

CITY OF BLOOMINGTON TOWNSHIP

NOTICE

MEETING: Board of Trustees, City of Bloomington Township
DATE: Monday, November 26, 2018
PLACE: Bloomington City Hall
TIME: 5:45 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 October 22, 2018 Board Meeting, as submitted by Cherry Lawson, Town Clerk. (Recommend that the Minutes of the October 22, 2018 Meeting be approved as presented.)
 - B. Action and Approval by Board on Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of October 2018 accounts. (Recommend that the Audits be approved as presented.)
 - C. Approval of General Town Fund anticipated expenditures as presented and certified. (Recommend that the Anticipated Expenditures be approved.)
 - D. Public Notice of 2019 Meetings for the City of Bloomington Township and Evergreen Memorial Cemetery. (Recommend that the 2019 Annual List of Meetings be accepted.)
- V. 2018 Tax Levy Ordinance for Tax Year 2019 to be used in Fiscal Year 2020. (Recommended that the 2018 Tax Levy be approved and the Ordinance passed.)
- VI. Action and Approval by Board on Resolution Amending a Policy Prohibiting Sexual Harassment for the Town of the City of Bloomington. (Recommend that the amended Policy Prohibiting Sexual Harassment be approved and the Resolution adopted.)
- VII. Action and Approval by Board on Resolution Addressing Attestation by the Township Clerk. (Recommend that the Resolution be adopted.)
- VIII. Reports by Elected Officials
 - A. Comments: Deb Skillrud, Township Supervisor.
 - B. Comments: Steve Scudder, Township Assessor.
- IX. Public Comments
- X. Adjournment

MINUTES OF THE TOWN OF THE CITY
OF BLOOMINGTON TOWNSHIP
MONDAY, OCTOBER 22, 2018; 5:49 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 5:49 p.m. on October 22, 2018. 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: Jamie Mathy, Mboka Mwilambwe, Amelia Buragas, Joni Painter, Karen Schmidt, Scott Black, Diana Hauman, Kim Bray, and Tari Renner.

Trustee absent: David Sage.

Elected officials present: Deborah L. Skillrud, Supervisor and Steve Scudder, Assessor.

Staff present: Cherry Lawson, Township Clerk.

Approval of Minutes of the September 24, 2018 Board Meeting, as submitted by Cherry Lawson, Township Clerk.

Motion by Trustee Schmidt, seconded by Trustee Painter that the Minutes of September 24, 2018 Meeting be approved as presented.

Motion carried, (viva voce).

Action and Approval of the Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of September 2018 accounts as amended.

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

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

Ayes: Trustees Buragas, Schmidt, Black, Painter, Hauman, Mwilambwe, Mathy, and Renner.

Nays: none.

Motion carried

Approval of the General Town Fund, Anticipated Expenditures as presented and certified.

Motion by Trustee Schmidt, seconded by Trustee Painter that the Anticipated Expenditures be approved as presented.

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

Ayes: Trustees Buragas, Schmidt, Black, Painter, Hauman, Mwilambwe, Mathy and Renner.

Nays: none.

Motion carried

Proposed Tax Levy for Tax Year 2018 to be used in Fiscal Year 2020 (April 1, 2019 – March 30, 2020).

Motion by Trustee Schmidt, seconded by Trustee Painter that the Proposed Tax Levy for Tax Year 2018 be approved.

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

Ayes: Trustees Buragas, Schmidt, Black, Mwilambwe, Painter, Hauman, Mathy and Renner.

Nays: none.

Motion carried.

Deborah Skillrud, Township Supervisor, addressed the Board. She directed them to the Proposed Tax Levy memorandum in the Board packet. She noted the proposed Tax Levy represents a slight *decrease* in property taxes. In addition, the Township received information from the Township Officials of Illinois of a new law signed by the Governor. PA100 - 0983 becomes effective on January 1, 2019. This law requires the Township Clerk to attest the Supervisor's signature on all checks written including those for Evergreen Memorial Cemetery. Township staff was reviewing this new law and would be sending a recommendation to the Trustees for review prior to the November 26, 2018 meeting.

Trustee Bray arrived: 5:52 p.m.

Steve Scudder, Assessor, addressed the Board. He stated within his report there were a couple of the graphs did not have proper headings. He provided an explanation of the graphs. The

Dollar Amount Change graph represented the change in assessed value submitted to the County Supervisor of Assessments and the Board of Review.

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

Motion by Trustee Schmidt, seconded by Trustee Painter to adjourn. Time: 5:55 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)

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 **31st day of October 2018**, 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 **26th day of November 2018**.

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

Notary Public

This **26th day of November 2018**.

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 **\$525,124.85** in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, **\$79,513.28** in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$1,524,102.52** in PRAIRIE STATE BANK & TRUST (64) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL TOWN ADMINISTRATION FUND of said TOWN.

WARD 1: Jamie Mathy

WARD 6: Karen Schmidt

WARD 2: David Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana DeSio Hauman

WARD 4: Amelia Buragas

WARD 9: Kimberly Bray

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 Town Supervisor.

Town Clerk

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

Month of: **OCTOBER 2018**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 61,099	
Investments: Illinois Fund (as of 09/30/2018)	\$ 498,153	
Investments: Prairie State Bank & Trust (64)	<u>\$ 1,648,748</u>	
Public Funds at Commencement		\$ 2,208,000

Public Funds Received This Month

Interest: Prairie State Bank (53)	\$ 27	
Interest: Prairie State Bank (64)	\$ 355	
Interest: Illinois Funds (1085)	\$ 952	
Other Income - Retiree Insurance	\$ 1,342	
Other Income - Cemetery (financial)	\$ 12,200	
Personal Property Replacement Tax	<u>\$ 17,096</u>	
Public Funds Received This Month		\$ 31,972
Public Funds Available		<u>\$ 2,239,972</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	\$ 79,513	
Investments: Illinois Fund (as of 10/31/2018)	\$ 525,125	
Investments: Prairie State Bank & Trust (64)	<u>\$ 1,524,103</u>	
TOTAL Public Funds at Month End		<u><u>\$ 2,128,741</u></u>

Checking Account Activity

Prairie State Bank & Trust (53) Balance at Commencement	\$ 61,099	
Deposits		
Interest: Prairie State Bank & Trust (53)	\$ 27	
Other Income - Retiree Insurance	\$ 1,342	
Other Income - Cemetery (financial)	\$ 12,200	
Transfer from Prairie State Bank & Trust Reserve (64)	<u>\$ 125,000</u>	
Total Deposits for Month		<u>\$ 138,569</u>
Total Funds Available		\$ 199,668
Checks Written		
Assessor's Office Expenses	\$ 3,273	
Community Agency Funding	\$ 13	
Compensation & Benefits	\$ 99,729	
Services & Expenses	\$ 4,279	
Supervisor's Office Expenses	\$ 3,938	
PPRT Transfer to Cemetery Fund	\$ 5,605	
PPRT Transfer to General Assistance Fund	<u>\$ 3,319</u>	
Total Checks Written		<u>\$ 120,155</u>
Total Checks Written		\$ 120,155
Prairie State Bank & Trust (53) Balance at Month End		<u><u>\$ 79,513</u></u>

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

Balance per Bank Statement	\$ 90,780	
Plus Outstanding Deposits	\$ 15,204	
Less Outstanding Checks	<u>\$ (26,471)</u>	
Checkbook Balance per Reconciliation		<u><u>\$ 79,513</u></u>

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

Statement of Receipts and Disbursements

		<u>Oct-18</u>	
Revenue			
7000 Interest		\$ 1,334	
7400 Other Income		\$ 13,542	
7600 Personal Property Replacement Tax		\$ 17,096	
	Total Revenue		\$ 31,972
	Total Income		\$ 31,972
Expense			
Assessor's Office			
9151 Auto Expense		\$ 278	
9161 Telephone		\$ 542	
9171 Utilities		\$ 437	
9271 Appraisal Services		\$ 1,470	
9291 Janitorial		\$ 150	
9301 Computer Services		\$ 395	
	Total Assessor's Office		\$ 3,273
Community Agency Funding			
1025 GA Workfare Development/Client Services		\$ 13	
	Total Community Agency Funding		\$ 13
Compensation (Salaries) & Benefits			
7011 TWP Supervisor		\$ 7,833	
7021 TWP Assessor		\$ 8,000	
7031 Town Clerk		\$ 200	
7051 General Assistance Staff		\$ 28,223	
7061 Deputy Assessors		\$ 29,020	
7081 IMRF/Employer		\$ 8,690	
7091 FICA (SS/MC)/Employer		\$ 5,110	
7101 Group Medical/Employer		\$ 12,653	
	Total Compensation (Salaries) & Benefits		\$ 99,729
Services & Expenses			
1030 Legal Expense		\$ 2,090	
1035 Publishing		\$ 177	
1038 Other Expenditures		\$ 55	
1040 Building Maintenance		\$ 433	
1042 Janitorial Services & Supplies		\$ 1,524	
	Total Services & Expenses		\$ 4,279
Supervisor's Office			
8121 Janitorial		\$ 188	
8131 Utilities		\$ 655	
8141 Telephones		\$ 680	
8151 Car Expense		\$ 73	
8161 Education/Conference/Meetings		\$ 731	
8181 Equipment Repair/Rental		\$ 243	
8191 Office Supplies		\$ 1,260	
8211 Publications		\$ 25	
8221 Computer/Contract Services		\$ 84	
	Total Supervisor's Office		\$ 3,938
	Total Expense		\$ 111,231
Net Income			\$ (79,259)

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

Year to Date Budget Comparison

Income	<u>Oct-18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
7000 Interest	\$ 5,823	\$ 9,800	\$ (3,977)	59.4%
7400 Other Income	\$ 34,382	\$ 35,225	\$ (843)	97.6%
7450 Township Litigation Income	\$ -	\$ 25	\$ (25)	0.0%
7600 Personal Property Replacement Tax	\$ 86,915	\$ 90,000	\$ (3,085)	96.6%
7800 Tax Levy	\$ 1,501,560	\$ 1,545,000	\$ (43,440)	97.2%
Total Revenue	<u>\$ 1,628,680</u>	<u>\$ 1,680,050</u>	<u>\$ (51,370)</u>	<u>96.9%</u>
Total Income	\$ 1,628,680	\$ 1,680,050	\$ (51,370)	96.9%
Expense				
Assessor's Office				
9141 Rent/Debt Service	\$ 418	\$ 21,544	\$ (21,126)	1.9%
9151 Auto Expense	\$ 476	\$ 3,000	\$ (2,524)	15.9%
9161 Telephone	\$ 1,888	\$ 2,500	\$ (612)	75.5%
9171 Utilities	\$ 3,324	\$ 5,800	\$ (2,476)	57.3%
9191 Postage	\$ -	\$ 500	\$ (500)	0.0%
9201 Office Supplies	\$ 205	\$ 1,200	\$ (995)	17.1%
9211 Publications & Printing	\$ -	\$ 1,150	\$ (1,150)	0.0%
9231 Equipment	\$ -	\$ 5,000	\$ (5,000)	0.0%
9241 Equipment Repair/Rental	\$ -	\$ 2,000	\$ (2,000)	0.0%
9251 Education/Meetings/Conferences	\$ 2,686	\$ 15,000	\$ (12,314)	17.9%
9261 Replatting & Remapping	\$ -	\$ 9,000	\$ (9,000)	0.0%
9271 Appraisal Services	\$ 10,437	\$ 35,000	\$ (24,563)	29.8%
9291 Janitorial	\$ 1,050	\$ 2,000	\$ (950)	52.5%
9301 Computer Services	\$ 2,685	\$ 10,000	\$ (7,315)	26.8%
9311 Mapping/GIS Services	\$ -	\$ 35,500	\$ (35,500)	0.0%
9312 Membership Dues/Assessor's Staff	\$ -	\$ 2,000	\$ (2,000)	0.0%
Total Assessor's Office	<u>\$ 23,169</u>	<u>\$ 151,194</u>	<u>\$ (128,025)</u>	<u>15.3%</u>
Community Agency Funding				
1023 Mental Health/Community Medical	\$ 8,500	\$ 20,000	\$ (11,500)	42.5%
1025 GA Workfare Development/Client Services	\$ 8,996	\$ 25,500	\$ (16,504)	35.3%
1026 Youth Services	\$ 27,500	\$ 37,500	\$ (10,000)	73.3%
1027 Senior Services	\$ 40,000	\$ 68,500	\$ (28,500)	58.4%
Total Community Agency Funding	<u>\$ 84,996</u>	<u>\$ 151,500</u>	<u>\$ (66,504)</u>	<u>56.1%</u>
Compensation & Benefits				
7011 TWP Supervisor	\$ 54,833	\$ 94,000	\$ (39,167)	58.3%
7021 TWP Assessor	\$ 56,000	\$ 96,000	\$ (40,000)	58.3%
7031 Town Clerk	\$ 1,400	\$ 2,500	\$ (1,100)	56.0%
7041 Town Trustees	\$ 1,100	\$ 2,800	\$ (1,700)	39.3%
7051 General Assistance Staff	\$ 197,170	\$ 396,000	\$ (198,830)	49.8%
7061 Deputy Assessors	\$ 198,619	\$ 404,000	\$ (205,381)	49.2%
7081 IMRF/Employer	\$ 60,295	\$ 163,000	\$ (102,705)	37.0%
7091 FICA (SS/MC)/Employer	\$ 35,481	\$ 77,000	\$ (41,519)	46.1%
7101 Group Medical/Employer	\$ 88,571	\$ 170,000	\$ (81,429)	52.1%
7111 State Unemployment/Employer	\$ 168	\$ 1,200	\$ (1,032)	14.0%
Total Compensation & Benefits	<u>\$ 693,637</u>	<u>\$ 1,406,500</u>	<u>\$ (712,863)</u>	<u>49.3%</u>

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

Year to Date Budget Comparison (cont.)

Services & Expenses	<u>Oct-18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
1028 Membership Dues	\$ 1,760	\$ 1,500	\$ 260	117.4%
1029 Auditing Expense	\$ -	\$ 12,000	\$ (12,000)	0.0%
1030 Legal Expense	\$ 10,314	\$ 12,000	\$ (1,686)	86.0%
1034 Insurance	\$ 12,611	\$ 14,000	\$ (1,389)	90.1%
1035 Publishing	\$ 351	\$ 500	\$ (149)	70.2%
1038 Other Expenditures	\$ 348	\$ 4,000	\$ (3,652)	8.7%
1039 Debt Service - Principal & Interest	\$ -	\$ 100	\$ (100)	0.0%
1040 Building Maintenance	\$ 3,489	\$ 6,000	\$ (2,511)	58.1%
1042 Janitorial Services & Supplies	\$ 3,329	\$ 4,000	\$ (671)	83.2%
1044 Building Repairs	\$ -	\$ 200,000	\$ (200,000)	0.0%
1045 Special Projects	\$ 6,445	\$ 82,000	\$ (75,555)	7.9%
Total Services & Expenses	\$ 38,646	\$ 336,100	\$ (297,454)	11.5%
Supervisor's Office				
8091 Postage	\$ -	\$ 1,500	\$ (1,500)	0.0%
8101 Rent/Debt Service	\$ 626	\$ 40,000	\$ (39,374)	1.6%
8121 Janitorial	\$ 1,313	\$ 2,100	\$ (788)	62.5%
8131 Utilities	\$ 4,987	\$ 9,500	\$ (4,514)	52.5%
8141 Telephones	\$ 2,365	\$ 4,000	\$ (1,635)	59.1%
8151 Car Expense	\$ 473	\$ 2,000	\$ (1,527)	23.6%
8161 Education/Conference/Meetings	\$ 1,373	\$ 2,000	\$ (627)	68.6%
8171 Equipment	\$ -	\$ 5,000	\$ (5,000)	0.0%
8181 Equipment Repair/Rental	\$ 1,698	\$ 8,000	\$ (6,302)	21.2%
8191 Office Supplies	\$ 1,390	\$ 4,000	\$ (2,610)	34.7%
8201 Printing	\$ 837	\$ 500	\$ 337	167.3%
8211 Publications	\$ 25	\$ 250	\$ (225)	10.0%
8221 Computer/Contract Services	\$ 789	\$ 16,900	\$ (16,111)	4.7%
8241 Membership Dues	\$ 35	\$ 150	\$ (115)	23.3%
Total Supervisor's Office	\$ 15,909	\$ 95,900	\$ (79,991)	16.6%
Total Expense	\$ 856,358	\$ 2,141,194	\$ (1,284,836)	40.0%
Net Income	\$ 772,322	\$ (461,144)	\$ 1,233,466	

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)				
10/01/2018	8170	Soaring Eagle Cleaning Services LLC	-600.00	
10/02/2018	8171	Pantagraph; Lee Enterprises - Central Ill	-176.96	
10/02/2018	8172	Frontier Communications	-606.74	
10/02/2018	8173	Quill Corporation	-1,259.59	
10/02/2018	8174	Bowman, Danny	-1,470.00	
10/02/2018	8175	NICOR Gas	-58.11	
10/02/2018	8176	TOI Supervisors Division	-150.00	
10/02/2018	8177	Skillrud, D L	-23.98	
10/05/2018	EFT	EFT-Valutec Card Solutions	-84.40	
10/09/2018	Transfer	Prairie State Bank & Trust	125,000.00	
10/09/2018	8178	Xerox Corporation	-39.60	
10/09/2018	8179	Town of the City of Bloomington - CEM	-5,604.67	
10/09/2018	8180	Town of the City of Bloomington - GA	-3,319.23	
10/09/2018	8181	Coldwell Banker, Honig-Bell	-120.00	
10/09/2018	8182	City of Bloomington Finance Dept	-56.99	
10/09/2018	8183	Creative Technical Services, Inc (C-Tech)	-113.75	
10/09/2018	8184	Maruna, Thomas O	-73.03	
10/15/2018	20181015	EFT-Payroll	-23,564.15	
10/15/2018	85300093	EFT-Federal Tax Deposit	-8,835.64	
10/15/2018	2030540960	EFT-IL Tax Deposit	-1,525.09	
10/15/2018	EFT	TASC (Total Administrative Services Corp)	-1,507.43	
10/16/2018	8185	VISA (DLS)	-183.53	
10/16/2018	8186	Blmngtn-Normal Economic Dev Council	-25.00	
10/16/2018	8187	Kaeb Sanitary Supply Inc	-1,261.27	
10/16/2018	8188	Verizon Wireless	-71.66	
10/16/2018	8189	City of Bloomington Water Dept	-415.80	
10/16/2018	8190	Mescher Law Offices PC	-2,090.00	
10/17/2018	41398	Town of the City of Bloomington - CEM	12,200.00	
10/23/2018	8191	Township Perspective	-25.00	
10/23/2018	8192	Chief City Mechanical, Inc.	-156.00	
10/23/2018	8193	VISA (SRS)	-311.32	
10/23/2018	8194	TOI; Township Officials of IL	-330.00	
10/23/2018	8195	Xerox Financial Services	-202.92	
10/23/2018	8196	Ameren Illinois	-617.82	
10/23/2018	8197	McLean County Chamber of Commerce	-15.00	
10/30/2018	8198	City of Bloomington Health Insurance	-23,912.29	
10/30/2018	8199	NCPERS Group Life Ins	-128.00	
10/30/2018	8200	Frontier Communications	-615.58	
10/30/2018	8201	McLean County Elected Officials	-16.00	
10/30/2018	8202	American Pest Control Inc	-37.00	
10/30/2018	8203	Wilcox Electric & Service Inc	-239.51	
10/31/2018	41401	Town of the City of Bloomington - CEM	13,862.09	
10/31/2018	09986067162	IMRF - Illinois Municipal Retirement Fund	1,342.12	
10/31/2018	20181031	EFT-Payroll	-22,093.85	
10/31/2018	75839847	EFT-Federal Tax Deposit	-8,184.60	
10/31/2018	0440170656	EFT-IL Tax Deposit	-1,436.66	
10/31/2018	EFT	TASC (Total Administrative Services Corp)	-1,507.43	
10/31/2018	41307	EFT-IMRF	-20,951.32	
10/31/2018	Credit	Interest	27.36	
			Total	<u>18,414.65</u>

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

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Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL ASSISTANCE FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **31st day of October 2018**, 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 **26th day of November 2018**.

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

Notary Public

This **26th day of November 2018**.

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 FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$12,917.94** in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$759,169.82** in PRAIRIE STATE BANK & TRUST (19) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL ASSISTANCE FUND of said TOWN.

WARD 1: Jamie Mathy

WARD 6: Karen Schmidt

WARD 2: David Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana DeSio Hauman

WARD 4: Amelia Buragas

WARD 9: Kimberly Bray

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 Town Supervisor.

Town Clerk

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Town of the City of Bloomington--General Assistance Fund

Month of: OCTOBER 2018

Public Funds at Commencement

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	38,172	
Investments: Prairie State Bank & Trust (19)	\$	758,998	
Public Funds at Commencement			\$ 797,170

Public Funds Received This Month

Interest: Prairie State Bank (00)	\$	7	
Interest: Prairie State Bank (19)	\$	172	
Personal Property Replacement Tax	\$	3,319	
Refunds & Recoveries	\$	5,122	
Public Funds Received This Month			\$ 8,620
Public Funds Available			\$ 805,790

Public Funds Expended This Month

	\$	33,702
TOTAL Public Funds at Month End	\$	772,088

Public Funds at Month End

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	12,918	
Investments: Prairie State Bank & Trust (19)	\$	759,170	
TOTAL Public Funds at Month End			\$ 772,088

Checking Account Activity

Checkbook Balance at Commencement	\$	38,172	
Deposits:			
Interest: Prairie State Bank & Trust (00)	\$	7	
Personal Property Replacement Tax	\$	3,319	
Refunds & Recoveries	\$	5,122	
Total Deposits for Month		\$ 8,448	
Total Funds Available			\$ 46,620
Checks Written: General Assistance			\$ 33,702
Checkbook Balance at Month End			\$ 12,918

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

Balance per Bank Statement	\$	21,446	
Less Outstanding Checks	\$	(8,528)	
Checkbook Balance per Reconciliation			\$ 12,918

Town of the City of Bloomington--General Assistance Fund

Statement of Receipts and Disbursements

Oct-18

Revenue			
7000 Interest	\$	179	
7600 Personal Property Replacement Tax	\$	3,319	
7700 Refunds & Recoveries	\$	5,122	
Total Revenue			\$ 8,620
Total Income			\$ 8,620
Expense: CW			
6011 Groceries/Personal Essentials	\$	7,417	
6021 Rent	\$	16,358	
6051 Utilities	\$	2,531	
6071 Emergency Assistance	\$	6,162	
6101 Transportation	\$	363	
6121 Allowances	\$	871	
Total CW			\$ 33,702
Total Expense			\$ 33,702
Net Income			\$ (25,082)

Town of the City of Bloomington--General Assistance Fund

Year to Date Budget Comparison

Income	<u>Oct-18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
7000 Interest	\$ 1,041	\$ 2,000	\$ (959)	52.0%
7400 Other Income	\$ -	\$ 150	\$ (150)	0.0%
7600 Personal Property Replacement Tax	\$ 16,848	\$ 17,000	\$ (152)	99.1%
7700 Refunds & Recoveries	\$ 32,449	\$ 40,000	\$ (7,551)	81.1%
7800 Tax Levy	\$ 291,539	\$ 300,000	\$ (8,461)	97.2%
Total Revenue	\$ 341,876	\$ 359,150	\$ (17,274)	95.2%
Total Income	\$ 341,876	\$ 359,150	\$ (17,274)	95.2%
Expense				
CW				
6011 Groceries/Personal Essentials	\$ 45,162	\$ 123,000	\$ (77,838)	36.7%
6021 Rent	\$ 98,927	\$ 250,000	\$ (151,073)	39.6%
6051 Utilities	\$ 12,573	\$ 36,000	\$ (23,427)	34.9%
6061 Medical	\$ -	\$ 20,000	\$ (20,000)	0.0%
6071 Emergency Assistance	\$ 30,811	\$ 70,000	\$ (39,189)	44.0%
6081 Hospital	\$ -	\$ 10,000	\$ (10,000)	0.0%
6091 Burial	\$ -	\$ 3,000	\$ (3,000)	0.0%
6101 Transportation	\$ 1,784	\$ 50,000	\$ (48,216)	3.6%
6121 Allowances	\$ 4,750	\$ 15,000	\$ (10,250)	31.7%
Total CW Expense	\$ 194,007	\$ 577,000	\$ (382,993)	33.6%
Total Expense	\$ 194,007	\$ 577,000	\$ (382,993)	33.6%
Net Income	\$ 147,870	\$ (217,850)	\$ 365,720	

Town of the City of Bloomington--General Assistance Fund

Checking Account Activity				
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>	
0501 - Prairie State Bank & Trust (00)				
10/02/2018	33937	Ameren Illinois	-1,254.36	
10/02/2018	33938	Downtowner Apts, The	-25.00	
10/02/2018	33939	Pedcor Homes Corp dba Fox Hill Apts	-265.00	
10/02/2018	33940	Fairmont LLC	-265.00	
10/02/2018	33941	Komnick, Randy C	-265.00	
10/02/2018	33942	City of Bloomington Water Department	-265.00	
10/02/2018	33943	Secretary of State of Illinois	-10.00	
10/02/2018	33944	Cardinal Ridge (was Southgate)	-225.00	
10/02/2018	33945	Covert, John Michael & Joseph W Vilmos	-265.00	
10/02/2018	33946	B&B Property Group LLC	-100.00	
10/02/2018	33947	Dotson, Bernard & Rearn M	-445.00	
10/02/2018	33948	Hafner, Fred & Paula dba Hafner Rev Trust	-60.00	
10/02/2018	33949	Montgomery, Justin M	-265.00	
10/02/2018	33950	Ricketts, Jay A	-265.00	
10/02/2018	33951	Swallow, Robert R dba RS Apartments	-265.00	
10/02/2018	33952	Bloomington Leased Housing Associates VI	-65.00	
10/05/2018	EFT	EFT-Kroger via Valutec	-7,416.71	
10/08/2018	8180	Treasurer, State of IL, PPRT	3,319.23	
10/09/2018	33953	BHA; Blmgtn Housing Authority (laundry)	-140.00	
10/09/2018	33954	BHA; Blmgtn Housing Authority (rent)	-1,128.00	
10/09/2018	33955	Home Sweet Home Ministries, Inc	-800.00	
10/09/2018	33956	Ameren Illinois	-1,494.58	
10/09/2018	33957	NICOR Gas	-44.69	
10/09/2018	33958	Barakat Family Partnership %Core3 Prop Mg	-265.00	
10/09/2018	33959	Moore Enterprises dba Grandview Estates	-265.00	
10/09/2018	33960	Moore, J A dba Maple Grove Estates	-265.00	
10/09/2018	33961	Hairmasters Institute of Cosmetology Inc	-5.00	
10/09/2018	33962	Allied Properties LLC	-265.00	
10/09/2018	33963	Boyce, Joseph C dba Ian-Ash Properties	-265.00	
10/09/2018	33964	Chambers, Robert &Sheryl dba R&S Rentals	-265.00	
10/09/2018	33965	Clothier Land Trust H-187 %Willow Creek	-410.00	
10/09/2018	33966	Elm Street Properties LLC %Core 3 Prop	-265.00	
10/09/2018	33967	Empire Townhomes LLC %Heartland Apt Mgmt	-265.00	
10/09/2018	33968	SRIM LLC %Redbird Property Mgmt Inc	-265.00	
10/09/2018	33969	Zoeller & Burcham Properties LLC	-200.00	
10/09/2018	33970	Sanchez, Melania	-24.20	
10/09/2018	33971	GMTK Management	-265.00	
10/09/2018	33972	Moore Enterprises, Alexander Estates	-265.00	
10/16/2018	33973	Econ-O-Wash Cleaners/Wilson & Wilson Ent	-155.00	
10/16/2018	33974	Labyrinth Outreach Services to Women	-200.00	
10/16/2018	33975	Ameren Illinois	-263.42	
10/16/2018	33976	City of Bloomington Water Department	-110.03	
10/16/2018	33977	NICOR Gas	-160.92	
10/16/2018	33978	Barakat Rainbow Trust	-265.00	
10/16/2018	33979	Gruber, Ronald C dba Gruber Rentals	-675.00	
10/16/2018	33980	Moore Living Trust dba Hilltop MHP	-200.00	
10/16/2018	33981	Patterson, Cory J & Katherine E	-265.00	
10/16/2018	33982	Schroeder, Ellen dba Schroeder Properties	-200.00	
10/16/2018	33983	Masching, Douglas R	-265.00	
10/16/2018	33984	Zemmel, Taoufik dba Zemmel El Mts Prop	-265.00	
10/16/2018	33985	Jessen, Chad & Micha dba Red Rock Prop	-265.00	
10/16/2018	33986	M&M Real Estate Partnership LLC %ClassAct	-265.00	
10/16/2018	33987	Overfelt, John F & Katherine E	-639.00	
10/16/2018	33988	Trujillo, Ledy	-265.00	
10/16/2018	33989	Herald, Kurtis R & Amy N dba Herald Apts	-200.00	
10/16/2018	33990	Will County Regional Office of Education	-10.00	
10/16/2018	33991	Mission Mart	-319.99	
10/16/2018	33992	VISA ...0684	-29.87	

Town of the City of Bloomington--General Assistance Fund

Checking Account Activity (continued)

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10/16/2018	33993	Armstrong, John D	-265.00
10/16/2018	33994	Harris, Remelle	-25.00
10/18/2018	AB8101121	Treasurer, State of IL, SSI Reimbursement	2,206.80
10/23/2018	33995	Huck's/WEX Bank	-306.81
10/23/2018	33996	Ameren Illinois	-153.38
10/23/2018	33997	NICOR Gas	-19.05
10/23/2018	33998	Moore Enterprises dba Grandview Estates	-715.00
10/23/2018	33999	Thomas-Jones, Laura Ann	-200.00
10/23/2018	34000	Barakat Family Partnership %Core3 Prop Mg	-359.00
10/23/2018	34001	Cardinal Ridge (was Southgate)	-265.00
10/23/2018	34002	Coker, Joan & Ronald I	-200.00
10/23/2018	34003	Cortez, Kyle Thomas	-250.00
10/23/2018	34004	Miller Trust, Annetta O dba Miller Prop	-265.00
10/23/2018	34005	VISA ...0684	-56.60
10/23/2018	34006	M&M Real Estate Partnership LLC %ClassAct	-265.00
10/25/2018	AB8152710	Treasurer, State of IL, SSI Reimbursement	2,915.00
10/30/2018	34007	BHA; Blmgt Housing Authority (rent)	-1,243.25
10/30/2018	34008	Mayor's Manor LTD Partnership (rent)	-425.00
10/30/2018	34009	BHA; Blmgt Housing Authority (laundry)	-190.00
10/30/2018	34010	Mayor's Manor LTD Partnership (laundry)	-11.00
10/30/2018	34011	Home Sweet Home Ministries, Inc	-200.00
10/30/2018	34012	Salvation Army	-200.00
10/30/2018	34013	Ameren Illinois	-360.45
10/30/2018	34014	Downtowner Apts, The	-25.00
10/30/2018	34015	Grove Street Partnership %Apt Mart	-265.00
10/30/2018	34016	Fairmont LLC	-265.00
10/30/2018	34017	RV Horizons Inc dba Bloomington GW MHPLLC	-265.00
10/30/2018	34018	Pelhank, Wayne A dba Heartland Apt Mgmt	-265.00
10/30/2018	34019	City of Bloomington Water Department	-571.96
10/30/2018	34020	Calandra, Jeffrey	-265.00
10/30/2018	34021	Clayton Jefferson LLC	-265.00
10/30/2018	34022	Dotson, Bernard & Rearn M	-445.00
10/30/2018	34023	Komnick, Randy C	-265.00
10/30/2018	34024	Labyrinth Outreach Services to Women	-200.00
10/30/2018	34025	Montgomery, Justin M	-265.00
10/30/2018	34026	Schroeder, Ellen dba Schroeder Properties	-200.00
10/30/2018	34027	Barakat Family Partnership %Core3 Prop Mg	-265.00
10/31/2018	Credit	Interest	7.21
			<u>-25,254.03</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--CEMETERY FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **31st day of October 2018**, 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 **5th day of November 2018**.

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

Notary Public

This **5th day of November 2018**.

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, **\$68,154.80** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$273,246.49** at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, a balance of **\$123,739.34** at HEARTLAND BANK (7114), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$206,824.85** in STATE FARM BANK (0441), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Joseph B Gibson

Cemetery Board Vice President:

Gregory E Fraley

Secretary/Treasurer for Cemetery Board:

Garrett Thalgot

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

This **26th day of November 2018**.

WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of CEMETERY FUND, and find the same in all respects true and correct.

WARD 1: Jamie Mathy

WARD 6: Karen Schmidt

WARD 2: David Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana DeSio Hauman

WARD 4: Amelia Buragas

WARD 9: Kimberly Bray

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 Town Supervisor.

Town Clerk

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Month of: OCTOBER 2018

Cash: Petty Cash	\$	50
Cash: Heartland Bank 7774 (Checking)	\$	44,066
Cash: Heartland Bank 7782 (Reserve)	\$	348,184
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019) ~ as of 09/30/2018	\$	206,825
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	129,653
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2018	\$	207,429
Funds at Commencement	\$	936,208

Personal Property Replacement Tax	\$	5,605	\$	5,605
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Opening/Closing Fees	\$	7,632	
Sale of Lots	\$	4,140	
Sale of Crypts	\$	3,150	
Sale of Niches	\$	2,450	
Sale of Burial Supplies	\$	800	
Sales - Chapel Fee	\$	(100)	
Interest: Reserve/Checking/Back Taxes	\$	81	
Income from Trusts	\$	26	
Other Income	\$	387	
Inspection Fees	\$	225	\$ 18,791

Total Funds Received This Month	\$ 24,396
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Total Funds Available	\$ 960,604
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TOTAL Funds at Month End	\$ 879,445
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Cash: Petty Cash	\$	50
Cash: Heartland Bank 7774 (Checking)	\$	68,155
Cash: Heartland Bank 7782 (Reserve)	\$	273,246
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019) ~ as of 09/30/2018	\$	206,825
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	123,739
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2018	\$	207,429

TOTAL Funds at Month End	<u>\$</u>	879,445
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Checkbook Balance at Commencement	\$ 44,066
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Deposits	Personal Property Replacement Tax	\$	5,605	
	Opening/Closing Fees	\$	7,632	
	Sale of Lots	\$	4,140	
	Sale of Crypts	\$	3,150	
	Sale of Niches	\$	2,450	
	Sale of Burial Supplies	\$	800	
	Interest: Checking	\$	19	
	Chapel Fee	\$	(100)	
	Other Income	\$	387	
	Inspection Fee	\$	225	
	Transfer (to)/from Reserve Acct 7782	\$	75,000	
	G/B,S,Mc Maint transferred (to)/from Acct 7114	\$	5,040	
	Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	900	
	Total Deposits for Month	\$		105,248

Total Funds Available	\$ 149,314
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Compensation & Benefits	\$	48,059	
Administrative Expenses	\$	19,042	
Cemetery Improvements, Maintenance & Repair	\$	13,132	
Cemetery Operations	\$	926	
Total Checks Written	\$		81,159

Total Checks Written		\$	81,159
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Checkbook Balance at Month End	\$ 68,155
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Balance per Bank Statement	\$	82,975
Plus Outstanding Deposits	\$	96
Less Outstanding Checks	\$	(14,916)

Checkbook Balance per Reconciliation	<u>68,155</u>	\$ 68,155
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Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Oct-18

Revenue			
41000	Personal Property Replacement Tax	\$	5,605
42000	Opening/Closing Fee	\$	7,632
42500	Sale of Lots	\$	4,140
43000	Sale of Crypts	\$	3,150
43100	Sale of Niches	\$	2,450
44700	Sale of Burial Supplies	\$	800
44800	Chapel Fee	\$	(100)
43500	Interest: Checking	\$	19
43500	Interest: Reserve	\$	62
49000	Income from Trusts	\$	26
49020	Other Income & Special Events	\$	387
49021	Inspection Fees	\$	225
Total Revenue			\$ 24,396
Total Income			\$ 24,396
Expense			
Compensation & Benefits			
50101	Wages: Administrative Staff	\$	10,605
50102	Wages: Cemetery Staff	\$	24,540
50103	Trustee Compensation	\$	583
50201	Payroll Taxes	\$	2,540
50202	IMRF	\$	4,432
50204	Employee Health Insurance	\$	5,322
50205	Direct Deposit Transmittal Fees	\$	37
50206	TASC Annual Fees	\$	(0)
Total Compensation & Benefits			\$ 48,059
Administrative Expenses			
51500	Contractual Services	\$	316
52000	Office Supplies	\$	408
52500	Utilities	\$	2,126
54000	Advertising	\$	1,732
55200	Financial Administration	\$	12,200
55400	Special Event Expenses	\$	1,969
55450	Other Admin Expenses	\$	290
Total Administrative Expenses			\$ 19,042
Cemetery Improvements, Maintenance & Repair			
57800	Operating Equipment	\$	1,438
58000	Mausoleum (including debt service)	\$	5,194
58400	Scattering Grounds/Ossuary	\$	6,500
Total Cemetery Improvements, Maintenance & Repair			\$ 13,132
Cemetery Operations			
55500	Fuel, Oil and Equipment	\$	464
56600	Cemetery Supplies & Maintenance	\$	5
57602	Grounds Maintenance/Repair	\$	29
57700	Equipment Building	\$	177
58100	Grave Markers	\$	250
Total Cemetery Operations			\$ 926
Total Expense			\$ 81,159
Net Income			\$ (56,763)

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income	<u>Oct-18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ 492,277	\$ 506,600	\$ (14,323)	97.2%
41000 Personal Property Replacement Tax	\$ 28,505	\$ 40,000	\$ (11,495)	71.3%
42000 Opening/Closing Fee	\$ 35,152	\$ 60,000	\$ (24,848)	58.6%
42100 Marker Commission	\$ 6,933	\$ 8,000	\$ (1,067)	86.7%
42500 Sale of Lots	\$ 33,914	\$ 75,000	\$ (41,086)	45.2%
43000 Sale of Crypts	\$ 3,900	\$ 16,000	\$ (12,100)	24.4%
43100 Sale of Niches	\$ 5,300	\$ 15,000	\$ (9,700)	35.3%
44700 Sale of Burial Supplies	\$ 2,250	\$ 1,000	\$ 1,250	225.0%
44800 Chapel Fee	\$ (100)	\$ 500	\$ (600)	-20.0%
44850 Sale of Pet Cemetery Spaces	\$ 375	\$ 1,000	\$ (625)	37.5%
42400 Sales - Other	\$ 11	\$ 2,400	\$ (2,389)	0.5%
43500 Interest	\$ 2,016	\$ 6,000	\$ (3,984)	33.6%
49000 Income from Trusts	\$ 182	\$ 2,500	\$ (2,318)	7.3%
49020 Other Income & Special Events	\$ 55,340	\$ 2,500	\$ 52,840	2213.6%
49021 Inspection Fees	\$ 1,500	\$ 5,000	\$ (3,500)	30.0%
Total Revenue	\$ 667,555	\$ 741,500	\$ (73,945)	90.0%
Total Income	\$ 667,555	\$ 741,500	\$ (73,945)	90.0%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 61,062	\$ 100,370	\$ (39,308)	60.8%
50102 Wages: Cemetery Staff	\$ 137,791	\$ 210,000	\$ (72,209)	65.6%
50103 Trustee Compensation	\$ 2,167	\$ 3,000	\$ (833)	72.2%
50201 Payroll Taxes	\$ 14,056	\$ 23,945	\$ (9,889)	58.7%
50202 IMRF	\$ 25,075	\$ 39,215	\$ (14,140)	63.9%
50203 IDES - Unemployment Insurance	\$ 4,161	\$ 20,000	\$ (15,839)	20.8%
50204 Employee Health Insurance	\$ 36,051	\$ 60,000	\$ (23,949)	60.1%
50205 Direct Deposit Transmittal Fees	\$ 238	\$ 400	\$ (162)	59.5%
50206 TASC Annual Fees	\$ (0)	\$ 400	\$ (400)	0.0%
Total Compensation & Benefits	\$ 280,600	\$ 457,330	\$ (176,730)	61.4%
Administrative Expenses				
51100 Casualty Insurance	\$ 19,725	\$ 22,000	\$ (2,275)	89.7%
51500 Contractual Services	\$ 11,191	\$ 10,000	\$ 1,191	111.9%
52000 Office Supplies	\$ 1,947	\$ 4,000	\$ (2,053)	48.7%
52500 Utilities	\$ 9,315	\$ 18,500	\$ (9,185)	50.4%
54000 Advertising	\$ 2,186	\$ 5,000	\$ (2,814)	43.7%
54500 Dues/Seminars	\$ -	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$ -	\$ 3,000	\$ (3,000)	0.0%
55100 Audit Expense	\$ -	\$ 9,000	\$ (9,000)	0.0%
55200 Financial Administration	\$ 12,200	\$ 18,000	\$ (5,800)	67.8%
55400 Special Event Expenses	\$ 10,041	\$ 10,000	\$ 41	100.4%
55450 Other Admin Expenses	\$ 4,010	\$ 4,500	\$ (490)	89.1%
57900 Office Equipment	\$ 2,951	\$ 1,000	\$ 1,951	295.1%
Total Administrative Expenses	\$ 73,566	\$ 105,600	\$ (32,034)	69.7%
Cemetery Improvements, Maintenance & Repairs				
57601 Flags & Flag Poles	\$ 5,889	\$ 8,500	\$ (2,611)	69.3%
57800 Operating Equipment	\$ 56,870	\$ 30,000	\$ 26,870	189.6%
58000 Mausoleum (including debt service)	\$ 85,990	\$ 110,792	\$ (24,802)	77.6%
58150 Real Estate for Parking Lot	\$ -	\$ 40,000	\$ (40,000)	0.0%
58250 Real Estate--repurchase lots	\$ -	\$ 42,000	\$ (42,000)	0.0%
58300 Veterans Memorial	\$ -	\$ 10,000	\$ (10,000)	0.0%
58400 Scattering Grounds/Ossuary	\$ 6,717	\$ 4,000	\$ 2,717	167.9%
Total Cemetery Improvements, Maintenance & Repairs	\$ 155,467	\$ 245,292	\$ (89,825)	63.4%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Oct-18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 5,480	\$ 10,000	\$ (4,520)	54.8%
56000 Tree Removal/Monument Repair	\$ 27,500	\$ 12,000	\$ 15,500	229.2%
56500 Equipment Repairs	\$ 2,294	\$ 4,000	\$ (1,706)	57.3%
56600 Cemetery Supplies & Maintenance	\$ 3,259	\$ 2,500	\$ 759	130.4%
56700 Rental Equipment & Short-term Leases	\$ 137	\$ 1,000	\$ (863)	13.7%
56800 IGA for Leaves/Branches	\$ -	\$ 6,000	\$ (6,000)	0.0%
56900 Abandoned Lot Reclamation	\$ 756	\$ 5,000	\$ (4,244)	15.1%
57000 Office Building	\$ -	\$ 500	\$ (500)	0.0%
57602 Grounds Maintenance/Repairs	\$ 7,830	\$ 16,000	\$ (8,170)	48.9%
57603 Road, Fence, Lot, Drains	\$ 2,232	\$ 19,000	\$ (16,768)	11.7%
57700 Equipment Building	\$ 177	\$ 1,000	\$ (823)	17.7%
58100 Grave Markers	\$ 8,101	\$ 9,000	\$ (899)	90.0%
59900 Other Cemetery Expenses	\$ 3,000	\$ 5,000	\$ (2,000)	60.0%
Total Cemetery Operations	\$ 60,766	\$ 91,000	\$ (30,234)	66.8%
Total Expense	\$ 570,397	\$ 899,222	\$ (328,825)	63.4%
Net Income	\$ 97,158	\$ (157,722)	\$ 254,880	

Town of the City of Bloomington--Cemetery Fund

		Checking Account Activity		
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>	
10500 Heartland (7774)				
10/01/2018	Deposit	HBT - Heartland Bank & Trust	2,889.62	
10/02/2018	Deposit	HBT - Heartland Bank & Trust	28.80	
10/02/2018	41382	Ameren Illinois	-363.48	
10/02/2018	41383	AT&T Mobility	-189.47	
10/02/2018	41384	COMCAST Business	-319.24	
10/03/2018	Deposit	HBT - Heartland Bank & Trust	120.88	
10/04/2018	Deposit	HBT - Heartland Bank & Trust	320.92	
10/05/2018	Deposit	HBT - Heartland Bank & Trust	2,340.00	
10/07/2018	Deposit	HBT - Heartland Bank & Trust	104.05	
10/09/2018	1009185501	Transfer	75,000.00	
10/09/2018	Deposit	HBT - Heartland Bank & Trust	2,756.70	
10/09/2018	41385	Heartland Bank & Trust - mausoleum	-5,066.00	
10/09/2018	41386	BL Pest Control	-35.00	
10/09/2018	41387	Evergreen FS Inc	-464.10	
10/09/2018	41388	Illini Fire Equipment	-97.25	
10/09/2018	41389	PC Guy	-80.00	
10/09/2018	41390	Pontiac Granite Co Inc	-6,750.00	
10/09/2018	41391	VISA BMCU...1484	-4,414.12	
10/09/2018	41392	Nichols, Gabrielle, Petty Cash Custodian	-37.82	
10/09/2018	41393	Adelman, Deborah	-100.00	
10/09/2018	41394	Wreaths Across America	-15.00	
10/09/2018	41395	McLean County Museum of History	-1,531.00	
10/12/2018	Deposit	HBT - Heartland Bank & Trust	5,704.67	
10/15/2018	Deposit	HBT - Heartland Bank & Trust	1,254.35	
10/15/2018	20181015	Payroll Direct Deposit	-14,995.72	
10/15/2018	34988206	EFTPS - IRS	-4,821.14	
10/15/2018	41396	TX Child Support SDU	-85.00	
10/15/2018	41397	IL State Disbursement Unit	-144.30	
10/15/2018	20181015	Adelman, Deborah	400.00	
10/15/2018	20181015	Harden, Warren & Janet	300.00	
10/15/2018	20181015	Tsang, Joseph C & Erdine R Hansford	300.00	
10/15/2018	20181015	Walls, Ernestiine	700.00	
10/15/2018	20181015	Hunt, Lindel, Virginia & David	-800.00	
10/15/2018	1015184789	Gridley/Bell,Scott,McCormick Trust	2,640.00	
10/16/2018	Deposit	HBT - Heartland Bank & Trust	14.32	
10/16/2018	41398	City of Bloomington TWP - Financials	-12,200.00	
10/16/2018	41399	City of Bloomington Water Dept	-409.03	
10/17/2018	Deposit	HBT - Heartland Bank & Trust	96.35	
10/19/2018	Deposit	HBT - Heartland Bank & Trust	3,090.00	
10/23/2018	41400	NICOR Gas	-106.28	
10/24/2018	Deposit	HBT - Heartland Bank & Trust	19.45	
10/26/2018	Deposit	HBT - Heartland Bank & Trust	1,750.00	
10/26/2018	Deposit	HBT - Heartland Bank & Trust	923.87	
10/30/2018	41401	City of Bloomington TWP - Reimburse	-13,862.09	
10/30/2018	41402	Ameren Illinois	-329.13	
10/30/2018	41403	COMCAST Business	-219.74	
10/30/2018	41404	AT&T Mobility	-189.87	
10/31/2018	Deposit	HBT - Heartland Bank & Trust	2,595.00	
10/31/2018	Deposit	HBT - Heartland Bank & Trust	96.35	
10/31/2018	20181031	Payroll Direct Deposit	-9,710.61	
10/31/2018	50596031	EFTPS - IRS	-2,726.70	
10/31/2018	02075557444	IL Dept of Revenue	-1,484.48	
10/31/2018	41405	TX Child Support SDU	-85.00	
10/31/2018	41406	IL State Disbursement Unit	-144.30	
10/31/2018	Credit	Interest	19.31	
Total			<u>21,688.77</u>	

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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 **October 23, 2018, to November 26, 2018.**

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 **26th day of November 2018.**

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

Notary Public

This **26th day of November 2018.**

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: Jamie Mathy

WARD 6: Karen Schmidt

WARD 2: David Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana DeSio Hauman

WARD 4: Amelia Buragas

WARD 9: Kimberly Bray

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: **November 26, 2018** Meeting

Compensation (Salaries)			Due	Amount
7011	TWP Supervisor	D Skillrud	11/30/18	\$ 3,916.67
7011	TWP Supervisor	D Skillrud	12/15/18	\$ 3,916.67
7021	TWP Assessor	S Scudder	11/30/18	\$ 4,000.00
7021	TWP Assessor	S Scudder	12/15/18	\$ 4,000.00
7041	Town Trustee 10/22/2018	Ward 1: J Mathy	12/31/18	\$ 20.00
7041	Town Trustee 10/22/2018	Ward 2: D Sage	12/31/18	\$ -
7041	Town Trustee 10/22/2018	Ward 3: M Mwilambwe	12/31/18	\$ 20.00
7041	Town Trustee 10/22/2018	Ward 4: A Buragas	12/31/18	\$ 20.00
7041	Town Trustee 10/22/2018	Ward 5: J Painter	12/31/18	\$ 20.00
7041	Town Trustee 10/22/2018	Ward 6: K Schmidt	12/31/18	\$ 20.00
7041	Town Trustee 10/22/2018	Ward 7: S Black	12/31/18	\$ 20.00
7041	Town Trustee 10/22/2018	Ward 8: D Hauman	12/31/18	\$ 20.00
7041	Town Trustee 10/22/2018	Ward 9: K Bray	12/31/18	\$ 20.00
7041	Town Trustee 10/22/2018	Mayor: T Renner	12/31/18	\$ 20.00
Compensation (Salaries) TOTAL				\$ 16,013.34
Assessor's Claims				
9151	Auto Expense	BMCU Visa/COB/WEX/Others (Estimated)	11/30/18	\$ 150.00
9161	Telephone	Frontier/Verizon North (Estimated)	11/30/18	\$ 315.00
9171	Utilities	City of Bloomington Water Dept (Estimated)	11/30/18	\$ 150.00
9171	Utilities	Illinois Power Co dba Ameren Illinois (Estimated)	11/30/18	\$ 400.00
9171	Utilities	NICOR Gas (Estimated)	11/30/18	\$ 250.00
9191	Postage	BMCU Visa/US Post Office/Others	11/30/18	\$ 250.00
9231	Equipment	BMCU Visa/COB/Others (Estimated)	11/30/18	\$ 3,000.00
9271	Appraisal Services	Danny Bowman (Estimated)	11/30/18	\$ 2,000.00
9271	Appraisal Services	BMCU Visa/Realty Rates	11/30/18	\$ 225.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC	11/30/18	\$ 150.00
9301	Computer Services	BMCU Visa/BNAR/MLS/Coldwell Bankers	11/30/18	\$ 340.00
9301	Computer Services	BMCU Visa/Network Solutions	11/30/18	\$ 194.95
9301	Computer Services	BMCU Visa/Verizon Wireless (Estimated)	11/30/18	\$ 250.00
9312	Membership Dues	BMCU Visa/URISA/Joyce, Sterrenberg	11/30/18	\$ 400.00
9312	Membership Dues	BMCU Visa/IAAO/Scudder, Jorczak, Sterrenberg	11/30/18	\$ 1,000.00
Assessor's Claims TOTAL				\$ 9,074.95
Services & Expenses				
1030	Legal Expense	Mescher Law	11/30/18	\$ 1,000.00
1038	Other Expense	BMCU VISA/Quill/Intuit QuickBooks (Estimated)	11/30/18	\$ 1,000.00
1038	Other Expense	TASC/Other/Section 125 Plan(Estimated)	11/30/18	\$ 1,300.00
1038	Other Expense	BMCU Visa/Others	11/30/18	\$ 100.00
1040	Building Maintenance	Chief City Mechanical, Inc.	11/30/18	\$ 156.00
1040	Building Maintenance	Hermes Sales & Service (Estimated)	11/30/18	\$ 297.00
1040	Building Maintenance	American Pest Control	11/30/18	\$ 37.00
1040	Building Maintenance	Wilcox Electric (Estimated)	11/30/18	\$ 239.51
1042	Janitorial Services & Supplies	Soaring Eagle Cleaning Services LLC	11/30/18	\$ 262.50
Services & Expenses TOTAL				\$ 4,392.01
Supervisor's Claims				
8121	Janitorial	Soaring Eagle Cleaning Services	11/30/18	\$ 187.50
8131	Utilities	City of Bloomington Water Dept (Estimated)	11/30/18	\$ 137.80
8131	Utilities	Illinois Power Co dba Ameren Illinois	11/30/18	\$ 370.69
8131	Utilities	NICOR Gas (Estimated)	11/30/18	\$ 55.76
8141	Telephones	Frontier/Verizon North	11/30/18	\$ 343.43
8151	Car Expense	T Maruna/others	11/30/18	\$ 124.81
8161	Education/Conference/Meetings	BMCU VISA/D Skillrud/others	11/30/18	\$ 256.80
8161	Education/Conference/Meetings	BMCU VISA/A Howe/others	11/30/18	\$ 250.00
8161	Education/Conference/Meetings	BMCU VISA/S Uzueta/others	11/30/18	\$ 176.85
8161	Education/Conference/Meetings	BMCU VISA/T Covert/others	11/30/18	\$ 246.06
8161	Education/Conference/Meetings	BMCU VISA/Others (Estimated)	11/30/18	\$ 500.00
8161	Education/Conference/Meetings	BMCU VISA/Chamber of Commerce	11/30/18	\$ 80.00
8161	Education/Conference/Meetings	BMCU VISA/B-N Economic Dev Council (Estimated)	11/30/18	\$ 85.00
8181	Equipment Repair/Rental	Xerox Financial Services	11/30/18	\$ 242.52
8201	Printing	BMCU VISA/B&B Awards/Copy Shop/Other	11/30/18	\$ 359.00
8221	Computer/Contract Services	EFT-Valutec	11/30/18	\$ 87.80
Supervisor's Claims TOTAL				\$ 3,504.02
TOTAL Request for Payment				\$ 32,984.32

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: **OCTOBER 2018**

		Cemetery Fund	General Town Fund	General Assistance	COMBINED FUNDS
Fund Balances at Beginning of Month		\$ 936,208	\$ 2,208,000	\$ 797,170	\$ 3,941,378
Revenues	Interest	\$ 81	\$ 1,334	\$ 179	\$ 1,594
	Income from Trusts	\$ 26			\$ 26
	Other Income	\$ 387	\$ 13,542		\$ 13,929
	Personal Property Replacement Tax	\$ 5,605	\$ 17,096	\$ 3,319	\$ 26,019
	Opening/Closing Fees	\$ 7,632			\$ 7,632
	Sales	\$ 10,440			\$ 10,440
	Inspection Fee	\$ 225			\$ 225
	Refunds and Recoveries			\$ 5,122	\$ 5,122
Total Revenues		\$ 24,396	\$ 31,972	\$ 8,620	\$ 64,988
Expenditures	Administrative Expenses	\$ 19,042			\$ 19,042
	Assessor's Office		\$ 3,273		\$ 3,273
	Capital Improvements	\$ 13,132			\$ 13,132
	Casework/General Assistance			\$ 33,702	\$ 33,702
	Cemetery Operations	\$ 926			\$ 926
	Community Agency Funding		\$ 13		\$ 13
	Compensation & Benefits	\$ 48,059	\$ 99,729		\$ 147,788
	Services & Expenses		\$ 4,279		\$ 4,279
	Supervisor's Office		\$ 3,938		\$ 3,938
Total Expenditures		\$ 81,159	\$ 111,231	\$ 33,702	\$ 226,092
Fund Balances at Month End		\$ 879,445	\$ 2,128,741	\$ 772,088	\$ 3,780,273

Revenue Distribution Report Fiscal Year To Date ~ FY2019

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	Tax Levy Extension for Tax Year 2017	\$ 506,525	\$ 1,545,023	\$ 299,977	\$ 2,351,525
	Percentage	21.5403%	65.7030%	12.7567%	100.0000%
Personal Property Replacement Tax					
	08/03/2017 correction on 04/24/2018	\$ 336	\$ 992	\$ 166	\$ 1,493
	04/10/2018 03-2018	\$ 7,797	\$ 23,784	\$ 4,618	\$ 36,199
	05/07/2018 04-2018	\$ 7,948	\$ 24,244	\$ 4,707	\$ 36,899
	08/16//2018 05-2018	\$ 6,193	\$ 18,891	\$ 3,668	\$ 28,752
	08/31/2018 06-2018	\$ 626	\$ 1,909	\$ 371	\$ 2,906
	10/08/2018 07-2018	\$ 5,605	\$ 17,096	\$ 3,319	\$ 26,019
	TOTAL	\$ 28,505	\$ 86,915	\$ 16,848	\$ 132,268
Tax Levy Extension for Tax Year 2017					
	05/29/2018 01-2018	\$ 108,827	\$ 331,949	\$ 64,450	\$ 505,226
	06/11/2018 02-2018	\$ 106,359	\$ 324,421	\$ 62,989	\$ 493,768
	06/15/2018 03-2018	\$ 48,719	\$ 148,604	\$ 28,853	\$ 226,176
	08/27/2018 04-2018	\$ 92,504	\$ 282,158	\$ 54,783	\$ 429,445
	09/07/2018 05-2018	\$ 93,300	\$ 284,587	\$ 55,254	\$ 433,141
	09/17/2018 06-2018	\$ 42,568	\$ 129,842	\$ 25,210	\$ 197,620
	TOTAL	\$ 492,277	\$ 1,501,560	\$ 291,539	\$ 2,285,376

CITY OF BLOOMINGTON TOWNSHIP

PUBLIC NOTICE OF REGULAR MEETINGS IN 2018

Notice is hereby given by the Township Supervisor and Township Clerk, City of Bloomington Township, McLean County, Illinois of the following schedule of regular meetings for the Board of Trustees of the City of Bloomington Township, and for the annual Meeting of the Township. Said meetings are to be held at the prevailing time in the Council Chambers of City Hall, 109 East Olive Street, Bloomington, Illinois, unless otherwise noted.

<u>Meeting Dates</u>	<u>Time</u>
Monday, January 28, 2019	5:45 p.m.
Monday, February 25, 2019	5:45 p.m.
Monday, March 25, 2019	5:45 p.m.
Tuesday, April 9, 2019 (Annual Town Meeting)	6:00 p.m.
Monday, April 22, 2019	5:45 p.m.
<i>Tuesday, May 28, 2019</i>	5:45 p.m.
Monday, June 24, 2019	5:45 p.m.
Monday, July 22, 2019	5:45 p.m.
Monday, August 26, 2019	5:45 p.m.
Monday, September 23, 2019	5:45 p.m.
Monday, October 28, 2019	5:45 p.m.
Monday, November 25, 2019	5:45 p.m.
Monday, December 16, 2019	5:45 p.m.

Deborah L. Skillrud, Township Supervisor

Cherry Lawson, Township Clerk

CITY OF BLOOMINGTON TOWNSHIP

PUBLIC NOTICE OF REGULAR MEETINGS IN 2019

Notice is hereby given by the Township Supervisor and Township Clerk, City of Bloomington Township, McLean County, Illinois of the following schedule of regular meetings for the Evergreen Memorial Cemetery Board. Said meetings are to be held at the prevailing time in the Office Building, 302 East Miller Street, Bloomington, Illinois, unless otherwise noted.

<u>Meeting Dates</u>	<u>Time</u>
Monday, January 14, 2019	6:00 p.m.
Monday, February 11, 2019	6:00 p.m.
Monday, March 11, 2019	6:00 p.m.
Monday, April 8, 2019	6:00 p.m.
Monday, May 13, 2019	6:00 p.m.
Monday, June 10, 2019	6:00 p.m.
Monday, July 8, 2019	6:00 p.m.
Monday, August 12, 2019	6:00 p.m.
Monday, September 9, 2019	6:00 p.m.
Monday, October 14, 2019	6:00 p.m.
Tuesday, November 12, 2019 <i>*Second Monday is the Veterans Day Holiday</i>	6:00 p.m.
Monday, December 9, 2019	6:00 p.m.

Deborah L. Skillrud, Township Supervisor

Cherry Lawson, Township Clerk

ORDINANCE NO. 2018 -
2018 LEVY ORDINANCE
CITY OF BLOOMINGTON TOWNSHIP
GENERAL TOWN FUND
GENERAL ASSISTANCE FUND
EVERGREEN MEMORIAL CEMETERY FUND

Prepared by: Deborah L. Skillrud, Township Supervisor
November 26, 2018

TRUTH IN TAXATION CERTIFICATE OF COMPLIANCE
ALL COUNTIES EXCEPT COOK

I, the undersigned, hereby certify that I am the presiding officer of the Town of the City of Bloomington (aka: City of Bloomington Township), and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of Section 18 – 60 through 18 – 85 of the “Truth in Taxation” law.

The taxing district’s aggregate levy did not exceed a 5% increase over the prior year’s extension. Therefore, a notice and a hearing were not necessary:

Date: November 28, 2018

Presiding Officer

CERTIFICATE OF COMPLIANCE WITH 35 ILCS 200/18 – 55

The undersigned, Township Supervisor, of the Town of the City of Bloomington, does hereby certify that the levy ordinance, a copy of which is attached hereto, was adopted pursuant to, and in compliance with or inapplicability of the provisions “Truth in Taxation”, 35 ILCS 200/18 – 55 et seq.

Deborah L. Skillrud

Date: November 28, 2018

Subscribed to before me this 28th day of November, 2018.

Notary Public

ORDINANCE NO. 2018 - ____

**AN ORDINANCE OF THE TOWN OF THE CITY OF BLOOMINGTON
TAX LEVY FOR THE YEAR 2018
GENERAL TOWN FUND, GENERAL ASSISTANCE FUND AND EVERGREEN
MEMORIAL CEMETERY FUND**

WHEREAS, THE BOARD OF TOWN TRUSTEES of the Town of the City of Bloomington, McLean County, Illinois, did on March 26, 2018, duly pass the Annual Budget and Appropriation Ordinance for the Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Fund for the fiscal year ending on the 31st day of March, 2019 and which appropriation ordinance has been theretofore submitted for public hearings in accordance with law.

GENERAL TOWN FUND

NOW, THEREFORE BE IT ORDAINED by the Board of the Town Trustees of the Town of the City of Bloomington, McLean County, Illinois in a meeting assembled, duly called and held, pursuant to the Statute in such case made and provided, in the Council Chambers, in the City Hall Building in the City of Bloomington in said Town at 6:30 p.m. this 26th of November, 2018, that there be, and hereby is LEVIED and ASSESSED against all the taxable property of the Town of the City of Bloomington, McLean County, Illinois, subject to taxation for the year 2018, as and for the GENERAL TOWN FUND, the sum of ONE MILLION, SIX HUNDRED FORTY-FIVE THOUSAND DOLLARS (\$1,645,000) as by Statute in such case made and provided and for the following objects and purposes:

Town of the City of Bloomington

General Town Fund FY2020 Levy

For Tax Year 2018

04/01/2019 - 03/31/2020

	FY 2016 Actual		FY 2017 Actual		FY 2018 Actual		FY2019 estimated (as of 09/30/2018)		Preliminary FY2020	
Beginning Fund Balance		691,895		859,331		1,181,608		1,356,419		1,390,534
Revenues										
Interest		1,073		3,874		6,941		9,000.00		9,000
Other Income		245,481		105,378		73,480		43,667		33,880
Township Litigation Income		3,020		40,385		-		-		25
Personal Property Replacement Tax		121,227		143,157		120,115		101,915		75,000
Tax Levy		1,393,175		1,591,588		1,493,813		1,545,000		1,645,000
Total Revenues		1,763,976		1,884,381		1,694,348		1,699,581		1,762,905
Expenditures										
Assessor's Office		97,579		89,835		72,648		129,955		150,144
Rent/Debt Service	21,544		21,544		21,544		21,544		21,544	
Auto Expense	820		2,941		761		500		3,000	
Telephone	2,874		3,182		3,164		3,236		3,000	
Utilities	5,156		5,578		5,390		5,775		5,800	
Postage	74		145		245		250		300	
Office Supplies	953		1,669		1,925		1,200		2,000	
Publications & Printing	737		225		232		1,150		500	
Equipment	2,308		1,691		-		5,000		6,000	
Equipment Repair/Rental	-		40		-		2,000		1,500	
Education/Meetings/Conferences	10,443		7,136		9,605		10,000		9,000	
Replatting & Remapping	-		-		-		-		9,000	
Appraisal Services	-		15,383		20,702		35,000		34,000	
Janitorial	1,680		1,840		1,650		1,800		2,000	
Computer Services	14,886		9,103		5,055		10,000		20,000	
Mapping/GIS Services	35,103		16,978		-		30,000		30,000	
Membership Dues	1,000		2,380		2,375		2,500		2,500	
Community Agency Funding		129,100		167,500		137,000		151,500		156,400
Community Medical	20,000		20,000		18,500		18,500		31,000	
GA Client Service Funding	19,100		17,500		12,500		27,000		19,400	
Youth Services	42,500		42,500		37,500		37,500		37,500	
Senior Services	37,500		77,500		68,500		68,500		68,500	
Compensation & Benefits		1,224,466		1,171,772		1,190,274		1,229,051		1,348,840
TWP Supervisor	75,833		77,833		92,667		94,000		94,000	
TWP Assessor	92,500		94,500		96,000		96,000		96,000	
Town Clerk	2,500		2,400		2,400		2,400		2,500	
Town Trustees	2,300		2,660		2,320		2,300		2,800	
GA Staff	346,714		343,840		338,944		351,948		396,000	
Deputy Assessors	306,835		327,440		339,799		344,599		404,000	
IMRF	137,905		113,203		104,334		106,605		99,000	
FICA	58,520		59,474		60,960		65,371		76,140	
Group Medical	200,299		149,474		151,922		164,822		177,000	
State Unemployment	1,059		948		928		1,006		1,400	
Services & Expenses		61,487		47,862		42,455		64,729		299,435
Membership Dues	1,392		1,387		1,443		1,760		1,835	
Auditing Expense	6,700		6,775		6,850		7,000		7,500	
Legal Expense	1,713		4,390		5,482		16,448		10,000	
Insurance	11,968		12,303		12,288		12,611		13,000	
Publishing	555		448		498		840		1,500	
Other Expenditures	3,935		3,806		2,617		3,524		3,500	
Debt Service: Principle & Interest	6,759		4,700		2,606		100		100	
Building Maintenance	10,352		8,659		7,004		6,000		6,000	
Janitorial Services & Supplies	4,105		3,395		3,667		4,000		6,000	
Building Repairs	-		-		-		-		200,000	
Special Projects	2,134		-		-		12,445		50,000	
Supervisor's Office		83,909		85,136		77,161		90,232		96,200
Postage	2,450		1,983		46		1,500		1,500	
Rent/Debt Service	40,000		40,000		40,000		40,000		40,000	
Janitorial	2,100		2,300		2,062		2,250		2,100	
Utilities	7,734		8,367		8,085		9,000		9,500	
Telephones	4,090		3,912		3,957		4,135		4,000	
Car Expense	172		291		825		2,000		2,000	
Education/Conference/Meetings	1,320		2,230		3,319		2,000		2,000	
Equipment	-		-		1,066		5,000		5,000	
Equipment Repair/Rental	6,737		6,624		3,862		8,000		8,000	
Office Supplies	3,159		3,778		2,090		4,000		4,000	
Printing	44		480		-		837		500	
Publications	132		50		870		250		250	
Computer/Contract Services	15,942		14,991		10,849		11,125		16,900	
Membership Dues	30		130		130		135		450	
Total Expenditures		1,596,541		1,562,105		1,519,538		1,665,467		2,051,019
Ending Fund Balance		859,330		1,181,608		1,356,419		1,390,534		1,102,420

Average Monthly Expenditures	133,045	130,175	126,628	138,789	150,085 *
Number of Months in Reserve at end of FY	6.46	9.08	10.71	10.02	7.35 *

* "Building Repairs" & "Special Projects" are not included in totals to compute "Average Monthly Expenditures" or "Number of Months in Reserve at end of FY"

10/31/2018

GENERAL ASSISTANCE FUND

NOW, THEREFORE, BE IT FURTHER ORDAINED by the Board of Town Trustees of the Town of the City of Bloomington, McLean County, Illinois, that there be and hereby is LEVIED and ASSESSED against all taxable property of the Town of the City of Bloomington, McLean County, Illinois, subject to taxation for the year 2018, as and for the GENERAL ASSISTANCE FUND, TWO HUNDRED THOUSAND DOLLARS (\$200,000) as by statute in such case made and provided, and for the following objects and purposes:

Town of the City of Bloomington

General Assistance Fund FY2020 Levy

For Tax Year 2018

04/01/2019 - 03/31/2020

		FY 2016 Actual	FY 2017 Actual	FY 2018 Actual	FY2019 Estimated as of 09/30/2018	Preliminary FY2020 Levy
Beginning Fund Balance		993,308	947,454	700,416	624,219	671,130
Revenues	Interest	962	2,153	1,772	1,724	2,000
	Other Income	-	-	-	-	150
	Personal Property Replacement Tax	30,415	15,435	19,839	20,294	17,000
	Refunds and Recoveries	43,418	41,989	65,364	40,990	40,000
	Tax Levy	349,459	149,618	249,831	300,000	200,000
Total Revenues		424,254	209,195	336,806	363,008	259,150
Expenditures	Groceries/Personal Essentials	105,660	98,132	89,937	75,490	120,000
	Rent	250,563	233,195	197,570	165,136	250,000
	Utilities	33,232	26,775	28,712	20,085	36,000
	Medical	99	338	116	150	20,000
	Emergency Assistance	31,106	46,616	42,663	43,135	70,000
	Hospital	297	-	-	-	10,000
	Burial	1,500	-	-	1,500	3,000
	Transportation	34,297	38,132	43,540	2,842	30,000
	Allowances	13,354	13,045	10,465	7,758	15,000
Total Expenditures		470,107	456,233	413,003	316,097	554,000
Ending Fund Balance		947,454	700,416	624,219	671,130	376,280

Average Monthly Expenditures	39,176	38,019	34,417	26,341	46,167
Number of Months in Reserve at end of FY	24.18	18.42	18.14	25.48	8.15
					10/31/2018

EVERGREEN MEMORIAL CEMETERY FUND

NOW, THEREFORE BE IT FURTHER ORDAINED by the Board of Town Trustees of the Town of the City of Bloomington, McLean County, Illinois, that there be and hereby is LEVIED and ASSESSED against all the taxable property of the Town of the City of Bloomington, McLean County, Illinois, subject to taxation, for the year 2018, as and for the EVERGREEN MEMORIAL CEMETERY FUND, the sum of FIVE HUNDRED SIX THOUSAND, SIX HUNDRED DOLLARS, (\$506,600) as by statute in such case made and provided, and for the following objects and purposes;

Town of the City of Bloomington
Evergreen Memorial Cemetery Fund FY2020 Levy
For Tax Year 2018
04/01/2019 - 03/31/2020

		FY2016 Actual		FY2017 Actual		FY2018 Actual		FY2019 estimated (as of 09/30/2018)		PRELIMINARY FY2020 Budget	
Beginning Public Fund Balance			331,229		395,690		584,421		530,934		437,716
Revenues	Interest		357		2,580		3,628		3,350		3,500
	Income from Trusts		3,102		6,908		2,522		625		500
	Personal Property Replacement Tax		44,024		41,690		40,192		30,000		30,000
	Opening/Closing Fee	49,123			68,224		72,775		55,000		60,000
	Marker Commission	6,867			6,765		8,542		6,933		8,000
	Sales		151,340		104,953		99,334		73,350		94,900
	Sale of Lots	58,476		79,368		84,009		60,000		70,000	
	Sale of Crypts	10,730		10,410		8,865		1,500		10,000	
	Sale of Niches	22,495		12,075		4,010		5,700		10,000	
	Sale of Burial Supplies	1,250		2,700		850		2,900		1,500	
	Sale of Pet Cemetery Spaces					1,500		750		1,000	
	Other Sales	2,400		0		0		2,400		2,400	
	Inspection Fee		2,850		3,525		4,225		2,550		3,000
	Other Income & Special Events		25,141		57,576		13,124		56,000		5,000
	Tax Levy		505,993		505,413		506,135		506,600		506,600
Total Revenues			732,807		797,634		750,476		734,408		711,500
Expenditures	Administrative Expenses		84,534		116,541		88,261		94,647		96,217
	Casualty Insurance	19,734		20,033		20,048		19,725		20,317	
	Contractual Services	3,079		3,635		10,742		15,000		10,000	
	Office Supplies	2,558		3,350		3,802		3,000		4,000	
	Utilities	14,623		15,336		16,073		15,000		18,500	
	Advertising	4,707		5,521		1,716		1,622		2,000	
	Dues/Seminars	599		749		1,044		600		600	
	Legal Expense	0		0		90		100		3,000	
	Audit Expense	6,700		6,775		6,850		6,900		7,100	
	COBT for Financial	12,200		12,200		12,200		12,200		12,200	
	Special Event Expenses	16,190		42,847		9,003		10,000		10,000	
	Other Admin Expenses	3,545		5,746		6,693		7,500		6,500	
	Office Equipment	599		349		0		3,000		2,000	
	Cemetery Improvements, Maintenance & Repairs		94,208		84,037		152,320		178,514		182,000
	Flags & Poles	9,474		7,303		9,114		5,889		5,000	
	Operating Equipment	19,192		15,942		19,506		55,432		71,800	
	Mausoleum (including debt service)	60,792		60,792		110,792		111,192		62,000	
	Real Estate for Parking Lot	0				0		0		100	
	Veterans Memorial	4,750				11,994		5,000		43,000	
	Scattering Grounds/Ossuary	0				914		1,000		100	
	Cemetery Operations		79,562		64,088		141,866		99,976		142,100
	Fuel, Oil & Equipment	8,717		7,542		7,719		11,000		10,000	
	Tree Removal/Monument Repair	30,541		10,550		19,100		27,500		35,000	
	Equipment Repairs	8,279		5,393		7,250		5,000		4,000	
	CEM Supplies & Maintenance	2,076		2,670		10,102		6,500		6,000	
	Rental Equipment & Leasing	0		88		198		275		1,000	
	COB IGA for leaves/branches	2,200		2,200		5,000		6,000		7,000	
	Abandoned Lot Reclamation					5,431		1,000		100	
	Office Repairs & Maintenance	45						250		5,000	
	Grounds Maintenance/Repair	13,241		9,392		38,025		16,000		16,000	
	Road, Fence, Lot, Drains	1,877		105		33,350		7,000		42,000	
	Equipment Building	19		12,144				250		1,000	
	Other CEM Expenses	7,314				0		3,000		6,000	
	Grave Markers	5,254		14,004		15,691		16,200		9,000	
	Compensation & Benefits		416,117		400,785		421,516		454,490		450,560
	Wages: Administrative Staff	81,707		78,944		98,111		105,959		95,000	
	Wages: Cemetery Staff	217,282		204,708		197,496		200,000		225,000	
	Trustee Compensation	2,750		2,917		3,000		2,917		3,000	
	Payroll Taxes	21,590		20,540		21,025		23,629		24,710	
	IMRF	32,575		38,128		37,370		38,581		32,000	
	IDES - Unemployment	12,544		11,031		9,945		15,000		15,000	
	Employee Health Insurance, Etc.	46,921		43,814		53,808		67,602		55,000	
	Other Payroll Expenses	749		703		760		802		850	
	Total Expenditures			674,421		665,451		803,963		827,626	
Other Financing Sources In/(Out)			-67		-12,845						
Ending Public Fund Balance			389,615		515,028		530,934		437,716		278,340

Average Monthly Expenditures 56202 55454 66997 68,969 72,573
Number of Months in Reserve at end of FY 6.93 9.29 7.92 6.35 3.84
10/31/2018

GENERAL TOWN FUND	\$1,645,000
GENERAL ASSISTANCE FUND	\$200,000
EVERGREEN MEMORIAL CEMETERY FUND	\$506,600
TOTAL 2018 LEVY	\$2,351,600

That each of said sums and the aggregate thereof (\$2,351,600) are deemed necessary by the Board of Trustees of the Town of the City of Bloomington, McLean County, Illinois, to defray the necessary expenses and liabilities for such Township and Evergreen Memorial Cemetery for the fiscal year ending March 31, 2020.

That a certified copy of this Ordinance be filed with the County Clerk of McLean County, Illinois, as required by law.`

That said tax so levied and assessed as aforesaid be collected and enforced in the same manner and by the same officer as the State and County Taxes, and be paid over by the officer so collecting the same to the Treasurer of the Town of the City of Bloomington as provided by law.

PASSED and APPROVED this 26th day of November, 2018.

Chair of the Board of Trustees

ATTEST:

Town Clerk

Received by County Clerk/Date

Town of the City of Bloomington

FY2020 Levy

For Tax Year 2018

04/01/2019 - 03/31/2020

LEVY COMPARISONS	Tax Year:	2015	2016	2017	2018
Evergreen Memorial Cemetery Fund		506,600	506,600	506,600	506,600
General Town Fund		1,595,000	1,495,000	1,545,000	1,645,000
General Assistance Fund		150,000	250,000	300,000	200,000
Total LEVY		2,251,600	2,251,600	2,351,600	2,351,600

		Evergreen Memorial Cemetery Fund	General Town Fund	General Assistance Fund	COMBINED FUNDS
Projected Fund Balance on 04/01/2019		437,716	1,390,534	671,130	2,499,380
Projected Revenues	Interest	3,500	9,000	2,000	14,500
	Income from Trusts	500			500
	Other Income & Special Events	5,000	33,880	150	39,030
	Township Litigation Income		25		25
	Personal Property Replacement Tax	30,000	75,000	17,000	122,000
	Opening/Closing Fee	60,000			60,000
	Marker Commission	8,000			8,000
	Sales	94,900			94,900
	Inspection Fee	3,000			3,000
	Refunds and Recoveries			40,000	40,000
	Tax Levy	506,600	1,645,000	200,000	2,351,600
Total Projected Revenues		711,500	1,762,905	259,150	2,733,555
Projected Expenditures	Administrative Expenses	96,217			96,217
	Assessor's Office		150,144		150,144
	Cemetery Improvements, Maintenance & Repairs	182,000			182,000
	Casework/General Assistance			554,000	554,000
	Cemetery Operations	142,100			142,100
	Community Agency Funding		156,400		156,400
	Compensation & Benefits	450,560	1,348,840		1,799,400
	Services & Expenses		299,435		299,435
	Supervisor's Office		96,200		96,200
Total Projected Expenditures		870,876	2,051,019	554,000	3,475,895
Projected Fund Balance on 03/31/2019		278,340	1,102,420	376,280	1,757,040

Average Monthly Expenditures	72,573	150,085	46,167
Number of Months in Reserve at end of FY	3.84	7.35	8.15

10/31/18



FOR: Honorable Township Trustees

SUBJECT: Resolution Amending a Policy Prohibiting Sexual Harassment for the Town of the City of Bloomington

RECOMMENDATION/MOTION: That the Resolution be adopted.

BACKGROUND: Public Act 100 – 1066 amended the Illinois Human Rights Act, including Section 7A-1025, which pertains to government entities. The Act expands the time to file discrimination charges with the Illinois Department of Human Rights from 180 day to 300 days.

Township staff found updated language on the Illinois Municipal League’s website, (October 22, 2018 Statehouse Briefing). The proposed updated Resolution and Policy are compliant with the Act. Based upon the timeline imposed by the State, (i.e. effective date was upon becoming law), this is the first opportunity to present this item to the Board.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: This is a mandate from the State. Legal review was provided by John Redlingshafer, Heyl Roster, Township’s attorney.

ADMINISTRATOR RESPONSE: I respectfully request that the Resolution be adopted.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

RESOLUTION NO. 2018 - ____

**A RESOLUTION AMENDING A POLICY PROHIBITING SEXUAL HARASSMENT
FOR THE TOWN OF THE CITY OF BLOOMINGTON**

WHEREAS, the Illinois General Assembly has recently enacted Public Act 100 – 0554, an Act concerning government, which became effective immediately, dated November 16, 2017;

WHEREAS, the Illinois General Assembly has recently enacted Public Act 100 – 0166, and Act that expands the time to file charges of discrimination with the Illinois Department of Human Rights;

WHEREAS, pursuant to the Act, each governmental unit shall update its resolution establishing a policy to prohibit sexual harassment;

WHEREAS, all prior existing sexual harassment policies of the Town of the City of Bloomington, a/k/a City of Bloomington Township shall be superseded by the Policy Prohibiting Sexual Harassment adopted by this Resolution; and

WHEREAS, should any section or provision of this Resolution or the adopted Policy Prohibiting Sexual Harassment be declared to be invalid, that decision shall not affect the validity of this Resolution or adopted Policy Prohibiting Sexual Harassment as a whole or any part thereof, other than the part so declared to be invalid;

NOW THEREFORE, be it ordained by the Trustees of the Town of the City of Bloomington the following:

Section 1. The Policy Prohibiting Sexual Harassment, included as Exhibit A to this Resolution is hereby adopted.

Section 2. This Resolution shall be in full force and effect on November 26, 2018.

ADOPTED this ____th of November, 2018.

APPROVED this ____th of November, 2018.

Supervisor

ATTEST:

Township Clerk

EXHIBIT A

POLICY PROHIBITING SEXUAL HARASSMENT

I. PROHIBITION ON SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. The courts have determined that sexual harassment is a form of discrimination under Title VII of the U.S. Civil Rights Act of 1964, as amended in 1991. All persons have a right to work in an environment free from sexual harassment. Sexual harassment is unacceptable misconduct which affects individuals of all genders and sexual orientations. It is a policy of the Town of the City of Bloomington a/k/a City of Bloomington Township to prohibit harassment of any person by any township official, township agent, township employee or township office on the basis of sex or gender. All township officials, township agents, township employees and township offices are prohibited from sexually harassing any person, regardless of any employment relationship or lack thereof.

II. DEFINITION OF SEXUAL HARASSMENT

The policy adopts the definition of sexual harassment as stated in the Illinois Human Rights Act, which currently defines sexual harassment as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- (3) Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Conduct which may constitute sexual harassment includes:

- Verbal: sexual innuendoes, suggestive comments, insults, humor, and jokes about sex, anatomy or gender-specific traits, sexual propositions, threats, repeated requests for dates, or statements about other employees, even outside of their presence, of a sexual nature.
- Non-verbal: suggestive or insulting sounds (whistling), leering, obscene gestures, sexually suggestive bodily gestures, "catcalls", "smacking" or "kissing" noises.
- Visual: posters, signs, pin-ups or slogans of a sexual nature, viewing pornographic material or websites.
- Physical: touching, unwelcome hugging or kissing, pinching brushing the body, any coerced sexual act or actual assault.

- Textual/Electronic: “sexting” (electronically sending messages with sexual content, including pictures and video), the use of sexually explicit language, harassment, cyber stalking and threats via all forms of electronic communication (email, text/picture/video messages, intranet/on-line postings, blogs, instant messages and social network websites like Facebook and Twitter).

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends, to some extent, on individual perception and interpretation. The courts will assess sexual harassment by a standard of what would offend a “reasonable person.”

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

An employee who either observes sexual harassment or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the offending employee, and her/his immediate supervisor. It is not necessary for sexual harassment to be directed at the person making the report.

Any employee may report conduct which is believed to be sexual harassment, including the following:

Electronic/Direct Communication. If there is sexual harassing behavior in the workplace, the harassed employee should directly and clearly express her/his objection that the conduct is unwelcome and request that the offending behavior stop. The initial message may be verbal. If subsequent messages are needed, they should be put in writing in a note or a memo.

Contact with Supervisory Personnel. At the same time direct communication is undertaken, or in the event the employee feels threatened or intimidated by the situation, the problem must be promptly reported to the immediate supervisor of the person making the report, an elected official, or the cemetery manager.

The employee experiencing what he or she believes to be sexual harassment must not assume that the employer is aware of the conduct. If there are no witnesses and the victim fails to notify a supervisor or other responsible officer, the township will not be presumed to have knowledge of the harassment.

Resolution Outside Township. The purpose of this policy is to establish prompt, thorough and effective procedures for responding to every report and incident so that problems can be identified and remedied by the township. However, all township employees have the right to contact the Illinois Department of Human Rights (IDHR) or the Equal Employment Opportunity Commission (EEOC) for information regarding filing a formal complaint with those entities. An IDHR complaint must be filed within ~~180~~ 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must be filed within 300 days.

Documentation of any incident may be submitted with any report (what was said or done, the date, the time and the place), including, but not limited to, written records such as letters, notes, memos and telephone messages.

All allegations, including anonymous reports will be accepted and investigated regardless of how the matter comes to the attention of the township. However, because of the serious implications of sexual harassment charges and the difficulties associated with their investigation and the questions of credibility involved, the claimant's willing cooperation is a vital component of an effective inquiry and an appropriate outcome.

IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

No township official, township agency, township employee or township office shall take any retaliatory action against any township employee due to a township employee's:

1. Disclosure or threatened disclosure of any violation of this policy,
2. The provision of information related to or testimony before any public body conducting an investigation, hearing or inquiry into any violation of this policy; or
3. Assistance or participation in a proceeding to enforce the provisions of this policy.

For the purposes of this policy, retaliatory action means the reprimand, discharge, suspension, demotion, denial of promotion or transfer, or change in the terms or conditions of employment of any township employee that is taken in retaliation for a township employee's involvement in protected activity pursuant to this policy.

No individual making a report will be retaliated against even if a report made in good faith is not substantiated. In addition, any witness will be protected from retaliation.

Similar to the prohibition against retaliation contained herein, the State Officials and Employees Ethics Act (5 ILCS 430/15-10) provides whistleblower protection from retaliatory action such as reprimand, discharge, suspension, demotion, or denial of promotion or transfer that occurs in retaliation for an employee who does any of the following:

1. Discloses or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of any officer, member, State agency, or other State employee that the State employee reasonably believes is in violation of a law, rule or regulation,
2. Provides information to or testifies before any public body conducting an investigation, hearing, or inquiry into any violation of a law, rule, or regulation by any officer, member, State agency or other State employee, or
3. Assists or participates in a proceeding to enforce the provisions of the State Officials and Employees Ethics Act.

Pursuant to the Whistleblower Act (740 ILCS 174/15(a)), an employer may not retaliate against an employee who discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has

reasonable cause to believe that the information discloses a violation of a State or Federal law, rule or regulation. In addition, an employer may not retaliate against an employee for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a State or Federal law, rule or regulation. (740 ILCS 174/15(b)).

According to the Illinois Human Rights Act (775 ILCS 5/6-101), it is a civil rights violation for a person, or for two or more people to conspire, to retaliate against a person because he/she has opposed that which he/she reasonably and in good faith believes to be sexual harassment in employment, because he/she has made a charge, filed a complaint, testified, assisted, or participated in an investigation, proceeding, or hearing under the Illinois Human Rights Act.

An employee who is suddenly transferred to a lower paying job or passed over for a promotion after filing a complaint with IDHR or EEOC, may file a retaliation charge – due within ~~180~~ 300 days (IDHR) or 300 days (EEOC) of the alleged retaliation.

V. CONSEQUENCES OF A VIOLATION OF THE PROHIBITION OF SEXUAL HARASSMENT

In addition to any and all other discipline that may be applicable pursuant to township policies, employment agreements, procedures, and/or employee handbooks, any person who violates this policy or the Prohibition on Sexual Harassment contained in 5 ILCS 430/5-65, may be subject to a fine of up to \$5,000 per offense, applicable discipline or discharge by the township and any applicable fines and penalties established pursuant to local ordinance, State law or Federal law. Each violation may constitute a separate offense. Any discipline imposed by the township shall be separate and distinct from any penalty imposed by an ethics commission and any fines or penalties imposed by a court of law or a State or Federal agency.

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

A false report is a report of sexual harassment made by an accuser using the sexual harassment report to accomplish some end other than stopping sexual harassment or retaliation for reporting sexual harassment. A false report is not a report made in good faith which cannot be proven. Given the seriousness of the consequences for the accused, a false or frivolous report is a severe offense that can itself result in disciplinary action. Any person who intentionally makes a false report alleging a violation of any provision of this policy shall be subject to discipline or discharge pursuant to applicable township policies, employment agreements, procedures and/or employee handbooks.

In addition, any person who intentionally makes a false report alleging a violation of any provision of the State Officials and Employees Ethics Act to an ethics commission, an inspector general, the State Police, a State's Attorney, the Attorney General, or any other law enforcement official is guilty of a Class A misdemeanor. An ethics commission may levy an administrative fine of up to \$5,000 against any person who intentionally makes a false, frivolous or bad faith allegation.

This policy was drafted using the Illinois Department of Human Rights Sexual Harassment Model Policy and has been modified to conform to Public Act 100-0554.

The provisions of this policy will apply only insofar as they do not conflict with any state or federal law.



FOR: Honorable Township Trustees

SUBJECT: Public Act 100 - 0983

RECOMMENDATION/MOTION: That the Resolution addressing attestation by the Township Clerk be adopted.

BACKGROUND: Public Act 100 – 0983 will take effect on January 1, 2019. This law requires the Township Clerk to attest the Supervisor’s signature on all checks written including those for Evergreen Memorial Cemetery. This Act demonstrates a commitment to transparency. This Act can also be viewed as an unfunded mandate. Township staff reached out to their local banks. The banks expressed their preference that an additional line not be added to the Township’s checks due to the fact that the Township Clerk will not have signature rights. There are additional fees for additional signature lines. Alerts have been placed on the Township accounts regarding the attestation commencing on January 1, 2019.

The Township has a history and plans to continue its compliance with the Illinois Prompt Payment Act. The goal is to avoid any late penalties. The Township Clerk serves as the City Clerk for the City of Bloomington. The Township is dedicated to efficient and effective work processes.

The Township Clerk does not have the authority and will not write checks. The Clerk has no legal/fiduciary responsibility related to fund payments. The Clerk is not bonded and does not handle Township funds. The Clerk will not be added as a signatory on any Township bank accounts.

The Township Clerk currently attests ordinances, resolutions and other official documents. Attestation serves as a witness; attesting to the authenticity of the authorized signature. The Township plans to use a preprinted signature stamp. This is a universally permissible way to endorse a check. The Township’s local banks support the signature stamp as an acceptable attestation method. The stamp will be kept secure at all times.

The Township currently provides a listing of all checks written and electronic fund transfer, (eft), payments, and the anticipated future expenses including eft payments in the Monthly Financial Reports. There are a limited number of vendors engaged in electronic fund transfer. The majority are tied to payroll, (wages, federal and state taxes, Illinois Department of Employment Security, Illinois Municipal Retirement Fund, etc.). Over the years, the Township has developed processes and procedures to ensure adequate checks and balances regarding all payments. Three to four, (3 - 4), Township staff members are engaged in this process.

Township staff believes the best practice to show compliance with PA 100 – 0983 is adoption of a Resolution addressing same. This information would be included in the Board’s Minutes.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Township Supervisor reached out to the various banks and epayment vendors in compliance with this Act. In addition, the Supervisor contacted its auditor. The attestation will be an additional item to review as part of the annual audit.

ADMINISTRATOR RESPONSE: I respectfully request that the Resolution be adopted. I believe use of a signature stamp is the most efficient and effective way to implement PA 100 – 0983.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

RESOLUTION NO. 2018 - _____

A RESOLUTION ADDRESSING ATTESTATION BY THE TOWNSHIP CLERK

WHEREAS, Public Act (PA) 100 – 0983 will take effect on January 1, 2019.

WHEREAS, this Act requires the Township Clerk to attest the Supervisor's signature on all checks written including the Evergreen Memorial Cemetery.

WHEREAS, it is believed this Act demonstrates a commitment to transparency.

WHEREAS, this Act can be viewed as an unfunded mandate. Township staff was informed by its local banks that additional fees would be incurred for additional signature lines. Alerts regarding attestation have been placed on accounts commencing January 1, 2019.

WHEREAS, at the regular meeting of the Township Board held on November 26, 2018, a motion to adopt said Resolution containing the following procedures pursuant to PA 100 – 0983 was presented.

IT IS HEREBY RESOLVED AS FOLLOWS:

DEFINITION OF ATTEST: The term “attest” as it applies to PA 100 – 0983 shall be defined to mean witness/certify content by signing. Currently, the Township Clerk attests ordinances, resolutions and other official documents. This is done to witness/attest the authenticity of the authorized signature.

ATTEST POLICY. Township funds are the statutory responsibility of the Township Supervisor. The Township Clerk has no authority and shall not write checks. The Township Clerk has no legal/fiduciary responsibility related to fund payments. The Township Clerk is not bonded and does not handle Township funds. The Township Clerk will not be added as a signatory on any Township bank accounts.

The Township Clerk serves as the City Clerk for the City of Bloomington. The Township is dedicated to efficient and effective work processes. The Township complies with the Illinois Prompt Payment Act. The goal is to avoid any late penalties.

The Township's implementation plan of PA 100 – 0983 includes the use of a signature stamp for the Township Clerk's attestation. A preprinted signature stamp is a universally permissible way to endorse a check. The Board and Township Clerk authorize the use of said stamp on checks as presented.

There are a limited number of vendors engaged in electronic fund transfer. The majority are tied to payroll, (wages, federal and state taxes, Illinois Department of Employment Security, Illinois Municipal Retirement Fund, etc.). Supporting documents of these payments will be processed the same as all checks by utilizing the signature stamp.

This Resolution will take effect on January 1, 2019.

ADOPTED this ____th day of November, 2018.

APPROVED this ____th day of November, 2018.

APPROVED:

Deborah L. Skillrud
Supervisor

ATTEST:

Cherry Lawson
Township Clerk

AN ACT concerning local government.

**Be it enacted by the People of the State of Illinois,
represented in the General Assembly:**

Section 5. The Public Graveyards Act is amended by changing
Section 2c as follows:

(50 ILCS 610/2c) (from Ch. 21, par. 14c)

Sec. 2c. Use of township funds.

(a) The board of trustees of any township may appropriate funds from the township treasury to be used for the purpose of putting any old, neglected graves and cemeteries controlled, managed, and owned by the township in a cleaner and more respectable condition.

(b) The board of trustees of any township may appropriate funds from the township treasury to be used for the maintenance of a cemetery owned by the State or another unit of local government. The board of trustees of any township may appropriate funds from the township treasury to be used for the maintenance of non-profit cemeteries, but not for religious or sectarian purposes.

(c) If a township supervisor issues a payout from the township treasury for any purpose described in this Act, the township clerk shall attest to all moneys paid out.

(Source: P.A. 92-551, eff. 1-1-03.)

Section 10. The Township Code is amended by adding Section 7-27 as follows:

(60 ILCS 1/7-27 new)

Sec. 7-27. Attestation to funds endorsed by the supervisor.
If a township supervisor issues a payout of funds from the township treasury, the township clerk shall attest to such payment.

Section 15. The Illinois Highway Code is amended by adding Section 6-114.5 as follows:

(605 ILCS 5/6-114.5 new)

Sec. 6-114.5. Attestation to funds endorsed by the treasurer. If a road district treasurer issues a payout from the road district's treasury or the township treasury, the road district clerk shall attest to all moneys paid out.

Section 99. Effective date. This Act takes effect January 1, 2019.

CITY of BLOOMINGTON TOWNSHIP
EVERGREEN MEMORIAL CEMETERY

TO: Township Trustees
FROM: Deborah L Skillrud, TWP Supervisor
DATE: November 26, 2018
RE: Township Supervisor's Report

Township: A new law was signed by the Governor, Public Act 100 - 0983, which takes effect on January 19, 2019. This law requires the Township Clerk attest the Supervisor's signature. A draft Township memorandum with the Resolution has been sent out for Board review.

The Illinois Department of Human Services, (IDHS), recently increased the minimum monthly payout for cash assistance from \$242 to \$304. On November 13, 2018, the Supervisor's Division of Township Officials of Illinois approved this minimum monthly payment level for an Adult Case in Flat Grant Township only. The Levy has been modified to reflect this increase in General Assistance/Emergency Assistance in the new fiscal year.

Township provides for \$1,500 burial services if a recipient was actively receiving services. This month, a client passed away.

Work Program:

Jobs: (1) FT Lifeguard Store; (1) FT U-Haul; (1) FT Unit 5 School Bus Driver; (1) FT assignment with Manpower; and (1) PT for National Able at Recycling Furniture for Families.

Four, (4), participants were assigned to POTS program (i.e. workfare).
Two, (2), recipients in Job Training participated in Job Skills classes at Home Sweet Home Ministries.
Nine, (9), recipients in Workfare participated in self-enhancement classes HSHM.
Thirty-three, (33), recipients in Workfare participated in Holistic Health Classes.
One, (1), recipient provided low strain work at COBT.
One, (1), recipient completed Art Therapy class.

Recipients in Job Training Assignments have completed 111man-hours. Recipients in the Workfare program have completed 331 man-hours.

Collection for the POTS program had ended for the season. Township has an opportunity to extend service to all of McLean County. However, the delay in receiving horticulture pots from remote locations is the result of a transportation issue.

General Assistance:

Total October cases for General Assistance listed on attached System Activity Report.

Of thirty-nine, (39), shelter assistance cases served by Township: two, (2), were homeless and thirty-seven, (37), were renters.

New clients by age: six clients, (14.6%), age 18 - 25; eighteen clients, (43.9%), age 26 - 40; ten clients, (24.4%), age 41 - 50, and seven clients, (17.1%), age 51 - 62.

Seventy-three, (73), individuals, (45 GA and 28 EA), attended orientation throughout the month of October. This figure is eleven, (11), lower than the month of September.

Two, (2), GA recipients were awarded Social Security Income, (SSI). SSI reimbursements to the Township equaled \$5,121.80 for the month of October.

System Activity Report

[10/1/2018 - 10/31/2018] Report Date: 11/6/2018

General Assistance

Grants (New Clients) :	16	\$3,980.27
Grants (Previous Clients) :	83	\$21,345.00
In-Process :	9	
Denials :	25	
Sanctions :	15	
Terminations :	22	
	170	\$25,325.27

General Assistance - Medical

Referrals :	0	
Disbursements :	0	
	0	\$0.00

General Assistance - Work Program Assignments

Job Training :	19	
Workfare :	47	
	66	

General Assistance - Work Program Expenses

Haircut :	1	\$5.00
ID/DMV/Fingerprinting :	1	\$10.00
Clothing/Shoes :	2	\$119.86
WF 30 Day :	73	\$2,336.00
WF 7 Day Bus :	9	\$90.00
WF Gasoline :	9	\$288.00
	95	\$2,848.86

Emergency Assistance

Grants :	15	\$6,155.73
In-Process :	0	
Denials :	2	
	17	\$6,155.73

Additional Assistance

Transient :	1	\$56.60
	1	\$56.60

Additional Activity

A Call (phone/fax/email) :	331	
A Face-to-Face :	558	
General - Intake :	85	
General - Orientation :	155	
General - Other :	15	
R - BHA :	2	
R - Chestnut :	1	
R - CHS :	2	
R - DHS :	3	
R - DORS :	2	
R - MCCA / LIHEAP :	15	
R - Other :	26	
R - Parole / Probation :	1	
R - PATH :	7	
R - Salvation Army :	4	
R - SSI :	5	
WF - Appointment :	68	
WF - Sanction :	4	
WF - Work Sponsor Site :	199	
WF Training/Education :	186	
	1,669	
Grand Totals:	2,018	\$34,386.46



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

From: Steve Scudder
Date: November 20, 2018
Subject: Assessor Report

- The Board of review has stopped taking complaints for 2018. We have 436 complaints to work for 2018. That is an increase of 37% from 2017. Board of Review wants to have all complaints resolved in early December.
- Complaints that are turned in requesting an adjustment of more than \$100,000 in assessed value involve all the taxing bodies to be notified. These take more time to set a hearing so all can be present.
- We are working with city IT department to move into the cities network and start updating PC's in the office.
- We have had some issues with the web site. The link that is used to get the property information was corrupted and redirecting to other sites. The problem was resolved sorry for any inconvenience.

Questions or Comments?
Happy Holiday's!