



**BOARD OF TRUSTEES FOR THE TOWN OF THE CITY OF BLOOMINGTON
GOVERNMENT CENTER CHAMBERS, 4TH FLOOR, ROOM #400
115 E. WASHINGTON STREET, BLOOMINGTON, IL 61701
MONDAY, MAY 23, 2022, 5:30 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance to the Flag**
- 3. Roll Call of Attendance**
- 4. Consent Agenda**

All items under the Consent Agenda are routine in nature and will be enacted in one motion. There will be no separate discussion of these items unless a Trustee or Elected Official so requests, in which event, the item will be removed from the Consent Agenda and considered separately.

- A. Approve the Minutes of the April 25, 2022 Board Meeting as requested by the Township Clerk *(Recommended Motion: The April 25, 2022 Board Meeting minutes be approved.)*
- B. Certify the April 2022 Statement of Funds for the General Town Administration Fund, General Assistance Fund, and Cemetery Fund as requested by the Township Supervisor *(Recommended Motion: The April 2022 Statement of Funds be certified.)*
- C. Approve the May 23, 2022 General Town Fund Request for Payments as requested by the Township Supervisor *(Recommended Motion: The May 23, 2022 Request for Payments be approved.)*

- 5. Regular Agenda**

- A. Adopt the Revised Purchasing Policy as necessitated by HB 4251 signed by Governor JB Pritzker on May 6, 2022, effective immediately as requested by the Township Supervisor *(Recommended Motion: The Revised Purchasing Policy be adopted.)*
- B. Consider the Change Order and Resolution for the South side Parking Lot Improvements *(Recommended Motion: The Change Order with Stark Excavating, Inc. for Parking Lot Improvements in the amount of \$30,000.00 be approved, the Resolution adopted, and the Supervisor be authorized to execute the necessary documents.)*

- 6. Reports by Elected Officials**

- A. Comments: Deborah Skillrud, Township Supervisor
- B. Comments: Steve Scudder, Township Assessor

- 7. Public Comments**

Individuals wishing to provide public comment must email by 3:30 p.m. on the day of the meeting to: townshipoffice@cityblm.org. Comments received will be read into the record by the Supervisor.

- 8. Adjournment**



**MINUTES
REGULAR SESSION OF THE TOWN OF
THE CITY OF BLOOMINGTON TOWNSHIP
MONDAY, APRIL 25, 2022, 5:30 P.M.**

The Board of Trustees for the Town of the City of Bloomington convened in regular session with Trustee Mboka Mwilambwe and Township Clerk, Leslie Yocum, in the Government Center Chambers at 5:30 p.m., Monday, April 25, 2022. The meeting was called to order by Trustee Mwilambwe.

Roll Call

Trustees Present: Donna Boelen, Sheila Montney, Julie Emig, Nick Becker, De Urban, Mollie Ward, Jeff Crabill, Tom Crumpler, and Mboka Mwilambwe

Elected Officials Present: Deborah L. Skillrud, Township Supervisor, and Steve Scudder, Township Assessor

Staff Present: Leslie Yocum, Township Clerk

Remote Participation

Trustee Boelen made a motion, seconded by Trustee Ward, to allow Trustee Crabill to attend remotely.

Trustee Mwilambwe directed the Township Clerk to call the roll, which resulted in the following:

AYES: Boelen, Montney, Emig, Becker, Urban, Ward, Crumpler, Mwilambwe

Motion carried.

Trustee Crabill joined the meeting at 5:32 p.m.

Consent Agenda

It is recommended that all items listed under the Consent Agenda be approved as presented. All items under the Consent Agenda are 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.

Trustee Crumpler made a motion, seconded by Trustee Boelen, that the Consent Agenda, including all items listed below, be approved as presented.

Trustee Mwilambwe directed the Township Clerk to call the roll, which resulted in the following:

AYES: Boelen, Montney, Emig, Becker, Urban, Ward, Crabill, Crumpler, Mwilambwe

Motion carried.

Item 4.A. Approve the Minutes of the March 28, 2022, Board Meeting as requested by the Township Clerk (Recommended Motion: The March 28, 2022, Board Meeting minutes be approved.)

Item 4.B. Certify the March 2022 Statement of Funds for the General Town Administration Fund, General Assistance Fund, and Cemetery Fund as requested by the Township Supervisor (Recommended Motion: The March 2022 Statement of Funds be certified.)

Item 4.C. Approve the April 25, 2022, General Town Fund Request for Payments as requested by the Township Supervisor (Recommended Motion: The April 25, 2022, Request for Payments be approved.)

Regular Agenda

The following item was presented:

Item 5. Courtesy copy of Annual Statement of Receipts & Expenditures (Unaudited) for Fiscal Year 2022 which was presented at the Annual Town Meeting on April 12, 2022.

Trustee Mwilambwe confirmed no action was required.

No additional discussion was had.

Item 6. Approve the Project Services Agreement with the Farnsworth Group to Provide Professional Services for Schematic Plan and RFP Assistance as requested by the Township Supervisor.

Supervisor Deb Skillrud commented that the agreement had been budgeted as a line item in special contracts to continue with the Township's property condition report on deficiencies and maintenance repairs. She explained that the agreement would include the first two years of the project.

Trustee Boelen made a motion, seconded by Trustee Emig, that the Project Services Agreement with the Farnsworth Group be approved, and the Supervisor be authorized to execute the necessary documents.

Trustee Mwilambwe directed the Township Clerk to call the roll, which resulted in the following:

AYES: Boelen, Montney, Emig, Becker, Urban, Ward, Crabill, Crumpler, Mwilambwe

Motion carried.

Reports by Elected Officials

Comments: Deb Skillrud, Township Supervisor

Township Supervisor Skillrud addressed the Board and provided a status update on the North half of the Township's Office parking lot improvements. She stated that improvements to the southside of the parking lot would begin shortly thereafter.

Comments: Steve Scudder, Township Assessor

Township Assessor Scudder addressed the Board and stated that he provided the presentation slides that were presented at the April 12, 2022, Annual Town Meeting.

Public Comment

Trustee Mwilambwe opened the meeting to receive public comment. Leslie Yocum, Township Clerk, reported that no one had registered to speak live or had submitted emailed public comment.

Adjournment

Trustee Boelen made a motion, seconded by Trustee Montney, that the meeting be adjourned.

Motion carried unanimously (Viva Voce).

The meeting adjourned at 5:38 p.m.

Amanda Stutsman, Deputy Township Clerk

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

Month of: **APRIL**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 59,612	
Investments: Illinois Fund	\$ 1,461,027	
Investments: Prairie State Bank & Trust (64)	\$ 1,423,618	
		<u>\$ 2,944,257</u>

Public Funds Received This Month

Interest: Prairie State Bank (53)	\$ 17	
Interest: Prairie State Bank (64)	\$ 180	
Interest: Illinois Funds (1085)	\$ 606	
Other Income - Retiree Insurance	\$ 1,406	
Other Income - GA Administration	\$ 255	
Other Income - Other	\$ 100	
Personal Property Replacement Tax	\$ 72,724	
		<u>\$ 75,288</u>
		<u>\$ 3,019,545</u>

Public Funds Expended This Month

TOTAL Public Funds at Month End

Public Funds at Month End

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 79,157	
Investments: Illinois Fund	\$ 1,565,599	
Investments: Prairie State Bank & Trust (64)	\$ 1,273,797	
		<u>\$ 2,918,553</u>

Checking Account Activity

Prairie State Bank & Trust (53) Balance at Commencement	\$ 59,612	
Deposits		
Interest: Prairie State Bank & Trust (53)	\$ 17	
Other Income - Retiree Insurance	\$ 1,406	
Other Income - Other	\$ 100	
Other Income - GA Administration	\$ 255	
Transfer from Prairie State Bank & Trust Reserve (64)	\$ 150,000	
Total Deposits for Month	<u>\$ 151,778</u>	
		\$ 211,390
Checks Written		
Assessor's Office Expenses	\$ 2,054	
Community Agency Funding	\$ 11,446	
Compensation & Benefits	\$ 85,284	
Services & Expenses	\$ 724	
Supervisor's Office Expenses	\$ 1,482	
PPRT Transfer to Cemetery Fund	\$ 22,397	
PPRT Transfer to General Assistance Fund	\$ 8,845	
Total Checks Written	<u>\$ 132,233</u>	
		\$ 132,233
		<u>\$ 79,157</u>

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

Balance per Bank Statement	\$ 97,492	
Less Outstanding Checks	\$ (18,335)	
		<u>\$ 79,157</u>

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

Statement of Receipts and Disbursements

		<u>Apr-22</u>	
Revenue			
7000 Interest		\$ 803	
7400 Other Income		\$ 1,761	
7600 Personal Property Replacement Tax		\$ 72,724	
	Total Revenue	<u>\$</u>	<u>\$ 75,288</u>
	Total Income		<u>\$ 75,288</u>
Expense			
Assessor's Office			
9151 Auto Expense		\$ 21	
9171 Utilities		\$ 394	
9271 Appraisal Services		\$ 1,265	
9291 Janitorial		\$ 175	
9301 Computer Services		\$ 200	
	Total Assessor's Office		\$ 2,054
Community Agency Funding			
1025 GA Client Services		\$ 11,446	
	Total Community Agency Funding		\$ 11,446
Compensation (Salaries) & Benefits			
7011 TWP Supervisor		\$ 7,833	
7021 TWP Assessor		\$ 8,000	
7031 Town Clerk		\$ 200	
7051 General Assistance Staff		\$ 27,694	
7061 Deputy Assessors		\$ 23,167	
7081 IMRF/Employer (2022 = 9.38%)		\$ 6,045	
7091 FICA (SS/MC)/Employer		\$ 4,819	
7101 Group Medical/Employer		\$ 7,527	
	Total Compensation (Salaries) & Benefits		\$ 85,284
Services & Expenses			
1038 Other Expenditures		\$ 49	
1040 Building Maintenance		\$ 369	
1042 Janitorial Services & Supplies		\$ 306	
	Total Services & Expenses		\$ 724
Supervisor's Office			
8121 Janitorial		\$ 219	
8131 Utilities		\$ 591	
8151 Car Expense		\$ 130	
8161 Education/Conference/Meetings		\$ 150	
8171 Equipment		\$ 292	
8221 Computer/Contract Services		\$ 61	
8241 Membership Dues		\$ 40	
	Total Supervisor's Office		\$ 1,482
	Total Expense		<u>\$ 100,991</u>
Net Income			<u>\$ (25,704)</u>

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

Year to Date Budget Comparison

Income	<u>Apr-22</u>	<u>FY2023</u> <u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
7000 Interest	\$ 803	\$ 3,000	\$ (2,197)	26.8%
7400 Other Income	\$ 1,506	\$ 30,000	\$ (28,494)	5.0%
Other Income: Grants	\$ -	\$ 25,000	\$ (25,000)	0.0%
Other Income: TWP IGAs	\$ 255	\$ 1,000	\$ (745)	25.5%
7450 Township Litigation Income	\$ -	\$ 25	\$ (25)	0.0%
7600 Personal Property Replacement Tax	\$ 72,724	\$ 90,000	\$ (17,276)	80.8%
7800 Tax Levy	\$ -	\$ 1,645,000	\$ (1,645,000)	0.0%
Total Revenue	<u>\$ 75,288</u>	<u>\$ 1,794,025</u>	<u>\$ (1,718,737)</u>	<u>4.2%</u>
Total Income	\$ 75,288	\$ 1,794,025	\$ (1,718,737)	4.2%
Expense				
Assessor's Office				
9141 Rent/Debt Service	\$ -	\$ 21,544	\$ (21,544)	0.0%
9151 Auto Expense	\$ 21	\$ 3,000	\$ (2,979)	0.7%
9161 Telephone	\$ -	\$ 3,000	\$ (3,000)	0.0%
9171 Utilities	\$ 394	\$ 5,800	\$ (5,406)	6.8%
9191 Postage	\$ -	\$ 300	\$ (300)	0.0%
9201 Office Supplies	\$ -	\$ 2,000	\$ (2,000)	0.0%
9211 Publications & Printing	\$ -	\$ 500	\$ (500)	0.0%
9231 Equipment	\$ -	\$ 6,000	\$ (6,000)	0.0%
9241 Equipment Repair/Rental	\$ -	\$ 1,500	\$ (1,500)	0.0%
9251 Education/Meetings/Conferences	\$ -	\$ 9,000	\$ (9,000)	0.0%
9261 Replatting & Remapping	\$ -	\$ 9,000	\$ (9,000)	0.0%
9271 Appraisal Services	\$ 1,265	\$ 34,000	\$ (32,735)	3.7%
9291 Janitorial	\$ 175	\$ 2,000	\$ (1,825)	8.8%
9301 Computer Services	\$ 200	\$ 20,000	\$ (19,800)	1.0%
9311 Mapping/GIS Services	\$ -	\$ 30,000	\$ (30,000)	0.0%
9312 Membership Dues/Assessor's Staff	\$ -	\$ 2,500	\$ (2,500)	0.0%
Total Assessor's Office	<u>\$ 2,054</u>	<u>\$ 150,144</u>	<u>\$ (148,090)</u>	<u>1.4%</u>
Community Agency Funding				
1022 Community Emergency Response Program (CERP)	\$ -	\$ 250,000	\$ (250,000)	0.0%
1023 Community Medical	\$ -	\$ 25,000	\$ (25,000)	0.0%
1025 GA Workfare Development/Client Services	\$ 11,446	\$ 50,000	\$ (38,554)	22.9%
1026 Youth Services	\$ -	\$ 35,000	\$ (35,000)	0.0%
1027 Senior Services	\$ -	\$ 80,000	\$ (80,000)	0.0%
Total Community Agency Funding	<u>\$ 11,446</u>	<u>\$ 440,000</u>	<u>\$ (428,554)</u>	<u>2.6%</u>
Compensation & Benefits				
7011 TWP Supervisor	\$ 7,833	\$ 94,000	\$ (86,167)	8.3%
7021 TWP Assessor	\$ 8,000	\$ 96,000	\$ (88,000)	8.3%
7031 Town Clerk	\$ 200	\$ 2,500	\$ (2,300)	8.0%
7041 Town Trustees	\$ -	\$ 2,800	\$ (2,800)	0.0%
7051 General Assistance Staff	\$ 27,694	\$ 385,000	\$ (357,306)	7.2%
7061 Deputy Assessors	\$ 23,167	\$ 404,000	\$ (380,833)	5.7%
7081 IMRF/Employer (2022 = 9.38%)	\$ 6,045	\$ 123,844	\$ (117,799)	4.9%
7091 FICA (SS/MC)/Employer	\$ 4,819	\$ 75,299	\$ (70,480)	6.4%
7101 Group Medical/Employer	\$ 7,527	\$ 150,000	\$ (142,473)	5.0%
7111 State Unemployment/Employer	\$ -	\$ 2,500	\$ (2,500)	0.0%
Total Compensation & Benefits	<u>\$ 85,284</u>	<u>\$ 1,335,943</u>	<u>\$ (1,250,659)</u>	<u>6.4%</u>

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

Year to Date Budget Comparison (cont.)

		<u>FY2023</u>			
	<u>Apr-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	
Services & Expenses					
1028 Membership Dues	\$ -	\$ 2,000	\$ (2,000)	0.0%	
1029 Auditing Expense	\$ -	\$ 8,000	\$ (8,000)	0.0%	
1030 Legal Expense	\$ -	\$ 12,000	\$ (12,000)	0.0%	
1034 Insurance	\$ -	\$ 15,000	\$ (15,000)	0.0%	
1035 Publishing	\$ -	\$ 2,000	\$ (2,000)	0.0%	
1038 Other Expenditures	\$ 49	\$ 4,000	\$ (3,952)	1.2%	
1039 Debt Service: Principle & Interest	\$ -	\$ 20,000	\$ (20,000)	0.0%	
1040 Building Maintenance	\$ 369	\$ 25,000	\$ (24,631)	1.5%	
1042 Janitorial Services & Supplies	\$ 306	\$ 20,000	\$ (19,694)	1.5%	
1043 Building Security	\$ -	\$ 3,500	\$ (3,500)	0.0%	
1044 Building Repairs	\$ -	\$ 135,220	\$ (135,220)	0.0%	
1045 Special Projects	\$ -	\$ 60,000	\$ (60,000)	0.0%	
	Total Services & Expenses	\$ 724	\$ 306,720	\$ (305,996)	0.2%
Capital Fund Reserve					
Township Building Improvements	\$ -	\$ 409,729	\$ (409,729)	0.0%	
Program Facility	\$ -	\$ 1	\$ (1)	0.0%	
	Total Supervisor's Office	\$ 1,448	\$ 409,730	\$ (409,730)	0.4%
Supervisor's Office					
8091 Postage	\$ -	\$ 4,500	\$ (4,500)	0.0%	
8101 Rent/Debt Service	\$ -	\$ 40,000	\$ (40,000)	0.0%	
8121 Janitorial	\$ 219	\$ 6,000	\$ (5,781)	3.6%	
8131 Utilities	\$ 591	\$ 10,000	\$ (9,409)	5.9%	
8141 Telephones	\$ -	\$ 5,000	\$ (5,000)	0.0%	
8151 Car Expense	\$ 130	\$ 4,000	\$ (3,870)	3.3%	
8161 Education/Conference/Meetings	\$ 150	\$ 3,500	\$ (3,350)	4.3%	
8171 Equipment	\$ -	\$ 5,000	\$ (5,000)	0.0%	
8181 Equipment Repair/Rental	\$ 292	\$ 8,000	\$ (7,708)	3.6%	
8191 Office Supplies	\$ -	\$ 6,000	\$ (6,000)	0.0%	
8201 Printing	\$ -	\$ 3,000	\$ (3,000)	0.0%	
8211 Publications	\$ -	\$ 1,000	\$ (1,000)	0.0%	
8221 Computer/Contract Services	\$ 61	\$ 20,000	\$ (19,939)	0.3%	
8241 Membership Dues	\$ 40	\$ 450	\$ (410)	8.9%	
	Total Supervisor's Office	\$ 1,482	\$ 116,450	\$ (114,968)	1.3%
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	\$ 100,991	\$ 2,958,987	\$ (2,857,996)	3.4%	
Net Income	\$ (25,704)	\$ (1,164,962)	\$ 1,139,258		

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)			
04/05/2022	9398	Soaring Eagle Cleaning Services LLC	-700.00
04/05/2022	9399	Bowman, Danny	-1,265.00
04/05/2022	5450	Empire TWP	35.00
04/05/2022	9400	NICOR Gas	-311.57
04/05/2022	9401	City of Bloomington Finance Dept	-20.71
04/05/2022	9402	Coldwell Banker, Honig-Bell	-50.00
04/05/2022	EFT	EFT-Valutec Card Solutions	-60.92
04/06/2022	1007	Lexington TWP	75.00
04/12/2022	Transfer	Prairie State Bank & Trust	150,000.00
04/12/2022	9403	Town of the City of Bloomington - CEM	-22,396.93
04/12/2022	9404	Town of the City of Bloomington - GA	-8,844.70
04/14/2022	20220415	EFT-Payroll	-22,993.93
04/14/2022	75636091	EFT-Federal Tax Deposit	-7,935.44
04/14/2022	0292869008	EFT-IL Tax Deposit	-1,451.54
04/14/2022	EFT	Prairie State Bank & Trust	-558.77
04/14/2022	EFT	TASC (Total Administrative Services Corp)	-391.65
04/19/2022	3262	Bloomington Township	35.00
04/19/2022	3263	Bloomington Township	75.00
04/20/2022	01158401	City of Bloomington Library	100.00
04/26/2022	9405	Ace Industrial Properties Inc dba 1900E C	-1,000.00
04/26/2022	9406	Nord Enterprises Inc	-10,235.00
04/26/2022	9407	NCPERS Group Life Ins	-128.00
04/26/2022	9408	City of Bloomington Health Insurance	-14,458.92
04/26/2022	9409	Hermes Service & Sales Inc	-332.00
04/26/2022	9410	Creative Technical Services, Inc (C-Tech)	-150.00
04/26/2022	9411	American Pest Control Inc	-37.00
04/26/2022	9412	TOI Supervisors Division	-40.00
04/26/2022	9413	Curtiss, Jennifer	-101.80
04/26/2022	9414	CDS Leasing	-195.00
04/26/2022	9415	City of Bloomington Water Dept	-169.85
04/26/2022	9416	Uzueta, Stephanie D	-48.56
04/26/2022	9417	VISA (DLS)	-149.90
04/26/2022	9418	Skillrud, D L	-109.60
04/26/2022	9419	Maruna, Thomas O	-81.90
04/26/2022	9420	Ameren Illinois	-502.89
04/26/2022	9421	CDS Office Technologies	-96.80
04/27/2022	42263	Town of the City of Bloomington - CEM	8,591.19
04/27/2022	5464	Dawson TWP	35.00
04/29/2022	20220430	EFT-Payroll	-20,780.39
04/29/2022	50668486	EFT-Federal Tax Deposit	-7,016.28
04/29/2022	1388008336	EFT-IL Tax Deposit	-1,342.91
04/29/2022	EFT	Prairie State Bank & Trust	-558.77
04/29/2022	EFT	TASC (Total Administrative Services Corp)	-391.65
04/29/2022	70710	EFT-IMRF	-15,915.82
04/29/2022	09979053966	IMRF - Illinois Municipal Retirement Fund	1,405.84
04/29/2022	Credit	Interest	17.14
		Total	<u><u>19,544.97</u></u>

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Town of the City of Bloomington--General Assistance Fund

Month of: APRIL

Public Funds at Commencement

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	52,167	
Investments: Prairie State Bank & Trust (19)	\$	486,056	
		<u> </u>	
Public Funds at Commencement			\$ 538,223

Public Funds Received This Month

Interest: Prairie State Bank (00)	\$	7	
Interest: Prairie State Bank (19)	\$	66	
Personal Property Replacement Tax	\$	8,845	
		<u> </u>	
Public Funds Received This Month			\$ 8,918
Public Funds Available			<u>\$ 547,141</u>

Public Funds Expended This Month

	\$	15,956
TOTAL Public Funds at Month End		<u><u>\$ 531,185</u></u>

Public Funds at Month End

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	45,063	
Investments: Prairie State Bank & Trust (19)	\$	486,122	
		<u> </u>	
TOTAL Public Funds at Month End			<u><u>\$ 531,185</u></u>

Checking Account Activity

Checkbook Balance at Commencement	\$	52,167	
Deposits:			
Interest: Prairie State Bank & Trust (00)	\$	7	
Personal Property Replacement Tax	\$	8,845	
Total Deposits for Month		<u> </u>	
		\$ 8,852	
Total Funds Available			\$ 61,019
Checks Written: General Assistance			<u>\$ 15,956</u>
Checkbook Balance at Month End			<u><u>\$ 45,063</u></u>

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

Balance per Bank Statement	\$	46,984	
Less Outstanding Checks	\$	(1,922)	
		<u> </u>	
Checkbook Balance per Reconciliation			<u><u>\$ 45,063</u></u>

Town of the City of Bloomington--General Assistance Fund

Statement of Receipts and Disbursements

Apr-22

Revenue			
7000 Interest		\$	73
7600 Personal Property Replacement Tax		\$	8,845
	Total Revenue		<u>\$ 8,918</u>
Expense: CW			
6011 Groceries/Personal Essentials		\$	4,741
6021 Rent		\$	5,734
6051 Utilities		\$	122
6071 Emergency Assistance		\$	5,215
6121 Allowances		\$	145
	Total CW		<u>\$ 15,956</u>
	Total Income		<u>\$ 8,918</u>
	Total Expense		<u>\$ 15,956</u>
	Net Income		<u><u>\$ (7,039)</u></u>

Town of the City of Bloomington--General Assistance Fund

Year to Date Budget Comparison

Income		<u>Apr-22</u>	Budget	\$ Over Budget	% of Budget
Revenue					
7000 Interest	\$	73	\$ 1,000	\$ (927)	7.3%
7400 Other Income	\$	-	\$ 10	\$ (10)	0.0%
7600 Personal Property Replacement Tax	\$	8,845	\$ 12,000	\$ (3,155)	73.7%
7700 Refunds & Recoveries	\$	-	\$ 30,000	\$ (30,000)	0.0%
7800 Tax Levy	\$	-	\$ 200,000	\$ (200,000)	0.0%
7900 GT Fund Transferred to GA Fund	\$	-	\$ 200,000	\$ (200,000)	0.0%
	Total Revenue	<u>\$ 8,918</u>	<u>\$ 443,010</u>	<u>\$ (434,092)</u>	<u>2.0%</u>
	Total Income	\$ 8,918	\$ 443,010	\$ (434,092)	2.0%
Expense					
CW					
6011 Groceries/Personal Essentials	\$	4,741	\$ 78,000	\$ (73,259)	6.1%
6021 Rent	\$	5,734	\$ 200,000	\$ (194,266)	2.9%
6051 Utilities	\$	122	\$ 50,000	\$ (49,878)	0.2%
6061 Medical	\$	-	\$ 20,000	\$ (20,000)	0.0%
6071 Emergency Assistance	\$	5,215	\$ 200,000	\$ (194,785)	2.6%
6081 Hospital	\$	-	\$ 10,000	\$ (10,000)	0.0%
6091 Funeral/Burial	\$	-	\$ 6,000	\$ (6,000)	0.0%
6101 Transportation	\$	-	\$ 40,000	\$ (40,000)	0.0%
6121 Allowances	\$	145	\$ 10,000	\$ (9,855)	1.5%
	Total CW Expense	<u>\$ 15,956</u>	<u>\$ 614,000</u>	<u>\$ (598,044)</u>	<u>2.6%</u>
	Total Expense	\$ 15,956	\$ 614,000	\$ (598,044)	2.6%
	Net Income	\$ (7,039)	\$ (170,990)	\$ 163,951	

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)			
04/05/2022	EFT	EFT-Kroger via Valutec	-4,740.54
04/07/2022	36697	Crowley, Ryan P	-690.00
04/07/2022	36698	Labyrinth Outreach Services to Women	-200.00
04/07/2022	36699	Lincoln Towers %Mid-Northern Group	-103.00
04/07/2022	36700	MCLT #FSB1200 %Redbird Property Mgmt	-1,138.00
04/07/2022	36701	Moore Living Trust dba Hilltop MHP	-113.11
04/07/2022	36702	SRIM LLC %Redbird Property Mgmt Inc	-345.00
04/07/2022	36703	Traditions Harmony Housing LLC	-345.00
04/07/2022	36704	Econ-O-Wash Cleaners/Wilson & Wilson Ent	-75.00
04/07/2022	36705	MK2 Properties LLC	-87.29
04/07/2022	36706	Clothier Land Trust H-187 %Willow Creek	-288.52
04/12/2022	9404	EFT-Personal Property Replacement Tax	8,844.70
04/12/2022	36707	Ramirez, Rudy	-690.00
04/12/2022	36708	GMTK Management LLC	-345.00
04/12/2022	36709	Tentac Enterprises LLC dba Brickyard Apts	-690.00
04/12/2022	36710	Winterroth, Stan %Redbird Property Mgmt	-345.00
04/12/2022	36711	BHA; Blmgtm Housing Authority (rent)	-400.00
04/12/2022	36712	Ameren Illinois	-63.52
04/12/2022	36713	Jessen, Chad & Micha dba Red Rock Prop	-345.00
04/12/2022	36714	Labyrinth Outreach Services to Women	-200.00
04/12/2022	36715	Lakewood B LLC dba Lakewood Terrace Apts	-345.00
04/12/2022	36716	Traditions Harmony Housing LLC	-217.00
04/20/2022	36717	MIMG LII Arbors at Eastland LLC	-690.00
04/20/2022	36718	Ameren Illinois	-58.00
04/20/2022	36719	Lincoln Towers %Mid-Northern Group	-97.00
04/20/2022	36720	Highland B LLC	-345.00
04/20/2022	36721	Miller Trust, Annetta O dba Miller Prop	-345.00
04/20/2022	36722	Wingover LLC %Apt Mart	-690.00
04/26/2022	36723	BHA; Blmgtm Housing Authority (rent)	-323.00
04/26/2022	36724	Mayor's Manor LTD Partnership (laundry)	-25.00
04/26/2022	36725	BHA; Blmgtm Housing Authority (laundry)	-45.00
04/26/2022	36726	Village Housing Partners VII, LP	-150.00
04/26/2022	36727	Traver, Vera A & William S	-200.00
04/26/2022	36728	Augspurger LLC	-300.00
04/26/2022	36729	Dowd Properties LLC	-627.47
04/26/2022	36730	Uzueta, Stephanie D	-200.00
04/26/2022	36731	BHA; Blmgtm Housing Authority (rent)	-95.00
04/29/2022	Credit	Interest	7.30
			<u>-7,104.45</u>

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Town of the City of Bloomington--Cemetery Fund

Month of: **APRIL**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$	132,606	
Cash: Heartland Bank 7782 (Reserve)	\$	599,524	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	245,020	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2021	\$	<u>269,073</u>	
Funds at Commencement			\$ 1,246,223

Public Funds Received This Month

Real Estate Tax Levy			
Personal Property Replacement Tax			\$ 22,397

Other Funds Received This Month

Opening/Closing Fees	\$	16,665	
Sale of Lots	\$	6,810	
Sale of Crypts	\$	30	
Sale of Niches	\$	2,965	
Sales - Other	\$	300	
Interest: Checking/Reserve	\$	43	
Income from Trusts	\$	17	
Other Income & Special Events	\$	2,585	
Inspection Fees	\$	675	
Heartland Bank Trust 3189 Activity	\$	<u>(15,301)</u>	\$ 14,790

Total Funds Received This Month	\$	<u>37,187</u>	
Total Funds Available			\$ 1,283,409

Funds Expended This Month

TOTAL Funds at Month End	\$	<u>1,237,599</u>
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Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$	134,535	
Cash: Heartland Bank 7782 (Reserve)	\$	599,565	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	249,727	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2022	\$	<u>253,772</u>	
TOTAL Funds at Month End			\$ <u>1,237,599</u>

Checking Account Activity

Checkbook Balance at Commencement			\$ 132,606
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Deposits			
Personal Property Replacement Tax	\$	22,397	
Opening/Closing Fees	\$	16,665	
Sale of Lots	\$	6,810	
Sale of Crypts	\$	30	
Sale of Niches	\$	2,965	
Sales - Other	\$	300	
Interest: Checking	\$	2	
Inspection Fees	\$	675	
Other Income & Special Events	\$	2,585	
Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$	<u>(4,690)</u>	
Total Deposits for Month			\$ 47,739

Total Funds Available			\$ 180,345
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Checks Written			
Compensation & Benefits	\$	34,959	
Administrative Expenses	\$	3,746	
Cemetery Improvements, Maintenance & Repair	\$	3,654	
Cemetery Operations	\$	<u>3,452</u>	
Total Checks Written			\$ 45,810

Total Checks Written			\$ 45,810
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Checkbook Balance at Month End	\$	<u>134,535</u>
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Bank Reconciliation at Month End

Balance per Bank Statement	\$	140,704	
Less Outstanding Checks	\$	<u>(6,169)</u>	

Checkbook Balance per Reconciliation	\$	<u>134,535</u>
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Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

		<u>Apr-22</u>	
Revenue			
41000 Personal Property Replacement Tax		\$ 22,397	
42000 Opening/Closing Fee		\$ 16,665	
42500 Sale of Lots		\$ 6,810	
43000 Sale of Crypts		\$ 30	
43100 Sale of Niches		\$ 2,965	
44900 Sales - Other		\$ 300	
43500 Interest: Checking/Reserve		\$ 43	
49000 Income from Trusts		\$ 17	
49020 Other Income & Special Events		\$ 2,585	
49021 Inspection Fees		\$ 675	
	Total Revenue	<u>\$</u>	<u>52,487</u>
	Total Income	<u>\$</u>	<u>52,487</u>
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$ 5,692	
50102 Wages: Cemetery Staff		\$ 21,368	
50201 Payroll Taxes		\$ 1,954	
50202 IMRF/Employer (2022 = 9.38%)		\$ 2,433	
50204 Employee Health Insurance		\$ 3,479	
50205 Direct Deposit Transmittal Fees		\$ 32	
	Total Compensation & Benefits	<u>\$</u>	<u>34,959</u>
Administrative Expenses			
51500 Contractual Services		\$ 2,528	
52500 Utilities		\$ 807	
55450 Other Admin Expenses		\$ 411	
	Total Administrative Expenses	<u>\$</u>	<u>3,746</u>
Cemetery Improvements, Maintenance & Repair			
57601 Flags & Flag Poles		\$ 3,654	
	Total Cemetery Improvements, Maintenance & Repair	<u>\$</u>	<u>3,654</u>
Cemetery Operations			
56800 Disposal of Leaves/Branches		\$ 100	
57602 Grounds Maintenance/Repair		\$ 2,059	
58100 Grave Markers		\$ 1,293	
	Total Cemetery Operations	<u>\$</u>	<u>3,452</u>
	Total Expense	<u>\$</u>	<u>45,810</u>
Net Income		<u>\$</u>	<u>6,677</u>

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income		<u>Apr-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy	\$	-	\$ 506,600	\$ (506,600)	0.0%
41000 Personal Property Replacement Tax	\$	22,397	\$ 60,000	\$ (37,603)	37.3%
42000 Opening/Closing Fee	\$	16,665	\$ 90,000	\$ (73,335)	18.5%
42100 Marker Commission	\$	-	\$ 9,000	\$ (9,000)	0.0%
42500 Sale of Lots	\$	6,810	\$ 70,000	\$ (63,190)	9.7%
43000 Sale of Crypts	\$	30	\$ 10,500	\$ (10,470)	0.3%
43100 Sale of Niches	\$	2,965	\$ 47,000	\$ (44,035)	6.3%
44700 Sale of Burial Supplies	\$	-	\$ 500	\$ (500)	0.0%
42400 Sales - Other	\$	300	\$ 1,700	\$ (1,400)	17.6%
43500 Interest	\$	43	\$ 600	\$ (557)	7.2%
49000 Income from Trusts	\$	17	\$ 3,000	\$ (2,983)	0.6%
49020 Other Income & Special Events	\$	2,585	\$ 10,000	\$ (7,415)	25.9%
49021 Inspection Fees	\$	675	\$ 4,000	\$ (3,325)	16.9%
Total Revenue	\$	52,487	\$ 812,900	\$ (760,413)	6.5%
Total Income	\$	52,487	\$ 812,900	\$ (760,413)	6.5%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$	5,692	\$ 73,000	\$ (67,308)	7.8%
50102 Wages: Cemetery Staff	\$	21,368	\$ 255,000	\$ (233,632)	8.4%
50201 Payroll Taxes - FICA	\$	1,954	\$ 26,000	\$ (24,046)	7.5%
50202 IMRF/Employer (2022 = 9.38%)	\$	2,433	\$ 40,000	\$ (37,567)	6.1%
50203 IDES - Unemployment Insurance	\$	-	\$ 15,000	\$ (15,000)	0.0%
50204 Employee Health Insurance	\$	3,479	\$ 60,000	\$ (56,521)	5.8%
50205/50206 Other Payroll Expenses	\$	32	\$ 500	\$ (469)	6.3%
Total Compensation & Benefits	\$	34,959	\$ 469,500	\$ (434,541)	7.4%
Administrative Expenses					
51100 Casualty Insurance	\$	-	\$ 21,500	\$ (21,500)	0.0%
51500 Contractual Services	\$	2,528	\$ 15,000	\$ (12,472)	16.9%
52000 Office Supplies	\$	-	\$ 4,000	\$ (4,000)	0.0%
52500 Utilities	\$	807	\$ 17,500	\$ (16,693)	4.6%
54000 Advertising	\$	-	\$ 3,000	\$ (3,000)	0.0%
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	\$	-	\$ 8,000	\$ (8,000)	0.0%
55450 Other Admin Expenses	\$	411	\$ 5,000	\$ (4,589)	8.2%
57900 Office Equipment	\$	-	\$ 1,000	\$ (1,000)	0.0%
Total Administrative Expenses	\$	3,746	\$ 95,900	\$ (92,154)	3.9%
Cemetery Improvements, Maintenance & Repairs					
57601 Flags & Flag Poles	\$	3,654	\$ 10,000	\$ (6,347)	36.5%
57800 Operating Equipment	\$	-	\$ 78,000	\$ (78,000)	0.0%
58400 Scattering Grounds/Ossuary	\$	-	\$ 2,000	\$ (2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$	3,654	\$ 90,000	\$ (86,347)	4.1%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Apr-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ -	\$ 10,000	\$ (10,000)	0.0%
56000 Tree Removal/Monument Repair	\$ -	\$ 24,000	\$ (24,000)	0.0%
56500 Equipment Repairs	\$ -	\$ 6,000	\$ (6,000)	0.0%
56600 Cemetery Supplies & Maintenance	\$ -	\$ 20,000	\$ (20,000)	0.0%
56700 Rental Equipment & Leasing	\$ -	\$ 4,000	\$ (4,000)	0.0%
56800 Removal of Leaves/Branches	\$ 100	\$ 4,000	\$ (3,900)	2.5%
57000 Office Repairs & Maintenance	\$ -	\$ 1,000	\$ (1,000)	0.0%
57602 Grounds Maintenance/Repairs	\$ 2,059	\$ 25,000	\$ (22,941)	8.2%
57603 Road, Fence, Lot, Drains	\$ -	\$ 40,000	\$ (40,000)	0.0%
57700 Equipment Building	\$ -	\$ 2,000	\$ (2,000)	0.0%
58100 Grave Markers	\$ 1,293	\$ 15,000	\$ (13,707)	8.6%
59900 Other Cemetery Expenses	\$ -	\$ 1,000	\$ (1,000)	0.0%
Total Cemetery Operations	\$ 3,452	\$ 152,000	\$ (148,548)	2.3%
 Total Expense	\$ 45,810	\$ 807,400	\$ (761,590)	5.7%
 Net Income	\$ 6,677	\$ 5,500	\$ 1,177	

Town of the City of Bloomington--Cemetery Fund

<u>Date</u>	<u>Number</u>	<u>Checking Account Activity</u> <u>Name</u>	<u>Amount</u>
10500 Heartland (7774)			
04/04/2022	Deposit	HBT - Heartland Bank & Trust	1,328.55
04/04/2022	Deposit	HBT - Heartland Bank & Trust	1,790.00
04/04/2022	Deposit	HBT - Heartland Bank & Trust	9.50
04/05/2022	Deposit	HBT - Heartland Bank & Trust	675.35
04/11/2022	Deposit	HBT - Heartland Bank & Trust	4,941.43
04/12/2022	Deposit	HBT - Heartland Bank & Trust	250.45
04/12/2022	0412221863	Mikesell, Cleo & Newton	400.00
04/12/2022	0412221869	Cole, Betsy	-600.00
04/12/2022	0412221869	Carroll, Deanne	-1,300.00
04/12/2022	0412221869	Hendricks, Pamela & Gerald	-1,890.00
04/12/2022	0412221869	Gerst. Wayne	-1,300.00
04/12/2022	42255	Triple H Company	-37.42
04/12/2022	42256	ColdSpring Memorial Group	-815.40
04/12/2022	42257	ADT Security Services	-823.18
04/12/2022	42258	Pontiac Granite Co Inc	-440.00
04/12/2022	42259	Dave Capodice Excavating Inc	-2,159.45
04/12/2022	42260	Cybernautic, Inc	-1,705.00
04/12/2022	42261	Peoria Flag & Decorating Company	-3,653.50
04/13/2022	Deposit	HBT - Heartland Bank & Trust	29,206.93
04/13/2022	Deposit	HBT - Heartland Bank & Trust	23.97
04/14/2022	20220415	Payroll Direct Deposit	-10,122.52
04/14/2022	40993462	EFTPS - IRS	-2,218.62
04/14/2022	1353503632	IL Dept of Revenue	-576.27
04/18/2022	Deposit	HBT - Heartland Bank & Trust	23.97
04/19/2022	Deposit	HBT - Heartland Bank & Trust	702.65
04/19/2022	42262	City of Bloomington Water Dept	-486.49
04/20/2022	Deposit	HBT - Heartland Bank & Trust	340.80
04/21/2022	Deposit	HBT - Heartland Bank & Trust	9.50
04/22/2022	Deposit	HBT - Heartland Bank & Trust	4,205.00
04/26/2022	Deposit	HBT - Heartland Bank & Trust	2,045.30
04/26/2022	42263	City of Bloomington TWP - Reimburse	-8,591.19
04/26/2022	42264	NICOR Gas	-320.17
04/27/2022	Deposit	HBT - Heartland Bank & Trust	3,701.10
04/28/2022	Deposit	HBT - Heartland Bank & Trust	361.72
04/29/2022	Deposit	HBT - Heartland Bank & Trust	2,400.00
04/29/2022	20220430	Payroll Direct Deposit	-10,517.16
04/29/2022	75170733	EFTPS - IRS	-2,332.34
04/29/2022	1392379792	IL Dept of Revenue	-600.60
04/29/2022	Credit	Interest	2.49
		Total	<u><u>1,929.40</u></u>

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

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 **April 12, 2022 through May 9, 2022.**

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 May 2022.**

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

Notary Public

This **9th day of May 2022.**

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

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CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: May 9, 2022 Meeting

ACCT	COMPENSATION & BENEFITS	DESCRIPTION	Date Due	Amount
50101	Wages: Administrative			
50101	Wages: Administrative BONUS	M Porter (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery			
50102	Wages: Cemetery BONUS	A Anderson (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	A Madison (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	C Anderson (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	K Durlinger (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	N Armstrong (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	T Meredith (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
50102	Wages: Cemetery BONUS	**W Novy (Net Check Amount, Paper Check, Hand Deliver)	5/27/22	\$250.00
SubTotal: Compensation & Benefits				\$2,000.00
ACCT	VENDORS	DESCRIPTION	Date Due	Amount
57602	AB Hatchery & Garden Center/VISA/Others	flower seed (estimated)	5/31/22	\$300.00
56500	Amazon/VISA/Others	equipment repairs (estimated)	5/31/22	\$40.00
56600	Amazon/VISA/Others	laminating paper	5/31/22	\$100.00
56600	Amazon/VISA/Others	cemetery supplies & maintenance	5/31/22	\$1,100.00
42400	Cagley, Paula	Customer Refund	5/31/22	\$441.00
57603	Dave Capodice Excavating	drain inspection section 21 (estimated)	5/31/22	\$3,000.00
57602	Dave Capodice Excavating	Probasco Enclosure repair (estimated)	5/31/22	\$5,000.00
56500	Farm & Fleet/Others/VISA	equipment repairs (estimated)	5/31/22	\$190.00
57602	Farm & Fleet/Others/VISA	weed n feed (estimated)	5/31/22	\$120.00
56600	Fastenal/Others/VISA	Safety supplies (estimated)	5/31/22	\$200.00
55600	Fastenal/Others/VISA	cemetery supplies & maintenance (estimated)	5/31/22	\$400.00
56600	Hobby Lobby/Others/VISA	Mausoleum Flowers (estimated)	5/31/22	\$200.00
55400	Illinois Route 66 Scenic Byway	Annual Membership Dues (estimated)	5/31/22	\$100.00
57602	Lowe's/Menards/Amazon/Others/VISA	grounds maintenance (estimated)	5/31/22	\$320.00
58100	Pontiac Granite	markers & granite vases (estimated)	5/31/22	\$500.00
52000	Ron Smith Printing Co/Others/VISA	business cards & brochures (estimated)	5/31/22	\$157.00
56600	Ron Smith Printing Co/Others/VISA	Ave of Flags supplies (estimated)	5/31/22	\$200.00
55450	Sam's Club/VISA	Annual Membership Dues	5/31/22	\$45.00
52000	Township Officials of Illinois	Revised 2022 TOI Laws & Duties Handbook	5/31/22	\$30.00
51100	TOIRMA	Insurance	5/31/22	\$630.00
SubTotal: VENDOR Payments				\$13,073.00
TOTAL: Requests for Payments				\$15,073.00

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GENERAL TOWN ADMINISTRATION FUND: Exhibit "A"

REQUEST FOR PAYMENT: **May 23, 2022** Meeting

Compensation (Salaries)			Due	Amount
7011	TWP Supervisor	D Skillrud	05/31/22	\$ 3,916.67
7011	TWP Supervisor	D Skillrud	06/15/22	\$ 3,916.67
7021	TWP Assessor	S Scudder	05/31/22	\$ 4,000.00
7021	TWP Assessor	S Scudder	06/15/22	\$ 4,000.00
7041	Town Trustee 04/25/2022	Ward 1:	06/30/22	\$ -
7041	Town Trustee 04/25/2022	Ward 2: D Boelen	06/30/22	\$ 20.00
7041	Town Trustee 04/25/2022	Ward 3: S Montney	06/30/22	\$ 20.00
7041	Town Trustee 04/25/2022	Ward 4: J Emig	06/30/22	\$ 20.00
7041	Town Trustee 04/25/2022	Ward 5: N Becker	06/30/22	\$ 20.00
7041	Town Trustee 04/25/2022	Ward 6: D Urban	06/30/22	\$ 20.00
7041	Town Trustee 04/25/2022	Ward 7: M Ward	06/30/22	\$ 20.00
7041	Town Trustee 04/25/2022	Ward 8: J Crabill	06/30/22	\$ 20.00
7041	Town Trustee 04/25/2022	Ward 9: T Crumpler	06/30/22	\$ 20.00
7041	Town Trustee 04/25/2022	Trustee M Mwilambwe	06/30/22	\$ 20.00
7101	Group Medical/Employer	HD PPO Accts (H.S.A.)	06/30/22	\$ 1,110.00
Compensation (Salaries) TOTAL				\$ 17,123.34
Assessor's Claims				
9151	Auto Expense	BMCU Visa/COB/WEX/PAL/Walden/Leman/Zook (Estimated)	05/31/22	\$ 1,000.00
9161	Telephone	City of Bloomington/Frontier/Others (Estimated)	05/31/22	\$ 500.00
9171	Utilities	City of Bloomington Water Dept (Estimated)	05/31/22	\$ 150.00
9171	Utilities	Ameren/Direct Energy Business (Estimated)	05/31/22	\$ 400.00
9171	Utilities	NICOR Gas/Direct Energy Business (Estimated)	05/31/22	\$ 250.00
9211	Publications & Printing	BMCU Visa/TOI/Others	05/31/22	\$ 30.00
9231	Equipment	BMCU Visa/COB/Others (Estimated)	05/31/22	\$ 2,000.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC	05/31/22	\$ 175.00
9301	Computer Services	BMCU Visa/MIRRA/BNAR/MLS/Coldwell Bankers/ILDFPR/Others	05/31/22	\$ 100.00
9301	Computer Services	BMCU Visa/COB/Verizon Wireless (Estimated)	05/31/22	\$ 50.00
9311	Mapping/GIS Services	BMCU Visa/CloudPoint/Others (Estimated)	05/31/22	\$ 5,000.00
Assessor's Claims TOTAL				\$ 9,655.00
Community Agency Funding				
1025	GA Client Services/Workfare Development	BMCU VISA/Den Graphix/Skillrud/Others	05/31/22	\$ 109.60
1025	GA Client Services/Workfare Development	BMCU VISA/Menard's/Lowe's/Walmart/\$ General/Others (Estimated)	05/31/22	\$ 424.39
1025	GA Client Services/Workfare Development	BMCU VISA/U-Haul/Wex/Skillrud/Others (Estimated)	05/31/22	\$ 276.90
1025	GA Client Services/Workfare Development	BMCU VISA/VistaPrint/Others	05/31/22	\$ 384.01
1025	GA Client Services/Workfare Development	BMCU Visa/Maruna/Others	05/31/22	\$ 500.00
1025	GA Client Services/Workfare Development	BMCU VISA/Curtiss/Others (Estimated)	05/31/22	\$ 27.14
Community Agency Funding TOTAL				\$ 1,722.04
Services & Expenses				
1028	Membership Dues	McLean County Chamber of Commerce	05/31/22	\$ 190.00
1028	Membership Dues	BMCU Visa/Sam's Club/Others	05/31/22	\$ 45.00
1030	Legal Expense	Mescher Rinehart & Redlingshafer PC (Estimated)	05/31/22	\$ 152.00
1038	Other Expense	BMCU VISA/Quill/Intuit/Payroll Service/Others (Estimated)	05/31/22	\$ 1,200.00
1038	Other Expense	BMCU VISA/D Skillrud/Others (Estimated)	05/31/22	\$ 75.00
1038	Other Expense	VISA/TOI/Others (Estimated)	05/31/22	\$ 30.00
1040	Building Maintenance	BMCU Visa/A-1 Locksmiths/Bill's Key & Lock/Others (Estimated)	05/31/22	\$ 131.40
1040	Building Maintenance	Hermes Sales & Service (Estimated)	05/31/22	\$ 332.00
1040	Building Maintenance	BMCU Visa/Tee Jay Central Inc/Others (Estimated)	05/31/22	\$ 250.00
1042	Janitorial Services & Supplies	Soaring Eagle Cleaning Services LLC	05/31/22	\$ 306.25
1043	Building Repairs	Stark Excavating (south parking lot contract amendment-estimated)	05/31/22	\$ 30,000.00
1044	Building Repairs	BMCU Visa/Midwest Engineering & Testing (MET)/Others	05/31/22	\$ 155.00
1045	Special Projects	Farnsworth Group (extra to dry subgrade in south parking lot) (Estir	05/31/22	\$ 2,500.00
Services & Expenses TOTAL				\$ 35,366.65
Supervisor's Claims				
8121	Janitorial	Soaring Eagle Cleaning Services	05/31/22	\$ 437.50
8131	Utilities	City of Bloomington Water Dept (Estimated)	05/31/22	\$ 204.13
8131	Utilities	Ameren/Direct Energy Business (Estimated)	05/31/22	\$ 551.73
8131	Utilities	NICOR Gas/Direct Energy Business (Estimated)	05/31/22	\$ 230.37
8141	Telephones	City of Bloomington/Frontier/Verizon/Others (Estimated)	05/31/22	\$ 450.00
8151	Car Expense	T Turner/S Uzueta/J Curtiss/Others (Estimated for training)	05/31/22	\$ 148.56
8151	Car Expense	T Maruna/others (Estimated)	05/31/22	\$ 154.44
8161	Education/Conference/Meetings	BMCU VISA/ZOOM Subscription (Estimated)	05/31/22	\$ 149.90
8161	Education/Conference/Meetings	BMCU VISA/D Skillrud/Others (Estimated)	05/31/22	\$ 300.00
8161	Education/Conference/Meetings	BMCU Visa/TOI/Others (Estimated)	05/31/22	\$ 200.00
8181	Equipment Repair/Rental	BMCU VISA/CDS/Others (Estimated)	05/31/22	\$ 486.80
8201	Printing	BMCU VISA/B&B Awards/Copy Shop/Kinkos/VistaPrint/Others (Es	05/31/22	\$ 500.00
8211	Publications	BMCU VISA/TOI/Others (Estimated)	05/31/22	\$ 90.00
8221	Computer/Contract Services	City of Bloomington (Computer Services)	05/31/22	\$ 6,500.00
8221	Computer/Contract Services	EFT-Valutec (Estimated)	05/31/22	\$ 212.64
8221	Computer/Contract Services	BMCU Visa/TOI/Others (Estimated)	05/31/22	\$ 300.00
8241	Membership Dues	BMCU VISA/Township Officials of Illinois (TOI)	05/31/22	\$ 40.00
Supervisor's Claims TOTAL				\$ 10,956.07
TOTAL Request for Payment				\$ 74,823.10

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: **APRIL**

		Cemetery Public Fund	General Town Fund	General Assistance	COMBINED FUNDS
Public Fund Balances at Beginning of Month		\$ 732,130	\$ 2,944,257	\$ 538,223	\$ 4,214,610
Revenues	Interest	\$ 43	\$ 803	\$ 73	\$ 919
	Other Income & Special Events	\$ 2,585	\$ 1,761		\$ 4,346
	Personal Property Replacement Tax	\$ 22,397	\$ 72,724	\$ 8,845	\$ 103,966
	Opening/Closing Fees	\$ 16,665			\$ 16,665
	Sales	\$ 10,105			\$ 10,105
	Inspection Fees	\$ 675			\$ 675
	Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$ (4,690)			\$ (4,690)
	Total Revenues	\$ 47,780	\$ 75,288	\$ 8,918	\$ 131,986
Expenditures	Administrative Expenses	\$ 3,746			\$ 3,746
	Assessor's Office		\$ 2,054		\$ 2,054
	Capital Improvements	\$ 3,654			\$ 3,654
	Casework/General Assistance			\$ 15,956	\$ 15,956
	Cemetery Operations	\$ 3,452			\$ 3,452
	Community Agency Funding		\$ 11,446		\$ 11,446
	Compensation & Benefits	\$ 34,959	\$ 85,284		\$ 120,243
	Services & Expenses		\$ 724		\$ 724
	Supervisor's Office		\$ 1,482		\$ 1,482
Total Expenditures	\$ 45,810	\$ 100,991	\$ 15,956	\$ 162,758	
Public Fund Balances at Month End		\$ 734,100	\$ 2,918,553	\$ 531,185	\$ 4,183,838

Revenue Distribution Report Fiscal Year To Date ~ **FY2023**

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	FY2023 Tax Levy Extension for Tax Year 2021	\$ 506,636	\$ 1,645,073	\$ 200,074	\$ 2,351,783
	Percentage	21.5426%	69.9501%	8.5073%	100.0000%
FY2023 Personal Property Replacement Tax					
	04/08/2022 03-2022	\$ 22,397	\$ 72,724	\$ 8,845	\$ 103,966
	TOTAL	\$ 22,397	\$ 72,724	\$ 8,845	\$ 103,966



DATE: May 23, 2022
FOR: Honorable Township Trustees
SUBJECT: Adoption of Revised Purchasing Policy

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

BACKGROUND: In October 2019, the City of Bloomington Township Board adopted the Township's first formal purchasing policy. The policy was written with certain guidelines in place as dictated by state statutes 60 ILCS 1/85-30 and 60 ILCS 1/205-105. In January 2022, HB 4251 was introduced that amended the statutes within the Township Code and increased the minimum amount from \$20,000 to \$30,000 on purchases that must be contracted in specified ways. On May 6, 2022, Governor JB Pritzker signed HB 4251 into law effective immediately. This necessitates an update to the Township Purchasing Policy.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Township Officials of Illinois, Township Staff

Respectfully submitted for Board consideration.

Recommended by:

A handwritten signature in blue ink that reads "Deborah L. Skillrud". The signature is written in a cursive, slightly slanted style.

Deborah L. Skillrud
Township Supervisor

TOWN OF THE CITY OF BLOOMINGTON

PURCHASING POLICY

Introductory Comments

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

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

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

Administration

Powers and Duties Generally

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

Settlement of Litigation, Claims and Collections

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

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

- A. The Supervisor, the Assessor, and the Cemetery are hereby authorized to procure, at the relevant entity's discretion, on the open market, commodities, supplies and services, and construction, repair and maintenance projects, costing not more than ~~Twenty Thousand Dollars (\$20,000.00)~~ \$30,000.00 per individual purchase, contract and/or procurement. Any approval shall remain subject to any competitive bidding processes if desired or as required by law.
- B. Any determination with respect to contracts, purchases or open market orders involving the expenditure of ~~Twenty Thousand Dollars (\$20,000.00)~~ \$30,000.00 or more per individual purchase, contract and/or procurement shall be subject to any competitive bidding processes consistent with Illinois law.
- C. In consultation with the Assessor and the Cemetery, the Supervisor may establish reasonable additional regulations, setting forth more detailed requirements and procedures for the procurement of commodities, supplies and services, and construction, repair and maintenance projects as well as when contracts shall be used for procurement and when purchase orders shall be used.
- D. The Supervisor, the Assessor, and the Cemetery may authorize payments of expenditures approved in their relevant portion of the Township's budget and appropriation ordinance that are routine in nature and otherwise required by an existing contract or intergovernmental agreement, as well as utility payments, health insurance payments and other contributions approved within the budget and appropriation ordinance. However, any such expenditure shall be reported on the Township's Monthly Audit report and must be subject to review by the Township Board of Trustees in a manner consistent with Illinois law.
- E. Nothing herein shall limit the ability of the Supervisor, the Assessor, or the Cemetery to hire employees, enter into and sign employment contracts, and to sign contracts with employment agencies.

- F. The Supervisor, the Assessor, and the Cemetery shall have the authority to execute a change order to any contract under their authority if either: 1.) the amount of the change order is under \$5,000.00; or 2.) the change order does not raise the total cost of the procurement more than ~~\$20,000.00~~ \$30,000.00. For all other change orders, the Township Board or the Cemetery (where appropriate) shall approve the change order or may give authority to the Supervisor, the Assessor, or the Cemetery in the motion to approve the contract authority to execute change orders.
- G. All formal contracts greater than ~~\$20,000.00~~ \$30,000.00 shall be approved as to form by the attorney for the Township, the Assessor, or the Cemetery, where appropriate.

Competitive Procurement Requirements; Notice of Procurement; Waiver of Bids

- A. Requirements. Except as provided, all contracts, purchases or open market orders in the amount of ~~\$20,000.00~~ \$30,000.00 and above made by the Township, the Assessor, or the Cemetery shall be awarded to the vendor whose bid, quote or offer, after due notice is given, is determined by the relevant governing authority to serve the best interests of that entity, taking into consideration the quality of the construction, repair, maintenance, services, goods, supplies, materials, and equipment supplied, their conformity with the specifications, the price, delivery terms and the service reputation of the vendor, and such other criteria as may be specified in the documents seeking the bid, quote or offer. All entities reserve in all cases the right to reject any and all bids, quotes and/or offers. This process shall be known as “competitive procurement.” For the procurement of construction, repair, or maintenance, equipment, supplies, materials, goods or services estimated to be under ~~Twenty Thousand Dollars (\$20,000.00)~~ \$30,000.00, the Supervisor, in consultation with the Assessor and the Cemetery may establish reasonable purchasing and/or bid procedures by regulation.
- B. Notices. Unless otherwise provided by law, all notices to bidders or responders for procurement of construction, repair, or maintenance, equipment, supplies, materials, goods or services estimated to be ~~Twenty Thousand Dollars (\$20,000.00)~~ \$30,000.00 or more shall be published no less than ten (10) days in advance of the date announced for the receiving of bids or responses, in a daily newspaper of general circulation in the Township, and shall simultaneously be available at the Township or Cemetery Building, depending on the entity with responsibility for the notice. The newspaper notice required shall include a general description of the articles to be purchased, shall state where the competitive procurement documents may be secured and the time and place for opening bids or responses. In addition, sealed bids or responses shall be solicited by mailing notices to prospective suppliers.
- C. Additional Competitive Procurement Requirements. The competitive procurement requirements set forth in this Policy may be altered in the following circumstances by the Supervisor, the Assessor, or Cemetery, as applicable:

- (1) Joint Purchases. In cases where the construction, repair, or maintenance, equipment, supplies, materials, goods or services for amounts in excess of ~~Twenty Thousand Dollars (\$20,000.00)~~ \$30,000.00 have already been approved through a state competitive bidding process or are being purchased through a joint purchase agreement with one or more other governmental units, such purchases may be approved in a manner consistent with the Governmental Joint Purchasing Act, the Intergovernmental Cooperation Act or elsewhere provided by law. Nothing shall prevent the Township, the Assessor, or the Cemetery from seeking quotes and bids, and making purchases, from suppliers or vendors who can provide lower prices than those available through joint purchasing programs for equivalent or better items. The Supervisor, the Assessor, and the Cemetery are further authorized to enter into joint purchasing agreements and to exercise spending authority without competitive procurement if the purchase is through a joint purchasing program in a manner consistent with Illinois law.

- (2) Sole Source Procurement. Contracts for construction, repair and maintenance, services, goods, supplies, materials and equipment that are produced or provided by only one supplier or vendor may be awarded without engaging in the competitive procurement processes required by this Policy as allowed under Illinois law. For this exception to apply, the following steps must followed:
 - (a) The Supervisor, the Assessor, or the Cemetery, shall perform due diligence to determine whether there is more than one possible vendor and shall document said efforts;
 - (b) The vendor shall provide a letter indicating its sole source status; and
 - (c) If the Supervisor, the Assessor, or the Cemetery determines that there is only one supplier or vendor of the construction, repair and maintenance, services, goods, supplies, materials and equipment required, those entities are authorized to negotiate and to recommend to the relevant governing authority for contracts and purchases in excess of ~~(\$20,000.00)~~ \$30,000.00, as applicable, a contract with such supplier or vendor to purchase the construction, repair and maintenance, services, goods, supplies, materials and equipment, at prices or on terms most advantageous to them. In such a case, a written determination stating such supplier or vendor is the sole source for such construction, repair and maintenance, services, goods, supplies, materials and equipment is required. For contracts or purchases up to ~~\$19,999.99~~ \$29,999.99, the Supervisor, the Assessor, or the Cemetery may proceed with the purchase without prior approval of the relevant governing authority if all of the steps

outlined herein are met, but shall present said purchase to its authority for formal audit/approval as required by law. Such approval from the authority shall not be unreasonably withheld.

- (3) **Limited Source Procurement.** Contracts for construction, repair and maintenance, services, goods, supplies, materials and equipment that are produced or provided by a specialized supplier or vendor, or where due to compatibility issues with existing equipment a limited source procurement is necessary, may be awarded without engaging in the competitive procurement processes required by this Policy and without the adoption of a Resolution to the extent allowed under Illinois Law. For this exception to apply, the following steps must followed:
 - (a) If the Supervisor, the Assessor, or the Cemetery determines that a specialized supplier or vendor is needed or has been used in the past on a specific project for construction, repair and maintenance, services, goods, supplies, materials and equipment within the special parameters required or pursuant to an overall plan for procurement to achieve improved public service or long term operational efficiencies, the Supervisor, the Assessor or the Cemetery are authorized to negotiate and to recommend to the relevant governing authority a contract with such supplier or vendor to purchase the construction, repair and maintenance, services, goods, supplies, materials and equipment, at prices or on terms most advantageous to the entity. For contracts or purchases up to **\$19,999.99 \$29,999.99**, the Supervisor, the Assessor, or the Cemetery may proceed with the purchase without additional approval if all of the steps outlined herein are met.
 - (b) In the case of a Limited Source Procurement, the Supervisor, the Assessor, or the Cemetery shall make a written determination of the basis for the special parameters or overall plan for procurement to achieve improved public service or long-term operational efficiencies and that such supplier or vendor is the single source for such construction, repair and maintenance, services, goods, supplies, materials and equipment.
- (4) **Professional Services.** Contracts, agreements or memberships in or with trade or professional organizations, lobbying groups, governmental services memberships, and professional services for legal and employment related services shall be exempt from the competitive procurement requirements as shall all employee contracts and hires and agreements with any collection agencies.

Emergency Purchases: Report Required When More Than ~~Twenty~~ **Thirty Thousand Dollars**

In the case of accident or other circumstances creating an emergency where necessary to protect life, the public health and safety, and public property, or in the case of the occurrence of any breakage or loss of equipment, or in other circumstances which could not reasonably be anticipated, whereby in which any necessary regular service of the Township, the Assessor, or the Cemetery is, or is about to be, interrupted or whereby these entities will suffer any great or continuing loss, the Supervisor, the Assessor, or the Cemetery, upon the request of their relevant staff, may negotiate an emergency purchase to address any such circumstance engaging in the competitive procurement process and in such amount as may be necessary in the circumstances in a manner consistent with Illinois law. In the case of such emergency purchases involving amounts in excess of ~~Twenty Thousand Dollars (\$20,000.00)~~ **\$30,000.00**, the Supervisor, the Assessor, or the Cemetery shall, at the next meeting of the relevant governing authority, render a full report on the case.

Public Facility Construction

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

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

Conclusion

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



DATE: May 23, 2022

FOR: Honorable Township Trustees

SUBJECT: Change Order to Contract with Stark Excavating, Inc. for South Parking Lot Improvements

RECOMMENDATION/MOTION: Recommend that the Change Order with Stark Excavating, Inc. for Parking Lot Improvements in the amount of \$30,000.00 be approved, the Resolution adopted, and the Supervisor be authorized to execute the necessary documents.

BACKGROUND: In May 2021, the Board received the Property Condition Assessment for the Township Building. The highest priority project was the parking lot improvements. The engineer's estimate for the project was \$259,800. The project was awarded to Stark Excavating, Inc. who submitted the lowest bid of \$181,584. The project was broken down into two phases: Phase 1) North half of the parking lot, and Phase 2) South half of the lot. Work began on Phase 1 at the end of September 2021. Upon removal of the existing concrete, two issues with subgrade were uncovered that had not been planned for and a change order for \$35,000 (which also included application of a sealant for the entire parking lot) was issued by Stark Excavating and approved by the Board October 2021. Phase 1 work is now complete.

In April 2022, work began on Phase 2, the South parking lot improvements. Upon removal of the existing concrete, two similar issues with subgrade were uncovered, and another change order is required.

Stark Excavating has provided the following estimates:

AUP: 6" Undercuts: \$63.40/TON

- Cut and remove top 6" of unsuitable material.
- Install 6" of CA-6 base.
- South Parking Area Only: Estimating 218 Ton = \$13,821.20

AUP: 2' Undercuts: \$109.60/TON

- Cut and remove 24" unsuitable material.
- Install fabric.
- Backfill with 18" of 1"x3" stone capped with 6" of CA-6.
- Approach Area Only: Estimating 98 TON = \$10,740.80

Pricing includes labor, equipment, material, and supervision necessary to complete the work. Upon completion, Township will only pay for exact amount of material supplied. Stark Excavating believes the estimated numbers will be close to the actual amounts.

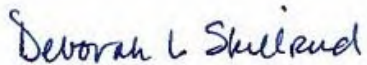
If accepted, the change order will be attached to the contract document.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Farnsworth Group, Stark Excavating Inc., and Township Attorney John Redlingshafer.

ADMINISTRATOR RESPONSE: These two items need to be addressed to keep the parking lot improvement project moving forward. I respectfully request approval of the change order with Stark Excavating, Inc. for the Parking Lot Improvement project.

Respectfully submitted for Board consideration.

Recommended by:

A handwritten signature in blue ink that reads "Deborah L. Skillrud". The signature is written in a cursive style.

Deborah L. Skillrud
Township Supervisor

RESOLUTION NO. 2022 - 02

A RESOLUTION AUTHORIZING A CHANGE ORDER IN THE AMOUNT OF \$30,000.00 IN THE CONTRACT BETWEEN THE TOWN OF THE CITY OF BLOOMINGTON A/K/A CITY OF BLOOMINGTON TOWNSHIP AND STARK EXCAVATING, INC. FOR PARKING LOT IMPROVEMENTS

WHEREAS, the Town of the City of Bloomington, a/k/a City of Bloomington Township has previously entered into a contract with Stark Excavating, Inc.; and

WHEREAS, for the reasons set forth in the memorandum dated May 23, 2022 it is necessary for Stark Excavating, Inc. to issue a change order for work not covered under the original contract; and

WHEREAS, it is the finding of the Township Board that the decision to perform the work described in the May 23, 2022 memo is in the best interest of the citizens of the City of Bloomington Township.

NOW THEREFORE, BE IT RESOLVED BY THE TOWNSHIP BOARD OF THE TOWN OF THE CITY OF BLOOMINGTON, ILLINOIS:

That the change order in the amount of \$30,000.00 to the contract between the Town of the City of Bloomington a/k/a City of Bloomington Township and Stark Excavating Inc., be approved and adopted.

APPROVED this 23rd day of May 2022.

ADOPTED this 23rd day of May 2022.

APPROVED:

Mboka Mwilambwe
Trustee

ATTESTED:

Leslie Yocum
Township Clerk

**CITY OF BLOOMINGTON TOWNSHIP
EVERGREEN MEMORIAL CEMETERY**

TO: Township Trustees
FROM: Deborah L Skillrud, TWP Supervisor
DATE: May 23, 2022
RE: Township Supervisor's Report

On May 6, 2022, Governor JB Pritzker signed into law HB 4251 which raises the amount of certain purchasing policies from \$20,000 to \$30,000 effective immediately. Township requests Board approval on the revised Purchasing Policy.

Workfare Programs: The Wellness Lifestyle Classes were held via Zoom on April 1st, 8th, 22nd, and 29th (office was closed the 15th for Good Friday). Ten active General Assistance clients are currently attending the classes. Topics were derived from client concerns and personal health experiences and participants actively engaged in the discussion by offering ideas and support to others in the group. The class will continue to be conducted via Zoom every Friday at 11:00 a.m.

POTS Recycling: Collection of recycled pots has resumed. Following the beautiful Mother's Day weekend, the staff was excited to find the bins at the sponsor locations full to overflowing. Collection days will be Mondays and Thursdays throughout the growing season.

General Assistance: Total April cases for General Assistance are provided on the attached System Activity Report. Seventy-two applicants sought Township services. This is an increase of eighteen from the previous month. Forty-three are *potentially eligible* for General Assistance and twenty-nine are *potentially eligible* for Emergency Assistance.

Administration of General Assistance was provided to McLean, Stanford, and Heyworth Townships.

The Township did not receive Supplemental Security Income recovery funds from the State of Illinois in April.

Parking Lot Improvements: The parking lot improvements on the North side of the Township Center building are now complete and improvements have begun on the South side. As with the North side, Stark discovered issues with the subgrade. Township is requesting Board approval on the Change Order to correct the subgrade.

Evergreen Memorial Cemetery: Memorial Day ceremony and events will take place on Monday, May 30, 2022. The Cemetery crew anticipate the Avenue of Flags will be set up in the next week.

System Activity Report

[4/1/2022 - 4/30/2022, SMS Phone #.] Report Date: 5/18/2022

General Assistance

Grants (New Clients) :	6	\$1,812.29
Grants (Previous Clients) :	33	\$11,316.00
In-Process :	8	
Denials :	22	
Sanctions :	5	
Terminations :	13	
	<hr/>	
	87	\$13,128.29

General Assistance - Medical

Referrals :	1	
Disbursements :	0	
	<hr/>	
	1	\$0.00

General Assistance - Work Program Assignments

Job Training :	13	
Workfare :	10	
	<hr/>	
	23	

General Assistance - Work Program Expenses

WF 30 Day :	5	\$160.00
WF 7 Day Bus :	1	\$10.00
WF Gasoline :	1	\$32.00
	<hr/>	
	7	\$202.00

Emergency Assistance

Grants :	5	\$3,172.13
In-Process :	0	
Denials :	2	
	<hr/>	
	7	\$3,172.13

Additional Assistance

GA - Transient :	1	\$1.00
	<hr/>	
	1	\$1.00

Additional Activity

A Call (phone/fax/email) :	394	
A Face-to-Face :	114	
Call/Walk-in AFTER 4:30 pm :	2	
General - Intake :	73	
General - Orientation :	59	
General - Other :	46	
General - Reschedule :	2	
R - BHA :	3	
R - Chestnut :	1	
R - CHS :	1	
R - DHS :	1	
R - IDES :	1	
R - MCCA / LIHEAP :	5	
R - Other :	15	
R - PATH :	3	
R - Salvation Army :	3	
WF - Appointment :	2	
WF - Work Sponsor Site :	44	
	<hr/>	
	769	

Grand Totals:	895	\$16,503.42
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Steven R. Scudder, Assessor
607 S. Gridley St. Suite A, Bloomington, IL 61701
Tel: (309) 828-6016 Fax: (309) 829-0663
stevenr@assessor-blm.com www.assessor-blm.com

From: Steve Scudder
Date: May 19, 2022
Subject: Assessor Report

Assessment changes for 2022. The sales market for residential property has been considered a hot market since COVID in 2020. The expectation with the shutdown that real estate would lose value. That has not been the case. We have seen sales prices climb above the assessment levels over the past three years.

We assess property for January 1 of the current year. We use the past three years of sales against the assessed value to adjust the assessments in neighborhoods. The assessments could be adjusted to the township level by the County. The City Township has not had an adjustment multiplier from the County in few years.

In our review of sales, we have seen increase number of low ratios of assessments to the sales prices. This means that our assessments may increase based on the past three year sales market.

Questions or Comments