

CITY OF BLOOMINGTON TOWNSHIP

NOTICE

MEETING: Board of Trustees, City of Bloomington Township
DATE: Monday, October 28, 2019
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: Leslie Yocum, 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 September 23, 2019 Board Meeting, as submitted by Leslie Yocum, Town Clerk. (Recommend that the Minutes of the September 23, 2019 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 September 2019 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.)
- V. Purchasing Policy for the Town of the City of Bloomington. (Recommend that the Purchasing Policy be adopted.)
- VI. Proposed Tax Levy for tax year 2019 to be used in Fiscal Year 2021 (April 1, 2020 – March 30, 2021). (Recommend that the Estimated Tax Levy for Tax Year 2019 be approved).
- VII. Reports by Elected Officials
 - A. Comments: Deb Skillrud, Township Supervisor.
 - B. Comments: Steve Scudder, Township Assessor.
- VIII. Public Comments
- IX. Adjournment

MINUTES OF THE TOWN OF THE CITY
OF BLOOMINGTON TOWNSHIP
Monday, September 23, 2019; 5:45 P.M.

The Board of Trustees for the Town of the City of Bloomington met in the Council Chambers of the City Hall Building at 5:45 p.m. on September 23, 2019. 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, Donna Boelen, Mboka Mwilambwe, Julie Emig, Joni Painter, Jennifer Carrillo, Scott Black, Jeff Crabill, Kim Bray, and Tari Renner.

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

Staff present: Leslie Yocum, Township Clerk.

Approval of Minutes of the August 26, 2019 Board Meeting, as submitted by Leslie Yocum, Township Clerk.

Motion by Trustee Mwilambwe, seconded by Trustee Painter that the Minutes of August 26, 2019 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 August 2019 accounts.

Motion by Trustee Mwilambwe, 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 Mathy, Boelen, Mwilambwe, Emig, Painter, Carrillo, Black, Crabill, Bray, and Renner.

Nays: none.

Motion carried.

Approval of the General Town Fund, Anticipated Expenditures.

Motion by Trustee Mwilambwe, seconded by Trustee Painter that the Anticipated Expenditures be approved as presented and certified.

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

Ayes: Trustees Mathy, Boelen, Mwilambwe, Emig, Painter, Carrillo, Black, Crabill, Bray, and Renner.

Nays: none.

Motion carried.

Presentation of Audit Report for Fiscal Year April 1, 2018 – March 31, 2019 by Richard W. Phillips, CPA.

Richard Phillips, Phillips & Associates, CPAs, P.C., addressed the Board. An unmodified opinion was issued. This clean opinion was given based upon internal controls in place. He complimented Township staff in working through the audit. He reported that there was an excess of revenue received over expenditures disbursed.

Motion by Trustee Mathy, seconded by Trustee Crabill that the FY 2018 - 2019 Audit be accepted and placed on file.

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

Ayes: Trustees Mathy, Boelen, Mwilambwe, Emig, Painter, Carrillo, Black, Crabill, Bray, and Renner.

Nays: none.

Motion carried.

Presentation of Annual Treasurer's Report April 1, 2018 – March 31, 2019.

Motion by Trustee Carrillo, seconded by Trustee Black that the FY 2018 - 2019 Annual Treasurer's Report be accepted.

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

Ayes: Trustees Mathy, Boelen, Mwilambwe, Emig, Painter, Carrillo, Black, Crabill, Bray, and Renner.

Nays: none.

Motion carried.

Deborah Skillrud, Township Supervisor, addressed the Board. The Purchasing Policy, (Item VII), had been removed from the agenda due to an administrative error. This item would appear on the Board's October 28, 2019 meeting agenda.

Trustee Crabill requested information be provided regarding any changes to the previous Purchasing Policy. Mrs. Skillrud stated this would be the Township first written Purchasing Policy.

Mrs. Skillrud introduced the Township's levy process. The Proposed Tax Levy would also appear on the October 28, 2019 meeting agenda. Township staff would be focused on a facility plan in the coming year. She informed the Board that the Township Officials of Illinois Annual Educational Conference would be held from November 10 – 12, 2019. She presented the dates for the annual Evergreen Cemetery Walk, (October 5 & 6 and 12 & 13, 2019).

Trustee Mathy encouraged the community to attend this event. He had read an article that featured the actors.

Steve Scudder, Township Assessor, addressed the Board. Assessments had been published in the Pantagraph on September 14, 2019. The thirty, (30), day window for appeals commenced on the publication date. His report focused on the school districts. The exemptions had not been updated but it appeared there was an increase to the disabled veteran's exemption.

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

Motion by Trustee Mwilambwe, seconded by Trustee Emig to adjourn. Time: 6:00 p.m.

Motion carried (viva voce).

Leslie Yocum
Township Clerk

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS

McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL TOWN ADMINISTRATION FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of September 2019**, 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 **28th day of October 2019**.

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

Notary Public

This **28th day of October 2019**.

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 **\$700,741.37** in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, **\$57,693.55** in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$1,699,350.66** 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: Jenn Carrillo

WARD 2: Donna Boelen

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Jeff Crabill

WARD 4: Julie Emig

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 attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR have been made from the Township Treasury AND do hereby certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have approved the Statement of Funds at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the TOWNSHIP SUPERVISOR.

Town Clerk

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

Month of: **SEPTEMBER 2019**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 102,408	
Investments: Illinois Fund (as of 08/31/2019)	\$ 699,522	
Investments: Prairie State Bank & Trust (64)	\$ 1,372,376	
	<u> </u>	
Public Funds at Commencement		\$ 2,174,306

Public Funds Received This Month

Interest: Prairie State Bank (53)	\$ 36	
Interest: Prairie State Bank (64)	\$ 329	
Interest: Illinois Funds (1085)	\$ 1,220	
Other Income - Retiree Insurance	\$ 1,339	
Tax Levy	\$ 501,645	
	<u> </u>	
Public Funds Received This Month		\$ 504,569
Public Funds Available		<u>\$ 2,678,875</u>

Public Funds Expended This Month

TOTAL Public Funds at Month End \$ 2,457,786

Public Funds at Month End

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 57,694	
Investments: Illinois Fund (as of 09/30/2019)	\$ 700,741	
Investments: Prairie State Bank & Trust (64)	\$ 1,699,351	
	<u> </u>	
TOTAL Public Funds at Month End		<u><u>\$ 2,457,786</u></u>

Checking Account Activity

Prairie State Bank & Trust (53) Balance at Commencement	\$ 102,408	
Deposits		
Interest: Prairie State Bank & Trust (53)	\$ 36	
Other Income - Retiree Insurance	\$ 1,339	
Transfer from Prairie State Bank & Trust Reserve (64)	\$ 175,000	
Total Deposits for Month	<u>\$ 176,375</u>	
Total Funds Available		\$ 278,783
Checks Written		
Assessor's Office Expenses	\$ 4,937	
Community Agency Funding	\$ 112,027	
Compensation & Benefits	\$ 97,334	
Services & Expenses	\$ 4,593	
Supervisor's Office Expenses	\$ 2,198	
Total Checks Written	<u>\$ 221,089</u>	
Total Checks Written		\$ 221,089
Prairie State Bank & Trust (53) Balance at Month End		<u><u>\$ 57,694</u></u>

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

Balance per Bank Statement	\$ 90,208	
Plus Outstanding Deposits	\$ 9,629	
Less Outstanding Checks	\$ (42,144)	
	<u> </u>	
Checkbook Balance per Reconciliation		<u><u>\$ 57,694</u></u>

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

Statement of Receipts and Disbursements

Sep-19

Revenue			
7000 Interest	\$	1,584	
7400 Other Income	\$	1,339	
7800 Tax Levy	\$	501,645	
	Total Revenue		\$ 504,569
	Total Income		\$ 504,569
Expense			
Assessor's Office			
9151 Auto Expense	\$	39	
9161 Telephone	\$	280	
9171 Utilities	\$	561	
9201 Office Supplies	\$	432	
9251 Education/Meetings/Conferences	\$	475	
9271 Appraisal Services	\$	2,793	
9291 Janitorial	\$	150	
9301 Computer Services	\$	207	
	Total Assessor's Office		\$ 4,937
Community Agency Funding			
1023 Community Medical	\$	18,500	
1025 GA Workfare Development/Client Services	\$	10,027	
1026 Youth Services	\$	35,000	
1027 Senior Services	\$	48,500	
	Total Community Agency Funding		\$ 112,027
Compensation (Salaries) & Benefits			
7011 TWP Supervisor	\$	7,833	
7021 TWP Assessor	\$	8,000	
7031 Town Clerk	\$	200	
7041 Town Trustees	\$	580	
7051 General Assistance Staff	\$	28,223	
7061 Deputy Assessors	\$	29,020	
7081 IMRF/Employer	\$	6,815	
7091 FICA (SS/MC)/Employer	\$	5,205	
7101 Group Medical/Employer	\$	11,430	
7111 State Unemployment/Employer	\$	27	
	Total Compensation (Salaries) & Benefits		\$ 97,334
Services & Expenses			
1030 Legal Expense	\$	2,375	
1038 Other Expenditures	\$	71	
1040 Building Maintenance	\$	1,448	
1042 Janitorial Services & Supplies	\$	699	
	Total Services & Expenses		\$ 4,593
Supervisor's Office			
8121 Janitorial	\$	188	
8131 Utilities	\$	842	
8141 Telephones	\$	361	
8151 Car Expense	\$	370	
8161 Education/Conference/Meetings	\$	110	
8181 Equipment Repair/Rental	\$	243	
8221 Computer/Contract Services	\$	86	
	Total Supervisor's Office		\$ 2,198
	Total Expense		\$ 221,089
Net Income			\$ 283,480

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

Year to Date Budget Comparison

Income		<u>Sep-19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
7000 Interest		\$ 9,415	\$ 9,000	\$ 415	104.6%
7400 Other Income		\$ 8,333	\$ 33,880	\$ (25,547)	24.6%
7450 Township Litigation Income		\$ -	\$ 25	\$ (25)	0.0%
7600 Personal Property Replacement Tax		\$ 88,386	\$ 75,000	\$ 13,386	117.8%
7800 Tax Levy		\$ 1,604,747	\$ 1,645,000	\$ (40,253)	97.6%
Total Revenue		\$ 1,710,880	\$ 1,762,905	\$ (52,025)	97.0%
Total Income		\$ 1,710,880	\$ 1,762,905	\$ (52,025)	97.0%
Expense					
Assessor's Office					
9141 Rent/Debt Service		\$ -	\$ 21,544	\$ (21,544)	0.0%
9151 Auto Expense		\$ 544	\$ 3,000	\$ (2,456)	18.1%
9161 Telephone		\$ 1,659	\$ 3,000	\$ (1,341)	55.3%
9171 Utilities		\$ 2,230	\$ 5,800	\$ (3,570)	38.5%
9191 Postage		\$ -	\$ 300	\$ (300)	0.0%
9201 Office Supplies		\$ 1,014	\$ 2,000	\$ (986)	50.7%
9211 Publications & Printing		\$ -	\$ 500	\$ (500)	0.0%
9231 Equipment		\$ -	\$ 6,000	\$ (6,000)	0.0%
9241 Equipment Repair/Rental		\$ -	\$ 1,500	\$ (1,500)	0.0%
9251 Education/Meetings/Conferences		\$ 6,846	\$ 9,000	\$ (2,154)	76.1%
9261 Replatting & Remapping		\$ -	\$ 9,000	\$ (9,000)	0.0%
9271 Appraisal Services		\$ 6,076	\$ 34,000	\$ (27,924)	17.9%
9291 Janitorial		\$ 900	\$ 2,000	\$ (1,100)	45.0%
9301 Computer Services		\$ 2,251	\$ 20,000	\$ (17,749)	11.3%
9311 Mapping/GIS Services		\$ -	\$ 30,000	\$ (30,000)	0.0%
9312 Membership Dues/Assessor's Staff		\$ -	\$ 2,500	\$ (2,500)	0.0%
Total Assessor's Office		\$ 21,521	\$ 150,144	\$ (128,623)	14.3%
Community Agency Funding					
1023 Community Medical		\$ 18,500	\$ 31,000	\$ (12,500)	59.7%
1025 GA Workfare Development/Client Services		\$ 19,085	\$ 19,400	\$ (315)	98.4%
1026 Youth Services		\$ 35,000	\$ 37,500	\$ (2,500)	93.3%
1027 Senior Services		\$ 48,500	\$ 68,500	\$ (20,000)	70.8%
Total Community Agency Funding		\$ 121,085	\$ 156,400	\$ (35,315)	77.4%
Compensation & Benefits					
7011 TWP Supervisor		\$ 47,000	\$ 94,000	\$ (47,000)	50.0%
7021 TWP Assessor		\$ 48,000	\$ 96,000	\$ (48,000)	50.0%
7031 Town Clerk		\$ 1,200	\$ 2,500	\$ (1,300)	48.0%
7041 Town Trustees		\$ 1,160	\$ 2,800	\$ (1,640)	41.4%
7051 General Assistance Staff		\$ 169,336	\$ 396,000	\$ (226,664)	42.8%
7061 Deputy Assessors		\$ 173,370	\$ 404,000	\$ (230,630)	42.9%
7081 IMRF/Employer		\$ 40,892	\$ 99,000	\$ (58,108)	41.3%
7091 FICA (SS/MC)/Employer		\$ 30,995	\$ 76,140	\$ (45,145)	40.7%
7101 Group Medical/Employer		\$ 68,583	\$ 177,000	\$ (108,417)	38.7%
7111 State Unemployment/Employer		\$ 153	\$ 1,400	\$ (1,247)	10.9%
Total Compensation & Benefits		\$ 580,688	\$ 1,348,840	\$ (768,152)	43.1%

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

Year to Date Budget Comparison (cont.)

Services & Expenses	<u>Sep-19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
1028 Membership Dues	\$ 1,765	\$ 1,835	\$ (70)	96.2%
1029 Auditing Expense	\$ -	\$ 7,500	\$ (7,500)	0.0%
1030 Legal Expense	\$ 6,823	\$ 10,000	\$ (3,177)	68.2%
1034 Insurance	\$ 13,242	\$ 13,000	\$ 242	101.9%
1035 Publishing	\$ -	\$ 1,500	\$ (1,500)	0.0%
1038 Other Expenditures	\$ 486	\$ 3,500	\$ (3,014)	13.9%
1039 Debt Service - Principal & Interest	\$ -	\$ 100	\$ (100)	0.0%
1040 Building Maintenance	\$ 3,266	\$ 6,000	\$ (2,734)	54.4%
1042 Janitorial Services & Supplies	\$ 2,106	\$ 6,000	\$ (3,894)	35.1%
1044 Building Repairs	\$ -	\$ 200,000	\$ (200,000)	0.0%
1045 Special Projects	\$ 50	\$ 50,000	\$ (49,950)	0.1%
Total Services & Expenses	\$ 27,738	\$ 299,435	\$ (271,697)	9.3%
Supervisor's Office				
8091 Postage	\$ 5	\$ 1,500	\$ (1,495)	0.3%
8101 Rent/Debt Service	\$ -	\$ 40,000	\$ (40,000)	0.0%
8121 Janitorial	\$ 1,125	\$ 2,500	\$ (1,375)	45.0%
8131 Utilities	\$ 3,338	\$ 9,500	\$ (6,162)	35.1%
8141 Telephones	\$ 2,211	\$ 4,000	\$ (1,789)	55.3%
8151 Car Expense	\$ 1,525	\$ 2,000	\$ (475)	76.3%
8161 Education/Conference/Meetings	\$ 486	\$ 2,000	\$ (1,514)	24.3%
8171 Equipment	\$ -	\$ 5,000	\$ (5,000)	0.0%
8181 Equipment Repair/Rental	\$ 1,455	\$ 8,000	\$ (6,545)	18.2%
8191 Office Supplies	\$ 968	\$ 4,000	\$ (3,032)	24.2%
8201 Printing	\$ 39	\$ 500	\$ (461)	7.8%
8211 Publications	\$ 25	\$ 250	\$ (225)	10.0%
8221 Computer/Contract Services	\$ 540	\$ 16,900	\$ (16,360)	3.2%
8241 Membership Dues	\$ 35	\$ 450	\$ (415)	7.8%
Total Supervisor's Office	\$ 11,751	\$ 96,600	\$ (84,849)	12.2%
Total Expense	\$ 762,783	\$ 2,051,419	\$ (1,288,636)	37.2%
Net Income	\$ 948,098	\$ (288,514)	\$ 1,236,612	

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)			
09/03/2019	8513	Soaring Eagle Cleaning Services LLC	-600.00
09/03/2019	8514	Maruna, Thomas O	-125.28
09/03/2019	8515	Skillrud, D L	-92.22
09/03/2019	8516	Hermes Service & Sales Inc	-297.00
09/03/2019	8517	American Pest Control Inc	-37.00
09/03/2019	8518	Faith in Action of Bloomington-Normal	-8,500.00
09/05/2019	EFT	EFT-Valutec Card Solutions	-85.60
09/10/2019	8519	Coldwell Banker, Honig-Bell	-45.00
09/10/2019	8520	Bowman, Danny	-2,793.00
09/10/2019	8521	Direct Energy Business	-840.93
09/10/2019	8522	City of Bloomington Finance Dept	-38.87
09/10/2019	8523	Quill Corporation	-431.97
09/10/2019	8524	NICOR Gas	-73.28
09/10/2019	8525	Xerox Corporation	-39.60
09/10/2019	8526	Verizon Wireless	-71.66
09/10/2019	8527	Gochanour, Joshua J	-176.33
09/11/2019	Transfer	Prairie State Bank & Trust	175,000.00
09/13/2019	20190915	EFT-Payroll	-23,673.36
09/13/2019	71681224	EFT-Federal Tax Deposit	-8,700.88
09/13/2019	1512639072	EFT-IL Tax Deposit	-1,518.10
09/13/2019	EFT	TASC (Total Administrative Services Corp)	-1,270.80
09/13/2019	EFT	Prairie State Bank & Trust	-90.00
09/17/2019	8528	Prairie State Legal Services, Inc	-8,500.00
09/17/2019	8529	Prairie State Legal Services, Inc	-10,000.00
09/17/2019	8530	Baby Fold, The	-10,000.00
09/17/2019	8531	Bloomington Day Care Center, Inc	-25,000.00
09/17/2019	8532	ARC Activity & Recreation Center, Normal	-40,000.00
09/17/2019	8533	YMCA	-10,000.00
09/17/2019	8534	Mescher Rinehart & Redlingshafer PC	-2,375.00
09/17/2019	8535	City of Bloomington Water Dept	-489.00
09/17/2019	8536	VISA (SRS)	-388.56
09/24/2019	8547	City of Bloomington Computer Services	-1,077.18
09/24/2019	8548	Kaeb Sanitary Supply Inc	-436.06
09/17/2019	8537	VISA (DLS)	-27.44
09/24/2019	8538	Turner, Tammie J	-152.20
09/24/2019	8539	McLean County Treasurer	-110.00
09/24/2019	8540	Frontier Communications	-640.97
09/24/2019	8541	Xerox Financial Services	-202.92
09/24/2019	8542	American Pest Control Inc	-37.00
09/30/2019	09984282249	IMRF - Illinois Municipal Retirement Fund	1,338.80
09/30/2019	41669	Town of the City of Bloomington - CEM	8,290.37
09/30/2019	20190930	EFT-Payroll	-22,630.77
09/30/2019	25081732	EFT-Federal Tax Deposit	-8,178.42
09/30/2019	0109425248	EFT-IL Tax Deposit	-1,458.01
09/30/2019	EFT	TASC (Total Administrative Services Corp)	-1,270.80
09/30/2019	EFT	Prairie State Bank & Trust	-90.00
09/30/2019	43875	EFT-IMRF	-16,284.58
09/30/2019	8543	NCPERS Group Life Ins	-128.00
09/30/2019	8544	Combs-Skinner, Marsha L	-250.00
09/30/2019	8545	City of Bloomington Health Insurance	-20,069.03
09/30/2019	8546	Renner, Tari	-55.41
09/30/2019	1955890784	IDES--IL Dept of Employment Security	-27.14
09/30/2019	Credit	Interest	35.72
Total			<u><u>-44,714.48</u></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 **30th day of September 2019**, 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 **28th day of October 2019**.

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

Notary Public

This **28th day of October 2019**.

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 **\$10,620.87** in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$674,019.72** 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: Jenn Carrillo

WARD 2: Donna Boelen

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Jeff Crabill

WARD 4: Julie Emig

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 attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR have been made from the Township Treasury AND do hereby certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have approved the Statement of Funds at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the TOWNSHIP SUPERVISOR.

Town Clerk

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Town of the City of Bloomington--General Assistance Fund

Month of: **SEPTEMBER 2019**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (00) Checking Balance	\$ 40,479	
Investments: Prairie State Bank & Trust (19)	\$ 612,899	
	<u> </u>	
Public Funds at Commencement		\$ 653,378

Public Funds Received This Month

Interest: Prairie State Bank (00)	\$ 7	
Interest: Prairie State Bank (19)	\$ 138	
Refunds & Recoveries	\$ 3,640	
Tax Levy	\$ 60,983	
	<u> </u>	
Public Funds Received This Month		\$ 64,767
Public Funds Available		<u>\$ 718,146</u>

Public Funds Expended This Month

	\$ 33,505
TOTAL Public Funds at Month End	<u>\$ 684,641</u>

Public Funds at Month End

Cash: Prairie State Bank & Trust (00) Checking Balance	\$ 10,621	
Investments: Prairie State Bank & Trust (19)	\$ 674,020	
	<u> </u>	
TOTAL Public Funds at Month End		<u>\$ 684,641</u>

Checking Account Activity

Checkbook Balance at Commencement	\$ 40,479	
Deposits:		
Interest: Prairie State Bank & Trust (00)	\$ 7	
Refunds & Recoveries	\$ 3,640	
Total Deposits for Month	<u>\$ 3,647</u>	
Total Funds Available		\$ 44,126
Checks Written: General Assistance		\$ 33,505
Checkbook Balance at Month End		<u>\$ 10,621</u>

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

Balance per Bank Statement	\$ 16,934	
Less Outstanding Checks	\$ (6,313)	
	<u> </u>	
Checkbook Balance per Reconciliation		<u>\$ 10,621</u>

Town of the City of Bloomington--General Assistance Fund

Statement of Receipts and Disbursements

Sep-19

Revenue			
7000 Interest		\$	145
7700 Refunds & Recoveries		\$	3,640
7800 Tax Levy		\$	60,983
	Total Revenue		\$ 64,767
	Total Income		\$ 64,767
Expense: CW			
6011 Groceries/Personal Essentials		\$	7,994
6021 Rent		\$	13,346
6051 Utilities		\$	3,124
6071 Emergency Assistance		\$	7,013
6101 Transportation		\$	1,270
6121 Allowances		\$	758
	Total CW		\$ 33,505
	Total Expense		\$ 33,505
	Net Income		\$ 31,262

Town of the City of Bloomington--General Assistance Fund

Year to Date Budget Comparison

		<u>Sep-19</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
Revenue					
7000 Interest		\$ 830	\$ 2,000	\$ (1,170)	41.5%
7400 Other Income		\$ -	\$ 150	\$ (150)	0.0%
7600 Personal Property Replacement Tax		\$ 10,745	\$ 17,000	\$ (6,255)	63.2%
7700 Refunds & Recoveries		\$ 24,854	\$ 40,000	\$ (15,146)	62.1%
7800 Tax Levy		\$ 195,082	\$ 200,000	\$ (4,918)	97.5%
	Total Revenue	\$ 231,510	\$ 259,150	\$ (27,640)	89.3%
	Total Income	\$ 231,510	\$ 259,150	\$ (27,640)	89.3%
Expense					
CW					
6011 Groceries/Personal Essentials		\$ 45,360	\$ 90,000	\$ (44,640)	50.4%
6021 Rent		\$ 85,428	\$ 200,000	\$ (114,572)	42.7%
6051 Utilities		\$ 12,190	\$ 30,000	\$ (17,810)	40.6%
6061 Medical		\$ -	\$ 20,000	\$ (20,000)	0.0%
6071 Emergency Assistance		\$ 35,618	\$ 70,000	\$ (34,382)	50.9%
6081 Hospital		\$ -	\$ 10,000	\$ (10,000)	0.0%
6091 Burial		\$ -	\$ 3,000	\$ (3,000)	0.0%
6101 Transportation		\$ 2,610	\$ 30,000	\$ (27,390)	8.7%
6121 Allowances		\$ 4,632	\$ 10,000	\$ (5,368)	46.3%
	Total CW Expense	\$ 185,838	\$ 463,000	\$ (277,162)	40.1%
	Total Expense	\$ 185,838	\$ 463,000	\$ (277,162)	40.1%
	Net Income	\$ 45,673	\$ (203,850)	\$ 249,523	

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)				
09/03/2019	34850	Allied Properties LLC	-304.00	
09/03/2019	34851	Fairmont LLC	-304.00	
09/03/2019	34852	Moore, J A dba Maple Grove Estates	-304.00	
09/03/2019	34853	Virtuoso LLC %AB Rentals	-1,062.04	
09/03/2019	34854	Ameren Illinois	-1,118.99	
09/03/2019	34855	City of Bloomington Water Department	-390.20	
09/03/2019	34856	Cameron, Charlie C	-200.00	
09/03/2019	34857	Bloomington Leased Housing Associates VI	-65.00	
09/03/2019	34858	Empire Townhomes LLC %Heartland Apt Mgmt	-628.00	
09/03/2019	34859	Gruber, Ronald C dba Gruber Rentals	-200.00	
09/03/2019	34860	Alberts, Maria D	-200.00	
09/03/2019	34861	Bowe, Joseph P dba Gold Trust %YoungAmeri	-200.00	
09/03/2019	34862	No Limits Real Estate LLC	-304.00	
09/03/2019	34863	Perez, Hollie M Buhl	-304.00	
09/05/2019	EFT	EFT-Kroger via Valutec	-7,993.94	
09/10/2019	34864	BHA; Blmgt Housing Authority (laundry)	-115.00	
09/10/2019	34865	BHA; Blmgt Housing Authority (rent)	-692.00	
09/10/2019	34866	Ameren Illinois	-1,042.05	
09/10/2019	34867	Corn Belt Energy Corporation	-212.44	
09/10/2019	34868	Dotson, Bernard & Rearn M	-420.00	
09/10/2019	34869	Downtown Apts, The	-35.00	
09/10/2019	34870	Moore, J A dba Maple Grove Estates	-304.00	
09/10/2019	34871	Phoenix Towers Preservation LP	-37.00	
09/10/2019	34872	Secretary of State of Illinois	-5.00	
09/10/2019	34873	Kudrys, Mark & Gregory Hall %Core3	-304.00	
09/10/2019	34874	Rustom, Ragmed (Mike) %Core 3 Prop Mgmt	-520.00	
09/10/2019	34875	WUM Properties LLC %Core 3 Property Mgmt	-60.00	
09/10/2019	34876	Super Sign Service LLC dba HBT410	-304.00	
09/10/2019	34877	Labyrinth Outreach Services to Women	-200.00	
09/10/2019	34878	Clothier Land Trust H-187 %Willow Creek	-135.20	
09/10/2019	34879	Herald, Kurtis R & Amy N dba Herald Apts	-304.00	
09/10/2019	34880	Kerrigan, Annabelle	-239.00	
09/10/2019	34881	Lakewood B LLC dba Lakewood Terrace Apts	-129.57	
09/10/2019	34882	Miller Trust, Annetta O dba Miller Prop	-126.00	
09/10/2019	34883	Ruiz, Oscar	-64.00	
09/10/2019	34884	SRIM LLC %Redbird Property Mgmt Inc	-304.00	
09/10/2019	34885	City of Bloomington Water Department	-109.57	
09/10/2019	34886	Bloomington Portfolio LLC %PLS	-304.00	
09/10/2019	34887	Forrest, Margaret Tiana	-200.00	
09/10/2019	34888	GMTK Management	-304.00	
09/10/2019	34889	Ameren Illinois	-160.00	
09/17/2019	34890	B/N~Blmgt-Normal Public Transit System	-1,000.00	
09/17/2019	34891	NICOR Gas	-123.99	
09/17/2019	34892	Bowe, Joseph P dba Gold Trust %YoungAmeri	-261.63	
09/17/2019	34893	CDG Real Estate LLC	-304.00	
09/17/2019	34894	Clothier Land Trust H-187 %Willow Creek	-280.01	
09/17/2019	34895	Fairmont LLC	-304.00	
09/17/2019	34896	Sutton, Kyle D	-304.00	
09/17/2019	34897	Ameren Illinois	-1,144.21	
09/17/2019	34898	Jessen, Chad & Micha dba Red Rock Prop	-304.00	
09/17/2019	34899	Jones, Michael A dba J&W Properties	-454.00	
09/17/2019	34900	Phoenix Towers Preservation LP	-33.00	
09/17/2019	34901	Pedcor Homes Corp dba Fox Hill Apts	-58.00	
09/17/2019	34902	Huck's/WEX Bank	-265.14	
09/17/2019	34903	City of Bloomington Water Department	-358.00	
09/17/2019	34904	Calandra, Jeffrey dba C&M Property Group	-304.00	
09/17/2019	34905	Cortez, Kyle Thomas	-150.00	
09/17/2019	34906	Hospelhorn, Todd & Susan	-304.00	

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>
09/17/2019	34907	Joyner, Roderick L	-932.00
09/17/2019	34908	Perez, Hollie M Buhl	-304.00
09/17/2019	34909	Shepard, Cynthia M dba Shakman Ent	-250.00
09/17/2019	34910	VISA ...0684	-4.50
09/23/2019	AB9389486	Treasurer, State of IL, SSI Reimbursement	2,728.00
09/23/2019	AB9389487	Treasurer, State of IL, SSI Reimbursement	912.00
09/24/2019	34911	Mission Mart	-405.69
09/24/2019	34912	Housing Authority of McLean County IL	-47.50
09/24/2019	34913	BHA; Blmgtm Housing Authority (rent)	-1,149.50
09/24/2019	34914	Labyrinth Outreach Services to Women	-200.00
09/24/2019	34915	Mayor's Manor LTD Partnership (laundry)	-33.00
09/24/2019	34916	Mayor's Manor LTD Partnership (rent)	-171.00
09/24/2019	34917	Ameren Illinois	-470.03
09/24/2019	34918	Apartment Investors XVIII LP	-590.00
09/24/2019	34919	Trujillo, Ledy	-265.00
09/24/2019	34920	Virtuoso LLC %AB Rentals	-304.00
09/24/2019	34921	Corn Belt Energy Corporation	-304.00
09/24/2019	34922	Clothier Land Trust H-187 %Willow Creek	-250.00
09/24/2019	34923	Gauf, Terry L	-304.00
09/24/2019	34924	Hospelhorn, Todd & Susan	-250.00
09/24/2019	34925	Madison Mutual Insurance Company	-29.10
09/24/2019	34926	Montgomery, Justin M	-304.00
09/24/2019	34927	BHA; Blmgtm Housing Authority (laundry)	-25.00
09/24/2019	34928	CVB Property Holdings LLC	-304.00
09/24/2019	34929	Cardinal Ridge (was Southgate)	-304.00
09/24/2019	34930	Econ-O-Wash Cleaners/Wilson & Wilson Ent	-145.00
09/30/2019	Credit	Interest	6.99
			<u>-29,858.31</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 **30th day of September 2019**, 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 **14th day of October 2019**.

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

Notary Public

This **14th day of October 2019**.

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 **\$130,714.53** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$373,518.43** at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$176,546.30** at HEARTLAND BANK (7114), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgott

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

This **28th day of October 2019**.

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: Jenn Carrillo

WARD 2: Donna Boelen

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Jeff Crabill

WARD 4: Julie Emig

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 attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR have been (or will be) made from the Township Treasury AND do hereby certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have approved the Statement of Funds at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the TOWNSHIP SUPERVISOR.

Town Clerk

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Town of the City of Bloomington--Cemetery Fund

Month of: **SEPTEMBER 2019**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$	81,953	
Cash: Heartland Bank 7782 (Reserve)	\$	293,912	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	175,211	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2019	\$	203,139	
		<u> </u>	\$ 754,215

Public Funds Received This Month

Real Estate Tax Levy			\$ 154,479
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Other Funds Received This Month

Opening/Closing Fees	\$	3,500	
Sale of Lots	\$	5,620	
Sale of Crypts	\$	3,695	
Sale of Niches	\$	780	
Sales - Other	\$	419	
Interest: Reserve/Checking	\$	169	
Income from Trusts	\$	35	
Other Income	\$	161	
Inspection Fees	\$	75	
Heartland Bank Trust 3189 Activity	\$	5,791	\$ 20,246

Total Funds Received This Month \$ 174,725

Total Funds Available \$ 928,940

Funds Expended This Month

Change in Payroll Liabilities 09/30/2019			\$ 39,884
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TOTAL Funds at Month End \$ (653)

Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$	130,715	
Cash: Heartland Bank 7782 (Reserve)	\$	373,518	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	176,546	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 06/30/2019	\$	208,930	
		<u> </u>	\$ 889,709

TOTAL Funds at Month End \$ 889,709

Checking Account Activity

Checkbook Balance at Commencement			\$ 81,953
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Deposits			
Opening/Closing Fees	\$	3,500	
Sale of Pet Spaces	\$	200	
Sale of Lots	\$	5,620	
Sale of Crypts	\$	3,695	
Sale of Niches	\$	780	
Sales - Other	\$	219	
Other Income	\$	161	
Interest: Checking	\$	42	
Inspection Fees	\$	75	
Transfer (to)/from Reserve Acct 7782	\$	75,000	
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	(1,300)	
Total Deposits for Month		<u> </u>	\$ 87,993

Total Funds Available \$ 169,945

Checks Written

Compensation & Benefits	\$	29,246	
Administrative Expenses	\$	1,582	
Cemetery Improvements, Maintenance & Repair	\$	6,890	
Cemetery Operations	\$	2,166	
Total Checks Written		<u> </u>	\$ 39,884

Change in Payroll Liabilities 09/30/2019 \$ (653)

Total Checks Written \$ 39,231

Checkbook Balance at Month End \$ 130,715

Bank Reconciliation at Month End

Balance per Bank Statement	\$	140,536	
Plus Outstanding Deposits	\$	24	
Less Outstanding Checks	\$	(9,846)	

Checkbook Balance per Reconciliation \$ 130,715

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Sep-19

Revenue

40100 Real Estate Tax Levy	\$ 154,479	
42000 Opening/Closing Fee	\$ 3,500	
42500 Sale of Lots	\$ 5,620	
43000 Sale of Crypts	\$ 3,695	
43100 Sale of Niches	\$ 780	
44700 Sales - Other	\$ 419	
44850 Sales of Pet Cemetery Spaces	\$ -	
43500 Interest: Reserve	\$ 127	
43500 Interest: Checking	\$ 42	
49000 Income from Trusts	\$ 35	
49020 Other Income & Special Events	\$ 161	
49021 Inspection Fees	\$ 75	
Total Revenue		\$ 168,934
	Total Income	\$ 168,934

Expense

Compensation & Benefits

50101 Wages: Administrative Staff	\$ 4,852	
50102 Wages: Cemetery Staff	\$ 15,941	
50201 Payroll Taxes	\$ 1,445	
50202 IMRF	\$ 1,856	
50203 IDES - Unemployment Insurance	\$ 1,435	
50204 Employee Health Insurance	\$ 3,686	
50205 Direct Deposit Transmittal Fees	\$ 32	
Total Compensation & Benefits		\$ 29,246

Administrative Expenses

52000 Office Supplies	\$ 136	
52500 Utilities	\$ 1,153	
55400 Special Event Expenses	\$ 21	
55450 Other Admin Expenses	\$ 203	
57900 Office Equipment	\$ 69	
Total Administrative Expenses		\$ 1,582

Cemetery Improvements, Maintenance & Repair

57800 Operating Equipment	\$ 324	
58000 Mausoleum (including debt service)	\$ 6,566	
Total Cemetery Improvements, Maintenance & Repair		\$ 6,890

Cemetery Operations

55500 Fuel, Oil and Equipment	\$ 1,170	
56500 Equipment Repairs	\$ 47	
56600 Cemetery Supplies & Maintenance	\$ 401	
56800 Disposal of Leaves/Branches	\$ 80	
57602 Grounds Maintenance/Repair	\$ 164	
58100 Grave Markers	\$ 304	
Total Cemetery Operations		\$ 2,166

Net Income

Total Expense	\$ 39,884
	\$ 129,050

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income	<u>Sep-19</u>	Revised <u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ 494,174	\$ 506,600	\$ (12,426)	97.5%
41000 Personal Property Replacement Tax	\$ 27,218	\$ 30,000	\$ (2,782)	90.7%
42000 Opening/Closing Fee	\$ 48,410	\$ 60,000	\$ (11,590)	80.7%
42100 Marker Commission	\$ 9,170	\$ 8,000	\$ 1,170	114.6%
42500 Sale of Lots	\$ 27,837	\$ 70,000	\$ (42,163)	39.8%
43000 Sale of Crypts	\$ 9,560	\$ 10,000	\$ (440)	95.6%
43100 Sale of Niches	\$ 19,710	\$ 10,000	\$ 9,710	197.1%
44700 Sale of Burial Supplies	\$ -	\$ 1,500	\$ (1,500)	0.0%
44800 Chapel Fee	\$ -	\$ 1,000	\$ (1,000)	0.0%
44850 Sale of Pet Cemetery Spaces	\$ 200	\$ 1,000	\$ (800)	20.0%
42400 Sales - Other	\$ 1,644	\$ 2,400	\$ (756)	68.5%
43500 Interest	\$ 1,406	\$ 3,500	\$ (2,094)	40.2%
49000 Income from Trusts	\$ 3,100	\$ 500	\$ 2,600	620.1%
49020 Other Income & Special Events	\$ 2,146	\$ 5,000	\$ (2,854)	42.9%
49021 Inspection Fees	\$ 1,425	\$ 3,000	\$ (1,575)	47.5%
Total Revenue	\$ 646,001	\$ 712,500	\$ (66,499)	90.7%
Total Income	\$ 646,001	\$ 712,500	\$ (66,499)	90.7%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 42,992	\$ 104,000	\$ (61,008)	41.3%
50102 Wages: Cemetery Staff	\$ 115,636	\$ 225,000	\$ (109,364)	51.4%
50103 Trustee Compensation	\$ 917	\$ 3,000	\$ (2,083)	30.6%
50201 Payroll Taxes	\$ 11,184	\$ 25,398	\$ (14,214)	44.0%
50202 IMRF	\$ 15,291	\$ 32,900	\$ (17,609)	46.5%
50203 IDES - Unemployment Insurance	\$ 4,643	\$ 20,000	\$ (15,357)	23.2%
50204 Employee Health Insurance	\$ 24,985	\$ 70,000	\$ (45,015)	35.7%
50205/50206 Other Payroll Expenses	\$ 201	\$ 1,000	\$ (799)	20.1%
Total Compensation & Benefits	\$ 215,848	\$ 481,298	\$ (265,450)	44.8%
Administrative Expenses				
51100 Casualty Insurance	\$ 20,711	\$ 20,317	\$ 394	101.9%
51500 Contractual Services	\$ 4,381	\$ 10,000	\$ (5,619)	43.8%
52000 Office Supplies	\$ 1,319	\$ 4,000	\$ (2,681)	33.0%
52500 Utilities	\$ 7,228	\$ 18,500	\$ (11,272)	39.1%
54000 Advertising	\$ 104	\$ 2,000	\$ (1,896)	5.2%
54500 Dues/Seminars	\$ -	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$ 285	\$ 3,000	\$ (2,715)	9.5%
55100 Audit Expense	\$ -	\$ 7,100	\$ (7,100)	0.0%
55200 Financial Administration	\$ -	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses	\$ 7,513	\$ 10,000	\$ (2,487)	75.1%
55450 Other Admin Expenses	\$ 3,635	\$ 4,500	\$ (865)	80.8%
57900 Office Equipment	\$ 69	\$ 3,000	\$ (2,931)	2.3%
Total Administrative Expenses	\$ 45,246	\$ 95,217	\$ (49,971)	47.5%
Cemetery Improvements, Maintenance & Repairs				
57601 Flags & Flag Poles	\$ 4,393	\$ 5,000	\$ (607)	87.9%
57800 Operating Equipment	\$ 45,564	\$ 71,800	\$ (26,237)	63.5%
58000 Mausoleum (including debt service)	\$ 31,896	\$ 62,000	\$ (30,104)	51.4%
58150 Real Estate for Parking Lot	\$ -	\$ 5,000	\$ (5,000)	0.0%
58300 Veterans Memorial	\$ -	\$ 43,000	\$ (43,000)	0.0%
58350 Dirt Shelter	\$ -	\$ 11,000	\$ (11,000)	0.0%
58400 Scattering Grounds/Ossuary	\$ -	\$ 4,000	\$ (4,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$ 81,853	\$ 201,800	\$ (119,947)	40.6%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Sep-19</u>	Revised <u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 5,851	\$ 11,000	\$ (5,149)	53.2%
56000 Tree Removal/Monument Repair	\$ 27,800	\$ 30,000	\$ (2,200)	92.7%
56500 Equipment Repairs	\$ 2,486	\$ 4,000	\$ (1,514)	62.1%
56600 Cemetery Supplies & Maintenance	\$ 2,502	\$ 5,000	\$ (2,498)	50.0%
56700 Rental Equipment & Leasing	\$ 132	\$ 1,000	\$ (868)	13.2%
56800 Removal of Leaves/Branches	\$ 1,070	\$ 7,000	\$ (5,930)	15.3%
56900 Abandoned Lot Reclamation	\$ -	\$ 5,000	\$ (5,000)	0.0%
57000 Office Repairs & Maintenance	\$ 24,280	\$ 3,000	\$ 21,280	809.3%
57602 Grounds Maintenance/Repairs	\$ 6,103	\$ 16,000	\$ (9,897)	38.1%
57603 Road, Fence, Lot, Drains	\$ 38,379	\$ 40,000	\$ (1,621)	95.9%
57700 Equipment Building	\$ -	\$ 1,000	\$ (1,000)	0.0%
58100 Grave Markers	\$ 9,867	\$ 9,000	\$ 867	109.6%
59900 Other Cemetery Expenses	\$ 7,572	\$ 10,500	\$ (2,928)	72.1%
Total Cemetery Operations	\$ 126,042	\$ 142,500	\$ (16,458)	88.5%
Total Expense	\$ 468,989	\$ 920,815	\$ (451,826)	50.9%
Net Income	\$ 177,012	\$ (208,315)	\$ 385,327	

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)			
09/02/2019	Credit	Interest	17.27
09/03/2019	Deposit	HBT - Heartland Bank & Trust	519.71
09/03/2019	41656	COMCAST Business	-224.37
09/03/2019	41657	Ameren Illinois	-329.77
09/06/2019	Deposit	HBT - Heartland Bank & Trust	3,695.00
09/10/2019	Deposit	HBT - Heartland Bank & Trust	43.76
09/10/2019	41658	Heartland Bank & Trust - mausoleum	-5,066.00
09/10/2019	41659	Nichols, Gabrielle Y	-359.95
09/10/2019	41660	Evergreen FS Inc	-1,169.75
09/10/2019	41661	Core 3 - Construction Services	-1,500.00
09/10/2019	41662	AT&T Mobility	-140.40
09/10/2019	41663	Kaeb Sanitary Supply Inc	-136.42
09/10/2019	41664	Midwest Equipment II	-772.36
09/10/2019	41665	VISA BMCU...1484	-556.53
09/10/2019	41666	Dave Capodice Excavating Inc	-244.00
09/11/2019	0911191102	Transfer	75,000.00
09/11/2019	0911191117	Hunt, Lindel, Virginia & David	-100.00
09/11/2019	0911191121	Johnson, Curt	-1,200.00
09/11/2019	Deposit	HBT - Heartland Bank & Trust	2,949.04
09/11/2019	Deposit	HBT - Heartland Bank & Trust	1,069.75
09/11/2019	41549STOP	Illinois Route 66 Scenic Byway Inc	100.00
09/11/2019	41549FEE	Heartland Bank & Trust	-32.00
09/13/2019	20190915	Payroll Direct Deposit	-6,917.82
09/13/2019	40554677	EFTPS - IRS	-1,917.30
09/13/2019	41667	TX Child Support SDU	-85.00
09/16/2019	Deposit	HBT - Heartland Bank & Trust	511.52
09/17/2019	41668	City of Bloomington Water Dept	-458.22
09/17/2019	Deposit	HBT - Heartland Bank & Trust	69.05
09/19/2019	Deposit	HBT - Heartland Bank & Trust	4,470.00
09/20/2019	Deposit	HBT - Heartland Bank & Trust	583.50
09/24/2019	Deposit	HBT - Heartland Bank & Trust	48.10
09/27/2019	Deposit	HBT - Heartland Bank & Trust	435.00
09/27/2019	Deposit	HBT - Heartland Bank & Trust	583.50
09/30/2019	Deposit	HBT - Heartland Bank & Trust	23.97
09/30/2019	20190930	Payroll Direct Deposit	-7,423.82
09/30/2019	50344414	EFTPS - IRS	-2,100.68
09/30/2019	1054443104	IL Dept of Revenue	-838.04
09/30/2019	41669	City of Bloomington TWP - Reimburse	-8,290.37
09/30/2019	41670	TX Child Support SDU	-85.00
09/30/2019	0604281440	IDES - IL Dept of Emp Sec	-1,434.50
09/30/2019	Credit	Interest	24.98
Total			<u><u>48,761.85</u></u>

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND ACCOUNTS McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND ACCOUNTS

I, the CEMETERY MANAGER of EVERGREEN MEMORIAL CEMETERY, a component unit of the Town of the City of Bloomington, McLean County, Illinois, do hereby attest that the payouts certified and submitted to the CEMETERY BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, a component unit of the Town of the City of Bloomington, have passed this Motion at a regularly constituted Meeting of the CEMETERY BOARD. I shall retain a copy of this documentation and shall forward the same to the Township Supervisor for payment within twenty (20) days after presentation of this Certificate to the Town Supervisor.

Cemetery Manager

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Cemetery Board of Trustees. These amounts include billings that have been received from **September 10, 2019 through October 14, 2019.**

That said DEBORAH L. SKILLRUD, being duly sworn, doth depose and say that the following bills are correct, reasonable and unpaid and should receive the approval of the Cemetery Board of Trustees.

Subscribed and sworn to before me this **14th day of October 2019.**

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

Notary Public

This **14th day of October 2019.**

WE, the undersigned CEMETERY BOARD OF TRUSTEES, do hereby authorize payment of the bills attached hereto as Exhibit "A". We have examined the foregoing proposed claims and find the same in all respects true and correct and that there is a verified statement from the Township Supervisor indicating that these amounts should be paid and that the CEMETERY BOARD OF TRUSTEES of the Town of the City of Bloomington, at a regularly constituted Meeting and by Motion agreed to by majority of the members of the CEMETERY BOARD OF TRUSTEES, said amounts shall be paid in accordance with 60 ILCS 1/80-50.

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgot

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

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CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: October 14, 2019 Meeting

ACCT	COMPENSATION & BENEFITS	DESCRIPTION	Date Due	Amount
50101	Wages: Administrative			
50101	Wages: Administrative BONUS	M Porter (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$250.00
50101	Wages: Administrative SAFETY BONUS	M Porter (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$50.00
50101	Wages: Administrative BONUS	T Crow (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$250.00
50101	Wages: Administrative SAFETY BONUS	T Crow (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$50.00
50101	Wages: Administrative BONUS	D O'Reilly (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$250.00
50101	Wages: Administrative SAFETY BONUS	D O'Reilly (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$50.00
50102	Wages: Cemetery			
50102	Wages: Cemetery BONUS	A Anderson (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$250.00
50102	Wages: Cemetery SAFETY BONUS	A Anderson (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$75.00
50102	Wages: Cemetery BONUS	C Anderson (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$250.00
50102	Wages: Cemetery SAFETY BONUS	C Anderson (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$75.00
50102	Wages: Cemetery BONUS	K Durlinger (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$250.00
50102	Wages: Cemetery SAFETY BONUS	K Durlinger (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$75.00
50102	Wages: Cemetery BONUS	T Hansen (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$250.00
50102	Wages: Cemetery SAFETY BONUS	T Hansen (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$75.00
50102	Wages: Cemetery BONUS	W Novy (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$250.00
50102	Wages: Cemetery SAFETY BONUS	W Novy (Net Check Amount, Paper Check, Hand Deliver)	11/7/19	\$75.00
SubTotal: Compensation & Benefits				\$2,525.00
ACCT	VENDORS	DESCRIPTION	Date Due	Amount
57602	AB Hatchery & Garden Center/VISA	Grass Seed	10/31/19	\$300.00
56600	American Cemetery Supplies/VISA	grave markers & mausoleum supplies (freight charges)	10/31/19	\$192.49
55200	City of Bloomington Township	Financials	10/31/19	\$12,200.00
58100	Cold Spring Memorial Group	Grave Markers	10/31/19	\$297.90
57602	Dave Capodice Excavating	Dirt (estimated)	10/31/19	\$4,000.00
56800	Dave Capodice Excavating	Shredding/Removal of Branches & Leaves (estimated)	10/31/19	\$1,000.00
56500	Don Owen Tire Service/VISA	Equipment Repairs	10/31/19	\$284.00
55400	Weaver's Rent-All/Event Experience/VISA	Special Event: Cemetery Walk	10/31/19	\$165.00
55500	Evergreen FS Inc	Fuel (estimated)	10/31/19	\$6,000.00
55450	Heartland Bank & Trust	stop payment fee (IL Rte 66 Scenic Byway)	10/31/19	\$32.00
56500	Interstate ALL-Battery Center/VISA	Battery	10/31/19	\$44.85
55400	Illinois Portable Toilets/VISA	Portable Restroom Services	10/31/19	\$440.00
55400	Illinois Route 66 Scenic Byway	Special Event ~ reissue check	10/31/19	\$100.00
56600	Lowe's/VISA	porcelain tile thinsert	10/31/19	\$23.48
56500	Martin Sullivan	Equipment Repairs (repair hurricane)	10/31/19	\$23.60
55400	McLean County Historical Society	Cemetery Walk; voucher tickets paid (est) ~ HAND CARRY	10/31/19	\$1,367.00
57800	Midwest Equipment/VISA	Shears	10/21/19	\$109.95
56500	Midwest Equipment/VISA	blower repairs	10/21/19	\$218.40
56500	Midwest Equipment/VISA	mower: battery, fuel pump, motor	10/21/19	\$143.07
52000	Office Depot/VISA	Office Supplies	10/31/19	\$116.67
57900	Office Depot/VISA	Router for shop	10/31/19	\$139.99
57900	Office Depot/VISA	Router for shop RETURNED	10/31/19	-\$139.99
55100	Phillips & Associates CPAS, PC	FY2019 Audit & State Comptroller's Report	10/31/19	\$6,950.00
58100	Pontiac Granite	infant marker: Markel	10/31/19	\$150.00
55400	Ron Smith Printing Co/VISA	Radbourne Cards	10/31/19	\$70.00
57602	RP Lumber Company Inc/VISA	foam sealant	10/31/19	\$16.47
56600	RP Lumber Company Inc/VISA	spray paint	10/31/19	\$16.47
55400	Sam's Club/VISA	Sr Expo: Pretzels	10/31/19	\$62.74
55400	Sam's Club/VISA	Cem Walk: cider	10/31/19	\$56.62
57000	SBC Heating & Air Cond Inc	furnace repair	10/31/19	\$675.28
56000	TNT Tree Service & Stump Removal/VISA	Inv #560: Dangerous Tree Removal ~ HAND CARRY	10/25/19	\$2,000.00
56000	TNT Tree Service & Stump Removal/VISA	Inv #560: Dangerous Tree Removal	10/31/19	\$1,500.00
56000	TNT Tree Service & Stump Removal/VISA	Inv #562: Broken Limbs Removal	10/31/19	\$500.00
55450	VISA	late fee & interest (estimated)	10/31/19	\$120.00
SubTotal: VENDOR Payments				\$39,175.99
TOTAL: Requests for Payments				\$41,700.99

CEMETERY FUND: ADDENDUM to Exhibit "A" - REQUEST FOR PAYMENT: October 14, 2019 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
56000	TNT Tree Service & Stump Removal	oak tree removal & cleanup, grind stump (next to office)	10/31/19	\$4,500.00
TOTAL ADDENDUM: Requests for Payments				\$4,500.00

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CERTIFICATE FOR PAYMENT OF ACCOUNTS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--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 **September 24, 2019, to October 28, 2019.**

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 **28th day of October 2019.**

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

Notary Public

This **28th day of October 2019.**

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: Jenn Carrillo

WARD 2: Donna Boelen

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Jeff Crabill

WARD 4: Julie Emig

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 attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR will be made from the Township Treasury AND do hereby certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have approved the Statement of Funds at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the TOWNSHIP SUPERVISOR.

Town Clerk

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GENERAL TOWN ADMINISTRATION FUND: Exhibit "A"

REQUEST FOR PAYMENT: **October 28, 2019** Meeting

Compensation (Salaries)			Due	Amount
7011	TWP Supervisor	D Skillrud	10/31/19	\$ 3,916.68
7011	TWP Supervisor	D Skillrud	11/15/19	\$ 3,916.68
7021	TWP Assessor	S Scudder	10/31/19	\$ 4,000.00
7021	TWP Assessor	S Scudder	11/15/19	\$ 4,000.00
7041	Town Trustee 09/23/2019	Ward 1: J Mathy	12/31/19	\$ 20.00
7041	Town Trustee 09/23/2019	Ward 2: D Boelen	12/31/19	\$ 20.00
7041	Town Trustee 09/23/2019	Ward 3: M Mwilambwe	12/31/19	\$ 20.00
7041	Town Trustee 09/23/2019	Ward 4: J Emig	12/31/19	\$ 20.00
7041	Town Trustee 09/23/2019	Ward 5: J Painter	12/31/19	\$ 20.00
7041	Town Trustee 09/23/2019	Ward 6: J Carrillo	12/31/19	\$ 20.00
7041	Town Trustee 09/23/2019	Ward 7: S Black	12/31/19	\$ 20.00
7041	Town Trustee 09/23/2019	Ward 8: J Crabill	12/31/19	\$ 20.00
7041	Town Trustee 09/23/2019	Ward 9: K Bray	12/31/19	\$ 20.00
7041	Town Trustee 09/23/2019	Mayor: T Renner	12/31/19	\$ 20.00
Compensation (Salaries) TOTAL				\$ 16,033.36
Assessor's Claims				
9151	Auto Expense	BMCU Visa/COB/WEX/Parkway/Waldon/Others (Estimated)	10/31/19	\$ 100.00
9161	Telephone	Frontier/Verizon North (Estimated)	10/31/19	\$ 310.00
9171	Utilities	City of Bloomington Water Dept (Estimated)	10/31/19	\$ 170.00
9171	Utilities	Ameren/Direct Energy Business (Estimated)	10/31/19	\$ 400.00
9171	Utilities	NICOR Gas/Direct Energy Business (Estimated)	10/31/19	\$ 250.00
9201	Office Supplies	BMCU Visa/Quill/Others (Estimated)	10/31/19	\$ 500.00
9251	Education/Meetings/Conferences	BMCU Visa/ILGISA/Sterrenberg/Others (Estimated)	10/31/19	\$ 305.00
9271	Appraisal Services	Danny Bowman (Estimated)	10/31/19	\$ 1,000.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC	10/31/19	\$ 150.00
9301	Computer Services	BMCU Visa/BNAR/MLS/Coldwell Bankers/ILDFPR/Others	10/31/19	\$ 180.00
9301	Computer Services	BMCU Visa/COB/C-Tech/Others (Estimated)	10/31/19	\$ 5,000.00
9301	Computer Services	BMCU Visa/Verizon Wireless (Estimated)	10/31/19	\$ 100.00
9312	Membership Dues	BMCU Visa/IAAO/Scudder/Jorczak/Sterrenberg	10/31/19	\$ 500.00
Assessor's Claims TOTAL				\$ 8,965.00
Community Agency Funding				
1025	GA Workfare Development/Client Services	BMCU VISA/Menard's/Lowe's/Walmart/Others	10/31/19	\$ 155.89
Community Agency Funding TOTAL				\$ 155.89
Services & Expenses				
1030	Legal Expense	Mescher Rinehart & Redlingshafer PC (estimated)	10/31/19	\$ 1,672.00
1040	Building Maintenance	Hermes Sales & Service (Estimated)	10/31/19	\$ 311.00
1040	Building Maintenance	Chief City Mechanical, Inc. (Estimated)	10/31/19	\$ 284.00
1040	Building Maintenance	American Pest Control	10/31/19	\$ 37.00
1040	Building Maintenance	Wilcox Electric (Estimated)	10/31/19	\$ 288.63
1042	Janitorial Services & Supplies	Soaring Eagle Cleaning Services LLC	10/31/19	\$ 262.50
1045	Special Projects	BMCU Visa/COB/Wm Masters/Others (Estimated)	10/31/19	\$ 1,000.00
Services & Expenses TOTAL				\$ 3,855.13
Supervisor's Claims				
8121	Janitorial	Soaring Eagle Cleaning Services	10/31/19	\$ 187.50
8131	Utilities	City of Bloomington Water Dept (Estimated)	10/31/19	\$ 303.03
8131	Utilities	Ameren/Direct Energy Business (Estimated)	10/31/19	\$ 490.62
8131	Utilities	NICOR Gas/Direct Energy Business (Estimated)	10/31/19	\$ 36.35
8141	Telephones	Frontier/Verizon North (estimated)	10/31/19	\$ 724.69
8151	Car Expense	D Skillrud/others (Estimated)	10/31/19	\$ 64.96
8151	Car Expense	T Maruna/others (Estimated)	10/31/19	\$ 29.00
8161	Education/Conference/Meetings	BMCU VISA/Heartland Community College	10/31/19	\$ 500.00
8161	Education/Conference/Meetings	BMCU VISA/Others	10/31/19	\$ 109.48
8161	Education/Conference/Meetings	BMCU VISA/Others (Estimated)	10/31/19	\$ 150.00
8161	Education/Conference/Meetings	BMCU VISA/Fred Pryor Seminars/Others	10/31/19	\$ 199.00
8181	Equipment Repair/Rental	Xerox Financial Services	10/31/19	\$ 242.52
8191	Office Supplies	BMCU Visa/Quill/Sam's Club/Office Depot/Others (Estimated)	10/31/19	\$ 8.72
8191	Office Supplies	BMCU Visa/Menard's/Others	10/31/19	\$ 25.00
8221	Computer/Contract Services	EFT-Valutec (Estimated)	10/31/19	\$ 105.35
8221	Computer/Contract Services	BMCU Visa/TOI/Others (Estimated)	10/31/19	\$ 225.00
Supervisor's Claims TOTAL				\$ 3,401.22
TOTAL Request for Payment				\$ 32,410.60

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: **SEPTEMBER 2019**

		Cemetery Fund	General Town Fund	General Assistance	COMBINED FUNDS
Fund Balances at Beginning of Month		\$ 754,215	\$ 2,174,306	\$ 653,378	\$ 3,581,899
Revenues	Interest	\$ 169	\$ 1,584	\$ 145	\$ 1,898
	Income from Trusts	\$ 35			\$ 35
	Other Income	\$ 161	\$ 1,339		\$ 1,500
	Township Litigation Income		\$ -		\$ -
	Personal Property Replacement Tax	\$ -	\$ -	\$ -	\$ -
	Marker Commissions	\$ -			\$ -
	Opening/Closing Fees	\$ 3,500			\$ 3,500
	Sales	\$ 10,514			\$ 10,514
	Inspection Fee	\$ 75			\$ 75
	Refunds and Recoveries			\$ 3,640	\$ 3,640
	Tax Levy	\$ 154,479	\$ 501,645	\$ 60,983	\$ 717,107
	Trust Activity	\$ 5,791			\$ 5,791
Total Revenues		\$ 174,725	\$ 504,569	\$ 64,767	\$ 744,061
Expenditures	Administrative Expenses	\$ 1,582			\$ 1,582
	Assessor's Office		\$ 4,937		\$ 4,937
	Capital Improvements	\$ 6,890			\$ 6,890
	Casework/General Assistance			\$ 33,505	\$ 33,505
	Cemetery Operations	\$ 2,166			\$ 2,166
	Community Agency Funding		\$ 112,027		\$ 112,027
	Compensation & Benefits	\$ 29,246	\$ 97,334		\$ 126,580
	less change in payroll liability	\$ (653)	\$ -		\$ (653)
	Services & Expenses		\$ 4,593		\$ 4,593
	Supervisor's Office		\$ 2,198		\$ 2,198
Total Expenditures		\$ 39,231	\$ 221,089	\$ 33,505	\$ 293,825
Fund Balances at Month End		\$ 889,709	\$ 2,457,786	\$ 684,641	\$ 4,032,135

Revenue Distribution Report

Fiscal Year To Date ~ FY2020

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	Tax Levy Extension for Tax Year 2018	\$ 506,572	\$ 1,645,005	\$ 199,977	\$ 2,351,554
	Percentage	21.5420%	69.9539%	8.5040%	100.0000%
Personal Property Replacement Tax					
	04/09/2019 03-2019	\$ 9,013	\$ 29,267	\$ 3,558	\$ 41,837
	05/07/2019 04-2019	\$ 10,957	\$ 35,581	\$ 4,325	\$ 50,864
	07/12/2019 05-2019	\$ 6,472	\$ 21,017	\$ 2,555	\$ 30,044
	08/19/2019 06-2019	\$ 776	\$ 2,521	\$ 306	\$ 3,604
	TOTAL	\$ 27,218	\$ 88,386	\$ 10,745	\$ 126,349
Tax Levy Extension for Tax Year 2018					
	05/28/2019 01-2019	\$ 109,109	\$ 354,315	\$ 43,072	\$ 506,497
	06/11/2019 02-2019	\$ 102,786	\$ 333,779	\$ 40,576	\$ 477,140
	06/20/2019 03-2019	\$ 49,542	\$ 160,881	\$ 19,558	\$ 229,981
	08/22/2019 04-2019	\$ 78,257	\$ 254,128	\$ 30,893	\$ 363,278
	09/10/2019 05-2019	\$ 106,828	\$ 346,904	\$ 42,172	\$ 495,903
	09/20/2019 06-2019	\$ 47,652	\$ 154,741	\$ 18,811	\$ 221,204
	TOTAL	\$ 494,174	\$ 1,604,747	\$ 195,082	\$ 2,294,003



FOR: Honorable Township Trustees

SUBJECT: Adoption of Township Purchasing Policy

RECOMMENDATION/MOTION: Recommend that the Purchasing Policy be adopted.

BACKGROUND: The Township has lacked a formal Purchasing Policy. The Township consists of two (2) elected official offices: the Assessor and the Supervisor and a component unit: Evergreen Memorial Cemetery. A formal Purchasing Policy will provide clear and practical direction on a daily basis. Township staff reviewed statutes and the City of Bloomington's Code pertaining to procurement.

The Township hopes to implement best practices in public procurement by:

- 1.) Establishing legal authority.
- 2.) Provision of uniform policies.
- 3.) Building public confidence in public procurement.
- 4.) Ensuring fair and equitable treatment of all.
- 5.) Provision of increased efficiency, economy, purchasing power and flexibility.
- 6.) Fostering effective broad based competition.
- 7.) Safeguarding the integrity of the procurement system.
- 8.) Preventing against corruption, waste, fraud and abuse.

Under the proposed Policy the Board has four (4) levels of control on Township procurement:

- 1.) Adoption of comprehensive line item budget for operating and capital expenditures.
- 2.) Approval of all awards of bids, Request for Proposals, (RFP), and contracts over \$20,000.
- 3.) Approval of anticipated expenditures prior to bill payments.
- 4.) Approval of formal project management plan for design, construction and oversight of all public facility construction over \$500,000.

After the proposed Policy is adopted the Township will establish formal Procurement Manuals encompassing the Policy and outlining procedures for procurement under \$20,000. Changes to procurement procedures will be reviewed by outside auditors. The Supervisor's Office will serve as a funnel for procurement transactions providing internal controls, insuring compliance with regulations and best practices. Procedures for procurement under \$20,000 will include but not be limited to:

- 1.) Formal bid process for procurement over \$20,000, unless there is a specific exemption as outlined in this Policy, which will be substantiated by the Supervisor, e.g. sole source, limited source.
- 2.) Minimum of three (3) formal quotes required for procurement over \$10,000 up to \$19,999, unless there is a specific exemption as outlined in the Policy, which will be substantiated by and approved by the Supervisor, e.g. sole source, limited source.
- 3.) Procedures for procurement under \$10,000 made into formal regulations and reviewed by outside auditors.
- 4.) Internal audit procedures will be expanded to detect patterns of abuse and ensure compliance with regulation. Findings will be actionable and reported to the Supervisor.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Township Assessor, Evergreen Memorial Cemetery Board and John Redlingshafer, Township Attorney.

FINANCIAL IMPACT: Enterprise effectiveness will be the key impact to clarify and implement the proposed Policy decreasing reputational risk in the vendor communities. Bid limits will allow small businesses to participate without the cost of submitting formal bids and/or RFP.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

TOWN OF THE CITY OF BLOOMINGTON

PURCHASING POLICY

Introductory Comments

The Town of the City of Bloomington (the “Township”) is a unit of local government that includes the Office of the Supervisor/General Assistance (the “Supervisor”), the Township Assessor (the “Assessor”), and the Board of Trustees of Evergreen Memorial Cemetery (the “Cemetery”). In addition to these entities, the Township has certain statutory oversight from and power vested in the Township Board of Trustees.

In an effort to promote transparency and consistency, the Supervisor, the Assessor, and the Cemetery determined it to be in their best interests to have a uniform Purchasing Policy and present it to the Township Board of Trustees for its approval. In that same spirit of consistency and given the unique nature of the Township as coterminous with the City of Bloomington, this Policy, wherever possible, is similar to the City’s Purchase Policy.

As outlined herein, the Supervisor, in consultation with the Assessor and the Cemetery, reserve the right to work together to adopt their own procedures and manuals on how to implement this Policy.

Administration

Powers and duties generally

- A. The Supervisor is the Chief Executive Officer of the Township. Accordingly, the Supervisor shall examine and report on all proposed contracts to which the Township may be a party, and shall sign on behalf of the Township any contract authorized by the Township Board of Trustees, excepting where Illinois law or the Township Board directs that some other officer or entity shall do so. For example, this paragraph shall not apply to actions where authority is granted to the Cemetery and/or Assessor by law or when deferred by the Township Board.
- B. The Supervisor, the Assessor and the Cemetery have their own rights and obligations under Illinois law. Accordingly, where appropriate, the Supervisor, the Assessor, or the Cemetery shall make relevant purchases of construction, repair, maintenance, services, goods, supplies, materials, and equipment in the manner prescribed by, but subject to any limitations imposed by law. No purchase shall be made and no expense shall be incurred except for purposes in which prior appropriation is made. Additional information may be requested from the Cemetery and/or Assessor to support presentations to the Township Board of Trustees.
- C. The Supervisor shall sign on behalf of the Township any deed for real property, except for any deeds issued by the Cemetery for burial purposes.

Settlement of Litigation, Claims and Collections

- A. Settlements concluding any litigation, claims, and collections of any amount shall require presentation to and action by the Township Board of Trustees unless otherwise authorized by law or upon the advice of the Township attorney.
- B. For any judgment obtained by the Township or for any other amount owed to the Township, the Supervisor is authorized to enter into an agreement with one or more collection agencies for the collection of said debts. The same authority rests with the Assessor and the Cemetery for judgments obtained or other amounts owed to those entities.

Approval of Contracts, Purchases, Open Market Orders and General Spending Levels

- A. The Supervisor, the Assessor, and the Cemetery are hereby authorized to procure, at the relevant entity's discretion, on the open market, commodities, supplies and services, and construction, repair and maintenance projects, costing not more than Twenty Thousand Dollars (\$20,000.00) per individual purchase, contract and/or procurement. Any approval shall remain subject to any competitive bidding processes if desired or as required by law.
- B. Any determination with respect to contracts, purchases or open market orders involving the expenditure of Twenty Thousand Dollars (\$20,000.00) or more per individual purchase, contract and/or procurement shall be subject to any competitive bidding processes consistent with Illinois law.
- C. In consultation with the Assessor and the Cemetery, the Supervisor may establish reasonable additional regulations, setting forth more detailed requirements and procedures for the procurement of commodities, supplies and services, and construction, repair and maintenance projects as well as when contracts shall be used for procurement and when purchase orders shall be used.
- D. The Supervisor, the Assessor, and the Cemetery may authorize payments of expenditures approved in their relevant portion of the Township's budget and appropriation ordinance that are routine in nature and otherwise required by an existing contract or intergovernmental agreement, as well as utility payments, health insurance payments and other contributions approved within the budget and appropriation ordinance. However, any such expenditure shall be reported on the Township's Monthly Audit report and must be subject to review by the Township Board of Trustees in a manner consistent with Illinois law.
- E. Nothing herein shall limit the ability of the Supervisor, the Assessor, or the Cemetery to hire employees, enter into and sign employment contracts, and to sign contracts with employment agencies.

- F. The Supervisor, the Assessor, and the Cemetery shall have the authority to execute a change order to any contract under their authority if either: 1.) the amount of the change order is under \$5,000.00; or 2.) the change order does not raise the total cost of the procurement more than \$20,000.00. For all other change orders, the Township Board or the Cemetery (where appropriate) shall approve the change order or may give authority to the Supervisor, the Assessor, or the Cemetery in the motion to approve the contract authority to execute change orders.
- G. All formal contracts greater than \$20,000.00 shall be approved as to form by the attorney for the Township, the Assessor, or the Cemetery, where appropriate.

Competitive Procurement Requirements; Notice of Procurement; Waiver of Bids

- A. Requirements. Except as provided, all contracts, purchases or open market orders in the amount of \$20,000.00 and above made by the Township, the Assessor, or the Cemetery shall be awarded to the vendor whose bid, quote or offer, after due notice is given, is determined by the relevant governing authority to serve the best interests of that entity, taking into consideration the quality of the construction, repair, maintenance, services, goods, supplies, materials, and equipment supplied, their conformity with the specifications, the price, delivery terms and the service reputation of the vendor, and such other criteria as may be specified in the documents seeking the bid, quote or offer. All entities reserve in all cases the right to reject any and all bids, quotes and/or offers. This process shall be known as “competitive procurement.” For the procurement of construction, repair, or maintenance, equipment, supplies, materials, goods or services estimated to be under Twenty Thousand (\$20,000.00), the Supervisor, in consultation with the Assessor and the Cemetery may establish reasonable purchasing and/or bid procedures by regulation.
- B. Notices. Unless otherwise provided by law, all notices to bidders or responders for procurement of construction, repair, or maintenance, equipment, supplies, materials, goods or services estimated to be Twenty Thousand Dollars (\$20,000.00) or more shall be published no less than ten (10) days in advance of the date announced for the receiving of bids or responses, in a daily newspaper of general circulation in the Township, and shall simultaneously be available at the Township or Cemetery Building, depending on the entity with responsibility for the notice. The newspaper notice required shall include a general description of the articles to be purchased, shall state where the competitive procurement documents may be secured and the time and place for opening bids or responses. In addition, sealed bids or responses shall be solicited by mailing notices to prospective suppliers.
- C. Additional Competitive Procurement Requirements. The competitive procurement requirements set forth in this Policy may be altered in the following circumstances by the Supervisor, the Assessor, or Cemetery, as applicable:

- (1) Joint Purchases. In cases where the construction, repair, or maintenance, equipment, supplies, materials, goods or services for amounts in excess of Twenty Thousand Dollars (\$20,000.00) have already been approved through a state competitive bidding process or are being purchased through a joint purchase agreement with one or more other governmental units, such purchases may be approved in a manner consistent with the Governmental Joint Purchasing Act, the Intergovernmental Cooperation Act or elsewhere provided by law. Nothing shall prevent the Township, the Assessor, or the Cemetery from seeking quotes and bids, and making purchases, from suppliers or vendors who can provide lower prices than those available through joint purchasing programs for equivalent or better items. The Supervisor, the Assessor, and the Cemetery are further authorized to enter into joint purchasing agreements and to exercise spending authority without competitive procurement if the purchase is through a joint purchasing program in a manner consistent with Illinois law.
- (2) Sole Source Procurement. Contracts for construction, repair and maintenance, services, goods, supplies, materials and equipment that are produced or provided by only one supplier or vendor may be awarded without engaging in the competitive procurement processes required by this Policy as allowed under Illinois law. For this exception to apply, the following steps must followed:
 - (a) The Supervisor, the Assessor, or the Cemetery, shall perform due diligence to determine whether there is more than one possible vendor and shall document said efforts;
 - (b) The vendor shall provide a letter indicating its sole source status; and
 - (c) If the Supervisor, the Assessor, or the Cemetery determines that there is only one supplier or vendor of the construction, repair and maintenance, services, goods, supplies, materials and equipment required, those entities are authorized to negotiate and to recommend to the relevant governing authority for contracts and purchases in excess of \$20,000.00, as applicable, a contract with such supplier or vendor to purchase the construction, repair and maintenance, services, goods, supplies, materials and equipment, at prices or on terms most advantageous to them. In such a case, a written determination stating such supplier or vendor is the sole source for such construction, repair and maintenance, services, goods, supplies, materials and equipment is required. For contracts or purchases up to \$19,999.99, the Supervisor, the Assessor, or the Cemetery may proceed with the purchase without prior approval of the relevant governing authority if all of the steps outlined herein are met, but shall present said purchase to its authority for formal

audit/approval as required by law. Such approval from the authority shall not be unreasonably withheld.

- (3) **Limited Source Procurement.** Contracts for construction, repair and maintenance, services, goods, supplies, materials and equipment that are produced or provided by a specialized supplier or vendor, or where due to compatibility issues with existing equipment a limited source procurement is necessary, may be awarded without engaging in the competitive procurement processes required by this Policy and without the adoption of a Resolution to the extent allowed under Illinois Law. For this exception to apply, the following steps must followed:
 - (a) If the Supervisor, the Assessor, or the Cemetery determines that a specialized supplier or vendor is needed or has been used in the past on a specific project for construction, repair and maintenance, services, goods, supplies, materials and equipment within the special parameters required or pursuant to an overall plan for procurement to achieve improved public service or long term operational efficiencies, the Supervisor, the Assessor or the Cemetery are authorized to negotiate and to recommend to the relevant governing authority a contract with such supplier or vendor to purchase the construction, repair and maintenance, services, goods, supplies, materials and equipment, at prices or on terms most advantageous to the entity. For contracts or purchases up to \$19,999.99, the Supervisor, the Assessor, or the Cemetery may proceed with the purchase without additional approval if all of the steps outlined herein are met.
 - (b) In the case of a Limited Source Procurement, the Supervisor, the Assessor, or the Cemetery shall make a written determination of the basis for the special parameters or overall plan for procurement to achieve improved public service or long term operational efficiencies and that such supplier or vendor is the single source for such construction, repair and maintenance, services, goods, supplies, materials and equipment.
- (4) **Professional Services.** Contracts, agreements or memberships in or with trade or professional organizations, lobbying groups, governmental services memberships, and professional services for legal and employment related services shall be exempt from the competitive procurement requirements as shall all employee contracts and hires and agreements with any collection agencies.

Emergency Purchases; Report Required When More Than Twenty Thousand Dollars

In the case of accident or other circumstances creating an emergency where necessary to protect life, the public health and safety, and public property, or in the case of the occurrence of any breakage or loss of equipment, or in other circumstances which could not reasonably be anticipated, whereby in which any necessary regular service of the Township, the Assessor, or the Cemetery is, or is about to be, interrupted or whereby these entities will suffer any great or continuing loss, the Supervisor, the Assessor, or the Cemetery, upon the request of their relevant staff, may negotiate an emergency purchase to address any such circumstance engaging in the competitive procurement process and in such amount as may be necessary in the circumstances in a manner consistent with Illinois law. In the case of such emergency purchases involving amounts in excess of Twenty Thousand Dollars (\$20,000.00), the Supervisor, the Assessor, or the Cemetery shall, at the next meeting of the relevant governing authority, render a full report on the case.

Public Facility Construction

The goal of public construction of facilities is to deliver public facilities that meet the needs of the citizens and the public employees that use them and that represent sound investments of tax dollars. High-quality, cost-effective design and construction services are key to achieving this goal on each public facility construction project. As part of any proposed new public facility construction project estimated to be in excess of \$500,000.00, the Supervisor, the Assessor, or the Cemetery shall first propose to the Township Board of Trustees a project management plan for the design, construction and oversight of the project.

The project management plan may either be approved or rejected by a majority of the Township Board of Trustees and the project management plan ultimately approved shall govern the design, construction, oversight and general scope of the project. This plan shall include whether the project will be design-build, as allowed by law, or whether a general contractor will be utilized. The project management plan shall be approved prior to bidding the project, but may be altered or amended by a majority of the Township Board of Trustees after bidding. The project management plan shall include a schedule, identify critical issues, outline any risks, estimates of cost, and budget. The project management plan shall provide for the transition of all record drawings, record of contractors and subcontractors, operation and maintenance manuals, training for the proper operation of the facility and equipment, and a record of warranties to staff.

In the event that any section, clause, provision, or part of this Policy shall be found and determined to be invalid by a court of competent jurisdiction, all valid parts that are severable from the invalid parts shall remain in full force and effect.



FOR: Honorable Township Trustees

SUBJECT: Proposed FY 2021 Proposed Tax Levy for Tax Year 2019

RECOMMENDATION/MOTION: Recommend that the Board approve the estimated Tax Levy for Tax Year 2019 in the amount of \$2,351,600.

BACKGROUND: According to the Illinois Property Tax Code Division 2 Truth in Taxation, (35ILCS 200/18/60), the Township must formally adopt an estimated tax levy not less than twenty (20) days prior to the adoption of a final tax levy.

35ILCS200/18-85 requires said estimate be compared to the prior year extension and if a five percent (5%) increase exists then a public notice and a public hearing must occur.

In addition, the tax levy ordinance must be passed by a vote of the Board and a certified copy thereof, filed with the County Clerk on or before the last working Tuesday in December, this year the date would be December 17, 2019. Therefore, the adoption of the 2019 Tax Levy Ordinance will be placed on the Board's November 25, 2019 meeting agenda.

There are three (3) components of the property tax formula that affect an increase or decrease in real property taxes. The dollar amount requested by the Township or any of the other overlapping tax districts, the amount of the final Equalized Assessed Value, (EAV), which is one third of the properties assessed value, and the tax rate which is generated by dividing the levy by the EAV:

$$\text{Tax formula:} \quad \frac{\text{Dollar Levy}}{\text{Final EAV}} = \text{Tax Rate}$$

The Township adopts its estimated tax levy based on a preliminary EAV which is an estimate and subject to the appeals process. The final EAV will be completed by January 1, 2020. The tax rate generated is later applied to individual property owner's tax bills on April 1, 2020 and the bills are mailed on May 1, 2020.

This year the Township is requesting \$2,351,600 which is projected to result in a flat tax rate compared to last year. Depending on what happens to the Township's final EAV, real property owners could receive a slight decrease in property taxes levied by the Township.

2019 Tax formula estimate	<u>\$2,351,600</u>	
(Preliminary EAV):	\$1,898,393,653	0.0124%

The property tax levy is primary revenue source for the Township.

FINANCIAL IMPACT/ANALYSIS: The Supervisor and Assessor recommend the Board adopt the tax levy estimate of \$2,351,600 which matches last year's levy. The Township has had a practice of reducing its reserve fund balance dating back to the 2007. From 2014 to 2016, the tax levy remained flat. The standard practice for township government is to have a General Assistance, (GA), reserve equal to one, (1), year of expenditures. The forecast for the end of FY 2021 is for the Township to have approximately eight, (8), months in the GA reserve. The standard practice for township government is to have General Town Fund, (GT), reserve equal to eighteen, (18), months of expenditures but no lower than six, (6), months. The forecast for the end of FY 2021 is for the Township to have approximately seven, (7), months in the GT reserve.

There had not been a change to the levy amounts for the three, (3), funds. The \$265 monthly GA grant had been in effect prior to 2002. In 2019, this monthly grant has been increased to \$312. Furthermore, the Township believes it may see an increase in the employer share for health insurance and there has been an increase to its IMRF, (Illinois Municipal Retirement Fund), employer rate.

ADMINISTRATOR RESPONSE: I respectfully request the Board's support of this estimated Property Tax Levy.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

Town of the City of Bloomington

FY2021 Budget ~ **Proposed**

For Tax Year 2019

04/01/2020 - 03/31/2021

LEVY COMPARISONS	<i>Tax Year:</i>	2016	2017	2018	2019
Evergreen Memorial Cemetery Fund		506,600	506,600	506,600	506,600
General Town Fund		1,495,000	1,645,000	1,645,000	1,645,000
General Assistance Fund		250,000	200,000	200,000	200,000
Total LEVY		2,251,600	2,351,600	2,351,600	2,351,600

		Evergreen Memorial Cemetery Fund	General Town Fund	General Assistance Fund	COMBINED FUNDS
Projected Fund Balance on 04/01/2020		359,852	1,516,451	540,150	2,416,453
Projected Revenues	Interest	3,000	15,000	1,500	19,500
	Income from Trusts	4,000			4,000
	Other Income & Special Events	3,500	120,000	150	123,650
	Township Litigation Income		25		25
	Personal Property Replacement Tax	35,000	125,000	20,000	180,000
	Opening/Closing Fee	90,000			90,000
	Marker Commission	9,000			9,000
	Sales	125,900			125,900
	Inspection Fee	3,000			3,000
	Refunds and Recoveries			30,000	30,000
	Tax Levy	506,600	1,645,000	200,000	2,351,600
Total Projected Revenues		780,000	1,905,025	251,650	2,936,675
Projected Expenditures	Administrative Expenses	96,800			96,800
	Assessor's Office		151,144		151,144
	Cemetery Improvements, Maintenance & Repairs	95,792			95,792
	Casework/General Assistance			463,000	463,000
	Cemetery Operations	148,000			148,000
	Community Agency Funding		262,400		262,400
	Compensation & Benefits	439,408	1,358,751		1,798,159
	Services & Expenses		302,500		302,500
	Supervisor's Office		101,350		101,350
Total Projected Expenditures		780,000	2,176,145	463,000	3,419,145
Projected Fund Balance on 03/31/2020		359,853	1,245,331	328,800	1,933,984

Average Monthly Expenditures	65,000	160,512	38,583
Number of Months in Reserve at end of FY	5.54	7.76	8.52

10/22/2019

Town of the City of Bloomington
General Town Fund FY2021 Budget ~ *Proposed*
For Tax Year 2019
04/01/2020 - 03/31/2021

		FY 2017 Actual		FY 2018 Actual		FY 2019 Actual		FY2020 Estimated as of 09/30/2019		FY2021 (Proposed)	
Beginning Fund Balance			859,331		1,168,787		1,356,419		1,509,688		1,516,451
Revenues	Interest		3,874		8,434		12,587		18,829		15,000
	Other Income		105,378		73,480		42,848		33,616		35,000
	Other Income: Grant #1										35,000
	Other Income: Grant #2										50,000
	Township Litigation Income		40,385		0		0		25		25
	Personal Property Replacement Tax		130,336		131,443		110,640		115,000		125,000
	Tax Levy		1,591,588		1,493,813		1,544,401		1,645,000		1,645,000
Total Revenues			1,871,562		1,707,170		1,710,476		1,812,470		1,905,025
Expenditures	Assessor's Office		89,834		72,649		72,415		121,126		151,144
	Rent/Debt Service	21,544		21,544		21,544		21,544		21,544	
	Auto Expense	2,941		761		1,178		3,000		3,000	
	Telephone	3,182		3,164		3,251		3,982		4,000	
	Utilities	5,578		5,390		5,144		5,800		5,800	
	Postage	145		245		0		300		300	
	Office Supplies	1,669		1,925		608		2,000		2,000	
	Publications & Printing	225		232		0		500		500	
	Equipment	1,691		0		4,776		6,000		6,000	
	Equipment Repair/Rental	40		0		0		1,500		1,500	
	Education/Meetings/Conferences	7,136		9,605		5,835		9,000		9,000	
	Replating & Remapping	0		0		0		9,000		9,000	
	Appraisal Services	15,383		20,703		14,533		34,000		34,000	
	Janitorial	1,840		1,650		1,800		2,000		2,000	
	Computer Services	9,103		5,055		11,767		15,000		20,000	
	Mapping/GIS Services	16,978		0		0		5,000		30,000	
	Membership Dues	2,380		2,375		1,979		2,500		2,500	
	Community Agency Funding		167,500		137,000		148,290		156,400		262,400
	Community Medical	20,000		18,500		18,500		31,000		31,000	
	Transportation	10,000		0		0		0		0	
	GA Client Service Funding	17,500		12,500		23,790		19,400		42,900	
	Youth Services	42,500		37,500		37,500		37,500		35,000	
	Senior Services	77,500		68,500		68,500		68,500		68,500	
	Grant #1									35,000	
	Grant #2									50,000	
	Compensation & Benefits		1,171,773		1,190,273		1,187,804		1,282,440		1,358,751
	TWP Supervisor	77,833		92,667		94,000		94,000		94,000	
	TWP Assessor	94,500		96,000		96,000		96,000		96,000	
	Town Clerk	2,400		2,400		2,400		2,500		2,500	
	Town Trustees	2,660		2,320		2,220		2,800		2,800	
	GA Staff	343,840		338,944		338,283		348,832		384,297	
	Deputy Assessors	327,440		339,799		346,410		404,000		404,000	
	IMRF	113,202		104,334		98,980		100,412		123,755	
	FICA	59,474		60,960		61,737		72,532		75,000	
	Group Medical	149,474		151,922		146,946		160,000		175,000	
	State Unemployment	948		928		827		1,364		1,400	

Town of the City of Bloomington
General Town Fund FY2021 Budget ~ *Proposed*
For Tax Year 2019
04/01/2020 - 03/31/2021

		FY 2017 Actual		FY 2018 Actual		FY 2019 Actual		FY2020 Estimated as of 09/30/2019		FY2021 (Proposed)	
	Services & Expenses		47,862		42,455		69,392		149,659		302,500
	Membership Dues	1,387		1,442		1,760		1,835		2,000	
	Auditing Expense	6,775		6,850		6,900		6,950		8,000	
	Legal Expense	4,390		5,482		12,784		10,000		10,000	
	Court Costs	0		0		0		0		0	
	Surety Bonds	0		0		0		0		0	
	Insurance	12,303		12,288		12,611		13,242		14,000	
	Publishing	448		498		654		1,500		1,500	
	Other Expenditures	3,806		2,617		2,537		3,500		4,000	
	Debt Service: Principle & Interest	4,700		2,606		254		100		0	
	Building Maintenance	8,659		7,004		8,657		6,532		6,000	
	Janitorial Services & Supplies	3,395		3,667		4,665		6,000		6,000	
	Building Security	1,999		0		0		0		1,000	
	Building Repairs	0		0		0		50,000		200,000	
	Special Projects	0		0		18,570		50,000		50,000	
	Supervisor's Office		85,136		77,162		79,305		96,082		101,350
	Postage	1,983		46		1,538		1,500		1,500	
	Rent/Debt Service	40,000		40,000		40,000		40,000		40,000	
	Janitorial	2,300		2,063		2,250		2,500		2,500	
	Utilities	8,367		8,085		7,723		6,676		7,000	
	Telephones	3,912		3,957		4,085		5,306		5,000	
	Car Expense	291		825		1,180		3,000		4,000	
	Education/Conference/Meetings	2,230		3,319		2,587		2,000		3,000	
	Equipment	0		1,066		1,640		5,000		5,000	
	Equipment Repair/Rental	6,624		3,862		2,910		8,000		8,000	
	Office Supplies	3,778		2,090		3,125		4,000		4,000	
	Printing	480		0		975		500		3,000	
	Publications	50		871		50		250		1,000	
	Computer/Contract Services	14,991		10,849		11,106		16,900		16,900	
	Membership Dues	130		130		135		450		450	
	Total Expenditures		1,562,105		1,519,539		1,557,206		1,805,706		2,176,145
	Ending Fund Balance		1,168,787		1,356,419		1,509,688		1,516,451		1,245,331

Average Monthly Expenditures	130,175	126,628	128,220	142,142	160,512
Number of Months in Reserve at end of FY	8.98	10.71	11.77	10.67	7.76

10/22/2019

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

Town of the City of Bloomington

General Assistance Fund FY2021 Budget ~ *Proposed*

For Tax Year 2019

04/01/2020 - 03/31/2021

		FY 2017 Actual	FY 2018 Actual	FY 2019 Actual	FY2020 Estimated as of 09/30/2019	FY2021 (Proposed)
Beginning Fund Balance		947,454	700,416	624,219	638,968	540,150
Revenues	Interest	2,153	1,772	1,777	1,659	1,500
	Other Income	-	-	-	-	150
	Personal Property Replacement Tax	15,435	19,839	21,455	21,490	20,000
	Refunds and Recoveries	41,989	65,364	51,322	49,708	30,000
	Tax Levy	149,618	249,831	299,856	200,000	200,000
	Total Revenues	209,195	336,806	374,410	272,857	251,650
Expenditures	Groceries/Personal Essentials	98,132	89,937	76,715	90,720	90,000
	Rent	233,195	197,570	168,693	170,857	200,000
	Utilities	26,775	28,712	19,708	24,380	30,000
	Medical	338	117	-	-	20,000
	Emergency Assistance	46,616	42,663	43,461	71,236	70,000
	Hospital	-	-	-	-	10,000
	Burial	-	-	1,500	-	3,000
	Transportation	38,132	43,540	40,459	5,219	30,000
	Allowances	13,045	10,465	9,125	9,264	10,000
	Total Expenditures	456,233	413,003	359,661	371,675	463,000
Ending Fund Balance		700,416	624,219	638,968	540,150	328,800

Average Monthly Expenditures	38,019	34,417	29,972	30,973	38,583
Number of Months in Reserve at end of FY	18.42	18.14	21.32	17.44	8.52

10/22/2019

For Tax Year 2019
04/01/2020 - 03/31/2021

10/22/2019

CITY of BLOOMINGTON TOWNSHIP
EVERGREEN MEMORIAL CEMETERY

TO: Township Trustees
FROM: Deborah L Skillrud, TWP Supervisor
DATE: October 28, 2019
RE: Township Supervisor's Report

Township is writing a State Farm grant for POTS recycling program which opened in September. Grant will be submitted by October 31, 2019.

Community Agency Funding grants-in-aid were disbursed to Faith in Action for Senior Transportation (\$8,500), YMCA for indigent mental health and wellness (\$10,000), Prairie State Legal Services for homeless (\$10,000) and seniors (\$8,500), Baby Fold for youth services (\$10,000), Bloomington Day Care (\$25,000) for youth services, and Normal Township (\$40,000) for senior services.

General Assistance monthly payment level for an adult case is \$312. Asset disregard is \$1,000 which is equal to that of a homeless person.

Emergency Assistance payment level for a household size of one is \$312. As family size increases, the grant amount increases by \$111 per person. Guidelines based on FY2019 HUD Extremely Low Section 8 Income Limits for McLean County, Illinois. These income limits are calculated and compared to the poverty guidelines as established by the Department of Health and Human Services. Asset disregard is \$1,000 per household.

Work Program: Jobs: (1) FT Murphy USA, (1) FT Ace World Wide, (1) Private Caregiver, (1) Pizza Ranch, (1) Hy-Vee Restaurant, and (1) Fresh Thyme

- Four, (4), Township recipients worked for National Able and received Township assistance.
- Six, (6), Township recipients participated in Recovery Court.
- One, (1), Township recipient participated in Bridgeway program.
- One, (1), Township recipient participated in DORS, (Division of Rehabilitation Services).
- Three, (3), participated in Skills to Succeed at the Township Building. Two, (2), graduated this month.
- Sixteen, (16), Township recipients and six, (6), community members participated in Wellness Lifestyle classes.
- Seven, (7), workfare participants, participated in the POTS program, (i.e. workfare).

Township office has responded to over 700 calls and walk-ins during the month of September.

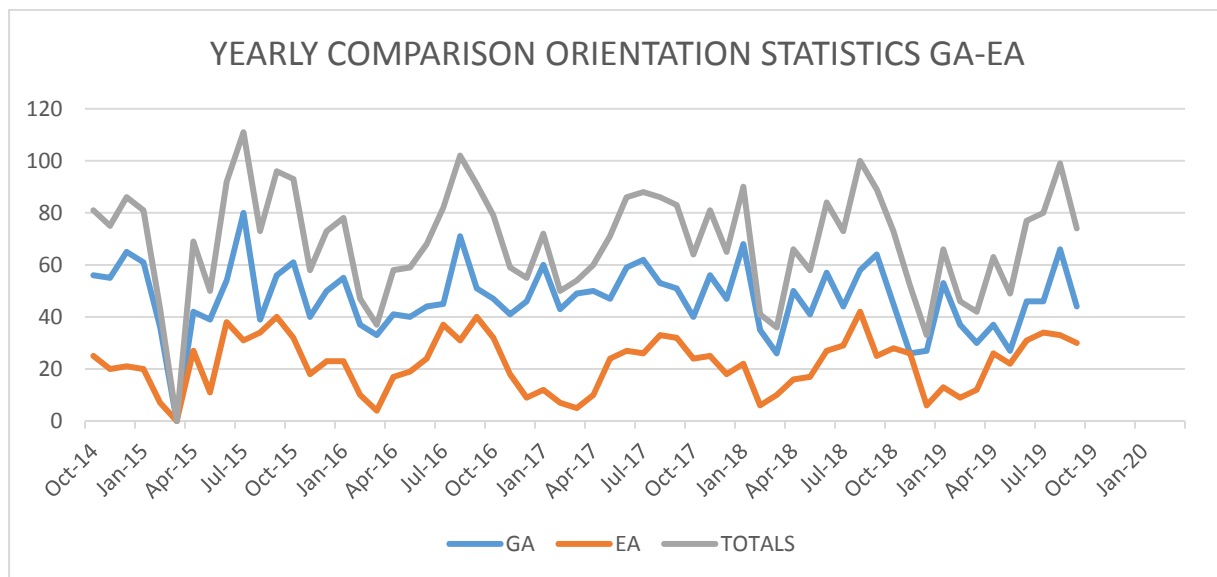
Recipients in job training assignments have completed 251.5 man-hours. Recipients in the workfare program have completed 198 man-hours.

General Assistance (GA): Total September cases for GA listed on attached System Activity Report. Of forty-one, (41), shelter assistance cases served by Township: one, (1), was homeless; one, (1), was live-in, three, (3), resided in a home; thirty-three, (33), were renters, one, (1), lived subsidized housing, and two, (2), were in treatment centers.

New clients by age: nine clients, (20.5%), age 18 - 25; twenty-three clients, (52.3%), age 26 - 40; eight clients, (18.2%), age 41 - 50; and four clients, (9.1%), age 51 - 62.

Two, (2), recipients were awarded Supplemental Security Income, (SSI), in the month of September. Township received \$3,640 in reimbursement.

Seventy-four, (74), individuals, (44 GA and 30 Emergency Assistance/EA), attended orientation throughout the month of September. There was a decline individuals seeking assistance from the previous month. This decline is expected as depicted on following graph which shows cycles of need.



Cemetery: This year the Evergreen Cemetery Walk brought the voices of McLean County's history to life. Costumed actors portrayed individuals representing all walks of life from the county's past on the beautiful grounds of the Cemetery. This year the event served over 3,200 individuals, (mostly students). The Cemetery is one of the richest historical resources in our community. People from all walks of life are buried in this over 150 year old cemetery. Rich, poor, famous, infamous, loved or forgotten alike, they are all buried here. The Cemetery provides an honorable resting place for all members of our community.

This annual event continues to be a collaboration between the McLean County Museum of History, Illinois Voices Theatre Echoes and the Cemetery.



We are on a mission to remember, honor and teach. Join us by sponsoring a wreath to be placed in honor of a veteran this December. We will ensure that their sacrifice is remembered yet again and passed on to a new generation of Americans.

What does it mean to sponsor a wreath? It means you will honor an American hero at Evergreen Memorial Cemetery in Bloomington on December 14th, 2019 on Wreaths Across America Day.

It is a day that has been set aside to lay wreaths at the places where we remember, honor and teach about our veterans living or deceased, and where we can pay tribute to their sacrifices. We cannot do that without your support. Your sponsorship will ensure that a wreath is handcrafted of all-American balsam and hand tied with a red velvet bow in Columbia Falls, Maine.

Wreaths are \$15.00 each. Honor your beloved living or deceased veteran by ordering in any of the following manner. Stop by Cemetery Office at 302 E. Miller St., Bloomington, IL or call 309/827-6950 or copy and paste the following link into your browser and click on the red donate button: <https://donate.wreathsacrossamerica.org/>. Cemetery orders will be accepted until November 30th.

System Activity Report

[9/1/2019 - 9/30/2019] Report Date: 10/14/2019

General Assistance

Grants (New Clients) :	17	\$5,137.60
Grants (Previous Clients) :	68	\$20,068.65
In-Process :	5	
Denials :	27	
Sanctions :	14	
Terminations :	18	
	149	\$25,206.25

General Assistance - Medical

Referrals :	1	
Disbursements :	0	
	1	\$0.00

General Assistance - Work Program Assignments

Job Training :	20	
Workfare :	19	
	39	

General Assistance - Work Program Expenses

Haircut :	4	\$20.00
WF 30 Day :	52	\$1,664.00
WF 7 Day Bus :	7	\$70.00
WF Gasoline :	11	\$352.00
	74	\$2,106.00

Emergency Assistance

Grants :	13	\$5,144.40
In-Process :	0	
Denials :	1	
	14	\$5,144.40

Additional Assistance

Transient :	2	\$22.50
	2	\$22.50

Additional Activity

A Call (phone/fax/email) :	303	
A Face-to-Face :	395	
Call/Walk-in AFTER 4:30 pm :	8	
General - Intake :	76	
General - Orientation :	130	
General - Other :	22	
General - Reschedule :	2	
R - BHA :	5	
R - CHS :	1	
R - DHS :	3	
R - DORS :	1	
R - IDES :	1	
R - MCCA / LIHEAP :	8	
R - Other :	23	
R - PATH :	7	
R - Salvation Army :	1	
WF - Appointment :	31	
WF - Sanction :	1	
WF - Work Sponsor Site :	55	
WF Training/Education :	50	
	1,123	
Grand Totals:	1,402	\$32,479.15

System Activity Report

Report Date: 10/14/2019

7/1/2018 - 9/30/2018

7/1/2019 - 9/30/2019

General Assistance

Grants (New Clients) :	53	\$13,889.32	51	\$15,067.48
Grants (Previous Clients) :	216	\$56,376.33	216	\$64,248.84
In-Process :	0		5	
Denials :	65		84	
Sanctions :	65		48	
Terminations :	60		57	
	459	\$70,265.65	461	\$79,316.32

General Assistance - Medical

Referrals :	5		20	
Disbursements :	0		0	
	5	\$0.00	20	\$0.00

General Assistance - Work Program Assignments

Job Training :	70		57	
Workfare :	116		77	
	186		134	

General Assistance - Work Program Expenses

Haircut :	12	\$60.00	6	\$30.00
Certifications/Testing :	1	\$50.00	0	\$0.00
Clothing/Shoes :	1	\$26.88	0	\$0.00
WF 1-Ride :	2	\$6.00	0	\$0.00
WF 30 Day :	197	\$6,304.00	166	\$5,312.00
WF 7 Day Bus :	22	\$220.00	20	\$200.00
WF Gasoline :	19	\$608.00	32	\$1,024.00
	254	\$7,274.88	224	\$6,566.00

Emergency Assistance

Grants :	43	\$19,038.44	52	\$22,498.10
In-Process :	0		0	
Denials :	5		2	
	48	\$19,038.44	54	\$22,498.10

Additional Assistance

Transient :	4	\$70.00	8	\$188.50
	4	\$70.00	8	\$188.50

Additional Activity

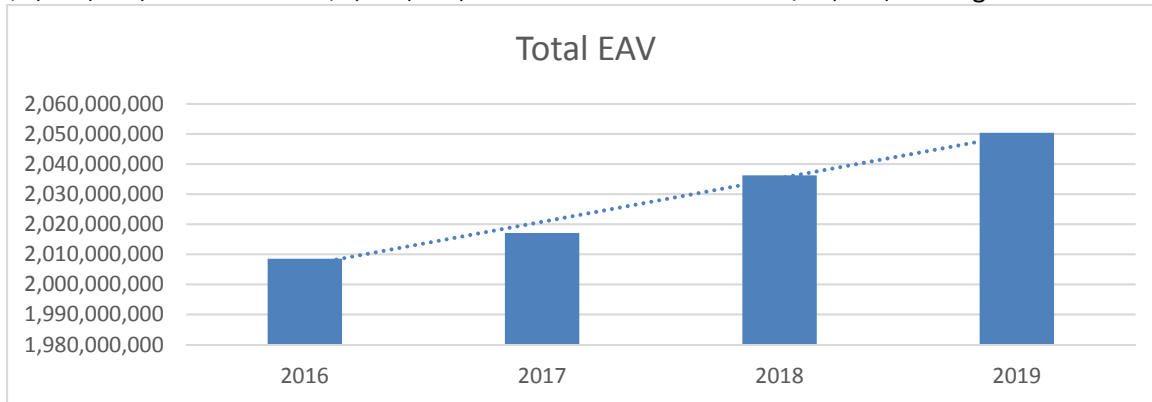
A Call (phone/fax/email) :	945		1,043	
A Face-to-Face :	1,386		1,508	
Call/Walk-in AFTER 4:30 pm :	0		8	
General - Intake :	281		233	
General - Orientation :	494		466	
General - Other :	35		48	
General:	0		4	
JMS - General :	14		1	
JMS - Transportation :	4		0	
JMS - Vision Denial :	2		0	
R - BHA :	6		7	
R - Chestnut :	7		0	
R - CHS :	6		2	
R - DHS :	5		4	
R - DORS :	2		1	
R - IDES :	3		1	
R - MCCA / LIHEAP :	36		18	
R - Other :	94		56	
R - Parole / Probation :	2		0	
R - PATH :	17		8	
R - Salvation Army :	13		3	
R - SSI :	7		2	
WF - Appointment :	200		150	
WF - Light Duty :	1		0	
WF - Sanction :	32		7	
WF - Work Sponsor Site :	423		389	
WF Training/Education :	248		201	
	4,263		4,160	

Grand Totals: 5,219 \$96,648.97 5,061 \$108,568.92

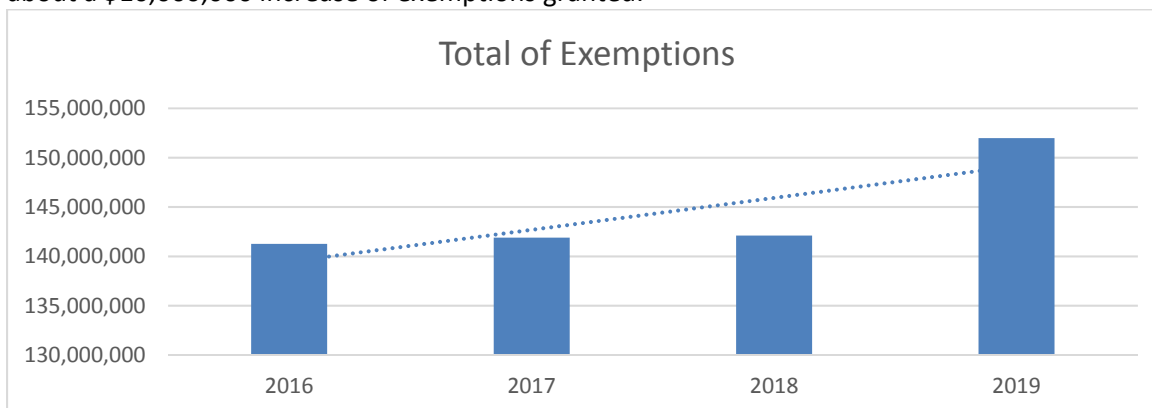
From: Steve Scudder
Date: October 22, 2019
Subject: Assessor Report

The amount of exemptions that are granted affects the amount of gross taxable value. In 2019 we saw a big increase in the exemptions, mainly in the disabled Veterans amounts. This does not mean that a taxing body will not receive what was requested, unless the rate is capped and maxed out. What it does mean is that the burden is shifted to other tax payers.

Graph 1 is the total EAV (Equalized Assessed Value). We see the growth from 2016 to 2019 from \$2,008,527,022 in 2016 to \$2,050,366,486 in 2019. That is about \$48,000,000 in growth.



Graph 2 is the total of Exemptions. In 2016 was \$141,258,887 then in 2019 to \$151,972,833. That is about a \$10,000,000 increase of exemptions granted.



Graph 3 is Total less the Exemptions. In 2016 the total taxable dropped to \$1,867,268,135 then in 2019 drops to \$1,898,393,653.

