



BOARD OF TRUSTEES FOR THE TOWN OF THE CITY OF BLOOMINGTON
GOVERNMENT CENTER BOARDROOM, 4TH FLOOR, ROOM #400
115 E. WASHINGTON STREET, BLOOMINGTON, IL 61701
MONDAY, OCTOBER 23, 2023, 5:30 PM

1. Call to Order

2. Pledge of Allegiance

3. Roll Call

4. Public Comment

Individuals wishing to provide emailed public comment must email comments to publiccomment@cityblm.org at least 15 minutes before the start of the meeting. Individuals wishing to speak in-person may register at cityblm.org/register at least 5 minutes before the start of the meeting.

5. Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

- A. Consideration and Action to Approve the Minutes of the September 25, 2023 Regular Session of the City of Bloomington Township Board Meeting, as requested by the Township Clerk . *(Recommended Motion: The proposed Minutes be approved.)*
- B. Consideration and Action to Certify the September 2023 Statement of Funds for the General Town Administration Fund, General Assistance Fund, and Cemetery Fund, as requested by the Township Supervisor . *(Recommended Motion: The September 2023 Statement of Funds be certified.)*
- C. Consideration and Action to Approve the October 23, 2023 General Town Fund Request for Payment, as requested by the Township Supervisor . *(Recommended Motion: The October 23, 2023 Request for Payment be approved.)*

6. Regular Agenda

- A. Report on Change Order #6 for the COBT Office Renovation Project, as requested by the Township Supervisor . *(Recommended Motion: None; for communication purposes only.)*
- B. Report on Township as the Victim of Check Washing Fraud, as requested by the Township Supervisor . *(Recommended Motion: None; for communication purposes only.)*

- C. Consideration and Action to Approve the Estimated Fiscal Year 2024 Tax Levy for Tax Year 2023, as requested by the Township Supervisor . (*Recommended Motion: The Estimated Fiscal Year 2024 Tax Levy for Tax Year 2023 of \$2,351,600 be approved.*)

7. Reports by Elected Officials

- A. Presentation and Discussion of the Township Supervisor's Report, as requested by the City of Bloomington Township . (*Recommended Motion: None; presentation only.*)
- B. Presentation and Discussion of the Township Assessor's Report, as requested by the City of Bloomington Township . (*Recommended Motion: None; presentation only.*)

8. Adjournment

Individuals with disabilities planning to attend the meeting who require reasonable accommodations to observe and/or participate, or who have questions about the accessibility of the meeting, should contact the City's ADA Coordinator at 309-434-2468 or mhurt@cityblm.org.



REGULAR AGENDA ITEM NO. 5.A.

FOR CITY OF BLOOMINGTON TOWNSHIP: October 23, 2023

WARD IMPACTED: Town of the City of Bloomington

SUBJECT: Consideration and Action to Approve the Minutes of the September 25, 2023 Regular Session of the City of Bloomington Township Board Meeting

RECOMMENDED MOTION: The proposed Minutes be approved

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: In compliance with the Open Meetings Act 5 ILCS 120/2.06(b), minutes must be approved within thirty days after the meeting or at the second subsequent regular meeting, whichever is later. the minutes of the meeting provided have been reviewed and certified as correct and complete the the township Clerk and have been made available for public inspection and posted to the Township's website, pending Board approval.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: N/A

Respectfully submitted for consideration.

Prepared by: Debbie Stilwell

ATTACHMENTS:

[5A 20230925 TWP Minutes - Draft.pdf](#)



**MINUTES
TOWNSHIP - REGULAR SESSION
MONDAY, SEPTEMBER 25, 2023, 5:30 PM**

The Board of Trustees for the Town of the City of Bloomington convened in regular session in the Bloomington Center for Performing Arts Auditorium at 5:30 P.M., Monday, September 25, 2023. The meeting was called to order by Trustee Mwilambwe who led the Pledge of Allegiance.

Roll Call

Attendee Name	Title	Status
Mboka Mwilambwe	Trustee, Chair	Present
Jenna Kearns	Trustee	Present
Donna Boelen	Trustee	Present
Sheila Montney	Trustee	Present
Nick Becker	Trustee	Present
John Danenberger	Trustee	Present
Cody Hendricks	Trustee	Present
Mollie Ward	Trustee	Present
Kent Lee	Trustee	Present
Tom Crumpler	Trustee	Present

Elected Officials / Staff Present: Deborah L. Skillrud, Township Supervisor; Steve Scudder, Township Assessor; and Leslie Smith-Yocum, Township Clerk.

Public Comment

No public comment was received.

Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

Board Member Hendricks made a motion, seconded by Board Member Boelen, to approve the consent agenda as presented.

Trustee Mwilambwe directed the Clerk to call roll:

AYES: Kearns; Boelen; Montney; Becker; Danenberger; Hendricks; Ward; Lee; Crumpler; Mwilambwe

Motion carried.

Item 5.A. Consideration and Action to Approve the Minutes of the August 28, 2023, Regular Session of the City of Bloomington Township Board Meeting, as requested by the Township Clerk.

Item 5.B. Consideration and Action to Certify the August 2023 Statement of Funds for the General Town Administration Fund, General Assistance Fund, and Cemetery Fund, as requested by the Township Supervisor.

Item 5.C. Consideration and Action to Approve the September 25, 2023 General Town Fund Request for Payments, as requested by the Township Supervisor.

Regular Agenda

The following item was presented:

Item 6.A. Report on Change Orders #3-#5 for the COBT Office Renovation Project, as requested by the Township Supervisor.

Deb Skillrud, Township Supervisor, explained the Change Orders were for minor changes including additional concrete and a failed fan motor for the roof for a total impact of \$2,790.

Reports by Elected Officials

The following item was presented:

Item 7.A. Presentation and Discussion of the Township Supervisor's Report, as requested by the City of Bloomington Township.

Supervisor Skillrud reported that the Low-Income Home Energy Assistance Program (LIHEAP) through the Illinois Department of Commerce and Economic Opportunity restarted their program so any residents who applied for assistance with their utility bill would be directed to them first as Township was the payer of last resort. She provided an update on the Promoting Others to Succeed (POTS) program and the need to select a new collection site as one of their current sponsors, Owens Nursery & Florist, will be closing their retail store and garden center at the end of the year.

The following item was presented:

Item 7.B. Presentation and Discussion of the Township Assessor's Report, as requested by the City of Bloomington Township.

Steve Scudder, Township Assessor, updated the Board on the recruiting and training efforts. He discussed a slight delay on reporting assessments to McLean County due to various reasons including a technology issue. He also reported that one Township vehicle is quite old and will need to be replaced in the near future as it was nearing the end of its life cycle.

Adjournment

Board Member Boelen made a motion, seconded by Board Member Ward, to adjourn the meeting.

Trustee Mwilambwe directed the Clerk to call roll:

AYES: Kearns; Boelen; Montney; Becker; Danenberger; Hendricks; Ward; Lee; Crumpler; Mwilambwe

Motion carried (viva voce).

The Meeting Adjourned at 5:36 P.M.

ATTEST

Amanda Stutsman, Deputy Township Clerk



REGULAR AGENDA ITEM NO. 5.B.

FOR CITY OF BLOOMINGTON TOWNSHIP: October 23, 2023

WARD IMPACTED: Town of the City of Bloomington

SUBJECT: Consideration and Action to Certify the September 2023 Statement of Funds for the General Town Administration Fund, General Assistance Fund, and Cemetery Fund

RECOMMENDED MOTION: The September 2023 Statement of Funds be certified

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: Pursuant to Illinois Statute 60 ILCS 1/80-15, the Township Board of Trustees shall examine and certify the accounts of the Supervisor for all money received and distributed by them, including all expenses necessarily incurred for the use and benefit of the Township as well as for General Assistance.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: N/A

Respectfully submitted for consideration.

Prepared by: Debbie Stilwell

ATTACHMENTS:

[5BC 20230930 COBT Financial Audit & 20231023 Payment Request.pdf](#)

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 2023**, 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 **23rd day of October 2023**.

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

Notary Public

This **23rd day of October 2023**.

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 **\$3,608,382.73** in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, **\$100,842.34** in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$35.00** in PRAIRIE STATE BANK & TRUST (30) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$1,021,162.17** in PRAIRIE STATE BANK & TRUST (64) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL TOWN ADMINISTRATION FUND of said TOWN.

WARD 1: Jenna L Kearns

WARD 6: Cody Hendricks

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Kent Lee

WARD 4: John W Danenberger

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe

Board of Trustees of the Town of the City of Bloomington, McLean
County, Illinois

I, the TOWN CLERK of the Town of the City of Bloomington, McLean County, Illinois, do hereby attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR have been 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**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 15,688	
Investments: Illinois Fund	\$ 3,592,110	
Investments: Prairie State Bank & Trust (64)	\$ 759,870	
	<u> </u>	
Public Funds at Commencement		\$ 4,367,668

Public Funds Received This Month

Interest: Prairie State Bank (53)	\$ 19	
Interest: Prairie State Bank (64)	\$ 112	
Interest: Illinois Funds (1085)	\$ 16,273	
Other Income - Retiree Insurance	\$ 2,165	
Other Income - GA Administration (53)	\$ 215	
Other Income - GA Administration (30)	\$ 35	
Tax Levy	\$ 411,181	
	<u> </u>	
Public Funds Received This Month		\$ 429,998
Public Funds Available		<u>\$ 4,797,667</u>

Public Funds Expended This Month

TOTAL Public Funds at Month End

\$ 67,245
\$ 4,730,422

Public Funds at Month End

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 100,842	
Cash: Prairie State Bank & Trust (30) Checking Balance	\$ 35	
Investments: Illinois Fund	\$ 3,608,383	
Investments: Prairie State Bank & Trust (64)	\$ 1,021,162	
	<u> </u>	
TOTAL Public Funds at Month End		<u>\$ 4,730,422</u>

Checking Account Activity

Prairie State Bank & Trust (53) Balance at Commencement	\$ 15,688	
Deposits		
Interest: Prairie State Bank & Trust (53)	\$ 19	
Other Income - Retiree Insurance	\$ 2,165	
Other Income - GA Administration (53)	\$ 215	
Transfer from Prairie State Bank & Trust Reserve (64)	\$ 150,000	
Total Deposits for Month	<u> </u>	
	\$ 152,398	
Total Funds Available		\$ 168,087
Checks Written		
Assessor's Office Expenses	\$ 1,672	
Community Agency Funding	\$ 13,588	
Capital Fund Reserve	\$ (46,103)	
Compensation & Benefits	\$ 93,899	
Services & Expenses	\$ 2,019	
Supervisor's Office Expenses	\$ 2,169	
Total Checks Written	<u> </u>	
	\$ 67,245	
Total Checks Written		<u>\$ 67,245</u>
Prairie State Bank & Trust (53) Balance at Month End		<u>\$ 100,842</u>

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

Balance per Bank Statement	\$ 149,338	
Less Outstanding Checks	\$ (48,495)	
	<u> </u>	
Checkbook Balance per Reconciliation		<u>\$ 100,842</u>

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

Statement of Receipts and Disbursements

		<u>Sep-23</u>	
Revenue			
7000 Interest		\$ 16,403	
7400 Other Income		\$ 2,415	
7800 Tax Levy		\$ 411,181	
	Total Revenue		\$ 429,998
	Total Income		\$ 429,998
Expense			
Assessor's Office			
9141 Rent/Debt Service		\$ 286	
9171 Utilities		\$ 674	
9201 Office Supplies		\$ 100	
9271 Appraisal Services		\$ 300	
9291 Janitorial		\$ 175	
9301 Computer Services		\$ 137	
	Total Assessor's Office		\$ 1,672
Community Agency Funding			
10215 HERE - Housing Eviction Relief Effort		\$ 11,831	
1025 GA Client Services		\$ 1,757	
	Total Community Agency Funding		\$ 13,588
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		\$ 28,738	
7061 Deputy Assessors		\$ 30,446	
7081 IMRF/Employer (2023 = 5.43%)		\$ 3,649	
7091 FICA (SS/MC)/Employer		\$ 5,512	
7101 Group Medical/Employer		\$ 8,711	
7111 State Unemployment/Employer		\$ 229	
	Total Compensation (Salaries) & Benefits		\$ 93,899
Services & Expenses			
1030 Legal Expense		\$ 1,178	
1035 Publishing		\$ 85	
1040 Building Maintenance		\$ 449	
1042 Janitorial Services & Supplies		\$ 306	
	Total Services & Expenses		\$ 2,019
Capital Fund Reserve			
Township Building Improvements		\$ (46,103)	
	Total Capital Fund Reserve		\$ (46,103)
Supervisor's Office			
8121 Janitorial		\$ 219	
8131 Utilities		\$ 1,010	
8181 Equipment Repair/Rental		\$ 292	
8191 Office Supplies		\$ 524	
8211 Publications		\$ 50	
8221 Computer/Contract Services		\$ 59	
8241 Membership Dues		\$ 15	
	Total Supervisor's Office		\$ 2,169
	Total Expense		\$ 67,245
Net Income			\$ 362,754

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

Year to Date Budget Comparison

		AMENDED			
Income		<u>Sep-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
7000	Interest	\$ 91,595	\$ 100,000	\$ (8,405)	91.6%
7400	Other Income	\$ 14,780	\$ 40,000	\$ (25,220)	36.9%
	Other Income: Grants	\$ -	\$ 5,000	\$ (5,000)	0.0%
	Other Income: TWP IGAs	\$ 960	\$ 2,000	\$ (1,040)	48.0%
7450	Township Litigation Income	\$ -	\$ 25	\$ (25)	0.0%
7600	Personal Property Replacement Tax	\$ 222,538	\$ 400,000	\$ (177,462)	55.6%
7800	Tax Levy	\$ 1,599,635	\$ 1,645,000	\$ (45,365)	97.2%
	Total Revenue	\$ 1,929,508	\$ 2,192,025	\$ (262,517)	88.0%
	Total Income	\$ 1,929,508	\$ 2,192,025	\$ (262,517)	88.0%
Expense					
Assessor's Office					
9141	Rent/Debt Service	\$ -	\$ 11,544	\$ (11,544)	0.0%
9151	Auto Expense	\$ 1,285	\$ 5,000	\$ (3,715)	25.7%
9161	Telephone	\$ 1,055	\$ 3,000	\$ (1,945)	35.2%
9171	Utilities	\$ 3,313	\$ 5,800	\$ (2,487)	57.1%
9191	Postage	\$ -	\$ 300	\$ (300)	0.0%
9201	Office Supplies	\$ 517	\$ 2,000	\$ (1,483)	25.8%
9211	Publications & Printing	\$ -	\$ 500	\$ (500)	0.0%
9231	Equipment	\$ 2,174	\$ 6,000	\$ (3,826)	36.2%
9241	Equipment Repair/Rental	\$ -	\$ 1,500	\$ (1,500)	0.0%
9251	Education/Meetings/Conferences	\$ 2,022	\$ 17,000	\$ (14,978)	11.9%
9261	Replatting & Remapping	\$ -	\$ 9,000	\$ (9,000)	0.0%
9271	Appraisal Services	\$ 3,120	\$ 34,000	\$ (30,880)	9.2%
9291	Janitorial	\$ 1,050	\$ 2,000	\$ (950)	52.5%
9301	Computer Services	\$ 2,910	\$ 20,000	\$ (17,090)	14.6%
9311	Mapping/GIS Services	\$ 4,680	\$ 30,000	\$ (25,320)	15.6%
9312	Membership Dues/Assessor's Staff	\$ -	\$ 2,500	\$ (2,500)	0.0%
	Total Assessor's Office	\$ 22,126	\$ 150,144	\$ (128,018)	14.7%
Community Agency Funding					
10215	Housing Eviction Relief Effort (HERE)	\$ 88,172	\$ 150,000	\$ (61,828)	58.8%
1023	Community Medical	\$ 15,000	\$ 25,000	\$ (10,000)	60.0%
1025	GA Workfare Development/Client Services	\$ 9,040	\$ 50,000	\$ (40,960)	18.1%
1026	Youth Services	\$ -	\$ 35,000	\$ (35,000)	0.0%
1027	Senior Services	\$ 20,000	\$ 80,000	\$ (60,000)	25.0%
	Total Community Agency Funding	\$ 132,212	\$ 340,000	\$ (207,788)	38.9%
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	\$ 1,100	\$ 2,800	\$ (1,700)	39.3%
7051	General Assistance Staff	\$ 168,950	\$ 400,000	\$ (231,050)	42.2%
7061	Deputy Assessors	\$ 137,880	\$ 404,000	\$ (266,120)	34.1%
7081	IMRF/Employer (2023 = 5.43%)	\$ 19,612	\$ 80,000	\$ (60,388)	24.5%
7091	FICA (SS/MC)/Employer	\$ 29,381	\$ 76,446	\$ (47,065)	38.4%
7101	Group Medical/Employer	\$ 46,081	\$ 130,000	\$ (83,919)	35.4%
7111	State Unemployment/Employer	\$ 417	\$ 2,500	\$ (2,083)	16.7%
	Total Compensation & Benefits	\$ 499,621	\$ 1,288,246	\$ (788,625)	38.8%

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

Year to Date Budget Comparison (cont.)

Services & Expenses			AMENDED		\$ Over Budget	% of Budget
			<u>Sep-23</u>	<u>BUDGET</u>		
1028 Membership Dues	\$	1,686	\$	2,000	\$ (314)	84.3%
1029 Auditing Expense	\$	-	\$	7,500	\$ (7,500)	0.0%
1030 Legal Expense	\$	3,268	\$	12,000	\$ (8,732)	27.2%
1034 Insurance	\$	11,980	\$	13,000	\$ (1,020)	92.2%
1035 Publishing	\$	206	\$	2,500	\$ (2,294)	8.3%
1038 Other Expenditures	\$	1,971	\$	7,500	\$ (5,529)	26.3%
1039 Debt Service: Principle & Interest	\$	-	\$	1,000	\$ (1,000)	0.0%
1040 Building Maintenance	\$	2,118	\$	20,000	\$ (17,882)	10.6%
1042 Janitorial Services & Supplies	\$	1,892	\$	6,000	\$ (4,108)	31.5%
1043 Building Security	\$	-	\$	2,500	\$ (2,500)	0.0%
1044 Building Repairs #1	\$	-	\$	131,791	\$ (131,791)	0.0%
1044 Building Repairs #2	\$	-	\$	50,000	\$ (50,000)	0.0%
1045 Special Projects #1	\$	25,587	\$	75,000	\$ (49,414)	34.1%
1045 Special Projects #2	\$	-	\$	90,000	\$ (90,000)	0.0%
1045 Special Projects #3: Decennial	\$	-	\$	25,000	\$ (25,000)	0.0%
Total Services & Expenses		\$	48,709	\$ 445,791	\$ (397,082)	10.9%
Capital Fund Reserve						
Township Building Improvements #1	\$	-	\$	409,729	\$ (409,729)	0.0%
Township Building Improvements #2	\$	-	\$	908,179	\$ (908,179)	0.0%
Program Facility	\$	-	\$	1	\$ (1)	0.0%
Total Capital Fund Reserve		\$	-	\$ 1,317,909	\$ (1,317,909)	0.0%
Supervisor's Office						
8091 Postage	\$	-	\$	3,000	\$ (3,000)	0.0%
8101 Rent/Debt Service	\$	-	\$	20,000	\$ (20,000)	0.0%
8121 Janitorial	\$	1,313	\$	3,500	\$ (2,188)	37.5%
8131 Utilities	\$	4,969	\$	10,000	\$ (5,031)	49.7%
8141 Telephones	\$	1,875	\$	5,000	\$ (3,125)	37.5%
8151 Car Expense	\$	-	\$	3,500	\$ (3,500)	0.0%
8161 Education/Conference/Meetings	\$	1,571	\$	4,000	\$ (2,429)	39.3%
8171 Equipment	\$	-	\$	57,000	\$ (57,000)	0.0%
8181 Equipment Repair/Rental	\$	1,664	\$	6,000	\$ (4,336)	27.7%
8191 Office Supplies	\$	1,180	\$	6,000	\$ (4,820)	19.7%
8201 Printing	\$	-	\$	3,000	\$ (3,000)	0.0%
8211 Publications	\$	50	\$	1,000	\$ (950)	5.0%
8221 Computer/Contract Services	\$	510	\$	25,000	\$ (24,490)	2.0%
8241 Membership Dues	\$	15	\$	450	\$ (435)	3.3%
Total Supervisor's Office		\$	13,147	\$ 147,450	\$ (134,303)	8.9%
Emergency Transfer of Funds						
9000 GT Funds Transferred to GA Fund	\$	-	\$	200,000	\$ (200,000)	0.0%
Total Emergency Transfer of Funds		\$	-	\$ 200,000	\$ (200,000)	0.0%
Total Expense		\$	715,815	\$ 3,889,540	\$ (3,173,725)	18.4%
Net Income		\$	1,213,693	\$ (1,697,515)	\$ 2,911,208	

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)			
09/05/2023	10023	Soaring Eagle Cleaning Services LLC	-700.00
09/06/2023	7317	Empire TWP	75.00
09/06/2023	Transfer	Prairie State Bank & Trust	150,000.00
09/06/2023	EFT	EFT-Valutec Card Solutions	-58.92
09/06/2023	10024	Sanatan Properties LLC %Core 3	-207.50
09/06/2023	10025	Scudder, Richard T	-233.84
09/06/2023	10026	CDS Office Technologies	-96.80
09/06/2023	10027	NICOR Gas	-150.75
09/06/2023	10028	Hermes Service & Sales Inc	-243.20
09/06/2023	10029	Bowman, Danny	-300.00
09/06/2023	10030	American Pest Control Inc	-37.00
09/12/2023	4911	Danvers TWP	35.00
09/12/2023	10031	Pantagraph; Lee Enterprises - Central Ill	-85.32
09/12/2023	10032	Ameren Illinois	-493.24
09/12/2023	10033	Hunt, Erika L dba A-List Prop %AB Rentals	-584.00
09/15/2023	20230915	EFT-Payroll	-26,648.47
09/15/2023	15542953	EFT-Federal Tax Deposit	-9,368.69
09/15/2023	0481308112	EFT-IL Tax Deposit	-1,736.48
09/15/2023	EFT	Prairie State Bank & Trust	-440.01
09/15/2023	EFT	TASC (Total Administrative Services Corp)	-401.24
09/19/2023	10034	Ace Industrial Properties Inc dba 1900E C	-1,000.00
09/19/2023	10035	Huck's/WEX Bank	-79.38
09/19/2023	10036	U-Haul	-253.19
09/19/2023	10037	Quill Corporation	-524.39
09/19/2023	10038	NICOR Gas	-512.86
09/19/2023	10039	Seggebruch, Marlin C Irrevocable Trust	-1,065.00
09/19/2023	10040	Traditions Essential Housing Impact Ptnrs	-818.98
09/19/2023	10041	Ameren Illinois	-180.49
09/19/2023	10042	NICOR Gas	-292.04
09/19/2023	10043	City of Bloomington Water Dept	-470.35
09/19/2023	10044	Township Perspective	-50.00
09/19/2023	10045	City of Bloomington Finance Dept	-52.42
09/20/2023	3505	Bloomington TWP	35.00
09/20/2023	3506	Bloomington TWP	35.00
09/26/2023	3508	Bloomington TWP	35.00
09/26/2023	10046	VISA (DLS)	-588.14
09/26/2023	10047	Star Cleaners	-20.00
09/26/2023	10048	Ireland, Michael W	-99.99
09/26/2023	10049	VISA (SRS)	-137.01
09/26/2023	10050	NCPERS Group Life Ins	-64.00
09/26/2023	10051	City of Bloomington Health Insurance	-15,687.43
09/26/2023	10052	Kurt LLC %Class Act Realty	-575.00
09/26/2023	10053	CRE Elm Point Apartments LLC	-2,583.00
09/26/2023	10054	Ameren Illinois	-984.18
09/26/2023	10055	Ernst, Linda S	-910.00
09/26/2023	10056	Mescher Rinehart & Redlingshafer PC	-1,178.00
09/26/2023	10057	LC Boston Holdings LLC	-2,625.00
09/26/2023	10058	CDS Leasing	-195.00
09/26/2023	10059	Ameren Illinois	-1,062.67
09/26/2023	42545	Town of the City of Bloomington - CEM	7,672.17
09/26/2023	9981 Fraud Reversal	Prairie State Bank & Trust	46,102.50
09/29/2023	20230930	EFT-Payroll	-24,401.59
09/29/2023	14531925	EFT-Federal Tax Deposit	-8,541.22
09/29/2023	1956249040	EFT-IL Tax Deposit	-1,612.90
09/29/2023	EFT	Prairie State Bank & Trust	-440.01
09/29/2023	EFT	TASC (Total Administrative Services Corp)	-401.24
09/29/2023	50908	EFT-IMRF	-11,598.96
09/29/2023	2092368688	IDES--IL Dept of Employment Security	-229.31
09/30/2023	09975862568	IMRF - Illinois Municipal Retirement Fund	2,164.73
09/29/2023	Credit	Interest	18.69
Total			<u><u>85,153.88</u></u>

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL ASSISTANCE 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 2023**, 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 **23rd day of October 2023**.

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

Notary Public

This **23rd day of October 2023**.

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 **\$412,153.92** in ILLINOIS FUNDS (0879) in SPRINGFIELD, ILLINOIS, **\$17,013.31** in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$186,647.22** in PRAIRIE STATE BANK & TRUST (19) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL ASSISTANCE FUND of said TOWN.

WARD 1: Jenna L Kearns

WARD 6: Cody Hendricks

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Kent Lee

WARD 4: John W Danenberger

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe

Board of Trustees of the Town of the City of Bloomington, McLean
County, Illinois

I, the TOWN CLERK of the Town of the City of Bloomington, McLean County, Illinois, do hereby attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR have been 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**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (00) Checking Balance	\$ 44,973	
Investments: Illinois Fund	\$ 410,295	
Investments: Prairie State Bank & Trust (19)	\$ 136,610	
	<u> </u>	
Public Funds at Commencement		\$ 591,879

Public Funds Received This Month

Interest: Prairie State Bank (00)	\$ 6	
Interest: Prairie State Bank (19)	\$ 22	
Interest: Illinois Fund (0879)	\$ 1,859	
Tax Levy	\$ 50,015	
	<u> </u>	
Public Funds Received This Month		\$ 51,901
Public Funds Available		<u>\$ 643,780</u>

Public Funds Expended This Month

TOTAL Public Funds at Month End	<u>\$ 27,966</u>
	<u>\$ 615,814</u>

Public Funds at Month End

Cash: Prairie State Bank & Trust (00) Checking Balance	\$ 17,013	
Investments: Illinois Fund (0879)	\$ 412,154	
Investments: Prairie State Bank & Trust (19)	\$ 186,647	
	<u> </u>	
TOTAL Public Funds at Month End		<u>\$ 615,814</u>

Checking Account Activity

Checkbook Balance at Commencement	\$ 44,973	
Deposits:		
Interest: Prairie State Bank & Trust (00)	<u>\$ 6</u>	
Total Deposits for Month		<u>\$ 6</u>
Total Funds Available		\$ 44,979
Checks Written: General Assistance		\$ 27,966
Checkbook Balance at Month End		<u>\$ 17,013</u>

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

Balance per Bank Statement	\$ 27,259	
Less Outstanding Checks	\$ (10,246)	
	<u> </u>	
Checkbook Balance per Reconciliation		<u>\$ 17,013</u>

Town of the City of Bloomington--General Assistance Fund

Statement of Receipts and Disbursements

Sep-23

Revenue				
7000 Interest			\$	1,886
7800 Tax Levy			\$	50,015
	Total Revenue			\$ 51,901
		Total Income		\$ 51,901
Expense: CW				
6011 Groceries/Personal Essentials			\$	3,948
6021 Rent			\$	5,082
6051 Utilities			\$	1,549
6071 Emergency Assistance			\$	17,223
6101 Transportation			\$	114
6121 Allowances			\$	50
	Total CW			\$ 27,966
		Total Expense		\$ 27,966
		Net Income		\$ 23,935

Town of the City of Bloomington--General Assistance Fund

Year to Date Budget Comparison

Income		<u>Sep-23</u>	Amended	\$ Over Budget	% of Budget
Revenue					
7000 Interest	\$	10,802	\$ 21,000	\$ (10,198)	51.4%
7400 Other Income	\$	-	\$ 10	\$ (10)	0.0%
7600 Personal Property Replacement Tax	\$	27,069	\$ 45,000	\$ (17,931)	60.2%
7700 Refunds & Recoveries	\$	15,064	\$ 20,000	\$ (4,936)	75.3%
7800 Tax Levy	\$	194,576	\$ 200,000	\$ (5,424)	97.3%
7900 GT Fund Transferred to GA Fund	\$	-	\$ 200,000	\$ (200,000)	0.0%
Total Revenue	\$	247,511	\$ 486,010	\$ (238,499)	50.9%
Total Income	\$	247,511	\$ 486,010	\$ (238,499)	50.9%
Expense					
CW					
6011 Groceries/Personal Essentials	\$	30,578	\$ 78,000	\$ (47,422)	39.2%
6021 Rent	\$	38,421	\$ 200,000	\$ (161,579)	19.2%
6051 Utilities	\$	6,087	\$ 50,000	\$ (43,913)	12.2%
6061 Medical	\$	-	\$ 20,000	\$ (20,000)	0.0%
6071 Emergency Assistance	\$	100,496	\$ 200,000	\$ (99,504)	50.2%
6081 Hospital	\$	-	\$ 10,000	\$ (10,000)	0.0%
6091 Funeral/Burial	\$	2,056	\$ 6,168	\$ (4,112)	33.3%
6101 Transportation	\$	329	\$ 5,000	\$ (4,671)	6.6%
6121 Allowances	\$	635	\$ 10,000	\$ (9,365)	6.4%
Total CW Expense	\$	178,602	\$ 579,168	\$ (400,566)	30.8%
Total Expense	\$	178,602	\$ 579,168	\$ (400,566)	30.8%
Net Income	\$	68,910	\$ (93,158)	\$ 162,068	

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)			
09/05/2023	EFT	EFT-Kroger via Valutec	-3,947.86
09/06/2023	37516	Sanatan Properties LLC %Core 3	-690.00
09/06/2023	37517	Ameren Illinois	-387.92
09/06/2023	37518	Downtowner Apts, The	-47.00
09/06/2023	37519	Thrasher, Raymond E	-200.00
09/06/2023	37520	Coontz, Herbert W& IvaJ, IrrevocableTrust	-345.00
09/06/2023	37521	Miller Trust, Annetta O dba Miller Prop	-345.00
09/06/2023	37522	Moore Enterprises dba Grandview Estates	-485.05
09/06/2023	37523	City of Bloomington Water Department	-337.06
09/06/2023	37524	NICOR Gas	-591.10
09/06/2023	37525	Traditions Essential Housing Impact Ptnrs	-113.11
09/06/2023	37526	Star Cleaners	-25.00
09/12/2023	37527	Ameren Illinois	-632.79
09/12/2023	37528	City of Bloomington Water Department	-552.80
09/12/2023	37529	NICOR Gas	-64.65
09/12/2023	37530	Hunt, Erika & Andrew dba A-List Prop %AB	-916.00
09/12/2023	37531	Dotson, Bernard & Ream M	-345.00
09/12/2023	37532	SRIM LLC %Redbird Property Mgmt Inc	-345.00
09/19/2023	37533	Huck's/WEX Bank	-28.48
09/19/2023	37534	VISA...2268 (GA)	-85.68
09/19/2023	37535	Lakewood B LLC dba Lakewood Terrace Apts	-345.00
09/19/2023	37536	Ameren Illinois	-1,837.03
09/19/2023	37537	Labyrinth Outreach Services to Women	-200.00
09/19/2023	37538	NICOR Gas	-772.74
09/19/2023	37539	BHA; Blmgtm Housing Authority (rent)	-95.00
09/19/2023	37540	Home Sweet Home Ministries, Inc	-200.00
09/19/2023	37541	Salvation Army	-200.00
09/19/2023	37542	City of Bloomington Water Department	-847.91
09/19/2023	37543	Brady, Edward P %Brady Property Mgmt	-325.00
09/19/2023	37544	Miller Trust, Annetta O dba Miller Prop	-345.00
09/19/2023	37545	Moore, J A dba Maple Grove Estates	-916.00
09/19/2023	37546	Ostling, Bonnie Jo dba Loft Invest %Core3	-675.00
09/19/2023	37547	Seggebruch, Marlin C Irrevocable Trust	-690.00
09/19/2023	37548	Traditions Essential Housing Impact Ptnrs	-916.00
09/26/2023	37549	Highland B LLC	-345.00
09/26/2023	37550	M&M Real Estate Partnership LLC %Class Ac	-345.00
09/26/2023	37551	BHA; Blmgtm Housing Authority (laundry)	-25.00
09/26/2023	37552	Traditions Essential Housing Impact Ptnrs	-2,441.00
09/20/2023	AC4497989	Treasurer, State of IL, SSI Reimbursement	3,686.00
09/26/2023	37553	Bloomington Township (GA)	-3,686.00
09/26/2023	37554	Brown, Caire E	-200.00
09/26/2023	37555	Ameren Illinois	-1,148.71
09/26/2023	37556	CRE Elm Point Apartments LLC	-1,152.00
09/26/2023	37557	Jessen, Chad & Micha dba Red Rock Prop	-345.00
09/26/2023	37558	Lincoln Towers %Mid-Northern Group	-129.00
09/26/2023	37559	Ernst, Linda S	-690.00
09/26/2023	37560	BHA; Blmgtm Housing Authority (rent)	-1,750.94
09/26/2023	37561	Moore Enterprises dba Grandview Estates	-345.00
09/26/2023	37562	Labyrinth Outreach Services to Women	-200.00
09/29/2023	Credit	Interest	5.78
			<u>-27,960.05</u>

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS

McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--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 2023**, showing the amount of public funds on hand at the commencement of said period, the amount of public funds received and from what source received, and the amount of public funds expended and for what purpose expended during said period ending as aforesaid.

The said DEBORAH L. SKILLRUD, being duly sworn, doth depose and say that the following statement by her subscribed is a correct statement of the amount of public funds on hand at the commencement of the period above stated, the amount of public funds received and the sources from which received, and the amount expended and the purpose for which expended as set forth in said statement.

Subscribed and sworn to before me this **9th day of October 2023**.

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

Notary Public

This **9th day of October 2023**.

WE, the undersigned BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$406,991.73** in ILLINOIS FUNDS (0905) in SPRINGFIELD, ILLINOIS, **\$42,944.43** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$850,303.63** at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgott

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

This **23rd day of October 2023**.

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

WARD 1: Jenna L Kearns

WARD 6: Cody Hendricks

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Kent Lee

WARD 4: John W Danenberger

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe

Board of Trustees of the Town of the City of Bloomington, McLean
County, Illinois

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

Town Clerk

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Town of the City of Bloomington--Cemetery Fund

Month of: **SEPTEMBER**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$	75,824	
Cash: Heartland Bank 7782 (Reserve)	\$	723,653	
Cash: Illinois Fund 0905 (Reserve)	\$	405,156	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	86,331	
Trust Account: Illinois Fund 0904 (O/C Trust)	\$	202,578	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 06/30/2023	\$	239,795	
Funds at Commencement			\$ 1,733,337

Public Funds Received This Month

Real Estate Tax Levy			\$ 126,651
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Other Funds Received This Month

Opening/Closing Fees	\$	8,135	
Sale of Lots	\$	7,291	
Sale of Crypts	\$	70	
Sale of Niches	\$	115	
Sales - Other	\$	600	
Interest: Checking/Reserve	\$	1,835	
Income from Trusts	\$	946	
Inspection Fees	\$	150	\$ 19,142

Total Funds Received This Month \$ 145,793

Total Funds Available \$ 1,879,130

Funds Expended This Month

TOTAL Funds at Month End \$ 49,841

\$ 1,829,289

Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$	42,944	
Cash: Heartland Bank 7782 (Reserve)	\$	850,304	
Cash: Illinois Fund 0905 (Reserve)	\$	406,992	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	85,759	
Trust Account: Illinois Fund 0904 (O/C Trust)	\$	203,496	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 06/30/2023	\$	239,795	
TOTAL Funds at Month End			\$ 1,829,289

Checking Account Activity

Checkbook Balance at Commencement			\$ 75,824
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Opening/Closing Fees	\$	8,135
Sale of Lots	\$	7,291
Sale of Crypts	\$	70
Sale of Niches	\$	115
Sales - Other	\$	600
Inspection Fees	\$	150
Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$	600

Total Deposits for Month \$ 16,961

Total Funds Available \$ 92,785

Checks Written

Compensation & Benefits	\$	34,437
Administrative Expenses	\$	2,470
Cemetery Improvements, Maintenance & Repair	\$	770
Cemetery Operations	\$	12,164

Total Checks Written \$ 49,841

Total Checks Written \$ 49,841

Checkbook Balance at Month End \$ 42,944

Bank Reconciliation at Month End

Balance per Bank Statement	\$	45,393	
Plus Outstanding Deposits	\$	97	
Less Outstanding Checks	\$	(2,546)	

Checkbook Balance per Reconciliation \$ 42,944

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

		<u>Sep-23</u>	
Revenue			
40100 Real Estate Tax Levy	\$	126,651	
42000 Opening/Closing Fee	\$	8,135	
42500 Sale of Lots	\$	7,291	
43000 Sale of Crypts	\$	70	
43100 Sale of Niches	\$	115	
44900 Sales - Other	\$	600	
43500 Interest: Checking/Reserve	\$	1,835	
49000 Income from Trusts	\$	946	
49021 Inspection Fees	\$	150	
Total Revenue			\$ 145,793
Total Income			\$ 145,793
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff	\$	4,540	
50102 Wages: Cemetery Staff	\$	22,267	
50201 Payroll Taxes	\$	1,931	
50202 IMRF/Employer (2023 = 5.43%)	\$	1,456	
50203 IDES - Unemployment Insurance	\$	887	
50204 Employee Health Insurance	\$	3,357	
Total Compensation & Benefits			\$ 34,437
Administrative Expenses			
52500 Utilities	\$	1,752	
55400 Special Event Expenses	\$	440	
55450 Other Admin Expenses	\$	278	
Total Administrative Expenses			\$ 2,470
Cemetery Improvements, Maintenance & Repair			
57800 Operating Equipment	\$	770	
Total Cemetery Improvements, Maintenance & Repair			\$ 770
Cemetery Operations			
55500 Fuel, Oil and Equipment	\$	1,886	
56600 Cemetery Supplies & Maintenance	\$	104	
56800 Disposal of Leaves/Branches	\$	240	
57602 Grounds Maintenance/Repair	\$	8,222	
58100 Grave Markers	\$	1,680	
59900 Other Cemetery Expenses	\$	32	
Total Cemetery Operations			\$ 12,164
Total Expense			\$ 49,841
Net Income			\$ 95,952

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income		<u>Sep-23</u>	<u>FY24 Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy	\$	492,716	\$ 506,600	\$ (13,884)	97.3%
41000 Personal Property Replacement Tax	\$	68,546	\$ 80,000	\$ (11,454)	85.7%
42000 Opening/Closing Fee	\$	49,830	\$ 90,000	\$ (40,170)	55.4%
42100 Marker Commission	\$	4,790	\$ 9,000	\$ (4,210)	53.2%
42500 Sale of Lots	\$	38,593	\$ 70,000	\$ (31,407)	55.1%
43000 Sale of Crypts	\$	2,870	\$ 11,000	\$ (8,130)	26.1%
43100 Sale of Niches	\$	16,060	\$ 48,000	\$ (31,940)	33.5%
44700 Sale of Burial Supplies	\$	-	\$ 500	\$ (500)	0.0%
44850 Sale of Pet Cemetery Spaces	\$	-	\$ 700	\$ (700)	0.0%
42400 Sales - Other	\$	640	\$ 1,500	\$ (860)	42.7%
43500 Interest	\$	7,435	\$ 600	\$ 6,835	1239.2%
49000 Income from Trusts	\$	5,316	\$ 4,000	\$ 1,316	132.9%
49020 Other Income & Special Events	\$	4,358	\$ 10,000	\$ (5,642)	43.6%
49021 Inspection Fees	\$	2,100	\$ 4,000	\$ (1,900)	52.5%
Total Revenue	\$	693,254	\$ 835,900	\$ (142,646)	82.9%
Total Income	\$	693,254	\$ 835,900	\$ (142,646)	82.9%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$	29,663	\$ 76,600	\$ (46,937)	38.7%
50102 Wages: Cemetery Staff	\$	134,546	\$ 292,500	\$ (157,954)	46.0%
50201 Payroll Taxes - FICA	\$	11,845	\$ 24,000	\$ (12,155)	49.4%
50202 IMRF/Employer (2023 = 5.43%)	\$	8,916	\$ 39,000	\$ (30,084)	22.9%
50203 IDES - Unemployment Insurance	\$	2,927	\$ 15,000	\$ (12,073)	19.5%
50204 Employee Health Insurance	\$	20,140	\$ 60,000	\$ (39,860)	33.6%
50205/50206 Other Payroll Expenses	\$	-	\$ 500	\$ (500)	0.0%
Total Compensation & Benefits	\$	208,036	\$ 507,600	\$ (299,564)	41.0%
Administrative Expenses					
51100 Casualty Insurance	\$	21,297	\$ 24,000	\$ (2,703)	88.7%
51500 Contractual Services	\$	7,837	\$ 14,000	\$ (6,163)	56.0%
52000 Office Supplies	\$	1,178	\$ 4,000	\$ (2,822)	29.4%
52500 Utilities	\$	7,493	\$ 18,500	\$ (11,007)	40.5%
54000 Advertising	\$	146	\$ 4,000	\$ (3,854)	3.7%
54500 Dues/Seminars	\$	-	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$	-	\$ 600	\$ (600)	0.0%
55100 Audit Expense	\$	-	\$ 7,500	\$ (7,500)	0.0%
55200 Financial Administration	\$	-	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses	\$	5,621	\$ 9,000	\$ (3,379)	62.5%
55450 Other Admin Expenses	\$	3,907	\$ 5,000	\$ (1,093)	78.1%
57900 Office Equipment	\$	-	\$ 1,000	\$ (1,000)	0.0%
Total Administrative Expenses	\$	47,478	\$ 100,400	\$ (52,922)	47.3%
Cemetery Improvements, Maintenance & Repairs					
57601 Flags & Flag Poles	\$	8,567	\$ 15,000	\$ (6,433)	57.1%
57800 Operating Equipment	\$	5,662	\$ 8,000	\$ (2,338)	70.8%
58260 Columbariums	\$	-	\$ 200,000	\$ (200,000)	0.0%
58300 Veterans Memorial	\$	-	\$ 10,000	\$ (10,000)	0.0%
58400 Scattering Grounds/Ossuary	\$	-	\$ 2,000	\$ (2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$	14,229	\$ 235,000	\$ (220,771)	6.1%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Sep-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 5,126	\$ 15,000	\$ (9,874)	34.2%
56000 Tree Removal/Monument Repair	\$ 3,700	\$ 19,000	\$ (15,300)	19.5%
56500 Equipment Repairs	\$ 2,158	\$ 12,000	\$ (9,842)	18.0%
56600 Cemetery Supplies & Maintenance	\$ 2,459	\$ 15,000	\$ (12,541)	16.4%
56700 Rental Equipment & Leasing	\$ -	\$ 12,000	\$ (12,000)	0.0%
56800 Removal of Leaves/Branches	\$ 1,890	\$ 4,000	\$ (2,110)	47.3%
57000 Office Repairs & Maintenance	\$ -	\$ 2,000	\$ (2,000)	0.0%
57602 Grounds Maintenance/Repairs	\$ 9,710	\$ 25,000	\$ (15,290)	38.8%
57603 Road, Fence, Lot, Drains	\$ 2,560	\$ 20,000	\$ (17,440)	12.8%
57700 Equipment Building	\$ -	\$ 1,500	\$ (1,500)	0.0%
58100 Grave Markers	\$ 6,220	\$ 15,000	\$ (8,780)	41.5%
59900 Other Cemetery Expenses	\$ 55	\$ 1,000	\$ (945)	5.5%
Total Cemetery Operations	\$ 33,878	\$ 141,500	\$ (107,622)	23.9%
Total Expense	\$ 303,621	\$ 984,500	\$ (680,879)	30.8%
Net Income	\$ 389,632	\$ (148,600)	\$ 538,232	

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)			
09/04/2023	Deposit	HBT - Heartland Bank & Trust	96.80
09/05/2023	Deposit	HBT - Heartland Bank & Trust	245.17
09/06/2023	42529	ColdSpring Memorial Group	-775.80
09/06/2023	42530	Evergreen FS Inc	-1,178.56
09/06/2023	42531	Ameren Illinois	-411.35
09/06/2023	42532	RP Lumber Company Inc	-19.95
09/06/2023	42533	Interstate ALL Battery Center	-31.50
09/08/2023	Deposit	HBT - Heartland Bank & Trust	2,850.00
09/12/2023	42534	COMCAST Business	-233.79
09/12/2023	42535	Dave Capodice Excavating Inc	-347.10
09/12/2023	42536	Evergreen FS Inc	-706.95
09/12/2023	42537	Illinois Portable Toilets	-440.00
09/12/2023	42538	Growing Grounds	-39.94
09/13/2023	Transfer	Ring, Rhoda	600.00
09/13/2023	Deposit	HBT - Heartland Bank & Trust	135.66
09/14/2023	Deposit	HBT - Heartland Bank & Trust	28.83
09/15/2023	Deposit	HBT - Heartland Bank & Trust	246.00
09/15/2023	2023915	Payroll Direct Deposit	-10,292.13
09/15/2023	92106660	EFTPS - IRS	-3,080.80
09/15/2023	1966558672	IL Dept of Revenue	-634.75
09/17/2023	Deposit	HBT - Heartland Bank & Trust	23.97
09/18/2023	Deposit	HBT - Heartland Bank & Trust	5,064.70
09/19/2023	Deposit	HBT - Heartland Bank & Trust	19.15
09/19/2023	42539	VISA BMCU...1484	-114.40
09/19/2023	42540	Dave Capodice Excavating Inc	-8,075.00
09/20/2023	Deposit	HBT - Heartland Bank & Trust	751.62
09/21/2023	Deposit	HBT - Heartland Bank & Trust	19.12
09/22/2023	Deposit	HBT - Heartland Bank & Trust	2,434.90
09/22/2023	Deposit	HBT - Heartland Bank & Trust	4,100.00
09/26/2023	42541	ColdSpring Memorial Group	-904.50
09/26/2023	42542	City of Bloomington Water Dept	-594.22
09/26/2023	42543	NICOR Gas	-104.32
09/26/2023	42544	Nord Outdoor Power	-769.99
09/26/2023	42545	City of Bloomington TWP - Reimburse	-7,672.17
09/26/2023	42546	Ameren Illinois	-408.13
09/29/2023	2023930	Payroll Direct Deposit	-8,795.38
09/29/2023	54426844	EFTPS - IRS	-2,538.62
09/29/2023	0470156240	IL Dept of Revenue	-536.77
09/30/2023	0817832912	IDES - IL Dept of Emp Sec	-886.54
09/30/2023	Deposit	HBT - Heartland Bank & Trust	96.80
Total			<u><u>-32,879.94</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.

Misty Porter, Cemetery Manager

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Cemetery Board of Trustees. These amounts include billings that have been received from **September 12, 2023 through October 9, 2023.**

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

Subscribed and sworn to before me this **9th day of October 2023.**

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

Notary Public

This **9th day of October 2023.**

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

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgott

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

CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: **October 9, 2023** Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
52000	Amazon/VISA/Others	office supplies (estimated)	10/31/23	\$500.00
56600	Amazon/VISA/Others	wheelchairs (estimated)	10/31/23	\$1,500.00
55200	City of Bloomington Township	annual financials (estimated)	10/31/23	\$12,200.00
55400	Dollar General/Others/VISA	Ice & complimentary candies, drinks (estimated) (Cem Walk)	10/31/23	\$100.00
56600	Growing Grounds/Lowe's/VISA/Others	rakes, sod cutter, shovels (estimated)	10/31/23	\$500.00
56600	Lowe's/Menards/Others/VISA	hose nozzle & batteries (estimated)	10/31/23	\$100.00
56700	Midwest Construction Rental/Others/VISA	equipment rental (estimated)	10/31/23	\$50.00
TOTAL: Requests for Payments				\$14,950.00

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CERTIFICATE FOR PAYMENT OF ACCOUNTS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--ALL ACCOUNTS

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Board of Trustees. These amounts include billings that have been received from **September 26, 2023 to October 23, 2023**.

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 **23rd day of October 2023**.

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

Notary Public

This **23rd day of October 2023**.

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: Jenna L Kearns

WARD 6: Cody Hendricks

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Kent Lee

WARD 4: John W Danenberger

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe

Board of Trustees of the Town of the City of Bloomington, McLean
County, Illinois

I, the TOWN CLERK of the Town of the City of Bloomington, McLean County, Illinois, do hereby attest that the payouts certified and submitted by the TOWNSHIP SUPERVISOR 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 23, 2023** Meeting

Compensation (Salaries)			Due	Amount
7011	TWP Supervisor	D Skillrud	10/31/23	\$ 3,916.67
7011	TWP Supervisor	D Skillrud	11/15/23	\$ 3,916.67
7021	TWP Assessor	S Scudder	10/31/23	\$ 4,000.00
7021	TWP Assessor	S Scudder	11/15/23	\$ 4,000.00
7041	Town Trustee 09/25/2023	Ward 1: J Kearns	12/31/23	\$ 20.00
7041	Town Trustee 09/25/2023	Ward 2: D Boelen	12/31/23	\$ 20.00
7041	Town Trustee 09/25/2023	Ward 3: S Montney	12/31/23	\$ 20.00
7041	Town Trustee 09/25/2023	Ward 4: J Danenberger	12/31/23	\$ 20.00
7041	Town Trustee 09/25/2023	Ward 5: N Becker	12/31/23	\$ 20.00
7041	Town Trustee 09/25/2023	Ward 6: C Hendricks	12/31/23	\$ 20.00
7041	Town Trustee 09/25/2023	Ward 7: M Ward	12/31/23	\$ 20.00
7041	Town Trustee 09/25/2023	Ward 8: K Lee	12/31/23	\$ 20.00
7041	Town Trustee 09/25/2023	Ward 9: T Crumpler	12/31/23	\$ 20.00
7041	Town Trustee 09/25/2023	Trustee M Mwilambwe	12/31/23	\$ 20.00
Compensation (Salaries) TOTAL				\$ 16,033.34
Assessor's Claims				
9231	Equipment	BMCU VISA/COB/Microsoft/Others	10/31/23	\$ 4,000.00
9251	Education/Meetings/Conferences	BMCU Visa/IAAO/IPAI/ILDOR/Others (Estimated)	10/31/23	\$ 1,000.00
9271	Appraisal Services	Danny Bowman (Estimated)	10/31/23	\$ 2,000.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC	10/31/23	\$ 175.00
9301	Computer Services	BMCU Visa/COB/C-Tech/Others (Estimated)	10/31/23	\$ 15,000.00
9312	Membership Dues	BMCU Visa/MIRA/BNAR/MLS/IDPFR/IAAO/Others	10/31/23	\$ 1,500.00
Assessor's Claims TOTAL				\$ 23,675.00
Community Agency Funding				
1025	GA Client Services/Workfare Development	BMCU VISA/U-Haul/Wex/Skillrud/Others (Estimated)	10/31/23	\$ 316.56
Community Agency Funding TOTAL				\$ 316.56
Services & Expenses				
1040	Building Maintenance	BMCU Visa/TCI Companies Inc/Others (Estimated)	10/31/23	\$ 1,500.00
1045	Special Projects	BMCU VISA/Lowe's/Menard's/Others	10/31/23	\$ 2,500.00
Services & Expenses TOTAL				\$ 4,000.00
Capital Fund Reserve				
2100	Township Building Improvements	J Spencer Consturction LLC - change order 6: replace ext doors	10/31/23	\$ 14,662.00
Capital Fund Reserve TOTAL				\$ 14,662.00
Supervisor's Claims				
8161	Education/Conference/Meetings	BMCU VISA/Metropolitan TWP Assoc/Others	10/31/23	\$ 35.00
8191	Office Supplies	BMCU Visa/Klopfenstein/Others (Estimated)	10/31/23	\$ 600.00
8221	Computer/Contract Services	BMCU VISA/Arthur Agency/Totally TWP Websites/Others	10/31/23	\$ 650.00
Supervisor's Claims TOTAL				\$ 1,285.00
TOTAL Request for Payment				\$ 59,971.90

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: **SEPTEMBER**

		Cemetery Public Fund	General Town Fund	General Assistance	COMBINED FUNDS
Public Fund Balances at Beginning of Month		\$ 1,204,633	\$ 4,367,668	\$ 591,879	\$ 6,164,181
Revenues	Interest	\$ 1,835	\$ 16,403	\$ 1,886	\$ 20,124
	Other Income & Special Events	\$ -	\$ 2,415		\$ 2,415
	Opening/Closing Fees	\$ 8,135			\$ 8,135
	Sales	\$ 8,076			\$ 8,076
	Inspection Fees	\$ 150			\$ 150
	Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$ 600			\$ 600
	Real Estate Tax Levy	\$ 126,651	\$ 411,181	\$ 50,015	\$ 587,847
	Total Revenues	\$ 145,447	\$ 429,998	\$ 51,901	\$ 627,347
Expenditures	Administrative Expenses	\$ 2,470			\$ 2,470
	Assessor's Office		\$ 1,672		\$ 1,672
	Capital Improvements	\$ 770	\$ (46,103)		\$ (45,333)
	Casework/General Assistance			\$ 27,966	\$ 27,966
	Cemetery Operations	\$ 12,164			\$ 12,164
	Community Agency Funding		\$ 13,588		\$ 13,588
	Compensation & Benefits	\$ 34,437	\$ 93,899		\$ 128,337
	Services & Expenses		\$ 2,019		\$ 2,019
	Supervisor's Office		\$ 2,169		\$ 2,169
	Total Expenditures	\$ 49,841	\$ 67,245	\$ 27,966	\$ 145,051
Public Fund Balances at Month End		\$ 1,300,240	\$ 4,730,422	\$ 615,814	\$ 6,646,476

Revenue Distribution Report

Fiscal Year To Date ~ **FY2024**

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	FY2024 Tax Levy Extension for Tax Year 2022	\$ 506,661	\$ 1,644,906	\$ 200,084	\$ 2,351,650
	Percentage	21.5449%	69.9469%	8.5082%	100.0000%
FY2024 Personal Property Replacement Tax					
	04/06/2023 03-2023	\$ 16,534	\$ 53,680	\$ 6,530	\$ 76,744
	05/04/2023 04-2023	\$ 26,827	\$ 87,094	\$ 10,594	\$ 124,515
	07/05/2023 05-2023	\$ 21,688	\$ 70,412	\$ 8,565	\$ 100,665
	08/15/2023 06-2023	\$ 3,497	\$ 11,352	\$ 1,381	\$ 16,230
	TOTAL	\$ 68,546	\$ 222,538	\$ 27,069	\$ 318,153
FY2024 Tax Levy Extension for Tax Year 2022					
	05/25/2023 01-2023	\$ 99,902	\$ 324,339	\$ 39,452	\$ 463,693
	06/09/2023 02-2023	\$ 101,765	\$ 330,386	\$ 40,187	\$ 472,338
	06/26/2023 03-2023	\$ 60,031	\$ 194,895	\$ 23,707	\$ 278,633
	08/29/2023 04-2023	\$ 104,367	\$ 338,835	\$ 41,215	\$ 484,417
	09/12/2023 05-2023	\$ 88,031	\$ 285,799	\$ 34,764	\$ 408,594
	09/27/2023 06-2023	\$ 38,620	\$ 125,382	\$ 15,251	\$ 179,253
	TOTAL	\$ 492,716	\$ 1,599,635	\$ 194,576	\$ 2,286,928
		\$ 13,944.43	\$ 45,271.49	\$ 5,506.75	\$ 64,722.67



REGULAR AGENDA ITEM NO. 5.C.

FOR CITY OF BLOOMINGTON TOWNSHIP: October 23, 2023

WARD IMPACTED: Town of the City of Bloomington

SUBJECT: Consideration and Action to Approve the October 23, 2023 General Town Fund Request for Payment

RECOMMENDED MOTION: The October 23, 2023 Request for Payment be approved

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: Pursuant to Township Code 60 ILCS 1/80-10, the Township Board must examine and audit the accounts before any bills are paid (excluding general assistance and wages and taxes) and may approve bills in a summary statement. Township is presenting this request for payment for Board approval.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: The amount approved for payment by the Cemetery Board of Trustees from the Cemetery Fund is \$14,950.00.

The amount requested for approval by the Board of Trustees from the General Town Administration Fund is \$59,971.90.

Respectfully submitted for consideration.

Prepared by: Debbie Stilwell



REGULAR AGENDA ITEM NO. 6.A.

FOR CITY OF BLOOMINGTON TOWNSHIP: October 23, 2023

WARD IMPACTED: Town of the City of Bloomington

SUBJECT: Report on Change Order #6 for the COBT Office Renovation Project

RECOMMENDED MOTION: None; for communication purposes only

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: The Township Board of Trustees has authorized the Township Supervisor to execute change orders without prior Board approval, not to exceed a maximum amount of \$76,500 across all change orders.

On October 16, 2023, Township Supervisor Deborah Skillrud signed off on Change Order #6, for \$14,662.00, for the purpose of removing and replacing the building's exterior door.

The original plan of renovation called for minimal repair and painting of the exterior entrance doors; however upon further inspection, it was determined that the existing doors were past the point of repair and should be replaced.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Those involved in the decision include Farnsworth Group, J Spencer Construction, and the Township Elected Officials, Supervisor Skillrud and Assessor Steve Scudder.

FINANCIAL IMPACT: The net total of all change orders to date is \$17,452.00.

Respectfully submitted for consideration.

Prepared by: Debbie Stilwell

ATTACHMENTS:

[6A COBT Bldg Renovation Change Order 6.pdf](#)

AIA® Document G701® – 2017

Change Order

PROJECT: (Name and address) COBT Office Renovations 607 South Gridley Street Bloomington, IL 61701	CONTRACT INFORMATION: Contract For: Prime Contractor Date: April 6, 2023	CHANGE ORDER INFORMATION: Change Order Number: 004 Date: October 4, 2023
OWNER: (Name and address) City of Bloomington Township 607 South Gridley Street Bloomington, IL 61701	ARCHITECT: (Name and address) Farnsworth Group 200 W. College Avenue Normal, IL 61761	CONTRACTOR: (Name and address) J Spencer Construction, LLC 2023 Warehouse Road Normal, IL 61761

THE CONTRACT IS CHANGED AS FOLLOWS:

(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)

Change Order Request #6 - Remove and replace exterior doors C102 and C105. \$14, 662

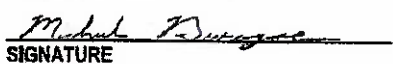
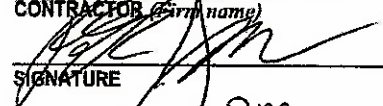
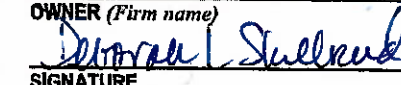
The original Contract Sum was	\$	763,000.00
The net change by previously authorized Change Orders	\$	2,790.00
The Contract Sum prior to this Change Order was	\$	765,790.00
The Contract Sum will be increased by this Change Order in the amount of	\$	14,662.00
The new Contract Sum including this Change Order will be	\$	780,452.00

The Contract Time will be increased by Zero (0) days.

The new date of Substantial Completion will be unchanged.

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Farnsworth Group, Inc. ARCHITECT (Firm name)  SIGNATURE Michael Buragas, Senior Project Architect PRINTED NAME AND TITLE October 04, 2023 DATE	J Spencer Construction, LLC CONTRACTOR (Firm name)  SIGNATURE Brock Spencer PM PRINTED NAME AND TITLE 10/10/23 DATE	City of Bloomington Township OWNER (Firm name)  SIGNATURE Deb Skillrud, Supervisor PRINTED NAME AND TITLE 10/16/23 DATE
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J SPENCER CONSTRUCTION, LLC.

2028 WAREHOUSE RD.

NORMAL, IL 61761

PHONE 309-454-5885

FAX 309-452-1989

E-MAIL: JSC@JSPENCERCONSTRUCTION.COM

WEBSITE: JSPENCERCONSTRUCTION.COM

CHANGE ORDER REQUEST #6

Date: 9/5/23

To: Michael Buragas (Farnsworth Group)

From: Brock Spencer (J Spencer Construction LLC)

Re: COBT Building Renovation: Exterior Door Replacements

Contract Change Directive as follows:

Owner requested pricing to replace doors and frames to C102 and C105

Remove existing doors/frames.

Provide and install

- (2) 3/0-7/10 hollow metal frames and hollow metal doors flush. Doors to be insulated.
- (2) continuous hinges
- (2) Rim exit devices w/ lever trim
- (2) Rain Drip
- (2) Weatherstrip sets
- (2) sweeps
- (2) thresholds

**The existing doors are already scheduled for new closers. We can install these on the new doors.

Existing doors are already scheduled for paint. New doors will be painted instead. **

Subcontractor/Supplier	Amount
Security Door Material	\$7,820.00
Caulk/Anchor Material	\$200
Keying	\$250
Subtotal #1	\$8,270.00
15% markup	\$1,241
J Spencer Labor 48 hours x \$104	\$4,992
Subtotal #2	\$14,503
Bond	\$160
TOTAL	\$14,662

TOTAL ADD TO PROJECT: \$14,662.00

Accepted by: _____
Signature, Title, Date



REGULAR AGENDA ITEM NO. 6.B.

FOR CITY OF BLOOMINGTON TOWNSHIP: October 23, 2023

WARD IMPACTED: Town of the City of Bloomington

SUBJECT: Report on Township as the Victim of Check Washing Fraud

RECOMMENDED MOTION: None; for communication purposes only

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: Township has been the victim of check washing fraud. It came to our attention after a vendor inquired about payment, on their latest invoice, that was not received in the expected timeframe. After investigation, it was discovered that the check had been intercepted, washed, and cashed by a fraudulent entity. While no fault of Township, the Bank's fraud protocols required that we close the affected checking account and open a new one with added security controls in place. (It should be noted that these controls do come with some additional service fees, albeit minimal.)

The new account will also require changes in our check-writing and internal controls processes and procedures, for which staff has already consulted the Township Auditor for best-practice recommendations.

Activity attributed to the fraud will be reflected in both this month and next month Financial Statements as we close the books on the old account and begin using the new one.

The fraud has been reported to various authorities including the Bloomington Police Department, Bloomington Postmaster General, and the Bloomington on-site Postal Federal Investigator.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: The entities involved in the investigation include J Spencer Construction, Prairie State Bank, Bloomington Police Department, Bloomington Post Office, Rick Phillips of Phillips & Associates, CPAs, P.C., and John Redlingshafer, Township Attorney.

FINANCIAL IMPACT: No monies were lost by Township as a result of the fraud. Prairie State Bank issued a full credit to the account.

Respectfully submitted for consideration.

Prepared by: Debbie Stilwell



REGULAR AGENDA ITEM NO. 6.C.

FOR CITY OF BLOOMINGTON TOWNSHIP: October 23, 2023

WARD IMPACTED: Town of the City of Bloomington

SUBJECT: Consideration and Action to Approve the Estimated Fiscal Year 2024 Tax Levy for Tax Year 2023

RECOMMENDED MOTION: The Estimated Fiscal Year 2024 Tax Levy for Tax Year 2023 of \$2,351,600 be approved

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: Illinois Municipal Code Division 3 Levy and Collection of Taxes (65 ILCS 5) grants Townships the power to collect taxes for the purpose of conducting business. Illinois Property Tax Code Division 2 Truth in Taxation (35 ILCS 200/18) dictates the process for which a tax levy ordinance is passed. Townships must present for Board approval an estimated levy no less than 20 days prior to adopting a tax levy ordinance. If the estimated levy is more than 5% of the amount extended in the prior year, notice must be given and a public hearing held. The Tax Levy Ordinance must then be filed with the County Clerk on or before the last Tuesday of December.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: For Tax Year 2023, Township is requesting \$2,351,600, which remains the same since Tax Year 2017, and thus requires no public notice or hearing.

While the overall levy for Township remains flat year over year, there have been a few changes to the levies of the individual funds:

- The Evergreen Memorial Cemetery Fund is increasing by \$93,400 in order to complete the buildout of the columbaria within the mausoleum and replace the surrounding concrete and walkways.
- The General Assistance Fund is decreasing by \$100,000 to offset the increase to the Cemetery Fund and to reduce the estimated ending fund balance.

Respectfully submitted for consideration.

Prepared by: Debbie Stilwell

ATTACHMENTS:

Town of the City of Bloomington

FY2024 Tax Levy

For Tax Year 2023

FY2024: 04/01/2023 - 03/31/2024

Tax Levy		Cemetery Fund	General Town Fund	General Assistance Fund	COMBINED FUNDS
Projected Beginning Balance		1,033,544	2,684,480	449,433	4,167,457
Projected Revenues	Interest	600	50,000	20,000	70,600
	Income from Trusts	4,000			4,000
	Other Income & Special Events	10,000	41,000	10	51,010
	Township Litigation Income		25		25
	Personal Property Replacement Tax	70,000	300,000	30,000	400,000
	Opening/Closing Fee	90,000			90,000
	Marker Commission	9,000			9,000
	Sales	123,700			123,700
	Inspection Fee	4,000			4,000
	Refunds and Recoveries			15,000	15,000
	Tax Levy	600,000	1,651,600	100,000	2,351,600
	Transferred from GT			200,000	200,000
Total Projected Revenues		911,300	2,042,625	365,010	3,318,935
Projected Expenditures	Administrative Expenses	98,400			98,400
	Assessor's Office		150,144		150,144
	Capital Fund		476,410		476,410
	Cemetery Improvements, Maintenance & Repairs	185,000			185,000
	Casework/General Assistance			536,168	536,168
	Cemetery Operations	392,500			392,500
	Community Agency Funding		340,000		340,000
	Compensation & Benefits	517,000	1,251,995		1,768,995
	Services & Expenses		191,800		191,800
	Supervisor's Office		117,450		117,450
	GT Funds Transferred to GA Fund		200,000		200,000
	Total Projected Expenditures	1,192,900	2,727,799	536,168	4,456,867
Projected Ending Balance		751,944	1,999,305	278,275	3,029,524

Average Monthly Expenditures	99,408	187,616	44,681
Number of Months in Reserve at end of FY	7.56	10.66	6.23
Tax Levy Split Percentages	0.2551	0.7023	0.0425

*NOTE: "Capital Fund Reserve" not included in totals to compute "Average Monthly Expenditures" or "Number of Months in Reserve at end of FY"

PAST LEVY COMPARISONS	Tax Year:	2019	2020	2021	2022
Cemetery Fund		506,600	506,600	506,600	506,600
General Town Fund		1,645,000	1,645,000	1,645,000	1,645,000
General Assistance Fund		200,000	200,000	200,000	200,000
Total LEVY		2,351,600	2,351,600	2,351,600	2,351,600

10/18/2023

Town of the City of Bloomington
Evergreen Memorial Cemetery Fund FY2024 Tax Levy
For Tax Year 2023
FY2024: 04/01/2023 - 03/31/2024

Cemetery Fund		FY2021 Actual Revenue & Expenses		FY2022 Actual Revenue & Expenses		FY2023 Actual Revenue & Expenses		FY2024 est. Revenue & Expenses as of 09/30/2023 (6 months)		FY2024 Preliminary Levy for 10/23/2023 posting	
Beginning Public Fund Balance			453,742		737,764		944,330		1,169,908		1,033,544
Revenues	Interest		615		531		1,066		600		600
	Income from Trusts		12,900		2,549		3,186		4,000		4,000
	Personal Property Replacement Tax		43,392		96,994		146,453		70,000		70,000
	Opening/Closing Fee		87,970		107,355		112,245		90,000		90,000
	Marker Commission		8,156		8,490		8,551		9,000		9,000
	Sales		117,956		123,609		110,407		131,700		123,700
	Sale of Lots	76,520		67,603		80,157		70,000		70,000	
	Sale of Crypts	18,860		11,620		2,725		11,000		11,000	
	Sale of Niches	19,480		42,586		26,315		48,000		40,000	
	Sale of Burial Supplies	300		350		10		500		500	
	Sale of Pet Cemetery Spaces	1,510		850		1,000		700		700	
	Other Sales	1,286		600		200		1,500		1,500	
	Inspection Fee		3,075		3,900		3,725		4,000		4,000
	Other Income & Special Events		9,196		15,831		12,513		10,000		10,000
	Tax Levy		506,314		506,502		506,589		506,600		600,000
	Total Revenues			789,574		865,762		904,735		825,900	
Expenditures	Administrative Expenses		79,269		86,408		80,707		97,697		98,400
	Casualty Insurance	20,840		20,299		21,630		21,297		22,000	
	Contractual Services	8,168		12,741		6,545		14,000		14,000	
	Office Supplies	2,821		3,021		2,572		4,000		4,000	
	Utilities	15,522		15,101		15,929		18,500		18,500	
	Advertising	1,056		931		3,096		4,000		4,000	
	Dues/Seminars	500		350		350		600		600	
	Legal Expense	0		0		0		600		600	
	Audit Expense	7,150		7,250		7,000		7,500		7,500	
	COBT for Financial Administration	12,200		12,200		12,200		12,200		12,200	
	Special Event Expenses	6,802		8,839		5,698		9,000		9,000	
	Other Admin Expenses	4,211		5,676		5,337		5,000		5,000	
	Office Equipment	0		0		350		1,000		1,000	
	Cemetery Improvements, Maintenance & Repairs		79,968		59,733		79,519		228,567		185,000
	Flags & Poles	4,780		14,874		5,318		8,567		15,000	
	Operating Equipment	14,388		14,632		74,201		8,000		8,000	
	Mausoleum (including debt service)	60,792		30,227		0		0		0	
	Columbariums	0		0		0		200,000		150,000	
	Veterans Memorial	0		0		0		10,000		10,000	
	Scattering Grounds/Ossuary	9		0		0		2,000		2,000	
	Cemetery Operations		36,157		118,677		108,634		136,500		392,500
	Fuel, Oil & Equipment	5,665		8,016		9,754		10,000		10,000	
	Tree Removal/Monument Repair	12,360		16,700		9,950		19,000		19,000	
	Equipment Repairs	1,530		6,545		8,339		12,000		18,000	
	CEM Supplies & Maintenance	72		6,824		6,991		15,000		15,000	
	Rental Equipment & Leasing	0		0		2,103		12,000		12,000	
	Removal of Leaves/Branches	3,200		2,038		2,658		4,000		4,000	
	Office Repairs & Maintenance	27		482		4,800		2,000		2,000	
	Grounds Maintenance/Repair	7,610		19,209		17,670		25,000		275,000	
	Road, Fence, Lot, Drains	18		45,625		31,785		20,000		20,000	
	Equipment Building	1,048		128		186		1,500		1,500	
	Other CEM Expenses	15		0		1,003		1,000		1,000	
	Grave Markers	4,610		13,110		13,395		15,000		15,000	
	Compensation & Benefits		310,158		394,378		410,297		499,500		517,000
	Wages: Administrative Staff	59,150		68,539		59,762		70,000		73,000	
	Wages: Cemetery Staff	167,453		223,110		246,828		292,500		307,000	
	Trustee Compensation	0		0		0		0		0	
	Payroll Taxes	16,195		21,041		22,094		24,000		24,000	
	IMRF	24,844		30,604		25,946		39,000		39,000	
	IDES - Unemployment	6,517		8,621		9,903		13,500		13,500	
	Employee Health Insurance, Etc.	35,524		41,930		45,484		60,000		60,000	
	Other Payroll Expenses	475		533		280		500		500	
	Total Expenditures			505,552		659,196		679,157		962,264	
Other Financing Sources In/(Out)											
Ending Public Fund Balance			737,764		944,330		1,169,908		1,033,544		751,944
Average Monthly Expenditures			42,129		54,933		56,596		80,189		99,408
Number of Months in Reserve at end of FY			17.51		17.19		20.67		12.89		7.56
10/18/2023											

Town of the City of Bloomington

General Town Fund FY2024 Tax Levy

For Tax Year 2023

FY2024: 04/01/2023 - 03/31/2024

General Town Fund		FY2021 Actual Revenue & Expenses		FY2022 Actual Revenue & Expenses		FY2023 Actual Revenue & Expenses		FY2024 est. Revenue & Expenses as of 09/30/2023 (6 months)		FY2025 Preliminary Levy for 10/23/2023 posting	
Beginning Fund Balance			1,932,227		2,396,761		2,944,257		3,516,730		2,684,480
Revenues	Interest		6,085		4,064		61,179		125,000		50,000
	Other Income		51,218		26,638		37,546		38,000		38,000
	Other Income: Grant		5,000		17,086		0		0		1,000
	Other Income: GA Administration		0		1,295		2,190		2,000		2,000
	Township Litigation Income		0		0		0		0		25
	Personal Property Replacement Tax		140,871		314,934		475,541		350,000		300,000
	Tax Levy		1,643,738		1,644,570		1,644,925		1,645,000		1,651,600
	Proceeds from Loan		0		0		0				0
	Total Revenues		1,846,912		2,008,586		2,221,381		2,160,000		2,042,625
Expenditures	Assessor's Office		62,462		52,659		74,483		150,144		150,144
	Rent/Debt Service	0		0		0		11,544		21,544	
	Auto Expense	2,844		1,044		2,630		5,000		3,000	
	Telephone	2,887		3,081		2,499		3,000		3,000	
	Utilities	4,904		5,366		5,656		5,800		5,800	
	Postage	165		0		0		300		300	
	Office Supplies	4,182		635		4,010		2,000		2,000	
	Publications & Printing	0		0		30		500		500	
	Equipment	3,384		1,140		5,422		6,000		6,000	
	Equipment Repair/Rental	0		0		0		1,500		1,500	
	Education/Meetings/Conferences	3,040		1,893		13,225		17,000		9,000	
	Replatting & Remapping	0		0		0		9,000		9,000	
	Appraisal Services	13,259		13,145		11,740		34,000		34,000	
	Janitorial	1,800		1,825		2,100		2,000		2,000	
	Computer Services	23,913		20,446		25,059		20,000		20,000	
	Mapping/GIS Services	0		2,100		0		30,000		30,000	
	Membership Dues	2,085		1,983		2,112		2,500		2,500	
	Capital Fund Reserve							841,500		476,410	
	Program Facility							0		1	
	Township Building Improvements							841,500		476,409	
	Community Agency Funding		175,216		149,054		241,367		340,000		340,000
	Community Medical	18,500		18,500		15,000		25,000		25,000	
	GA Client Service Funding	51,502		6,950		35,918		50,000		50,000	
	Youth Services	35,000		45,000		35,000		35,000		35,000	
	Senior Services	68,500		68,500		80,000		80,000		80,000	
	CERP/HERE	0		10,104		0		150,000		150,000	
	Compensation & Benefits		1,040,539		1,061,804		1,017,790		1,124,660		1,251,995
	TWP Supervisor	94,000		94,000		94,000		94,000		94,000	
	TWP Assessor	96,000		96,000		96,000		96,000		96,000	
	Town Clerk	2,400		2,400		2,400		2,400		2,400	
	Town Trustees	2,500		2,280		2,160		2,400		2,400	
	GA Staff	292,826		302,193		316,959		310,000		375,000	
	Deputy Assessors	294,159		307,188		274,436		404,000		420,000	
	IMRF	82,784		81,429		62,315		65,000		88,650	
	FICA	55,465		57,701		56,795		70,000		75,720	
	Group Medical	119,328		117,454		111,401		77,500		94,575	
	State Unemployment	1,077		1,159		1,324		3,360		3,250	

Town of the City of Bloomington

General Town Fund FY2024 Tax Levy

For Tax Year 2023

FY2024: 04/01/2023 - 03/31/2024

General Town Fund		FY2021 Actual Revenue & Expenses		FY2022 Actual Revenue & Expenses		FY2023 Actual Revenue & Expenses		FY2024 est. Revenue & Expenses as of 09/30/2023 (6 months)		FY2025 Preliminary Levy for 10/23/2023 posting	
	Services & Expenses		62,103		161,239		273,871		436,921		191,800
	Membership Dues	1,667		1,661		1,720		1,850		2,000	
	Auditing Expense	7,150		7,250		7,000		7,500		8,000	
	Legal Expense	5,358		3,990		4,617		12,000		12,000	
	Insurance	12,773		12,978		11,647		11,980		13,000	
	Publishing	686		1,024		698		800		800	
	Other Expenditures	2,237		2,429		1,850		5,000		7,500	
	Debt Service: Principle & Interest	0		0		0		0		20,000	
	Building Maintenance	8,578		11,213		8,938		20,000		20,000	
	Janitorial Services & Supplies	5,855		4,290		4,849		6,000		6,000	
	Building Security	0		0		0		0		2,500	
	Building Repairs	0		87,429		155,461		181,791		50,000	
	Special Projects	17,798		28,976		77,091		190,000		50,000	
	Supervisor's Office		42,058		36,335		41,396		99,025		117,450
	Postage	1,425		2,361		1,733		2,500		3,000	
	Rent/Debt Service	0		0		0		0		20,000	
	Janitorial	2,250		2,281		2,625		2,625		3,500	
	Utilities	7,356		8,050		8,484		10,250		11,500	
	Telephones	3,748		3,591		4,267		4,500		5,500	
	Car Expense	1,086		1,496		203		250		3,500	
	Education/Conference/Meetings	1,256		649		3,442		3,500		4,000	
	Equipment	4,521		0		300		53,900		25,000	
	Equipment Repair/Rental	3,332		3,557		3,716		3,800		6,000	
	Office Supplies	5,724		3,244		4,760		5,000		6,000	
	Printing	0		0		0		250		3,000	
	Publications	75		75		165		200		1,000	
	Computer/Contract Services	11,224		10,971		11,521		12,000		25,000	
	Membership Dues	60		60		180		250		450	
	Emergency Transfer of Funds		0		0		0		0		200,000
	GT Funds Transferred to GA Fund	0		0		0				200,000	
	Total Expenditures		1,382,379		1,461,090		1,648,908		2,992,250		2,727,799
	Ending Fund Balance		2,396,761		2,944,257		3,516,730		2,684,480		1,999,306

Average Monthly Expenditures	113,715	112,057	118,030	148,247	187,616
Number of Months in Reserve at end of FY	21.08	26.27	29.80	18.11	10.66
					10/18/2023

*NOTE: "Capital Fund Reserve" is 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 FY2024 Tax Levy
For Tax Year 2023
FY2024: 04/01/2023 - 03/31/2024

General Assistance Fund		FY2021 Actual Revenue & Expenses	FY2022 Actual Revenue & Expenses	FY2023 Actual Revenue & Expenses	FY2024 est. Revenue & Expenses as of 09/30/2023 (6 months)	FY2025 Preliminary Levy for 10/23/2023 posting
Beginning Fund Balance		513,346	490,032	538,224	546,905	449,433
Revenues	Interest	1,255	1,021	2,460	21,000	20,000
	Other Income	9	0	0	0	10
	Personal Property Replacement Tax	17,122	38,292	57,835	45,000	30,000
	Refunds and Recoveries	37,951	25,658	40,269	20,000	15,000
	Tax Levy	199,783	199,960	200,055	200,084	100,000
	Transferred from GT	0		0	0	200,000
	Total Revenues	256,120	264,931	300,619	286,084	365,010
Expenditures	Groceries/Personal Essentials	85,876	56,435	50,072	60,000	85,000
	Rent	129,764	78,803	82,844	80,000	150,000
	Utilities	18,821	10,257	7,115	15,000	50,000
	Medical	0	0	0	0	20,000
	Emergency Assistance	38,360	67,122	147,818	220,000	200,000
	Hospital	0	0	0	0	10,000
	Burial	1,000	2,056	2,056	2,056	6,168
	Transportation	893	238	231	1,500	5,000
	Allowances	4,720	1,828	1,802	5,000	10,000
	Total Expenditures	279,434	216,739	291,938	383,556	536,168
Ending Fund Balance		490,032	538,224	546,905	449,433	278,275

Average Monthly Expenditures	23,286	18,062	24,328	31,963	44,681
Number of Months in Reserve at end of FY	21.04	29.80	22.48	14.06	6.23

10/18/2023



REGULAR AGENDA ITEM NO. 7.A.

FOR CITY OF BLOOMINGTON TOWNSHIP: October 23, 2023

WARD IMPACTED: Town of the City of Bloomington

SUBJECT: Presentation and Discussion of the Township Supervisor's Report

RECOMMENDED MOTION: None; presentation only

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: A report from the Township Supervisor will be provided. Questions, comments, and discussion from the Board are welcome.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: N/A

Respectfully submitted for consideration.

Prepared by: Debbie Stilwell

ATTACHMENTS:

[7A 20231023 Supervisor Report.pdf](#)

CITY OF BLOOMINGTON TOWNSHIP

TO: Township Trustees
FROM: Deborah L Skillrud, TWP Supervisor
DATE: October 23, 2023
RE: Township Supervisor's Report

Building Renovation Project: Phase 1 of the building project, renovating the Assessor's side, should be complete by the end of October. We will close the office to clients and other outside traffic Monday November 6 through Thursday November 9, 2023 in order to move the Assessor's team, as well as to temporarily locate the Supervisor's team, into the newly renovated space. Phase 2, renovating the Supervisor's side, will then begin.

HERE Program: Township continues to serve a number of clients through the Housing Eviction Relief Efforts (HERE) Program. In September, \$8,458 was disbursed for rent, and \$910 towards a mortgage, staving off eviction for seven (7) individuals. A total of \$2,463 was disbursed for six (6) individuals for utilities. A total of \$163,621 has been disbursed through the HERE program since December 2022.

General Assistance: One-hundred twenty-six (126) applicants sought Township services in the month of September. Of those, sixty-six (66) were *potentially eligible* for General Assistance and sixty (60) were *potentially eligible* for Emergency Assistance.

Clients from Rural Townships Bloomington and Danvers were served in September.

There were no Supplemental Security Income (SSI) reimbursements for Township during September, however we did process a reimbursement of \$3,686 for a Bloomington Township client.

POTS Recycling: POTS continues with pick up one day a week. As mentioned at the September Board Meeting, Township will be looking for a new sponsor and collection site as one of the current sponsors, Owens Nursery & Florist, will be closing their retail store and garden center at the end of the year.

Evergreen Memorial Cemetery: The nationally recognized Evergreen Cemetery Walk, in association with the McLean County History Museum, has concluded for another year, having taken place on Saturday September 30, Sunday October 1, Saturday October 7, and Sunday October 8, 2023. A total of 2,279 people attended in person this year. The Virtual Walk will be viewable from November 3 until November 30, 2023. A copy of this year's playbill has been provided.

There have been forty-eight (48) burials year to date in 2023.

System Activity Report

[9/1/2023 - 9/30/2023] Report Date: 10/17/2023

General Assistance

Grants (New Clients) :	5	\$1,725.00
Grants (Previous Clients) :	29	\$9,995.00
In-Process :	20	
Denials :	66	
Sanctions :	3	
Terminations :	5	
	128	\$11,720.00

General Assistance - Medical

Referrals :	2	
Disbursements :	0	
	2	\$0.00

General Assistance - Work Program Assignments

Job Training :	16	
Workfare :	9	
	25	

General Assistance - Work Program Expenses

WF 30 Day :	8	\$256.00
WF 7 Day Bus :	1	\$10.00
WF Gasoline :	1	\$32.00
	10	\$298.00

Emergency Assistance

Grants :	19	\$18,899.75
In-Process :	0	
Denials :	8	
	27	\$18,899.75

Additional Assistance

GA - Transient :	2	\$21.00
GT - HERE (AMEREN ILLINOIS) :	5	\$1,872.68
GT - HERE (NICOR GAS) :	2	\$804.90
GT - HERE (RENT/MORTGAGE) :	7	\$9,160.98
	16	\$11,859.56

Additional Activity

A Call (phone/fax/email) :	293	
A Face-to-Face :	93	
General - Intake :	154	
General - Orientation :	102	
	642	

Grand Totals:	850	\$42,777.31
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EVERGREEN CEMETERY WALK

EST.1995



Bringing Local History to Life

SATURDAYS AND SUNDAYS
SEPTEMBER 30 & OCTOBER 1, 7, 8
2023

PRESENTED BY:

FEATURE SPONSORS:



PANTAGRAPH
MEDIA



Our partnership with the McLean County Museum of History
and Illinois Voices Theatre Echoes continues
with our commitment to the Evergreen Cemetery Walk.

We are grateful for the many individuals and organizations
that put in so much time and effort to make this historical
walk a success.

We would like to say Thank You to everyone who has been out
to take a walk back in time and educate themselves on our
local history.

302 E. Miller St.
Bloomington, IL 61701
www.evergreenmemorialcemetery.com



EVERGREEN
CEMETERY WALK
XXIX

Public Tours:

September 30 - October 1 and October 7-8, 2023

School Tours:

October 3-5, 2023

Sponsored by:



Linda Garbe

**Deanna Frautschi
& Alan Bedell**





YOUR COMMUNITY OUR HISTORY

Over the course of almost 30 years, the *Evergreen Cemetery Walk* has provided a unique and invaluable educational experience for students and adults alike. Working with Illinois Voices Theatre and Evergreen Memorial Cemetery (partners since the *Walk*'s inception in 1995), and our new partner Broadleaf Media (who produces the *Virtual Walk*) this event has extended its reach even further, helping people who are limited by mobility or geography experience this nationally recognized, award-winning event.

The *Walk* has helped participants develop an understanding, appreciation, and respect for cemeteries as a source of history. This event has helped curb cemetery vandalism exponentially, not just at Evergreen Memorial Cemetery, but at cemeteries around the region. The *Walk* has also helped members of our community understand the significant roles individuals from our past have played in local, state, national, and international history by exposing them to the educational benefit of acting and the arts, which brings our history to light and to life. That is the power and impact of this event.

Special thanks to our event partners: Dave Krostal, Susan Thetard, and Illinois Voices Theatre—Echoes, and the staff and trustees of Evergreen Memorial Cemetery, without whom this event would not be possible. We thank Kathe Conley and John Capasso for their research, interpretation, and creation of the guide scripts; Leisa Barbour for assistance with the teacher and student packets; Micaela Harris for graphic design; Nancy Hoover for playbill design; John Capasso, Madeline DeCosta, Genevieve Fritz, and Maria Mears for additional research and writing of biographies; and the entire staff and volunteers of the McLean County Museum of History. We are also extremely grateful for our grocery and restaurant donors who keep our volunteers and actors happy and well fed. And, of course, for our fabulous and fearless *Cemetery Walk* volunteers and interns. This event would be impossible without you!

Finally, we thank you—our community—for your continued support and participation (whether in-person or online)! No one expected this event would have the impact it has on our community and our shared appreciation for the historic value and creative potential of cemeteries. This event is a piece of history in its own right, and we hope that it continues for many more years to come.

Evergreen Cemetery Walk Coordinators

Candace Summers, Emily McCusker, and Eric Hansen



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*We proudly present the Annual Evergreen Cemetery Walk,
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Nancy Bollman
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Betsy Cole
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LIVE & LOCAL



CHARACTER & ACTOR BIOS



Paul Rhymer (1905-1964) a Bloomington High School graduate, was considered one of the great writers of the 1930s “script” radio shows with his popular “Vic and Sade.”

The show drew 7 million listeners and was set in what was undeniably a fictionalized Bloomington. Prior to his radio days, Rhymer worked for the railroad, drove a cab, and was a reporter for the *Pantagraph* (where he was fired for fabricating stories). A practical joker, Rhymer was a private person despite his outgoing manner. He is visiting from Lexington Cemetery in honor of the recognition by the Bloomington Young Men’s Club for “Paul Rhymer Day” in 1938.

(Writer: Todd Wineburner)

John D. Poling (Paul Rhymer)

This is Poling’s third time participating in the *Evergreen Cemetery Walk*. In 2015 he portrayed *Pantagraph* publisher William O. Davis, and in 2020 he brought to life Bloomington entrepreneur Owen Lee Cheney. Poling has appeared in dozens of local productions over the years, most recently as “Pastor Paul” in *The Christians*. He has appeared in the films *The Little Vagabond* and *American Criminals*. Poling is also a director and a playwright, seeing some half-dozen of his short plays being produced.



John Jackson Mayes, Jr., (1851 -1918) known as J.J., was engaged in the photography business, and had a reputation of being an artist with a camera. Canadian born, Mayes moved to the United States in about

1868, and three years later witnessed the Great Chicago Fire. By 1877, Mayes had moved to Bloomington and established a photography business with Albert Bell, eventually venturing out on his own and even teaching photography for a short time at IWU. He later went into the business of training and breeding racehorses, raising them in a barn he leased on Bloomington’s west side. (Writer: John D. Poling)

Kevin Paul Wickart (J. J. Mayes)

If Wickart looks familiar, it’s probably because this is his eighth *Cemetery Walk* appearance. He lives in Normal with his family and performs with theatre companies from Peoria to Urbana. Wickart recently played “The Amazing Karnak” in the Station Theatre’s *Ride the Cyclone* and directed the hit play *She Kills Monsters* for Corn Stock Theatre. Other recent roles include “Antonio” in *The Tempest* (CUTC), “Nostradamus” in Eastlight’s *Something Rotten*, and “Cléante” in *Tartuffe* at Heartland Theatre.



CHARACTER & ACTOR BIOS



Samuel Noble (1834-1913) and Mary (Reed) King (1842-1928) were a force in the advancement of agriculture, and in the pursuit of educational and civic projects throughout Central



Illinois. S. Noble was considered a “pioneer” farmer, particularly in the development of crop rotation practices and use of fertilizers.

Mary (who had been an educator prior to her marriage) co-founded the McLean County Household Science Association, an organization that gave women educational opportunities to learn modern methods of household management. Upon his death, S. Noble deeded a generous part of his estate to underwrite the Jessamine Withers Home for Elderly Women, which was advanced by Mary with both her financial and personal involvement. (Writer: John Bowen)

Nathan Brandon Gaik (Samuel Noble King) studied acting at Illinois State University. He has been a Company member at Barn III Dinner Theatre in Goodfield since 2012. Most recently, he played “Ben” in Neil Simon’s *The Sunshine Boys* at Barn III this past summer. Aside from Barn III, Gaik has been in productions at Community Players Theater, Heartland Theatre Company, and New Route Theatre. Thanks to Patrick for his love and support.



Connie Blick (Mary King) is honored to be featured in the 2023 *Evergreen Cemetery Walk*, playing a part in keeping history alive. She was previously featured in the virtual *Cemetery Walk* as Emily Howard in 2020. Blick is an acting graduate from the School of Theatre and Dance at Illinois State University and has a strong presence in local community theatre, active on stage and off in productions at Heartland Theatre Company and Community Players Theatre. She is co-founder of Nomad Theatre Company, a site-specific theatre company that is quite literally “Theatre That Moves.”



CHARACTER & ACTOR BIOS



Frances Kessler (1887 – 1975) had a passion for music and education. Music was always an interest for her, and she credited her family for that life-long love and appreciation. Each of her immediate family members

played a musical instrument, with Kessler playing the piano. She received her teaching certificate from ISNU in 1907, a bachelors in music education from IWU, and a masters in music education from the American Conservatory of Music in Chicago. She was among the first in the nation to teach music appreciation and to integrate radio in the classroom while teaching in Bloomington Public Schools.

Writer: Cristen Monson)

Nancy Nickerson (Frances Kessler)

has appeared in productions at Heartland Theatre Company, Prairie Fire Theatre, Lincoln Community Theatre, Community Players, and others. This will be her second *Cemetery Walk*; her first in 2018 as Jane Frankeberger Hendryx. Nickerson works part-time at Home Sweet Home Ministries and lives in Bloomington with her feline family.



Annie Ethel Jones (1899 – 1991) was a Black woman born and reared on a Mississippi farm, which her family owned. She married an older man and they moved to Bloomington in 1922 to be near one of

his daughters. Jones began working as a housekeeper but dreamed of becoming a doctor. Instead, she took a correspondence course to become an LPN, working first at St. Joseph's Hospital, then the McLean County Poor Farm working with older adults. Later, she also did private nursing for families in the community. An active community member, Jones was involved with the NAACP and her church, Wayman AME.

(Writer: Kathleen Kirk)

Darraugh Maxine (Annie Ethel Jones)

is honored to be performing in her first *Evergreen Cemetery Walk* after seeing it many times as a junior high student! Darraugh is a graduate of Illinois Wesleyan University with a BFA in Acting. Previous credits include *Much Ado About Nothing*, *A Raisin in The Sun*, and *Crowns*. When not on stage, you can also find her making magic as a princess performer with A Royal Remembrance LLC. Thank you for coming today!



CHARACTER & ACTOR BIOS



Richard Blue (1842-1921)

was born in Ohio and came to Bloomington at age 9 with Judge Rayburn and his family. Blue joined the Union Army in 1865, serving as a musician in the 29th U.S. Colored

Infantry. After the Civil War, Blue worked as a janitor and door keeper for the Illinois General Assembly, was a barber in Bloomington, and was often a butler for large social events. He was heavily involved in community service and Black politics, including running for city alderman in Bloomington. Blue was also active in advancing Black literacy, helping start the Bloomington Literary and Protective Association.

(Writer: Cristen Monson)

Gregory D. Hicks

(Richard Blue) is happy to return to this year's *Evergreen Cemetery Walk*! You may remember him from his appearance in 2013 when he portrayed trades-

man and activist Henry L. Brown, or from the *Virtual Cemetery Walk* commercial in 2020! Olivia and Noah Hicks continue to be his reasons and his "why" for becoming his best self! He is represented by The Rock Talent Agency in Chicago.



Dave Krostal (Director) has performed in over 75 local productions including most recently *It's a Wonderful Life* at the Station Theatre, "Bar-dolph" in *Henry V* at the Illinois Shakespeare Festival, "Norman" in *Table Manners* at Heartland Theatre, "George" in *Of Mice and Men* at Community Players Theater, "Paul Sheldon" in *Misery* at Peoria Players, and "Titus Savage" in *The Curious Savage* at Cornstock Theater. Krostal has also acted and directed at the newly formed Nomad Theatre. He and his wife Cristen played circus performers Clyde and Emily Noble in the 2018 *Evergreen Cemetery Walk*, and he has also been a tour guide for the *Walk*. Krostal is a graduate of Illinois State University's Theater Education program and retired from teaching in 2016. This is his fourth year as director for the *Cemetery Walk*.



Susan Anhalt Thetard (Artistic Director and co-costumer) has produced the *Evergreen Cemetery Walk* for six years after retiring from University High School. For 19 years she was blessed to teach English and Theatre to great students and produce over 50 shows. Thetard holds a BFA from IWU and an MFA in costume design from ISU; you may have seen her work at the Illinois Shakespeare Festival, Community Players, or Illinois Wesleyan University. Thetard thanks her husband, Jon, who helps far beyond moral support. Working with Candace, Dave, and the CW team has been a great way to “retire.”



Eric Hansen (Director of Volunteers), Candace Summers (Senior Director of Education), and Emily McCusker (Director of Youth & Family Education) are the lead Museum staff members responsible for the *Evergreen Cemetery Walk*. Together, they bring a combined 20+ years of Museum experience with them to their planning of this signature event. With degrees in History, Archaeology, and Political Science, all three of them have a passion for our local history—one that they hope to instill in others through Museum programs like the *Evergreen Cemetery Walk*.

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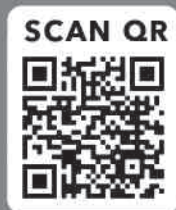
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The Writers



CRISTEN MONSON wrote Frances Kessler and Richard Blue. Cristen works at ISU as the Theatre Department Academic Advisor and coordinates summer camps for The Illinois Shakespeare Festival. She has written and performed at the *Evergreen Cemetery Walk* numerous times. She is co-founder of Nomad Theatre.



JOHN D. POLING wrote J.J. Mayes. This is John's first year as a *Cemetery Walk* writer, but he has performed in previous walks. Other plays of his have been produced locally. John teaches for Parkland College and is a social studies specialist for MetriTech Inc.



TODD WINEBURNER wrote Paul Rhymmer. Todd is a frequent writer for the *Evergreen Cemetery Walk* and appeared numerous times including as Jesse Fell and David Davis. Todd recently wrote and performed as Jesse Fell at the Normal Parks anniversary celebration of Fell Park. Todd works as a broadcaster in Bloomington.



KATHLEEN KIRK wrote Annie Ethel Jones. She is a frequent writer for the *Cemetery Walk* and the *History Makers Gala* and has appeared numerous times, most recently as Helen McCurdy. She works part time at the Normal Public Library, serves on the board at Heartland Theatre, and edits the online journal, *Escape Into Life*.



JOHN BOWEN wrote the King duet. This is his second years as a writer but has appeared in others. John is a writer, actor, husband and father. He's a regular in the local theatre scene and a co-host of the Next to Normal Story Slam.

Tech Team



L. Jane Thomley, Co-Costume/Props
this is Jane's fifth year with the *Walk*. She retired from Thomas Metcalf School in 2014 after over 35 years teaching and directing and designing shows.



Grace Irvin, Production Assistant, returns for her fifth *Cemetery Walk*. Grace is involved in many theatres in town, especially ILVT Seedling Theatre. Grace is also a wedding coordinator with Palma Entertainment.

*We would like to extend an extra special **Thank You** to our diligent and hard-working volunteers without whom we could not do this event!*

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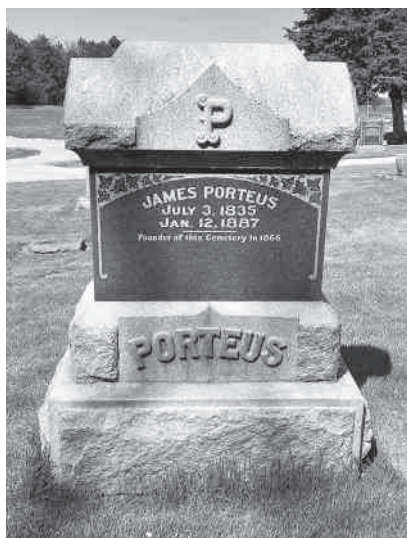
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EXPLORING MCLEAN COUNTY CEMETERIES:

Lexington Cemetery

Our guest voice for this year's *Walk*, Paul Mills Rhymer, is visiting from Lexington Cemetery, located off P.J. Keller Highway in Lexington, Illinois.



**Marker for
James Porteus,
founder of the cemetery.**

Lexington Cemetery, originally called Porteus Cemetery, was founded in 1866 by Civil War veteran James Porteus and is the second oldest cemetery in Lexington. The first official burials in this cemetery were William and Elizabeth (McAboy) Dishon in 1866. However, it is believed that earlier burials took place in the area that would become this cemetery.

In 1888 Porteus Cemetery was renamed Lexington Cemetery and a cemetery association was formed to oversee its care and upkeep. In 1952 Lexington Township assumed management of the cemetery, which allowed taxes to be levied to support its continued care and maintenance.



**Paul Mills Rhymer grave, located in
section A1, Lot 4, southeast corner**



J.J. Kemp mausoleum, Lexington Cemetery

This cemetery is home to three family mausoleums, the most prominent of which belonged to John Jackson (J.J) Kemp, a well-to-do farmer, banker, and livestock and grain dealer. Built in 1892 out of Indiana limestone, the face of the mausoleum stands 22 feet high, and it covers a plot of land 35 by 38 feet. Notable features include unique statuary adorning it—it—two life-sized Newfoundland dogs who are at rest. The carved dogs keep watch and flank a marble angel placing flowers on a cross. The design is completed with two large, curved wings and four marble columns. Bloomington monument maker H.J. Higgins & Co. created this masterpiece.

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around the human
condition, something we
all can relate to.

Experience **professional-
quality** theatre, with age-
appropriate actors, the
kind of theatre you'd
expect to find in Chicago,
right here in Bloomington-
Normal. A cultural gem in
our community since
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Gregory Hicks in
SUPERIOR DONUTS - 2012



Nancy Nickerson in FIGHTING
WORDS - 2016

John D. Poling in END OF
THE TOUR - 2011



www.heartlandtheatre.org



HEARTLAND
THEATRE
COMPANY

Nathan Brandon
Gaik in MERELY
PLAYERS - 2014



Kevin Paul Wickart in TARTUFFE
- 2021

Our New 2023-2024 Season

GRAND HORIZONS by Bess Wohl
DIRECTED BY CYNDEE BROWN
SEPTEMBER 2023

BLOOMSDAY by Steven Dietz
DIRECTED BY SANDRA ZIELINSKI
NOVEMBER 2023

YOUNG AT HEARTLAND Showcases
DIRECTED BY SANDRA ZIELINSKI
OCTOBER 2023 & JUNE 2024

The Play's the Thing NEW PLAY READING
DECEMBER 2023

EVERY BRILLIANT THING by Duncan MacMillan
with Jonny Donahoe
DIRECTED BY AARON SPARKS
FEBRUARY 2024

CLYDE'S by Lynn Nottage
DIRECTED BY JASON A. VALES
APRIL 2024

GHOSTS!
2024 10-Minute Play Festival
DIRECTED BY DARLENE LLOYD, DAVE MONTAGUE, LYNDIA
RETTICK & G. WILLIAM ZORN
JUNE 2024

New Plays from the Heartland
ONE-ACT PLAYS FROM THE MIDWEST
DIRECTED BY DOUGLAS MALCOLM, TABITHA MILLER &
NATASHA WARLOE
JULY 2024



REGULAR AGENDA ITEM NO. 7.B.

FOR CITY OF BLOOMINGTON TOWNSHIP: October 23, 2023

WARD IMPACTED: Town of the City of Bloomington

SUBJECT: Presentation and Discussion of the Township Assessor's Report

RECOMMENDED MOTION: None; presentation only

STRATEGIC PLAN LINK:

STRATEGIC PLAN SIGNIFICANCE:

BACKGROUND: A report from the Assessor's office will be provided. Questions, comments, and discussion from the Board are welcome.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: N/A

Respectfully submitted for consideration.

Prepared by: Debbie Stilwell

ATTACHMENTS:

[7B 20231023 Assessor Report - Board of Review Rules.pdf](#)



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

To: Town Trustees
From: Steve Scudder
Date: October 22, 2023
Subject: Assessor Report

Assessments will be published on October 27th in the Pantagraph. That will start the 30-day timeline to submit an assessment complaint to the County Board of Review. So the deadline to get a complaint filed will be November 27th of 2023. The County is adding a multiplier of 1.0262 to all assessments for the City of Bloomington Township.

DUE TO THE COVID-19 PANDEMIC, THE McLEAN COUNTY BOARD OF REVIEW WILL NOT HOLD IN-PERSON HEARINGS IN 2023. All hearings with assessment reduction requests of less than \$100,000 will be held by telephone. Telephone hearings will be scheduled. Appellants will be required to call the Board of Review at the scheduled time. Hearings with assessment reductions requests greater than \$100,000 may be held by telephone or by video conference. All parties will be required to telephone or log-in at the scheduled hearing time. Any appellant who does not call in for their scheduled hearing may result in the Board dismissing the assessment complaint.

Our assessment date of appraisal is January 1, 2023.

Attached are suggestions from the County on how to file your appeal, the Board of Review Rules for 2022, and a copy of the non-farm property assessment complaint form.

The phone number for the Board of Review is 309-888-5132. Email is boardofreview@mcleancountyil.gov

Any questions or comments?

Guidelines for Assessment Complaints

It is highly recommended that you review this document prior to submitting a complaint. This document does not replace the Rules of the Board of Review, but it does provide practical tips and explanations of the appeal process. The Board wants to help you be well prepared and informed. These guidelines are intended to help you understand the process and be successful in your presentation.

The current assessment is based on the past three years' market value prior to January 1 of the assessment year as required by the Illinois law. An equalization factor (multiplier) will be applied where the three-year market value is either more or less than the assessed value to bring the statutory assesement to 33.33 percert.

SUPPORTING EVIDENCE - ALL SUPPORTING EVIDENCE OR ADDITIONAL INFORMATION TO BE CONSIDERED BY THE BOARD OF REVIEW MUST BE SUBMITTED IN TRIPLICATE (EXCEPT PHOTOGRAPHS) AT THE TIME THE COMPLAINT IS FILED.

Examples of evidence include but are not limited to:

- *Settlement Statements, Sales Contract and/or Illinois Real Estate Transfer Declaration.* These documents are most helpful on a recently purchased property. They must be signed by both buyer and seller, and the total sales price must be stated. All transactions must be an arms-length sale to be considered for "Market Value." Sales not considered to be arms length are relocation company sales, short sales, bankruptcies and foreclosures.
- *Comparable Sales.* **If there are sales of similar properties in the same neighborhood, furnish evidence of these sale prices should be submitted. For example, square footage is approximately the same; a ranch is compared to a ranch, a two-story to a two-story, a bi-level to a bi-level, etc. All square footage is determined by outside measurement.**
- *Comparable Assessment.* If there are similar properties in the same neighborhood that have been assessed lower, the evidence should include assessed valuations, addresses, and property index numbers. If a comparison of similar properties is used to claim a lack of equal treatment (equity), these comparisons should be included in the original complaint as evidence of the lack of equal treatment. They should be similar in type use, size, quality, age, construction, location, and market value as of January 1 of the assessment year.
- *Photographs.* These can be helpful in showing the style, condition, and any special factors of your property that should be brought to the Board's attention. Photographs of other similar properties may also be helpful for purposes of comparison. It is not necessary to submit photographs in triplicate; one original for each property is sufficient.
- *Appraisal or Legal Brief.* A current ad valorem appraisal dated January 1 of the assessment year by a qualified appraiser can be most helpful. It must conform to the Uniform Standards of Professional Appraisal Practice (USPAP) to be considered. Appraisals done for bank financing are of limited scope

and carry less weight. Market analysis furnished by a Realtor should be based on the prior three years' market value before January 1 of the assessment year.

• ***Income and Expense Statements.*** If the property is income producing, the taxpayer should furnish the income and expense statements of the prior three years as evidence of value to the Board of Review with the complaint form. The most appropriate evidence is the pertinent schedules of the taxpayer's federal income tax return.

Who should file a complaint?

Any taxpayer who believes the assessment on their property is incorrect may file a complaint with the Board of Review. Any taxing district that has an interest in the assessment of a parcel may also file a complaint.

It is strongly recommended that the taxpayer discuss his/her assessment with the Township Assessor prior to the filing of a complaint with the Board of Review. If, after talking with the township assessor, the taxpayer still wishes to pursue a formal complaint, he/she needs to familiarize themselves with the Rules governing hearings before the McLean County Board of Review. However, the 30-day time limit for filing from the date of publication will not be changed to allow for discussing the assessment with the assessor.

A formal complaint may be filed when it appears that:

1. The assessor's indication market value is higher or lower than actual market value.
2. The assessment is higher or lower than those of similar neighboring properties.
3. The assessment is based on inaccurate information in regard to property characteristics.
4. The assessed value is at a higher or lower percentage of market value for the property than the prevailing township or county median level, as shown in an assessment/sales ratio study.

HEARINGS BY THE BOARD OF REVIEW –

1. A personal appearance may be waived at the discretion of the Board of Review. The taxpayer or licensed attorney may schedule a conference telephone call - at the taxpayer's expense - at the original scheduled hearing time.
2. Taxpayers may represent themselves or be represented by a licensed attorney. Accountants, tax representatives, tax advisors, real estate appraisers, real estate consultants and others not qualified to practice law in the State of Illinois will not be permitted to file property assessment complaints or appear at hearings before the Board of Review in a representative capacity. However, such persons may testify at hearings before the Board and may assist parties and attorneys in preparation of cases for presentation by these parties and attorneys for the Board of Review at hearings.
3. The Township Assessor or a representative from that office may present evidence concerning the property and its assessment.
4. Whenever the taxpayer is requesting a reduction in assessed valuation of \$100,000 or more, the taxing districts affected by this request and/or their licensed attorneys will be notified and may appear at the hearing with questions.
5. If a taxpayer requests a reduction in assessed valuation of \$100,000 or more, it is required that the Board of Review office notify each taxing district affected by the complaint. It is, therefore, **REQUIRED THAT TAXPAYERS SUPPLY THEIR ESTIMATE OF CORRECT VALUE ON LINE 9 (a, b, c) OF THE COMPLAINT FORM.**
6. If a complaint deals with the land and the building(s) on one parcel number as separate issues, they are still to be filed on one complaint form. Even if a taxpayer states that his/her complaint is only on either the land or the building(s), the Board of Review will review the entire parcel, not just the

objected part.

7. Complaints filed by two separate persons on one property will not be heard separately.

STATE OF ILLINOIS PROPERTY TAX ASSESSMENT LAW

1. All **non-farm** property is to be assessed at 1/3 of the fair market value and that like property be assessed in a like manner (equity).
2. All **farm home sites and farm residences** are to be assessed at 1/3 of the fair market value.
3. All **farm land** assessments are based on total agriculture use value as determined by the State Farmland Assessment Review Committee rather than fair market value. The McLean County Board of Review will review complaints of assessed values on farm residences, farm home site and farm buildings. **The Board of Review does not have the authority to adjust the certified farmland equalized assessed values received annually from the Illinois Department of Revenue as legislated by the Farmland Assessment Law passed in 1981.**
4. All **non-farm timberland** is covered by the Illinois Timberland Assessment Law passed in 2007 and is assessed as follows:
 - a. Timberland not on farm without an Illinois Department of Natural Resources forest management plan shall be assessed at 1/3 of the fair market value.
 - b. Timberland, prairie, wetland, and undeveloped land with passive management shall be assessed at 1/3 of the fair market value.
 - c. Timberland with an Illinois 10-year Conservation Stewardship Plan approved by the Illinois Department of Natural Resources shall be assessed at 5 percent of the fair market value.
 - d. Timberland with an approved 10-year Illinois Department of Natural Resources forest management plan shall be assessed at 1/6 of the agricultural land value. (Forest Development Act 1983)

FARM GUIDELINES

To be eligible for a farm assessment, tracts of land should:

- **Be five acres or more and have been in farm use for the preceding two years**
- **Be larger than the residential portion of the parcel**
- **Earn an annual farm gross income of \$1,000 or more. This qualifies as a farm to be reported to the U.S.D.A. Farm Census**
- **Have a Schedule F Form 1040 (Profit or Loss from Farming) filed by the owner with the Federal Income Tax Return annually**
- **Not include property that is primarily used for residential purposes even though some farm products may be grown or farm animals bred or fed on the property incidental to its primary use, and**
- **Meet the statutory use requirements of the farm definition of Section I-60 of the Property Tax Code.**

McLean County
BOARD OF REVIEW

PO Box 2400
115 E. Washington St., Room 101
Bloomington, IL 61702-2400 (309) 888-5132 website: www.mcleancountyil.gov
email: boardofreview@mcleancountyil.gov

Non-Farm Property Assessment Complaint

Docket# _____

Who should complete this form?

You should complete this form if you object to the assessment for your non-farm property and wish to request a hearing before the Board of Review. Contact your Chief County Assessment Officer (CCAO) to obtain the filing deadline for this complaint.

NOTE: Attach any evidence that supports your complaint.

Step 1: Complete the following information

1. _____
Property Owner's Name

Street Address

City _____ State _____ ZIP _____
2. Send notice to (if different from above)

Property Owner's Name

Street Address

City _____ State _____ ZIP _____

3. Write the Property Index Number (PIN) of the property for which you are filing this complaint. Your PIN is listed on your property tax bill or you may obtain it from your CCAO.
Property Index Number: _____
4. Write the street address of the property, if different than the address in Step 1.

Street Address

City _____ State _____ ZIP _____
5. Is there an active PTAB (State of Illinois Property Tax Appeal Board) filing for this property? ☐ Yes ☐ No
If yes, which year(s)? _____

Step 2: Check the reasons for which you are objecting

- 6a ☐ Property assessed twice for _____.
- 6b ☐ Assessment is ☐ lower ☐ higher than assessment of comparable property in this county.
- 6c ☐ Property was exempt on January 1, _____.
- 6d ☐ Improvement was not taxable on valuation date.
- 6e ☐ Other (incorrect description, homestead, etc)
- 6f ☒ What is your opinion of market value on January 1, _____ (current year)? \$ _____
7. Purchase date _____ Purchase price \$ _____
Note: If recent sale, attach a copy of real estate transfer declaration or settlement sheets.
8. Construction Completion Date _____ Construction cost \$ _____ Land cost \$ _____
9. Improvements since purchase _____ Date completed _____
Did you do the work yourself? ☐ Yes ☐ No How much? _____

*** MARKET VALUE DIVIDED BY 3 EQUALS ASSESSED VALUE (example: 90,000 / 3 = 30,000)**

Step 3: Assessed values of the non-farm property

10. Write the assessed values of the non-farm property as of January 1, _____ (current year). These are in column 3 of your PTAX-228 Form.
- a Land/lot or farm homesite _____
- b Non-farm buildings _____
- c Total _____
11. Write the amounts you estimate to be the correct assessed values of this property as of January 1, _____ (current year).
- a Land/lot or farm homesite _____
- b Non-farm buildings _____
- c Total _____

Step 4: Supporting evidence

12. Why do you believe your assessment is incorrect? (attach additional page(s) if needed)

13. Required evidence

To support a claim of an unfair assessment, you will need substantial evidence. Your evidence may be obtained from the township or county assessment office, from a professional appraiser, or through research. Pertinent evidence for non-farm property may include some or all of the following:

- A copy of the property record card and photograph of the property under appeal
- Copies of the property record cards and photographs of similar neighboring properties (MUST complete attached Comparable Sales/Uniformity Grid)
- A copy of the form PTAX-203 Real Estate Transfer Declaration, a deed, or a contract for purchase
- An appraisal of the property completed by a certified appraiser
- A list of recent sales of comparable properties (including photographs, property record cards, and evidence of the sale price; MUST complete attached Comparable Sales/Uniformity Grid)
- Photographs of elements not shown on the property record card that detract from the value of the property, with an estimate (in dollars) of the negative effect on the market value
- Proof of construction cost if new
- Income property MUST submit prior three years of income/expense statements

Step 5: Signature

I request a hearing on the facts in this complaint so that a fair and equitable assessment of the property may be determined.

Property Owner's or authorized attorney's signature

Printed name

Date

Daytime Phone

Cell Phone

Email

Board of Review

Signature

Date

Reason:

- ☐ Accepted
- ☐ Denied
- ☐ Pending

Comparable Sales/Uniformity Grid

	<u>Subject</u>	<u>Comparable #1</u>	<u>Comparable #2</u>	<u>Comparable #3</u>
Parcel Number				
Address				
Total Land Acres				
Design/No. of Stories				
Year Built				
Above Ground Living Area (square foot)				
Basement/Crawl/Slab				
Finished Bsmnt Area (square foot)				
# Bathrooms				
Central Air Conditioning (Yes/No)				
# Fireplaces				
Garage/Car Port (square foot)				
Other Improvements (deck/patio/pool, etc)				
Sale Date				
Sale Price				
Sale Price per square foot above ground living area				
Land Assessed Value				
Building Assessed Value				
Total Assessed Value				
Building Assessed Value per above ground living area				

Property Assessment Appeals

General Information

When going through the appeal process, you (property owner) are appealing the assessed value of your property, **not the tax bill**. The amount of the tax bill is determined by the various tax rates that are applied to the assessment by each of the taxing districts (schools, parks, libraries, etc.). If the assessment is to increase, the County must publish the change in a local newspaper. Tax rates are not an issue in the appeal process; only the amount of the assessment can be appealed.

Property is assessed each year by the township assessor. By law (35 ILCS 200/9-145), assessments of property, other than farmland, are required to be assessed at 33 1/3% of its fair cash (market) value. If the assessment is to increase, the Chief County Assessment Officer (CCAO) must publish the change in a local newspaper. The change is subject to further equalization and revision by the board of review as well as state equalization by the Illinois Department of Revenue.

Your appeal must be filed with the board of review within 30 days of the publication of the changes by the CCAO. Appeals filed late will not be heard. Once you receive the tax bill, it is generally too late to make an appeal for that year's assessment. The board of review will mail you a final notice of its decision after the board closes. A list of the final assessment changes is available from the board of review.

When filing an appeal with the board of review you must submit all supporting evidence you believe is necessary to support your claim. The board of review will not research evidence for you.

Informal Appeal

If you have a complaint, you should first contact your township assessor. Notifying the township assessor of an erroneous assessment early in the year may result in a correction without using the formal appeal process.

Formal Appeal

If the matter is not resolved after notifying the township assessor, you should proceed with a formal appeal to the Board of Review. You must be able to support one or more of the following claims:

- The assessor's market value is higher than the actual market value
- Assessment is at a higher percentage of market value than the prevailing township median level as shown in an assessment/sales ratio study
- The primary assessment of the property is based on inaccurate information, such as incorrect measurement of a lot or building
- The assessment is higher than those of similar neighboring properties

Steps in Filing a Formal Assessment Appeal

An appeal of an assessment (other than on farmland or farm buildings) has seven steps. For farmland or farm buildings, you must file a Farm Assessment Complaint form.

1. Obtain the property record card with the assessed valuation of the property. These may be found on the county website, or City of Bloomington Township Assessor's website, or Normal Township Assessor's website.
2. Discuss the assessment with the assessor to determine how the assessment was calculated.
3. Determine the fair market value for the property.
4. Determine prevailing assessment level in your jurisdiction.
5. Determine the basis for formal complaint.
6. File Non-Farm Property Assessment Complaint form with the board of review.
7. Present unfair assessment evidence to Board of Review.

Evidence Needed

To support a claim of unfair assessment, you will need substantial evidence. Evidence may be obtained from the township assessor or the CCAO office, from a professional appraiser, or through research. Pertinent evidence for non-farm property should include some of the following:

- Copy of property record card and photo of the subject property
- Copies of property record cards and photos of similar neighboring properties
- Copy of form PTAX-203 Real Estate Transfer Declaration, a deed, or a contract for purchase of the subject property
- Appraisal of the subject property
- Recent sales of comparable properties, including photos, property record cards, and evidence of the sale prices
- Photo of elements not on the property record card that detract from the property value and a dollar estimate of the negative effect on the market value

Additional Information

A copy of your appeal and evidence will be forwarded to the township assessor. The township assessor may submit evidence in support of their value. The board of review will consider all the evidence submitted and make a proposal. If you are not satisfied with the board of review's proposal, you may request a formal hearing. You will be scheduled for a hearing and all parties may discuss their positions. Evidence submitted at the hearing will not receive consideration. A final decision will be mailed after the board of review closes on December 31st.

How a Tax Bill is Calculated

The county treasurer bills and collects property taxes for the year following the assessment year. Your tax bill is determined by taking the equalized assessed value of your property and applying the aggregate tax rates from the levies of all local taxing districts and units of local government. Your tax bill is calculated as follows:

Equalized assessed value – Homestead exemptions = Taxable value
Taxable value x aggregate tax rate = Total tax bill