

CITY OF BLOOMINGTON TOWNSHIP

NOTICE

MEETING: Board of Trustees, City of Bloomington Township
DATE: Monday, December 19, 2016
PLACE: Bloomington City Hall
TIME: 6:30 pm

AGENDA

- I. Call to Order: Tari Renner, Trustee
- II. Pledge of Allegiance to the Flag
- III. Roll Call of Attendance: Cherry Lawson, Town Clerk
- IV. "Consent Agenda"

(All items under the Consent Agenda are considered to be routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Trustee or Township Supervisor so requests, in which event, the item will be removed from the Consent Agenda and considered separately and prior to Reports by Elected Officials.)

- A. Approval of Minutes of the November 28, 2016 Board Meeting, and the Special Meeting Minutes of October 10 and 17, 2016 as submitted by Cherry Lawson, Town Clerk. (Recommend that the Minutes of the November 28, 2016 Meeting and the Special Meeting Minutes of October 10 and 17, 2016 be approved as presented.)
 - B. Approval of General Town Fund anticipated expenditures as presented and certified. (Recommend that the Anticipated Expenditures be approved.)
- V. Action and Approval by Board on Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of November 2016 accounts. (Recommend that the Audits be approved as presented.)
- VI. Action and Approval by Board on Ordinance Establishing the Reimbursement of all Travel, Meals, and Lodging Expenses of Officers and Employees of the Town of the City of Bloomington Township. (Recommend that the Ordinance Establishing the Reimbursement of all Travel, Meals and Lodging Expenses be approved and the Ordinance passed.)
- VII. Reports by Elected Officials
 - A. Comments: Deb Skillrud, Township Supervisor.
 - B. Comments: Steve Scudder, Township Assessor.
- VIII. Public Comments
- IX. Adjournment

**MINUTES OF THE TOWN OF THE CITY
OF BLOOMINGTON TOWNSHIP
MONDAY, NOVEMBER 28, 2016; 6:30 P.M.**

The Board of Trustees for the Town of the City of Bloomington Township met in the Council Chambers of the City Hall Building at 6:36 p.m. on November 28, 2016. The meeting was called to order by Trustee Renner.

Trustee Renner directed the Township Clerk to call the roll and the following members of the Board answered present:

Trustees: Jim Fruin, Kevin Lower, Mboka Mwilambwe, Amelia Buragas, Joni Painter, Karen Schmidt, Scott Black, and Tari Renner.

Trustees Absent: David Sage, and Diana Hauman.

Staff present: Cherry L. Lawson, Township Clerk; Deb Skillrud, Township Supervisor; and Steve Scudder, Township Assessor.

Approval of Minutes of the October 24, 2016 Board Meeting, as submitted by Cherry Lawson, Township Clerk.

Motion by Trustee Schmidt, seconded by Trustee Black, that the Minutes of the October 24, 2016 Meeting be approved as presented.

Motion carried, (viva voce).

Approval of General Town Fund anticipated expenditures as presented and certified.

Motion by Trustee Schmidt, seconded by Trustee Black, that the Anticipated Expenditures and the Addendum be approved.

Trustee Renner directed the Clerk to call the roll which resulted in the following:

Ayes: Trustees: Fruin, Lower, Mwilambwe, Buragas, Painter, Schmidt, Black, and Renner.

Nays: None.

Motion carried.

Public Notice of 2017 Meetings for the City of Bloomington Township and Evergreen Memorial Cemetery.

Motion by Trustee Schmidt, seconded by Trustee Black, to accept the 2017 Annual List of Meetings.

Motion carried, (viva voce).

2016 Tax Levy Ordinance for Tax Year 2017 to be used in Fiscal Year 2018.

Motion by Trustee Schmidt, seconded by Trustee Black, that the 2016 Tax Levy be approved and the Ordinance passed.

Trustee Renner directed the Clerk to call the roll which resulted in the following:

Ayes: Trustees: Fruin, Lower, Mwilambwe, Buragas, Painter, Schmidt, Black, and Renner.

Nays: None.

Motion carried.

Action and Approval by Board on Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of May 2016 accounts.

Motion by Trustee Schmidt, seconded by Trustee Lower, that the Audits be approved as presented.

Trustee Renner directed the Clerk to call the roll which resulted in the following:

Ayes: Trustees: Fruin, Lower, Mwilambwe, Buragas, Painter, Schmidt, Black, and Renner.

Nays: None.

Motion carried.

Deborah Skillrud, Supervisor, addressed the Board. She had prepared a written report. There were no additional comments.

Steve Scudder, Assessor, addressed the Board. This year, there was a higher number of Board of Review Appeals than in the past. The Assessor's Office made a number of adjustments. Next month's report would include a breakdown of residential and commercial complaints. This would show where the differences in value were between the two (2) types of properties.

Trustee Fruin requested that Mr. Scudder provide the Board a chart containing all taxing bodies over the past ten (10) years. This would show how tax rates have been held over the years regarding to the tax levy. It would also be an example of how tax levies had changed over the past ten (10) years.

Mr. Scudder noted this chart was presented to the Board in April and May 2016. He would email it to the Board again.

Trustee Renner opened the meeting to receive Public Comment. No one came forward to address the Board.

Motion by Trustee Schmidt, seconded by Trustee Lower, to adjourn the meeting. Time: 6:41 p.m.

Motion carried (viva voce).

Cherry L. Lawson, Township Clerk

**SPECIAL MEETING MINUTES OF THE TOWN OF THE CITY
OF BLOOMINGTON TOWNSHIP
MONDAY, OCTOBER 10, 2016; 6:00 P.M.**

The Board of Trustees for the Town of the City of Bloomington Township met in the Council Chambers of the City Hall Building at 6:00 p.m. on October 10, 2016. The meeting was called to order by Trustee Schmidt.

Trustee Schmidt directed the Township Clerk to call the roll and the following members of the Board answered present:

Trustees: Jim Fruin, Kevin Lower, David Sage, Mboka Mwilambwe, Amelia Buragas, Joni Painter, Karen Schmidt, Scott Black, and Diana Hauman.

Trustee Absent: Tari Renner.

Staff present: Cherry L. Lawson, Township Clerk; Deb Skillrud, Township Supervisor; and Steve Scudder, Township Assessor.

Discussion Compensation for Township Elected Officials. Updated Salary and Salary Increase Comparative Data Report and Updated Draft Ordinance for Compensation for Township Officials 2018 - 2021.

Trustee Schmidt opened the meeting. The purpose was to discuss compensation for the two (2) Township elected officials, the Supervisor and Assessor. There were questions regarding the data presented to the Board. The information received from Township staff resulted in questions from the Board regarding data and graphs referring to the Township versus other comparable townships.

Ms. Skillrud noted that Trustee Lower had raised questions at the Township Board's September 26th Meeting. Clarification was provided.

Trustee Schmidt added there were questions from the Board regarding the salary stipend versus the Supervisor's base rate. It appeared the base rate for the Supervisor's salary was \$78,000. Ms. Skillrud noted according to the 2012 Ordinance, it had increased approximately \$2,000 per year from \$72,000 in 2010, to \$74,000 in 2011, \$76,000 in 2012. Trustee Schmidt confirmed that the \$78,000 is the base salary that is being reviewed, not the J.M. Scott Trust.

Trustee Sage questioned if the Supervisor's salary was salary alone or the total compensation package including benefits. Ms. Skillrud stated the figure was for the Supervisor's salary. Compensation set for the Assessor was different. The draft ordinance properly presented salary, (see 50 ILCS 145). The local governmental body sets compensation. Trustee Sage restated his question: did the base salary include benefits. Ms. Skillrud responded negatively. The same was true for the Assessor's base salary.

Trustee Fruin tried to determine the benefits value in addition to the salary. The Board received information from Township staff regarding the value of health insurance. He questioned the benefit package value for the Supervisor and Assessor. Township staff had provided health insurance information to them via email. Trustee Fruin questioned if vacation and sick time were included as part of the benefit package. Ms. Skillrud replied that the elected officials are salaried and do not have set hours with accrued time off. He did not believe his questions were completely answered regarding Supervisor and Assessor compensation.

Trustee Fruin requested that Laurie Wollrab, City of Bloomington's Compensation & Benefits Manager, address the Board. He inquired about the value of Township's staff's benefit package. Trustee Schmidt had received an email from Ms. Skillrud with the draft Ordinance attached. She questioned if the Board had received same. Ms. Skillrud responded affirmatively. Trustee Buragas questioned if this draft ordinance was different from the one contained in the meeting packet.

The purpose of the proposed ordinance was for the Board to pass an ordinance which set compensation including the salaries for Supervisor and Assessor at least 180 days prior to the start of the next term of office. The Board needed to make a determination prior to voting on same at the October 24, 2016 Regular Meeting.

Ms. Skillrud referred to the spreadsheet entitled Elected Officials Compensation History, salary information dating back to 1981 as provided based upon ordinances passed by the Board. Trustee Buragas noted the Board reviewed the ordinance as well as Exhibits A, B, and C which were various proposed Compensation Schedules. Schedule A represented a three percent (3%) increase. Schedules B and C reduced the percentage by one point. She questioned the potential choices, (i.e. from one to three percent (1 – 3%)), and the Board's thoughts regarding same. Ms. Skillrud noted the Board's discretion. The Exhibits were presented as examples for any potential salary increase.

Trustee Buragas believed Township employees received standard cost of living increases each year. Ms. Skillrud responded affirmatively. Trustee Buragas requested the annual increase amount. Ms. Skillrud estimated between two and three percent (2 - 3%), and offered to provide the data. Trustee Buragas questioned if the Supervisor and Assessor were included. Ms. Skillrud responded negatively.

Trustee Schmidt stated the Board needed to decide whether the Exhibits included the Scott salary stipend. The Board operated in its capacity as Trustees. The Scott Trust was under the oversight of the City Council. Ms. Skillrud noted the draft ordinance did not include Scott dollars. The whole intent was to incorporate the Scott Health stipend as a reimbursement to the Township and not as a part of the Supervisor's compensation. The draft ordinance only includes Township funds to pay the Supervisor and Assessor salaries. The Board needed to set the salaries for the elected officials with Township funds. Any decision regarding Scott Health funds should be addressed in an Intergovernmental Agreement, (IGA).

Trustee Schmidt stated a three percent (3%) salary increase for the Supervisor would result in a \$97,000 salary. Ms. Skillrud responded affirmatively. Any reimbursement for

services performed from any source should be paid to the Township. Ruth Ann Sikora-Fraker was elected Supervisor at the time she held the position of Scott Health Director. During her first term as Supervisor, there was no enumeration from Scott Health for services performed. Prior to her second term, the Board directed a portion of the salary be paid by Scott Health. Ms. Wollrab believed the issue was how the salary was broken down. It appeared that Ms. Skillrud had presented a salary which might include a reimbursement from Scott Health. However, the actual salary listed on the spreadsheet entitled Elected Officials Compensation History which included a percentage increase did include the Scott stipend. Ms. Skillrud responded affirmatively. The Board set the salaries for Township Elected Officials. Any reimbursements for services become part of the General Town Fund.

Trustee Schmidt stated, if there would be a vote by the Board to remove the Scott stipend, then any salary set would reduce the salary by \$16,000. Trustee Buragas provided an example: if the base salary was set at \$90,000 and Scott Health paid \$20,000, these funds would be given to the Township, not to the Supervisor as part of the annual salary. Anything paid by Scott Health would be a reimbursement to the Township for the work tasks performed by the Supervisor, (i.e. administration of the Trust). There is no direct impact upon the Supervisor's salary, but it would equalize the salaries between the Supervisor and Assessor.

Trustee Schmidt questioned why the salary was reported as \$93,300 when the base salary was \$78,000. Trustee Buragas noted Township past reporting practices. In the draft ordinance, Ms. Skillrud was attempting to correctly report the salary as one amount, as opposed to two (2) separate salaries. The only change occurring was how the salary amount was stated. Trustee Schmidt requested clarification regarding who and how the salary would be reported.

Trustee Sage believed part of the problem was the information provided did not clearly state same. Trustee Schmidt echoed Trustee Sage's comments.

Ms. Skillrud inherited this issue as salaries were passed prior to her election as Supervisor. Unfortunately, it was her understanding that it was not done properly. A salary needed to be set for the Supervisor.

Trustee Sage believed there was a better line of sight between Scott Health and Supervisor salaries than presented. He suggested that it would have been better to receive the information separately as opposed to combined. The Board would be better able to compare the two. A line of sight was not provided. He questioned if the Supervisor and Assessor received other benefits as part of total compensation.

Ms. Wollrab was on vacation when the communication occurred. The City of Bloomington administered the health insurance, (i.e. health, dental and vision coverage), for the Township. The City does not participate in or have oversight in any other benefit programs through the Township. However, Ms. Skillrud was correct in that IMRF, (IL Municipal Retirement Fund), was part of the benefit plan. Ms. Skillrud added information provided to the Board addressed the health insurance plans' premium rates.

Trustee Fruin believed the health insurance package value for the elected officials was approximately \$20,000. Ms. Wollrab affirmed that this was family plan's value. Trustee Fruin stated both elected officials have chosen a family plan. Ms. Skillrud noted their, (Mr. Scudder and her), payment towards their health insurance. Ms. Wollrab believed the Township paid approximately \$15,000 per year towards each elected official's health insurance benefit. The Supervisor and Assessor were contributing approximately \$5,000 or twenty-five percent (25%) towards same. Trustee Fruin questioned other benefits which were not included in the documentation, (i.e. car allowance). Ms. Skillrud responded negatively.

Trustee Black noted his confusion regarding the information presented. He referenced a chart on page 10 (see Township Salary and Salary Increase Comparative Data, Version 2) describing population growth or decline in the comparable areas. He compared this chart to a chart on page 13. Rockford and South Moline were the only two (2) communities with a population decline, yet they showed an increase to the Assessor's salary. Many communities showed neutral or no increase/ change to salary. Peoria, Normal Township, Decatur, and Quincy maintained level salaries. DeKalb showed a slight increase; Champaign Township maintained a level base salary. He requested an additional exhibit, (Exhibit D), which would show no salary increase as a possible option. In reviewing the data, the City Township's population had increased by an estimated ten percent (10%). Generally he believed the Supervisor and Assessor salaries have been frozen salary for some time.

Trustee Painter recommended that the Board consider the Consumer Price Index (CPI) which has been sluggish the past few years. Ms. Skillrud had included information, (see comparative data on page 14, Township Salary and Salary Increase Comparative Data, Version 2, Parity of Supervisor & Assessor Salaries, CPI Reference).

Trustee Buragas questioned potential changes to Scott Health. When the Board created the Supervisor's salary, it also created an obligation on the Trust. In changing the Trust's structure, would there also change to IMRF reporting. This appeared to be a positive measure. Trustee Buragas questioned Trustee feedback to Ms. Skillrud regarding the draft ordinance. Trustee Schmidt confirmed the Board should provide feedback to Ms. Skillrud as this ordinance would appear on the Board's October 24th meeting agenda.

Trustee Buragas appreciated the thoroughness of the documentation provided. She recommended Ms. Skillrud bring to the Board a draft ordinance that represented a one to two percent (1 – 2%) salary increase. Zero percent would be inappropriate.

Trustee Lower was in agreement with Trustee Black the Township should adopt a compensation ordinance with flat salaries for the Elected Officials. The one thing the Board must remember was elected officials have more work to do when the economy was not doing well. There was a converse relationship at play. With the Scott Trust fund, there were more requirements. The Township and Scott Health were not in a status quo situation as had been for decades. The Commission was meeting and had more requirements from the County Health Department and other related entities. This required elected officials to work more hours and to work differently than before.

Trustee Sage was also in support of adopting flat salaries for the Elected Officials.

Trustee Schmidt requested clarification on a couple of items referenced by Trustee Buragas. She questioned if there were financial ramifications to Scott Trust funds for the stipend which are drawn from Township funds. She reviewed the spreadsheet entitled Elected Official Compensation History. Trustee Lower questioned if this was a legal or financial matter. Trustee Schmidt readdressed the Compensation History spreadsheet. It stated that from May 1, 2016 through April 30, 2017, the Supervisor's salary was \$78,000. It also reported the Scott stipend paid to the Township for a total salary of \$94,000. It was her understanding the Board would not divide these amounts into two (2) different reporting structures.

Trustee Lower stated the salary needed to be set. The Township would go forward in a proper manner. Ms. Skillrud confirmed. An Intergovernmental Agreement, (IGA), addressing any additional funding\reimbursement for services should be approved and not by setting the salaries for elected officials. She believed they needed to be separated, (see 50 ILCS 145). This was not the past practice.

Trustee Schmidt suggested another way to view this was as Township administrative cost. The Township would reimburse \$16,000 as it would not be from Scott Commission funds. Trustee Lower and Ms. Skillrud agreed that Trustee Schmidt's understanding was mistaken. Ms. Skillrud noted funds come from the same source, (i.e. Township funds). In establishing the salaries, there was not base salary parity. The Supervisor's base salary was \$78,000, and the Assessor's salary base was \$94,000. The Township separated the Supervisor's salary; the Scott stipend was one piece and the Township Supervisor's salary was the other. There needed to be one salary set in the Compensation Ordinance. A reimbursement to the Township for services performed would be appropriate. The Scott Commission was part of the Township in terms of shared resources.

Trustee Schmidt remained confused about the salary allocation. Ms. Skillrud believed the confusion would not exist if the Scott stipend disappeared. Trustee Lower believed Ms. Skillrud's proposal would bring clarity to the situation. In the future, confusion would be eliminated by combining the two. Trustee Schmidt expressed concern regarding the correct base salary, (i.e. \$93,000), amount for the Supervisor compared to other Townships.

Trustee Schmidt raised another area of concern, (i.e. Supervisor receipt or use of a vehicle). Ms. Skillrud informed the Board the Supervisor's Office has a vehicle. It was primarily used by the Workfare Coordinator to perform his job. The Township and Normal Township established an IGA for workfare. The Township leased a vehicle to allow the Coordinator to perform his job, instead of driving a personal vehicle.

Trustee Fruin believed Ms. Skillrud and Mr. Scudder has done a great job in their first term in office. He had reviewed the Elected Officials Compensation History spreadsheet. In 2010, the Assessor was paid \$82,163. An Assessor who had served for approximately twenty (20) years and was very experienced. The Supervisor salary was \$65,000 plus \$16,081 for the Scott stipend. Then there were increases, the Assessor's current salary was \$96,000 and the Supervisor's current salary was \$78,000 plus \$16, 094 for the Scott stipend. Salaries increased

significantly during the past six to seven, (6 - 7), years with no input from the current elected officials. This governing body established the salaries prior to their election. He recommended salaries remain flat.

Mr. Scudder noted agreement with the Board. He did not want to discredit the fact that he and Ms. Skillrud had new staff, programs have undergone new developments, services were expanded, and the Township was moving in a positive direction. Whether or not an increase was provided to the Elected Officials, he and Ms. Skillrud expressed their support for staff salary increases. He did not want to diminish staff's efforts.

Trustee Fruin agreed decisions from the Elected Officials regarding their staffs were made by them. Mr. Scudder was unsure if the Board would put pressure on them which might be transferred to staff. He added that they also used personal funds to promote the Township.

Ms. Wollrab added the ordinance set salaries for the next four (4) years. She requested the Board keep that in mind when deciding to keep the salaries flat for four (4) years.

Trustee Mwilambwe questioned the Board setting a flat salary. His concern was the Board creating a situation where the Supervisor earned less than the staff. Ms. Wollrab was not aware of the Township's salary structure. There would likely be cost of living increase each year based upon an economy that continued to grow.

Trustee Lower supported a flat salary proposal. Trustees Sage, Schmidt, Fruin and Hauman echoed Trustee's Lower's statement. Trustees Mwilambwe and Painter supported a one percent (1%) increase. Trustee Buragas supported a two percent (2%) increase. Trustee Black supported a flat to a one percent (1%) increase. Trustee Schmidt announced a consensus for flat salaries for the proposed Township Elected Officials Compensation Ordinance.

Trustee Schmidt remained confused regarding how the Supervisor's position changed from the previous Supervisor Ruth Ann Sikora-Fraker, (who served from 1998 to 2009). The Scott Health Director position was included in the Supervisor's salary via a Scott fund stipend. She believed the Board's intention was to make it a permanent part of the Supervisor's annual salary. She questioned if there was work performed on behalf of the Scott Trust. Trustee Buragas had reviewed the historical data provided, the Supervisor and Assessor's salaries start out in equity. It appeared over time the Scott Trust stipend was used to control the Supervisor's base salary instead of keeping the base salaries equal. Trustee Schmidt stated the Supervisor's salary had increased two to three percent (2 - 3%) in the recent past.

Ms. Skillrud referred to the Compensation History spreadsheet. The salary and stipend had increased by approximately two (2%) percent. From 2014 to 2017, the increase was as follows: 1.12%, 2.27%, 2.22% and 2.17%, respectfully. Trustee Schmidt acknowledged her struggle with the idea that work was rolled into the stipend without benefit of previous conversation with the Board as to whether this work was connected to the Township. Unfortunately, the time to adopt a Compensation Ordinance was 180 days prior to the election.

Trustee Hauman questioned if the Board was permitted to make changes after adopting the ordinance. Ms. Skillrud stated the Compensation Ordinance was for the full term of office. Trustee Schmidt noted the Board needed to pass the ordinance 180 days prior to becoming effective in May 2017. Ms. Skillrud noted at the Board's October 24, 2016 Meeting the Compensation Ordinance would appear on the Board's Meeting Agenda for its consideration and approval.

Trustee Schmidt requested any further questions and/or comments from the Board concerning the proposed Compensation Ordinance.

Trustee Black recalled how the County Board handled a similar situation. The County Board proposed staggering salary increases so the increase was not a yearly, but biennial. His comments regarding keeping salaries flat, were not prudent. He questioned the Board's intention to maintain current salary levels for the next four (4) years, regardless of what occurred in the economy. There were a number of ways the Board could achieve this without providing an increase each year. The exhibits were helpful and limiting as they only provided a one-sided view. Trustee Fruin's recommendations were correct, the Board did not tie compensation to the Elected Officials experience level. The most difficult part was to determine if the votes were there to adopt the ordinance as presented. Otherwise, salaries would remain flat no matter the economy. Trustee Schmidt affirmed Trustee Black's comments.

Trustee Schmidt questioned if the Board was willing to reconsider flat salaries in light of Trustee Black's remarks. There were no comments from the Board.

Trustee Schmidt opened the meeting to receive Public Comment. No one came forward to address the Board.

Motion by Trustee Hauman, seconded by Trustee Painter, to adjourn the meeting. Time: 6:52 p.m.

Motion carried (viva voce).

Cherry L. Lawson, Township Clerk

**SPECIAL SESSION MINUTES OF THE TOWN OF THE CITY
OF BLOOMINGTON TOWNSHIP
MONDAY, OCTOBER 17, 2016; 7:00 P.M.**

The Board of Trustees for the Town of the City of Bloomington Township met in the Council Chambers of the City Hall Building at 7:12 p.m. on October 17, 2016. The meeting was called to order by Trustee Renner.

Trustee Renner directed the Township Clerk to call the roll and the following members of the Board answered present:

Trustees: Kevin Lower, David Sage, Mboka Mwilambwe, Amelia Buragas, Joni Painter, Karen Schmidt, Scott Black, Diana Hauman and Tari Renner.

Trustee absent: Jim Fruin.

Staff present: Cherry L. Lawson, Township Clerk and Deborah Skillrud, Township Supervisor.

Discussion Compensation for Township Elected Officials. Updated Salary and Salary Increase Comparative Data Report and Updated Draft Ordinance for Compensation for Township Officials 2018 - 2021.

Trustee Renner deferred to Trustee Schmidt to provide some background information. Deborah Skillrud, Supervisor, also respectfully requested to address the Board.

Trustee Schmidt had requested this meeting based upon questions received and to allow a conversation by the Trustees. There appeared to be some confusion regarding the Supervisor's salary remaining at the same level without the Scott Health stipend. There were questions regarding the data correlations between populations, EAV, (Equalized Assessed Value), and the Supervisor and Assessor salary in connection to the proposed ordinance. There also was concern regarding the Board setting a zero percent (0%) increase for the two (2) positions for the next four (4) years. She questioned the Board's intention.

There was a legal question if the Supervisor and Assessor salaries had to be included in a single ordinance, or if they could be separated, or adopted separately. The Board's discussion needed to clearly focus on the positions. The discussion was not a reflection on the individual holding the position. She was confused regarding the stipend, the salary and any increases. She looked into the history of the merger involving the Township. She provided a timeline of events:

- In 2005, the Supervisor and Assessor, (last time the positions were paid the same salary), were in salary parity.
- In 2006, the Scott Health stipend was added. The Assessor's salary was \$73,000 and the Supervisor's salary including the stipend was \$69,000.

- In 2010, conversation with David Hales, City Manager, the City had the Scott Commission transfer the stipend funds into the Township's budget. The City was involved with the Scott Health stipend.
- Prior to 2010, the Supervisor and Assessor received a three percent (3%) annual increase.
- Currently, the Assessor's salary is \$96,000 and the Supervisor's salary is \$94,000, (\$78,000 from the Township and \$16,000 from Scott Health).

One of the things she found confusing in the Township Board packet was bi-monthly salary payments for the Assessor and Supervisor. An additional salary amount for the Scott Health stipend was not listed. The only thing provided in the packet was a lump sum monthly transfer from the Scott Health budget to the Township which was larger than the stipend. There often was a \$8,246 lump sum and at other time the amount was \$4,249. The Board was not receiving any supporting details. She was unaware whether the Scott Commission received detailed information regarding the transfers.

The proposal before the Board would take the current \$16,000 stipend and make it a permanent part of the Supervisor's salary. \$16,000 would be taken from Town Fund, (Administration), to maintain the Supervisor's salary and bring parity with the Assessor. The Board needed to agree on the base salary. The question before the Board was an increase in the Town Fund, (administration), budget in the amount of the current stipend, (i.e. \$16,000). This stipend was paid for Scott Health administrative work. If Scott Health was separated from the Township, the work would no longer be performed by the Supervisor. She questioned 1.) should the Township budget absorb the stipend; 2.) did the Board want to consider a zero percent (0%) salary increase for these positions for the next four (4) years; 3.) the Board's philosophy regarding a salary increase the \$78,000 baseline versus a \$94,000 baseline. The Board needed an answer regarding if the two (2) salaries, (Supervisor and Assessor), needed to be in a single ordinance versus two (2) separate ordinances.

Trustee Schmidt had suggestions given to her regarding addressing the situation: one was to consider the proposed compensation ordinance before the Board, (i.e. the Supervisor's salary would come from Township funds regardless of Scott Health). The other suggestion, received from Trustee Fruin, was to set the Supervisor's salary at a rate consistent with the data the Board received. The Scott Commission would continue to pay a stipend. The conversation before the Board was Scott Health work and would this work remain at the Township. Township staff needed to breakdown costs in separate line items in the Township Board packet in the spirit of transparency.

Ms. Skillrud addressed the Board. The Supervisor and Assessor positions have been and will remain full-time. She provided a timeline:

- When Ruth Ann Fraker became the Supervisor in 2001, she retained the Director of Scott Health position without compensation from Scott Health.
- In 2004, Board decision to divide the Supervisor's salary. This decision did not split the workload between the Township and Scott Health

Ms. Skillrud worked over forty (40) hours a week. The Supervisor's position was full-time. The EAV continued to grow and the workload continued to be that of full-time position. She could not explain past Board decisions, it was documented that parity had been involved. The Scott Health stipend maintained parity at that time. There was a long history of that parity. Materials had been provided to the Board which included a spreadsheet.

In 2004, prior to Ms. Fraker's second term, there were discussions regarding an Intergovernmental Agreement between the City and Township to address Scott Health responsibilities. It never came to fruition. The stipend should have been addressed in the compensation ordinance. The compensation ordinance should include all income paid to the elected officials, (see 50 ILCS 145). Currently the Scott Health stipend was not included in the ordinance. Item 7 in the proposed ordinance addresses this issue, (i.e. stipend payment if any).

- In October 2012, the Supervisor and Assessor salaries were presented as equal. The Supervisor salary was \$88,000, and the Assessor salary was \$90,000.

At that time, these amounts were the advertised salaries. After her election, she learned at Township Officials of Illinois, (TOI), training, from legal counsel and outside auditor feedback that salaries were paid with Township funds. All compensation should be accounted for in the Compensation Ordinance for the Township's Elected Officials. The last Compensation Ordinance was passed in 2012. This was her first opportunity to bring this issue to the Board's attention.

Total compensation was discussed during the October 10, 2016 Special Meeting. She addressed Trustee Fruin's concerns. Township compensation for the Supervisor and Assessor included salary, health insurance benefits and IMRF, (Illinois Municipal Retirement Fund). There were no allowances for housing, clothing, vehicle or cell phones. It was limited to salary, health insurance benefits and IMRF. As elected officials, these salaries were comparable to other full-time elected official positions. In addition, there were no accruals for sick or vacation time and no sick leave buyback. The EAV growth increased the responsibilities of both positions, (Supervisor and Assessor). The projected 2016 EAV was over \$2 billion dollars. Growth over the last four (4) years was over \$100 million, (an average of \$25 million per year). These numbers were a conservative projection, (this information was provided by Steve Scudder, Assessor).

Setting salaries for the Supervisor and Assessor, as stated by Trustee Schmidt, was based upon the position. It should not address the individuals but the positions. The compensation history addressed the past thirty-six (36) years was provided as requested by the Board. The information was factual. The McLean County and Normal Township Boards have already approved a two percent (2%) annual compensation increase for their full-time elected officials. Ms. Skillrud respected the effort and time put into this issue. She was available to address any Board questions or concerns. If she was unable to answer this evening, she offered to provide a response in the next two (2) business days.

Trustee Schmidt believed the difficulty was the parity the Board had set. There was dollar parity until Ms. Fraker retired. The parity presented now was due to the \$16,000 Scott

Health stipend. The Board has to decide whether to continue the current practice or use Township funds regardless of Scott Health work remaining at the Township. Ms. Skillrud restated when Ms. Fraker was elected, two (2) full-time positions were merged into one. She believed this action was taken to save taxpayer dollars and share resources. Performing these two (2) roles was more than a full-time job.

Trustee Sage addressed the proposed Compensation Ordinance Item 7, (i.e. last sentence), by quoting, “in any event the Supervisor’s salary amount set forth in this ordinance with or without reimbursement by the Scott Health Resources shall be the same.” This meant the Supervisor’s salary was for a fixed amount. Any reimbursement for services from Scott Health would be deposited in Township funds. This funding would potentially continue. In turn, this would save taxpayers’ dollars. Fees for services rendered would be paid to the Township, not an individual/position. They would be deposited in Township funds.

Trustee Sage questioned the language, (i.e. with or without reimbursement from the Scott Health Resource). He specifically asked whether this suggested the salary would be \$94,000. Ms. Skillrud responded affirmatively. She was not requesting any change to the Supervisor’s current salary.

Trustee Schmidt addressed the monthly Board Meeting packet. The bimonthly salary amounts annualized out and the annual budget equate to \$78,000. She questioned if this amount was the Supervisor’s baseline and the \$16,000 Scott Health stipend was an addition. Ms. Skillrud responded affirmatively. The Scott Health stipend has maintained the historical parity between the Supervisor and Assessor.

Trustee Sage believed it was the Board’s decision to set the baseline salary for these positions. He wanted to understand the meaning of the language contained in the proposed ordinance. Ms. Skillrud restated past history regarding parity. Trustee Sage questioned if passage of the proposed ordinance would result in a \$94,000 Supervisor’s salary plus benefits. Ms. Skillrud responded affirmatively. It was a Board decision to set the salary amount. She restated the proposed ordinance should reference all income regardless of source.

Trustee Sage restated if the proposed ordinance was adopted the Supervisor’s salary would be \$94,000. Trustee Renner stated currently the Supervisor’s total compensation was \$94,000. Trustee Sage was attempting to understand the meaning of the language contained in the proposed ordinance. He wanted to ensure full understanding before the Board met to vote on this issue. He restated, with or without the Scott Health stipend, the Supervisor’s salary would be \$94,000. Ms. Skillrud responded affirmatively. All compensation was included in the proposed ordinance. Reimbursement for services was handled as an accounting function. Revenue to the Township for services rendered was deposited into the Town fund.

Trustee Buragas wanted to clarify the proposed ordinance’s content. Due to the way salaries have been structured in the recent past, (i.e. the addition of Scott Health stipend), the process had become confusing. If the Board approved the proposed ordinance as presented, the Supervisor’s base salary would be \$94,000. If Scott Health made any payment to the Township, (i.e. \$16,000 stipend), these funds would be given directly to the Township, not the Supervisor.

Ms. Skillrud responded affirmatively. She recommended the Township enter into an Intergovernmental Agreement to establish guidelines. An agreement should have been approved which addressed the receipt of funds for services rendered.

Trustee Buragas believed the unfortunate part to the situation, (i.e. salary parity): the addition of the Scott Health instead of keeping salary parity with reimbursement to the Township for services rendered, these payments went directly to the Supervisor and resulted in the Supervisor's salary being lowered. Overall, compensation parity put the Township in the current situation. It was convoluted. Unfortunately it had also created the wrong impression about the Township and what the Board was asked to do. Ms. Skillrud readdressed 50 ILCS 145. This issue was brought to her attention and needed to be clarified.

Trustee Buragas added it was important for the Board to take this step to insure the ordinance addressed overall compensation. Any payments for services rendered to outside entities, (Scott Health or others), would be directed to the Township. This must be clear. The Township would avoid inconsistencies in compensation. She thanked Ms. Skillrud for bringing this matter to the Board's attention and requesting changes be made.

Trustee Lower had planned to address the same concerns as Trustee Buragas. In the future if something happened that increased responsibility levels or if Scott Health was taken away, the Board's responsibility was to set the base salary. Ms. Skillrud noted the addition of the Evergreen Memorial Cemetery. Cemetery Funds have been transferred to the Township for management and oversight. Trustee Lower questioned if Ms. Skillrud received additional salary based upon the added responsibilities. Ms. Skillrud responded negatively.

Trustee Mwilambwe requested clarification if the Scott Commission decided not to provide reimbursement within a couple of years in the Supervisor's next term. He specifically questioned the IGA's structure to address future reimbursement funding to the Township. Ms. Skillrud believed the IGA's terms provided for the ability to dissolve it with sixty (60) days' notice. Trustee Mwilambwe questioned if the current IGA's term was open-ended or sunset on/at a specific date/time.

Trustee Schmidt believed this was the question facing the Board at this time. The Board had not answered this question. The Compensation Ordinance was before the Board. There was no agreement to accompany same. Ms. Skillrud believed these were separate items and should be treated as such. The stipend existed. There was no agreement which addressed fund disbursement. The current IGA between the Township and City stipulated the Supervisor was the Trust Administrator.

Trustee Mwilambwe confirmed the Board's intent, the Compensation Ordinance would be for the four (4) year term and the Supervisor's salary would be \$94,000. If during the term of office, the Scott Health dissolves its relationship with the Township, the Supervisor's salary would remain the same. The Supervisor might have less work as the position would not oversee Scott Health. Ms. Skillrud restated the Supervisor's position was full-time. The Scott Health duties were additional.

Trustee Renner stated there had been parity between the Supervisor and the Assessor positions. Over time a gap was created between the two (2) positions due to the Scott Health stipend for the Supervisor's position. He believed the Supervisor's intention was to have this item clarified and move forward with both salaries clearly defined and stipulated within the Compensation Ordinance. Ms. Skillrud responded affirmatively. \$94,000 was the current salary for this position. The Board needed to determine the salary for the new term of office. Trustee Mwilambwe wanted to understand what had occurred with funding these two (2) positions.

Trustee Schmidt provided historical context. Initially, there was salary parity for these positions. When Ms. Fraker became Supervisor, she continued as Director of Scott Health without compensation. The Board experienced difficulty making future decisions regarding Scott Health if the work was not an intrinsic part of the Township. The Board needed to decide whether the Supervisor position was a \$94,000 a year job. She believed this was Trustee Fruin's concern, (i.e. the Board was taking a backwards approach). There should have been conversations with the Scott Commission prior to the Compensation Ordinance coming forward. The Board and Township should operate in the same manner until after a conversation is held with the Scott Commission. The Board would deliberate and make a decision regarding Township elected officials' salaries.

Trustee Renner noted from the historical information presented by Ms. Skillrud, the salaries for both positions were identical. The Board needed to determine if the salaries of both positions would be the same regardless of the work performed. Trustee Schmidt stated salaries were only one decision. She was unsure if this was the decision to be made.

Trustee Black believed it was unfortunate Ms. Skillrud had to come before the Board to advocate for elected officials salaries. It created news headlines. He addressed the Scott Health funding. If the funding disappeared and the work was no longer there; under the proposed ordinance, the stipend would still be paid. He questioned if the ordinance was written in the same manner as the current conversation. He was trying to understand from the Board's perspective the desired salary outcome.

Trustees Sage and Schmidt were not comfortable with the proposed \$94,000 salary for the Supervisor position. Trustee Renner provided a point: the Board set total compensation for the Supervisor position. He viewed total compensation as \$94,000, \$78,000 was the base salary amount. The question to be answered was the Supervisor's salary amount. He believed the Supervisor's salary was \$78,000. Ms. Skillrud restated the Assessor's salary was \$96,000.

Trustee Black stated a solution would be, (without ignoring the stipend), to set the Supervisor's salary at \$94,000. This would bring some parity to both elected officials' salaries. In the end, the salary amount was achieved through accounting practices. Ms. Skillrud restated all funding should come from Township funds. The point of this ordinance was to set salaries for the elected officials with Township funds.

Trustee Renner questioned if Ms. Skillrud's intention was for the Board to reset its practice, (i.e. before splitting the accounting), which created confusion. Ms. Skillrud noted this matter needed to be brought forward to the Board.

Trustee Black agreed it was no fault of Ms. Skillrud. She had done a great job as Supervisor and advocating for elected officials' salaries.

Trustee Buragas added, if Scott Health was out of the equation, looking at past trends from comparable communities, before the Scott Health stipend, and where the Board/Township would be at this time, based on the fact parity between the two (2) positions has been the norm, the current \$94,000 salary would be in the range for the Supervisor's salary today. If the Assessor's salary was in the \$96,000 range, then the two (2) positions were not the same. When the Scott Health stipend was taken out of the equation, it justified the outcome of establishing parity between the Assessor and Supervisor.

Trustee Buragas added, when the Scott Health stipend was added, it appeared that the Supervisor's salary had increased over time. In reality, the Supervisor's salary by ordinance had actually decreased. If the Board passed the proposed Compensation Ordinance and set the Supervisor's salary at \$94,000, then the current Supervisor's salary would be established as the salary. The proposed ordinance clarified compensation. It was an error to separate and perform split accounting for the Supervisor's position.

Trustee Sage held a different opinion. In the future, if Scott Health separated from the Township, then the stipend amount would be made up from the Township. The out of pocket cost for the Township would increase even though the Supervisor was not earning more.

Trustee Buragas agreed with Trustee Sage remarks. When the former Supervisor took on additional duties, she was not compensated for same. She performed more and received the same salary. Trustee Sage referred to the materials provided by the Township which focused on EAV and on total population. He referenced central tendencies: (i.e. mean, medium or mode). The marketplace showed and dictated comparable cities, (Quincy, Normal, Peoria, and Rockford). If the Supervisor salary was \$78,000, it fell in line with these four (4) communities. The current salary was based on the marketplace, (Supervisor's salary and the current population). This information suggested a \$78,000 base, not including benefits. Regardless of past information, this was the salary today on the data line.

Trustee Lower agreed with Trustee Sage comments. The Board needed to take the Scott Health stipend out of the equation. If someone was hired for a particular position, regardless of contracts a company might have, (i.e. the private sector), the worker was paid the same whether a contract was in effect or not, unless the employee was laid off. The Board needed to define both elected officials salaries by the work actually performed. He was unsure if the Board could do that. Trustee Sage had defined the process by which a salary was derived.

Trustee Lower cited, in Trustee Renner's absence at the October 10th Special Meeting, discussion regarding the economy's declined, resulted in both positions performing more work. The Board needed to be mindful of same. The increase to public need and increased staff

workload. Ms. Skillrud disagreed with Trustee Lower's remarks both the population and EAV risen. It was shown that both positions take on similar work regardless of Township size. Individual needs do change but that did not change the scope of Supervisor and Assessor responsibilities. The number of individuals served by the Township has steadily increased.

Trustee Buragas requested clarification by Trustee Sage regarding the proposed Compensation Ordinance. He specifically cited his preference the ordinance set Supervisor compensation at \$78,000. If this was the case, then the Supervisor would earn \$16,000 less per year than the current salary with the same workload. She questioned if this was Trustee Sage's sentiment. She specifically questioned if this was an equitable outcome or if there was another proposal offered.

Trustee Sage restated the Township provided \$78,000 for the Supervisor's salary. He was not suggesting the amount be changed. The Board needed to differentiate between the base salary and the portion the City was responsible for, (i.e. Scott Health). He was not suggesting any reduction to the current \$78,000 salary.

Trustee Buragas noted Ms. Skillrud provided the Board via the proposed Compensation Ordinance. She had learned from the Township legal counsel the proposed Compensation Ordinance needed to include the overall compensation for Township Elected Officials. That would mean, the Supervisor could not continue to receive Scott Health compensation if the Board maintained the Supervisor's salary at \$78,000 and comply with statute. Ms. Skillrud would be unable to receive the \$16,000 Scott Health stipend.

Trustee Sage believed these were two (2) different conversations. The Board did not have the luxury of holding another meeting to discuss philosophically the outcome of the Scott Commission and Township. The Board had a time frame to adopt the Compensation Ordinance for the Township Elected Officials. He apologized to Ms. Skillrud for the position she had been put in regarding the Supervisor's salary. He recommended in the future this item come before the Board at least one (1) year in advance of the deadline. The Board needed adequate time to discuss the elected officials' salaries. Trustee Renner needed to initiate the discussion one (1) year prior to the Compensation Ordinance adoption deadline. He did not know how the Board would reach a decision regarding the Supervisor's salary. The discussion needed to occur at the Board's October 24, 2016 Regular Meeting.

Trustee Painter was trying to understand the issue. She reviewed the documents provided in the packet. She did not understand the need for parity between the elected official positions. Trustee Renner agreed the salaries did not have to be in parity. However, there had been parity from the beginning. Trustee Lower stated, based on the metrics which included the number of citizens/municipality's population was a reason for parity.

Trustee Painter referred to the Consumer Price Index, (CPI), when the economy crashed, the Township continued to grant three percent (3%) salary increases to its employees. It appears the practice was out of control. The Scott Health stipend was included in the salary. Trustee Renner referred to pages 9 and 11 of the packet. He added most of the townships have parity.

There were a few like Normal Township that had substantial pay differences. Ms. Skillrud added the Normal Supervisor was not full-time.

Trustee Black saw the Supervisor's position at \$78,000 with a \$16,000 stipend. Assuming the Board continued the approach, a \$78,000 position, and after hosting a meeting with the Scott Commission, the Board determined to dissolve the relationship with the Scott Commission. The Board would essentially reduce the Supervisor's salary by \$16,000. It appeared the stipend equated to approximately twenty percent (20%) of the Supervisor's workload. Ms. Skillrud added this twenty percent (20%) was in addition to the existing workload. The demands have increased workload, (estimated at sixty (60) hours per week). Trustee Black was not comfortable making a decision to drastically reduce the salary of one person by \$16,000. This was the decision the Board would make. The Board had not held a conversation at this time with the Scott Commission. He could not answer Trustee Painter's question regarding the need for parity between these two (2) elected positions.

Trustee Black questioned if the Board was restricted from reviewing salaries at any other time by the state statute. Ms. Skillrud responded affirmatively. Trustee Black was not comfortable with the Supervisor's salary being reduced by twenty percent (20%). He hoped the Board could have reviewed this subject earlier.

Trustee Renner noted the Board had a couple of options to consider regarding the Township Elected Officials Compensation Ordinance.

Trustee Hauman believed, if the Supervisor was working fifty to sixty, (50 - 60), hours per week, the \$16,000 stipend compensated for that time. If the Supervisor returned to a forty (40) hour work week then the \$78,000 salary was in line. Due to the position being salaried and not hourly, the Supervisor was expected to work until the job was done. She questioned a way to construct the ordinance with the provision of a rider/stipend in the event the Scott Health disappeared.

Trustee Renner noted a contract could be drafted to spell out anything the Board or Township wanted, as long as it was legal. Trustee Hauman added the Board was considering something hypothetical in nature as there had been no conversation with the Scott Commission. Trustee Black stated the genuine possibility that the City may divest itself from the Scott Health. The decision could impact the Supervisor's salary.

Ms. Skillrud restated 50 ILCS 145 would not allow this to occur. Any funds that come to the Supervisor should be included in the Compensation Ordinance. In May 2001, Ms. Fraker, former Supervisor, could not have taken compensation from Scott Health as the Supervisor's salary was set in 2000. In her first term of office, she served without compensation from Scott Health.

Trustee Renner requested Ms. Skillrud review the listing, remove townships where the Supervisor was not full-time, and resubmit same to the Board. This would assist the Board to make the best decision.

Trustee Mwilambwe noted the focus on the Scott Health stipend. The Board had not considered the addition of Evergreen Memorial Cemetery as part of the Supervisor's responsibilities without additional compensation. He questioned when the Cemetery came under the Township. Ms. Skillrud stated financials moved to the Township in 2013. Trustee Mwilambwe believed this was something to consider as the Supervisor had not receive additional compensation for these responsibilities.

Trustee Sage suggested one way to look at this was to suggest there was an understanding with the Scott Commission. The stipend would be maintained over the four (4) year course of the ordinance. This would allow the Scott Commission, Supervisor and Board time to draft an IGA with a phased/tiered approach. The Board should have a conversation at least one year prior to expiration of the Compensation Ordinance.

Trustee Renner questioned if Trustee Sage was suggesting the Board maintain the status-quo, (i.e. current salaries), and begin a conversations a year prior to ordinance expiration, and commence conversations with the Scott Commission. If there was structural change, the Board would move forward with the current salary.

Trustee Sage responded if the Board assumed the current stipend remained in place over the next four (4) years, then the Board had the opportunity to discuss how best to handle the Supervisor's current \$78,000 salary. He was not proposing this option. He wanted to bring it forward as an option for discussion/resolution.

Trustee Renner suggested Jeff Jurgens, City Corporate Counsel, could review these suggestions and prepare options.

Trustee Buragas believed the Board needed legal clarification. She wanted clarification as the Township's legal counsel indicated total compensation had to be included in the ordinance. Even if the Board wanted to, it would be improper for the Board to continue the Scott Health stipend as direct pay to the Supervisor. Ms. Skillrud questioned if the Board had interest in an explanatory letter from the Township's legal counsel which addressed the nature and concerns of total compensation for the elected officials. Trustee Buragas responded affirmatively.

Trustee Hauman questioned items other than salary within the ordinance. Item No. 4 addressed benefits being in line with the City's benefits. She specifically questioned, if the City's benefits changed, would the same changes apply to the elected officials' benefits as well. Trustee Renner assumed this was the case. He wished to confirm same as legal counsel was not present. He added the concern regarding benefits would need to be addressed by the next meeting. Trustee Hauman referenced Item No. 6 which stated the elected officials may be entitled to additional compensation from the State of Illinois. She specifically questioned if elected officials had received additional compensation from the State and to what extent. Ms. Skillrud informed the Board it occurred almost every year in the amount of \$3,000. This was a performance based stipend paid to the Assessor for meeting State goals.

Trustee Renner stated discussion had brought forward a couple options for review and consideration. City legal counsel would review the items discussed and bring options to the Board for consideration at the October 24th meeting. Ms. Skillrud added a letter from the Township's legal counsel would also be provided and comparative data without part-time Supervisors and Assessors. Trustee Renner added the City's legal counsel would also address Item No. 4 as questioned by Trustee Hauman.

Trustee Sage thanked Trustee Schmidt for her leadership on this issue. There were two to three, (2 - 3), items that needed to be considered regarding the Supervisor's salary. One was to set the salary at \$94,000 without further options. It was important the Board have other options.

Trustee Hauman requested the meeting start at an earlier time to allow sufficient time to deliberate over this item. Trustee Renner expressed his support for this request.

Trustee Black presented a third option. The Board would need to be able to tweak the ordinance in contingency situations as suggested by Trustee Hauman. He wanted to see language within the proposed ordinance that states if there was a changed to the Scott Health stipend, the Board would have the option to revisit the situation.

Trustee Schmidt questioned if the Supervisor was the only person who worked for/on Scott Health. Ms. Skillrud responded negatively. The stipend was tied to the Supervisor's salary. She administered and allocated work as needed. Trustee Schmidt was trying to understand the nature of work as there was another way to see the ongoing situation. The Board had been informed the work was declining due to the Affordable Care Act. She was attempting to see the work in a different and separate way.

Ms. Skillrud explained with Scott Health and other Township responsibilities. There had been an increase in work time due to the extra duties placed on the Supervisor's position. This encompassed all Township activities. The salary needed to be set for the Supervisor.

Trustee Lower noted the Board had not addressed the primary reason for this discussion. He questioned if the Board would consider an increase. He believed the Board should consider if there would be a percentage increase or retention of the existing salaries.

Trustee Renner opened the meeting to receive Public Comment. No one came forward to address the Board.

Motion by Trustee Black, seconded by Trustee Schmidt, to adjourn the meeting. Time: 8:26 p.m.

Motion carried (viva voce).

Cherry L. Lawson, Township Clerk

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--GENERAL TOWN ADMINISTRATION 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 November 2016**, 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 **19th day of December 2016**.

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

Notary Public

This **19th day of December 2016**.

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 GENERAL TOWN ADMINISTRATION FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$147,374.98** in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, **\$66,855.73** in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$1,431,120.60** in PRAIRIE STATE BANK & TRUST (64) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL TOWN ADMINISTRATION FUND of said TOWN.

WARD 1: Kevin Lower

WARD 6: Karen A Schmidt

WARD 2: David M Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana Hauman

WARD 4: Amelia S Buragas

WARD 9: James A Fruin

WARD 5: Joni Painter

Trustee Tari Renner

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 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 Supervisor.

Town Clerk

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Town of the City of Bloomington--General Town Administration Fund

Month of: **NOVEMBER 2016**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 86,650	
Investments: Illinois Fund	\$ 147,328	
Investments: Prairie State Bank & Trust (64)	\$ 1,478,983	
	<u>Public Funds at Commencement</u>	\$ 1,712,961

Public Funds Received This Month

Interest: Prairie State Bank (53)	\$ 19	
Interest: Prairie State Bank (64)	\$ 309	
Interest: Illinois Funds	\$ 47	
Interest: Back Taxes	\$ 9	
Other Income - JMSHRC	\$ 4,249	
Other Income - Retiree Insurance	\$ 1,678	
Other Income - IGA Workfare	\$ 900	
Other Income - Cemetery Benefits	\$ 9,293	
Tax Levy	\$ 42,820	
	<u>Public Funds Received This Month</u>	\$ 59,324
	Public Funds Available	<u>\$ 1,772,285</u>

Public Funds Expended This Month

TOTAL Public Funds at Month End

Public Funds at Month End

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 66,856	
Investments: Illinois Fund (as of 11/29/2106)	\$ 147,375	
Investments: Prairie State Bank & Trust (64)	\$ 1,431,121	
	<u>TOTAL Public Funds at Month End</u>	<u>\$ 1,645,351</u>

Checking Account Activity

Prairie State Bank & Trust (53) Balance at Commencement	\$ 86,650	
Deposits		
Interest: Prairie State Bank & Trust (53)	\$ 19	
Other Income - JMSHRC	\$ 4,249	
Other Income - Retiree Insurance	\$ 1,678	
Other Income - IGA Workfare	\$ 900	
Other Income - Cemetery Benefits	\$ 9,293	
Transfer from Prairie State Bank & Trust Reserve (64)	\$ 91,000	
Total Deposits for Month	<u>\$ 107,139</u>	
	Total Funds Available	\$ 193,789
Checks Written		
Assessor's Office Expenses	\$ 4,299	
Community Agency Funding	\$ 10,000	
Compensation & Benefits	\$ 105,862	
Services & Expenses	\$ 2,889	
Supervisor's Office Expenses	\$ 3,884	
Total Checks Written	<u>\$ 126,933</u>	
	Total Checks Written	<u>\$ 126,933</u>
	Prairie State Bank & Trust (53) Balance at Month End	<u>\$ 66,855</u>

Prairie State Bank & Trust (53) Reconciliation at Month End

Balance per Bank Statement	\$ 47,594	
Plus Outstanding Deposits	\$ 106,220	
Less Outstanding Checks	\$ (86,959)	
	<u>Checkbook Balance per Reconciliation</u>	<u>\$ 66,855</u>

Town of the City of Bloomington--General Town Administration Fund

Statement of Receipts and Disbursements

Nov-16

Revenue			
7000 Interest	\$	384	
7400 Other Income	\$	16,120	
7800 Tax Levy	\$	42,820	
	Total Revenue		\$ 59,324
	Total Income		\$ 59,324
Expense			
Assessor's Office			
9151 Auto Expense	\$	33	
9161 Telephone	\$	513	
9171 Utilities	\$	938	
9201 Office Supplies	\$	290	
9251 Education/Meetings/Conferences	\$	349	
9271 Appraisal Services	\$	1,250	
9291 Janitorial	\$	140	
9301 Computer Services	\$	247	
9312 Membership Dues	\$	540	
	Total Assessor's Office		\$ 4,299
Community Agency Funding			
1026 Youth Services	\$	10,000	
	Total Community Agency Funding		\$ 10,000
Compensation (Salaries) & Benefits			
7011 Supervisor	\$	6,500	
7021 Assessor	\$	7,833	
7031 Town Clerk	\$	200	
7051 General Assistance Staff	\$	28,724	
7061 Deputy Assessors	\$	26,828	
7081 IMRF/Employer	\$	13,769	
7091 FICA (SS/MC)/Employer	\$	4,900	
7101 Group Medical/Employer	\$	17,108	
	Total Compensation (Salaries) & Benefits		\$ 105,862
Services & Expenses			
1030 Legal Expense	\$	2,205	
1038 Other Expenditures	\$	57	
1040 Building Maintenance	\$	382	
1042 Janitorial Services & Supplies	\$	245	
	Total Services & Expenses		\$ 2,889
Supervisor's Office			
8121 Janitorial	\$	175	
8131 Utilities	\$	1,407	
8141 Telephones	\$	640	
8151 Car Expense	\$	35	
8161 Education/Conference/Meetings	\$	660	
8181 Equipment Repair/Rental	\$	862	
8221 Computer/Contract Services	\$	106	
	Total Supervisor's Office		\$ 3,884
	Total Expense		\$ 126,933
Net Income			\$ (67,609)

Town of the City of Bloomington--General Town Administration Fund

Year to Date Budget Comparison

Income		<u>Nov-16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
7000 Interest		\$ 2,416	\$ 400	\$ 2,016	603.9%
7400 Other Income		\$ 137,359	\$ 182,800	\$ (45,441)	75.1%
7450 Township Litigation Income		\$ -	\$ 50	\$ (50)	0.0%
7600 Personal Property Replacement Tax		\$ 103,313	\$ 123,300	\$ (19,987)	83.8%
7800 Tax Levy		\$ 1,591,588	\$ 1,595,000	\$ (3,412)	99.8%
	Total Revenue	\$ 1,834,675	\$ 1,901,550	\$ (66,875)	96.5%
Total Income		\$ 1,834,675	\$ 1,901,550	\$ (66,875)	96.5%
Expense					
Assessor's Office					
9141 Rent/Debt Service		\$ 745	\$ 21,544	\$ (20,799)	3.5%
9151 Auto Expense		\$ 2,501	\$ 3,000	\$ (499)	83.4%
9161 Telephone		\$ 2,048	\$ 2,500	\$ (452)	81.9%
9171 Utilities		\$ 3,946	\$ 5,800	\$ (1,855)	68.0%
9191 Postage		\$ 47	\$ 500	\$ (453)	9.4%
9201 Office Supplies		\$ 441	\$ 1,200	\$ (759)	36.7%
9211 Publications & Printing		\$ -	\$ 1,150	\$ (1,150)	0.0%
9231 Equipment		\$ -	\$ 3,000	\$ (3,000)	0.0%
9241 Equipment Repair/Rental		\$ 40	\$ 1,000	\$ (960)	4.0%
9251 Education/Meetings/Conferences		\$ 2,770	\$ 15,000	\$ (12,230)	18.5%
9261 Replatting & Remapping		\$ -	\$ 9,000	\$ (9,000)	0.0%
9271 Appraisal Services		\$ 6,245	\$ 35,000	\$ (28,756)	17.8%
9291 Janitorial		\$ 1,120	\$ 2,000	\$ (880)	56.0%
9301 Computer Services		\$ 5,790	\$ 10,000	\$ (4,210)	57.9%
9311 Mapping/GIS Services		\$ 16,978	\$ 35,500	\$ (18,522)	47.8%
9312 Membership Dues/Assessor's Staff		\$ 540	\$ 1,500	\$ (960)	36.0%
	Total Assessor's Office	\$ 43,209	\$ 147,694	\$ (104,485)	29.3%
Community Agency Funding					
1023 Community Medical		\$ 20,000	\$ 60,000	\$ (40,000)	33.3%
1024 Transportation		\$ -	\$ 10,000	\$ (10,000)	0.0%
1025 GA Client Service Funding		\$ 32,500	\$ 30,000	\$ 2,500	108.3%
1026 Youth Services		\$ 10,000	\$ 42,500	\$ (32,500)	23.5%
1027 Senior Services		\$ 40,000	\$ 37,500	\$ 2,500	106.7%
	Total Community Agency Funding	\$ 102,500	\$ 180,000	\$ (77,500)	56.9%
Compensation & Benefits					
7011 Supervisor		\$ 51,833	\$ 78,000	\$ (26,167)	66.5%
7021 Assessor		\$ 62,667	\$ 95,000	\$ (32,333)	66.0%
7031 Town Clerk		\$ 1,600	\$ 2,700	\$ (1,100)	59.3%
7041 Town Trustees		\$ 1,140	\$ 2,800	\$ (1,660)	40.7%
7051 General Assistance Staff		\$ 228,945	\$ 400,000	\$ (171,055)	57.2%
7061 Deputy Assessors		\$ 219,830	\$ 376,000	\$ (156,170)	58.5%
7081 IMRF/Employer		\$ 116,448	\$ 140,000	\$ (23,552)	83.2%
7091 FICA (SS/MC)/Employer		\$ 39,583	\$ 73,000	\$ (33,417)	54.2%
7101 Group Medical/Employer		\$ 136,865	\$ 210,000	\$ (73,135)	65.2%
7111 State Unemployment/Employer		\$ 207	\$ 750	\$ (543)	27.6%
	Total Compensation & Benefits	\$ 859,118	\$ 1,378,250	\$ (519,132)	62.3%

Town of the City of Bloomington--General Town Administration Fund

Year to Date Budget Comparison (cont.)

Services & Expenses	<u>Nov-16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
1028 Membership Dues	\$ 1,387	\$ 1,500	\$ (113)	92.5%
1029 Auditing Expense	\$ -	\$ 6,900	\$ (6,900)	0.0%
1030 Legal Expense	\$ 2,860	\$ 10,000	\$ (7,140)	28.6%
1031 Court Costs	\$ -	\$ 250	\$ (250)	0.0%
1033 Surety Bonds	\$ -	\$ 250	\$ (250)	0.0%
1034 Insurance	\$ 12,303	\$ 13,500	\$ (1,197)	91.1%
1035 Publishing	\$ 110	\$ 1,000	\$ (890)	11.0%
1038 Other Expenditures	\$ 1,640	\$ 3,400	\$ (1,760)	48.2%
1039 Debt Service - Principal & Interest	\$ 987	\$ 7,000	\$ (6,013)	14.1%
1040 Building Maintenance	\$ 3,887	\$ 33,000	\$ (29,113)	11.8%
1042 Janitorial Services & Supplies	\$ 2,016	\$ 20,000	\$ (17,984)	10.1%
1043 Building Security	\$ -	\$ 10,000	\$ (10,000)	0.0%
1044 Building Repairs	\$ -	\$ 200,000	\$ (200,000)	0.0%
1045 Special Projects	\$ -	\$ 50,000	\$ (50,000)	0.0%
Total Services & Expenses	\$ 25,190	\$ 356,800	\$ (331,610)	7.1%
Supervisor's Office				
8091 Postage	\$ -	\$ 2,500	\$ (2,500)	0.0%
8101 Rent/Debt Service	\$ 1,380	\$ 40,000	\$ (38,620)	3.5%
8121 Janitorial	\$ 1,400	\$ 3,500	\$ (2,100)	40.0%
8131 Utilities	\$ 5,918	\$ 9,000	\$ (3,082)	65.8%
8141 Telephones	\$ 2,548	\$ 4,500	\$ (1,952)	56.6%
8151 Car Expense	\$ 176	\$ 5,000	\$ (4,824)	3.5%
8161 Education/Conference/Meetings	\$ 1,256	\$ 6,000	\$ (4,744)	20.9%
8171 Equipment	\$ -	\$ 7,500	\$ (7,500)	0.0%
8181 Equipment Repair/Rental	\$ 4,416	\$ 9,000	\$ (4,584)	49.1%
8191 Office Supplies	\$ 409	\$ 5,000	\$ (4,591)	8.2%
8201 Printing	\$ -	\$ 1,000	\$ (1,000)	0.0%
8211 Publications	\$ 25	\$ 500	\$ (475)	5.0%
8221 Computer/Contract Services	\$ 1,078	\$ 16,900	\$ (15,822)	6.4%
8241 Membership Dues	\$ 30	\$ 775	\$ (745)	3.9%
Total Supervisor's Office	\$ 18,637	\$ 111,175	\$ (92,538)	16.8%
Total Expense	\$ 1,048,654	\$ 2,173,919	\$ (1,125,265)	48.2%
Net Income	\$ 786,021	\$ (272,369)	\$ 1,058,390	

Town of the City of Bloomington--General Town Administration Fund

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
0502 - Prairie State Bank & Trust (53)			
11/01/2016	7468	Fred Pryor Seminars	-327.00
11/01/2016	7469	Toyota Financial Services	-309.49
11/01/2016	7470	Chief City Mechanical, Inc.	-187.00
11/01/2016	7471	American Pest Control Inc	-37.00
11/01/2016	7472	Frontier	-576.37
11/01/2016	7473	Quill Corporation	-190.87
11/01/2016	7474	City of Bloomington Water Dept	-533.46
11/01/2016	7475	Ameren Illinois	-796.48
11/01/2016	7476	Creative Technical Services, Inc (C-Tech)	-155.00
11/01/2016	7477	Xerox Corporation	-39.60
11/01/2016	7478	Bowman, Danny	-1,249.50
11/01/2016	7479	NICOR Gas	-59.16
11/03/2016	Transfer	Prairie State Bank & Trust	91,000.00
11/05/2016	EFT	EFT-Valutec Card Solutions	-105.60
11/15/2016	20161115	EFT-Payroll	-22,107.46
11/15/2016	63824444	EFT-Federal Tax Deposit	-8,239.73
11/15/2016	1355301056	EFT-IL Tax Deposit	-1,043.51
11/15/2016	EFT	TASC (Total Administrative Services Corp)	-1,223.23
11/22/2016	1962	Normal Township	900.00
11/22/2016	7480	Baby Fold, The	-10,000.00
11/22/2016	7481	Huck's/WEX Bank	-21.23
11/22/2016	7482	Illini Fire Equipment Company Inc	-41.75
11/22/2016	7483	Xerox Financial Services	-202.92
11/22/2016	7484	City of Bloomington Water Dept	-300.54
11/22/2016	7485	MarcFirst	-560.00
11/22/2016	7486	City of Bloomington Finance Dept	-33.12
11/22/2016	7487	Quill Corporation	-69.08
11/22/2016	7488	Verizon Wireless	-91.70
11/22/2016	7489	VISA (SRS)	-378.84
11/29/2016	7490	VISA (DLS)	-335.00
11/29/2016	7491	STL Business & Technology Solutions Inc	-78.75
11/29/2016	7492	IAAO--Int'l Assoc of Assessing Officers	-540.00
11/29/2016	7493	Maruna, Thomas O	-14.04
11/29/2016	7494	Covert, Tracey	-37.80
11/29/2016	7495	Heyl, Royster, Voelker & Allen PC	-2,205.00
11/29/2016	7496	Toyota Financial Services	-309.49
11/29/2016	7497	Ameren Illinois	-654.89
11/29/2016	7498	Frontier	-576.37
11/29/2016	7499	American Pest Control Inc	-37.00
11/30/2016	09989584122	IMRF - Illinois Municipal Retirement Fund	1,678.14
11/30/2016	40809	Town of the City of Bloomington - CEM	9,293.41
11/30/2016	2593	John M Scott Health Resources Center	4,248.77
11/30/2016	7446VOID	McLean County Chamber of Commerce	40.00
11/30/2016	20161130	EFT-Payroll	-22,639.64
11/30/2016	35362739	EFT-Federal Tax Deposit	-8,348.34
11/30/2016	0818430144	EFT-IL Tax Deposit	-1,077.31
11/30/2016	EFT	TASC (Total Administrative Services Corp)	-1,223.23
11/30/2016	7500	NCPERS Group Life Ins	-128.00
11/30/2016	7501	City of Bloomington Health Insurance	-20,644.05
11/30/2016	04082	EFT-IMRF	-19,244.90
11/30/2016	Credit	Interest	18.72
Total			<u><u>-19,794.41</u></u>

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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--GENERAL ASSISTANCE WELFARE 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 November 2016**, 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 **19th day of December 2016**.

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

Notary Public

This **19th day of December 2016**.

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 GENERAL ASSISTANCE WELFARE FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$29,082.14** in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$792,591.20** in PRAIRIE STATE BANK & TRUST (19) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL ASSISTANCE WELFARE FUND of said TOWN.

WARD 1: Kevin Lower

WARD 6: Karen A Schmidt

WARD 2: David M Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana Hauman

WARD 4: Amelia S Buragas

WARD 9: James A Fruin

WARD 5: Joni Painter

Trustee Tari Renner

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 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 Supervisor.

Town Clerk

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Town of the City of Bloomington--General Assistance Welfare Fund

Month of: **NOVEMBER 2016**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (00) Checking Balance	\$ 15,958	
Investments: Prairie State Bank & Trust (19)	\$ 838,403	
Public Funds at Commencement		\$ 854,361

Public Funds Received This Month

Interest: Prairie State Bank (00)	\$ 12	
Interest: Prairie State Bank (19)	\$ 162	
Interest: Back Tax Levy	\$ 1	
Refunds & Recoveries	\$ 50	
Tax Levy	\$ 4,025	
Public Funds Received This Month		\$ 4,250
Public Funds Available		\$ 858,611

Public Funds Expended This Month

	\$ 36,938
TOTAL Public Funds at Month End	\$ 821,673

Public Funds at Month End

Cash: Prairie State Bank & Trust (00) Checking Balance	\$ 29,082	
Investments: Prairie State Bank & Trust (19)	\$ 792,591	
TOTAL Public Funds at Month End		\$ 821,673

Checking Account Activity

Checkbook Balance at Commencement	\$ 15,958	
Deposits:		
Interest: Prairie State Bank & Trust (00)	\$ 12	
Refunds & Recoveries	\$ 50	
Transfer from Prairie State Bank & Trust Reserve (19)	\$ 50,000	
Total Deposits for Month	\$ 50,062	
Total Funds Available		\$ 66,020
Checks Written: General Assistance		\$ 36,938
Checkbook Balance at Month End		\$ 29,082

Prairie State Bank & Trust (00) Reconciliation at Month End

Balance per Bank Statement	\$ 37,226	
Plus Outstanding Deposits	\$ 30	
Less Outstanding Checks	\$ (8,174)	
Checkbook Balance per Reconciliation		\$ 29,082

Town of the City of Bloomington--General Assistance Welfare Fund

Statement of Receipts and Disbursements

Income			<u>Nov-16</u>	
Revenue				
7000 Interest		\$	175	
7700 Refunds & Recoveries		\$	50	
7800 Tax Levy		\$	4,025	
	Total Revenue		\$	4,250
	Total Income		\$	4,250
Expense				
CW				
6011 Groceries/Personal Essentials		\$	7,906	
6021 Rent		\$	19,532	
6051 Utilities		\$	2,655	
6061 Medical		\$	35	
6071 Emergency Assistance		\$	5,285	
6101 Transportation		\$	377	
6121 Allowances		\$	1,148	
	Total CW		\$	36,938
	Total Expense		\$	36,938
Net Income			\$	<u>(32,688)</u>

Town of the City of Bloomington--General Assistance Welfare Fund

Year to Date Budget Comparison

Income		<u>Nov-16</u>	Budget	\$ Over Budget	% of Budget
Revenue					
7000 Interest	\$	1,517	\$ 500	\$ 1,017	303.5%
7400 Other Income	\$	-	\$ 150	\$ (150)	0.0%
7600 Personal Property Replacement Tax	\$	10,750	\$ 11,700	\$ (950)	91.9%
7700 Refunds & Recoveries	\$	35,769	\$ 15,000	\$ 20,769	238.5%
7800 Tax Levy	\$	149,618	\$ 150,000	\$ (382)	99.7%
Total Revenue	\$	197,655	\$ 177,350	\$ 20,305	111.4%
Total Income	\$	197,655	\$ 177,350	\$ 20,305	111.4%
Expense					
CW					
6011 Groceries/Personal Essentials	\$	67,863	\$ 150,000	\$ (82,137)	45.2%
6021 Rent	\$	152,673	\$ 300,000	\$ (147,327)	50.9%
6051 Utilities	\$	20,052	\$ 40,000	\$ (19,948)	50.1%
6061 Medical	\$	35	\$ 50,000	\$ (49,965)	0.1%
6071 Emergency Assistance	\$	37,857	\$ 75,000	\$ (37,143)	50.5%
6081 Hospital	\$	-	\$ 25,000	\$ (25,000)	0.0%
6091 Burial	\$	-	\$ 3,000	\$ (3,000)	0.0%
6101 Transportation	\$	35,936	\$ 45,000	\$ (9,064)	79.9%
6121 Allowances	\$	9,019	\$ 25,000	\$ (15,981)	36.1%
Total CW	\$	323,435	\$ 713,000	\$ (389,565)	45.4%
Total Expense	\$	323,435	\$ 713,000	\$ (389,565)	45.4%
Net Income	\$	(125,780)	\$ (535,650)	\$ 409,870	

Town of the City of Bloomington--General Assistance Welfare Fund

Checking Account Activity				
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>	
0501 - Prairie State Bank & Trust (00)				
11/01/2016	Transfer	Prairie State Bank & Trust	50,000.00	
11/01/2016	31826	Ameren Illinois	-588.19	
11/01/2016	31827	City of Bloomington Water Department	-246.27	
11/01/2016	31828	Dotson, Bernard & Rearn M	-265.00	
11/01/2016	31829	Hillcrest Mobile Manor LLC	-265.00	
11/01/2016	31830	Modine Inc	-265.00	
11/01/2016	31831	Moore, J Sales %Maple Grove Estates	-483.00	
11/01/2016	31832	NICOR Gas	-51.29	
11/01/2016	31833	Hafner, Fred & Paula dba Hafner Rev Trust	-83.00	
11/01/2016	31834	Harris, Patricia & Lawrence	-250.00	
11/01/2016	31835	Phoenix Towers Preservation LP	-26.00	
11/01/2016	31836	Pedcor Investments-2002 dba Danbury Ct	-243.00	
11/01/2016	31837	Ranney, Cynthia S & Keith A	-546.00	
11/01/2016	31838	Hairmasters Institute of Cosmetology Inc	-5.00	
11/01/2016	31839	Cardinal Ridge (was Southgate)	-265.00	
11/01/2016	31840	Allied Properties LLC	-265.00	
11/01/2016	31841	Clothier Land Trust H-187 %Willow Creek	-255.00	
11/01/2016	31842	Gruber, Ronald C dba Gruber Rentals	-200.00	
11/01/2016	31843	RV Horizons Inc dba Bloomington GW MHPLLC	-151.00	
11/01/2016	31844	Walters, Lue A dba Law 'N' Jaw Apts	-265.00	
11/05/2016	EFT	EFT-Kroger via Valutec	-7,906.28	
11/07/2016	31765VOID	Secretary of State of Illinois	30.00	
11/08/2016	31845	Ameren Illinois	-1,222.27	
11/08/2016	31846	City of Bloomington Water Department	-941.71	
11/08/2016	31847	Clothier Land Trust H-187 %Willow Creek	-408.72	
11/08/2016	31848	Duran Ownership Group LLC %Eduard F Duran	-400.00	
11/08/2016	31849	Gruber, Ronald C dba Gruber Rentals	-86.80	
11/08/2016	31850	Franzen, Harold M Estate dba FranzenRntls	-200.00	
11/08/2016	31851	Pelhank, Wayne A dba Heartland Apt Mgmt	-515.00	
11/08/2016	31852	SRIM LLC %Redbird Property Mgmt Inc	-265.00	
11/08/2016	31853	Moore, J A dba Maple Grove Estates	-705.00	
11/08/2016	31854	Wollrab, Laurie %Redbird Property Mgmt	-265.00	
11/08/2016	31855	Allied Properties LLC	-86.88	
11/08/2016	31856	Chambers, Lanard Edward	-265.00	
11/08/2016	31857	GMTK Management	-265.00	
11/08/2016	31858	JJ & CC Enterprises LLC	-254.05	
11/08/2016	31859	Miller Trust, Annetta O dba Miller Prop	-530.00	
11/08/2016	31860	Moore Enterprises, Alexander Estates	-110.78	
11/08/2016	31861	RV Horizons Inc dba Bloomington GW MHPLLC	-205.47	
11/08/2016	31862	Secretary of State of Illinois	-20.00	
11/08/2016	31863	Jackson, Kim dba StoneMillProp %RST***	-265.00	
11/14/2016	036118	Circuit Clerk of McLean County	50.00	
11/15/2016	31864	BHA; Blmgtm Housing Authority (laundry)	-210.00	
11/15/2016	31865	BHA; Blmgtm Housing Authority (rent)	-1,200.44	
11/15/2016	31866	Home Sweet Home Ministries, Inc	-878.00	
11/15/2016	31867	Salvation Army	-200.00	
11/15/2016	31868	Hairmasters Institute of Cosmetology Inc	-5.00	
11/15/2016	31869	Mayor's Manor LTD Partnership (laundry)	-10.00	
11/15/2016	31870	Mayor's Manor LTD Partnership (rent)	-80.00	
11/15/2016	31871	Labyrinth Outreach Services to Women	-200.00	
11/15/2016	31872	Ameren Illinois	-330.24	
11/15/2016	31873	NICOR Gas	-50.00	
11/15/2016	31874	Bailey, Laura R	-200.00	
11/15/2016	31875	Beverly, Johnny L	-200.00	
11/15/2016	31876	Clothier Land Trust H-187 %Willow Creek	-343.72	
11/15/2016	31877	G-5 LLC, McLean County %BradyPropertyMgmt	-43.67	
11/15/2016	31878	Lucas, Carolyn	-200.00	
11/15/2016	31879	Moore Enterprises, Alexander Estates	-265.00	

Town of the City of Bloomington--General Assistance Welfare Fund

Checking Account Activity (continued)

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
11/15/2016	31880	Moore Living Trust dba Hilltop MHP	-185.00
11/15/2016	31881	Pelhank, Wayne A dba Heartland Apt Mgmt	-151.79
11/15/2016	31882	Ramirez, Rickardo A & Rozanne C	-483.00
11/15/2016	31883	Thomason Trust, Lula M	-265.00
11/15/2016	31884	TVAII LP dba Turnberry Village II Inc	-88.00
11/15/2016	31885	TVEO Corporation	-265.00
11/15/2016	31886	Walski, Daniel James	-250.00
11/15/2016	31887	Econ-O-Wash Cleaners/Wilson & Wilson Ent	-230.00
11/15/2016	31888	Secretary of State of Illinois	-108.00
11/15/2016	31889	Finley, Gregory R %Class Act Realty	-359.00
11/15/2016	31890	M&M Real Estate Partnership LLC %ClassAct	-88.00
11/15/2016	31891	Moore, J A dba Maple Grove Estates	-200.00
11/15/2016	31892	Segneri, Angela & Edward Runyon	-265.00
11/15/2016	31893	Stone, Jerry L & Tina	-200.00
11/15/2016	31894	Mission Mart	-442.93
11/15/2016	31895	Boeh, John %Herald Apartments	-265.00
11/22/2016	31896	Huck's/WEX Bank	-289.54
11/22/2016	31897	Walters, Lue A dba Law 'N' Jaw Apts	-500.00
11/22/2016	31898	RV Horizons Inc dba Bloomington GW MHPLLC	-265.00
11/22/2016	31899	Labyrinth Outreach Services to Women	-400.00
11/22/2016	31900	Duran Ownership Group LLC %Eduard F Duran	-265.00
11/22/2016	31901	Busey Bank (loan specific)	-265.00
11/22/2016	31902	Cardinal Ridge (was Southgate)	-265.00
11/22/2016	31903	Jackson, Kim dba StoneMillProp %RST***	-265.00
11/22/2016	31904	Mayor's Manor LTD Partnership (rent)	-246.88
11/22/2016	31905	Coker, Joan & Ronald I	-200.00
11/22/2016	31906	Smith, Tracy A	-250.00
11/22/2016	31907	Clothier Land Trust H-187 %Willow Creek	-215.00
11/22/2016	31908	Pierce, Larry	-265.00
11/22/2016	31909	Elterich, John P & Karen Schmidt	-359.00
11/22/2016	31910	Khant, Ranjanbala & Ramniklal %AB Rentals	-220.00
11/22/2016	31911	Ameren Illinois	-373.12
11/22/2016	31912	City of Bloomington Water Department	-119.96
11/22/2016	31913	NICOR Gas	-60.89
11/22/2016	31914	Mayor's Manor LTD Partnership (laundry)	-23.00
11/22/2016	31915	Brobston, Jesse D dba BN the City LLC	-31.00
11/22/2016	31916	Armstrong Inc., John D %Valerie L Dumser	-265.00
11/22/2016	31917	Hillcrest Mobile Manor LLC	-265.00
11/22/2016	31918	Hebb, Tracy	-250.00
11/29/2016	31919	BHA; Blmgtn Housing Authority (laundry)	-124.00
11/29/2016	31920	BHA; Blmgtn Housing Authority (rent)	-374.00
11/29/2016	31921	Ameren Illinois	-277.33
11/29/2016	31922	Dotson, Bernard & Rearn M	-175.00
11/29/2016	31923	VISA ...0684	-57.11
11/29/2016	31924	Cardinal Ridge (was Southgate)	-359.00
11/29/2016	31925	Moore, J A dba Maple Grove Estates	-570.48
11/29/2016	31926	Shepard, Cynthia M dba ShakmanEnt %CORE3	-150.00
11/29/2016	31927	B/N-Blmgtn-Normal Public Transit System	-65.00
11/29/2016	31928	Finley, Gregory R %Class Act Realty	-530.00
11/29/2016	31929	Duran Ownership Group LLC %Eduard F Duran	-200.00
11/29/2016	31930	Lilienthal, Viola D	-265.00
11/29/2016	31931	Modine Inc	-265.00
11/30/2016	Credit	Interest	11.52
			<u>13,123.71</u>

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--EVERGREEN MEMORIAL 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 November 2016**, 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 December 2016**.

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

Notary Public

This **12th day of December 2016**.

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 **\$50.00** in Petty Cash held at Evergreen Memorial Cemetery Office, **\$136,281.40** at HEARTLAND BANK 7774, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$273,997.59** at HEARTLAND BANK 7782, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, a balance of **\$103,319.64** at HEARTLAND BANK 7114, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$200,998.52** in STATE FARM BANK 0441, BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Eugene C Lorch

Cemetery Board Vice President:

Gregory E Fraley

Secretary/Treasurer for Cemetery Board:

Joe Gibson

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

This **19th day of December 2016**.

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 EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct.

WARD 1: Kevin Lower

WARD 6: Karen A Schmidt

WARD 2: David M Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana Hauman

WARD 4: Amelia S Buragas

WARD 9: James A Fruin

WARD 5: Joni Painter

Trustee Tari Renner

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 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 Supervisor.

Town Clerk

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Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Month of: **NOVEMBER 2016**

Funds at Commencement

Cash: Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	166,235	
Cash: Heartland Bank 7782 (Reserve)	\$	260,366	
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019)	\$	200,753	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	103,531	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	176,364	
Funds at Commencement			\$ 907,298

Funds Received This Month

Real Estate Tax Levy	\$	13,598	
Opening/Closing Fees	\$	7,742	
Sale of Lots	\$	5,030	
Sale of Crypts	\$	175	
Sale of Niches	\$	117	
Interest: Reserve/Checking/Back Taxes	\$	280	
Income from Trusts	\$	13	
Other Income	\$	18,482	
Inspection Fees	\$	375	
Funds Received This Month			\$ 45,811
Funds Available			\$ 953,109

Funds Expended This Month

TOTAL Funds at Month End \$ 891,011

Funds at Month End

Cash: Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	136,281	
Cash: Heartland Bank 7782 (Reserve)	\$	273,998	
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019)	\$	200,999	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	103,320	
Trust Account: Heartland Bank 3189 (Irrevocable Trust)	\$	176,364	
TOTAL Funds at Month End			\$ 891,011

Checking Account Activity

Checkbook Balance at Commencement			\$ 166,235
Deposits			
Opening/Closing Fees	\$	7,742	
Sale of Lots	\$	5,030	
Sale of Crypts	\$	175	
Sale of Niches	\$	117	
Other Income	\$	18,482	
Inspection Fee	\$	375	
2016 Annual Maintenance (G/B/S,Mc) Transferred to Acct 7114	\$	1,524	
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	(1,300)	
Total Deposits for Month		\$ 32,145	
Total Funds Available			\$ 198,379
Checks Written			
Compensation & Benefits	\$	31,829	
Administrative Expenses	\$	12,284	
Cemetery Improvements, Maintenance & Repair	\$	15,122	
Cemetery Operations	\$	2,863	
Total Checks Written		\$ 62,098	
Total Checks Written			\$ 62,098
Checkbook Balance at Month End			\$ 136,281

Bank Reconciliation at Month End

Balance per Bank Statement	\$	149,431	
Less Outstanding Checks	\$	(13,149)	
Checkbook Balance per Reconciliation		\$ 136,281	

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Statement of Receipts and Disbursements

Income			<u>Nov-16</u>
Revenue			
40100 Real Estate Tax Levy	\$	13,598	
42000 Opening/Closing Fee	\$	7,742	
42500 Sale of Lots	\$	5,030	
43000 Sale of Crypts	\$	175	
43100 Sale of Niches	\$	117	
43500 Interest: Savings/Checking/Back Taxes	\$	280	
49000 Income from Trusts	\$	13	
49020 Other Income	\$	18,482	
49021 Inspection Fees	\$	375	
Total Revenue			\$ 45,811
	Total Income		\$ 45,811
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff	\$	6,360	
50102 Wages: Cemetery Staff	\$	16,883	
50201 Payroll Taxes: FICA	\$	1,670	
50202 IMRF	\$	3,139	
50204 Health Insurance	\$	3,424	
50205 Direct Deposit Transmittal Fees	\$	21	
50206 TASC Annual Fees	\$	332	
Total Compensation & Benefits			\$ 31,829
Administrative Expenses			
51500 Contractual Services	\$	370	
52000 Office Supplies	\$	287	
52500 Utilities	\$	2,029	
55400 Special Event Expenses	\$	9,159	
55450 Other Admin Expenses	\$	439	
Total Administrative Expenses			\$ 12,284
Cemetery Improvements, Maintenance & Repair			
57601 Flags & Flag Poles	\$	1,290	
57602 Grounds Maintenance/Repair	\$	316	
57700 Equipment Building	\$	7,328	
57800 Operating Equipment	\$	460	
58000 Mausoleum (including debt service)	\$	5,066	
58100 Grave Markers	\$	662	
Total Cemetery Improvements, Maintenance & Repair			\$ 15,122
Cemetery Operations			
55500 Fuel, Oil and Equipment	\$	1,052	
56500 Equipment Repairs	\$	1,724	
56600 Cemetery Supplies & Maintenance	\$	88	
Total Cemetery Operations			\$ 2,863
	Total Expense		\$ 62,098
Net Income			\$ (16,287)

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Year to Date Budget Comparison

Income		<u>Nov-16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy		\$ 505,413	\$ 506,600	\$ (1,187)	99.8%
41000 Personal Property Replacement Tax		\$ 33,109	\$ 45,000	\$ (11,891)	73.6%
42000 Opening/Closing Fee		\$ 43,358	\$ 50,000	\$ (6,642)	86.7%
42100 Marker Commission		\$ 2,416	\$ 7,000	\$ (4,584)	34.5%
42500 Sale of Lots		\$ 42,288	\$ 65,000	\$ (22,712)	65.1%
43000 Sale of Crypts		\$ 5,210	\$ 8,000	\$ (2,790)	65.1%
43100 Sale of Niches		\$ 5,045	\$ 15,000	\$ (9,955)	33.6%
44700 Sale of Burial Supplies		\$ 2,300	\$ 2,000	\$ 300	115.0%
44800 Chapel Fee		\$ 300	\$ 1,000	\$ (700)	30.0%
42400 Sales - Other		\$ -	\$ 2,500	\$ (2,500)	0.0%
43500 Interest: Savings/Checking/Back Taxes		\$ 1,243	\$ 6,000	\$ (4,757)	20.7%
49000 Income from Trusts		\$ 5,358	\$ 3,000	\$ 2,358	178.6%
49020 Other Income		\$ 53,203	\$ 48,690	\$ 4,513	109.3%
49021 Inspection Fees		\$ 2,850	\$ 3,000	\$ (150)	95.0%
Total Revenue		\$ 702,093	\$ 762,790	\$ (60,698)	92.0%
Total Income		\$ 702,093	\$ 762,790	\$ (60,698)	92.0%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff		\$ 50,320	\$ 81,000	\$ (30,680)	62.1%
50102 Wages: Cemetery Staff		\$ 165,243	\$ 233,000	\$ (67,757)	70.9%
50103 Trustee Compensation		\$ 2,167	\$ 3,000	\$ (833)	72.2%
50201 Payroll Taxes: FICA		\$ 15,790	\$ 24,000	\$ (8,210)	65.8%
50202 IMRF		\$ 29,549	\$ 45,000	\$ (15,451)	65.7%
50203 Unemployment Insurance		\$ 5,869	\$ 18,000	\$ (12,131)	32.6%
50204 Health Insurance		\$ 27,394	\$ 50,000	\$ (22,606)	54.8%
50205 Direct Deposit Transmittal Fees		\$ 282	\$ 450	\$ (168)	62.6%
50206 TASC Annual Fees		\$ 332	\$ 400	\$ (68)	82.9%
Total Compensation & Benefits		\$ 296,945	\$ 454,850	\$ (157,905)	65.3%
Administrative Expenses					
51100 Casualty Insurance		\$ 20,033	\$ 21,000	\$ (967)	95.4%
51500 Contractual Services		\$ 1,659	\$ 5,100	\$ (3,441)	32.5%
52000 Office Supplies		\$ 2,177	\$ 3,000	\$ (823)	72.6%
52500 Utilities		\$ 10,821	\$ 14,500	\$ (3,679)	74.6%
54000 Advertising		\$ 2,751	\$ 13,570	\$ (10,819)	20.3%
54500 Dues/Seminars		\$ 150	\$ 600	\$ (450)	25.0%
55500 Legal Expense		\$ -	\$ 1,000	\$ (1,000)	0.0%
55100 Audit Expense		\$ -	\$ 6,800	\$ (6,800)	0.0%
55200 COBT (financial)		\$ -	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses		\$ 37,290	\$ 49,450	\$ (12,160)	75.4%
55450 Other Admin Expenses		\$ 4,460	\$ 3,700	\$ 760	120.5%
Total Administrative Expenses		\$ 79,341	\$ 130,920	\$ (51,579)	60.6%
Cemetery Improvements, Maintenance & Repairs					
57000 Office Building		\$ -	\$ 500	\$ (500)	0.0%
57601 Flags & Flag Poles		\$ 7,149	\$ 6,000	\$ 1,149	119.2%
57602 Grounds Maintenance/Repairs		\$ 7,754	\$ 13,700	\$ (5,946)	56.6%
57603 Road, Fence, Lot, Drains		\$ 105	\$ 7,000	\$ (6,895)	1.5%
57700 Equipment Building		\$ 11,194	\$ 9,000	\$ 2,194	124.4%
57800 Operating Equipment		\$ 14,562	\$ 17,321	\$ (2,759)	84.1%
57900 Office Equipment		\$ 349	\$ 508	\$ (159)	68.7%
58000 Mausoleum (including debt service)		\$ 40,528	\$ 60,792	\$ (20,264)	66.7%
58100 Grave Markers		\$ 5,691	\$ 5,500	\$ 191	103.5%
58400 Scattering Grounds		\$ -	\$ 2,500	\$ (2,500)	0.0%
Total Cemetery Improvements, Maintenance & Repairs		\$ 87,332	\$ 122,821	\$ (35,489)	71.1%

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Nov-16</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 6,143	\$ 13,000	\$ (6,857)	47.3%
56000 Tree Removal/Monument Repair	\$ 1,200	\$ 19,999	\$ (18,799)	6.0%
56500 Equipment Repairs	\$ 5,151	\$ 6,000	\$ (849)	85.9%
56600 Cemetery Supplies & Maintenance	\$ 913	\$ 2,500	\$ (1,587)	36.5%
56700 Rental Equipment & Short-term Leases	\$ 33	\$ 500	\$ (467)	6.6%
56800 IGA w/COB for leaves & branches disposal	\$ 2,200	\$ 2,200	\$ -	100.0%
59900 Other Cemetery Expenses	\$ -	\$ 10,000	\$ (10,000)	0.0%
Total Cemetery Operations	\$ 15,641	\$ 54,199	\$ (38,558)	28.9%
Total Expense	\$ 479,259	\$ 762,790	\$ (283,531)	62.8%
Net Income	\$ 222,833	\$ -	\$ 222,833	

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10500 Heartland 7774			
11/01/2016	Deposit	HBT - Heartland Bank & Trust	235.00
11/01/2016	EFT	Woodforest National Bank	-438.90
11/01/2016	40760	Ameren Illinois	-380.11
11/01/2016	40761	Frontier Communications	-226.82
11/01/2016	40762	AT&T Mobility	-169.56
11/01/2016	40763	Billy D Crow	-435.33
11/02/2016	02020981	EFTPS - IRS	-96.76
11/03/2016	Deposit	HBT - Heartland Bank & Trust	4,300.00
11/04/2016	Deposit	HBT - Heartland Bank & Trust	460.00
11/04/2016	Deposit	HBT - Heartland Bank & Trust	3,052.00
11/09/2016	Deposit	HBT - Heartland Bank & Trust	10.00
11/10/2016	Deposit	HBT - Heartland Bank & Trust	485.00
11/15/2016	20161115	Payroll Direct Deposit	-6,798.45
11/15/2016	90711955	EFTPS - IRS	-2,115.42
11/15/2016	40764	IL State Disbursement Unit	-93.00
11/15/2016	40765	BL Pest Control	-35.00
11/15/2016	40766	Chief City Mechanical, Inc.	-157.00
11/15/2016	40767	Cold Spring Memorial Group	-207.00
11/15/2016	40768	Dave Capodice Excavating Inc	-315.62
11/15/2016	40769	Evergreen FS Inc	-1,051.95
11/15/2016	40770	Illini Fire Equipment	-178.25
11/15/2016	40771	John Deere Financial	-460.01
11/15/2016	40772	Nord Outdoor Power	-299.99
11/15/2016	40773	Peoria Flag & Decorating Company	-1,290.00
11/15/2016	40774	Pontiac Granite Co Inc	-455.00
11/15/2016	40775	Heartland Bank & Trust - mausoleum	-5,066.00
11/15/2016	40776	Visa Elan...6929	-1,370.11
11/16/2016	1116161546	Schierbeck, Marsha	-1,000.00
11/16/2016	1116161548	Hinchee, Linda	-300.00
11/16/2016	1116161564	Gridley/Bell,Scott,McCormick Trust	1,524.00
11/17/2016	Deposit	HBT - Heartland Bank & Trust	18,882.14
11/18/2016	40777	Christopher D Anderson	-100.00
11/18/2016	40778	Richard A Rusher	-100.00
11/18/2016	40779	Deonte A Tucker	-100.00
11/18/2016	40780	Marcus A Tucker	-100.00
11/18/2016	40781	Gabrielle Y Nichols -	-100.00
11/18/2016	40782	Tina M Crow	-100.00
11/18/2016	40783	Kyle J Durlinger	-100.00
11/18/2016	40784	Terry L Hansen	-100.00
11/18/2016	40785	Rick D Redfair	-100.00
11/18/2016	40786	Billy D Crow	-100.00
11/18/2016	40787	Christopher D Anderson	-50.00
11/18/2016	40788	Billy D Crow	-50.00
11/18/2016	40789	Gabrielle Y Nichols -	-50.00
11/18/2016	40790	Rick D Redfair	-50.00
11/18/2016	40791	Deonte A Tucker	-50.00
11/18/2016	40792	Marcus A Tucker	-50.00
11/18/2016	40793	Tina M Crow	-50.00
11/18/2016	40794	Kyle J Durlinger	-50.00
11/18/2016	40795	Terry L Hansen	-50.00
11/18/2016	40796	Richard A Rusher	-50.00
11/18/2016	44006804	EFTPS - IRS	-260.00
11/18/2016	40797	Peoria Flag & Decorating Company	-1,145.00
11/18/2016	40798	Pontiac Granite Co Inc	-7,800.00
11/18/2016	40799	RP Lumber Company Inc	-64.98
11/22/2016	Deposit	HBT - Heartland Bank & Trust	2,400.00
11/22/2016	40800	H&O Roofing Inc	-4,625.00
11/22/2016	40801	H&O Roofing Inc	-2,465.00
11/25/2016	40802	Christopher D Anderson	-1,054.40

Town of the City of Bloomington--Evergreen Memorial Cemetery Fund

Checking Account Activity (continued)

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
11/25/2016	40803	Richard A Rusher	-805.25
11/25/2016	40804	Deonte A Tucker	-956.05
11/25/2016	40805	Marcus A Tucker	-890.83
11/25/2016	80212204	EFTPS - IRS	-1,154.06
11/25/2016	40806	IL State Disbursement Unit	-93.00
11/25/2016	40807	NICOR Gas	-133.00
11/25/2016	40808	City of Bloomington Water Dept	-354.17
11/28/2016	Deposit	HBT - Heartland Bank & Trust	25.00
11/30/2016	Deposit	HBT - Heartland Bank & Trust	2,071.60
11/30/2016	40809	City of Bloomington TWP - Reimburse	-9,293.41
11/30/2016	20161130	Payroll Direct Deposit	-4,200.62
11/30/2016	62944352	EFTPS - IRS	-1,409.30
11/30/2016	0280924352	IL Dept of Revenue	-672.96
11/30/2016	40810	CNH Capital	-815.21
11/30/2016	40811	AT&T Mobility	-169.56
11/30/2016	40812	Frontier Communications	-226.03
11/30/2016	40813	Ameren Illinois	-369.75
		Total	<u><u>-29,953.12</u></u>

CERTIFICATE FOR PAYMENT OF ACCOUNTS--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--ALL ACCOUNTS

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Board of Trustees. These amounts include billings that have been received from November 29, 2016, to December 19, 2016.

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 Board of Trustees.

Subscribed and sworn to before me this 19th day of December 2016.

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

Notary Public

This 19th day of December 2016.

WE, the undersigned 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 Supervisor indicating that these amounts should be paid and that the BOARD OF TRUSTEES of the Town of the City of Bloomington, at a regularly constituted meeting of the BOARD OF TRUSTEES and by Motion agreed to by majority of the members of the TOWNSHIP BOARD, said amounts shall be paid in accordance with 60 ILCS 1/80-50.

WARD 1: Kevin Lower

WARD 6: Karen A Schmidt

WARD 2: David M Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana Hauman

WARD 4: Amelia S Buragas

WARD 9: James A Fruin

WARD 5: Joni Painter

Trustee Tari Renner

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 certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have passed this Motion at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the Supervisor for payment within twenty (20) days after presentation of this Certificate to the Town Supervisor.

Town Clerk

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GENERAL TOWN ADMINISTRATION FUND: Exhibit "A"

REQUEST FOR PAYMENT: **December 19, 2016** Meeting

Compensation (Salaries)			Due	Amount
7011	Supervisor	D Skillrud	12/31/16	\$ 3,250.00
7011	Supervisor	D Skillrud	01/15/17	\$ 3,250.00
7021	Assessor	S Scudder	12/31/16	\$ 3,916.67
7021	Assessor	S Scudder	01/15/17	\$ 4,000.00
7041	Town Trustee 11/28/2016	Ward 1: K Lower	12/31/16	\$ 20.00
7041	Town Trustee 11/28/2016	Ward 2: D Sage	12/31/16	\$ -
7041	Town Trustee 11/28/2016	Ward 3: M Mwilambwe	12/31/16	\$ 20.00
7041	Town Trustee 11/28/2016	Ward 4: A Buragas	12/31/16	\$ 20.00
7041	Town Trustee 11/28/2016	Ward 5: J Painter	12/31/16	\$ 20.00
7041	Town Trustee 11/28/2016	Ward 6: K Schmidt	12/31/16	\$ 20.00
7041	Town Trustee 11/28/2016	Ward 7: S Black	12/31/16	\$ 20.00
7041	Town Trustee 11/28/2016	Ward 8: D Hauman	12/31/16	\$ -
7041	Town Trustee 11/28/2016	Ward 9: J Fruin	12/31/16	\$ 20.00
7041	Town Trustee 11/28/2016	Mayor: T Renner	12/31/16	\$ 20.00
Compensation (Salaries) TOTAL				\$ 14,576.67
Assessor's Claims				
9151	Auto Expense	BMCU Visa/COB/Leman/Others (Estimated)	12/31/16	\$ 100.00
9161	Telephone	Frontier/Verizon North (Estimated)	12/31/16	\$ 315.00
9171	Utilities	City of Bloomington Water Dept (Estimated)	12/31/16	\$ 150.00
9171	Utilities	Illinois Power Co dba Ameren Illinois (Estimated)	12/31/16	\$ 400.00
9171	Utilities	NICOR Gas (Estimated)	12/31/16	\$ 250.00
9201	Office Supplies	BMCU Visa/Quill/Others (Estimated)	12/31/16	\$ 250.00
9251	Education/Meetings/Conferences	BMCU Visa/Sterrenberg/Others (Estimated)	12/31/16	\$ 300.00
9271	Appraisal Services	Danny Bowman (Estimated)	12/31/16	\$ 4,000.00
9291	Janitorial	MarcFirst	12/31/16	\$ 150.00
9301	Computer Services	Apex Software (Estimated)	12/31/16	\$ 2,000.00
9301	Computer Services	BMCU Visa/Network Solutions	12/31/16	\$ 70.00
9301	Computer Services	BMCU Visa/ReadyHosting.com	12/31/16	\$ 300.00
9301	Computer Services	BMCU Visa/Verizon Wireless (Estimated)	12/31/16	\$ 100.00
Assessor's Claims TOTAL				\$ 8,385.00
Services & Expenses				
1035	Publishing	Pantagraph (Estimated)	12/31/16	\$ 127.88
1038	Other Expense	BMCU VISA/Quill/Intuit QuickBooks (Estimated)	12/31/16	\$ 1,000.00
1040	Building Maintenance	BMCU Visa/Childer's Door Service of Central IL	12/31/16	\$ 117.10
1040	Building Maintenance	BMCU Visa/Quill/Others (Estimated)	12/31/16	\$ 1,500.00
1040	Building Maintenance	American Pest Control	12/31/16	\$ 37.00
1040	Building Maintenance	Tri-County Irrigation & Plumbing Inc (Estimated)	12/31/16	\$ 150.00
1040	Building Maintenance	STL Business & Technology Solutions Inc (Estimated)	12/31/16	\$ 500.00
1040	Building Maintenance	Wilcox Electric	12/31/16	\$ 126.61
1042	Janitorial Services & Supplies	BMCU Visa/Kaeb Sanitary Supply Inc/Quill (Estimated)	12/31/16	\$ 225.00
1042	Janitorial Services & Supplies	MarcFirst	12/31/16	\$ 245.00
Services & Expenses TOTAL				\$ 4,028.59
Supervisor's Claims				
8121	Janitorial	MarcFirst	12/31/16	\$ 175.00
8131	Utilities	City of Bloomington Water Dept (Estimated)	12/31/16	\$ 275.00
8131	Utilities	Illinois Power Co dba Ameren Illinois (Estimated)	12/31/16	\$ 392.93
8131	Utilities	NICOR Gas (Estimated)	12/31/16	\$ 76.57
8141	Telephones	Frontier/Verizon North (Estimated)	12/31/16	\$ 319.90
8151	Car Expense	BMCU VISA/COB/PAL/Huck's/WEX (Estimated)	12/31/16	\$ 50.00
8161	Education/Conference/Meetings	BMCU VISA/Fred Pryor Seminars	12/31/16	\$ 119.00
8161	Education/Conference/Meetings	BMCU VISA/Others (Estimated)	12/31/16	\$ 500.00
8171	Equipment	BMCU Visa/Hewlett Packard/Dell/Others (Estimated)	12/31/16	\$ 500.00
8181	Equipment Repair/Rental	BMCU Visa/Toyota Financial Services	12/31/16	\$ 309.49
8181	Equipment Repair/Rental	Xerox Financial Services	12/31/16	\$ 288.49
8191	Office Supplies	BMCU Visa/Quill/Office Depot/Klopfenstein/Others (Estimated)	12/31/16	\$ 3,000.00
8221	Computer/Contract Services	Creative Technical Services Inc (CTECH) (Estimated)	12/31/16	\$ 300.00
8221	Computer/Contract Services	NJS Enterprises Inc/VisualGA.net	12/31/16	\$ 8,334.00
8221	Computer/Contract Services	EFT-Valutec	12/31/16	\$ 189.60
Supervisor's Claims TOTAL				\$ 14,829.98
TOTAL Request for Payment				\$ 41,820.24

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: **NOVEMBER 2016**

		Evergreen Memorial Cemetery Fund	General Town Fund	General Assistance	COMBINED FUNDS
Fund Balances at Beginning of Month		\$ 907,298	\$ 1,712,961	\$ 854,361	\$ 3,474,620
Revenues	Interest	\$ 280	\$ 384	\$ 175	\$ 839
	Income from Trusts	\$ 13			\$ 13
	Other Income	\$ 18,482	\$ 16,120		\$ 34,602
	Opening/Closing Fees	\$ 7,742			\$ 7,742
	Sales	\$ 5,322			\$ 5,322
	Inspection Fee	\$ 375			\$ 375
	Refunds and Recoveries			\$ 50	\$ 50
	Tax Levy	\$ 13,598	\$ 42,820	\$ 4,025	\$ 60,443
Total Revenues		\$ 45,811	\$ 59,324	\$ 4,250	\$ 109,385
Expenditures	Administrative Expenses	\$ 12,284			\$ 12,284
	Assessor's Office		\$ 4,299		\$ 4,299
	Capital Improvements	\$ 15,122			\$ 15,122
	Casework/General Assistance			\$ 36,938	\$ 36,938
	Cemetery Operations	\$ 2,863			\$ 2,863
	Community Agency Funding		\$ 10,000		\$ 10,000
	Compensation & Benefits	\$ 31,829	\$ 105,862		\$ 137,691
	Services & Expenses		\$ 2,889		\$ 2,889
	Supervisor's Office		\$ 3,884		\$ 3,884
Total Expenditures		\$ 62,098	\$ 126,933	\$ 36,938	\$ 225,969
FUND BALANCES at Month End		\$ 891,011	\$ 1,645,351	\$ 821,673	\$ 3,358,036

Revenue Distribution Report Fiscal Year To Date

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	Tax Levy for Tax Year 2015	\$ 506,600	\$ 1,595,000	\$ 150,000	\$ 2,251,600
	Percentage	22.4996%	70.8385%	6.6619%	100.0000%
Personal Property Replacement Tax					
	04/29/2016 02-2016	\$ 2,404	\$ 6,619	\$ 1,661	\$ 10,684
	05/01/2016 03-2016	\$ 8,559	\$ 26,954	\$ 2,534	\$ 38,047
	05/05/2015 04-2016	\$ 6,915	\$ 21,777	\$ 2,047	\$ 30,740
	07/11/2016 05-2016 (notified 08/03/2016)	\$ 7,518	\$ 23,674	\$ 2,225	\$ 33,417
	08/29/2016 06-2016	\$ 875	\$ 2,756	\$ 259	\$ 3,890
	10/12/2016 07-2016	\$ 6,838	\$ 21,533	\$ 2,024	\$ 30,395
	TOTAL	\$ 33,109	\$ 103,313	\$ 10,750	\$ 147,172
Tax Levy for Tax Year 2015					
	05/26/2016 01-2016	\$ 102,554	\$ 322,952	\$ 30,359	\$ 455,866
	06/08/2016 02-2016	\$ 111,336	\$ 350,608	\$ 32,959	\$ 494,903
	06/15/2016 03-2016	\$ 47,453	\$ 149,434	\$ 14,048	\$ 210,935
	08/29/2016 04-2016	\$ 88,472	\$ 278,607	\$ 26,191	\$ 393,270
	09/08/2016 05-2016	\$ 95,078	\$ 299,407	\$ 28,146	\$ 422,631
	09/15/2016 06-2016	\$ 46,922	\$ 147,760	\$ 13,890	\$ 208,572
	11/10/2016 07-2016	\$ 13,598	\$ 42,820	\$ 4,025	\$ 60,443
	TOTAL	\$ 505,413	\$ 1,591,588	\$ 149,618	\$ 2,246,619



FOR TOWNSHIP: December 19, 2016

SUBJECT: Ordinance Establishing the Reimbursement of all Travel, Meals, and Lodging Expenses of Officers and Employees of the Town of the City of Bloomington Township

RECOMMENDATION/MOTION: That the Ordinance be passed and approved and the Supervisor and Township Clerk be authorized to execute necessary document.

BACKGROUND: The Local Government Travel Expense Control Act, (P.A. 99-604), requires formal approval for travel expenses as well as meals purchased. All non-home rule units of local government in the state must pass an ordinance or a resolution which regulates the reimbursement of all travel, meal and lodging expenses of officers and employees.

The ordinance must specify the following: 1.) types of official business for which travel, meal and lodging expenses are allowed; 2.) the maximum allowable reimbursement for travel, meal and lodging expenses; and 3.) creation of a standardized form for submission of travel, meal and lodging expenses. Approval for expenses that exceed the maximum allowable reimbursement due to emergency or other extraordinary circumstances would be subject to Board approval by a roll call vote. Any expenses for a Trustee must also be approved by the Board by a roll call vote.

Reimbursement may only occur after specified documentation has been submitted. Documentation includes 1.) an estimate of costs for travel, meals or lodging if expenses have not been incurred or a receipt of those costs if the expenses have been incurred; 2.) name and job title of the individual requesting reimbursement; and 3.) date of travel and description of event. Approval by the Board may occur either before or after travel occurs. Documentation submitted as proof for reimbursement shall be subject to disclosure under the Freedom of Information Act, (FOIA).

Prohibits reimbursement for entertainment expenses. The law defines entertainment to include shows, amusements, theaters, circuses, sporting events or any other place of public or private entertainment or amusement unless ancillary to the purpose of the program/event.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Township Officials of Illinois, the Illinois Municipal League and City of Bloomington.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L Skillrud
Supervisor

Attachments: Attachment 1. Draft Ordinance
Attachment 2. Travel Form

ORDINANCE NO. 2016 - _____

**AN ORDINANCE ESTABLISHING THE REIMBURSEMENT OF ALL TRAVEL,
MEALS, AND LODGING EXPENSES OF OFFICERS AND EMPLOYEES OF THE
TOWN OF THE CITY OF BLOOMINGTON TOWNSHIP**

WHEREAS, the Town of the City of Bloomington Township, McLean County, Illinois is a non-home rule unit of local government pursuant to Article VII, § 8 of the 1970 Illinois Constitution;

WHEREAS, the Local Government Travel Expense Control Act, Pub. Act 99 – 0604, requires all non-home rule local public agencies, including townships, to regulate, by ordinance or resolution, the reimbursement of all travel, meal, and lodging expenses of their officers and employees by the effective date of January 1, 2017; and

WHEREAS, the Board of Trustees has determined that it must comply with the Act by passage of this ordinance.

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF THE CITY OF BLOOMINGTON TOWNSHIP, MCLEAN COUNTY, ILLINOIS, THAT THE FOLLOWING ORDINANCE TO REGULATE THE REIMBURSEMENT OF ALL TRAVEL, MEAL, AND LODGING EXPENSES OF THEIR OFFICERS AND EMPLOYEES BE AND HEREBY IS ADOPTED:

Section I. Definitions.

The following words, terms and phrases, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Entertainment: includes, but is not limited to shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.

Travel: any expenditure directly incident to official travel by employees and officers of the Township or by wards or charges of the Township involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

Section II. Official Business for which Expenses May Be Reimbursed:

- (1) An official of the Township shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences, seminars, workshops, courses, and meetings related to the duties of the officer of the Township;
 - b. Site visits to current or potential vendors/collaborative partners of the Township;

- (2) An employee shall be entitled to reimbursement for travel, including meals or lodging, related to the following types of official business:
 - a. Education conferences, seminars, workshops, courses, and meetings related to the duties of the employee of the Township;
 - b. Site visits to current or potential vendors/collaborative partners of the Township;

Section III. Maximum Allowable Reimbursement for Expenses.

- (1) Unless otherwise excepted herein, the maximum allowable reimbursement for an employee or officer of the Township shall be those rates set by the Reimbursement Schedule of the Federal Travel Regulation maintained by the United States General Services Administration in effect at the time the expense was incurred.

Section IV. Approval of Expenses.

The Board of Trustees must approve the following reimbursements for travel, including meals or lodging, by a roll call vote at an open meeting of the Board of Trustees:

- (1) Any expense of any officer or employee that exceeds the maximum permitted in Section III; or
- (2) Any expense of any member of the Board of Trustees of the Township.

Section V. Documentation of Expenses.

Before any reimbursement for travel, including meals or lodging may be approved pursuant to Section IV, a standardized form for submission of travel, meal and lodging expenses supported by the following minimum documentation shall first be submitted to the Board of Trustees:

- (1) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- (2) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (3) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- (4) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All documents and information submitted under this Section are public records subject to disclosure under the Freedom of Information Act, 5 ILCS 140/1.

Section VI. Entertainment Expenses.

No employee or officer of the Township shall be reimbursed by the Township for any entertainment expense.

Section VII. Effective Date.

This Ordinance shall be in full force and effect from and after its passage.

Pass by the Board of Trustees this _____ day of December, 2016.

Ayes: _____

Nays: _____

Absent: _____

Township Clerk

PASSED and APPROVED this _____ day of December, 2016.

Supervisor

ATTEST:

Township Clerk

City of Bloomington Township Travel Expenses

Name		Employee ID	
E-mail		Title	
Purpose	Travel for Month of	Approved by	

Trip hours	Dates	Hours	How spent

Expenses	Dates	Details	Amount
Transportation		☐ Air ☐ Taxi ☐ Rental ☐ Other	
		☐ Air ☐ Taxi ☐ Rental ☐ Other	
Own car		Mileage	
Lodging		Location	
		Location	
		Location	
		Location	
Meals		(Not to exceed \$50/day)	
		(Not to exceed \$50/day)	
		(Not to exceed \$50/day)	
		(Not to exceed \$50/day)	
Conference fees		Purpose	
Other		Purpose	
Subtotal			
Less amount paid by company			
Total amount owing to employee			

Signature	Date
------------------	-------------

Please attach receipts for all listed expenses, sign the form and send to the Accounting Department.

CITY of BLOOMINGTON TOWNSHIP
JOHN M SCOTT HEALTH RESOURCE CENTER
EVERGREEN MEMORIAL CEMETERY

TO: Township Trustees
FROM: Deborah L Skillrud, TWP Supervisor & JMSHRC Administrator
DATE: December 19, 2016
RE: Township Supervisor's Report/John M Scott Administrator's Report

1. Township: Total November cases for General Assistance listed on attached System Activity Report.

Jobs: (1) Hy-Vee, (1) Hardees

New clients by age: Seven (19.4%) age 18 - 25; fifteen (41.7%) age 26 - 40; nine (25.0%) age 41 - 50 and five (13.9%) age 51 – 62.

Thirteen (13) clients are participating in our group counseling sessions. Ongoing group sessions continue to be successful.

Two (2) clients are on light duty due to physical and/or mental health restrictions.

City of Bloomington Township will host an In-service on Thursday, January 19, 2017, from 10:00 to 11:00 a.m. at 607 S. Gridley St., Suite B, Bloomington, IL. 61701.

City of Bloomington Township's purpose is to assist community members to remain or become self-sufficient. Township staff would like to inform the community of changes to our Emergency Assistance Program that assists families, and present an overview of the General Assistance Program that assists single adults.

City of Bloomington Township offers rent assistance, utility assistance, groceries, personal care and household supplies and more to eligible residents.

This learning experience will be informative for caseworkers, interns, church benevolent committees, school and hospital social workers, probation, and parole officers. Find out how City of Bloomington Township can collaborate with you to assist your clients!

2. Scott Health Resources: FY2017 Statistics

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD
Private Dental Procedures	7	12	3	12	0	13	15						62
MCHD Dental	0	0	0	3	5	2	0						10
MCHD Dental Procedures	0	0	0	3	22	2	0						27
Health Referrals Orders	6	7	3	8	0	11	14						49
Med. Equipment/Supplies	1	0	0	2	0	2	1						6
Prescriptions Paid	13	13	13	12	12	3	9						75
# Maternal/Child Trips	6	12	6	10	12	32	26						104
# M/C Passengers	5	12	8	11	28	33	26						123
# Cancer Trips	56	22	14	62	40	22	14						230
# Cancer Passengers	34	11	7	31	19	9	20						131

Scott Commission will not meet in December.

Grants Committee meeting will be held December 20, 2016 at 5:30 at MCHD room 322.

3. Cemetery: A part time employee will become full time in January 2017. This individual will undertake the process of reclaiming unused 100 year old burial spaces. This individual will also be job shadowing/training the current Cemetery Manager in preparation for her announced retirement.

System Activity Report

[11/1/2016 - 11/30/2016] Report Date: 12/13/2016

General Assistance

Grants (New Clients) :	15	\$3,975.00
Grants (Previous Clients) :	111	\$28,294.13
In-Process :	3	
Denials :	21	
Sanctions :	18	
Terminations :	28	
	196	\$32,269.13

General Assistance - Medical

Referrals :	0	
Disbursements :	2	\$70.22
	2	\$70.22

General Assistance - Work Program Assignments

Job Training :	0	
Workfare :	27	
	27	

General Assistance - Work Program Expenses

WF Bus Pass :	1	\$29.00
WF Gasoline :	21	\$609.00
Haircut :	3	\$15.00
WF 1-Ride :	6	\$52.00
WF 30 Day :	63	\$1,827.00
	94	\$2,532.00

Emergency Assistance

Grants :	11	\$4,977.00
In-Process :	0	
Denials :	1	
	12	\$4,977.00

Additional Assistance

Transient :	1	\$22.00
	1	\$22.00

Additional Activity

A Call / Phone :	292	
A Front Desk Walk-in :	163	
An Appointment: New :	13	
An Appointment: Reschedule :	1	
General - Agencies :	1	
General - Intake :	194	
General - Orientation :	111	
General - Other :	20	
JMS - Appointment :	4	
JMS - General :	16	
JMS - Transportation :	24	
JMS - Vision :	2	
R - BHA :	2	
R - Chestnut :	2	
R - COB :	4	
R - DHS :	14	
R - IDES :	1	
R - MCCA / LIHEAP :	21	
R - Other :	21	
R - Parole / Probation :	2	
R - PATH :	1	
R - Salvation Army :	4	
R - SSI :	1	
WF - Appointment :	1	
WF - Sanction :	10	
WF - Work Sponsor Site :	2	
WF Training/Education :	40	
	967	

Grand Totals: **1,299** **\$39,870.35**

12:19 PM

12/08/16

Accrual Basis

John M Scott Health Care Trust

Balance Sheet

As of November 30, 2016

	<u>Nov 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
0010 · Busey Bank 0947 (COBchecking)	63,109.68
1000 · BMCU share/checking (COBT)	29,572.17
1001 · BMCU share/savings (COBT)	10.15
1003 · USBank/ILFund 3902 (COBsavings)	77,283.89
1010 · Vanguard Trust	11,266,935.63
Total Checking/Savings	<u>11,436,911.52</u>
Total Current Assets	<u>11,436,911.52</u>
TOTAL ASSETS	<u>11,436,911.52</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · COBT Liabilities	10.00
2300 · ERI Liability	11,594.87
Total Other Current Liabilities	<u>11,604.87</u>
Total Current Liabilities	<u>11,604.87</u>
Total Liabilities	11,604.87
Equity	
3001 · Opening Bal Equity	7,102,641.40
3010 · Unrestrict (retained earnings)	3,825,431.08
Net Income	497,234.17
Total Equity	<u>11,425,306.65</u>
TOTAL LIABILITIES & EQUITY	<u>11,436,911.52</u>

John M Scott Health Care Trust
Profit & Loss
November 2016

	<u>Nov 16</u>
Ordinary Income/Expense	
Income	
5000 · Revenue	
56000 · Interest	
56010 · Interest from Investments	5,571.84
Total 56000 · Interest	<u>5,571.84</u>
Total 5000 · Revenue	5,571.84
56110 · Unrealized Gain/Loss Sale	<u>161,093.41</u>
Total Income	166,665.25
Expense	
6000 · Compensation & Benefits	
61000 · Comp & Benefits - Admin	
61101 · Salaries - Admin	1,522.39
62001 · Misc Fees - Admin	2.08
62101 · Health Ins - Admin	32.61
62121 · IMRF - Admin	218.92
62131 · FICA - Admin	<u>115.10</u>
Total 61000 · Comp & Benefits - Admin	1,891.10
62000 · Comp & Benefits - Program	
61102 · Salaries - Program	1,850.60
62002 · Misc Fees - Program	5.47
62102 · Health Ins - Program	116.11
62122 · IMRF - Program	266.12
62132 · FICA - Program	<u>119.37</u>
Total 62000 · Comp & Benefits - Program	2,357.67
Total 6000 · Compensation & Benefits	4,248.77
6900 · Office Expenses	
71070 · Vehicle Gas	41.91
71340 · Telecommunications	56.99
89112 · Transfer ERI Reimbursement	<u>1,656.41</u>
Total 6900 · Office Expenses	1,755.31
7000 · Client Services	
70030 · Client Dental Services	468.95
79980 · Special Prgrm Exp (Med Supply)	<u>828.25</u>
Total 7000 · Client Services	1,297.20
Total Expense	<u>7,301.28</u>
Net Ordinary Income	<u>159,363.97</u>
Net Income	<u><u>159,363.97</u></u>

John M Scott Health Care Trust
Profit & Loss Budget vs. Actual
May through November 2016

	May - No...	Budget	\$ Over Bu...	% of ...
Ordinary Income/Expense				
Income				
5000 · Revenue				
56000 · Interest				
56010 · Interest from Investments	103,409.93	100,000.00	3,409.93	103.4%
56040 · Dividend Income	0.01			
Total 56000 · Interest	103,409.94	100,000.00	3,409.94	103.4%
57000 · Miscellaneous Revenues				
57310 · Donations	740.00			
Total 57000 · Miscellaneous Revenues	740.00			
Total 5000 · Revenue	104,149.94	100,000.00	4,149.94	104.1%
56110 · Unrealized Gain/Loss Sale	444,901.04	400,000.00	44,901.04	111.2%
Total Income	549,050.98	500,000.00	49,050.98	109.8%
Expense				
6000 · Compensation & Benefits				
61000 · Comp & Benefits - Admin				
61101 · Salaries - Admin	10,656.73			
62001 · Misc Fees - Admin	14.52			
62101 · Health Ins - Admin	228.27			
62121 · IMRF - Admin	1,532.44			
62131 · FICA - Admin	805.64			
61000 · Comp & Benefits - Admin - Other	0.00	26,187.00	-26,187.00	0.0%
Total 61000 · Comp & Benefits - Admin	13,237.60	26,187.00	-12,949.40	50.6%
62000 · Comp & Benefits - Program				
61102 · Salaries - Program	12,954.20			
62002 · Misc Fees - Program	38.25			
62102 · Health Ins - Program	812.77			
62122 · IMRF - Program	1,862.84			
62132 · FICA - Program	835.61			
62152 · IDES - Program	7.32			
62000 · Comp & Benefits - Program - Other	0.00	53,764.00	-53,764.00	0.0%
Total 62000 · Comp & Benefits - Program	16,510.99	53,764.00	-37,253.01	30.7%
Total 6000 · Compensation & Benefits	29,748.59	79,951.00	-50,202.41	37.2%
6900 · Office Expenses				
70010 · Legal	0.00	5,000.00	-5,000.00	0.0%
70520 · Vehicle Maintenance	34.65	1,000.00	-965.35	3.5%
70611 · Printing	0.00	1,000.00	-1,000.00	0.0%
70690 · Other Purchased Services	253.40	5,000.00	-4,746.60	5.1%
71010 · Office Supplies	9.49	200.00	-190.51	4.7%
71017 · Postage	0.00	1,000.00	-1,000.00	0.0%
71070 · Vehicle Gas	355.66	2,000.00	-1,644.34	17.8%
71340 · Telecommunications	376.03	1,000.00	-623.97	37.6%
89112 · Transfer ERI Reimbursement	11,594.87	19,877.00	-8,282.13	58.3%
Total 6900 · Office Expenses	12,624.10	36,077.00	-23,452.90	35.0%
7000 · Client Services				
70020 · Physician Services	52.35	2,000.00	-1,947.65	2.6%
70030 · Client Dental Services	4,133.07	20,000.00	-15,866.93	20.7%
70210 · Labs & Other Medical	0.00	1,000.00	-1,000.00	0.0%
79090 · Client Prescription (Formulary)	3,164.36	20,000.00	-16,835.64	15.8%
79980 · Special Prgrm Exp (Med Supply)	2,094.34	5,000.00	-2,905.66	41.9%
79990 · Mental Health Services & Meds	0.00	12,500.00	-12,500.00	0.0%
Total 7000 · Client Services	9,444.12	60,500.00	-51,055.88	15.6%
70190 · Community Grants				
70191 · Mental Health	0.00	30,000.00	-30,000.00	0.0%
70192 · Adult Dental--Preventative	0.00	20,000.00	-20,000.00	0.0%
70193 · CYFS	0.00	10,000.00	-10,000.00	0.0%
701940 · Contingency Grant	0.00	10,000.00	-10,000.00	0.0%
70195 · MCHD Adult Dental--Pain Control	0.00	15,000.00	-15,000.00	0.0%
70196 · Peace Meals	0.00	7,500.00	-7,500.00	0.0%
70197 · CHS--APN	0.00	25,000.00	-25,000.00	0.0%
70198 · CHCC--Operations	0.00	50,000.00	-50,000.00	0.0%
70199 · CHCC--Pharm Tech	0.00	10,000.00	-10,000.00	0.0%

John M Scott Health Care Trust
Profit & Loss Budget vs. Actual
 May through November 2016

	<u>May - No...</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of ...</u>
Total 70190 • Community Grants	0.00	177,500.00	-177,500.00	0.0%
Total Expense	51,816.81	354,028.00	-302,211.19	14.6%
Net Ordinary Income	497,234.17	145,972.00	351,262.17	340.6%
Net Income	<u>497,234.17</u>	<u>145,972.00</u>	<u>351,262.17</u>	<u>340.6%</u>



Steven R. Scudder, Assessor
607 S. Gridley St. Suite A, Bloomington, IL 61701
Tel: (309) 828-6016 Fax: (309) 829-0663
stevenr@assessor-blm.com www.assessor-blm.com

To: Town Trustees
From: Steve Scudder
Date: December 19, 2016
Subject: Assessor Report

The assessment year is winding down. Board of Review have all hearing scheduled before the New Year our last day of hearings is December 30. Board Decisions have reduced the total EAV by about 4,000,000 at this time. 487 complaints were filed 91 are scheduled for hearings.

January 1, 2017 we will begin the 2017 assessment work. Field review of permit work and data collection has started.

The annual Supervisor of Assessments meeting for the Township Assessors and staff will be held on January 13, 2017 at 9 am. To be held in room 400 of the Government Center.

Happy Holiday to you all, see you in 2017!