

CITY OF BLOOMINGTON TOWNSHIP

NOTICE

MEETING: Board of Trustees, City of Bloomington Township
DATE: Monday, December 18, 2017
PLACE: Bloomington Center for the Performing Arts Auditorium, 600 N. East St.
TIME: 6:30 pm

AGENDA

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

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

- A. Approval of Minutes of the November 28, 2016 Board Meeting, and the Special Meeting Minutes of October 10 and 17, 2016 as submitted by Cherry Lawson, Town Clerk. (Recommend that the Minutes of the November 28, 2016 Meeting and the Special Meeting Minutes of October 10 and 17, 2016 be approved as presented.)
- B. Action and Approval by Board on Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of November 2016 accounts. (Recommend that the Audits be approved as presented.)
- C. Approval of General Town Fund anticipated expenditures as presented and certified. (Recommend that the Anticipated Expenditures be approved.)
- V. Action and Approval by Board on Resolution Adopting a Policy Prohibiting Sexual Harassment for the Town of the City of Bloomington. (Recommend that the Policy Prohibiting Sexual Harassment be approved and the Resolution adopted.)
- VI. Request to Lease a Vehicle for the Supervisor's Office. (Recommend that an automobile lease with Barker Motor Company for a 2017 Buick Encore be approved in an amount not to exceed \$250 per month for a period of thirty-six (36) months.)
- VII. Reports by Elected Officials
 - A. Comments: Deb Skillrud, Township Supervisor.
 - B. Comments: Steve Scudder, Township Assessor.
- VIII. Public Comments
- IX. Adjournment

MINUTES OF THE TOWN OF THE CITY
OF BLOOMINGTON TOWNSHIP
MONDAY, NOVEMBER 27, 2017; 6:30 P.M.

The Board of Trustees for the Town of the City of Bloomington Township met in the Council Chambers of the City Hall Building at 6:39 p.m. on November 27, 2017. The meeting was called to order by Trustee Renner.

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

Trustees: Kim Bray, Jamie Mathy, Mboka Mwilambwe, Amelia Buragas, Joni Painter, Karen Schmidt, Scott Black, David Sage, Diana Hauman, and Tari Renner

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

Staff present: Cherry Lawson, Township Clerk.

Approval of Minutes of the October 23, 2017 Board Meeting, as submitted by Cherry Lawson, Township Clerk.

Motion by Trustee Schmidt, seconded by Trustee Painter, that the Minutes of the October 23, 2017 Meeting be approved as presented.

Motion carried, (viva voce).

Approval of the Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of October 2017 accounts.

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

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

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

Nays: None.

Motion carried.

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

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

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

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

Nays: None.

Motion carried.

Public Notice of 2018 Meetings for the City of Bloomington Township and Evergreen Memorial Cemetery.

Motion by Trustee Schmidt, seconded by Trustee Painter, that the 2108 Annual List of Meetings be accepted.

Motion carried, (viva voce).

2017 Tax Levy Ordinance for Tax Year 2018 to be used in Fiscal Year 2019.

Motion by Trustee Schmidt, seconded by Trustee Hauman that that the 2017 Tax Levy be approved and the Ordinance passed.

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

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

Nays: None.

Motion carried.

Deborah Skillrud, Supervisor, addressed the Board. The General Assistance (GA) Office are collaborating with Home Sweet Home Ministries. GA clients were taking classes there addressing life and employment skills. The GA Office was also engaged in a partnership with Community Healthcare Clinic, (CHCC), and Advocate Bromenn Family Medical. GA clients will be attending sessions that address basic health and wellness issues. These session are open to the public with free admission. Session will begin on Friday, December 1, 2017 from 1:00 to 2:00 p.m. Finally, she informed the Board that Evergreen Memorial Cemetery has 2,500 plots for sale. Recently, 300 plots were reclaimed.

Steve Scudder, Assessor, addressed the Board. The number of Board of Review complaints had decreased this year. Formal hearings were scheduled and the Board of Review process was moving along quickly. Only small assessment adjustments have been made. This year, there were no county or state multipliers. He restated that fewer complaints had been filed.

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

Motion by Trustee Hauman, seconded by Trustee Bray, to adjourn. Time: 6:52 p.m.

Motion carried (viva voce).

Cherry L. Lawson, Township Clerk

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS

McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL TOWN ADMINISTRATION FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of November 2017**, 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 **18th day of December 2017**.

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

Notary Public

This **18th day of December 2017**.

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 **\$344,074.91** in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, **\$149,676.81** in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$1,374,905.29** in PRAIRIE STATE BANK & TRUST (64) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL TOWN ADMINISTRATION FUND of said TOWN.

WARD 1: Jamie Mathy

WARD 6: Karen Schmidt

WARD 2: David Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana DeSio Hauman

WARD 4: Amelia Buragas

WARD 9: Kimberly Bray

WARD 5: Joni Painter

Trustee Tari Renner

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

I, the TOWN CLERK of the Town of the City of Bloomington, McLean County, Illinois, do hereby certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have approved the Statement of Funds at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the Town Supervisor.

Town Clerk

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

Month of: **NOVEMBER 2017**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (53) Checking Balance	\$	98,562	
Investments: Illinois Fund (as of 10/31/2017)	\$	343,767	
Investments: Prairie State Bank & Trust (64)	\$	1,486,313	
		<u> </u>	
Public Funds at Commencement			\$ 1,928,643

Public Funds Received This Month

Interest: Prairie State Bank (53)	\$	42	
Interest: Prairie State Bank (64)	\$	287	
Interest: Illinois Funds	\$	308	
Interest: Back Taxes	\$	10	
Other Income - JMSHRC	\$	2,597	
Other Income - Retiree Insurance	\$	1,312	
Other Income - Cemetery (financial)	\$	12,200	
Other Income - Other	\$	3	
Personal Property Replacement Tax	\$	(7,430)	
Tax Levy	\$	38,295	
		<u> </u>	
Public Funds Received This Month			\$ 47,622
Public Funds Available			<u>\$ 1,976,265</u>

Public Funds Expended This Month

TOTAL Public Funds at Month End

\$ 107,608
\$ 1,868,657

Public Funds at Month End

Cash: Prairie State Bank & Trust (53) Checking Balance	\$	149,677	
Investments: Illinois Fund (as of 11/30/2017)	\$	344,075	
Investments: Prairie State Bank & Trust (64)	\$	1,374,905	
		<u> </u>	
TOTAL Public Funds at Month End			<u>\$ 1,868,657</u>

Checking Account Activity

Prairie State Bank & Trust (53) Balance at Commencement	\$	98,562	
Deposits			
Interest: Prairie State Bank & Trust (53)	\$	42	
Other Income - JMSHRC	\$	2,597	
Other Income - Retiree Insurance	\$	1,312	
Other Income - Cemetery (financial)	\$	12,200	
Other Income - Other	\$	3	
Personal Property Replacement Tax	\$	(7,430)	
Transfer from Prairie State Bank & Trust Reserve (64)	\$	150,000	
Total Deposits for Month		<u> </u>	
			\$ 158,723
Total Funds Available			\$ 257,285
Checks Written			
Assessor's Office Expenses	\$	3,691	
Compensation & Benefits	\$	96,624	
Services & Expenses	\$	2,069	
Supervisor's Office Expenses	\$	5,224	
Total Checks Written		<u> </u>	
			\$ 107,608
Total Checks Written			\$ 107,608
Prairie State Bank & Trust (53) Balance at Month End			<u>\$ 149,677</u>

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

Balance per Bank Statement	\$	187,666	
Plus Outstanding Deposits	\$	15,419	
Less Outstanding Checks	\$	(53,408)	
		<u> </u>	
Checkbook Balance per Reconciliation			<u>\$ 149,677</u>

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

Statement of Receipts and Disbursements

Nov-17

Revenue			
7000 Interest		\$	647
7400 Other Income		\$	16,111
7600 Personal Property Replacement Tax		\$	(7,430)
7800 Tax Levy		\$	38,295
	Total Revenue		\$ 47,622
			<u>\$ 47,622</u>
Expense			
Assessor's Office			
9151 Auto Expense		\$	16
9161 Telephone		\$	264
9171 Utilities		\$	403
9191 Postage		\$	504
9251 Education/Meetings/Conferences		\$	936
9271 Appraisal Services		\$	735
9291 Janitorial		\$	150
9301 Computer Services		\$	183
9312 Membership Dues		\$	500
	Total Assessor's Office		\$ 3,691
Compensation (Salaries) & Benefits			
7011 TWP Supervisor		\$	7,833
7021 TWP Assessor		\$	8,000
7031 Town Clerk		\$	200
7051 General Assistance Staff		\$	27,390
7061 Deputy Assessors		\$	27,503
7081 IMRF/Employer		\$	8,508
7091 FICA (SS/MC)/Employer		\$	4,926
7101 Group Medical/Employer		\$	12,264
	Total Compensation (Salaries) & Benefits		\$ 96,624
Services & Expenses			
1038 Other Expenditures		\$	1,494
1040 Building Maintenance		\$	312
1042 Janitorial Services & Supplies		\$	263
	Total Services & Expenses		\$ 2,069
Supervisor's Office			
8121 Janitorial		\$	188
8131 Utilities		\$	605
8141 Telephones		\$	331
8151 Car Expense		\$	89
8161 Education/Conference/Meetings		\$	270
8181 Equipment Repair/Rental		\$	243
8221 Computer/Contract Services		\$	3,499
	Total Supervisor's Office		\$ 5,224
			<u>\$ 107,608</u>
Net Income			<u>\$ (59,986)</u>

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

Year to Date Budget Comparison

Income	<u>Nov-17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
7000 Interest	\$ 5,762	\$ 5,000	\$ 762	115.2%
7400 Other Income	\$ 53,025	\$ 167,000	\$ (113,975)	31.8%
7450 Township Litigation Income	\$ -	\$ 40,000	\$ (40,000)	0.0%
7600 Personal Property Replacement Tax	\$ 102,698	\$ 113,000	\$ (10,302)	90.9%
7800 Tax Levy	\$ 1,493,813	\$ 1,495,000	\$ (1,187)	99.9%
Total Revenue	<u>\$ 1,655,298</u>	<u>\$ 1,820,000</u>	<u>\$ (164,702)</u>	<u>91.0%</u>
Total Income	\$ 1,655,298	\$ 1,820,000	\$ (164,702)	91.0%
Expense				
Assessor's Office				
9141 Rent/Debt Service	\$ 488	\$ 21,544	\$ (21,056)	2.3%
9151 Auto Expense	\$ 396	\$ 3,000	\$ (2,604)	13.2%
9161 Telephone	\$ 2,097	\$ 2,500	\$ (403)	83.9%
9171 Utilities	\$ 3,787	\$ 5,800	\$ (2,013)	65.3%
9191 Postage	\$ -	\$ 500	\$ (500)	0.0%
9201 Office Supplies	\$ 627	\$ 1,200	\$ (573)	52.3%
9211 Publications & Printing	\$ 7	\$ 1,150	\$ (1,143)	0.6%
9231 Equipment	\$ -	\$ 3,000	\$ (3,000)	0.0%
9241 Equipment Repair/Rental	\$ -	\$ 1,000	\$ (1,000)	0.0%
9251 Education/Meetings/Conferences	\$ 3,455	\$ 15,000	\$ (11,545)	23.0%
9261 Replatting & Remapping	\$ -	\$ 9,000	\$ (9,000)	0.0%
9271 Appraisal Services	\$ 12,128	\$ 35,000	\$ (22,873)	34.7%
9291 Janitorial	\$ 1,050	\$ 2,000	\$ (950)	52.5%
9301 Computer Services	\$ 1,656	\$ 10,000	\$ (8,344)	16.6%
9311 Mapping/GIS Services	\$ -	\$ 35,500	\$ (35,500)	0.0%
9312 Membership Dues/Assessor's Staff	\$ 1,665	\$ 1,500	\$ 165	111.0%
Total Assessor's Office	<u>\$ 27,356</u>	<u>\$ 147,694</u>	<u>\$ (120,339)</u>	<u>18.5%</u>
Community Agency Funding				
1023 Mental Health/Community Medical	\$ 18,500	\$ 18,500	\$ -	100.0%
1025 GA Workfare Development/Client Services	\$ -	\$ 15,000	\$ (15,000)	0.0%
1026 Youth Services	\$ 37,500	\$ 37,500	\$ -	100.0%
1027 Senior Services	\$ 28,500	\$ 68,500	\$ (40,000)	41.6%
Total Community Agency Funding	<u>\$ 84,500</u>	<u>\$ 139,500</u>	<u>\$ (55,000)</u>	<u>60.6%</u>
Compensation & Benefits				
7011 TWP Supervisor	\$ 61,333	\$ 94,000	\$ (32,667)	65.2%
7021 TWP Assessor	\$ 64,000	\$ 96,000	\$ (32,000)	66.7%
7031 Town Clerk	\$ 1,600	\$ 2,500	\$ (900)	64.0%
7041 Town Trustees	\$ 1,140	\$ 2,800	\$ (1,660)	40.7%
7051 General Assistance Staff	\$ 228,148	\$ 350,000	\$ (121,852)	65.2%
7061 Deputy Assessors	\$ 227,512	\$ 396,000	\$ (168,489)	57.5%
7081 IMRF/Employer	\$ 69,687	\$ 163,000	\$ (93,313)	42.8%
7091 FICA (SS/MC)/Employer	\$ 40,654	\$ 74,800	\$ (34,146)	54.4%
7101 Group Medical/Employer	\$ 101,349	\$ 230,000	\$ (128,651)	44.1%
7111 State Unemployment/Employer	\$ 199	\$ 1,200	\$ (1,001)	16.5%
Total Compensation & Benefits	<u>\$ 795,621</u>	<u>\$ 1,410,300</u>	<u>\$ (614,679)</u>	<u>56.4%</u>

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

Year to Date Budget Comparison (cont.)

Services & Expenses	<u>Nov-17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
1028 Membership Dues	\$ 1,412	\$ 1,500	\$ (88)	94.2%
1029 Auditing Expense	\$ -	\$ 6,850	\$ (6,850)	0.0%
1030 Legal Expense	\$ 3,465	\$ 6,000	\$ (2,535)	57.8%
1034 Insurance	\$ 12,288	\$ 13,000	\$ (712)	94.5%
1035 Publishing	\$ 113	\$ 500	\$ (387)	22.7%
1038 Other Expenditures	\$ 2,097	\$ 4,000	\$ (1,903)	52.4%
1039 Debt Service - Principal & Interest	\$ 669	\$ 4,200	\$ (3,531)	15.9%
1040 Building Maintenance	\$ 2,579	\$ 6,000	\$ (3,421)	43.0%
1042 Janitorial Services & Supplies	\$ 2,558	\$ 5,000	\$ (2,442)	51.2%
1043 Building Security	\$ -	\$ 1,000	\$ (1,000)	0.0%
1044 Building Repairs	\$ -	\$ 200,000	\$ (200,000)	0.0%
1045 Special Projects	\$ -	\$ 7,845	\$ (7,845)	0.0%
Total Services & Expenses	\$ 25,182	\$ 255,895	\$ (230,713)	9.8%
Supervisor's Office				
8091 Postage	\$ -	\$ 1,000	\$ (1,000)	0.0%
8101 Rent/Debt Service	\$ 905	\$ 40,000	\$ (39,095)	2.3%
8121 Janitorial	\$ 1,313	\$ 2,100	\$ (788)	62.5%
8131 Utilities	\$ 5,681	\$ 9,500	\$ (3,819)	59.8%
8141 Telephones	\$ 2,614	\$ 4,000	\$ (1,386)	65.4%
8151 Car Expense	\$ 310	\$ 250	\$ 60	123.9%
8161 Education/Conference/Meetings	\$ 1,878	\$ 2,000	\$ (122)	93.9%
8171 Equipment	\$ 1,066	\$ 5,000	\$ (3,934)	21.3%
8181 Equipment Repair/Rental	\$ 2,892	\$ 7,000	\$ (4,108)	41.3%
8191 Office Supplies	\$ 846	\$ 3,805	\$ (2,959)	22.2%
8201 Printing	\$ -	\$ 500	\$ (500)	0.0%
8211 Publications	\$ 846	\$ 100	\$ 746	845.5%
8221 Computer/Contract Services	\$ 4,390	\$ 16,900	\$ (12,510)	26.0%
8241 Membership Dues	\$ 30	\$ 150	\$ (120)	20.0%
Total Supervisor's Office	\$ 22,770	\$ 92,305	\$ (69,535)	24.7%
Total Expense	\$ 955,428	\$ 2,045,694	\$ (1,090,266)	46.7%
Net Income	\$ 699,870	\$ (225,694)	\$ 925,564	

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

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
0502 - Prairie State Bank & Trust (53)			
11/01/2017	7842	Soaring Eagle Cleaning Services LLC	-600.00
11/02/2017	7843	Verizon Wireless	-31.38
11/03/2017	EFT	EFT-Valutec Card Solutions	-99.40
11/07/2017	7844	Bowman, Danny	-735.00
11/07/2017	7845	Coldwell Banker, Honig-Bell	-60.00
11/07/2017	7846	Maruna, Thomas O	-88.81
11/07/2017	7847	NICOR Gas	-56.57
11/07/2017	7848	Verizon Wireless	-91.68
11/07/2017	7849	Xerox Corporation	-39.60
11/07/2017	7841STOP	Sterrenberg, Maureen C	75.58
11/07/2017	7850	Sterrenberg, Maureen C	-75.58
11/07/2017	7851	Quill Corporation	-108.21
11/08/2017	Transfer	Prairie State Bank & Trust	150,000.00
11/15/2017	7852	VISA (DLS)	-128.00
11/15/2017	20171115	EFT-Payroll	-22,035.27
11/15/2017	02771831	EFT-Federal Tax Deposit	-8,646.14
11/15/2017	0312746016	EFT-IL Tax Deposit	-1,427.31
11/15/2017	EFT	TASC (Total Administrative Services Corp)	-1,420.77
11/15/2017	7853	Town of the City of Bloomington - CEM	-4,975.16
11/15/2017	7854	Town of the City of Bloomington - GA	-2,455.17
11/15/2017	7855	City of Bloomington Finance Dept	-15.58
11/15/2017	7856	Wilcox Electric & Service Inc	-312.01
11/15/2017	7857	City of Bloomington Water Dept	-316.72
11/15/2017	7858	VISA (SRS)	-1,246.58
11/17/2017	41102	Town of the City of Bloomington - CEM	12,200.00
11/17/2017	7854	Town of the City of Bloomington - GA	2,455.17
11/28/2017	1374	Covert, Tracey	2.70
11/28/2017	7859	Jorczak, Timothy A	-189.00
11/28/2017	7860	NCBERS Group Life Ins	-128.00
11/28/2017	7861	City of Bloomington Health Insurance	-22,474.70
11/28/2017	7862	Xerox Financial Services	-202.92
11/28/2017	7863	Quill Corporation	-395.55
11/28/2017	7864	Frontier Communications	-595.61
11/28/2017	7865	Ameren Illinois	-634.96
11/28/2017	7866	TASC (Total Administrative Services Corp)	-1,439.20
11/28/2017	7867	Skillrud, D L	-70.80
11/28/2017	7868	Covert, Tracey	-70.80
11/28/2017	7869	NJS Enterprises Inc	-3,400.00
11/29/2017	2689	John M Scott Health Resources Center	2,596.52
11/29/2017	41109	Town of the City of Bloomington - CEM	11,510.57
11/30/2017	20171116	EFT-Payroll	-21,108.55
11/30/2017	01241506	EFT-Federal Tax Deposit	-8,222.22
11/30/2017	0827653056	EFT-IL Tax Deposit	-1,375.49
11/30/2017	EFT	TASC (Total Administrative Services Corp)	-1,420.77
11/30/2017	7870VOID	EFT-IMRF	0.00
11/30/2017	09987789202	IMRF - Illinois Municipal Retirement Fund	1,311.88
11/30/2017	95057	EFT-IMRF	-19,930.74
11/30/2017	7879	Town of the City of Bloomington - GA	-2,455.17
11/30/2017	Credit	Interest	41.81
Total			<u><u>51,114.81</u></u>

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS

McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

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Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL ASSISTANCE FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of November 2017**, 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 **18th day of December 2017**.

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

Notary Public

This **18th day of December 2017**.

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 **\$35,547.49** in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$674,143.86** in PRAIRIE STATE BANK & TRUST (19) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL ASSISTANCE FUND of said TOWN.

WARD 1: Jamie Mathy

WARD 6: Karen Schmidt

WARD 2: David Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana DeSio Hauman

WARD 4: Amelia Buragas

WARD 9: Kimberly Bray

WARD 5: Joni Painter

Trustee Tari Renner
Board of Trustees of the Town of the City of Bloomington,
McLean County, Illinois

I, the TOWN CLERK of the Town of the City of Bloomington, McLean County, Illinois, do hereby certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have approved the Statement of Funds at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the Town Supervisor.

Town Clerk

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Town of the City of Bloomington--General Assistance Fund

Month of: NOVEMBER 2017

Public Funds at Commencement

Cash: Prairie State Bank & Trust (00) Checking Balance	\$ 17,297	
Investments: Prairie State Bank & Trust (19)	\$ 707,598	
	<u> </u>	\$ 724,894
Public Funds at Commencement		

Public Funds Received This Month

Interest: Prairie State Bank (00)	\$ 9	
Interest: Prairie State Bank (19)	\$ 140	
Interest: Back Tax Levy	\$ 2	
Personal Property Replacement Tax	\$ 2,455	
Refunds & Recoveries	\$ 3,710	
Tax Levy	\$ 6,405	
	<u> </u>	\$ 12,720
Public Funds Received This Month		
Public Funds Available		\$ 737,614

Public Funds Expended This Month

	\$ 27,923
TOTAL Public Funds at Month End	<u><u>\$ 709,691</u></u>

Public Funds at Month End

Cash: Prairie State Bank & Trust (00) Checking Balance	\$ 35,547	
Investments: Prairie State Bank & Trust (19)	\$ 674,144	
	<u> </u>	\$ 709,691
TOTAL Public Funds at Month End		<u><u>\$ 709,691</u></u>

Checking Account Activity

Checkbook Balance at Commencement	\$ 17,297	
Deposits:		
Interest: Prairie State Bank & Trust (00)	\$ 9	
Personal Property Replacement Tax	\$ 2,455	
Refunds & Recoveries	\$ 3,710	
Transfer from Prairie State Bank & Trust Reserve (19)	\$ 40,000	
Total Deposits for Month	<u> </u>	\$ 46,174
Total Funds Available		\$ 63,471
Checks Written: General Assistance		\$ 27,923
Checkbook Balance at Month End		<u><u>\$ 35,547</u></u>

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

Balance per Bank Statement	\$ 39,540	
Plus Outstanding Deposits	\$ 2,455	
Less Outstanding Checks	\$ (6,447)	
	<u> </u>	\$ 35,547
Checkbook Balance per Reconciliation		<u><u>\$ 35,547</u></u>

Town of the City of Bloomington--General Assistance Fund

Statement of Receipts and Disbursements

Nov-17

Revenue			
7000 Interest		\$	150
7600 Personal Property Replacement Tax		\$	2,455
7700 Refunds & Recoveries		\$	3,710
7800 Tax Levy		\$	6,405
	Total Revenue		\$ 12,720
Expense: CW			
6011 Groceries/Personal Essentials		\$	7,602
6021 Rent		\$	14,146
6051 Utilities		\$	2,353
6061 Medical		\$	39
6071 Emergency Assistance		\$	2,451
6101 Transportation		\$	412
6121 Allowances		\$	920
	Total CW		\$ 27,923
	Total Income		\$ 12,720
	Total Expense		\$ 27,923
	Net Income		\$ (15,203)

Town of the City of Bloomington--General Assistance Fund

Year to Date Budget Comparison

Income	<u>Nov-17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
7000 Interest	\$ 1,220	\$ 2,000	\$ (780)	61.0%
7400 Other Income	\$ -	\$ 150	\$ (150)	0.0%
7600 Personal Property Replacement Tax	\$ 17,174	\$ 6,000	\$ 11,174	286.2%
7700 Refunds & Recoveries	\$ 42,900	\$ 20,000	\$ 22,900	214.5%
7800 Tax Levy	\$ 249,831	\$ 250,000	\$ (169)	99.9%
Total Revenue	\$ 311,125	\$ 278,150	\$ 32,975	111.9%
Total Income	\$ 311,125	\$ 278,150	\$ 32,975	111.9%
Expense				
CW				
6011 Groceries/Personal Essentials	\$ 64,574	\$ 125,000	\$ (60,426)	51.7%
6021 Rent	\$ 130,703	\$ 250,000	\$ (119,297)	52.3%
6051 Utilities	\$ 21,897	\$ 34,000	\$ (12,103)	64.4%
6061 Medical	\$ 39	\$ 10,000	\$ (9,961)	0.4%
6071 Emergency Assistance	\$ 33,031	\$ 60,000	\$ (26,969)	55.1%
6081 Hospital	\$ -	\$ 5,000	\$ (5,000)	0.0%
6091 Burial	\$ -	\$ 3,000	\$ (3,000)	0.0%
6101 Transportation	\$ 42,037	\$ 50,000	\$ (7,963)	84.1%
6121 Allowances	\$ 7,424	\$ 15,000	\$ (7,576)	49.5%
Total CW Expense	\$ 299,705	\$ 552,000	\$ (252,295)	54.3%
Total Expense	\$ 299,705	\$ 552,000	\$ (252,295)	54.3%
Net Income	\$ 11,420	\$ (273,850)	\$ 285,270	

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)	
11/05/2017	EFT	EFT-Kroger via Valutec	-7,601.69
11/07/2017	33026	Huck's	-32.00
11/07/2017	33027	Montgomery, Justin M	-265.00
11/07/2017	33028	Ameren Illinois	-1,614.69
11/07/2017	33029	City of Bloomington Water Department	-174.36
11/07/2017	33030	Frontier Communications	-60.00
11/07/2017	33031	NICOR Gas	-29.38
11/07/2017	33032	Allied Properties LLC	-265.00
11/07/2017	33033	Axline's Inc dba Axline Pharmacy	-38.80
11/07/2017	33034	Butzirus, Brad L dba Butzirus Rental Prop	-265.00
11/07/2017	33035	Charles Wood Williams Rev Trust	-265.00
11/07/2017	33036	Clothier Land Trust H-187 %Willow Creek	-128.22
11/07/2017	33037	Dotson, Bernard & Rearn M	-490.00
11/07/2017	33038	Downtowner Apts, The	-25.00
11/07/2017	33039	GMTK Management	-265.00
11/07/2017	33040	Moore, J A dba Maple Grove Estates	-265.00
11/07/2017	33041	Swallow, Robert R dba RS Apartments	-265.00
11/07/2017	33042	Smith Properties LLC	-75.00
11/07/2017	33043	Duran Ownership Group LLC %Eduard F Duran	-165.00
11/07/2017	33044	Pelhank, Wayne A dba Heartland Apt Mgmt	-303.00
11/07/2017	33045	SRIM LLC %Redbird Property Mgmt Inc	-265.00
11/07/2017	33046	TVA LLP dba Turnberry Village	-88.00
11/07/2017	33047	Econ-O-Wash Cleaners/Wilson & Wilson Ent	-160.00
11/08/2017	Transfer	Prairie State Bank & Trust	40,000.00
11/15/2017	33048VOID	BHA; Blmgtn Housing Authority (rent)	0.00
11/15/2017	33049	Salvation Army	-200.00
11/15/2017	33050	BHA; Blmgtn Housing Authority (laundry)	-100.00
11/15/2017	33051	Elias, DonaldS & KarenM dba MidwestConst	-265.00
11/15/2017	33052	Home Sweet Home Ministries, Inc	-200.00
11/15/2017	33053	Labyrinth Outreach Services to Women	-86.80
11/15/2017	33054	Ameren Illinois	-539.95
11/15/2017	33055	Beverly, Johnny L	-240.00
11/15/2017	33056	Brobston, Jesse D dba BN the City LLC	-21.00
11/15/2017	33057	Clothier Land Trust H-187 %Willow Creek	-530.00
11/15/2017	33058	Gruber, Ronald C dba Gruber Rentals	-200.00
11/15/2017	33059	Harms, Daniel W	-150.25
11/15/2017	33060	Modine Inc	-265.00
11/15/2017	33061	Moore Enterprises, Alexander Estates	-265.00
11/15/2017	33062	Moore, J A dba Maple Grove Estates	-200.00
11/15/2017	33063	Moore Living Trust dba Hilltop MHP	-45.70
11/15/2017	33064	Sovereign, Jordan R	-140.00
11/15/2017	33065	Thomason Trust, Lula M -- SEE NOTES	-245.00
11/15/2017	33066	Coker, Joan & Ronald I	-200.00
11/15/2017	33067	M&M Real Estate Partnership LLC %ClassAct	-250.00
11/15/2017	33068	Pelhank, Wayne A dba Heartland Apt Mgmt	-250.00
11/15/2017	33069	Thomas-Jones, Laura Ann	-200.00
11/15/2017	33070	Zoeller & Burcham Properties LLC	-465.00
11/15/2017	33071	MIMG LII Arbors at Eastland LLC	-265.00
11/15/2017	33072	BHA; Blmgtn Housing Authority (rent)	-404.50
11/15/2017	33073	Ameren Illinois	-100.00
11/17/2017	7854	Transfer Funds	2,455.17
11/21/2017	33074	Ameren Illinois	-582.92
11/21/2017	33075	City of Bloomington Water Department	-108.88
11/21/2017	33076	NICOR Gas	-49.97
11/21/2017	33077	Moore Living Trust dba Hilltop MHP	-265.00
11/21/2017	33078	Pedcor Homes Corp dba Fox Hill Apts	-359.00
11/21/2017	33079	Thomas-Jones, Laura Ann	-250.00
11/21/2017	33080	Mayor's Manor LTD Partnership (laundry)	-16.00

Town of the City of Bloomington--General Assistance Fund

Checking Account Activity (continued)

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
11/21/2017	33081	Covert, John Michael & Joseph W Vilmos	-265.00
11/21/2017	33082	Paullin, Steven L	-359.00
11/21/2017	33083	Busey Bank (loan specific)	-265.00
11/21/2017	33084	Swallow, Robert R dba RS Apartments	-265.00
11/21/2017	33085	Stone, Jerry L & Tina	-103.04
11/21/2017	33086	Home Sweet Home Ministries, Inc	-200.00
11/21/2017	33087	Labyrinth Outreach Services to Women	-130.00
11/21/2017	33088	Butzirus, Brad L dba Butzirus Rental Prop	-546.00
11/28/2017	AB6862196	Treasurer, State of IL, SSI Reimbursement	530.00
11/28/2017	AB6852753	Treasurer, State of IL, SSI Reimbursement	3,180.00
11/28/2017	33089	Mission Mart	-484.37
11/28/2017	33090	BHA; Blmgtm Housing Authority (laundry)	-160.00
11/28/2017	33091	BHA; Blmgtm Housing Authority (rent)	-549.00
11/28/2017	33092	Mayor's Manor LTD Partnership (rent)	-240.00
11/28/2017	33093	Brobston, Jesse D dba BN the City LLC	-21.00
11/28/2017	33094	Ameren Illinois	-182.41
11/28/2017	33095	Phoenix Towers Preservation LP	-26.00
11/28/2017	33096	NICOR Gas	-97.61
11/28/2017	33097	Cardinal Ridge (was Southgate)	-530.00
11/28/2017	33098	Clayton Jefferson LLC	-265.00
11/28/2017	33099	Lucas, Carolyn	-200.00
11/28/2017	33100	Mitchell, Kenneth A & Loretta A	-200.00
11/28/2017	33101	Huck's/WEX Bank	-380.47
11/28/2017	33102	Covert, John Michael & Joseph W Vilmos	-265.00
11/28/2017	33103	Hafner, Fred & Paula dba Hafner Rev Trust	-83.00
11/28/2017	33104	MK2 Properties LLC	-546.00
11/28/2017	33105	RV Horizons Inc dba Bloomington GW MHPLLC	-265.00
11/28/2017	33106	Smith Properties LLC	-50.00
11/28/2017	33107	TWO 4 T Holdings LLC %CORE 3 Property Mgm	-150.00
11/28/2017	33108	Clothier Land Trust H-187 %Willow Creek	-265.00
11/28/2017	33109	Pelhank, Wayne A dba Heartland Apt Mgmt	-265.00
11/30/2017	Credit	Interest	8.74
			<u>18,250.90</u>

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS

McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of November 2017**, 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 **11th day of December 2017**.

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

Notary Public

This **11th day of December 2017**.

WE, the undersigned BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$50.00** in Petty Cash held at Evergreen Memorial Cemetery Office, **\$87,859.04** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, **\$255,484.88** at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, a balance of **\$118,004.32** at HEARTLAND BANK (7114), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$204,015.76** in STATE FARM BANK (0441), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Eugene C Lorch

Cemetery Board Vice President:

Gregory E Fraley

Secretary/Treasurer for Cemetery Board:

Joseph B Gibson

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

This **18th day of December 2017**.

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

WARD 1: Jamie Mathy

WARD 6: Karen Schmidt

WARD 2: David Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana DeSio Hauman

WARD 4: Amelia Buragas

WARD 9: Kimberly Bray

WARD 5: Joni Painter

Trustee Tari Renner

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

I, the TOWN CLERK of the Town of the City of Bloomington, McLean County, Illinois, do hereby certify that the above actions taken by the BOARD OF TRUSTEES of the Town of the City of Bloomington, have approved the Statement of Funds at a regularly constituted meeting of the TOWNSHIP BOARD. I shall retain a copy of this documentation and shall forward the same to the Town Supervisor.

Town Clerk

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Town of the City of Bloomington--Cemetery Fund

Month of: **NOVEMBER 2017**

Funds at Commencement

Cash: Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	40,569	
Cash: Heartland Bank 7782 (Reserve)	\$	342,471	
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019) ~ as of 09/30/2017	\$	203,766	
Trust Account: Heartland Bank 7114 (O/C Trust)	\$	117,190	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2017	\$	194,898	
		<u>\$</u>	898,944

Public Funds Received This Month

Real Estate Tax Levy	\$	12,975	
Personal Property Replacement Tax	\$	4,975	\$ 17,950
Opening/Closing Fees	\$	2,575	
Sale of Lots	\$	2,388	
Sale of Crypts	\$	125	
Sale of Niches	\$	50	
Sale of Burial Supplies	\$	150	
Interest: Reserve/Checking/Back Taxes	\$	302	
Other Income	\$	4,200	
Inspection Fees	\$	150	\$ 9,940

Total Funds Received This Month \$ 27,890

Total Funds Available \$ 926,835

Funds Expended This Month

TOTAL Funds at Month End \$ 860,312

Funds at Month End

Cash: Petty Cash	\$	50	
Cash: Heartland Bank 7774 (Checking)	\$	87,859	
Cash: Heartland Bank 7782 (Reserve)	\$	255,485	
CD: State Farm Bank 0441 (36 month @ 1.49%, matures 06/16/2019) ~ as of 10/31/2017	\$	204,016	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	118,004	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2017	\$	194,898	
		<u>\$</u>	860,312

Checking Account Activity

Checkbook Balance at Commencement			\$	40,569
Deposits				
Personal Property Replacement Tax	\$	4,975		
Opening/Closing Fees	\$	2,575		
Sale of Lots	\$	2,388		
Sale of Crypts	\$	125		
Sale of Niches	\$	50		
Sale of Burial Supplies	\$	150		
Other Income	\$	4,200		
Inspection Fee	\$	150		
Transfer from Reserve Acct 7782	\$	100,000		
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	(800)		
Total Deposits for Month			<u>\$</u>	113,813

Total Funds Available \$ 154,382

Checks Written

Compensation & Benefits	\$	39,217		
Administrative Expenses	\$	16,226		
Cemetery Improvements, Maintenance & Repair	\$	5,066		
Cemetery Operations	\$	6,014		
Total Checks Written			<u>\$</u>	66,523

Total Checks Written \$ 66,523

Checkbook Balance at Month End \$ 87,859

Bank Reconciliation at Month End

Balance per Bank Statement	\$	104,342	
Plus Outstanding Deposits	\$	35	
Less Outstanding Checks	\$	(16,517)	

Checkbook Balance per Reconciliation \$ 87,859

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Nov-17

Revenue			
40100 Real Estate Tax Levy	\$	12,975	
41000 Personal Property Replacement Tax	\$	4,975	
42000 Opening/Closing Fee	\$	2,575	
42500 Sale of Lots	\$	2,388	
43000 Sale of Crypts	\$	125	
43100 Sale of Niches	\$	50	
44700 Sale of Burial Supplies	\$	150	
43500 Interest: Savings/Checking/Back Taxes	\$	302	
49002 Other Income - Veteran Flags	\$	4,200	
49021 Inspection Fees	\$	150	
Total Revenue			\$ 27,890
	Total Income		<u>\$ 27,890</u>
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff	\$	8,272	
50102 Wages: Cemetery Staff	\$	20,585	
50201 Payroll Taxes	\$	2,059	
50202 IMRF	\$	3,650	
50204 Employee Health Insurance	\$	4,619	
50205 Direct Deposit Transmittal Fees	\$	32	
Total Compensation & Benefits			\$ 39,217
Administrative Expenses			
51500 Contractual Services	\$	2,082	
52000 Office Supplies	\$	276	
52500 Utilities	\$	1,248	
54000 Advertising	\$	121	
55200 Financial Administration	\$	12,200	
55400 Special Event Expenses	\$	65	
55450 Other Admin Expenses	\$	233	
Total Administrative Expenses			\$ 16,226
Cemetery Improvements, Maintenance & Repair			
58000 Mausoleum (including debt service)	\$	5,066	
Total Cemetery Improvements, Maintenance & Repair			\$ 5,066
Cemetery Operations			
55500 Fuel, Oil and Equipment	\$	693	
56500 Equipment Repairs	\$	4,375	
56600 Cemetery Supplies & Maintenance	\$	200	
56900 Abandoned Lot Reclamation	\$	203	
57602 Grounds Maintenance/Repair	\$	330	
58100 Grave Markers	\$	213	
Total Cemetery Operations			\$ 6,014
	Total Expense		<u>\$ 66,523</u>
Net Income			<u><u>\$ (38,632)</u></u>

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income	<u>Nov-17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ 506,135	\$ 506,600	\$ (465)	99.9%
41000 Personal Property Replacement Tax	\$ 34,801	\$ 39,000	\$ (4,199)	89.2%
42000 Opening/Closing Fee	\$ 49,565	\$ 55,000	\$ (5,435)	90.1%
42100 Marker Commission	\$ 3,760	\$ 7,000	\$ (3,240)	53.7%
42500 Sale of Lots	\$ 57,216	\$ 72,200	\$ (14,984)	79.2%
43000 Sale of Crypts	\$ 8,365	\$ 12,000	\$ (3,635)	69.7%
43100 Sale of Niches	\$ 2,710	\$ 20,000	\$ (17,290)	13.6%
44700 Sale of Burial Supplies	\$ 700	\$ 2,500	\$ (1,800)	28.0%
44800 Chapel Fee	\$ -	\$ 1,000	\$ (1,000)	0.0%
42400 Sales - Other	\$ 900	\$ 2,400	\$ (1,500)	37.5%
43500 Interest: Reserve/Checking/Back Taxes	\$ 2,032	\$ 4,000	\$ (1,968)	50.8%
49000 Income from Trusts	\$ 1,076	\$ 2,500	\$ (1,424)	43.0%
49020 Other Income & Special Events	\$ 10,325	\$ 2,500	\$ 7,825	413.0%
49021 Inspection Fees	\$ 3,225	\$ 4,000	\$ (775)	80.6%
Total Revenue	<u>\$ 680,810</u>	<u>\$ 730,700</u>	<u>\$ (49,890)</u>	<u>93.2%</u>
Total Income	\$ 680,810	\$ 730,700	\$ (49,890)	93.2%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 67,057	\$ 81,000	\$ (13,943)	82.8%
50102 Wages: Cemetery Staff	\$ 152,603	\$ 233,000	\$ (80,397)	65.5%
50103 Trustee Compensation	\$ 2,250	\$ 3,000	\$ (750)	75.0%
50201 Payroll Taxes	\$ 15,840	\$ 24,250	\$ (8,410)	65.3%
50202 IMRF	\$ 27,787	\$ 40,000	\$ (12,213)	69.5%
50203 IDES - Unemployment Insurance	\$ 5,339	\$ 20,000	\$ (14,661)	26.7%
50204 Employee Health Insurance	\$ 34,866	\$ 60,000	\$ (25,134)	58.1%
50205 Direct Deposit Transmittal Fees	\$ 271	\$ 700	\$ (429)	38.8%
50206 TASC Annual Fees	\$ -	\$ 300	\$ (300)	0.0%
Total Compensation & Benefits	<u>\$ 306,014</u>	<u>\$ 462,250</u>	<u>\$ (156,236)</u>	<u>66.2%</u>
Administrative Expenses				
51100 Casualty Insurance	\$ 20,048	\$ 23,000	\$ (2,952)	87.2%
51500 Contractual Services	\$ 8,837	\$ 5,000	\$ 3,837	176.7%
52000 Office Supplies	\$ 2,572	\$ 2,500	\$ 72	102.9%
52500 Utilities	\$ 10,798	\$ 16,000	\$ (5,202)	67.5%
54000 Advertising	\$ 1,716	\$ 4,000	\$ (2,284)	42.9%
54500 Dues/Seminars	\$ 224	\$ 600	\$ (376)	37.3%
55500 Legal Expense	\$ 90	\$ 1,000	\$ (910)	9.0%
55100 Audit Expense	\$ -	\$ 6,850	\$ (6,850)	0.0%
55200 Financial Administration	\$ 12,200	\$ 12,200	\$ -	100.0%
55400 Special Event Expenses	\$ 8,358	\$ 10,000	\$ (1,642)	83.6%
55450 Other Admin Expenses	\$ 5,182	\$ 4,500	\$ 682	115.2%
57900 Office Equipment	\$ -	\$ 1,000	\$ (1,000)	0.0%
Total Administrative Expenses	<u>\$ 70,025</u>	<u>\$ 86,650</u>	<u>\$ (16,625)</u>	<u>80.8%</u>
Cemetery Improvements, Maintenance & Repairs				
57601 Flags & Flag Poles	\$ 9,114	\$ 8,500	\$ 614	107.2%
57800 Operating Equipment	\$ 18,741	\$ 12,000	\$ 6,741	156.2%
58000 Mausoleum (including debt service)	\$ 90,528	\$ 60,792	\$ 29,736	148.9%
58150 Real Estate for Parking Lot	\$ -	\$ 30,000	\$ (30,000)	0.0%
58300 Veterans Memorial	\$ 11,994	\$ 10,000	\$ 1,994	119.9%
58400 Scattering Grounds/Ossuary	\$ 735			
Total Cemetery Improvements, Maintenance & Repairs	<u>\$ 131,113</u>	<u>\$ 121,292</u>	<u>\$ 9,086</u>	<u>108.1%</u>

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Nov-17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 5,926	\$ 15,000	\$ (9,074)	39.5%
56000 Tree Removal/Monument Repair	\$ 19,100	\$ 19,000	\$ 100	100.5%
56500 Equipment Repairs	\$ 6,734	\$ 4,000	\$ 2,734	168.3%
56600 Cemetery Supplies & Maintenance	\$ 4,849	\$ 2,500	\$ 2,349	193.9%
56700 Rental Equipment & Short-term Leases	\$ 132	\$ 1,000	\$ (868)	13.2%
56800 IGA for Leaves/Branches	\$ 5,000	\$ 7,200	\$ (2,200)	69.4%
56900 Abandoned Lot Reclamation	\$ 4,396	\$ 7,200	\$ (2,805)	61.0%
57000 Office Building	\$ -	\$ 500	\$ (500)	0.0%
57602 Grounds Maintenance/Repairs	\$ 37,345	\$ 35,700	\$ 1,645	104.6%
57603 Road, Fence, Lot, Drains	\$ 33,350	\$ 40,000	\$ (6,650)	83.4%
57700 Equipment Building	\$ -	\$ 1,000	\$ (1,000)	0.0%
58100 Grave Markers	\$ 15,416	\$ 6,000	\$ 9,416	256.9%
59900 Other Cemetery Expenses	\$ -	\$ 10,000	\$ (10,000)	0.0%
Total Cemetery Operations	\$ 132,245	\$ 149,100	\$ (16,855)	88.7%
Total Expense	\$ 639,397	\$ 819,292	\$ (180,630)	78.0%
Net Income	\$ 41,412	\$ (88,592)	\$ 130,739	

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)			
11/01/2017	Deposit	HBT - Heartland Bank & Trust	110.00
11/02/2017	41085	CNH Capital	-1,889.00
11/02/2017	EFT	Woodforest National Bank	-95.14
11/02/2017	EFT	Merchants Choice	-55.06
11/03/2017	Deposit	HBT - Heartland Bank & Trust	653.00
11/03/2017	Deposit	HBT - Heartland Bank & Trust	1,815.00
11/06/2017	Deposit	HBT - Heartland Bank & Trust	25.00
11/15/2017	41086	Nichols, Gabrielle, Petty Cash Custodian	-33.15
11/15/2017	41087	VISA BMCU...1484	-448.71
11/15/2017	41088	CNH Capital	-1,565.11
11/15/2017	20171115	Payroll Direct Deposit	-8,600.10
11/15/2017	05752132	EFTPS - IRS	-2,710.02
11/15/2017	41089	TX Child Support SDU	-85.00
11/15/2017	41090	IL State Disbursement Unit	-144.30
11/15/2017	41091	Bellas Landscaping	-137.50
11/15/2017	41092	BL Pest Control	-110.00
11/15/2017	41093	Cold Spring Memorial Group	-213.30
11/15/2017	41094	Dave Capodice Excavating Inc	-150.30
11/15/2017	41095	Evergreen FS Inc	-693.36
11/15/2017	41096	Heyl, Royster, Voelker & Allen PC	-202.50
11/15/2017	41097	Illini Fire Equipment	-139.25
11/15/2017	41098	Martin Sullivan Inc	-238.39
11/15/2017	41099	Midwest Equipment II	-17.64
11/15/2017	41100	Midwest Equipment	-545.13
11/15/2017	41101	RP Lumber Company Inc	-47.98
11/15/2017	41102	City of Bloomington TWP - Financials	-12,200.00
11/15/2017	41103	Dex Media	-121.30
11/15/2017	41104	Kaeb Sanitary Supply Inc	-129.40
11/15/2017	41105	City of Bloomington Water Dept	-315.35
11/15/2017	41106	Dave Capodice Excavating Inc	-1,785.00
11/15/2017	41107	Office Depot Inc	-174.35
11/15/2017	41108	Heartland Bank & Trust - mausoleum	-5,066.00
11/17/2017	TXFR	Transfer	100,000.00
11/17/2017	Deposit	HBT - Heartland Bank & Trust	6,340.16
11/17/2017	Deposit	HBT - Heartland Bank & Trust	1,100.00
11/22/2017	Deposit	HBT - Heartland Bank & Trust	150.00
11/22/2017	1129171426	Gummerman, Richard K & Verma J	-800.00
11/28/2017	41109	City of Bloomington TWP - Reimburse	-11,510.57
11/28/2017	41110	Frontier Communications	-233.19
11/28/2017	41111	Ameren Illinois	-379.01
11/28/2017	41112	NICOR Gas	-146.70
11/28/2017	41113	AT&T Mobility	-173.71
11/29/2017	Deposit	HBT - Heartland Bank & Trust	150.00
11/29/2017	Deposit	HBT - Heartland Bank & Trust	4,235.00
11/30/2017	Deposit	HBT - Heartland Bank & Trust	35.00
11/30/2017	41114	Deonte A Tucker	-175.00
11/30/2017	41115	Wesley A Novy	-175.00
11/30/2017	41116	Kyle J Durlinger	-175.00
11/30/2017	41117	Billy D Crow	-175.00
11/30/2017	41118	Tina M Crow	-150.00
11/30/2017	41119	Gabrielle Y Nichols	-150.00
11/30/2017	41120	Aaron M Anderson	-175.00
11/30/2017	41121	Christopher D Anderson	-175.00
11/30/2017	41122	Terry L Hansen	-175.00
11/30/2017	91689743	EFTPS - IRS	-265.60
11/30/2017	20171130	Payroll Direct Deposit	-9,745.96
11/30/2017	90885737	EFTPS - IRS	-3,260.32
11/30/2017	0494020640	IL Dept of Revenue	-1,141.08
11/30/2017	41123	TX Child Support SDU	-85.00
11/30/2017	41124	IL State Disbursement Unit	-144.30
		Total	<u><u>47,290.38</u></u>

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CERTIFICATE FOR PAYMENT OF ACCOUNTS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--ALL ACCOUNTS

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Board of Trustees. These amounts include billings that have been received from **November 28, 2017, to December 18, 2017.**

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 **18th day of December 2017.**

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

Notary Public

This **18th day of December 2017.**

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

WARD 1: Jamie Mathy

WARD 6: Karen Schmidt

WARD 2: David Sage

WARD 7: Scott Black

WARD 3: Mboka Mwilambwe

WARD 8: Diana DeSio Hauman

WARD 4: Amelia Buragas

WARD 9: Kimberly Bray

WARD 5: Joni Painter

Trustee Tari Renner
Board of Trustees of the Town of the City of Bloomington,
McLean County, Illinois

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

Town Clerk

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GENERAL TOWN ADMINISTRATION FUND: Exhibit "A"

REQUEST FOR PAYMENT: **December 18, 2017** Meeting

Compensation (Salaries)			Due	Amount
7011	Supervisor	D Skillrud	12/28/17	\$ 3,916.68
7011	Supervisor	D Skillrud	01/15/18	\$ 3,916.68
7021	Assessor	S Scudder	12/28/17	\$ 4,000.00
7021	Assessor	S Scudder	01/15/18	\$ 4,000.00
7041	Town Trustee 11/27/2017	Ward 1: J Mathy	12/31/17	\$ 20.00
7041	Town Trustee 11/27/2017	Ward 2: D Sage	12/31/17	\$ 20.00
7041	Town Trustee 11/27/2017	Ward 3: M Mwilambwe	12/31/17	\$ 20.00
7041	Town Trustee 11/27/2017	Ward 4: A Buragas	12/31/17	\$ 20.00
7041	Town Trustee 11/27/2017	Ward 5: J Painter	12/31/17	\$ 20.00
7041	Town Trustee 11/27/2017	Ward 6: K Schmidt	12/31/17	\$ 20.00
7041	Town Trustee 11/27/2017	Ward 7: S Black	12/31/17	\$ 20.00
7041	Town Trustee 11/27/2017	Ward 8: D Hauman	12/31/17	\$ 20.00
7041	Town Trustee 11/27/2017	Ward 9: K Bray	12/31/17	\$ 20.00
7041	Town Trustee 11/27/2017	Mayor: T Renner	12/31/17	\$ 20.00
Compensation (Salaries) TOTAL				\$ 16,033.36
Assessor's Claims				
9151	Auto Expense	BMCU Visa/COB/Lehman/Others (Estimated)	12/31/17	\$ 200.00
9161	Telephone	Frontier/Verizon North (Estimated)	12/31/17	\$ 315.00
9171	Utilities	City of Bloomington Water Dept (Estimated)	12/31/17	\$ 150.00
9171	Utilities	Illinois Power Co dba Ameren Illinois (Estimated)	12/31/17	\$ 400.00
9171	Utilities	NICOR Gas (Estimated)	12/31/17	\$ 250.00
9191	Postage	BMCU Visa/US Post Office/Others	12/31/17	\$ 400.00
9201	Office Supplies	BMCU Visa/Quill/Others (Estimated)	12/31/17	\$ 500.00
9251	Education/Meetings/Conferences	BMCU Visa/IAAO/Others (Estimated)	12/31/17	\$ 2,000.00
9271	Appraisal Services	Danny Bowman (Estimated)	12/31/17	\$ 2,500.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC	12/31/17	\$ 150.00
9301	Computer Services	BMCU Visa/Apex/Others (Estimated)	12/31/17	\$ 2,000.00
9301	Computer Services	BMCU Visa/BNAR/MLS/Coldwell Bankers	12/31/17	\$ 120.00
9301	Computer Services	BMCU Visa/Network Solutions	12/31/17	\$ 70.00
9301	Computer Services	BMCU Visa/ReadyHosting.com	12/31/17	\$ 300.00
9301	Computer Services	BMCU Visa/Verizon Wireless (Estimated)	12/31/17	\$ 100.00
Assessor's Claims TOTAL				\$ 9,455.00
Community Agency Funding				
1027	Senior Services	Normal Township ARC (Senior Center)	12/31/17	\$ 40,000.00
Community Agency Funding TOTAL				\$ 40,000.00
Services & Expenses				
1038	Other Expense	BMCU VISA/Quill/Intuit QuickBooks (Estimated)	12/31/17	\$ 200.00
1040	Building Maintenance	City of Bloomington/Others/Visa (Estimated)	12/31/17	\$ 2,500.00
1040	Building Maintenance	Hermes Sales & Service (Estimated)	12/31/17	\$ 297.00
1040	Building Maintenance	American Pest Control	12/31/17	\$ 37.00
1040	Building Maintenance	Wilcox Electric (Estimated)	12/31/17	\$ 750.00
1042	Janitorial Services & Supplies	Soaring Eagle Cleaning Services LLC	12/31/17	\$ 262.50
Services & Expenses TOTAL				\$ 4,046.50
Supervisor's Claims				
8121	Janitorial	Soaring Eagle Cleaning Services	12/31/17	\$ 187.50
8131	Utilities	Illinois Power Co dba Ameren Illinois	12/31/17	\$ 380.98
8131	Utilities	NICOR Gas (Estimated)	12/31/17	\$ 80.24
8141	Telephones	Frontier/Verizon North	12/31/17	\$ 331.35
8151	Car Expense	T Maruna/others	12/31/17	\$ 90.95
8161	Education/Conference/Meetings	BMCU Visa/TOI/Others	12/31/17	\$ 812.36
8181	Equipment Repair/Rental	Xerox Financial Services	12/31/17	\$ 239.60
8181	Equipment Repair/Rental	BMCU Visa/Barker Buick GMC Cadillac/Others (Estimated)	12/31/17	\$ 800.00
8221	Computer/Contract Services	EFT-Valutec	12/31/17	\$ 164.50
Supervisor's Claims TOTAL				\$ 3,087.48
TOTAL Request for Payment				\$ 72,622.34

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: **NOVEMBER 2017**

		Cemetery Fund	General Town Fund	General Assistance	COMBINED FUNDS
Fund Balances at Beginning of Month		\$ 898,944	\$ 1,928,643	\$ 724,894	\$ 3,552,481
Revenues	Interest	\$ 302	\$ 647	\$ 150	\$ 1,099
	Other Income	\$ 4,200	\$ 16,111		\$ 20,311
	Personal Property Replacement Tax	\$ 4,975	\$ (7,430)	\$ 2,455	\$ -
	Opening/Closing Fees	\$ 2,575			\$ 2,575
	Sales	\$ 2,713			\$ 2,713
	Inspection Fee	\$ 150			\$ 150
	Refunds and Recoveries			\$ 3,710	\$ 3,710
	Tax Levy	\$ 12,975	\$ 38,295	\$ 6,405	\$ 57,674
Total Revenues		\$ 27,890	\$ 47,622	\$ 12,720	\$ 88,233
Expenditures	Administrative Expenses	\$ 16,226			\$ 16,226
	Assessor's Office		\$ 3,691		\$ 3,691
	Capital Improvements	\$ 5,066			\$ 5,066
	Casework/General Assistance			\$ 27,923	\$ 27,923
	Cemetery Operations	\$ 6,014			\$ 6,014
	Compensation & Benefits	\$ 39,217	\$ 96,624		\$ 135,841
	Services & Expenses		\$ 2,069		\$ 2,069
	Supervisor's Office		\$ 5,224		\$ 5,224
Total Expenditures		\$ 66,523	\$ 107,608	\$ 27,923	\$ 202,054
Fund Balances at Month End		\$ 860,312	\$ 1,868,657	\$ 709,691	\$ 3,438,660

Revenue Distribution Report Fiscal Year To Date

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	Tax Levy for Tax Year 2016	\$ 506,600	\$ 1,495,000	\$ 250,000	\$ 2,251,600
	Percentage	22.4996%	66.3972%	11.1032%	100.0000%
Personal Property Replacement Tax					
	04/01/2017 02-2017	\$ 4,344	\$ 12,820	\$ 2,144	\$ 19,308
	05/01/2017 03-2017	\$ 11,067	\$ 32,658	\$ 5,461	\$ 49,185
	06/01/2017 04-2017	\$ 7,127	\$ 21,032	\$ 3,517	\$ 31,675
	07/07/2017 05-2017	\$ 7,288	\$ 21,506	\$ 3,596	\$ 32,391
	10/06/2017 06-2017	\$ 4,975	\$ 14,682	\$ 2,455	\$ 22,112
	TOTAL	\$ 34,801	\$ 102,698	\$ 17,174	\$ 154,672
Tax Levy for Tax Year 2016					
	05/26/2017 01-2017	\$ 102,565	\$ 302,711	\$ 50,627	\$ 455,902
	06/08/2017 02-2017	\$ 110,955	\$ 327,472	\$ 54,768	\$ 493,195
	06/16/2017 03-2017	\$ 46,624	\$ 137,606	\$ 23,014	\$ 207,244
	08/25/2017 04-2017	\$ 65,841	\$ 194,325	\$ 32,500	\$ 292,666
	09/08/2017 05-2017	\$ 110,789	\$ 326,984	\$ 54,686	\$ 492,459
	09/15/2017 06-2017	\$ 56,387	\$ 166,420	\$ 27,833	\$ 250,639
	11/10/2017 07-2017	\$ 12,975	\$ 38,295		\$ 57,674
	TOTAL	\$ 506,135	\$ 1,493,813	\$ 243,427	\$ 2,249,780



FOR: Honorable Township Trustees

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

RECOMMENDATION/MOTION: That the Resolution be adopted.

BACKGROUND: Public Act 100 – 0054 amended the State Officials and Employees Ethics Act, including Section 70-5, which pertains to government entities. The Act mandates all governmental units adopt, within sixty (60) days after the effective date of November 16, 2017, which would be January 15, 2018, a resolution establishing a policy prohibiting sexual harassment.

Township staff found compliant language on the Illinois Municipal League’s website. The proposed Resolution and Policy are compliant with the Act. Based upon the timeline imposed by the State, the only opportunity to present this item to the Board was the December 18, 2017 meeting.

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

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

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

RESOLUTION NO. 2017 - ____

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

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

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

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

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

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

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

Section 2. This Resolution shall be in full force and effect on December 19, 2017.

ADOPTED this ____th of December, 2017.

APPROVED this ____th of December, 2017.

Supervisor

ATTEST:

Township Clerk

EXHIBIT A

POLICY PROHIBITING SEXUAL HARASSMENT

I. PROHIBITION ON SEXUAL HARASSMENT

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

II. DEFINITION OF SEXUAL HARASSMENT

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

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

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

Conduct which may constitute sexual harassment includes:

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

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

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

III. PROCEDURE FOR REPORTING AN ALLEGATION OF SEXUAL HARASSMENT

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

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

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

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

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

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

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

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

IV. PROHIBITION ON RETALIATION FOR REPORTING SEXUAL HARASSMENT ALLEGATIONS

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

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

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

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

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

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

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

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

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

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

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

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

VI. CONSEQUENCES FOR KNOWINGLY MAKING A FALSE REPORT

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

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

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



FOR: Honorable Township Trustees

SUBJECT: Request to Lease a Vehicle for the Supervisor's Office

RECOMMENDATION/MOTION: That an automobile lease with Barker Motor Company for a 2017 Buick Encore for the Supervisor's Office be approved, in an amount not to exceed \$250 per month for a period of thirty-six (36) months.

BACKGROUND: The Supervisor's Office completed a three (3) year lease for a Toyota Prius in August 2017. The monthly lease cost was \$309. The Supervisor's Office had found that a leased vehicle provided quality basic services in a cost efficient and effective manner.

In the past three (3) years, the Workfare Coordinator had been the primary driver. The vehicle was used to visit the Workfare program sponsor sites, (i.e. businesses). The vehicle was also used when Township staff attended training located outside of the City. Without a vehicle, Township staff operates their personal vehicles. The current, IRS, (Internal Revenue Service), mileage rate is .535 cents per mile.

Township staff reached out to local autodealships. The goal was to lease a fuel efficient vehicle at a reasonable cost. Barker Motor Company has a low mileage (4,132) 2017 Buick Encore. It will include a bumper to bumper warranty for the lease duration. Barker will provide a fresh oil change and tire rotation prior to delivery. The lease will include two (2) oil changes and tire rotations during the lease term. It is anticipated that the vehicle will need three (3) oil changes during this time. The three (3) year lease includes 25,868 miles. The monthly payment includes all fees.

A chart has been attached which includes information regarding other locally available vehicles.

FINANCIAL IMPACT: Funds were budgeted for a leased vehicle. The Workfare Coordinator was out of the office on medical leave. The search for a replacement vehicle was delayed until after his return to work. There are adequate funds in the budget to cover the cost of the lease.

ADMINISTRATOR RESPONSE: I respectfully request that this item be approved.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

Lease	Make	Model	Cost / Month	Total Miles	Estimated Usages	City Miles /Gallon **	Location
36 Month	Buick	Encore	\$250	25,868	15,000	25	Barker Motor Company
36 Month	Toyota	Prius	\$330	36,000	15,000	54	Sam Leman Toyota
36 Month	Chevrolet	Malibu *	\$330	36,000	15,000	27	Leman Chevy
36 Month	Jeep	Compass *	\$371	36,000	15,000	22	Sam Leman Chrysler Dodge Jeep
36 Month	Ford	Fusion *	\$321	31,500	15,000	21	Sam Leman Ford

* Requires upfront down payment at time of signing.

** Vehicle sticker designated city miles.

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

TO: Township Trustees
FROM: Deborah L Skillrud, TWP Supervisor & JMSHRC Administrator
DATE: December 18, 2017
RE: Township Supervisor’s Report/John M Scott Administrator’s Report

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

Jobs: (1) Midwest Fiber, (1) Illini Cloud

New clients by age: five clients (14.3%) age 18 - 25; sixteen clients (45.7%) age 26 - 40; five clients (14.3%) age 41 - 50, and nine (25.7%) age 51 – 62.

Thirteen (13) workfare participants also attended job skills classes at Home Sweet Home Ministries.
Eight (8) Light Duty clients are attending self-enhancement classes at Home Sweet Home Ministries.
Fifteen (15) participants enrolled in Community Education classes at Advocate BroMenn.
One (1) Light Duty client provides low strain cleaning at office.

Eighty-one (81) individuals, (56 GA and 25 EA), attended orientation throughout the month of November.
This figure is nineteen (17) individuals higher than October’s attendance.

The Township received a donation of new gloves of all sizes for distribution to applicants and/or clients.

2. Scott Health Resources: FY2018 Statistics

	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD FY2018	YTD FY2017
Private Dental	4	6	6	3	2	0	0						21	--
Private Dental Procedures	8	23	19	24	3	0	0						77	64
MCHD Dental	1	0	1	0	2	--	2						6	10
MCHD Dental Procedures	10	0	7	0	8	--	8						33	27
Health Referrals Orders	8	6	9	2	2	1	2						30	35
Med. Equipment/Supplies	1	0	0	1	0	0	2						4	5
Prescriptions Paid	8	8	10	33	12	9	8						79	78
# Maternal/Child Trips	18	32	8	31	14	22	24						149	104
# M/C Passengers	16	19	4	30	18	21	25						133	123
# Adult Medical Trips	60	56	38	51	74	100	66						445	230
# Adult Medical Passengers	32	34	20	30	38	41	40						235	131

3. Cemetery: The Cemetery has been a collection sight for ‘Socks for Seniors’ for four (4) years. This year, five (5) facilities benefited from this collection.

System Activity Report

[11/1/2017 - 11/30/2017] Report Date: 12/14/2017

General Assistance

Grants (New Clients) :	18	\$4,596.07
Grants (Previous Clients) :	82	\$20,779.49
In-Process :	10	
Denials :	17	
Sanctions :	3	
Terminations :	35	
	165	\$25,375.56

General Assistance - Medical

Referrals :	0	
Disbursements :	1	\$15.66
	1	\$15.66

General Assistance - Work Program Assignments

Job Training :	0	
Workfare :	14	
	14	

General Assistance - Work Program Expenses

Haircut :	5	\$25.00
WF 1-Ride :	2	\$13.00
WF 30 Day :	54	\$1,728.00
WF 7 Day Bus :	2	\$20.00
WF Gasoline :	13	\$416.00
	76	\$2,202.00

Emergency Assistance

Grants :	11	\$4,289.00
In-Process :	0	
Denials :	0	
	11	\$4,289.00

Additional Activity

A Call (phone/fax/email) :	335	
A Face-to-Face :	423	
An Appointment: New :	1	
General - Agencies :	2	
General - Intake :	113	
General - Orientation :	150	
General - Other :	59	
JMS - Appointment :	3	
JMS - General :	8	
JMS - Transportation :	55	
R - BHA :	3	
R - Chestnut :	2	
R - CHS :	3	
R - DHS :	1	
R - DORS :	1	
R - MCCA / LIHEAP :	28	
R - Other :	18	
R - Parole / Probation :	1	
R - PATH :	4	
R - Salvation Army :	4	
R - SSI :	6	
WF - Appointment :	47	
WF - Work Sponsor Site :	129	
WF Training/Education :	19	
	1,415	
Grand Totals:	1,682	\$31,882.22

John M Scott Health Care Trust
Balance Sheet
As of November 30, 2017

	<u>Nov 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
0010 · Busey Bank 0947 (COBchecking)	286,108.07
1000 · BMCU share/checking (COBT)	14,166.72
1001 · BMCU share/savings (COBT)	10.20
1010 · Vanguard Trust	12,584,846.09
Total Checking/Savings	<u>12,885,131.08</u>
Total Current Assets	<u>12,885,131.08</u>
TOTAL ASSETS	<u>12,885,131.08</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2200 · COBT Liabilities	10.00
Total Other Current Liabilities	<u>10.00</u>
Total Current Liabilities	<u>10.00</u>
Total Liabilities	10.00
Equity	
3001 · Opening Bal Equity	7,102,641.40
3010 · Unrestrict (retained earnings)	4,812,290.16
Net Income	970,189.52
Total Equity	<u>12,885,121.08</u>
TOTAL LIABILITIES & EQUITY	<u>12,885,131.08</u>

John M Scott Health Care Trust
Profit & Loss
 November 2017

	Nov 17
Ordinary Income/Expense	
Income	
5000R · Revenue	
56010R · Interest, Dividends & CapGains	
56010 · Interest Income	5,720.49
Total 56010R · Interest, Dividends & CapGains	5,720.49
Total 5000R · Revenue	5,720.49
56110R · Unrealized Gain/Loss	247,152.75
Total Income	252,873.24
Gross Profit	252,873.24
Expense	
59000A · Administrative Expenses	
71340A · Telecommunications	55.41
75070A · Comp & Benefits - Admin	
61101 · Salaries - Admin	189.06
62001 · Misc Fees - Admin	0.34
62101 · Health Ins - Admin	34.69
62121 · IMRF - Admin	23.92
62131 · FICA - Admin	13.00
Total 75070A · Comp & Benefits - Admin	261.01
Total 59000A · Administrative Expenses	316.42
59100D · Direct Services	
70030D · Client Dental Services	258.90
71070D · Vehicle Fuel	121.39
71340D · Telecommunications	4.78
75070D · Comp & Benefits - Direct Svcs	
61102 · Salaries - Direct Svcs	1,850.60
62002 · Misc Fees - Direct Svcs	5.62
62102 · Health Ins - Direct Svcs	126.94
62122 · IMRF - Direct Svcs	234.10
62132 · FICA - Direct Svcs	118.25
Total 75070D · Comp & Benefits - Direct Svcs	2,335.51
79090D · Client Prescription (Formulary)	1,122.69
Total 59100D · Direct Services	3,843.27
Total Expense	4,159.69
Net Ordinary Income	248,713.55
Net Income	248,713.55

John M Scott Health Care Trust
Profit & Loss Budget vs. Actual
 May through November 2017

	May - Nov 17	Budget	\$ Over Bu...	% of B...
Ordinary Income/Expense				
Income				
5000R · Revenue				
56010R · Interest, Dividends & CapGains				
56010 · Interest Income	129,372.26	100,000.00	29,372.26	129.4%
56040 · Dividend Income	0.02			
Total 56010R · Interest, Dividends & CapGains	<u>129,372.28</u>	<u>100,000.00</u>	<u>29,372.28</u>	<u>129.4%</u>
57000R · Miscellaneous Revenues				
57310R · Donations	400.00	0.00	400.00	100.0%
57990R · Other Misc Income	0.00	0.00	0.00	0.0%
Total 57000R · Miscellaneous Revenues	<u>400.00</u>	<u>0.00</u>	<u>400.00</u>	<u>100.0%</u>
Total 5000R · Revenue	<u>129,772.28</u>	<u>100,000.00</u>	<u>29,772.28</u>	<u>129.8%</u>
56110R · Unrealized Gain/Loss	881,411.03	400,000.00	481,411.03	220.4%
Total Income	<u>1,011,183.31</u>	<u>500,000.00</u>	<u>511,183.31</u>	<u>202.2%</u>
Gross Profit	1,011,183.31	500,000.00	511,183.31	202.2%
Expense				
59000A · Administrative Expenses				
70010A · Outside Legal Counsel	0.00	5,000.00	-5,000.00	0.0%
70611A · Printing & Binding	22.00	1,000.00	-978.00	2.2%
70690A · Other Purchased Services	569.45	500.00	69.45	113.9%
71010A · Office Supplies	0.00	200.00	-200.00	0.0%
71017A · Postage	0.00	500.00	-500.00	0.0%
71340A · Telecommunications	381.99	650.00	-268.01	58.8%
75070A · Comp & Benefits - Admin				
61101 · Salaries - Admin	1,375.60			
62001 · Misc Fees - Admin	2.38			
62101 · Health Ins - Admin	242.83			
62121 · IMRF - Admin	174.04			
62131 · FICA - Admin	95.01			
75070 · To Township - Admin	0.00	3,400.00	-3,400.00	0.0%
Total 75070A · Comp & Benefits - Admin	<u>1,889.86</u>	<u>3,400.00</u>	<u>-1,510.14</u>	<u>55.6%</u>
Total 59000A · Administrative Expenses	<u>2,863.30</u>	<u>11,250.00</u>	<u>-8,386.70</u>	<u>25.5%</u>
59100D · Direct Services				
70020D · Client Physician Services	0.00	3,000.00	-3,000.00	0.0%
70030D · Client Dental Services	9,680.96	20,000.00	-10,319.04	48.4%
70205D · Other Client Services	0.00	52,000.00	-52,000.00	0.0%
70520D · Rep/Mtn Licnsd Vehicle	890.32	1,000.00	-109.68	89.0%
70690D · Other Purchased Services	0.00	1,500.00	-1,500.00	0.0%
71070D · Vehicle Fuel	598.67	2,000.00	-1,401.33	29.9%
71340D · Telecommunications	29.65	60.00	-30.35	49.4%
75070D · Comp & Benefits - Direct Svcs				
61102 · Salaries - Direct Svcs	13,789.25			
62002 · Misc Fees - Direct Svcs	39.34			
62102 · Health Ins - Direct Svcs	888.58			
62122 · IMRF - Direct Svcs	1,744.34			
62132 · FICA - Direct Svcs	891.56			
62152 · IDES - Direct Svcs	6.82			
Total 75070D · Comp & Benefits - Direct Svcs	<u>17,359.89</u>			
79090D · Client Prescription (Formulary)	8,194.60	20,000.00	-11,805.40	41.0%
79980D · Medical Supplies	1,144.08	5,000.00	-3,855.92	22.9%
79996D · Mental Health Services & Meds	232.32	10,000.00	-9,767.68	2.3%
Total 59100D · Direct Services	<u>38,130.49</u>	<u>114,560.00</u>	<u>-76,429.51</u>	<u>33.3%</u>
59200G · Community Health Services				
79130G · Grants	0.00	19,117.00	-19,117.00	0.0%
59200G · Community Health Services - Other	0.00	177,500.00	-177,500.00	0.0%
Total 59200G · Community Health Services	<u>0.00</u>	<u>196,617.00</u>	<u>-196,617.00</u>	<u>0.0%</u>
Total Expense	<u>40,993.79</u>	<u>322,427.00</u>	<u>-281,433.21</u>	<u>12.7%</u>
Net Ordinary Income	<u>970,189.52</u>	<u>177,573.00</u>	<u>792,616.52</u>	<u>546.4%</u>

12/13/17

John M Scott Health Care Trust
Profit & Loss Budget vs. Actual
May through November 2017

	<u>May - Nov 17</u>	<u>Budget</u>	<u>\$ Over Bu...</u>	<u>% of B...</u>
Net Income	<u>970,189.52</u>	<u>177,573.00</u>	<u>792,616.52</u>	<u>546.4%</u>



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

To: Town Trustees
 From: Steve Scudder
 Date: December 18, 2017
 Subject: Assessor Report

Tax Rates

Tax rate formula- Levy / Taxable Assessed Value = Tax Rate

Formula that determines your Tax bill – ((Assessed value * Multiplier) – Exemptions) * Tax rate = tax bill

The following chart is the tax rates in the surrounding cities in the county. Municipal is the city portion of aggregate rate. The aggregate is the total rate for taxes.

	2014/payable 2015		2015/payable 2016		2016/payable 2017	
	Municipal	Aggregate	Municipal	Aggregate	Municipal	Aggregate
Chenoa	1.10226	8.67823	1.16732	8.71928	1.25463	9.113295
Danvers	1.16012	8.7675	1.14367	9.452	1.15096	9.42677
Downs	0.4833	8.82661	0.47926	9.11694	0.44355	9.1016
Leroy	0.88985	8.84016	0.89894	9.00234	0.90558	8.99086
Gridley	0.82638	8.84205	0.84197	8.91025	0.85326	9.06734
Hudson	0.30948	7.9822	0.31099	8.06009	0.31997	8.08485
Lexington	0.56444	8.97371	0.5617	9.56515	0.56716	9.59884
McLean	0.98199	9.06459	0.98291	9.80419	1.01819	9.85098
Heyworth	0.49261	8.94707	0.48648	9.04384	0.48311	8.96957
Towanda	0.77237	8.31625	0.77193	8.3904	0.79322	8.41981
Carlock	0.2751	8.05306	0.27254	8.13161	0.26329	8.13942
Normal	0.91581	8.42092	0.925	8.52633	0.95891	8.55879
Bloomington	1.06782	8.11422	1.07729	8.38037	1.08363	8.40435

How the math looks. A house with a market value of \$125,454 would be assessed at a third which is 41,818. An owner occupied exemption (General Homestead Exemption) of 6000. No township or state multiplier.

$$41,818 - 6000 = 35,818.$$

The aggregate tax rate of 8.40435

$$.0840435 * 35,818 = 3,010.27 \text{ tax bill.}$$

The market value of the home is the first step to ensure we are paying our fair share of property tax based on levies requested. Any raise in a levy by a taxing body is a potential tax increase to the tax payer.

Any comments

Happy Holidays!