



**BOARD OF TRUSTEES FOR THE TOWN OF THE CITY OF BLOOMINGTON  
GOVERNMENT CENTER CHAMBERS, 4<sup>TH</sup> FLOOR, ROOM #400  
115 E. WASHINGTON STREET, BLOOMINGTON, IL 61701  
MONDAY, OCTOBER 24, 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 September 26, 2022 Board Meeting as requested by the Township Clerk *(Recommended Motion: The September 26, 2022 Board Meeting minutes be approved.)*
  - B. Certify the September 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 September 2022 Statement of Funds be certified.)*
  - C. Approve the October 24, 2022 General Town Fund Request for Payments as requested by the Township Supervisor *(Recommended Motion: The October 24, 2022 Request for Payments be approved.)*
- 5. Pass the Ordinance Authorizing the Creation and Implementation of a Housing Eviction Relief Efforts (HERE) Program for Eligible Residents of City of Bloomington Township *(Recommended Motion: The Ordinance authorizing the creation and implementation of a HERE Program be passed.)***
  - 6. Approve the Project Services Agreement with Farnsworth Group to Provide Professional Services for COBT Office Building Renovations as requested by the Township Supervisor *(Recommended Motion: The Project Services Agreement with Farnsworth Group be approved, and the Supervisor authorized to execute the necessary documents.)***
  - 7. Accept the Proposed Fiscal Year 2023 Amended Budget as requested by the Township Supervisor *(Recommended Motion: The Proposed Fiscal Year 2023 Amended Budget be accepted and placed on file for a thirty-day review period.)***
  - 8. Approve the Estimated Fiscal Year 2023 Tax Levy for Tax Year 2022 as requested by the Township Supervisor *(Recommend that the Estimated Fiscal Year 2023 Tax Levy for Tax Year 2022 of \$2,351,600 be approved).***
  - 9. Reports by Elected Officials**
    - A. Comments: Deborah Skillrud, Township Supervisor
    - B. Comments: Steve Scudder, Township Assessor

- 10. 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](mailto:townshipoffice@cityblm.org). Comments received will be read into the record by the Supervisor or Clerk.*

- 11. Adjournment**



**MINUTES  
REGULAR SESSION OF THE TOWN OF  
THE CITY OF BLOOMINGTON TOWNSHIP  
MONDAY, SEPTEMBER 26, 2022, 5:30 P.M.**

The Board of Trustees for the Town of the City of Bloomington convened in regular session in the Government Center Chambers at 5:30 p.m., Monday, August 22, 2022. The meeting was called to order by Trustee Mwilambwe.

**Pledge of Allegiance**

All present participated in the Pledge of Allegiance.

**Roll Call**

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

**Trustees Absent:** Julie Emig

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

**Staff:** Leslie Yocum, Township Clerk

Trustee Mwilambwe announced that Trustee Urban had requested to attend remotely due to health reasons.

Trustee Boelen made a motion, seconded by Trustee Montney, to allow Trustee Urban to attend the meeting remotely.

Trustee Mwilambwe directed the Township Clerk to call the roll:

**AYES:** Walch, Boelen, Montney, Becker, Ward, Crabill, Crumpler, Mwilambwe

**Motion carried.**

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

**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.*

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

Item 4.A. Consideration and action to approve of the Minutes of the August 22, 2022, Board Meeting, as requested by the Township Clerk. (Recommended Motion: The August 22, 2022, Board Meeting minutes be approved.)

Item 4.B. Consideration and action to certify the August 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 August 2022 Statement of Funds be certified.)

Item 4.C. Consideration and action to approve the September 26, 2022, General Town Fund Request for Payments, as requested by the Township Supervisor. (Recommended Motion: The September 26, 2022, Request for Payments be approved.)

**Trustee Mwilambwe directed the Township Clerk to call the roll:**

**AYES:** Walch, Boelen, Montney, Becker, Urban, Ward, Crabill, Crumpler, Mwilambwe

**Motion carried.**

### **Regular Agenda**

Item 5. Consideration and action to approve the Data Sharing Agreement and Supplemental Business Associate Agreement between the City of Bloomington Township and the Illinois Department of Human Services. (Recommended Motion: The Data Sharing Agreement and Supplemental Business Associate Agreement between the City of Bloomington Township and the Illinois Department of Human Services be approved, and the Supervisor be authorized to execute the necessary documents.)

Township Supervisor Skillrud noted that the request for an agreement with the State was previously denied, however, upon re-application, Township's request was granted. She stated that the agreement would streamline services and processes for the client and allow Township staff to view client eligibility for State programs.

Trustee Crabill and Supervisor Skillrud discussed the previous application's denial because the State did not offer agreements to Townships at the time of the initial request.

Trustee Crabill asked the number of applicants that drop out due to not being able to obtain the appropriate eligibility documents from the State of Illinois. Supervisor Skillrud stated that approximately 80% of individuals who enter orientation do not complete their paperwork. She explained how staff continuously followed up with individuals to turn in the rest of their documentation prior to deadline.

**Trustee Boelen made a motion, seconded by Trustee Becker, that the Data Sharing Agreement and Supplemental Business Associate Agreement between the City of Bloomington Township and the Illinois Department of Human Services be approved, and the Supervisor be authorized to execute the necessary documents.**

**Trustee Mwilambwe directed the Township Clerk to call the roll:**

**AYES:** Walch, Boelen, Montney, Becker, Urban, Ward, Crabill, Crumpler, Mwilambwe

**Motion carried.**

Item 6. Consideration and action to approve the Bid Approval for Request for Proposal by Evergreen Memorial Cemetery for a New Track Loader. (Recommended Motion: The Request for Proposal by Evergreen Memorial Cemetery be awarded to AHW for a John Deere track loader in the amount of \$58,814.33, and the Supervisor be authorized to execute the necessary documents.)

Township Supervisor Skillrud explained that the Cemetery planned for the purchase and explained that they needed the track loader to assist with functions of burial and headstone placement.

Trustee Ward and Supervisor Skillrud discussed how the Cemetery recently lost the use of another piece of equipment that furthered the need for the purchase.

Council Member Becker inquired to the frequency of which the track loader would be used and suggested sharing a similar piece of equipment with other Townships or the City. Supervisor Skillrud stated that she had approached the Cemetery with the equipment sharing idea. She explained that the Cemetery had looked into other Townships but there was not a similar need. She was uncertain if the Cemetery had discussed sharing equipment with the City.

Trustee Becker noted a recent purchase of equipment by the City and asked for more information on the type of equipment to see if it could be used.

Mrs. Yocum reported that on September 12, 2022, the City of Bloomington Council approved the purchase of two John Deere tractors of which one had a mowing attachment and the other had a snowblower attachment for \$199,000 with a trade in that brought the cost down to \$179,000. She noted another John Deere tractor was approved in June 2022 as well.

Trustee Becker asked if the Township could work with the City to consider sharing the equipment. Supervisor Skillrud explained that mowing and snowplow tractors were not similar to the equipment needs of the Cemetery. She reminded the Board that preparations were made for the purchase as indicated in the budget.

Trustee Boelen appreciated Trustee Becker's point to share equipment but believed the requested purchase was for a specialized piece of equipment. Supervisor Skillrud agreed the track loader was needed for the heavy workload.

Trustee Montney stated she understood the two were different types of equipment.

Trustee Montney made a motion, seconded by Trustee Boelen, that the Request for Proposal by Evergreen Memorial Cemetery be awarded to AHW for a John Deere track loader in the amount of \$58,814.33, and the Supervisor be authorized to execute the necessary documents.

Trustee Mwilambwe directed the Township Clerk to call the roll:

**AYES:** Walch, Boelen, Montney, Becker, Urban, Ward, Crabill, Crumpler, Mwilambwe

**Motion carried.**

## **Reports by Elected Officials**

### Item 7.A. Comments by Deb Skillrud, Township Supervisor

Township Supervisor Skillrud addressed the Board and discussed the fund balance for Township. She stated that lower expenses and properly planned savings for Building Improvements in the General Town and Assistance Funds generated a higher fund balance. She explained that the availability of federal and state aid for the General Assistance clients from the COVID-19 pandemic and the shutdown of the Workfare programs reflected in a higher General Assistance fund balance. She discussed the higher General Town fund balance

as previous years of saving for property improvements and the continued progress toward completing the maintenance, repairs and updates to the Township building. Supervisor Skillrud stated that she would report to the Board in October with additional community support and include an amended budget request.

Trustee Crabill confirmed with Supervisor Skillrud that she was referring to the potential use of additional General Town funds for services to aid the low-income residents of the Township. Supervisor Skillrud responded affirmatively.

Trustee Crabill asked about the CERP Fund in the amount of \$200,000 that was underutilized. Supervisor Skillrud noted applicants have not been able to provide adequate eligibility documentation to qualify for the CERP funding, which had strict Gubernatorial regulations due to COVID-19. She noted that Township is looking into potential opportunities to utilize the funds for community services.

Item 7.B. Comments by Steve Scudder, Township Assessor

Township Assessor Scudder addressed the Board and stated that the assessments had been submitted to McLean County. He noted that they adjusted over 20,000 assessments for the City of Bloomington that would cause an increase to the Equalized Assessed Values to market value. He discussed the potential for the City to receive a multiplier from McLean County based on the number of adjustments made. He noted there had not been a multiplier in a number of years.

**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 Becker, that the meeting be adjourned.

**Motion carried unanimously (Viva Voce).**

The meeting adjourned at 5:49 p.m.

---

Amanda Stutsman, Deputy Township Clerk

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--GENERAL TOWN ADMINISTRATION FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the 30th day of September 2022, 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 24th day of October 2022.

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

Notary Public

This 24th day of October 2022.

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 \$1,828,752.98 in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, \$60,475.54 in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of \$2,173,166.14 in PRAIRIE STATE BANK & TRUST (64) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL TOWN ADMINISTRATION FUND of said TOWN.

WARD 1: Grant C Walch

WARD 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe
Board of Trustees of the Town of the City of Bloomington, McLean County, Illinois

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

Town Clerk

This page was intentionally left blank.

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

Month of: **SEPTEMBER**

**Public Funds at Commencement**

Cash: Prairie State Bank & Trust (53) Checking Balance	\$	52,906	
Investments: Illinois Fund	\$	1,824,979	
Investments: Prairie State Bank & Trust (64)	\$	<u>1,884,013</u>	
Public Funds at Commencement			\$ 3,761,899

**Public Funds Received This Month**

Interest: Prairie State Bank (53)	\$	17	
Interest: Prairie State Bank (64)	\$	278	
Interest: Illinois Funds (1085)	\$	3,774	
Other Income - Retiree Insurance	\$	2,020	
Other Income - GA Administration	\$	220	
Tax Levy	\$	<u>388,875</u>	
Public Funds Received This Month			\$ 395,184
Public Funds Available			\$ 4,157,083

**Public Funds Expended This Month**

**TOTAL Public Funds at Month End** \$ 4,062,395

**Public Funds at Month End**

Cash: Prairie State Bank & Trust (53) Checking Balance	\$	60,476	
Investments: Illinois Fund	\$	1,828,753	
Investments: Prairie State Bank & Trust (64)	\$	<u>2,173,166</u>	
<b>TOTAL Public Funds at Month End</b>			<b><u><u>\$ 4,062,395</u></u></b>

**Checking Account Activity**

Prairie State Bank & Trust (53) Balance at Commencement	\$	52,906	
Deposits			
Interest: Prairie State Bank & Trust (53)	\$	17	
Other Income - Retiree Insurance	\$	2,020	
Other Income - GA Administration	\$	220	
Transfer from Prairie State Bank & Trust Reserve (64)	\$	<u>100,000</u>	
Total Deposits for Month			\$ 102,257
Total Funds Available			\$ 155,163
Checks Written			
Assessor's Office Expenses	\$	2,230	
Community Agency Funding	\$	1,385	
Compensation & Benefits	\$	84,418	
Services & Expenses	\$	4,247	
Supervisor's Office Expenses	\$	<u>2,408</u>	
Total Checks Written			\$ 94,688
Total Checks Written			\$ 94,688
<b>Prairie State Bank &amp; Trust (53) Balance at Month End</b>			<b><u><u>\$ 60,476</u></u></b>

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

Balance per Bank Statement	\$	80,742	
Plus Outstanding Deposits	\$	35	
Less Outstanding Checks	\$	<u>(20,302)</u>	
<b>Checkbook Balance per Reconciliation</b>			<b><u><u>\$ 60,476</u></u></b>



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

Statement of Receipts and Disbursements

Revenue		<u>Sep-22</u>	
7000 Interest		\$	4,068
7400 Other Income		\$	2,240
7800 Tax Levy		\$	388,875
	Total Revenue		\$ 395,184
	Total Income		\$ 395,184
<b>Expense</b>			
Assessor's Office			
9151 Auto Expense		\$	20
9171 Utilities		\$	639
9271 Appraisal Services		\$	960
9291 Janitorial		\$	175
9301 Computer Services		\$	50
9312 Membership Dues		\$	385
	Total Assessor's Office		\$ 2,230
Community Agency Funding			
1025 GA Client Services		\$	1,385
	Total Community Agency Funding		\$ 1,385
Compensation (Salaries) & Benefits			
7011 TWP Supervisor		\$	7,833
7021 TWP Assessor		\$	8,000
7031 Town Clerk		\$	200
7041 Town Trustees		\$	560
7051 General Assistance Staff		\$	26,834
7061 Deputy Assessors		\$	21,350
7081 IMRF/Employer (2022 = 9.38%)		\$	5,498
7091 FICA (SS/MC)/Employer		\$	4,638
7101 Group Medical/Employer		\$	9,437
7111 State Unemployment/Employer		\$	67
	Total Compensation (Salaries) & Benefits		\$ 84,418
Services & Expenses			
1030 Legal Expense		\$	1,767
1035 Publishing		\$	92
1038 Other Expenditures		\$	164
1040 Building Maintenance		\$	37
1042 Janitorial Services & Supplies		\$	306
1045 Special Projects		\$	1,881
	Total Services & Expenses		\$ 4,247
Supervisor's Office			
8121 Janitorial		\$	219
8131 Utilities		\$	959
8161 Education/Conference/Meetings		\$	130
8171 Equipment		\$	300
8181 Equipment Repair/Rental		\$	194
8191 Office Supplies		\$	555
8221 Computer/Contract Services		\$	53
	Total Supervisor's Office		\$ 2,408
	Total Expense		\$ 94,688
Net Income			\$ 300,496

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

Year to Date Budget Comparison

Income		<u>Sep-22</u>	<u>FY2023</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue						
7000 Interest		\$ 14,366	\$ 3,000	\$ 11,366	478.9%	
7400 Other Income		\$ 9,234	\$ 30,000	\$ (20,766)	30.8%	
Other Income: Grants		\$ -	\$ 25,000	\$ (25,000)	0.0%	
Other Income: TWP IGAs		\$ 935	\$ 1,000	\$ (65)	93.5%	
7450 Township Litigation Income		\$ -	\$ 25	\$ (25)	0.0%	
7600 Personal Property Replacement Tax		\$ 248,196	\$ 90,000	\$ 158,196	275.8%	
7800 Tax Levy		\$ 1,598,203	\$ 1,645,000	\$ (46,797)	97.2%	
	Total Revenue	\$ 1,870,935	\$ 1,794,025	\$ 76,910	104.3%	
	Total Income	\$ 1,870,935	\$ 1,794,025	\$ 76,910	104.3%	
Expense						
Assessor's Office						
9141 Rent/Debt Service		\$ -	\$ 21,544	\$ (21,544)	0.0%	
9151 Auto Expense		\$ 2,560	\$ 3,000	\$ (440)	85.3%	
9161 Telephone		\$ 919	\$ 3,000	\$ (2,081)	30.6%	
9171 Utilities		\$ 2,791	\$ 5,800	\$ (3,009)	48.1%	
9191 Postage		\$ -	\$ 300	\$ (300)	0.0%	
9201 Office Supplies		\$ 30	\$ 2,000	\$ (1,970)	1.5%	
9211 Publications & Printing		\$ 30	\$ 500	\$ (470)	6.0%	
9231 Equipment		\$ -	\$ 6,000	\$ (6,000)	0.0%	
9241 Equipment Repair/Rental		\$ -	\$ 1,500	\$ (1,500)	0.0%	
9251 Education/Meetings/Conferences		\$ 7,500	\$ 9,000	\$ (1,500)	83.3%	
9261 Replatting & Remapping		\$ -	\$ 9,000	\$ (9,000)	0.0%	
9271 Appraisal Services		\$ 6,880	\$ 34,000	\$ (27,120)	20.2%	
9291 Janitorial		\$ 1,050	\$ 2,000	\$ (950)	52.5%	
9301 Computer Services		\$ 1,529	\$ 20,000	\$ (18,471)	7.6%	
9311 Mapping/GIS Services		\$ -	\$ 30,000	\$ (30,000)	0.0%	
9312 Membership Dues/Assessor's Staff		\$ 538	\$ 2,500	\$ (1,962)	21.5%	
	Total Assessor's Office	\$ 23,828	\$ 150,144	\$ (126,316)	15.9%	
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		\$ 19,298	\$ 50,000	\$ (30,702)	38.6%	
1026 Youth Services		\$ -	\$ 35,000	\$ (35,000)	0.0%	
1027 Senior Services		\$ -	\$ 80,000	\$ (80,000)	0.0%	
	Total Community Agency Funding	\$ 19,298	\$ 440,000	\$ (420,702)	4.4%	
Compensation & Benefits						
7011 TWP Supervisor		\$ 47,000	\$ 94,000	\$ (47,000)	50.0%	
7021 TWP Assessor		\$ 48,000	\$ 96,000	\$ (48,000)	50.0%	
7031 Town Clerk		\$ 1,200	\$ 2,500	\$ (1,300)	48.0%	
7041 Town Trustees		\$ 1,100	\$ 2,800	\$ (1,700)	39.3%	
7051 General Assistance Staff		\$ 161,752	\$ 385,000	\$ (223,248)	42.0%	
7061 Deputy Assessors		\$ 153,836	\$ 404,000	\$ (250,164)	38.1%	
7081 IMRF/Employer (2022 = 9.38%)		\$ 36,691	\$ 123,844	\$ (87,153)	29.6%	
7091 FICA (SS/MC)/Employer		\$ 29,573	\$ 75,299	\$ (45,726)	39.3%	
7101 Group Medical/Employer		\$ 55,864	\$ 150,000	\$ (94,136)	37.2%	
7111 State Unemployment/Employer		\$ 322	\$ 2,500	\$ (2,178)	12.9%	
	Total Compensation & Benefits	\$ 535,336	\$ 1,335,943	\$ (800,607)	40.1%	

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

Year to Date Budget Comparison (cont.)

		<u>FY2023</u>			
	<u>Sep-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	
Services & Expenses					
1028 Membership Dues	\$ 1,689	\$ 2,000	\$ (311)	84.4%	
1029 Auditing Expense	\$ -	\$ 8,000	\$ (8,000)	0.0%	
1030 Legal Expense	\$ 1,919	\$ 12,000	\$ (10,081)	16.0%	
1034 Insurance	\$ 11,647	\$ 15,000	\$ (3,353)	77.6%	
1035 Publishing	\$ 92	\$ 2,000	\$ (1,908)	4.6%	
1038 Other Expenditures	\$ 980	\$ 4,000	\$ (3,020)	24.5%	
1039 Debt Service: Principle & Interest	\$ -	\$ 20,000	\$ (20,000)	0.0%	
1040 Building Maintenance	\$ 1,783	\$ 25,000	\$ (23,217)	7.1%	
1042 Janitorial Services & Supplies	\$ 1,838	\$ 20,000	\$ (18,163)	9.2%	
1043 Building Security	\$ -	\$ 3,500	\$ (3,500)	0.0%	
1044 Building Repairs	\$ 126,852	\$ 135,220	\$ (8,368)	93.8%	
1045 Special Projects	\$ 15,270	\$ 60,000	\$ (44,730)	25.4%	
	<b>Total Services &amp; Expenses</b>	<b>\$ 162,069</b>	<b>\$ 306,720</b>	<b>\$ (144,651)</b>	<b>52.8%</b>
Capital Fund Reserve					
Township Building Improvements	\$ -	\$ 409,729	\$ (409,729)	0.0%	
Program Facility	\$ -	\$ 1	\$ (1)	0.0%	
	<b>Total Capital Fund Reserve</b>	<b>\$ -</b>	<b>\$ 409,730</b>	<b>\$ (409,730)</b>	<b>0.0%</b>
Supervisor's Office					
8091 Postage	\$ -	\$ 4,500	\$ (4,500)	0.0%	
8101 Rent/Debt Service	\$ -	\$ 40,000	\$ (40,000)	0.0%	
8121 Janitorial	\$ 1,313	\$ 6,000	\$ (4,688)	21.9%	
8131 Utilities	\$ 4,187	\$ 10,000	\$ (5,813)	41.9%	
8141 Telephones	\$ 1,594	\$ 5,000	\$ (3,406)	31.9%	
8151 Car Expense	\$ 203	\$ 4,000	\$ (3,797)	5.1%	
8161 Education/Conference/Meetings	\$ 1,814	\$ 3,500	\$ (1,686)	51.8%	
8171 Equipment	\$ 300	\$ 5,000	\$ (4,700)	6.0%	
8181 Equipment Repair/Rental	\$ 1,566	\$ 8,000	\$ (6,434)	19.6%	
8191 Office Supplies	\$ 626	\$ 6,000	\$ (5,374)	10.4%	
8201 Printing	\$ -	\$ 3,000	\$ (3,000)	0.0%	
8211 Publications	\$ 115	\$ 1,000	\$ (885)	11.5%	
8221 Computer/Contract Services	\$ 509	\$ 20,000	\$ (19,491)	2.5%	
8241 Membership Dues	\$ 40	\$ 450	\$ (410)	8.9%	
	<b>Total Supervisor's Office</b>	<b>\$ 12,266</b>	<b>\$ 116,450</b>	<b>\$ (104,184)</b>	<b>10.5%</b>
Emergency Transfer of Funds					
9000 GT Funds Transferred to GA Fund	\$ -	\$ 200,000	\$ (200,000)	0.0%	
	<b>Total Emergency Transfer of Funds</b>	<b>\$ -</b>	<b>\$ 200,000</b>	<b>\$ (200,000)</b>	<b>0.0%</b>
	<b>Total Expense</b>	<b>\$ 752,797</b>	<b>\$ 2,958,987</b>	<b>\$ (2,206,190)</b>	<b>25.4%</b>
	<b>Net Income</b>	<b>\$ 1,118,138</b>	<b>\$ (1,164,962)</b>	<b>\$ 2,283,100</b>	

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

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
0502 - Prairie State Bank & Trust (53)			
09/05/2022	EFT	EFT-Valutec Card Solutions	-52.52
09/06/2022	9534	Soaring Eagle Cleaning Services LLC	-700.00
09/06/2022	9536	Klopfenstein Co Inc, P A	-536.60
09/06/2022	9535	Bowman, Danny	-960.00
09/06/2022	9537	NICOR Gas	-103.91
09/06/2022	Transfer	Prairie State Bank & Trust	100,000.00
09/06/2022	9538	Coldwell Banker, Honig-Bell	-50.00
09/06/2022	9539	CDS Office Technologies	-96.80
09/13/2022	9540	VISA (DLS)	-216.90
09/13/2022	9541	Labor Law Posters	-35.85
09/13/2022	9542	Mid-Illinois Realtors Association (MIRA)	-385.00
09/13/2022	9543	Maruna, Thomas O	-108.13
09/15/2022	20220915	EFT-Payroll	-23,572.92
09/15/2022	30458868	EFT-Federal Tax Deposit	-7,974.48
09/15/2022	1285241424	EFT-IL Tax Deposit	-1,474.93
09/15/2022	EFT	Prairie State Bank & Trust	-469.18
09/15/2022	EFT	TASC (Total Administrative Services Corp)	-366.65
09/15/2022	3277	Bloomington TWP	35.00
09/15/2022	3278	Bloomington TWP	75.00
09/16/2022	8239	White Oak TWP	75.00
09/20/2022	9544	Ace Industrial Properties Inc dba 1900E C	-1,000.00
09/20/2022	9545	VISA (SRS)	-163.50
09/20/2022	9546	U-Haul	-148.03
09/20/2022	9547	Pantagraph; Lee Enterprises - Central Ill	-91.64
09/20/2022	9548	Tri-County Irrigation/TCI Companies Inc	-1,881.15
09/20/2022	9549	City of Bloomington Finance Dept	-20.42
09/20/2022	9550	City of Bloomington Water Dept	-610.49
09/20/2022	9551	Mescher Rinehart & Redlingshafer PC	-1,767.00
09/28/2022	9552	Huck's/WEX Bank	-41.92
09/28/2022	9553	City of Bloomington Health Insurance	-16,611.82
09/28/2022	9554	NCPERS Group Life Ins	-80.00
09/28/2022	9555	City of Bloomington Computer Services	-299.98
09/28/2022	9556	American Pest Control Inc	-37.00
09/28/2022	9557	Ameren Illinois	-884.20
09/28/2022	9558	CDS Office Technologies	-96.80
09/29/2022	42355	Town of the City of Bloomington - CEM	8,376.06
09/30/2022	20220930	EFT-Payroll	-19,525.60
09/30/2022	73325301	EFT-Federal Tax Deposit	-6,191.84
09/30/2022	0016827984	EFT-IL Tax Deposit	-1,226.82
09/30/2022	EFT	Prairie State Bank & Trust	-469.18
09/30/2022	EFT	TASC (Total Administrative Services Corp)	-366.65
09/30/2022	90269	EFT-IMRF	-14,378.65
09/30/2022	0730664528	IDES--IL Dept of Employment Security	-67.43
09/30/2022	5548	Dawson TWP	35.00
09/30/2022	09978062898	IMRF - Illinois Municipal Retirement Fund	2,020.45
09/30/2022	Credit	Interest	16.65
Total			<u><u>7,569.17</u></u>

This page was intentionally left blank.

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--GENERAL ASSISTANCE FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the 30th day of September 2022, 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 24th day of October 2022.

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

Notary Public

This 24th day of October 2022.

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 \$40,085.14 in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of \$610,881.72 in PRAIRIE STATE BANK & TRUST (19) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL ASSISTANCE FUND of said TOWN.

WARD 1: Grant C Walch

WARD 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe
Board of Trustees of the Town of the City of Bloomington, McLean County, Illinois

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

Town Clerk

This page was intentionally left blank.

**Town of the City of Bloomington--General Assistance Fund**

**Month of: SEPTEMBER**

**Public Funds at Commencement**

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	37,042	
Investments: Prairie State Bank & Trust (19)	\$	<u>588,504</u>	
Public Funds at Commencement			\$ 625,546

**Public Funds Received This Month**

Interest: Prairie State Bank (00)	\$	8	
Interest: Prairie State Bank (19)	\$	83	
<b>Tax Levy</b>	\$	<u>47,295</u>	
Public Funds Received This Month			\$ 47,385
Public Funds Available			\$ 672,931

**Public Funds Expended This Month**

<b>TOTAL Public Funds at Month End</b>			<u>\$ 21,965</u>
			<u><b>\$ 650,967</b></u>

**Public Funds at Month End**

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	40,085	
Investments: Prairie State Bank & Trust (19)	\$	<u>610,882</u>	
<b>TOTAL Public Funds at Month End</b>			<u><b>\$ 650,967</b></u>

**Checking Account Activity**

Checkbook Balance at Commencement	\$	37,042	
Deposits:			
Interest: Prairie State Bank & Trust (00)	\$	8	
Transfer from Prairie State Bank & Trust Reserve (19)	\$	<u>25,000</u>	
Total Deposits for Month			\$ 25,008
Total Funds Available			\$ 62,050
Checks Written: General Assistance			\$ 21,965
<b>Checkbook Balance at Month End</b>			<u><b>\$ 40,085</b></u>

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

Balance per Bank Statement	\$	45,601	
Less Outstanding Checks	\$	<u>(5,516)</u>	
<b>Checkbook Balance per Reconciliation</b>			<u><b>\$ 40,085</b></u>

**Town of the City of Bloomington--General Assistance Fund**

Statement of Receipts and Disbursements

Sep-22

Revenue			
7000 Interest	\$	90	
7800 Tax Levy	\$	<u>47,295</u>	
Total Revenue			\$ 47,385
Total Income			\$ 47,385
Expense: CW			
6011 Groceries/Personal Essentials	\$	3,396	
6021 Rent	\$	5,635	
6051 Utilities	\$	1,380	
6071 Emergency Assistance	\$	11,324	
6101 Transportation	\$	28	
6121 Allowances	\$	<u>201</u>	
Total CW			\$ 21,965
Total Expense			\$ 21,965
Net Income			<u><b>\$ 25,420</b></u>



**Town of the City of Bloomington--General Assistance Fund**

Year to Date Budget Comparison

Income		<u>Sep-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
7000 Interest		\$ 507	\$ 1,000	\$ (493)	50.7%
7400 Other Income		\$ -	\$ 10	\$ (10)	0.0%
7600 Personal Property Replacement Tax		\$ 30,186	\$ 12,000	\$ 18,186	251.5%
7700 Refunds & Recoveries		\$ 14,896	\$ 30,000	\$ (15,104)	49.7%
7800 Tax Levy		\$ 194,373	\$ 200,000	\$ (5,627)	97.2%
7900 GT Fund Transferred to GA Fund		\$ -	\$ 200,000	\$ (200,000)	0.0%
Total Revenue		<u>\$ 239,961</u>	<u>\$ 443,010</u>	<u>\$ (203,049)</u>	<u>54.2%</u>
	Total Income	\$ 239,961	\$ 443,010	\$ (203,049)	54.2%
Expense					
CW					
6011 Groceries/Personal Essentials		\$ 25,768	\$ 78,000	\$ (52,232)	33.0%
6021 Rent		\$ 36,911	\$ 200,000	\$ (163,089)	18.5%
6051 Utilities		\$ 3,010	\$ 50,000	\$ (46,990)	6.0%
6061 Medical		\$ -	\$ 20,000	\$ (20,000)	0.0%
6071 Emergency Assistance		\$ 58,277	\$ 200,000	\$ (141,723)	29.1%
6081 Hospital		\$ -	\$ 10,000	\$ (10,000)	0.0%
6091 Funeral/Burial		\$ 2,056	\$ 6,000	\$ (3,944)	34.3%
6101 Transportation		\$ 94	\$ 40,000	\$ (39,906)	0.2%
6121 Allowances		\$ 1,101	\$ 10,000	\$ (8,899)	11.0%
Total CW Expense		<u>\$ 127,218</u>	<u>\$ 614,000</u>	<u>\$ (486,782)</u>	<u>20.7%</u>
	Total Expense	\$ 127,218	\$ 614,000	\$ (486,782)	20.7%
	Net Income	\$ 112,743	\$ (170,990)	\$ 283,733	

**Town of the City of Bloomington--General Assistance Fund**

Checking Account Activity

<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
0501 · Prairie State Bank & Trust (00)			
09/06/2022	Transfer	Prairie State Bank & Trust	25,000.00
09/05/2022	EFT	EFT-Kroger via Valutec	-3,396.08
09/06/2022	36913	Aguilar, Mitchell	-113.11
09/06/2022	36914	Ameren Illinois	-1,202.94
09/06/2022	36915	Thrasher, Raymond E	-200.00
09/06/2022	36916	Moore Enterprises, Alexander Estates	-610.00
09/06/2022	36917	Salvation Army	-200.00
09/06/2022	36918	Econ-O-Wash Cleaners/Wilson & Wilson Ent	-100.00
09/13/2022	36919	Ameren Illinois	-753.02
09/13/2022	36920	Karasen, Cihan	-345.00
09/13/2022	36921	BHA; Blmgtm Housing Authority (rent)	-103.00
09/13/2022	36922	NICOR Gas	-690.00
09/13/2022	36923	Dowd Properties LLC	-935.00
09/13/2022	36924	Glover, Robert J	-327.69
09/13/2022	36925	GMTK Management LLC	-345.00
09/13/2022	36926	Jessen, Chad & Micha dba Red Rock Prop	-345.00
09/13/2022	36927	Lakewood B LLC dba Lakewood Terrace Apts	-690.00
09/13/2022	36928	M&M Real Estate Partnership LLC %Class Ac	-300.00
09/13/2022	36929	Miller Trust, Annetta O dba Miller Prop	-345.00
09/13/2022	36930	Traditions Harmony Housing LLC	-1,138.00
09/20/2022	36931	Patel, Meet %AB Rentals Inc	-950.00
09/20/2022	36932	Modine Inc	-690.00
09/20/2022	36933	Lincoln Towers %Mid-Northern Group	-97.00
09/20/2022	36934	Mayor's Manor LTD Partnership (laundry)	-16.00
09/20/2022	36935	Vedanta Enterprises LLC	-900.00
09/20/2022	36936	Ameren Illinois	-1,133.12
09/20/2022	36937	City of Bloomington Water Department	-104.60
09/20/2022	36938	Moore, J A dba Maple Grove Estates	-909.50
09/20/2022	36939	MIMG LII Arbors at Eastland LLC	-345.00
09/20/2022	36940	Bell, Bradley S	-910.00
09/20/2022	36941	BHA; Blmgtm Housing Authority (rent)	-6.00
09/20/2022	36942	Lakewood B LLC dba Lakewood Terrace Apts	-345.00
09/20/2022	36943	Brady, Edward P %Brady Property Mgmt	-300.00
09/20/2022	36944	Highland B LLC	-345.00
09/20/2022	36945	Brown, Caire E	-200.00
09/28/2022	36946	BHA; Blmgtm Housing Authority (laundry)	-75.00
09/28/2022	36947	BHA; Blmgtm Housing Authority (rent)	-524.00
09/28/2022	36948	Mayor's Manor LTD Partnership (laundry)	-10.00
09/28/2022	36949	Mayor's Manor LTD Partnership (rent)	-104.00
09/28/2022	36950	Ameren Illinois	-398.17
09/28/2022	36951	Hilltop Mobile Home SALES	-345.00
09/28/2022	36952	Thrasher, Raymond E	-200.00
09/28/2022	36953	Traver, Vera A & William S	-200.00
09/28/2022	36954	Wingover East, LLC %Apt Mart	-690.00
09/28/2022	36955	Huck's/WEX Bank	-28.38
09/30/2022	Credit	Interest	7.69
			<u>3,043.08</u>

This page was intentionally left blank.

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the 30th day of September 2022, 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 10th day of October 2022.

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

Notary Public

This 10th day of October 2022.

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 \$77,741.21 at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of \$991,961.59 at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgot

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

This 24th day of October 2022.

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: Grant C Walch

WARD 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe
Board of Trustees of the Town of the City of Bloomington, McLean County, Illinois

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

Town Clerk

This page was intentionally left blank.

**Town of the City of Bloomington--Cemetery Fund**

**Month of: SEPTEMBER**

**Funds at Commencement**

Cash: Heartland Bank 7774 (Checking)	\$	109,136	
Cash: Heartland Bank 7782 (Reserve)	\$	872,199	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	256,494	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 06/30/2022	\$	221,593	
			<u>\$ 1,459,423</u>

**Public Funds Received This Month**

Real Estate Tax Levy			\$ 119,762
----------------------	--	--	------------

**Other Funds Received This Month**

Opening/Closing Fees	\$	8,430	
Sale of Lots	\$	7,115	
Sale of Crypts	\$	30	
Sale of Niches	\$	2,970	
Sales of Pet Cemetery Spaces	\$	700	
Income from Trusts	\$	30	
Other Income & Special Events	\$	185	
Inspection Fees	\$	525	\$ 19,985

Total Funds Received This Month \$ 139,747

Total Funds Available \$ 1,599,170

**Funds Expended This Month**

\$ 53,149

**TOTAL Funds at Month End**

\$ 1,546,021

**Funds at Month End**

Cash: Heartland Bank 7774 (Checking)	\$	77,741	
Cash: Heartland Bank 7782 (Reserve)	\$	991,962	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	254,725	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 06/30/2022	\$	221,593	
			<u>\$ 1,546,021</u>

**Checking Account Activity**

Checkbook Balance at Commencement			\$ 109,136
-----------------------------------	--	--	------------

Deposits			
Opening/Closing Fees	\$	8,430	
Sale of Lots	\$	7,115	
Sale of Crypts	\$	30	
Sale of Niches	\$	2,970	
Sales of Pet Cemetery Spaces	\$	700	
Inspection Fees	\$	525	
Other Income & Special Events	\$	185	
Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$	1,800	
Total Deposits for Month			<u>\$ 21,755</u>

Total Funds Available \$ 130,891

Checks Written			
Compensation & Benefits	\$	34,720	
Administrative Expenses	\$	3,471	
Cemetery Improvements, Maintenance & Repair	\$	-	
Cemetery Operations	\$	14,958	
Total Checks Written			<u>\$ 53,149</u>
Change in Payroll Liabilities 09/30/2022	\$	-	
Total Checks Written			<u>\$ 53,149</u>
<b>Checkbook Balance at Month End</b>			<u><u>\$ 77,741</u></u>

**Bank Reconciliation at Month End**

Balance per Bank Statement	\$	95,083	
Less Outstanding Checks	\$	(17,341)	
<b>Checkbook Balance per Reconciliation</b>			<u><u>\$ 77,741</u></u>

**Town of the City of Bloomington--Cemetery Fund**

Statement of Receipts and Disbursements

		<u>Sep-22</u>	
Revenue			
40100 Real Estate Tax Levy		\$	119,762
42000 Opening/Closing Fee		\$	8,430
42500 Sale of Lots		\$	7,115
43000 Sale of Crypts		\$	30
43100 Sale of Niches		\$	2,970
44850 Sales of Pet Cemetery Spaces		\$	700
49000 Income from Trusts		\$	30
49020 Other Income & Special Events		\$	185
49021 Inspection Fees		\$	525
	Total Revenue		\$ 139,747
	Total Income		\$ 139,747
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff		\$	4,756
50102 Wages: Cemetery Staff		\$	20,922
50201 Payroll Taxes		\$	1,854
50202 IMRF/Employer (2022 = 9.38%)		\$	2,409
50203 IDES - Unemployment Insurance		\$	1,519
50204 Employee Health Insurance		\$	3,260
	Total Compensation & Benefits		\$ 34,720
Administrative Expenses			
51500 Contractual Services		\$	896
52000 Office Supplies		\$	313
52500 Utilities		\$	945
54000 Advertising		\$	126
55400 Special Event Expenses		\$	440
55450 Other Admin Expenses		\$	402
57900 Office Equipment		\$	350
	Total Administrative Expenses		\$ 3,471
Cemetery Operations			
55500 Fuel, Oil and Equipment		\$	1,202
56500 Equipment Repairs		\$	451
56600 Cemetery Supplies & Maintenance		\$	6,000
56700 Rental Equipment & Short-term Leases		\$	1,671
56800 Disposal of Leaves/Branches		\$	870
57602 Grounds Maintenance/Repair		\$	264
58100 Grave Markers		\$	4,500
	Total Cemetery Operations		\$ 14,958
	Total Expense		\$ 53,149
Net Income			\$ 86,598

**Town of the City of Bloomington--Cemetery Fund**

Year to Date Budget Comparison

Income		<u>Sep-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy	\$	492,200	\$ 506,600	\$ (14,400)	97.2%
41000 Personal Property Replacement Tax	\$	76,437	\$ 60,000	\$ 16,437	127.4%
42000 Opening/Closing Fee	\$	53,820	\$ 90,000	\$ (36,180)	59.8%
42100 Marker Commission	\$	4,010	\$ 9,000	\$ (4,990)	44.6%
42500 Sale of Lots	\$	32,187	\$ 70,000	\$ (37,813)	46.0%
43000 Sale of Crypts	\$	150	\$ 10,500	\$ (10,350)	1.4%
43100 Sale of Niches	\$	13,110	\$ 47,000	\$ (33,890)	27.9%
44700 Sale of Burial Supplies	\$	10	\$ 500	\$ (490)	2.0%
42400 Sales - Other	\$	1,400	\$ 1,700	\$ (300)	82.4%
43500 Interest	\$	248	\$ 600	\$ (352)	41.4%
49000 Income from Trusts	\$	1,371	\$ 3,000	\$ (1,629)	45.7%
49020 Other Income & Special Events	\$	6,365	\$ 10,000	\$ (3,635)	63.7%
49021 Inspection Fees	\$	2,450	\$ 4,000	\$ (1,550)	61.3%
Total Revenue	\$	<u>683,759</u>	\$ <u>812,900</u>	\$ <u>(129,141)</u>	<u>84.1%</u>
Total Income	\$	683,759	\$ 812,900	\$ (129,141)	84.1%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$	30,009	\$ 73,000	\$ (42,991)	41.1%
50102 Wages: Cemetery Staff	\$	132,804	\$ 255,000	\$ (122,196)	52.1%
50201 Payroll Taxes - FICA	\$	11,784	\$ 26,000	\$ (14,216)	45.3%
50202 IMRF/Employer (2022 = 9.38%)	\$	15,126	\$ 40,000	\$ (24,874)	37.8%
50203 IDES - Unemployment Insurance	\$	3,967	\$ 15,000	\$ (11,033)	26.4%
50204 Employee Health Insurance	\$	20,000	\$ 60,000	\$ (40,000)	33.3%
50205/50206 Other Payroll Expenses	\$	47	\$ 500	\$ (453)	9.5%
Total Compensation & Benefits	\$	<u>213,736</u>	\$ <u>469,500</u>	\$ <u>(255,764)</u>	<u>45.5%</u>
Administrative Expenses					
51100 Casualty Insurance	\$	21,630	\$ 21,500	\$ 130	100.6%
51500 Contractual Services	\$	4,491	\$ 15,000	\$ (10,509)	29.9%
52000 Office Supplies	\$	1,081	\$ 4,000	\$ (2,919)	27.0%
52500 Utilities	\$	6,960	\$ 17,500	\$ (10,540)	39.8%
54000 Advertising	\$	3,096	\$ 3,000	\$ 96	103.2%
54500 Dues/Seminars	\$	-	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$	-	\$ 600	\$ (600)	0.0%
55100 Audit Expense	\$	-	\$ 7,500	\$ (7,500)	0.0%
55200 Financial Administration	\$	-	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses	\$	5,612	\$ 8,000	\$ (2,388)	70.1%
55450 Other Admin Expenses	\$	2,756	\$ 5,000	\$ (2,244)	55.1%
57900 Office Equipment	\$	350	\$ 1,000	\$ (650)	35.0%
Total Administrative Expenses	\$	<u>45,976</u>	\$ <u>95,900</u>	\$ <u>(49,924)</u>	<u>47.9%</u>
Cemetery Improvements, Maintenance & Repairs					
57601 Flags & Flag Poles	\$	5,318	\$ 10,000	\$ (4,682)	53.2%
57800 Operating Equipment	\$	977	\$ 78,000	\$ (77,023)	1.3%
58400 Scattering Grounds/Ossuary	\$	-	\$ 2,000	\$ (2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$	<u>6,295</u>	\$ <u>90,000</u>	\$ <u>(83,705)</u>	<u>7.0%</u>



**Town of the City of Bloomington--Cemetery Fund**

Year to Date Budget Comparison (cont.)

	<u>Sep-22</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 6,568	\$ 10,000	\$ (3,432)	65.7%
56000 Tree Removal/Monument Repair	\$ -	\$ 24,000	\$ (24,000)	0.0%
56500 Equipment Repairs	\$ 1,841	\$ 6,000	\$ (4,159)	30.7%
56600 Cemetery Supplies & Maintenance	\$ 8,003	\$ 20,000	\$ (11,997)	40.0%
56700 Rental Equipment & Leasing	\$ 2,103	\$ 4,000	\$ (1,897)	52.6%
56800 Removal of Leaves/Branches	\$ 1,600	\$ 4,000	\$ (2,400)	40.0%
57000 Office Repairs & Maintenance	\$ 4,800	\$ 1,000	\$ 3,800	480.0%
57602 Grounds Maintenance/Repairs	\$ 4,964	\$ 25,000	\$ (20,036)	19.9%
57603 Road, Fence, Lot, Drains	\$ 31,725	\$ 40,000	\$ (8,275)	79.3%
57700 Equipment Building	\$ -	\$ 2,000	\$ (2,000)	0.0%
58100 Grave Markers	\$ 8,371	\$ 15,000	\$ (6,629)	55.8%
59900 Other Cemetery Expenses	\$ 500	\$ 1,000	\$ (500)	50.0%
Total Cemetery Operations	\$ 70,475	\$ 152,000	\$ (81,525)	46.4%
Total Expense	\$ 336,482	\$ 807,400	\$ (470,918)	41.7%
Net Income	\$ 347,277	\$ 5,500	\$ 341,777	

**Town of the City of Bloomington--Cemetery Fund**

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10500 Heartland (7774)			
09/01/2022	Deposit	HBT - Heartland Bank & Trust	9.50
09/06/2022	Deposit	HBT - Heartland Bank & Trust	317.25
09/06/2022	42342	Evergreen FS Inc	-1,202.38
09/07/2022	Deposit	HBT - Heartland Bank & Trust	193.00
09/09/2022	Deposit	HBT - Heartland Bank & Trust	3,480.00
09/12/2022	Deposit	HBT - Heartland Bank & Trust	96.35
09/13/2022	42343	Pantagraph; Lee Industries - Central IL	-126.40
09/13/2022	42344	RP Lumber Company Inc	-50.45
09/13/2022	42345	Kaeb Sanitary Supply Inc	-29.58
09/13/2022	42346	Illinois Portable Toilets	-440.00
09/13/2022	42347	Midwest Equipment	-30.41
09/13/2022	42348	Midwest Construction Rentals #1	-1,671.10
09/13/2022	42349	Dave Capodice Excavating Inc	-870.00
09/13/2022	42350	Interstate ALL Battery Center	-69.35
09/13/2022	0913221917	Spear, Alan	-300.00
09/13/2022	0913221919	Purkey, Gerald & Stephanie	600.00
09/13/2022	0913221919	Perry, Brian	400.00
09/13/2022	0913221919	McLaughlin, Robert & Parry, Sally	1,100.00
09/14/2022	Deposit	HBT - Heartland Bank & Trust	97.30
09/15/2022	Deposit	HBT - Heartland Bank & Trust	3,009.80
09/15/2022	20220915	Payroll Direct Deposit	-9,381.89
09/15/2022	72161821	EFTPS - IRS	-2,784.70
09/15/2022	1244661328	IL Dept of Revenue	-581.29
09/16/2022	Deposit	HBT - Heartland Bank & Trust	3,075.00
09/16/2022	Deposit	HBT - Heartland Bank & Trust	3,701.10
09/20/2022	Deposit	HBT - Heartland Bank & Trust	48.10
09/20/2022	42351	City of Bloomington Water Dept	-474.92
09/20/2022	42352	A+ Painting and Drywalling	-5,800.00
09/20/2022	42353	NICOR Gas	-105.69
09/23/2022	Deposit	HBT - Heartland Bank & Trust	950.00
09/23/2022	Deposit	HBT - Heartland Bank & Trust	38.27
09/24/2022	Deposit	HBT - Heartland Bank & Trust	291.00
09/26/2022	Deposit	HBT - Heartland Bank & Trust	48.10
09/28/2022	42354	VISA BMCU...1484	-1,844.42
09/28/2022	42355	City of Bloomington TWP - Reimburse	-8,376.06
09/28/2022	42356	Pontiac Granite Co Inc	-4,500.00
09/28/2022	42357	Ameren Illinois	-364.22
09/28/2022	42358	Nord Outdoor Power	-350.90
09/28/2022	42359	Growing Grounds	-251.22
09/29/2022	Deposit	HBT - Heartland Bank & Trust	4,370.00
09/30/2022	20220930	Payroll Direct Deposit	-8,920.14
09/30/2022	02056174	EFTPS - IRS	-2,623.94
09/30/2022	1354856016	IL Dept of Revenue	-551.40
09/30/2022	1837102672	IDES - IL Dept of Emp Sec	-1,518.66
		Total	<u><u>-31,394.35</u></u>

This page was intentionally left blank.

**CERTIFICATE FOR PAYMENT OF ACCOUNTS**

CEMETERY FUND ACCOUNTS  
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

**OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND ACCOUNTS**

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

\_\_\_\_\_  
Misty Porter, Cemetery Manager

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Cemetery Board of Trustees. These amounts include billings that have been received from **September 13, 2022 through October 10, 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 **10th day of October 2022.**

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

\_\_\_\_\_  
Notary Public

This **10th day of October 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 Thalgot  
\_\_\_\_\_

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

This page was intentionally left blank.

**CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: October 10, 2022 Meeting**

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
57800	AHW - John Deere	Track Loader <i>(estimated)</i>	10/31/22	\$60,000.00
52000	Amazon/VISA/Others	calendars <i>(estimated)</i>	10/31/22	\$100.00
55400	Dollar General/VISA	Ice <i>(estimated)</i>	10/31/22	\$30.00
56500	Don Owen Tire Service/VISA	equipment maintenance <i>(estimated)</i>	10/31/22	\$250.00
55450	Farm & Fleet/Others/VISA	water <i>(estimated)</i>	10/31/22	\$300.00
54000	Fresh Prints/VISA/Others	uniforms <i>(estimated)</i>	10/31/22	\$450.00
57603	Lowe's/Others/VISA	cold pack road repair <i>(estimated)</i>	10/31/22	\$300.00
57700	Lowe's/Others/VISA	new seal for shop door <i>(estimated)</i>	10/31/22	\$100.00
57800	Nord Outdoor Power Equipment/Others/VISA	new mowers with trade-in <i>(estimated)</i>	10/31/22	\$17,000.00
56500	Nord Outdoor Power Equipment/VISA	Equipment repairs <i>(estimated)</i>	10/31/22	\$100.00
52000	Office Depot/VISA	office supplies <i>(estimated)</i>	10/31/22	\$200.00
<b>TOTAL: Requests for Payments</b>				<b><span style="color: red;">\$78,830.00</span></b>

This page was intentionally left blank.

**CERTIFICATE FOR PAYMENT OF ACCOUNTS--SUPERVISOR**

ALL ACCOUNTS  
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS) )SS  
COUNTY OF McLEAN)

Town of the City of Bloomington

**OFFICE OF THE TOWN SUPERVISOR--ALL ACCOUNTS**

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Board of Trustees. These amounts include billings that have been received from **September 27, 2022, to October 24, 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 Board of Trustees.

Subscribed and sworn to before me this **24th day of October 2022.**

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

\_\_\_\_\_  
Notary Public

This **24th day of October 2022.**

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: Grant C Walch  
\_\_\_\_\_

WARD 6: De Urban  
\_\_\_\_\_

WARD 2: Donna Boelen  
\_\_\_\_\_

WARD 7: Mary "Mollie" Ward  
\_\_\_\_\_

WARD 3: Sheila Montney  
\_\_\_\_\_

WARD 8: Jeff Crabill  
\_\_\_\_\_

WARD 4: Julie Emig  
\_\_\_\_\_

WARD 9: Tom Crumpler  
\_\_\_\_\_

WARD 5: Nick Becker  
\_\_\_\_\_

Trustee Mboka Mwilambwe  
\_\_\_\_\_  
Board of Trustees of the Town of the City of Bloomington, McLean  
County, Illinois

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

\_\_\_\_\_  
Town Clerk



This page was intentionally left blank.

**GENERAL TOWN ADMINISTRATION FUND: Exhibit "A"**

REQUEST FOR PAYMENT: **October 24, 2022** Meeting

Compensation (Salaries)			Due	Amount
7011	TWP Supervisor	D Skillrud	10/31/22	\$ 3,916.67
7011	TWP Supervisor	D Skillrud	11/15/22	\$ 3,916.67
7021	TWP Assessor	S Scudder	10/31/22	\$ 4,000.00
7021	TWP Assessor	S Scudder	11/15/22	\$ 4,000.00
7041	Town Trustee <b>09/26/2022</b>	Ward 1: G Walch	12/31/22	\$ 20.00
7041	Town Trustee <b>09/26/2022</b>	Ward 2: D Boelen	12/31/22	\$ 20.00
7041	Town Trustee <b>09/26/2022</b>	Ward 3: S Montney	12/31/22	\$ 20.00
7041	Town Trustee <b>09/26/2022</b>	Ward 4: J Emig	12/31/22	\$ -
7041	Town Trustee <b>09/26/2022</b>	Ward 5: N Becker	12/31/22	\$ 20.00
7041	Town Trustee <b>09/26/2022</b>	Ward 6: D Urban	12/31/22	\$ 20.00
7041	Town Trustee <b>09/26/2022</b>	Ward 7: M Ward	12/31/22	\$ 20.00
7041	Town Trustee <b>09/26/2022</b>	Ward 8: J Crabill	12/31/22	\$ 20.00
7041	Town Trustee <b>09/26/2022</b>	Ward 9: T Crumpler	12/31/22	\$ 20.00
7041	Town Trustee <b>09/26/2022</b>	Trustee M Mwilambwe	12/31/22	\$ 20.00
<b>Compensation (Salaries) TOTAL</b>				<b>\$ 16,013.34</b>
<b>Assessor's Claims</b>				
9151	Auto Expense	BMCU Visa/COB/WEX/PAL/Walden/Leman/Zook (Estimated)	09/30/22	\$ 100.00
9161	Telephone	City of Bloomington/Frontier/Others (Estimated)	09/30/22	\$ 150.00
9171	Utilities	City of Bloomington Water Dept (Estimated)	09/30/22	\$ 170.00
9171	Utilities	Ameren/Direct Energy Business (Estimated)	09/30/22	\$ 400.00
9171	Utilities	NICOR Gas/Direct Energy Business (Estimated)	09/30/22	\$ 250.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC	09/30/22	\$ 175.00
9301	Computer Services	BMCU Visa/MIRA/BNAR/MLS/Coldwell Bankers/ILDFPR/Others	09/30/22	\$ 300.00
9301	Computer Services	BMCU Visa/COB/C-Tech/Others (Estimated)	09/30/22	\$ 15,000.00
9301	Computer Services	BMCU Visa/COB/Verizon Wireless (Estimated)	09/30/22	\$ 200.00
<b>Assessor's Claims TOTAL</b>				<b>\$ 16,745.00</b>
<b>Community Agency Funding</b>				
1025	GA Client Services/Workfare Development	BMCU VISA/Menard's/Lowe's/Walmart/\$ General/Others (Estimated)	09/30/22	\$ 131.02
1025	GA Client Services/Workfare Development	BMCU VISA/U-Haul/Wex/Skillrud/Others (Estimated)	09/30/22	\$ 237.85
1025	GA Client Services/Workfare Development	BMCU Visa/ABHatchery/Others (Estimated)	09/30/22	\$ 1,500.00
<b>Community Agency Funding TOTAL</b>				<b>\$ 1,868.87</b>
<b>Services &amp; Expenses</b>				
1028	Membership Dues	McLean County Chamber of Commerce	09/30/22	\$ 31.04
<b>Services &amp; Expenses TOTAL</b>				<b>\$ 31.04</b>
<b>Supervisor's Claims</b>				
8121	Janitorial	Soaring Eagle Cleaning Services	09/30/22	\$ 218.75
8131	Utilities	City of Bloomington Water Dept (Estimated)	09/30/22	\$ 615.13
8131	Utilities	Ameren/Direct Energy Business (Estimated)	09/30/22	\$ 530.52
8131	Utilities	NICOR Gas/Direct Energy Business (Estimated)	09/30/22	\$ 66.68
8141	Telephones	City of Bloomington/Frontier/Verizon/Others (Estimated)	09/30/22	\$ 300.00
8161	Education/Conference/Meetings	BMCU VISA/D Skillrud/Others (Estimated)	09/30/22	\$ 414.80
8181	Equipment Repair/Rental	BMCU VISA/CDS/Others (Estimated)	09/30/22	\$ 496.55
8221	Computer/Contract Services	NJS Enterprises Inc/VisualGA.net (Estimated)	09/30/22	\$ 1,000.00
8221	Computer/Contract Services	EFT-Valutec (Estimated)	09/30/22	\$ 54.72
<b>Supervisor's Claims TOTAL</b>				<b>\$ 3,697.15</b>
<b>TOTAL Request for Payment</b>				<b>\$ 38,355.40</b>

# Town of the City of Bloomington

## STATEMENT OF FUNDS

Month of: **SEPTEMBER**

		Cemetery Public Fund	General Town Fund	General Assistance	COMBINED FUNDS
<b>Public Fund Balances at Beginning of Month</b>		\$ 981,335	\$ 3,761,899	\$ 625,546	\$ 5,368,781
<b>Revenues</b>	Interest	\$ -	\$ 4,068	\$ 90	\$ 4,159
	Other Income & Special Events	\$ 185	\$ 2,240		\$ 2,425
	Opening/Closing Fees	\$ 8,430			\$ 8,430
	Sales	\$ 10,815			\$ 10,815
	Inspection Fees	\$ 525			\$ 525
	Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$ 1,800			\$ 1,800
	Real Estate Tax Levy	\$ 119,762	\$ 388,875	\$ 47,295	\$ 555,932
Total Revenues		\$ 141,517	\$ 395,184	\$ 47,385	\$ 584,086
<b>Expenditures</b>	Administrative Expenses	\$ 3,471			\$ 3,471
	Assessor's Office		\$ 2,230		\$ 2,230
	Casework/General Assistance			\$ 21,965	\$ 21,965
	Cemetery Operations	\$ 14,958			\$ 14,958
	Community Agency Funding		\$ 1,385		\$ 1,385
	Compensation & Benefits	\$ 34,720	\$ 84,418		\$ 119,138
	Services & Expenses		\$ 4,247		\$ 4,247
Supervisor's Office		\$ 2,408		\$ 2,408	
Total Expenditures		\$ 53,149	\$ 94,688	\$ 21,965	\$ 169,802
<b>Public Fund Balances at Month End</b>		<b>\$ 1,069,703</b>	<b>\$ 4,062,395</b>	<b>\$ 650,967</b>	<b>\$ 5,783,064</b>

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

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	FY2023 Tax Levy <b>Extension</b> for Tax Year 2021	\$ 506,636	\$ 1,645,073	\$ 200,074	\$ 2,351,783
	Percentage	21.5426%	69.9501%	8.5073%	100.0000%
<b>FY2023 Personal Property Replacement Tax</b>					
	04/08/2022 03-2022	\$ 22,397	\$ 72,724	\$ 8,845	\$ 103,966
	05/05/2022 04-2022	\$ 29,986	\$ 97,367	\$ 11,842	\$ 139,195
	07/08/2022 05-2022	\$ 21,589	\$ 70,102	\$ 8,526	\$ 100,217
	08/05/2022 06-2022	\$ 2,465	\$ 8,004	\$ 973	\$ 11,442
	TOTAL	\$ 76,437	\$ 248,196	\$ 30,186	\$ 354,819
<b>FY2023 Tax Levy Extension for Tax Year 2021</b>					
	05/27/2022 01-2022	\$ 99,240	\$ 322,238	\$ 39,190	\$ 460,668
	06/14/2022 02-2022	\$ 101,056	\$ 328,136	\$ 39,908	\$ 469,100
	06/23/2022 03-2022	\$ 64,172	\$ 208,369	\$ 25,342	\$ 297,883
	08/31/2022 04-2022	\$ 107,970	\$ 350,585	\$ 42,638	\$ 501,193
	09/15/2022 05-2022	\$ 89,419	\$ 290,347	\$ 35,312	\$ 415,078
	09/23/2022 06-2022	\$ 30,344	\$ 98,527	\$ 11,983	\$ 140,854
	TOTAL	\$ 492,200	\$ 1,598,203	\$ 194,373	\$ 2,284,776
		<b>\$ 14,435.00</b>	<b>\$ 46,871.22</b>	<b>\$ 5,700.48</b>	<b>\$ 67,006.69</b>

**CITY of BLOOMINGTON TOWNSHIP**  
**TOWNSHIP CENTER**  
607 South Gridley Street, Suite B / Bloomington, IL 61701  
Phone: 309-828-2356 ~ Fax: 309-827-3667

To: Honorable Township Trustees  
From: Deb Skillrud  
Date: October 19, 2022

**RE: Housing Eviction Relief Efforts**

The Housing Eviction Relief Efforts, ('HERE'), program was established as an effort to assist those impacted by housing late payment/evictions and utility late payment/disconnect relief who may not necessarily or completely qualify for documented need through the Township General Assistance or Emergency Assistance Programs. HERE provides eligible United States Citizens or non-citizens, as determined in the General Assistance Handbook Section 3.10, additional community support once all federal, state and local assistance has been exhausted.

In addition, HERE program is open to those who are are ineligible for GA/EA assistance due to the following:

- Fixed Income - SSI, SSA, SSDI
- Age 62 or older
- Class X or 1 Drug Felony

HERE program provides assistance in the following categories:

**Residential (owner occupied) Property Taxes and Property Insurance** - Applicants who are on a low fixed income who struggle to pay property taxes and homeowners and tenant rental insurance.

**Rent or mortgage assistance** - Must have late payment or eviction notice. Must provide documentation showing inability to make back payment(s). Must be able to alleviate crisis and sustain rent or mortgage with amount provided by Township.

**Utility Assistance** - Must have late payment or disconnect notice. Must provide documentation showing inability to make back payment(s). Must be able to alleviate crisis with amount provided by Township.

HERE Income Limit: **2022 200% Federal Poverty Level**

<b>Family Size*</b>	<b>Annual</b>	<b>Monthly</b>
1	\$25,760	\$2,147
2	\$34,840	\$2,903
3	\$43,920	\$3,660
4	\$53,000	\$4,416
5	\$62,080	\$5,173
6	\$71,160	\$5,930
7	\$80,240	\$6,687
8	\$89,320	\$7,443

\* Family Size - must be legally related.

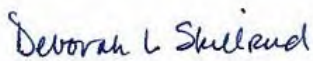
Working as a lead agency in the McLean County Housing Assistance Coalition, the City of Bloomington Township ('COBT') recognizes the Housing Eviction crisis that is prevalent in our community stemming from the aftermath of the pandemic and inflation.

FY2023 Budget has shown a budgeted amount of \$250,000 in our General Town Fund, earmarked for the Community Emergency Response Program (CERP). Through the amended budget, Township is reducing the budgeted amount to \$200,000 for FY2023 and moving it to Line Item: Community Agency Funding/Grant #1 to fund the newly developed Housing Eviction Relief Efforts (HERE) program.

Consistent with Illinois Township Code, a Township is authorized to expend funds for matters related to public safety, health, and social services for those in need. Funding sources for delinquencies in rent and utilities are exhausted in our community. The HERE program will utilize the funds to specifically target the remaining past due balances up to a maximum of \$3000 per individual/family through March 31, 2023 to improve the stability of our residents' housing security.

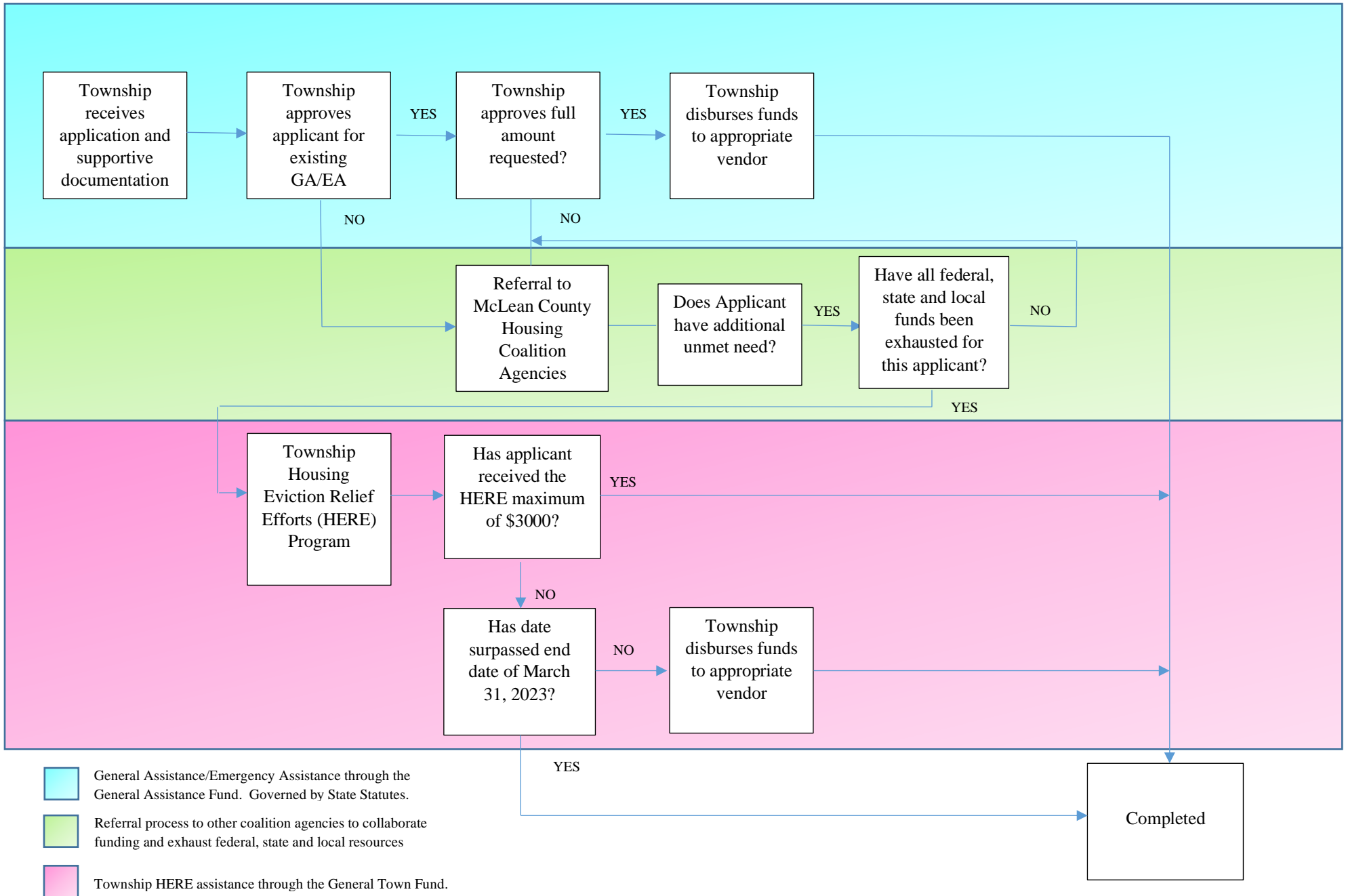
I welcome your feedback.

Sincerely,

A handwritten signature in blue ink that reads "Deborah L. Skillrud". The signature is written in a cursive style with a small dot above the 'i' in "Skillrud".

Deborah L. Skillrud

# HOUSING EVICTION RELIEF EFFORTS FLOWCHART



**CITY OF BLOOMINGTON TOWNSHIP  
ORDINANCE NO. 2022 - 02**

**AN ORDINANCE AUTHORIZING THE CREATION AND IMPLEMENTATION OF A  
HOUSING EVICTION RELIEF EFFORTS (HERE) PROGRAM FOR ELIGIBLE  
RESIDENTS OF CITY OF BLOOMINGTON TOWNSHIP**

**WHEREAS**, the City of Bloomington Township (the Township) is a unit of local government of McLean County, Illinois; and

**WHEREAS**, the Township has closely monitored the impact of the housing issues in the aftermath of the pandemic on the residents of the Township; and

**WHEREAS**, the Township has closely monitored the impact of the housing issues due to inflation on the residents of the Township; and

**WHEREAS**, the Township continues to utilize existing policies and programs to assist as many residents as possible with various financial and social needs, as well as all other continued needs; and

**WHEREAS**, the Township Supervisor and Board of Trustees have determined there are significant, unintended, and negative financial consequences related to inflation and the aftermath of the pandemic for many residents of the Township who may not otherwise qualify under such existing policies and programs; and

**WHEREAS**, the Township Supervisor and Board of Trustees have determined that it is necessary and in the best interests of the Township to help alleviate these further hardships by creating a new relief program as further described in this Ordinance; and

**WHEREAS**, pursuant to the Illinois Township Code, including Section 85-13 (60 ILCS 1/85-13), a Township is authorized to expend funds for matters related to public safety, health, and social services for those in need; and

**WHEREAS**, the Township has existing financial reserves in its General Town Fund that can be utilized for such matters related to the public safety, health, and social services for those in need; and

**WHEREAS**, the Township Supervisor and Board of Trustees have determined that establishing a Housing Eviction Relief Efforts program to support Township residents who are otherwise unable to receive support from any other source during the current crisis is necessary and desirable and is supported by the Township's express statutory power to spend funds on matters related to public safety, health, and social services for those in need.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF BLOOMINGTON TOWNSHIP BOARD OF TRUSTEES, AS FOLLOWS:**

Section 1. All recitals contained in the above WHEREAS clauses are hereby incorporated by reference and made a part of this Ordinance.

Section 2. That the Township Supervisor and Board of Trustees hereby establish the City of Bloomington Township Housing Eviction Relief Efforts (HERE) program, consistent with this Ordinance.

- a. Program Oversight. The Township Supervisor is authorized to implement, administer, and otherwise oversee the HERE program consistent with the guidelines set forth in this Ordinance. The Board of Trustees shall retain budgetary oversight.
- b. Eligibility. In order to be eligible for the Program, an applicant must:
  - i. Submit the City of Bloomington Emergency Assistance application for the HERE program (or any other form approved by the Township);
  - ii. Be a resident of the Township continuously for at least the last three (3) months from the date of submission of the application;
  - iii. Be at or below 200% Federal Poverty Level. The federal poverty guidelines are **one measure of poverty** within the United States. They are released annually and used to determine financial eligibility for federal programs and benefits.
  - iv. Hold a government issued ID card or valid driver's license;
  - v. Be financially unable to alleviate a life-threatening circumstance which places the individual or family at risk for homelessness;
  - vi. The HERE program grant amount must be sufficient to alleviate the life-threatening circumstance;
  - vii. Demonstrate they have exhausted their eligibility in and/or are ineligible for all other federal, state, and local resources (including the Township's General and Emergency Assistance programs) before applying for the Program;
  - viii. Be an adult, eighteen (18) years or older, who is not residing either with a financially responsible adult relative, legal guardian, or a natural or adoptive parent;
  - ix. In a Family Case, the adult must be the financially responsible relative of each child listed in the household;



- x. For unmarried, unemancipated minors (i.e., under the age of 18) who are not residing either with a financially-responsible adult relative, legal guardian, or his/her natural or adoptive parent.
- c. Eligibility Decisions. The Township Supervisor shall make all decisions regarding eligibility and awards for relief to an applicant under the HERE program.
- d. Amount of Relief. All applicants deemed eligible for funds under the HERE program shall receive relief in the amount of \$3000 maximum through March 31, 2023.
- e. Payment of Relief. No payments from the Program shall go directly to an applicant. Any payment under the HERE program shall be made by the Township directly to a vendor (i.e., landlord, mortgage lender or utility company).
- f. Right to Reapply. Any applicant denied relief under the HERE program has the right to reapply at any time. Any applicant approved and provided relief under the Program may be eligible for additional funds until either the \$3000 maximum or the Program end date of March 31, 2023 is reached.
- g. Funding of the Program. Consistent with Illinois law, including the Illinois Municipal Budget Law (50 ILCS 330/), the Board of Trustees has or will authorize the appropriation(s) needed and authorizes the Township Supervisor to take all necessary steps for the HERE program. Specifically, the Board authorizes the expenditure of a maximum total of \$200,000.00 from the General Town Fund for the HERE program. However, the Township Supervisor and Board of Trustees agree that all other federal, state and local funds (CDBG, CSBG, Charity/Churches, Township's GA/EA) for housing relief held by any of the agencies of the Coalition shall be utilized for the HERE program before any of these appropriated funds.
- h. Conclusion of the HERE program. The HERE program shall expire upon the expenditure of those funds appropriated by the Board of Trustees for the HERE program or March 31, 2023, whichever shall occur first.

Section 3. In the event that any part or parts of this Ordinance shall be declared to be invalid or unenforceable by a Court of competent jurisdiction, such adjudication shall in no way affect or impair the validity or enforceability of any of the remaining provisions, portions, or clauses of this Ordinance that may be given effect without such invalid or unenforceable part or parts.

Section 4. That all ordinances, resolutions, motions, or parts thereof, in conflict with any of the provisions of this Ordinance, are hereby repealed to the extent of such conflict.

Section 5. That this Ordinance shall be in full force and effect from and after its passage and approval.

PASSED THIS 24th DAY OF OCTOBER 2022, at a duly and properly noticed and convened meeting of the City of Bloomington Township Board of Trustees.

\_\_\_\_\_  
Township Supervisor

ATTEST:

\_\_\_\_\_  
Township Clerk



**DATE:** October 24, 2022

**FOR:** Honorable Township Trustees

**SUBJECT:** Project Services Agreement with Farnsworth Group to Provide Professional Services for COBT Office Building Renovations

**RECOMMENDATION/MOTION:** Recommend that the Project Services Agreement with Farnsworth Group be approved, and the Supervisor authorized to execute the necessary documents.

**BACKGROUND:** In April 2022, the Township Board of Trustees approved a Project Services Agreement with Farnsworth Group to provide professional services for a schematic concept plan. The Township Supervisor and Township Assessor considered several iterations before concluding on the final design. Township notes that no repairs or modifications have been made to the building since initial construction about 20 years ago, so taking the time to make the right decisions now will ensure the building has a useable life for many more years to come.

The final design incorporates the work needed to complete the building maintenance and repairs identified in the Property Condition Report from 2021 as well as a redesign of some of the interior space. The original layout about 20 years ago left quite a bit of unusable space and did not build out the Assessor's half with offices, instead opting to use modular cubicles that were already dated at the time of install. The final iteration includes reconfiguring the lobby for better client access, making the necessary changes for ADA compliance, adding additional offices in the unusable space, and completing the build-out of the Assessor's area.

**ADMINISTRATOR RESPONSE:** With the final design phase complete, Township is ready to move forward to the next step. Farnsworth Group has presented a Project Services Agreement whose scope of work includes architectural and engineering design services, as well design development, creation of construction documents, bid assistance, permitting assistance, and construction administration. Farnsworth Group proposes the described services for a Time & Materials Not to Exceed fee of \$115,000 plus normal reimbursable expenses. The Supervisor is requesting the Township Board of Trustees' approval and authorization to execute the agreement.

Respectfully submitted for Board consideration,

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

Deborah L. Skillrud  
Township Supervisor



PROJECT SERVICES AGREEMENT

# COBT - Office Building Renovations

City of Bloomington Township

October 17, 2022

October 20, 2022

Deborah L. Skillrud, Supervisor  
City of Bloomington Township  
607 S. Gridley Street, Suite B  
Bloomington, IL 61701

RE: Project Services Agreement for COBT – Office Building Renovations

Dear Ms. Skillrud:

It was a pleasure to work with you on previous City of Bloomington Township projects. Farnsworth Group, Inc. (“Farnsworth Group”) is pleased to present this Project Services Agreement (“Agreement”) to the City of Bloomington Township (“Client”) to provide architectural and engineering design services for the COBT – Office Building Renovations located in Bloomington, IL. These services include design development, construction documents, bid assistance, permitting assistance, and construction administration. We have prepared this Agreement to match the scope of the work as we understand it, and identified in Project Overview and Scope of Work on the following pages.

Let me know if there are any questions regarding the scope. Please indicate your acceptance of this Agreement, including the attached Schedule of Charges and General Conditions, by signing and returning one copy for our records. We appreciate your consideration and look forward to working with you on this project.

Sincerely,

FARNSWORTH GROUP, INC.



Michael Buragas  
FARNSWORTH GROUP, INC.

## PROJECT OVERVIEW /

Our understanding of the project scope is based on the following documents and communications:

- A. Appendix A – Concept Floor Plan
- B. Appendix B – Design Narratives
- C. Phone conversations with Ms. Skillrud on October 5, 2022.
- D. Previous meetings with Ms. Skillrud and Mr. Scudder regarding a design services RFP, which helped inform the content of Appendixes A and B.

## SCOPE OF PROFESSIONAL SERVICES / SCOPE OF WORK

Farnsworth Group's scope of work includes a full-service approach within the parameters set by the scope identified within this proposal. We have included architectural, structural, plumbing, mechanical, and electrical design services, as well as necessary interface with the Client, review agencies, and other Client retained consultants and vendors. The scope of work includes the services generally described as follows:

- General:
  - Provide general communication between the design team and the CLIENT.
- Design Development Services:
  - Architecture / Mechanical / Electrical / Plumbing:
    - Attend kickoff meeting with design team and CLIENT representative as needed.
    - Conduct site visits to document existing conditions and gather information regarding systems/components to be modified.
    - Develop DD drawings based on concept floor plans and design narratives.
      - For CLIENT review and comments.
    - Conduct progress review with CLIENT representative(s).
      - Modify construction documents to address review comments.
  - Interior Design:
    - Initial meeting to discuss design goals and CLIENT preference items, to review any existing standards, manufacturer preferences, styles for basis-of-design, and input on the finishes to help Interior Design team prepare schemes for presentation.
    - Finish samples – ordering, grouping, and compiling data for use in presentation to the CLIENT.
    - Refine interiors conceptual design in response to initial meeting and provide up to (2) two interior finish schemes for presentation and review by the CLIENT.
    - Interior design detail development and Finish Selections, including:
      - Flooring.
      - Paint / Wall Treatments.
      - Wall Protection.
      - Casework Details and Surfaces.
      - Interior signage (new rooms only; signage will be specified to match existing signage to remain).
    - Interior Finish Meetings up to (2) with CLIENT.

- Structural:
  - Estimate preliminary reactions for the (2) exterior prefabricated wind screens.
  - Preliminary design of foundations for wind screens outside employee entrances based on estimated reactions.
- Construction Documents Services:
  - General:
    - Develop specifications, including divisions 00 and 01.
    - Conduct progress review with CLIENT.
      - Modify construction documents to address review comments.
  - Architecture / Interiors:
    - Develop construction drawings, including plans, interior elevations, details, and schedules.
    - Coordination with other disciplines for product styles/design (light fixtures, plumbing fixtures, etc.)
    - Preparation of digital finish board with all final material selections.
  - Structural:
    - Finalize design and details for exterior wind screen foundations.
    - Develop construction drawing and plan notes for wind screen design criteria and foundations.
  - Mechanical:
    - Prepare mechanical demolition plan based on as-built and field survey data.
    - Prepare mechanical plans indicating locations of new diffusers, grilles &/or registers coordinated with architectural ceiling, sprinkler, devices, and lighting plans.
    - Schedule new and replacement mechanical equipment.
    - Prepare specifications for mechanical work.
  - Plumbing:
    - Transfer available as-built and field obtained plumbing system layouts to electronic format.
    - Prepare plumbing demolition plan.
    - Prepare plumbing new work plan.
    - Specifications of plumbing materials, equipment, and specialties in drawing format.
  - Electrical:
    - Prepare lighting plans showing location of new fixtures and luminaire schedule. Fixtures to be approved by CLIENT and specified by engineer. Lighting shall be designed to the currently adopted IECC requirements.
    - Power plans shall show new receptacle locations and connection of equipment. All outlets shall be powered by existing distribution equipment.
    - Assumption: Systems plans to be rough in for data and owner's security.
    - Assumption: Fire Alarm to tie into existing FA Panel.
    - Assumption: Power requirements for new HVAC equipment, if required, will be replacement of like-kind existing equipment.

- Plan Review / Permitting:
  - Prepare and issue permit set to City of Bloomington for plan review.
  - Address City of Bloomington plan review comments in written response letter.
  
- Bid Assistance:
  - Issue construction documents for bidding and host on Farnsworth Group's online bid site.
  - Conduct on-site pre-bid meeting.
  - Respond to RFI's from contractors and issue Addenda as needed to address questions.
  - Attend bid opening on site.
  - Incorporate addenda items and issue Construction Set.
  
- Construction Administration Services:
  - Respond to RFI's and provide documentation for ASI's and/or Change Orders, if required.
  - Review contractor's submittals and shop drawings for conformance to the construction documents using NewForma or similar web-based management tool. Review of submittals will be two times only. Incomplete, missing, or incorrect submittals will be rejected and not reviewed.
  - Backcheck wind screen foundation design for final prefabricated wind screen reactions and base plate configuration. Redesign of foundations, if required, shall be an additional service.
  - Attend on-site construction progress meetings with OAC team (1 per month / seven visits budgeted).
  - Generate site visit reports for each project walk-thru / site visit.
  - The MEP team members will perform site visits on a selected basis, when project conditions warrant.
  - Review monthly pay applications to confirm they accurately reflect the progress of work.
  - Conduct one above ceiling punch list for above ceiling MEP work.
  - Perform (1) punchlist walk-through at Substantial Completion.
  - Perform (1) final completion walk-through to review completion of punch list items prior to certifying final pay application.
  - Prepare and issue Substantial Completion form.
  - Issue record drawings that include any A/E-issued ASI's and Change Orders.

### MAIN POINT OF CONTACT /

The Main Point of Contact with Farnsworth Group for this project will be: Michael Buragas

### PROFESSIONAL FEES /

Farnsworth Group, Inc. proposes to provide the described services for a Time & Materials (T&M) Not to Exceed (NTE) fee, based on an hourly basis per the attached Schedule of Charges, of **\$115,000 (One Hundred Fifteen Thousand dollars)**, plus normal reimbursable expenses. Additional details regarding payment terms and related policies are included in the attached General Conditions.

If the scope of the project increases significantly after the contract is executed, the fee may be adjusted at that time.



## PROJECT TIMELINE /

Farnsworth Group proposes the following **estimated** timeline and deliverables:

City of Bloomington Township Board Meeting	October 24, 2022
Project Award	October 25, 2022
DD Set for Owner Review	Mid December, 2022
Permit Set Issued	Late January, 2023
Bid Set Issued	Early February, 2023
Address Plan Review Comments with Addendum if needed	
Bids Due	Early March, 2023
City of Bloomington Township Board Meeting, Contractor Selected	March 27, 2023
Potential Substantial Completion (Pending GC Input)	Fall, 2023

## ASSUMPTIONS AND CLARIFICATIONS /

The following assumptions and clarifications support the fees for this proposal.

### A. General

1. The number of meetings, site visits or travel included in this proposal are mentioned in the scope of services section. Additional meetings, site visits or travel may be requested on an hourly basis.
2. Design revisions required as a result of code changes adopted after delivery of 100% construction documents are not included.
3. The following codes and standards apply to this project:
  - a. International Existing Building Code 2018
  - b. International Building Code 2018
  - c. International Fire Code 2018
  - d. International Mechanical Code 2018
  - e. Illinois Plumbing Code 2014
  - f. National Electric Code 2020
  - g. Illinois Accessibility Code 2018 and ICC/ANSI A117.1-2009.
4. Taxes or government fees are not included in the fee but are payable as provided in the General Conditions.
5. This work is expected to commence in October, 2022. Significant delays in start date may require reassessing necessary services, schedule, and fees.
6. Energy modeling not included.
7. Life cycle cost analysis on equipment not included.
8. Record drawings that include A/E-issued SI's and Change Orders is included.

9. Record as-built drawings are not included; nor are Record As-Built drawing revisions and reformatting based on contractor provided as-built markups.
10. Detailed construction schedule is not included in the scope.
11. Readily available access to the project site will be provided.
12. Value engineering exercises are not included.
13. Opinion of Probable Cost or detailed cost estimates are not included in the scope.
14. Design services during startup, commissioning, response to 3rd Party Commissioning or performance validation activities are not included.
15. Consulting or completion of energy and utility rebate forms is not included, including LEED.
16. Multiple design alternatives finalized after Design Development phase are not included.
17. Revisions caused by Client, Tenants, Authority Having Jurisdiction (AHJ), other governmental review agencies or any other entity that causes work already performed to be revised is excluded.

#### B. Architecture

1. Client provided consultants, such as legal services and associated surveying, geotechnical engineering, traffic engineering, environmental analysis, etcetera, are excluded. We have included coordination with these consultants.
2. Telecommunications design is excluded.
3. Submittal or review fees shall be provided by Client.

#### C. Interiors

1. Finish samples will be presented in loose format.
2. Any existing items or conditions (existing furniture, finishes or other specialty items to remain) shall be shared and discussed prior to the selection of any new finishes. Existing items will be considered when developing new color/material finish palettes.
3. Window treatments are assumed to be existing to remain and are excluded.
4. Furniture selection, specification and bidding is excluded.

#### D. Structural

1. New installations will be located at an exterior, at-grade location on the project site. We assume no building structure modifications related to the new work installations.
2. The exterior wind screens will be prefabricated systems. Farnsworth Group's structural scope is limited to wind screen foundation design only. Wind screen configuration and post locations will be provided to the structural team prior to design.
3. We assume wind screen foundations may be shallow, spread-type foundations.

4. We assume that record drawings from the original base-build will be provided to the design team prior to the start of the project. We assume the Client will engage a geotechnical engineer, as needed, to conduct any additional site geotechnical investigations.

E. Plumbing

1. Design includes piping in the building and 5 feet outside the building.
2. Design or layout of site utilities, including gas, storm, water and sewer are not included.

F. Mechanical

1. Design of septic or well systems is not included.
2. Chilled water systems are not included.

G. Electrical

1. Modeling to determine breaker trip settings and arc flash analysis is not included but available upon request as a separate proposal.
2. No fire alarm system design included.
3. Assumed there is adequate power distribution panel capacity to accommodate the new work. No new power distribution upgrades are included.
4. Design of audio/video systems and signaling or master clock systems not included.

### ADDITIONAL SERVICES /

The following services are not included in the fees for this proposal, but may be relevant to the project and can be provided at your request for an additional fee:

- Multiple revisions and changes of scope both during and after each phase of service.
- Preparation of plans or specifications not specifically defined by this agreement.
- Cost Opinion Services.
- Value Engineering exercises.
- Meetings and/or hearings with Planning and Zoning or City Council.
- Attendance at additional meetings or site visits requested by the CLIENT
- Architectural Renderings or special presentation graphics.
- Design of building signage outside of scope listed in basic services.
- Furniture selection or bidding.
- Window treatment selection or bidding.
- Postings, notifications, and other related services are not included in the proposed scope of work. Farnsworth Group can provide these services as an additional service upon request.
- Drafting contractor's "as-constructed" red line mark ups into Record Documents.
- Redesign of foundations for final wind screen reaction and base plate information received during construction.
- Redesign for unforeseen existing conditions.

## CLIENT RESPONSIBILITIES /

The following services or items are required to be provided by you to allow Farnsworth to complete the scope of services outlined above.

- Provide timely responses to requests for information.
- Payment of any application fees, recording costs, and other fees that could be associated in the scope of the project.

## AGREEMENT /

FARNSWORTH GROUP, INC.



Signature

David Burnison, AIA, NCARB, LEED AP

Typed Name

Principal

Title

10/17/2022

Date

CITY OF BLOOMINGTON TOWNSHIP

Signature

Typed Name

Title

Date

FARNSWORTH GROUP, INC.



Signature

Timothy A. Kiefer, PE

Typed Name

Principal

Title

10/17/2022

Date

<b>Engineering/Surveying Professional Staff</b>	<b>Per Hour</b>
Administrative Support.....	\$ 80.00
Engineering Associate I / Cx Specialist I.....	\$ 123.00
Process Associate I.....	\$ 125.00
Engineering Associate II / Cx Specialist II.....	\$ 137.00
Process Associate II.....	\$ 140.00
Engineer / Land Surveyor / Senior Cx Specialist.....	\$ 145.00
Senior Engineer / Senior Land Surveyor / Cx Project Manager.....	\$ 153.00
Process Engineer.....	\$ 160.00
Project Engineer / Project Land Surveyor / Senior Cx Project Manager.....	\$ 165.00
Process Senior Engineer.....	\$ 168.00
Process Project Engineer.....	\$ 180.00
Senior Project Engineer / Senior Project Land Surveyor / Cx Manager.....	\$ 185.00
Process Senior Project Engineer.....	\$ 200.00
Engineering Manager / Land Surveying Manager / Senior Cx Manager / Senior Process Designer III.....	\$ 210.00
Process Engineering Manager.....	\$ 210.00
Senior Engineering Manager / Senior Land Surveying Manager / Senior Cx Director.....	\$ 225.00
Process Senior Engineering Manager.....	\$ 230.00
Principal / Vice President / Advanced Technology Specialist.....	\$ 245.00
Director of Process Engineering.....	\$ 260.00
Principal Process Engineering.....	\$ 285.00

**Technical Staff**

Technician I.....	\$ 82.00
Technician II.....	\$ 105.00
Senior Technician / Cx Technician.....	\$ 115.00
Chief Technician.....	\$ 133.00
Designer / Computer Specialist / Lead Technician / Process Designer I.....	\$ 145.00
Senior Designer.....	\$ 150.00
Process Designer II.....	\$ 155.00
Project Designer / Project Technician / Process Designer III.....	\$ 165.00
Senior Project Designer / Systems Integration Manager / Sr. Process Designer I.....	\$ 185.00
Design Manager.....	\$ 190.00
Technical Manager.....	\$ 200.00
Senior Process Designer II.....	\$ 205.00
Senior Process Designer III / Process Design Manager.....	\$ 215.00
Senior Technical Manager.....	\$ 220.00
Senior Process Design Manager.....	\$ 230.00

**Architecture / Landscape Architecture / Interior Design Professional Staff**

Designer I.....	\$ 111.00
Senior Interior Designer / Designer II.....	\$ 121.00
Architect / Designer III / Project Coordinator.....	\$ 137.00
Senior Architect / Senior Project Coordinator.....	\$ 147.00
Project Architect / Project Manager.....	\$ 158.00
Senior Project Architect / Senior Project Manager.....	\$ 175.00
Architectural Manager.....	\$ 188.00
Senior Architectural Manager.....	\$ 205.00
Architecture Principal.....	\$ 225.00

**Units**

ATV & Trailer.....	\$11.00 / hr
Field Vehicle.....	\$15.00 / hr
Automobile mileage.....	IRS rate
Hand Held GPS   GPS Unit (each).....	\$11.00 / hr   \$22.00 / hr
Environmental GPS Data Collector.....	\$75.00 / day
Utility Locator / Robotic Total Station.....	\$26.00 / hr
Stationary Scanner (low res)   High Def Scanner / UAV.....	\$300.00 / day   \$500.00 / day
Subconsultants & Other Reimbursable Expenses Related to Project*.....	Cost+ 10%

\* Includes the actual cost of prints / copies, supplies, travel charges, testing services, conferencing services, and other costs directly incidental to the performance of the above services.



Date: October 17, 2022
Client: City of Bloomington Township
Project: COBT – Office Building Renovations

Standard of Care: Services performed by Farnsworth Group under the Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

Entire Agreement: These General Conditions and the signed document to which they are attached constitute the entire Agreement between Client and Farnsworth Group and are referred to hereinafter collectively as the "Agreement".

Precedence: All purchases of Services are expressly limited to and conditioned upon acceptance of this Agreement. The Agreement shall take precedence over any inconsistent or contradictory provisions contained in any proposal, contract, purchase order, requisition, notice to proceed, or like document regarding Farnsworth Group's services.

Fee Schedule: Where lump sum fees have been agreed to between the parties, they shall be so designated in the signed document attached hereto and by reference made a part hereof. Where fees are based upon hourly charges for services and costs incurred by Farnsworth Group, they shall be based upon the hourly fee schedule annually adopted by Farnsworth Group.

Opinions of Cost: Farnsworth Group's opinions of probable Project cost or construction cost for the Project will be based solely upon its own experience with construction. Since Farnsworth Group has no control over the cost of labor, materials or equipment, or over a contractor's method of determining prices, or over competitive bidding or market conditions, Farnsworth Group cannot and does not guarantee that proposals, bids, or the construction cost will not vary from its opinions of probable cost.

Invoices: Client will pay Farnsworth Group the fees set forth in the Agreement (the "Fees"). Charges for services will be billed at least as frequently as monthly, and at the completion of Project. Client shall compensate Farnsworth Group for any sales or value added taxes which apply to the services rendered under the Agreement or any amendment thereto.

will be paid by Client to Farnsworth Group per Farnsworth Group's then current Schedule of Charges. Client will reimburse Farnsworth Group at the rate of cost plus 10% for reasonable meals and travel expenses incurred in connection with travel requested by Client outside the metropolitan area in which the individual employee or contractor of Farnsworth Group normally works.

Confidentiality: Each party shall retain as confidential all information and data furnished to it by the other party which are designated in writing by such other party as confidential at the time of transmission and are obtained or acquired by the receiving party in connection with the Agreement, and said party shall not reveal such information to any third party.

Compliance with Law: In the performance of services to be provided hereunder, Farnsworth Group and Client agree to comply with applicable federal, state, and local laws and ordinances and applicable lawful governmental or quasi-governmental order, rules, and regulations.

Modification to the Agreement: Client or Farnsworth Group may, from time to time, request modifications or changes in the scope of services to be performed hereunder. Such changes, including any increase or decrease in the amount of Farnsworth Group's compensation, to which Client and Farnsworth Group mutually agree shall be incorporated in the Agreement by a written amendment to the Agreement.

Notice: All notices required or permitted under this Agreement must be written and will be deemed given and received (a) if by personal delivery, on the date of such delivery, (b) if by electronic mail, on the transmission date if sent before 4:00 pm U.S. central time on a business day or, in any other case, on the next business day, (c) if by nationally recognized overnight courier, on the next business day following deposit for next business day delivery, or (d) if by certified mail, return receipt requested with postage prepaid, on the third business day following deposit.

If to Client:
[Company Entity]
Attn: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
E-mail: \_\_\_\_\_

If to Farnsworth Group:  
Farnsworth Group, Inc.  
Attn: Michael Buragas  
200 W College Ave #301  
Normal, IL 61761  
E-mail: mburagas@f-w.com

With a copy (which will not constitute notice) to:  
Farnsworth Group, Inc.  
Attn: Chris Payne  
100 Walnut Street, Suite 200  
Peoria, IL 61602  
E-mail: cpayne@f-w.com

**Facsimile; PDF Signatures.** Execution and delivery of this Agreement by delivery of a facsimile or portable document format ("PDF") copy bearing the facsimile or PDF signature of any party hereto shall constitute a valid and binding execution and delivery of this Agreement by such party. Such facsimile and PDF copies shall constitute enforceable original documents.

**Force Majeure:** Obligations of either party under the Agreement, other than payment obligations, shall be suspended, and such party shall not be liable for damages or other remedies while such party is prevented from complying herewith, in whole or in part, due to contingencies beyond its reasonable control, including, but not limited to strikes, riots, war, fire, acts of God, injunction, compliance with any law, regulation, or order, whether valid or invalid, of the United States of America or any other governmental body or any instrumentality thereof, whether now existing or hereafter created, inability to secure materials or obtain necessary permits, provided, however, the party so prevented from complying with its obligations hereunder shall promptly notify the other party thereof.

**Assignment:** Client shall not transfer or assign any rights under or interest in the Agreement, without the written consent of Farnsworth Group.

**Dispute Resolution:** In an effort to resolve any conflicts that arise during the performance of professional services for the Project or following completion of the Project, Client and Farnsworth Group agree that all disputes shall first be negotiated between senior officers of Client and Farnsworth Group for up to thirty (30) days before being submitted to mediation. In the event negotiation and mediation are not successful, either Client or Farnsworth Group may seek a resolution in any state or federal court that has the required jurisdiction within 180 days of the conclusion of mediation.

**Timeliness of Performance:** Farnsworth Group will begin work under the Agreement upon receipt of a fully executed copy of the Agreement. Client and Farnsworth Group are aware that many factors outside Farnsworth Group's control may affect its ability to complete the services to be provided under the Agreement. Farnsworth Group will perform these services with reasonable diligence and expediency consistent with sound professional practices.

**Suspension:** Client or Farnsworth Group may suspend all or a portion of the work under the Agreement by notifying the other party in writing if unforeseen circumstances beyond control of Client or Farnsworth Group make normal progress of the work impossible. Farnsworth Group may suspend work in the event Client does not pay invoices when due, and Farnsworth Group shall have no liability whatsoever to Client, and Client agrees to make no claim for any delay or damage as a result of such suspension. The time for completion of the work shall be extended by the number of days work is suspended. If the period of suspension exceeds ninety (90) days, Farnsworth Group shall be entitled to an equitable adjustment in compensation for start-up, accounting and management expenses.

**Termination:** If either party defaults in performing any of the terms or provisions of the Agreement, and continues in default for a period of fifteen (15) days after written notice thereof, the party not in default shall have the right to immediately terminate the Agreement. The non-defaulting party shall be entitled to all remedies under Illinois law at the time of breach, including, without limitation, the right to recover as an element of its damages, reasonable attorney's fees and court costs.

**Reuse of Documents:** All documents including reports, drawings, specifications, and electronic media prepared by Farnsworth Group and / or any subconsultant pursuant to the Agreement are instruments of its services for use solely with respect to this Project. Farnsworth Group and / or any subconsultant shall be deemed the authors and Clients of their respective instruments of service and shall

retain all common law, statutory and other reserved rights, including copyrights. They are not intended or represented to be suitable for reuse by Client or others on extensions of the Project or on any other project. Any reuse without specific written verification or adaptation by Farnsworth Group will be at Client's sole risk, and without liability to Farnsworth Group, and Client shall indemnify and hold harmless Farnsworth Group or any subconsultant from all claims, damages, losses and expenses including court costs and attorney's fees arising out of or resulting therefrom. Any such verification or adaptation will entitle Farnsworth Group to further compensation at rates to be agreed upon by Client and Farnsworth Group.

**Subcontracting:** Farnsworth Group shall have the right to subcontract any part of the services and duties hereunder without the consent of Client.

**Third Party Beneficiaries:** Nothing contained in the Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either Client or Farnsworth Group, except as expressly provided herein. Farnsworth Group's services under the Agreement are being performed solely for Client's benefit, and no other party or entity shall have any claim against Farnsworth Group because of the Agreement; or the performance or nonperformance of services hereunder; or reliance upon any report or document prepared hereunder. Neither Farnsworth Group nor Client shall have any obligation to indemnify each other from third party claims, except as expressly provided herein. Client and Farnsworth Group agree to require a similar provision in all contracts with construction contractors and subconsultants, vendors, and other entities involved in the Project to carry out the intent of this provision.

**Right of Entry:** Client shall provide for Farnsworth Group's and / or any subconsultant's right to enter property owned by Client and / or others in order for Farnsworth Group and / or any subconsultant to fulfill the scope of services for this Project. Client understands that use of exploration equipment may unavoidably cause some damage, the correction of which is not part of the Agreement unless explicitly so provided.

**Recognition of Risk:** Client acknowledges and accepts the risk that: (1) data on site conditions such as geological, geotechnical, ground water and other substances and materials, can vary from those encountered at the times and locations where such data were obtained, and that this limitation on the available data can cause uncertainty with respect to the interpretation of conditions at Client's site; and (2) although necessary to perform the Agreement, commonly used exploration methods (e.g., drilling, borings or trench excavating) involve an inherent risk of contamination of previously uncontaminated soils and waters. Farnsworth Group's and / or any subconsultant's application of its present judgment will be subject to factors outlined in (1) and (2) above. Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss which may arise as a result of alleged contamination caused by any site exploration. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Authority and Responsibility:** Client agrees that Farnsworth Group and any subconsultant shall not guarantee the work of any construction contractor or construction subconsultant, shall have no authority to stop work, shall have no supervision or control as to the work or persons doing the work, shall not have charge of the work, shall not be responsible for safety in, on, or about the job site, or have any control of the safety or adequacy of any equipment, building component, scaffolding, supports, forms, or other work aids.

#### **Electronic Files Transfer.**

(a) Farnsworth Group may prepare electronic files which contain machine-readable information or certain information for a project ("Project Files"). Client may request Project Files to facilitate Client's understanding of the project. The Parties recognize that the Project Files are subject to alteration, either intentionally or unintentionally, due to, among other causes, transmission, conversion, media degradation, software error or human error. The Parties further understand that the transfer of Project Files from the system and format used by Farnsworth Group to an alternate system or format cannot be accomplished without the introduction of anomalies and / or errors.

(b) Upon request, Farnsworth Group will supply Project Files to Client upon the

express terms and conditions set forth herein:

(i) The Project Files may not be used for any purpose not related specifically to the Client's project. Use of these files for development of other projects; additions to the project, or duplication of the project at any location is expressly prohibited.

(ii) The Project Files are provided for information purposes only and are not intended as an end product. The Project Files may be a work in process, and Farnsworth Group is under no obligation to provide Client with any updated version(s) of the Project Files.

(iii) Client acknowledges and understands that the Project Files may not reflect all data contained in the contract documents, addenda, or other pertinent contract-related documents. Client acknowledges and understands that the Project Files may contain data which is not included in the contract documents.

(c) **BIM Digital Files.** With regard to the transfer of Building Information Model (BIM) digital files, both Parties agree as follows:

(i) Farnsworth Group will provide only those BIM files created for Client's project. There is no representation the BIM files are comprehensive or comprise a complete model of the building.

(ii) The level of development of the model will be defined consistent with AIA Document G202-2013, as agreed by the parties. After reviewing and verifying the accuracy of the information contained within Farnsworth Group's BIM files, Client is authorized to develop its own model to a higher level of development for its own uses, but, in doing so, expressly agrees to assume all risks associated therewith.

**Utilities:** Client shall be responsible for designating the location of all utility lines and subterranean structures within the property line of the Project. Client agrees to waive any claim against Farnsworth Group and / or any subconsultant, and to indemnify and hold harmless from any claim or liability for injury or loss arising from Farnsworth Group and / or any subconsultant or other persons encountering utilities or other man-made objects that were not called to Farnsworth Group's attention or which were not properly located on documents furnished to Farnsworth Group. Client further agrees to compensate Farnsworth Group and / or any subconsultant for any time spent or expenses incurred by Farnsworth Group and / or any subconsultant in defense of any such claim, in accordance with Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy.

**Samples:** All samples of any type (soil, rock, water, manufactured materials, biological, etc.) will be discarded sixty (60) days after submittal of Project deliverables. Upon Client's authorization, samples will be either delivered in accordance with Client's instructions or stored for an agreed charge.

**Discovery of Unanticipated Hazardous Substances or Pollutants:** Hazardous substances are those so defined by prevailing Federal, State, or Local laws. Pollutants mean any solid, liquid, gaseous, or thermal irritant or contaminant including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Hazardous substances or pollutants may exist at a site where they would not reasonably be expected to be present. Client and Farnsworth Group and / or any subconsultant agree that the discovery of unanticipated hazardous substances or pollutants constitutes a "changed condition" mandating a renegotiation of the scope of services or termination of services. Client and Farnsworth Group and / or any subconsultant also agree that the discovery of unanticipated hazardous substances or pollutants will make it necessary for Farnsworth Group and / or any subconsultant to take immediate measures to protect human health and safety, and / or the environment. Farnsworth Group and / or any subconsultant agree to notify Client as soon as possible if unanticipated known or suspected hazardous substances or pollutants are encountered. Client encourages Farnsworth Group and / or any subconsultant to take any and all measures that in Farnsworth Group's and / or any subconsultant's professional opinion are justified to preserve and protect the health and safety of Farnsworth Group's and / or any subconsultant's personnel and the public, and / or the environment, and Client agrees to compensate Farnsworth Group and / or any subconsultant for the additional cost of such measures. In addition, Client waives any claim against Farnsworth Group and / or any subconsultant, and agrees to indemnify and hold Farnsworth Group and / or any subconsultant harmless from any claim or liability for injury or loss arising from the presence of unanticipated known or suspected hazardous substances or pollutants. Client also agrees to compensate Farnsworth Group and / or any subconsultant for any time spent and expenses incurred by Farnsworth

Group and / or any subconsultant in defense of any such claim, with such compensation to be based upon Farnsworth Group's and / or any subconsultant's prevailing fee schedule and expense reimbursement policy. Further, Client recognizes that Farnsworth Group and / or any subconsultant has neither responsibility nor liability for the removal, handling, transportation, or disposal of asbestos containing materials, nor will Farnsworth Group and / or any subconsultant act as one who owns or operates an asbestos demolition or renovation activity, as defined in regulations under the Clean Air Act.

**Job Site:** Client agrees that services performed by Farnsworth Group and / or any subconsultant during construction will be limited to providing observation of the progress of the work and to address questions by Client's representative concerning conformance with the Contract Documents. This activity is not to be interpreted as an inspection service, a construction supervision service, or guaranteeing the construction contractor's or construction subconsultant's performance. Farnsworth Group and / or any subconsultant will not be responsible for construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs. Farnsworth Group and / or any subconsultant will not be responsible for construction contractor's or construction subconsultant's obligation to carry out the work according to the Contract Documents. Farnsworth Group and / or any subconsultant will not be considered an agent of Client and will not have authority to direct construction contractor's or construction subconsultant's work or to stop work.

**Shop Drawing Review:** Client agrees that Farnsworth Group and / or any subconsultant shall review shop drawings and / or submittals solely for their general conformance with Farnsworth Group's and / or any subconsultant's design concept and general conformance with information given in the Contract Documents. Farnsworth Group and / or any subconsultant shall not be responsible for any aspects of a shop drawing and / or submittal that affect or are affected by the means, methods, techniques, sequences, and procedures of construction, safety precautions and programs incidental thereto, all of which are the construction contractor's or construction subconsultant's responsibility. The construction contractor or construction subconsultant will be responsible for dimensions, lengths, elevations and quantities, which are to be confirmed and correlated at the jobsite, and for coordination of the work with that of all other trades. Client represents that the construction contractor and construction subconsultant shall be made aware by Client of the responsibility to review shop drawings and / or submittals and approve them in these respects before submitting them to Farnsworth Group and / or any subconsultant.

**LEED Certification and Energy Models:** Client agrees that Farnsworth Group and / or any subconsultant do not guarantee the LEED certification of any facility for which Farnsworth Group and / or any subconsultant provides commissioning, LEED consulting or energy modeling services. The techniques and specific requirements for energy models used to meet LEED criteria have limitations that result in energy usage predictions that may differ from actual energy usage. Farnsworth Group and / or any subconsultant will endeavor to model energy usage very closely to actual usage, but Client agrees that Farnsworth Group and / or any subconsultant will not be responsible or liable in any way for inaccurate budgets for energy use developed from the predictions of LEED-compliant energy models. LEED certification and the number of LEED points awarded for energy efficiency are solely the responsibility of the U.S. Green Building Council and Green Building Certification Institute.

**Environmental Site Assessments:** No Environmental Site Assessment can wholly eliminate uncertainty regarding the potential for Recognized Environmental Conditions in connection with a Subject Property. Performance of an Environmental Site Assessment is intended to reduce, but not eliminate, uncertainty regarding potential for Recognized Environmental Conditions in connection with a Subject Property. In order to conduct the Environmental Site Assessment, information will be obtained and reviewed from outside sources, potentially including, but not limited to, interview questionnaires, database searches, and historical records. Farnsworth Group is not be responsible for the quality, accuracy, and content of information from these sources. Any non-scope items provided in the Phase I Environmental Site Assessment Report are provided at the discretion of the environmental professional for the benefit of Client. Inclusion of any non-scope finding(s) does not imply a review of any other non-scope items with the Environmental Site Assessment investigation or report. The Environmental Site Assessment report is prepared for the sole and exclusive use of Client. Farnsworth Group does not intend, without its written consent, for the Phase 1 Environmental



Site Assessment Report to be disseminated to anyone beside Client, or to be used or relied upon by anyone beside Client. Use of the report by any other person or entity is unauthorized and such use is at their sole risk.

**Consequential Damages:** Notwithstanding any other provision of the Agreement, and to the fullest extent permitted by law, neither Client nor Farnsworth Group, their respective officers, directors, partners, employees, contractors or subconsultants shall be liable to the other or shall make any claim for incidental, indirect, or consequential damages arising out of or connected in any way to the Project or Services performed under this Agreement. This mutual waiver of consequential damages shall include, but not be limited to, loss of use, loss of profit, loss of business, loss of income, loss of reputation and any other consequential damages that either party may have incurred from any cause of action including negligence, strict liability, breach of contract and breach of strict and implied warranty. Both Client and Farnsworth Group shall require similar waivers of consequential damages protecting all the entities or persons named herein in all contracts and subcontracts with others involved in Project.

**Personal Liability:** It is intended by the parties to the Agreement that Farnsworth Group's services in connection with the Project shall not subject Farnsworth Group's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary contained herein, Client agrees that as Client's sole and exclusive remedy, any claim, demand, or suit shall be directed and / or asserted only against "Farnsworth Group, Inc., an Illinois corporation," and not against any of Farnsworth Group's individual employees, officers or directors.

**General Insurance and Limitation:** Farnsworth Group is covered by commercial general liability insurance, automobile liability insurance and workers compensation insurance with limits which Farnsworth Group considers reasonable. Certificates of all insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from any loss, damage or liability arising directly from any negligent act by Farnsworth Group. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**Professional Liability Insurance and Limitation:** Farnsworth Group is covered by professional liability insurance for its professional acts, errors and omissions, with limits which Farnsworth Group considers reasonable. Certificates of insurance shall be provided to Client upon request in writing. Within the limits and conditions of such insurance, Farnsworth Group agrees to indemnify and hold Client harmless from loss, damage or liability arising from errors or omissions by Farnsworth Group that exceed the industry standard of care for the services provided. Farnsworth Group shall not be responsible for any loss, damage or liability beyond the amounts, limits and conditions of such insurance. Farnsworth Group shall not be responsible for any loss, damage or liability arising from any act, error or omission by Client, its agents, staff, other consultants, independent contractors, third parties or others working on the Project over which Farnsworth Group has no supervision or control. Notwithstanding the foregoing agreement to indemnify and hold harmless, the parties agree that Farnsworth Group has no duty to defend Client from and against any claims, causes of action or proceedings of any kind.

**ADDITIONAL LIMITATION:** IN RECOGNITION OF THE RELATIVE RISKS AND BENEFITS OF THE PROJECT TO BOTH CLIENT AND FARNSWORTH GROUP, THE RISKS HAVE BEEN ALLOCATED SUCH THAT CLIENT AGREES THAT FOR THE COMPENSATION HEREIN PROVIDED, FARNSWORTH GROUP CANNOT EXPOSE ITSELF TO DAMAGES DISPROPORTIONATE TO THE NATURE AND SCOPE OF FARNSWORTH GROUP'S SERVICES OR THE COMPENSATION PAYABLE TO IT HEREUNDER. THEREFORE, TO THE MAXIMUM EXTENT PERMITTED BY LAW, CLIENT AGREES THAT THE LIABILITY OF FARNSWORTH GROUP TO CLIENT FOR ANY AND ALL CAUSES OF ACTION, INCLUDING, WITHOUT LIMITATION, CONTRIBUTION, ASSERTED BY CLIENT AND ARISING OUT OF OR RELATED TO THE NEGLIGENT ACTS, ERRORS OR OMISSIONS OF FARNSWORTH GROUP IN PERFORMING PROFESSIONAL SERVICES SHALL BE LIMITED TO FIFTY THOUSAND DOLLARS (\$50,000) OR

THE TOTAL FEES PAID TO FARNSWORTH GROUP BY CLIENT UNDER THE AGREEMENT, WHICHEVER IS GREATER ("LIMITATION"). CLIENT HEREBY WAIVES AND RELEASES (I) ALL PRESENT AND FUTURE CLAIMS AGAINST FARNSWORTH GROUP, OTHER THAN THOSE DESCRIBED IN THE PREVIOUS SENTENCE, AND (II) ANY LIABILITY OF FARNSWORTH GROUP IN EXCESS OF THE LIMITATION. IN CONSIDERATION OF THE PROMISES CONTAINED HEREIN AND FOR OTHER SEPARATE, VALUABLE CONSIDERATION, THE RECEIPT AND SUFFICIENCY OF WHICH ARE HEREBY ACKNOWLEDGED, CLIENT ACKNOWLEDGES AND AGREES THAT (I) BUT FOR THE LIMITATION, FARNSWORTH GROUP WOULD NOT HAVE PERFORMED THE SERVICES, (II) CLIENT HAS HAD THE OPPORTUNITY TO NEGOTIATE THE TERMS OF THE LIMITATION AS PART OF AN "ARMS-LENGTH" TRANSACTION, (III) THE LIMITATION AMOUNT MAY BE LESS THAN THE AMOUNT OF PROFESSIONAL LIABILITY INSURANCE REQUIRED OF FARNSWORTH GROUP UNDER THE AGREEMENT, (IV) THE LIMITATION IS MERELY A LIMITATION OF, AND NOT AN EXCULPATION FROM, FARNSWORTH GROUP'S LIABILITY AND DOES NOT IN ANY WAY OBLIGATE CLIENT TO DEFEND, INDEMNIFY OR HOLD HARMLESS FARNSWORTH GROUP, (V) THE LIMITATION IS AN AGREED REMEDY, AND (VI) THE LIMITATION AMOUNT IS NEITHER NOMINAL NOR A DISINCENTIVE TO FARNSWORTH GROUP PERFORMING THE SERVICES IN ACCORDANCE WITH THE STANDARD OF CARE.

**Subpoenas:** Client is responsible, after notification, for payment of time charges and expenses resulting from the required response by Farnsworth Group and / or any subconsultant to subpoenas issued by any party other than Farnsworth Group and / or any subconsultant in conjunction with the services performed under the Agreement. Charges are based on fee schedules in effect at the time the subpoena is served.

**Statutes of Repose and Limitation:** All legal causes of action between the parties to the Agreement shall accrue and any applicable statutes of repose or limitation shall begin to run not later than the date of Substantial Completion. If the act or failure to act complained of occurs after the date of Substantial Completion, then the date of final completion shall be used, but in no event shall any statute of repose or limitation begin to run any later than the date Farnsworth Group's services are completed or terminated.

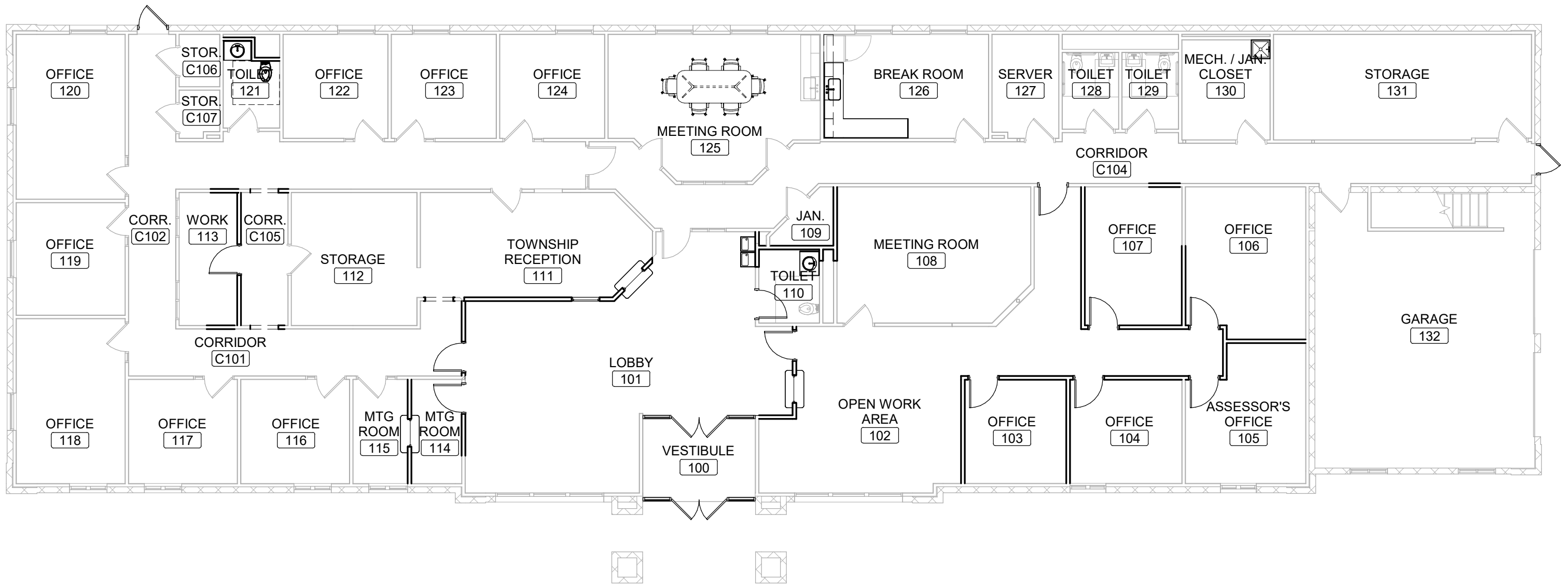
**Severability:** If any term or provision of the Agreement is held to be invalid or unenforceable under any applicable statute or rule of law, such holding shall be applied only to the provision so held, and the remainder of the Agreement shall remain in full force and effect.

**Waiver:** No waiver by either party of any breach, default, or violation of any term, warranty, representation, agreement, covenant, condition, or provision hereof shall constitute a waiver of any subsequent breach, default, or violation of the same or any other term, warranty, representation, agreement, covenant, condition, or provision hereof. All waivers must be in writing.

**Survival:** Notwithstanding completion or termination of the Agreement for any reason, all rights, duties, obligations of the parties to the Agreement shall survive such completion or termination and remain in full force and effect until fulfilled.

**Governing Law:** The Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois without regard to conflict of law principles.

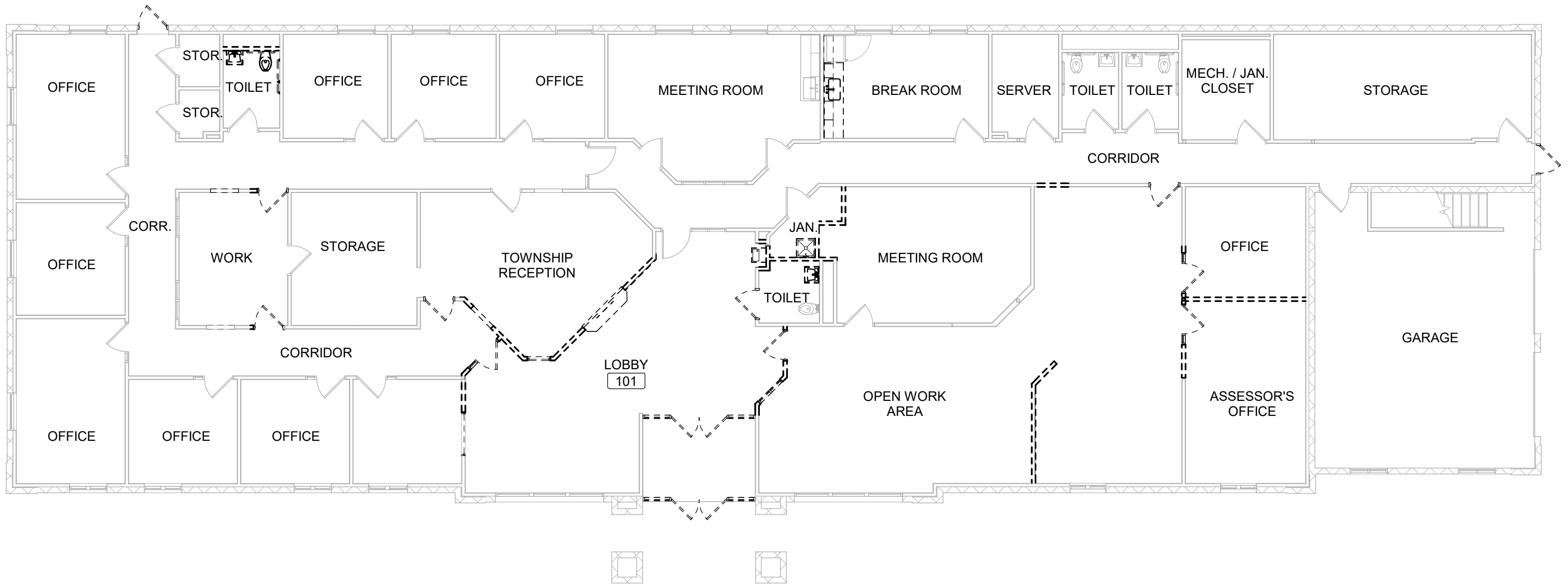
118-995



**APPENDIX A - NEW FLOOR PLAN**

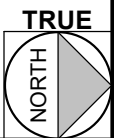
SCALE: 3/32" = 1'-0"





**APPENDIX A - EXISTING / DEMOLITION FLOOR PLAN**

SCALE: 3/32" = 1'-0"



## APPENDIX B - DESIGN NARRATIVES

All work to meet requirements of applicable adopted codes.

---

### ARCHITECTURAL CONSIDERATIONS

#### GENERAL

1. Revise general offices and meeting rooms as shown in Appendix A Floor Plan.
2. Modify two existing Toilet rooms (110 & 121) to be fully compliant with current accessibility codes (such as vertical grab bars and recessed vanity sinks) – layout as shown.
3. Relocate/new utility sink from Janitor Closet 109 to Mech./Jan. Closet 130.
4. Replace and add cabinets in Break Room 126 to comply with accessibility code requirements. Include sink, refrigerator (with water line), microwave, and water line for coffee maker.
5. All toilet/kitchenette sink locations to have touchless water faucets and paper towel dispensers.
6. New touchless HI-LO drinking fountain with water bottle filler.
7. Modify door between Garage 132 and Corridor C104 to allow free egress from garage.
8. Wall between Township Reception 111 and Lobby 101 to have ballistics-resistant panels and ballistics-resistant transaction window glazing and frames.

#### ACCESSIBILITY

1. Relocate AED in Corridor C104 to not project more than 4" into corridor.
2. Add vertical grab bars in Toilet 128 & 129.

#### EXTERIOR ENVELOPE

1. Replace sealant at all masonry control joints and at perimeters of all doors/windows (including overhead garage doors).
2. Repoint masonry with structural mortar at all locations where existing mortar is cracked or separated. Color to match existing.
3. Cracks can be observed running mortar joint to mortar joint through CMU blocks (near expansion joints, at partial height control joints, at or near window openings). Saw cut masonry and install new control joints at locations of partial height control joints and at window openings that have experienced cracking but do not already have control joints. Otherwise, replace cracked block to match existing; repoint mortar at remainder of mortar joints exhibiting cracking/separation with structural mortar, color to match existing.
4. Apply penetrating, water-vapor-permeable, non-yellowing, water-repellant sealer to all exterior exposed masonry.
5. Patch damaged areas of concrete floor slab outside of garage doors with epoxy concrete patch material.

6. Remove and replace damaged wood trim at garage door heads and jambs.
7. Repaint bulkheads and ceiling of front door canopy.

#### **ENTRANCES**

1. Replace exterior and interior aluminum storefront systems at Vestibule 100. Add new power-assisted door operators and push button actuators at front entrance doors
2. Remove rust from, patch, and paint existing hollow metal doors and frames at both employee entrances. Replace closers and adjust.
3. Add exterior, clear windscreens by both employee entrance doors, include structural design as necessary.

#### **INTERIOR FINISHES**

1. Replace floor finishes throughout entire building.
  - a. New carpet tile typical.
  - b. New ceramic tile/vinyl flooring in toilet rooms, if necessary.
  - c. New walk-off carpet in Vestibule, Lobby, and at employee entrances.
2. Patch any areas of gypsum board showing wear or damage.
3. New paint on walls throughout building. New wall base where necessary.
4. New 2x2 tegular acoustical ceiling tile at all rooms modified by renovations, with an alternate to replace all ceilings throughout entire building.

#### **ATTIC**

1. Install new batt insulation in stud cavities of walls between attic mechanical room and roof attic to achieve minimum R20 thermal performance.
2. Add additional blown-in insulation on top of existing in roof attic areas to achieve minimum R38 thermal performance.

---

### **ELECTRICAL CONSIDERATIONS**

#### **ILLUMINATION AND LIGHTING**

##### General:

1. All lighting designs shall be compliant with the IECC (current issue in force) and within the Recommendations of the IESNA.
2. All lighting controls shall be compliant with the IECC (current issue in force).

Exterior:

1. Path to Public way
  - a. Architect to determine the required "Path to Public Way" from each building exit location and design illumination per code (including emergency battery backup).
2. Building mounted luminaries
  - a. Replace all remaining building mounted luminaries with new LED style units with comparable lumen (or greater) output
  - b. Replace all recessed luminaries in the front canopy with new LED style units with comparable lumen (or greater) output
3. Parking Lot Lighting
  - a. Replace all existing parking lot luminaires with new LED style units with comparable lumen (or greater) output
4. Flagpole
  - a. Replace all existing flagpole luminaires with new LED style units with comparable lumen (or greater) output

Interior:

1. All existing luminaries shall be replaced with LED style luminaries.
2. Where new interior spaces are created, all illumination to be provided with LED luminaires
3. Egress path – interior
  - a. The existing EM interior path of egress is not adequate. Remove all existing EM lighting units and install new EM lighting in units in path of egress and in all interior rooms (IE: rooms without windows).
  - b. New exit luminaire signage shall be designed in areas renovated to provide proper path to egress

**POWER DESIGN**

1. General:
  - a. Renovated spaces (walls moved, etc.) shall have new wiring devices install in new walls approximately 12'0" OC, at least one wiring device per wall.
  - b. Open office shall have at least one receptacle per desk.
  - c. Provide new wiring devices as required by owner.
2. Electric Water Coolers: provide on GFCI protected duplex receptacle per unit designed.
3. Restrooms/Toilets/Kitchenettes:
  - a. Provide at least one GFCI protected receptacle above the countertop.
  - b. Provide power connections as required for each hands-free flush device, faucet, and paper towel dispenser.
4. Break Room:
  - a. Revise and supplement the required wiring devices to accommodate the revised countertop configuration.

## LOW VOLTAGE DESIGN

1. General:
  - a. Renovated spaces shall have rough-ins (4" square box and 2- 1" C up to drop ceiling) for each desk space, and at least one each wall. Owner will provide vendor to install the wiring for each. Rough-ins not activated shall have a blank cover installed.
2. Fire Alarm system:
  - a. Shall be updated and renovated as required.
3. Sound Masking System:
  - a. A Cambridge Sound Masking System shall be designed for the entire building (less storage rooms, mechanical rooms, and garage).

---

## MECHANICAL CONSIDERATIONS

### GENERAL

1. Revise supply air diffusers and return grilles locations per floor plan revisions shown in Appendix A Floor Plan. Adjust air flows as required.
2. Replace 1000-watt electric unit heater in Vestibule 100.
3. Replace exhaust grilles in renovated Toilet Room 110 & 121.
4. Replace 1.5 ton, horizontal-concealed fan coil unit in Meeting Room 125 and associated grade-mounted condensing unit.
5. Add a 2 ton, wall-mounted ductless split heat pump unit in Server Room.
6. Replace carbon monoxide sensor in garage.
7. Replace (4) high-efficiency gas furnaces (120 mbh input) and associated 5-ton grade-mounted condensing units.
8. Provide testing and balancing of new mechanical work.
9. Provide exhaust fan for Janitor Closet / Mechanical Room 130.

---

## PLUMBING CONSIDERATIONS

### GENERAL

1. Refer to preliminary architectural plan when referencing plumbing design scope as outlined below.
2. Prepare plumbing material, fixture, equipment, and specialty specifications on drawings. Provide general installation requirements and include applicable code references as adopted by the City of Bloomington, Illinois.
3. Transfer original 2003 plumbing system drawings to electronic format and field verify installation in field as needed to clearly indicate work required for demolition and new work activities. Include underfloor drain, waste and vent systems on separate plans to clearly indicate new connections to existing systems and full extent of work area required for installation.

4. Prepare plumbing demolition drawings in coordination with architectural layout revisions and clearly indicating system terminations.
5. Prepare waste, vent and domestic water system design layouts utilizing existing plumbing systems and clearly indicating new connection locations and requirements. Include field review of systems and indicate any system repairs required.
6. Provide plumbing details and schedules as needed to clearly convey project requirements to bidders.

#### **PLUMBING FIXTURE REVISIONS**

1. Plans should identify plumbing fixtures to be removed in coordination with architectural demolition drawings. Include code compliant terminations of plumbing systems where no longer utilized.
2. Where toilet room fixtures remain design should include replacement of manual faucets and flush valves with battery-powered sensor faucets and flush valves compatible with fixture rough-ins and flow rates.

#### **NEW PLUMBING FIXTURES**

1. Plans should identify new plumbing fixtures in coordination with new architectural plans and details and include:
  - a. Water Closets – basic description: elongated, vitreous china, floor mounted fixture and having battery powered sensor flush valve rated for 1.6 gallon per flush maximum.
  - b. Lavatories – basic description: wall mounted, vitreous china fixture with concealed carrier; battery sensor-type faucet with point-of-use mixing valve and ADA compliant tempered (110°F maximum) water outlet.
  - c. New bi-level electric water cooler with push-bar bubbler operators and a sensor operated bottle filler.
  - d. New single bowl 18-gauge stainless steel sink for Breakroom 126 with wrist blade handles and side spray feature.
  - e. New 24" x 24" x 10"H poly-resin mop basin with centered 3-inch bottom outlet and faucet having integral vacuum breaker, pale hook, wall brace, and hose end outlet.

#### **NEW PIPE INSULATION**

1. Clearly identify and note insulation of domestic water pipe and fittings in compliance with IECC. This includes existing system piping where accessible, and all new domestic water pipe and fittings.





**DATE:** October 24, 2022  
**FOR:** Honorable Township Trustees  
**SUBJECT:** Proposed Fiscal Year 2023 Amended Budget

**RECOMMENDATION/MOTION:** Recommend that the proposed Fiscal Year 2023 Amended Budget be accepted and placed on file for a thirty-day review period.

**BACKGROUND:** Illinois Municipal Budget Law (50 ILCS 330/3) allows local governments to make transfers between the various line items in any fund, not exceeding 10% in aggregate of the total amount appropriated and may amend such appropriation in the same procedure as provided for in the adoption of the original budget and appropriation ordinance.

Township has prepared an amended budget for the General Town Fund to better reflect actual expected expenditures, and **designate funds that have been intentionally accumulated for the building renovations by moving them to the capital fund reserve line item.** A summary of the changes include:

- \$214,400 increase in Revenue due to a sizeable increase in PPRT (Personal Property Replacement Tax) received
- \$143,562 decrease in Compensation & Benefits as a result of staff turnover
- \$91,241 increase in Services & Expenses for building repairs and special projects (not included in the capital fund reserve)
- \$908,179 increase to the Capital Fund Reserve for the building renovations
- \$24,500 decrease in overall Supervisor's Office expenses

**FINANCIAL IMPACT/ANALYSIS:** The net result is an increase in total expenditures and a decrease in the total ending fund balance. This begins to address the Board's concern expressed in previous meetings regarding reserves. Illinois Township Code Accumulation of Funds (60 ILCS 1/85-65) states that Township funds, including, but not limited to, general assistance and cemetery funds, and excluding any capital funds, shall not exceed an amount equal to or greater than 2.5 times the annual average expenditure of the previous 3 fiscal years. The average across all Township funds from FY2020 through FY2022 expenditures equals \$2,367,027. The amended budget results in an anticipated ending balance across all funds for FY2023 of \$3,055,601 which is well below 2.5 times.

**ADMINISTRATOR RESPONSE:** Respectfully submitted for the Board's acceptance. If accepted, the proposed amended budget will be placed on notice October 27, 2022 for thirty days, followed by a public hearing on November 28, 2022 just prior to the Township Board meeting.

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

**Town of the City of Bloomington**

General Town Fund FY2023 Budget

FY2023: 04/01/2022 - 03/31/2023

General Town Fund		FY2020 Actual		FY2021 ACTUAL		FY2022 ACTUAL		FY2023 BUDGET APPROVED		PROPOSED FY2023 AMENDED BUDGET	
<b>Beginning Fund Balance</b>			1,509,688		1,932,227		2,396,761		2,944,257		2,944,257
<b>Revenue</b>											
	Interest		17,745		6,085		4,064		3,000		25,000
	Other Income		36,211		51,218		34,924		30,000		32,000
	Other Income: Grants				5,000		8,800		25,000		5,000
	Other Income: GA Administration						1,295		1,000		1,400
	Township Litigation Income		0		0		0		25		25
	Personal Property Replacement Tax		157,666		140,871		314,934		90,000		300,000
	Tax Levy		1,642,699		1,643,738		1,644,570		1,645,000		1,645,000
	<b>Total Revenue</b>		<b>1,854,320</b>		<b>1,846,912</b>		<b>2,008,586</b>		<b>1,794,025</b>		<b>2,008,425</b>
<b>Expenditures</b>											
	Assessor's Office		60,651		62,462		52,659		150,144		150,144
	Rent/Debt Service		0		0		0		21,544		11,544
	Auto Expense		751		2,844		1,044		3,000		5,000
	Telephone		2,896		2,887		3,081		3,000		3,000
	Utilities		4,824		4,904		5,366		5,800		5,800
	Postage		0		165		0		300		300
	Office Supplies		3,286		4,182		635		2,000		2,000
	Publications & Printing		227		0		0		500		500
	Equipment		2,546		3,384		1,140		6,000		6,000
	Equipment Repair/Rental		0		0		0		1,500		1,500
	Education/Meetings/Conferences		7,751		3,040		1,893		9,000		17,000
	Replatting & Remapping		0		0		0		9,000		9,000
	Appraisal Services		11,101		13,259		13,145		34,000		34,000
	Janitorial		1,800		1,800		1,825		2,000		2,000
	Computer Services		23,993		23,913		20,446		20,000		20,000
	Mapping/GIS Services		0		0		2,100		30,000		30,000
	Membership Dues		1,475		2,085		1,983		2,500		2,500
	Community Agency Funding		141,799		175,216		149,054		440,000		390,000
	Community Medical		18,500		18,500		18,500		25,000		25,000
	Transportation		0		0		0		0		0
	GA Client Service Funding		19,799		51,502		6,950		50,000		50,000
	Youth Services		35,000		35,000		45,000		35,000		35,000
	Senior Services		68,500		68,500		68,500		80,000		80,000
	Grant #1: H.E.R.E.		0		1,714		0		0		200,000
	CERP		0		0		10,104		250,000		0
	Compensation & Benefits		1,141,892		1,040,539		1,061,804		1,335,942		1,192,380
	TWP Supervisor		94,000		94,000		94,000		94,000		94,000
	TWP Assessor		96,000		96,000		96,000		96,000		96,000
	Town Clerk		2,400		2,400		2,400		2,500		2,500
	Town Trustees		2,320		2,500		2,280		2,800		2,800
	GA Staff		332,702		292,826		302,193		385,000		350,000
	Deputy Assessors		334,415		294,159		307,188		404,000		350,000
	IMRF		83,572		82,784		81,429		123,844		112,585
	FICA		61,045		55,465		57,701		75,299		58,195
	Group Medical		134,543		119,328		117,454		150,000		125,000
	State Unemployment		896		1,077		1,159		2,500		1,300
	Services & Expenses		51,325		62,103		161,239		306,720		397,961
	Membership Dues		1,765		1,667		1,661		2,000		2,000
	Auditing Expense		6,950		7,150		7,250		8,000		7,500
	Legal Expense		11,174		5,358		3,990		12,000		12,000
	Insurance		13,242		12,773		12,978		15,000		12,000
	Publishing		262		686		1,024		2,000		2,000
	Other Expenditures		2,759		2,237		2,429		4,000		4,000
	Debt Service: Principle & Interest		0		0		0		20,000		1,000
	Building Maintenance		10,032		8,578		11,213		25,000		20,000
	Janitorial Services & Supplies		4,269		5,855		4,290		20,000		6,000
	Building Security		0		0		0		3,500		1,000
	Building Repairs #1		0		0		87,429		135,220		135,220
	Building Repairs #2		0		0		0		0		20,241
	Special Projects #1		0		0		0		60,000		60,000
	Special Projects #2		871		17,798		28,976		0		115,000
	Capital Fund Reserve								409,730		1,317,909
	Township Building Improvements #1		0		0		0		409,729		409,729
	Township Building Improvements #2		0		0		0		0		908,179
	Program Facility		0		0		0		1		1

# Town of the City of Bloomington

## General Town Fund FY2023 Budget

FY2023: 04/01/2022 - 03/31/2023

General Town Fund	FY2020 Actual		FY2021 ACTUAL		FY2022 ACTUAL		FY2023 BUDGET APPROVED		PROPOSED FY2023 AMENDED BUDGET	
Supervisor's Office		36,113		42,058		36,335		116,450		91,950
Postage	1,427		1,425		2,361		4,500		3,000	
Rent/Debt Service	0		0		0		40,000		20,000	
Janitorial	2,250		2,250		2,281		6,000		3,500	
Utilities	7,229		7,356		8,050		10,000		10,000	
Telephones	3,635		3,748		3,591		5,000		5,000	
Car Expense	1,884		1,086		1,496		4,000		3,500	
Education/Conference/Meetings	2,481		1,256		649		3,500		3,500	
Equipment	323		4,521		0		5,000		5,000	
Equipment Repair/Rental	2,934		3,332		3,557		8,000		8,000	
Office Supplies	2,489		5,724		3,244		6,000		6,000	
Printing	39		0		0		3,000		3,000	
Publications	108		75		75		1,000		1,000	
Computer/Contract Services	11,179		11,224		10,971		20,000		20,000	
Membership Dues	135		60		60		450		450	
Emergency Transfer of Funds				0		0		200,000		1,000
GT Funds Transferred to GA Fund			0		0		200,000		1,000	1,000
Total Expenditures		1,431,781		1,382,379		1,461,090		2,958,987		3,541,344
<b>Ending Fund Balance</b>		<b>1,932,227</b>		<b>2,396,761</b>		<b>2,944,257</b>		<b>1,779,295</b>		<b>1,411,338</b>

Average Monthly Expenditures	119,242	113,715	112,057	201,170	157,748
Number of Months in Reserve at end of FY	16.20	21.08	26.27	8.84	8.95

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

Capital Fund Reserve Township Building Improvements:

Dollars Dedicated to the Project: \$409,729 + \$908,179 = \$1,317,908

Purpose of the Project: Recommended Repairs and Improvements per Farnsworth Group Property Condition Assessment, 05/19/2021 & 10/20/2022

Duration of the Project: Completion within estimated 10-year component and/or system useful life

10/21/2022



**DATE:** October 24, 2022

**FOR:** Honorable Township Trustees

**SUBJECT:** Estimated Fiscal Year 2023 Tax Levy for Tax Year 2022

**RECOMMENDATION/MOTION:** Recommend the Estimated Fiscal Year 2023 Tax Levy for Tax Year 2022 of \$2,351,600 be approved.

**BACKGROUND:** Illinois Municipal Code Division 3 Levy and Collection of Taxes (65 ILCS 5) grants Townships the power to collect taxes for the purpose of conducting business. This is done through the passage of a tax levy ordinance which must be filed with the County Clerk on or before the last Tuesday of December.

Illinois Property Tax Code Division 2 Truth in Taxation (35 ILCS 200/18) spells out the process before a Township can pass a tax levy ordinance. Townships must present for board approval an estimated levy no less than 20 days prior to adopting and filing the final tax levy ordinance. If the estimated levy is more than 5% of the amount extended in the prior year, notice must be given and a public hearing held.

For Tax Year 2022, Township is requesting \$2,351,600 be raised through the property tax levy. This amount is equal to the previous five years of levies and thus requires no public notice or hearing.

Township has chosen to present the estimated levy at the October Board meeting and, pending approval, will present the FY 2023 Tax Levy Ordinance for adoption and passage at the November 28, 2022 meeting, well in advance of the December filing requirement.

**FINANCIAL IMPACT/ANALYSIS:** For 2021, the annual property tax rate for Township was 0.12213. The impact of the levy on a home valued at \$165,000 was about \$60. Assuming no change in the preliminary EAV (Equalized Assessed Value) for 2022, the annual tax rate for Township is estimated to be 0.10623, or about \$52 on a home valued at \$165,000.

The standard practice for township governments in Illinois for reserve balances is to have a General Assistance (GA) reserve equal to one year of expenditures and a General Town (GT) reserve equal to eighteen but no less than six months. This enables townships to have the necessary monthly operating funds given that their primary revenue source comes from taxes received later in the fiscal year. The forecast for the FY 2023 Levy results in a reserve 11.74 months for GA and 8.95 months for GT.

**ADMINISTRATOR RESPONSE:** Respectfully submitted for the Board's approval.

Recommended by:

A handwritten signature in blue ink that reads "Deborah L. Skillrud".

Deborah L. Skillrud  
Township Supervisor

# Town of the City of Bloomington

## FY2023 Tax Levy

For Tax Year 2022

FY2023: 04/01/2022 - 03/31/2023

<b>Estimated Tax Levy</b>		<b>Evergreen Memorial Cemetery Fund</b>	<b>General Town Fund</b>	<b>General Assistance Fund</b>	<b>COMBINED FUNDS</b>
<b>Projected Beginning Balance</b>		944,330	2,944,257	538,224	4,426,811
<b>Projected Revenues</b>	Interest	600	25,000	1,000	26,600
	Income from Trusts	3,000			3,000
	Other Income & Special Events	10,000	38,400	10	48,410
	Township Litigation Income		25		25
	Personal Property Replacement Tax	60,000	300,000	35,000	395,000
	Opening/Closing Fee	90,000			90,000
	Marker Commission	9,000			9,000
	Sales	129,700			129,700
	Inspection Fee	4,000			4,000
	Refunds and Recoveries			30,000	30,000
	<b>Tax Levy</b>	<b>506,600</b>	<b>1,645,000</b>	<b>200,000</b>	<b>2,351,600</b>
	Proceeds from Loan				0
Transferred from GT			1,000	1,000	
<b>Total Projected Revenues</b>		<b>812,900</b>	<b>2,008,425</b>	<b>267,010</b>	<b>3,088,335</b>
<b>Projected Expenditures</b>	Administrative Expenses	95,900			95,900
	Assessor's Office		150,144		150,144
	Capital Fund		1,317,910		1,317,910
	Cemetery Improvements, Maintenance & Repairs	90,000			90,000
	Casework/General Assistance			407,000	407,000
	Cemetery Operations	155,800			155,800
	Community Agency Funding		390,000		390,000
	Compensation & Benefits	469,500	1,192,380		1,661,880
	Services & Expenses		397,961		397,961
	Supervisor's Office		91,950		91,950
GT Funds Transferred to GA Fund		1,000		1,000	
<b>Total Projected Expenditures</b>		<b>811,200</b>	<b>3,541,344</b>	<b>407,000</b>	<b>4,759,544</b>
<b>Projected Ending Balance</b>		<b>946,030</b>	<b>1,411,337</b>	<b>398,234</b>	<b>2,755,601</b>

Average Monthly Expenditures	67,600	157,748	33,917
Number of Months in Reserve at end of FY	13.99	8.95	11.74
Tax Levy Split Percentages	0.2154	0.6995	0.0850

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

<b>PAST LEVY COMPARISONS</b>	<i>Tax Year:</i>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Evergreen Memorial Cemetery Fund		506,600	506,600	506,600	506,600
General Town Fund		1,645,000	1,645,000	1,645,000	1,645,000
General Assistance Fund		200,000	200,000	200,000	200,000
<b>Total LEVY</b>		<b>2,351,600</b>	<b>2,351,600</b>	<b>2,351,600</b>	<b>2,351,600</b>

**CITY OF BLOOMINGTON TOWNSHIP  
EVERGREEN MEMORIAL CEMETERY**

TO: Township Trustees  
FROM: Deborah L Skillrud, TWP Supervisor  
DATE: October 24, 2022  
RE: Township Supervisor's Report

**Community Outreach:** Township recently met with the staff of the Bloomington Housing Authority (BHA) to share aspects of both programs. BHA provided notice that the Housing authority will be accepting applications for Section 8 Housing Choice Vouchers from November 7, 2022 through November 10, 2022. In addition, Township has attended or is scheduled to attend the following community outreach programs:

- Trauma-informed Care for Vulnerable Population (September)
- Heartland Community College Student Counseling Social Services Fair (September)
- Fifth Annual McLean County Behavioral Health Community Forum (October)
- McLean County Chamber of Commerce 2022 Nonprofit Showcase (November)
- Townships of Illinois Annual Conference (November)

**Workfare Programs:** The Wellness Lifestyle Classes were held in person every Friday in September at "The Junction." Dr. Josh Johnson continued to present Wellness topics such as the importance of physical activity, metabolism, and social wellness. Nine active General Assistance clients are currently attending the classes. Both COBT clients and the general public are welcome to attend the classes held every Friday at 11:00 a.m.

**POTS Recycling:** Township is seeking a part-time workfare coordinator who will also supervise the POTS Recycling program.

**General Assistance:** In September 2022, ninety-five (95) applicants sought Township services. Of those, forty-seven (47) are *potentially eligible* for General Assistance and forty-nine (49) are *potentially eligible* for Emergency Assistance.

Also assisted in September were applicants from the following rural townships: McLean, Ellsworth, Merna, Danvers, Hudson and Colfax.

**Evergreen Memorial Cemetery (EMC):** The 2022 Evergreen Cemetery Walk was a success thanks to the hard work and dedication from the Cemetery staff. A total of 2,921 people attended in person this year (1,542 adults and 1,379 students). The virtual walk will be available November 4th thru November 6<sup>th</sup>.



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

To: Town Trustees  
From: Steve Scudder  
Date: October 18, 2022  
Subject: Assessor Report

Assessments will be published on October 26<sup>th</sup> in the Pantagraph. That will start the 30-day timeline to submit an assessment complaint to the County Board of Review. So the deadline to get a complaint filed will be November 28<sup>th</sup> of 2022.

**DUE TO THE COVID-19 PANDEMIC, THE McLEAN COUNTY BOARD OF REVIEW WILL NOT HOLD IN-PERSON HEARINGS IN 2022.** All hearings with assessment reduction requests of less than \$100,000 will be held by telephone. Telephone hearings will be scheduled. Appellants will be required to call the Board of Review at the scheduled time. Hearings with assessment reductions requests greater than \$100,000 may be held by telephone or by video conference. All parties will be required to telephone or log-in at the scheduled hearing time. Any appellant who does not call in for their scheduled hearing may result in the Board dismissing the assessment complaint.

Our assessment date of appraisal is January 1, 2022.

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

The phone number for the Board of Review is 309-888-5132. Email is [boardofreview@mcleancountyil.gov](mailto:boardofreview@mcleancountyil.gov)

Any questions or comments?

# Guidelines for Assessment Complaints

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

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

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

Examples of evidence include but are not limited to:

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



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

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

*Who should file a complaint?*

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

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

A formal complaint may be filed when it appears that:

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

**HEARINGS BY THE BOARD OF REVIEW –**

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

objected part.

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

### **STATE OF ILLINOIS PROPERTY TAX ASSESSMENT LAW**

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

### **FARM GUIDELINES**

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

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



## McLean County Board of Review

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

**Roland "Gene" Yeast, Chair**  
**Joseph R. Stephens, Member**  
**Gina Medernach, Member**  
**Timothy A. Jorczak, AAS, CAE, CIAO, Clerk**

### Rules of the McLean County Board of Review

The McLean County Board of Review (Board) consists of three members, together with additional alternate members, appointed by the Chairman of the McLean County Board (35 ILCS 200/6-5 & 6-25). Any member or alternate member of the board may conduct a hearing. **The Board has the authority to confirm, reduce or increase any assessment as appears just.** The Board determines the correct assessment, prior to state equalization, of any parcel of real property which is the subject of an appeal. According to the law, based on standards of fair cash value, uniformity, correctness of facts, evidence, exhibits, and briefs submitted to or elicited by the Board from an appellant, assessor, and/or other interested parties.

**Prior to filing an appeal, it is advisable that taxpayers discuss their assessments with their township assessor.** Many times the reason for the assessment can be made clear and the need for filing an appeal eliminated. If, after talking with the township assessor, a taxpayer still wishes to pursue an appeal, he/she should become familiar with the *Rules of the McLean County Board of Review*. **The time period for filing an appeal is statutory; extensions of time to accommodate discussions between taxpayers and assessors will not be granted.**

#### I. Administrative Rules

- A. Convening the Board.** The Board convenes on or before the first Monday of June and recesses from day to day as may be necessary.
- B. Severability.** In the event any section, provision or term of these rules is determined by a court or other authority of competent jurisdiction to be invalid, that determination shall not affect the remaining sections or provisions, which shall continue in full force and effect. For this purpose, the provisions of these rules are severable.
- C. Amendments.** The rules may be amended from time to time; said amendments are effective upon their being conspicuously posted and prominently displayed on the Board of Review website.
- D. Failure to Follow Board Rules.** Failure to follow any of these rules may be grounds for the denial of any change in assessment.
- E. Authority of the Board.** In connection with any hearing before the Board, the Board has full authority to:
1. Conduct and control the procedure of the hearing.
  2. Admit or exclude testimony or other evidence into the record.

3. Administer oaths and affirmations and examine all persons appearing at the hearing to testify or to offer evidence.
4. Require the production of any book record, paper, or document at any stage of the appeal process or at the hearing which is the foundation for any evidence or testimony presented in the appeal. The Board also may request a property inspection to clarify parcel characteristics and/or condition of a subject property. Failure to produce a requested book, record, paper, or document or failure to allow a property inspection within the prescribed time frame set by the Board may result in the rejection of that party's evidence.

**F. Code of Conduct for Board of Review Hearings.** The expectation is that all participants in a Board of Review hearing conduct themselves in a respectful and professional manner. The Board of Review reserves the right to terminate a hearing (in-person or by telephone) and require any party to leave the proceeding or end the discussion, when that individual engages in threatening, disruptive, vulgar, abusive, or obscene conduct or language that delays or protracts a proceeding.

**G. Freedom of Information Act.** The Board is a public body and is subject to the Freedom of Information Act as defined in Illinois Law (5 ILCE 140/2). The following information is provided in accordance with the Act:

1. The Board is responsible for hearing appeals, corrections and requests for certificates of error on property assessments from the county's thirty-one townships, acting on these applications, reviewing and making recommendations on exempt property applications and representing the interest of McLean County before the Illinois Property Tax Appeal Board.
2. The Board's office is located at 115 East Washington Street, Room 101, Bloomington, IL 61701.

**H. Open Meetings Act.** Hearings held by the Board are open to the public, subject to the exceptions cited by the Open Meetings Act (5 ILCS 120/1.02).

1. Audio or video recording is permitted by any person.
2. The Board does not provide transcripts of a hearing. If any party desires a transcript of a hearing, a court reporter must be retained at the expense of that party.
3. The Board's assigned hearing room has a limited capacity. If any party anticipates the attendance of more than five witnesses or other persons at a hearing, that party must immediately contact the Clerk of the Board, who will attempt to arrange for a more suitable venue.
4. Public comment – the Board will allow public comment in their scheduled meetings. Public comment is limited to five minutes per attendee.

**I. Clerk of the Board of Review.** The administrative functions of the Board are discharged by the McLean County Chief County Assessment Officer, who shall act as the Clerk of the Board (35 ILCS 200/3-10).

## II. Filing an Appeal

Certain criteria must be met in order to file an appeal and have the case scheduled for a hearing in front of the Board:

**A. Standing.** Only an owner of a McLean County property or taxpayer of the subject property dissatisfied with the property's assessment, or a taxing body that has a tax revenue interest in the decision of the board of Review on an assessment made by any local assessment officer may file a complaint with the Board. A person or entity is considered a taxpayer, for standing purposes, if they are legally obligated to pay the taxes on the subject property.

1. **Representation.** Individual owners or individual taxpayers may represent themselves or retain an Illinois licensed attorney to represent them before the Board. Corporations, limited liability companies, limited partnerships, and other similar entities shall be represented in an assessment appeal to the McLean County Board of Review by a person licensed to practice law in the State of Illinois (705 ILCS 205/1).
2. **Assessment Appeal Cases Filed by Non-Attorney Agents.** The Board will not recognize an appeal filed by an individual or party that is not the owner or taxpayer for a property. This includes, but is not limited to, accountants, architects, engineers, property tax consultants, real estate appraisers, and real estate brokers or agents licensed by the State of Illinois. Those not qualified to practice law in the State of Illinois may not appear at hearings before the Board in a representative capacity and may not conduct questioning, cross-examination, or other investigations at the hearing. Non-attorney agents associated with any given appeal may not elicit testimony at the hearing without the owner, taxpayer, or designated attorney present. In the instance where an appeal is filed by a non-attorney agent, the materials provided will be returned to the agent. Filing deadlines will not be extended for appellants who utilize non-attorney agents.
3. **Ability to Provide Expert Witness Testimony.** Accountants, architects, engineers, real estate appraisers and real estate brokers or agents who are licensed by the State of Illinois may testify at hearings before the Board as expert witnesses whose specialized knowledge in their respective field may have been called upon by owners, taxpayers, and/or their attorneys in the preparation of a property appeal case. Any individual with pertinent factual information concerning a subject property (including anyone who serves as an interpreter) may be called upon by the Board to testify as a witness in the presence of an owner, taxpayer and/or attorney actively representing the appeal in a hearing. Individuals who are not licensed through the Illinois Department of Financial and Professional Regulation (IDFPR) as real estate appraisers, brokers, or agents who provide valuation evidence or testimony to the McLean County Board of Review will be reported to IDFPR.
4. **Condominium Association Appeals.** The Board of Managers of a condominium association that has been organized under the Illinois Condominium Property Act has the power to file an assessment complaint on behalf of all property owners in the condominium association, provided the filing was authorized by “a two-thirds vote of the members of the board of managers or by the affirmative vote of not less than a majority of the unit owners at a meeting duly called for such purpose, or upon such greater vote as may be required by the declaration or bylaws”. (See 765 ILCS 605/10(c)). The Board requires that a signed copy of the resolution of the association board action be submitted with any appeal.

**B. Board of Review Forms.** *The Board requires all parties to an appeal utilize the prescribed forms of the McLean County Board of Review.* These forms are available on the county’s website, [www.mcleancountyil.gov/assessor](http://www.mcleancountyil.gov/assessor), by clicking on “Filing an Assessment Complaint”. The forms can be completed online and submitted digitally. Additionally, forms are available at the Chief County Assessment office.

**C. Required Information.** All information on the appeal application form is required per the detailed instructions given. Of key importance, the appellant’s requested reduction in assessed value must be provided. Pursuant to 35 ILCS 200/165-55, if an appellant requests a total change in assessed value of \$100,000 or more, the Board must notify each respective taxing district. The board has the authority to restrict reductions to a value under \$100,000 when taxing districts have not been appropriately notified. The board, therefore, requires that appellant supply their requested assessment total in the appropriate space on the appeal form.

**D. Evidence. *The Board requires both the appeal application form and evidence at the time of filing.***

The Board makes available a copy of each appeal and accompanying evidence to the appropriate township assessor. Additional evidence submitted at a hearing by any party (appellant, assessor, or intervenor) may be accepted by the Board; however, it may be given less weight than evidence submitted in accordance with board rules.

**E. Assessment Publication Timing and Filing Deadlines.** The Chief County Assessment Officer will publish the annual assessment roll for all affected properties in each township beginning in mid-summer and continuing until all townships are published. All appeals must be filed on or before 30 days after the date of publication of a township's current year assessments (35 ILCS 200/16-55). The publication schedule and filing deadline for each township is posted on the McLean County website, [www.mcleancountyil.gov/assessor/board of review/board of review filing deadline](http://www.mcleancountyil.gov/assessor/board%20of%20review/board%20of%20review%20filing%20deadline). It is the appellant's responsibility to file their appeal on or before the filing deadline by:

1. Hand delivering the appeal to the Board of Review office during normal business hours.
2. Submitting the appeal with an official US postmark, official receipt of a private mail/delivery service or signed affidavit of posting, indicating a date of submission on or before the filing deadline. *Please note that the date stamped on metered mail is not accepted by the Board as an official postmark.*
3. Electronic delivery via on-line submission or email shall be considered dated as of the date received.
4. *The Board will not accept appeals by facsimile transmission (FAX).*

**F. Remedy Period.** Failure to complete all prescribed forms and attach all required evidence will result in a delay of scheduling the appeal. The Board provides a remedy period of ten (10 ) business days from the time of notification by the Board for appellants or their attorneys to correct any errors or omissions in the filing of an appeal.

**G. Set for Preliminary Review or Hearing.** Once all criteria are met, standing, use of required forms, completion of forms, attachment of evidence, submitted in a timely fashion, or the remedy period has expired, the appeal be set for preliminary review or a hearing (35 ICLS 200-16-55).

### **III. Appeal Hearings**

The purpose of a preliminary review or hearing is to evaluate a property assessment based on evidence presented by all concerned parties: typically, appellant and assessor and, where applicable, intervenor.

**A. Preliminary Review.** The Board may conduct a preliminary review of each properly filed appeal and will render a proposal without scheduling a hearing. Appellants have seven (7) calendar days to respond to the preliminary decision. If the decision is accepted by the appellant, no hearing is scheduled, and the preliminary decision becomes final. The board may consider the preliminary decision along with other pertinent information obtained during the hearing in making the final value determination.

**B. Notification.** An appellant will be notified of the hearing date, time, and place of the hearing by US mail or by email. If an appellant fails to appear for the in-person or telephone hearing or fails to telephone the Board on the scheduled date and time, that case will be decided on the evidence submitted with the appeal form along with any evidence submitted or presented by other parties to the appeal.

**C. Scheduled Hearings.** Once scheduled, appellants may change the form of their hearing from or to letter, phone or in-person by calling the Board of Review Clerk at 309-888-5132. However, due to the constraints of the property tax cycle, **scheduled hearings cannot be rescheduled**. The board of Review reserves the right to schedule an in-person or telephone hearing.

**D. Location.** In-person hearings are held at the Government Center, 115 E. Washington Street, Bloomington IL, Room 101 (Front Street entrance). For telephone hearings, the appellant should call (309) 888-5130 at the appointed time.

**E. Hearing Format.** After parties to a case are sworn in, appeal hearings are conducted in the following manner: Any party who has standing can present testimony and supporting evidence regarding the assessment and answers any questions from the Board. The township assessor or a representative from their office is expected to be present to give evidence and testimony concerning the property and its assessment including any rebuttal to the testimony and evidence of the appellant. The appellant and/or the attorney then presents closing or rebuttal remarks. This concludes the evidentiary portion of the hearing.

**F. Length of Hearing.** Due to the volume of appeals before the Board, most hearings are generally scheduled at fifteen-minute intervals. Complex properties and properties with multiple parties may be scheduled for ½ to 1-hour increments. All presentations by an appellant and an assessor, along with questions and the deliberation of the Board must be completed within this time frame.

**G. Decisions.** After the Board closes for the year (usually December 31<sup>st</sup>), official findings for each case are mailed to all appellants or their attorney. No written decisions are released prior to this time.

**H. Appellant's Access to and Evidence Submitted by Assessors.** Appellants or designated attorneys should indicate an email address on the appeal application form so they can receive email notification when the township assessors' evidence for their case is available, or when communication from the Board on preliminary review decisions require timely response by an appellant or attorney for possible early settlement of an appeal. Assessors are to electronically submit their evidence for a specific case to the Board of Review for the preliminary review process not later than five (5) days prior to the hearing date. Any additional evidence submitted prior to a submission of evidence results in an email notification to the appellant or attorney that the assessor's evidence is available. For those appellants or their attorneys who do not indicate an email address, assessors are to send their evidence via US mail to the appropriate appellant or attorney at least five (5) days prior to the scheduled hearing.

**I. Evidence Submitted by Intervenors.** A taxing body wishing to intervene in a matter before the Board must file a *Request to Intervene* with the Board of Review at least five (5) days in advance of the scheduled hearing. Any evidence being presented by a taxing district needs to be supplied to the assessor, appellant, and Board of Review five (5) days prior to the hearing. The board reserves the right to give little or no weight to evidence submitted less than five (5) days prior to the hearing.

## **IV. Basis for Assessment Appeals**

### **A. Appeals Based on Incorrect Assessor Data.**

1. **Definition.** Incorrect data includes, but is not limited to, size of the site, size of the improvements, physical features, condition of the property, and locational attributes.
2. **Evidence.** Appeals based on the application of incorrect subject property data by a township assessor must include a copy of the property record card for the subject, a statement highlighting the incorrect data, and evidence of the correct data such as a plat of survey, or construction documents. When the basis of the appeal is the adverse condition of a property which may require significant costs to cure (that are non-routine maintenance in nature) and/or which affects fitness for occupancy, required documentation should include date stamped photographs, contractor repair estimates or actual paid invoices, along with copies of any required building permits.

3. **Assessor Access to Property.** Appellants are urged to schedule a property inspection with their assessor's office for appeals related to the description, physical characteristics and/or condition of the subject property.

**B. Appeals Based on the Recent Sale of the Subject Property.** The Board considers the sale of a subject property, which occurred within twelve (12) months of the January 1 assessment date, as possible evidence of fair cash value. The Board gives the most weight to the following required documentation in such an appeal:

1. Documents that disclose the purchase price of the property and the date of purchase, specifically including the signed and completed settlement statement or the closing disclosures and summaries of transactions.
2. Testimony and/or documentation, such as the recorded Illinois Real Estate Transfer Declarations (PTAX-203), printout from a multiple listing service, or the closed client listing sheet and chronological property listing history of the subject property.
3. If applicable, an itemized Bill of Sale, signed by seller(s) and buyer(s), and supporting documentation of the fair cash value of any personal property included in the purchase price of the subject property.

**C. Appeals Based on Fair Cash Value.**

1. **Definition.** Fair cash value is defined as "the amount for which a property can be sold in the due course of business and trade, not under duress, between a willing buyer and a willing seller" (35 ILCS 200/1-50). Fair cash value is often used interchangeably with market value.
2. **Burden of Proof.** When fair cash value is the basis of an appeal, the value of the subject property must be proved by a preponderance of the evidence.
3. **Appraisal Evidence.** A professional appraisal done for ad valorem purposes which **values a subject property as of the lien date (January 1st of the current assessment year)**, can serve as evidence in a Board of Review case. Appraisals obtained for the purpose of an appeal should state the subject's value as of January 1 of the assessment year.
  - a. To be considered, an appraisal must be:
    - i. Prepared by an Illinois Licensed appraiser in conformance with the Uniform Standards of Professional Appraisal Practice as currently adopted by the Appraisal Standards Board.
    - ii. Signed by the appraiser(s).
    - iii. Presented in entirety, including all exhibits, with no missing pages.
  - b. Except for homestead property, appraisal testimony offered to prove the valuation asserted may be given only by a preparer of the appraisal whose signature appears thereon.

An appraisal which does not accompany an initial application may be acceptable to the Board if it is received by the Board (irrespective of postmark) within fourteen (14) calendar days of the filing deadline for residential properties or within thirty (30) calendar days of the filing deadline for commercial properties. One original copy is required by the Board.

4. **Recent Usable Sales of Comparable Properties.** In lieu of a professional appraisal, recent usable sales of comparable properties may be submitted as evidence of the fair cash value of a subject property. A usable sale is an arms-length transaction of a property between or among unrelated parties which has been offered on the open market and advertised for sale. Generally, the key metric in these cases is to compare the sale price per above ground living area (AGLA) of the subject property and the comparable properties selected.

If recent usable sales of comparable properties are submitted as evidence for a fair cash value appeal, it is preferable to select at least three (3) comparable properties with a recorded date of



sale as close to the January 1 lien date as possible. Comparable properties should be located near the subject and/or in the subject's same neighborhood. They should be similar in style (e.g., ranch, 2-story, split-level, etc.), construction (e.g., brick, frame, with or without a basement, etc.), age, size, (e.g., square footage of lot and building), quality, and condition to the subject. If a comparable is not located in the subject's neighborhood, additional explanation may be needed to confirm the similarity and suitability among all comparable properties presented by all parties to the appeal.

5. **Condition Issue – Assessor Access to Property.** Appellants are urged to schedule a property inspection with the assessor for appeals related to the description, physical characteristics, and/or condition of the subject property. Pictures of the subject property and the selected comparable properties are helpful to the Board in its deliberations.
6. **Other Evidence.** Other evidence of fair cash value may consist of, but is not limited to, the following:
  - a. Printouts from a multiple listing service – the current or closed client listing sheet and chronological property listing history of the subject property.
  - b. A complete (final) sworn contractor's affidavit of costs if the improvement is new construction.
7. **Income Producing Property.** When an assessment appeal for an income producing property is based on fair cash value, the income and expense data of the property must be submitted as evidence. The income approach is most likely not an appropriate valuation approach for single unit residential, duplex, single-tenant, owner-occupied commercial or industrial and special-purpose properties.
  - a. Where the entire commercial or industrial property is covered under a single lease, the entire lease must be submitted as evidence.
  - b. Where multiple leases are in place, the Board will consider lease summaries, audited financial statements, operating statements, rent rolls with totals and representative samples of leases submitted by the appellant and any such documents requested by the Board. If the property has seven or more units or has a non-residential use, the appellant must submit, at the time of filing, income and expense statements for the three years prior to the assessment year and detailed rental information.

**D. Appeals Based on Equity (also known as Uniformity).**

1. **Definition.** Real property assessments shall be valued uniformly as the General Assembly provides by law (Art. 9, Sec. 4, Illinois Constitution of 1970). An inequitable assessment is one that values one property at a high level of assessment relative to fair cash value than assessments of comparable properties. When appealing uniformity, land and improvements are considered separately based on the appropriate unit of comparison. Land may be valued by front foot, square foot, acre, or site depending on the local market demands. Improvements are generally compared by above grade square footage of living area, with adjustments for differing amenities, such as square footage, basement, baths, bedrooms, fireplace, and garage.
  - a. When unequal treatment in the application of uniform assessment practices is the basis of the appeal, the lack of uniformity must be proven by the appellant with clear and convincing evidence that the subject property's assessed price per square foot for either the building or land is appreciably higher than most other comparable properties after account for notable differences in the assigned value for specific features being assessed.

- b. Since the principle of uniformity relies on property group classifications most often defined by common building and land characteristics in a designated geographic locale which help distinguish a given neighborhood for assessment purposes, the selection of suitable comparable properties in the same neighborhood or area of a township is of critical importance to help meet the standard for presenting clear and convincing evidence. The dynamics for uniformity vary widely from neighborhood to neighborhood. For example, uniformity in a neighborhood of two-story homes can be significantly different from that found in another nearby neighborhood of two-story homes due to age construction, material costs, and quality, etc. In addition, it may take more than three (3) comparable properties to prove unequal treatment.
- 2. **Burden of Proof.** When unequal treatment in the assessment process is the basis of an appeal, inequity must be proven by clear and convincing evidence. Courts in Illinois have found that mathematical exactitude is not an absolute requirement in estimating property assessments.
- 3. **Evidence Considered.** It is preferable to select at least three (3) comparable properties. Comparable properties should be located near the subject property in the same neighborhood or competing neighborhoods. They should be similar in style (e.g., ranch, 2-story, split-level, etc.), construction (e.g., brick, frame, with or without a basement, etc.), age, size (e.g., square footage of above ground living area), quality, and condition to the subject. If comparable property is not located in the subject's neighborhood, additional explanation may be needed to confirm the similarity. Generally, the key metric in these cases focuses on the building value per AGLA or the land price per comparable unit. Characteristics of the subject property and three (3) comparable properties must be provided.
- 4. Consult with the township assessor for any questions as to land value determinations and practices. Pictures of the subject property and the selected comparable properties are helpful to the Board in its deliberations.

**E. Appeals Based on Matters of Law.**

- 1. **Definition.** Matters of law include such factors as carrying forward prior year residential appeal results, preferential assessments, and farmland valuations.
- 2. **Evidence.** Appeals alleging an incorrect application of law must include a brief, citing the law in question, as well as copies of any legal opinions and/or judicial rulings regarding the law in question.

**V. Assessor's Request of the Board of Review**

**A. Certificate of Error.** A certificate of error corrects an "error in fact", affirmed by the township assessor. The deadline for filing certificates of error with the Clerk of the Board is two weeks prior to the final judgement application date of the County Treasurer to close the assessment/tax year.

**B. Assessor Correction Requests (BRs).** Assessors' requests for assessment valuations reductions are due the last day of hearings for a given township or one week prior to the close of Board of Review hearings for the year.

**C. Instant Assessments.** Instant assessments typically are applied to new improvements. The filing deadline for instant assessments or any increases in assessed value is the same as assessor correction requests. Notice is sent to the property owner when an instant assessment is applied. A property owner so notified has the right to appeal the assessment within ten (10) calendar days of the date posted on the notice by contacting the Board office by mail or telephone. The rules and procedures set forth above apply to the instant assessment hearing, except that evidence is not required at the time of application.

**D. Omitted Property.** When a property is omitted from the property tax roll, the Board has the authority to place an assessment on the property (34 ILCS 200/9-160, *et seq.*). If the Board initiates proceedings to place omitted property on the tax roll, the Board gives written notice to the concerned parties at least ten (10) days prior, advising them of the Board's proposed action. The deadline for adding omitted property is the same as assessor correction requests.

## **VI. Non-Homestead Exemptions**

**A. Applications.** Applications for non-homestead exemptions must be filed on forms of the Illinois Department of Revenue: PTAX-300, PTAX-300FS (for federal and state agencies), PTAX-300R (for religious entities). These forms, along with the general and specific instructions for their completion, are available at the Board of Review office. If an exemption for multiple parcels is sought, separate applications may be required. See the Illinois Department of Revenue general instruction to determine the required number of separate applications. According to the Illinois Department of Revenue, failure to answer all questions and provide all evidence will result in the return of the petition and delay a final decision.

**B. Documents.** Depending on the type of exemption and corresponding PTAX application, all or a subset of the following documents are required and must be attached to the application:

1. Proof of ownership (deed, contract for deed, title insurance policy, copy of the condemnation order and proof of payment, etc.)
2. Picture of the property
3. Notarized affidavit of use
4. Copies of any contracts or leases on the property

**C. Notification of Units of Government.** If the request for an exemption would reduce the assessment by \$100,000 or more, the applicant or their attorney must notify the units of government in their jurisdiction. A copy of the notice and postal return receipt for each unit of government must be submitted with the application at the time of filing.

**D. Deadline.** They are processed throughout the assessment/tax year. Taxing bodies wanting to intervene must file a request to intervene at least five (5) days in advance of the exemption hearing.

**E. Decision.** The Board of Review makes a recommendation to the Illinois Department of Revenue on whether a non-homestead exemption should be approved. The Illinois Department of Revenue reviews the evidence along with the Board of Review recommendation and renders the final decision.

McLean County  
BOARD OF REVIEW

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

Non-Farm Property Assessment Complaint

Docket# \_\_\_\_\_

**Who should complete this form?**

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

**NOTE: Attach any evidence that supports your complaint.**

**Step 1: Complete the following information**

1. \_\_\_\_\_  
Property Owner's Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State ZIP
2. Send notice to (if different from above)
- \_\_\_\_\_  
Property Owner's Name  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State ZIP

3. Write the Property Index Number (PIN) of the property for which you are filing this complaint. Your PIN is listed on your property tax bill or you may obtain it from your CCAO.  
Property Index Number: \_\_\_\_\_
4. Write the street address of the property, if different than the address in Step 1.  
\_\_\_\_\_  
Street Address  
\_\_\_\_\_  
City State ZIP
5. Is there an active PTAB (State of Illinois Property Tax Appeal Board) filing for this property?  Yes  No  
If yes, which year(s)? \_\_\_\_\_

**Step 2: Check the reasons for which you are objecting**

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

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

**Step 3: Assessed values of the non-farm property**

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

---

**Step 4: Supporting evidence**

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

13. Required evidence

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

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

---

**Step 5: Signature**

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

\_\_\_\_\_  
Property Owner's or authorized attorney's signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Daytime Phone

\_\_\_\_\_  
Cell Phone

\_\_\_\_\_  
Email

---

**Board of Review**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- Accepted
- Denied
- Pending

Reason:

Comparable Sales/Uniformity Grid

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

# Property Assessment Appeals

## General Information

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

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

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

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

## Informal Appeal

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

## Formal Appeal

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

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

## Steps in Filing a Formal Assessment Appeal

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

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

## **Evidence Needed**

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

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

## **Additional Information**

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

## **How a Tax Bill is Calculated**

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

$$\begin{aligned} \text{Equalized assessed value} - \text{Homestead exemptions} &= \text{Taxable value} \\ \text{Taxable value} \times \text{aggregate tax rate} &= \text{Total tax bill} \end{aligned}$$