.8%
50202 IMRF / Employer (2024 = 8.01%)	\$ 12,357	\$ 45,000	\$ (32,643)		27.5%
50203 IDES - Unemployment Insurance	\$ 2,781	\$ 13,500	\$ (10,719)		20.6%
50204 Employee Health Insurance	\$ 20,280	\$ 60,000	\$ (39,720)		33.8%
50205,6,7 Other Payroll Expenses	\$ 100	\$ 500	\$ (400)		19.9%
Total Compensation & Benefits	\$ 200,926	\$ 522,000	\$ (321,074)		38.5%
Administrative Expenses					
51100 Casualty Insurance	\$ 21,724	\$ 22,000	\$ (276)		98.7%
51500 Contractual Services	\$ 3,645	\$ 14,000	\$ (10,355)		26.0%
52000 Office Supplies	\$ 625	\$ 4,000	\$ (3,375)		15.6%
52500 Utilities	\$ 6,410	\$ 18,500	\$ (12,090)		34.7%
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	\$ 9,228	\$ 9,000	\$ 228		102.5%
55450 Other Admin Expenses	\$ 4,834	\$ 5,000	\$ (166)		96.7%
57900 Office Equipment	\$ -	\$ 1,000	\$ (1,000)		0.0%
Total Administrative Expenses	\$ 46,634	\$ 99,400	\$ (52,766)		46.9%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (continued)

Cemetery Improvements, Maintenance & Repair

57601 Flags & Poles	\$	242		15000		\$ (14,758)	1.6%
57800 Operating Equipment	\$	-		10000		\$ (10,000)	0.0%
58000 Mausoleum	\$	5,970		150000		\$ (144,030)	4.0%
58260 Columbariums	\$	-		300000		\$ (300,000)	0.0%
58300 Veterans Memorial	\$	10,094		10000		\$ 94	100.9%
58400 Scattering Grounds/Ossuary	\$	-		2000		\$ (2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repair	\$	16,306	\$	487,000	\$	(470,694)	3.3%

Cemetery Operations

55500 Fuel, Oil, and Equipment	\$	4,742		12000		\$ (7,258)	39.5%
56000 Tree Removal/Monument Repair	\$	9,550		19000		\$ (9,450)	50.3%
56500 Equipment Repairs	\$	2,677		18000		\$ (15,323)	14.9%
56600 Cemetery Supplies & Maintenance	\$	2,153		15000		\$ (12,847)	14.4%
56700 Rental Equipment & Short-term Leases	\$	599		12000		\$ (11,402)	5.0%
56800 Disposal of Leaves/Branches	\$	2,375		4000		\$ (1,625)	59.4%
57000 Office Building Maintenance/Repair	\$	200		2000		\$ (1,800)	10.0%
57602 Grounds Maintenance/Repair	\$	18,368		25000		\$ (6,632)	73.5%
57603 Road, Fence, Lot, Drains	\$	69,995		70000		\$ (5)	100.0%
57700 Equipment Building & Workshop	\$	-		1500		\$ (1,500)	0.0%
58100 Grave Markers	\$	8,264		15000		\$ (6,736)	55.1%
59900 Other Cemetery Expenses	\$	(4)		1000		\$ (1,004)	-0.4%
Total Cemetery Operations	\$	118,918	\$	194,500	\$	(75,582)	61.1%

	\$	382,784	\$	1,302,900	\$	(920,116)	29.4%
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	\$	200,447	\$	(387,200)	\$	587,647	
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Town of the City of Bloomington--Cemetery Fund

Checking Account Activity

Heartland Bank & Trust (7774)

08/01/2024	Deposit	HBT - Heartland Bank & Trust	96.80
08/02/2024	Deposit	HBT - Heartland Bank & Trust	96.80
08/05/2024	Deposit	HBT - Heartland Bank & Trust	524.34
08/06/2024	Deposit	HBT - Heartland Bank & Trust	77.38
08/07/2024	42733	Evergreen FS Inc	-1,071.34
08/07/2024	42734	COMCAST Business	-274.09
08/07/2024	42735	Dave Capodice Excavating Inc	-1,383.00
08/07/2024	Deposit	HBT - Heartland Bank & Trust	47.94
08/08/2024	Deposit	HBT - Heartland Bank & Trust	2,945.00
08/09/2024	Deposit	HBT - Heartland Bank & Trust	67.40
08/10/2024	Deposit	HBT - Heartland Bank & Trust	4.55
08/12/2024	Deposit	HBT - Heartland Bank & Trust	289.35
08/13/2024	42736	Embark Tree Removal	-8,800.00
08/13/2024	20240815	Payroll Direct Deposit	-10,896.10
08/14/2024	Deposit	HBT - Heartland Bank & Trust	144.60
08/15/2024	2-050-717-4	IL Dept of Revenue	-654.74
08/15/2024	70600081	EFTPS - IRS	-3,238.16
08/15/2024	Transfer	Phillips, Randy & Nancy	-1,800.00
08/15/2024	Transfer	Hathaway, Robert & Barbara	-1,200.00
08/15/2024	Transfer	Feldkamp, Robert M	-2,500.00
08/15/2024	Transfer	Ware, Allen & Barbara - CEFCU	-2,600.00
08/15/2024	Transfer	Mikesell, Cleo & Newton	400.00
08/15/2024	Transfer	Cervantes, Marisela	1,300.00
08/15/2024	Deposit	HBT - Heartland Bank & Trust	906.95
08/16/2024	Deposit	HBT - Heartland Bank & Trust	120.32
08/16/2024	Deposit	HBT - Heartland Bank & Trust	3,250.38
08/20/2024	42737	ColdSpring Memorial Group	-316.80
08/20/2024	42738	VISA BMCU...1484	-5,108.39
08/20/2024	42739	Evergreen FS Inc	-613.31
08/20/2024	42740	City of Bloomington Water Dept	-4.56
08/20/2024	42741	Midwest Construction Rentals #1	-598.50
08/20/2024	42742	Illinois Portable Toilets	-470.00
08/20/2024	42743	Nord Outdoor Power	-389.69
08/21/2024	Deposit	HBT - Heartland Bank & Trust	193.65
08/22/2024	20240831	Payroll Direct Deposit	-9,781.67
08/23/2024	Deposit	HBT - Heartland Bank & Trust	125.33
08/23/2024	Deposit	HBT - Heartland Bank & Trust	4,610.00
08/27/2024	42744	ColdSpring Memorial Group	-1,900.80
08/27/2024	42745	Pontiac Granite Co Inc	-950.00
08/27/2024	42746	NICOR Gas	-91.86
08/27/2024	42747	City of Bloomington Water Dept	-523.99
08/27/2024	42748	City of Bloomington TWP - Reimburse	-9,369.42
08/27/2024	42749	Nord Outdoor Power	-231.43
08/27/2024	42750	Martin Sullivan Inc	-27.77
08/27/2024	42751	Ameren Illinois	-458.22
08/27/2024	Deposit	HBT - Heartland Bank & Trust	4,250.00
08/30/2024	0-493-338-4	IL Dept of Revenue	-583.06
08/30/2024	23387465	EFTPS - IRS	-2,860.28
08/30/2024	Deposit	HBT - Heartland Bank & Trust	1,300.00
08/30/2024	Deposit	HBT - Heartland Bank & Trust	2,113.48

Total -\$45,832.91

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 **August 13, 2024 through September 9, 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 **9th day of September 2024.**

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

Notary Public

This **9th day of September 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 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: September 9, 2024 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
56800	Dave Capodice Excavating	Leaves and Branches (estimated)	09/30/24	\$4,000.00
51500	Henson Disposal/VISA	Dumpster Service (estimated)	09/30/24	\$1,000.00
56500	Martin Sullivan/Others/VISA	Equipment Maintenance (estimated)	09/30/24	\$400.00
56600	Midland Paper & Packaging/VISA	Janitorial Supplies (estimated)	09/30/24	\$500.00
56700	Midwest Construction Rental/Others/VISA	Equipment Rental (estimated)	09/30/24	\$5,000.00
57800	Nord Outdoor Power/Others/VISA	New Equipment (estimated)	09/30/24	\$4,000.00
58100	Pontiac Granite Company	Grave Markers & Vases (estimated)	09/30/24	\$1,000.00
Subtotal: VENDOR Payments				\$15,900.00
TOTAL: Requests for Payments				\$15,900.00