

CITY OF BLOOMINGTON TOWNSHIP

NOTICE

MEETING: Board of Trustees, City of Bloomington Township
DATE: Monday, May 24, 2020
PLACE: Bloomington City Hall *(In light of COVID – 19, the meeting will be live streamed: <https://cityblm.org/live>)*
TIME: 5:30 p.m.

- I. Call to Order: Mboka Mwilambwe, Trustee
- II. Pledge of Allegiance
- III. Roll Call of Attendance: Leslie Yocum, Town Clerk
- IV. “Consent Agenda”

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

- A. Approval of Minutes of the April 26, 2021 Board Meeting as submitted by Amanda Mohan, Deputy Town Clerk. (Recommend that the Minutes of the April 26, 2021 Board Meeting be approved as presented.)
 - B. Action by Board on Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Fund Audits of April 2021. (Recommend that the Audits be approved as presented.)
 - C. Approval of General Town Fund anticipated expenditures as presented and certified. (Recommend that the Anticipated Expenditures be approved as presented.)
 - D. Evergreen Memorial Cemetery Board Appointment. (Recommend that the appointment of Garrett Thalgot to the Evergreen Memorial Cemetery Board be approved.)
- V. Workfare Agreement between Home Sweet Home Ministries & the City of Bloomington Township to continue administration of POTS (Promoting Others to Succeed) workfare recycling program. (Recommend approval of the Workfare Agreement for continued administration of the POTS Program and the Supervisor and Township Clerk be authorized to execute the necessary documents.)
- VI. Extension of Cleaning Services Agreement with Soaring Eagle Cleaning Services. (Recommend approval of the Cleaning Services Agreement extension until March 31, 2022 and the Supervisor be authorized to execute the necessary documents.)
- VII. Presentation with a Recommended Action Plan of Property Condition Assessment prepared by Farnsworth Group by Deborah Skillrud, Supervisor and Michael Buragas, Farnsworth Group Sr. Project Architect.

CITY OF BLOOMINGTON TOWNSHIP

VIII. Reports by Elected Officials

A. Deborah Skillrud, Township Supervisor

B. Steve Scudder, Township Assessor (*verbal report only*)

IX. Public Comment (*Can be emailed to townshipoffice@cityblm.org by 3:30 p.m. on May 24, 2021. Comments will be read into the record by the Supervisor during the meeting subject to existing Public Comment rules.*)

X. Adjournment

MINUTES OF THE TOWN OF THE CITY
OF BLOOMINGTON TOWNSHIP
MONDAY, APRIL 26, 2021; 5:30 P.M.

This meeting was conducted under Governor Pritzker's Executive Order 2020-07 §6, which was reissued and extended by Executive Order 2021-06. The Order, implemented in response to COVID-19, suspended in-person attendance under the Open Meeting Act, 5 ILCS 120.

The Board of Trustees for the Town of the City of Bloomington convened in regular session virtually via Zoom conferencing with the Deputy Township Clerk, Amanda Mohan, in-person in City Hall's Council Chambers at 5:30 p.m., Monday, April 26, 2021. The meeting was called to order by Trustee Mwilambwe.

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

Trustees present remotely: Jamie Mathy, Donna Boelen, Mboka Mwilambwe, Julie Emig, Joni Painter, Mollie Ward, and Jeff Crabill.

Trustees absent: Jennifer Carrillo.

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

Staff present in-person: Amanda Mohan, Deputy Township Clerk.

Action and Approval of Minutes of the March 22, 2021 Board Meeting, as presented.

Motion by Trustee Boelen, seconded by Trustee Mathy, that the Minutes be approved as presented.

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

Ayes: Trustees Mathy, Boelen, Mwilambwe, Emig, Painter, Ward, and Crabill.

Nays: none.

Motion carried.

Action and Approval of the Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of March 2021 accounts as presented.

Motion by Trustee Boelen, seconded by Trustee Mathy, that the Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of March 2021 be approved as presented.

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

Ayes: Trustees Mathy, Boelen, Mwilambwe, Emig, Painter, Ward, and Crabill.

Nays: none.

Motion carried.

Approval of the General Town Fund, Anticipated Expenditures as presented and certified.

Motion by Trustee Boelen, seconded by Trustee Mathy, that the General Town Fund's Anticipated Expenditures be approved as presented.

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

Ayes: Trustees Mathy, Boelen, Mwilambwe, Emig, Painter, Ward, and Crabill.

Nays: none.

Motion carried.

Courtesy copy of Annual Statement of Receipts & Expenditures (Unaudited) for Fiscal Year 2021, which was presented at the Annual Town Meeting on April 13, 2021.

Trustee Mwilambwe confirmed with Deborah Skillrud, Supervisor, this item was for presentation only and no motion was required.

Request for Proposal (RFP) for Milling & Paving of Roads at Evergreen Memorial Cemetery.

Motion by Trustee Boelen, seconded by Trustee Painter, that the RFP for Milling & Paving Roads be awarded to H. J. Eppel & Co. Contractors, in the amount of \$33,961.90, and the Cemetery Board President and Township Supervisor be authorized to execute the necessary documents.

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

Ayes: Trustees Mathy, Boelen, Mwilambwe, Emig, Painter, Ward, and Crabill.

Nays: none.

Motion carried.

Deborah Skillrud, Supervisor, addressed the Board. She thanked Trustees Renner, Painter and Bray for their years of service to the community. She highlighted various changes in the Systematic Activity Report when comparing Fiscal Year (FY) 2020 and FY 2021 because of the COVID - 19 pandemic. The Township Officials of Illinois Risk Management Association (TOIRMA) presented a dividend check to the Township, in the amount of \$4,748. Over the past five (5) years, the Township had received a total of \$23,139.

Trustee Mathy requested confirmation that TOIRMA was a risk management pool. All Townships had access to where funds were invested, and dividends dispersed. Mrs. Skillrud responded affirmatively. All rural Townships who had entered into an Intergovernmental Agreement for General Assistance (GA) Administration were also TOIRMA members.

Ms. Skillrud informed the Board that Deb White, Mid-Central Community Action's Executive Director, had passed and expressed her condolences. The Township was prepared to assist other agencies with COVID responses to housing and utility needs.

Trustee Bray arrived at 5:41 p.m.

Trustee Crabill noted a decrease in the amount of GA and Emergency Assistance (EA) provided from FY 2020 to FY 2021. He requested additional information. Ms. Skillrud stated federal aid, state aid, and various moratoriums in place in response to COVID - 19 had taken care of community needs. The Township waited for other funding sources to be exhausted and had been working closely with the United Way of McLean County's Housing Coalition to address rent and utility needs.

Steve Scudder, Township Assessor, addressed the Board. He explained how metrics and potential properties' sale prices were monitored. He welcomed the Board's questions on the Assessor's Report. No questions were raised.

Trustee Mwilambwe opened the meeting to receive Public Comment. Amanda Mohan, Deputy Township Clerk, stated that no one had registered to speak live or had submitted emailed public comment.

Trustee Renner arrived at 5:44 p.m.

Motion by Trustee Boelen, seconded by Trustee Mathy, that the meeting be adjourned.

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

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

Nays: none.

Motion carried.

The meeting adjourned at 5:45 p.m.

Amanda Mohan, Township Deputy Clerk

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS

McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL TOWN ADMINISTRATION FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of April 2021**, 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 May 2021**.

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

Notary Public

This **24th day of May 2021**.

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 **\$1,066,381.26** in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, **\$41,352.29** in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, a balance of **\$1,231,317.16** in PRAIRIE STATE BANK & TRUST (64) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$8,285.93** in BLOOMINGTON MUNICIPAL CREDIT UNION (48) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL TOWN ADMINISTRATION FUND of said TOWN.

WARD 1: Jamison Mathy

WARD 6: Jenn Carrillo

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

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

Month of: **APRIL 2021**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 47,376	
Cash: Bloomington Municipal Credit Union (48) Checking Balance	\$ 8,286	
Investments: Illinois Fund	\$ 1,009,987	
Investments: Prairie State Bank & Trust (64)	<u>\$ 1,331,112</u>	
Public Funds at Commencement		\$ 2,396,761

Public Funds Received This Month

Interest: Prairie State Bank (53)	\$ 20	
Interest: Prairie State Bank (64)	\$ 205	
Interest: Illinois Funds (1085)	\$ 35	
Other Income - Retiree Insurance	\$ 1,403	
Other Income - GA Administration	\$ 110	
Personal Property Replacement Tax	<u>\$ 39,424</u>	
Public Funds Received This Month		\$ 41,197
Public Funds Available		<u>\$ 2,437,958</u>

Public Funds Expended This Month

TOTAL Public Funds at Month End

\$ 90,621
\$ 2,347,337

Public Funds at Month End

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 41,352	
Cash: Bloomington Municipal Credit Union (48) Checking Balance	\$ 8,286	
Investments: Illinois Fund	\$ 1,066,381	
Investments: Prairie State Bank & Trust (64)	<u>\$ 1,231,317</u>	
TOTAL Public Funds at Month End		<u>\$ 2,347,337</u>

Checking Account Activity

Prairie State Bank & Trust (53) Balance at Commencement	\$ 47,376	
Deposits		
Interest: Prairie State Bank & Trust (53)	\$ 20	
Other Income - Retiree Insurance	\$ 1,403	
Other Income - GA Administration	\$ 110	
Transfer from Prairie State Bank & Trust Reserve (64)	<u>\$ 100,000</u>	
Total Deposits for Month		<u>\$ 101,533</u>
Total Funds Available		\$ 148,909
Checks Written		
Assessor's Office Expenses	\$ 2,652	
Community Agency Funding	\$ 35	
Compensation & Benefits	\$ 85,852	
Services & Expenses	\$ 808	
Supervisor's Office Expenses	\$ 1,274	
PPRT Transfer to Cemetery Fund	\$ 12,142	
PPRT Transfer to General Assistance Fund	<u>\$ 4,793</u>	
Total Checks Written		<u>\$ 107,556</u>
Total Checks Written		\$ 107,556
Prairie State Bank & Trust (53) Balance at Month End		<u>\$ 41,352</u>

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

Balance per Bank Statement	\$ 65,899	
Less Outstanding Checks	<u>\$ (24,547)</u>	
Checkbook Balance per Reconciliation		<u>\$ 41,352</u>

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

Statement of Receipts and Disbursements

		<u>Apr-21</u>	
Revenue			
7000 Interest		\$ 260	
7400 Other Income		\$ 1,513	
7600 Personal Property Replacement Tax		\$ 39,424	
	Total Revenue		\$ 41,197
	Total Income		\$ 41,197
Expense			
Assessor's Office			
9151 Auto Expense		\$ 16	
9171 Utilities		\$ 336	
9291 Janitorial		\$ 150	
9301 Computer Services		\$ 50	
9311 Mapping/GIS Services		\$ 2,100	
	Total Assessor's Office		\$ 2,652
Community Agency Funding			
1025 GA Client Services		\$ 35	
	Total Community Agency Funding		\$ 35
Compensation (Salaries) & Benefits			
7011 TWP Supervisor		\$ 7,833	
7021 TWP Assessor		\$ 8,000	
7031 Town Clerk		\$ 200	
7051 General Assistance Staff		\$ 24,441	
7061 Deputy Assessors		\$ 24,398	
7081 IMRF/Employer (2021 = 11.41%)		\$ 7,195	
7091 FICA (SS/MC)/Employer		\$ 4,821	
7101 Group Medical/Employer		\$ 8,964	
	Total Compensation (Salaries) & Benefits		\$ 85,852
Services & Expenses			
1038 Other Expenditures		\$ 49	
1040 Building Maintenance		\$ 497	
1042 Janitorial Services & Supplies		\$ 263	
	Total Services & Expenses		\$ 808
Supervisor's Office			
8121 Janitorial		\$ 188	
8131 Utilities		\$ 504	
8181 Equipment Repair/Rental		\$ 283	
8191 Office Supplies		\$ 215	
8221 Computer/Contract Services		\$ 85	
	Total Supervisor's Office		\$ 1,274
	Total Expense		\$ 90,621
Net Income			\$ (49,424)

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

Year to Date Budget Comparison

Income		<u>Apr-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
7000 Interest	\$	260	\$ 6,000	\$ (5,740)	4.3%
7400 Other Income	\$	1,403	\$ 30,000	\$ (28,597)	4.7%
Other Income: Grants	\$	-	\$ 50,000	\$ (50,000)	0.0%
Other Income: TWP IGAs	\$	110	\$ 5,000	\$ (4,890)	2.2%
7450 Township Litigation Income	\$	-	\$ 25	\$ (25)	0.0%
7600 Personal Property Replacement Tax	\$	39,424	\$ 89,500	\$ (50,076)	44.0%
7800 Tax Levy	\$	-	\$ 1,645,000	\$ (1,645,000)	0.0%
7900 Proceeds from Loan	\$	-	\$ 20,000	\$ (20,000)	0.0%
Total Revenue	\$	41,197	\$ 1,845,525	\$ (1,804,328)	2.2%
Total Income	\$	41,197	\$ 1,845,525	\$ (1,804,328)	2.2%
Expense					
Assessor's Office					
9141 Rent/Debt Service	\$	-	\$ 21,544	\$ (21,544)	0.0%
9151 Auto Expense	\$	16	\$ 3,000	\$ (2,984)	0.5%
9161 Telephone	\$	-	\$ 3,000	\$ (3,000)	0.0%
9171 Utilities	\$	336	\$ 5,800	\$ (5,464)	5.8%
9191 Postage	\$	-	\$ 300	\$ (300)	0.0%
9201 Office Supplies	\$	-	\$ 2,000	\$ (2,000)	0.0%
9211 Publications & Printing	\$	-	\$ 500	\$ (500)	0.0%
9231 Equipment	\$	-	\$ 6,000	\$ (6,000)	0.0%
9241 Equipment Repair/Rental	\$	-	\$ 1,500	\$ (1,500)	0.0%
9251 Education/Meetings/Conferences	\$	-	\$ 9,000	\$ (9,000)	0.0%
9261 Replatting & Remapping	\$	-	\$ 9,000	\$ (9,000)	0.0%
9271 Appraisal Services	\$	-	\$ 34,000	\$ (34,000)	0.0%
9291 Janitorial	\$	150	\$ 2,000	\$ (1,850)	7.5%
9301 Computer Services	\$	50	\$ 20,000	\$ (19,950)	0.3%
9311 Mapping/GIS Services	\$	2,100	\$ 30,000	\$ (27,900)	7.0%
9312 Membership Dues/Assessor's Staff	\$	-	\$ 2,500	\$ (2,500)	0.0%
Total Assessor's Office	\$	2,652	\$ 150,144	\$ (147,492)	1.8%
Community Agency Funding					
1022 Community Emergency Response Program (CERP)	\$	-	\$ 100,000	\$ (100,000)	0.0%
1023 Community Medical	\$	-	\$ 18,500	\$ (18,500)	0.0%
1025 GA Workfare Development/Client Services	\$	35	\$ 71,200	\$ (71,165)	0.0%
1026 Youth Services	\$	-	\$ 35,000	\$ (35,000)	0.0%
1027 Senior Services	\$	-	\$ 68,500	\$ (68,500)	0.0%
Total Community Agency Funding	\$	35	\$ 293,200	\$ (293,165)	0.0%
Compensation & Benefits					
7011 TWP Supervisor	\$	7,833	\$ 94,000	\$ (86,167)	8.3%
7021 TWP Assessor	\$	8,000	\$ 96,000	\$ (88,000)	8.3%
7031 Town Clerk	\$	200	\$ 2,500	\$ (2,300)	8.0%
7041 Town Trustees	\$	-	\$ 2,800	\$ (2,800)	0.0%
7051 General Assistance Staff	\$	24,441	\$ 384,297	\$ (359,857)	6.4%
7061 Deputy Assessors	\$	24,398	\$ 404,000	\$ (379,602)	6.0%
7081 IMRF/Employer (2021 = 11.41%)	\$	7,195	\$ 123,755	\$ (116,560)	5.8%
7091 FICA (SS/MC)/Employer	\$	4,821	\$ 75,245	\$ (70,424)	6.4%
7101 Group Medical/Employer	\$	8,964	\$ 175,000	\$ (166,036)	5.1%
7111 State Unemployment/Employer	\$	-	\$ 1,600	\$ (1,600)	0.0%
Total Compensation & Benefits	\$	85,852	\$ 1,359,197	\$ (1,273,345)	6.3%

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

Year to Date Budget Comparison (cont.)

Services & Expenses	<u>Apr-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
1028 Membership Dues	\$ -	\$ 2,000	\$ (2,000)	0.0%
1029 Auditing Expense	\$ -	\$ 8,000	\$ (8,000)	0.0%
1030 Legal Expense	\$ -	\$ 12,000	\$ (12,000)	0.0%
1034 Insurance	\$ -	\$ 14,000	\$ (14,000)	0.0%
1035 Publishing	\$ -	\$ 2,000	\$ (2,000)	0.0%
1038 Other Expenditures	\$ 49	\$ 4,000	\$ (3,952)	1.2%
1039 Debt Service: Principle & Interest	\$ -	\$ 20,000	\$ (20,000)	0.0%
1040 Building Maintenance	\$ 497	\$ 25,000	\$ (24,503)	2.0%
1042 Janitorial Services & Supplies	\$ 263	\$ 12,000	\$ (11,738)	2.2%
1043 Building Security	\$ -	\$ 3,500	\$ (3,500)	0.0%
1044 Building Repairs	\$ -	\$ 60,000	\$ (60,000)	0.0%
1045 Special Projects	\$ -	\$ 60,000	\$ (60,000)	0.0%
Total Services & Expenses	\$ 808	\$ 222,500	\$ (221,692)	0.4%
Supervisor's Office				
8091 Postage	\$ -	\$ 4,500	\$ (4,500)	0.0%
8101 Rent/Debt Service	\$ -	\$ 40,000	\$ (40,000)	0.0%
8121 Janitorial	\$ 188	\$ 5,000	\$ (4,813)	3.8%
8131 Utilities	\$ 504	\$ 7,000	\$ (6,496)	7.2%
8141 Telephones	\$ -	\$ 5,000	\$ (5,000)	0.0%
8151 Car Expense	\$ -	\$ 4,000	\$ (4,000)	0.0%
8161 Education/Conference/Meetings	\$ -	\$ 3,000	\$ (3,000)	0.0%
8171 Equipment	\$ -	\$ 5,000	\$ (5,000)	0.0%
8181 Equipment Repair/Rental	\$ 283	\$ 8,000	\$ (7,717)	3.5%
8191 Office Supplies	\$ 215	\$ 6,000	\$ (5,785)	3.6%
8201 Printing	\$ -	\$ 3,000	\$ (3,000)	0.0%
8211 Publications	\$ -	\$ 1,000	\$ (1,000)	0.0%
8221 Computer/Contract Services	\$ 85	\$ 16,900	\$ (16,815)	0.5%
8241 Membership Dues	\$ -	\$ 450	\$ (450)	0.0%
Total Supervisor's Office	\$ 1,274	\$ 108,850	\$ (107,576)	1.2%
Emergency Transfer of Funds				
9000 GT Funds Transferred to GA Fund	\$ -	\$ 200,000	\$ (200,000)	0.0%
Total Emergency Transfer of Funds	\$ -	\$ 200,000	\$ (200,000)	0.0%
Total Expense	\$ 90,621	\$ 2,333,891	\$ (2,243,270)	3.9%
Net Income	\$ (49,424)	\$ (488,366)	\$ 438,942	

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

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
0502 - Prairie State Bank & Trust (53)			
04/01/2021	9068	Soaring Eagle Cleaning Services LLC	-600.00
04/05/2021	Transfer	Prairie State Bank & Trust	100,000.00
04/05/2021	EFT	EFT-Valutec Card Solutions	-84.55
04/05/2021	SA6985506	EFT-Payroll	364.50
04/06/2021	93844597	EFT-Federal Tax Deposit	-459.00
04/06/2021	9072	Coldwell Banker, Honig-Bell	-50.00
04/06/2021	9073	Direct Energy Business	-479.69
04/06/2021	9074	NICOR Gas	-193.98
04/06/2021	9075	CDS Office Technologies	-88.00
04/13/2021	9076	Town of the City of Bloomington - CEM	-12,141.95
04/13/2021	9077	Town of the City of Bloomington - GA	-4,793.47
04/15/2021	20210415	EFT-Payroll	-21,856.14
04/15/2021	93861403	EFT-Federal Tax Deposit	-7,639.34
04/15/2021	0366515728	EFT-IL Tax Deposit	-1,338.40
04/15/2021	EFT	Prairie State Bank & Trust	-530.50
04/15/2021	EFT	TASC (Total Administrative Services Corp)	-669.14
04/19/2021	8062	White Oak Township	110.00
04/20/2021	9078	City of Bloomington Water Dept	-166.76
04/20/2021	9079	CDS Leasing	-195.00
04/27/2021	9080	City of Bloomington Health Insurance	-15,458.79
04/27/2021	9081	NCPERS Group Life Ins	-128.00
04/27/2021	9082	VISA (DLS)	-249.63
04/27/2021	9083	City of Bloomington Finance Dept	-15.81
04/27/2021	9084	McLean County GIS Consortium	-2,100.00
04/27/2021	9085	Hermes Service & Sales Inc	-497.00
04/28/2021	42034	Town of the City of Bloomington - CEM	7,892.74
04/30/2021	20210430	EFT-Payroll	-20,034.03
04/30/2021	40868223	EFT-Federal Tax Deposit	-6,851.90
04/30/2021	0729486864	EFT-IL Tax Deposit	-1,253.73
04/30/2021	EFT	Prairie State Bank & Trust	-530.50
04/30/2021	EFT	TASC (Total Administrative Services Corp)	-669.14
04/30/2021	09981169375	IMRF - Illinois Municipal Retirement Fund	1,403.08
04/30/2021	82393	EFT-IMRF	-16,739.23
04/30/2021	Credit	Interest	19.52
Total			<u><u>-6,023.84</u></u>

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

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Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL ASSISTANCE FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of April 2021**, 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 May 2021**.

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

Notary Public

This **24th day of May 2021**.

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 **\$45,863.16** in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$435,274.96** in PRAIRIE STATE BANK & TRUST (19) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL ASSISTANCE FUND of said TOWN.

WARD 1: Jamison Matthy

WARD 6: Jenn Carrillo

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

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Town of the City of Bloomington--General Assistance Fund

Month of: **APRIL 2021**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	54,828	
Investments: Prairie State Bank & Trust (19)	\$	435,203	
Public Funds at Commencement			\$ 490,031

Public Funds Received This Month

Interest: Prairie State Bank (00)	\$	9	
Interest: Prairie State Bank (19)	\$	72	
Personal Property Replacement Tax	\$	4,793	
Public Funds Received This Month			\$ 4,874
Public Funds Available			\$ 494,905

Public Funds Expended This Month

	\$	13,767
TOTAL Public Funds at Month End	\$	481,138

Public Funds at Month End

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	45,863	
Investments: Prairie State Bank & Trust (19)	\$	435,275	
TOTAL Public Funds at Month End		<u> </u>	\$ 481,138

Checking Account Activity

Checkbook Balance at Commencement	\$	54,828	
Deposits:			
Interest: Prairie State Bank & Trust (00)	\$	9	
Personal Property Replacement Tax	\$	4,793	
Total Deposits for Month		\$ 4,803	
Total Funds Available			\$ 59,630
Checks Written: General Assistance			\$ 13,767
Checkbook Balance at Month End			\$ 45,863

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

Balance per Bank Statement	\$	48,865	
Less Outstanding Checks	\$	(3,002)	
Checkbook Balance per Reconciliation		<u> </u>	\$ 45,863

Town of the City of Bloomington--General Assistance Fund

Statement of Receipts and Disbursements

Apr-21

Revenue			
7000 Interest		\$	81
7600 Personal Property Replacement Tax		\$	4,793
Total Revenue			\$ 4,874
Total Income			\$ 4,874
Expense: CW			
6011 Groceries/Personal Essentials		\$	6,660
6021 Rent		\$	5,407
6051 Utilities		\$	789
6071 Emergency Assistance		\$	655
6121 Allowances		\$	256
Total CW			\$ 13,767
Total Expense			\$ 13,767
Net Income			\$ (8,893)

Town of the City of Bloomington--General Assistance Fund

Year to Date Budget Comparison

		<u>Apr-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income					
Revenue					
7000 Interest	\$	81	\$ 1,000	\$ (919)	8.1%
7400 Other Income	\$	-	\$ 150	\$ (150)	0.0%
7600 Personal Property Replacement Tax	\$	4,793	\$ 12,000	\$ (7,207)	39.9%
7700 Refunds & Recoveries	\$	-	\$ 30,000	\$ (30,000)	0.0%
7800 Tax Levy	\$	-	\$ 200,000	\$ (200,000)	0.0%
7900 GT Fund Transferred to GA Fund	\$	-	\$ 200,000	\$ (200,000)	0.0%
Total Revenue	\$	4,874	\$ 443,150	\$ (438,276)	1.1%
Total Income	\$	4,874	\$ 443,150	\$ (438,276)	1.1%
Expense					
CW					
6011 Groceries/Personal Essentials	\$	6,660	\$ 112,500	\$ (105,840)	5.9%
6021 Rent	\$	5,407	\$ 250,000	\$ (244,593)	2.2%
6051 Utilities	\$	789	\$ 52,500	\$ (51,711)	1.5%
6061 Medical	\$	-	\$ 20,000	\$ (20,000)	0.0%
6071 Emergency Assistance	\$	655	\$ 150,000	\$ (149,345)	0.4%
6081 Hospital	\$	-	\$ 10,000	\$ (10,000)	0.0%
6091 Funeral/Burial	\$	-	\$ 6,000	\$ (6,000)	0.0%
6101 Transportation	\$	-	\$ 40,000	\$ (40,000)	0.0%
6121 Allowances	\$	256	\$ 10,000	\$ (9,744)	2.6%
Total CW Expense	\$	13,767	\$ 651,000	\$ (637,233)	2.1%
Total Expense	\$	13,767	\$ 651,000	\$ (637,233)	2.1%
Net Income	\$	(8,893)	\$ (207,850)	\$ 198,957	

Town of the City of Bloomington--General Assistance Fund

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
0501 · Prairie State Bank & Trust (00)			
04/05/2021	EFT	EFT-Kroger via Valutec	-6,340.80
04/06/2021	36182	Ameren Illinois	-48.09
04/06/2021	36183	Ahrens, Charles dba Abundant Life in Chri	-250.00
04/06/2021	36184	Lincoln Towers %Mid-Northern Group	-60.00
04/06/2021	36185	SRIM LLC %Redbird Property Mgmt Inc	-319.00
04/06/2021	36186	Econ-O-Wash Cleaners/Wilson & Wilson Ent	-140.00
04/06/2021	36187	Clothier Land Trust H-187 %Willow Creek	-140.22
04/06/2021	36188	Phoenix Towers Preservation LP	-37.00
04/13/2021	9077	EFT-Personal Property Replacement Tax	4,793.47
04/13/2021	36189	BHA; Blmgtn Housing Authority (rent)	-253.00
04/13/2021	36190	Ameren Illinois	-202.28
04/13/2021	36191	GMTK Management LLC	-319.00
04/13/2021	36192	Bloomington Leased Housing Associates VI	-226.00
04/13/2021	36193	Karasen, Cihan	-319.00
04/13/2021	36194	Karasen, Cihat	-104.59
04/13/2021	36195	Wilmert, Lorraine A (& Kenneth L)	-104.59
04/13/2021	36196	Miller Trust, Annetta O dba Miller Prop	-319.00
04/13/2021	36197	Jessen, Chad & Micha dba Red Rock Prop	-319.00
04/13/2021	36198	NICOR Gas	-42.59
04/13/2021	36199	City of Bloomington Water Department	-223.10
04/13/2021	36200	Hafner, Fred & Paula dba Hafner Rev Trust	-200.00
04/13/2021	36201	BHA; Blmgtn Housing Authority (laundry)	-48.00
04/13/2021	36202	Consalvo, Daniel J & Susan	-300.00
04/20/2021	36203	Lincoln Towers %Mid-Northern Group	-93.00
04/20/2021	36204	Shepard, Cynthia M dba Shakman Ent	-250.00
04/20/2021	36205	Shillington LLC %Young America	-655.00
04/20/2021	36206	Ameren Illinois	-105.59
04/20/2021	36207	Eastgate Colonial Corp %Apt Mart	-200.00
04/27/2021	36208	BHA; Blmgtn Housing Authority (rent)	-281.00
04/27/2021	36209	BHA; Blmgtn Housing Authority (laundry)	-50.00
04/27/2021	36210	Mayor's Manor LTD Partnership (laundry)	-18.00
04/27/2021	36211	Mayor's Manor LTD Partnership (rent)	-94.00
04/27/2021	36212	MCLT #911913 %RR Rentals LLC	-319.00
04/27/2021	36213	Biesiada, Estate of Walter E %AB Rentals	-237.50
04/27/2021	36214	Ameren Illinois	-167.77
04/27/2021	36215	Powell, M & Kudrys, M dba RTPF Investment	-12.00
04/27/2021	36216	Uzueta, Stephanie D	-250.00
04/27/2021	36217	Loan Arrangers LLC	-319.00
04/27/2021	36218	Thrasher, Raymond E	-400.00
04/30/2021	Credit	Interest	9.11
			<u>-8,964.54</u>

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS

McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of April 2021**, 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 May 2021**.

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

Notary Public

This **10th day of May 2021**.

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 **\$88,498.25** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$467,513.15** at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgott

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

This **24th day of May 2021**.

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: Jamison Mathy

WARD 6: Jenn Carrillo

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 Mwiliambwe

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

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

Town Clerk

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Town of the City of Bloomington--Cemetery Fund

Month of: **APRIL 2021**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$	96,035	
Cash: Heartland Bank 7782 (Reserve)	\$	467,513	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	209,913	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2020	\$	238,900	
Funds at Commencement			\$ 1,012,360

Public Funds Received This Month

Personal Property Replacement Tax			\$ 12,142
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Other Funds Received This Month

Opening/Closing Fees	\$	12,500	
Sale of Lots	\$	19,685	
Sale of Crypts	\$	160	
Sale of Niches	\$	3,405	
Sale of Burial Supplies	\$	200	
Sales of Pet Cemetery Spaces	\$	50	
Sales - Other	\$	200	
Income from Trusts	\$	15	
Other Income	\$	533	
Inspection Fees	\$	375	
Heartland Bank Trust 3189 Activity	\$	10,476	\$ 47,600

Total Funds Received This Month \$ 59,742

Total Funds Available \$ 1,072,102

Funds Expended This Month

TOTAL Funds at Month End \$ 1,019,216

Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$	88,498	
Cash: Heartland Bank 7782 (Reserve)	\$	467,513	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	213,828	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 03/31/2021	\$	249,376	
TOTAL Funds at Month End			\$ 1,019,216

Checking Account Activity

Checkbook Balance at Commencement			\$ 96,035
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Deposits			
Personal Property Replacement Tax	\$	12,142	
Opening/Closing Fees	\$	12,500	
Sales - Other	\$	450	
Sale of Lots	\$	19,685	
Sale of Crypts	\$	160	
Sale of Niches	\$	3,405	
Other Income	\$	533	
Inspection Fees	\$	375	
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	(3,900)	
Total Deposits for Month			<u>\$ 45,350</u>

Total Funds Available \$ 141,385

Checks Written			
Compensation & Benefits	\$	32,466	
Administrative Expenses	\$	5,429	
Cemetery Improvements, Maintenance & Repair	\$	11,016	
Cemetery Operations	\$	3,975	
Total Checks Written			<u>\$ 52,887</u>

Total Checks Written \$ 52,887

Checkbook Balance at Month End \$ 88,498

Bank Reconciliation at Month End

Balance per Bank Statement	\$	88,525	
Plus Outstanding Deposits	\$	10	
Less Outstanding Checks	\$	(36)	
Checkbook Balance per Reconciliation			\$ 88,498

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Revenue		Statement of Receipts and Disbursements		Apr-21
41000	Personal Property Replacement Tax	\$	12,142	
42000	Opening/Closing Fee	\$	12,500	
42500	Sale of Lots	\$	19,685	
43000	Sale of Crypts	\$	160	
43100	Sale of Niches	\$	3,405	
44700	Other Income	\$	533	
44850	Sales - Other	\$	450	
49000	Income from Trusts	\$	15	
49021	Inspection Fees	\$	375	
Total Revenue				\$ 49,266
Total Income				\$ 49,266
Expense				
Compensation & Benefits				
50101	Wages: Administrative Staff	\$	5,642	
50102	Wages: Cemetery Staff	\$	19,473	
50201	Payroll Taxes	\$	1,820	
50202	IMRF (2021 = 11.41%)	\$	2,720	
50204	Employee Health Insurance	\$	2,781	
50205	Direct Deposit Transmittal Fees	\$	30	
Total Compensation & Benefits				\$ 32,466
Administrative Expenses				
51500	Contractual Services	\$	2,799	
52000	Office Supplies	\$	35	
52500	Utilities	\$	794	
54000	Advertising	\$	495	
55450	Other Admin Expenses	\$	1,307	
Total Administrative Expenses				\$ 5,429
Cemetery Improvements, Maintenance & Repair				
57601	Flags & Flag Poles	\$	5,950	
57800	Operating Equipment	\$	5,066	
Total Cemetery Improvements, Maintenance & Repair				\$ 11,016
Cemetery Operations				
56000	Tree Removal/Monument Repair	\$	450	
56500	Equipment Repairs	\$	759	
56600	Cemetery Supplies & Maintenance	\$	544	
57602	Grounds Maintenance/Repair	\$	115	
57603	Road, Fence, Lot, Drains	\$	4	
58100	Grave Markers	\$	2,105	
Total Cemetery Operations				\$ 3,975
Total Expense				\$ 52,887
Net Income				\$ (3,621)

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income		<u>Apr-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy	\$	-	\$ 506,600	\$ (506,600)	0.0%
41000 Personal Property Replacement Tax	\$	12,142	\$ 30,000	\$ (17,858)	40.5%
42000 Opening/Closing Fee	\$	12,500	\$ 90,000	\$ (77,500)	13.9%
42100 Marker Commission	\$	-	\$ 9,000	\$ (9,000)	0.0%
42500 Sale of Lots	\$	19,685	\$ 45,000	\$ (25,315)	43.7%
43000 Sale of Crypts	\$	160	\$ 20,500	\$ (20,340)	0.8%
43100 Sale of Niches	\$	3,405	\$ 30,000	\$ (26,595)	11.4%
44700 Sale of Burial Supplies	\$	200	\$ 500	\$ (300)	40.0%
42400 Sales - Other	\$	783	\$ 2,000	\$ (1,217)	39.2%
43500 Interest	\$	-	\$ 3,000	\$ (3,000)	0.0%
49000 Income from Trusts	\$	15	\$ 4,000	\$ (3,985)	0.4%
49020 Other Income & Special Events	\$	-	\$ 3,000	\$ (3,000)	0.0%
49021 Inspection Fees	\$	375	\$ 2,500	\$ (2,125)	15.0%
Total Revenue	\$	49,266	\$ 746,100	\$ (696,834)	6.6%
Total Income	\$	49,266	\$ 746,100	\$ (696,834)	6.6%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$	5,642	\$ 70,000	\$ (64,358)	8.1%
50102 Wages: Cemetery Staff	\$	19,473	\$ 225,000	\$ (205,527)	8.7%
50201 Payroll Taxes - FICA	\$	1,820	\$ 24,000	\$ (22,180)	7.6%
50202 IMRF (2021 = 11.41%)	\$	2,720	\$ 37,000	\$ (34,280)	7.4%
50203 IDES - Unemployment Insurance	\$	-	\$ 13,500	\$ (13,500)	0.0%
50204 Employee Health Insurance	\$	2,781	\$ 60,000	\$ (57,219)	4.6%
50205/50206 Other Payroll Expenses	\$	30	\$ 975	\$ (945)	3.1%
Total Compensation & Benefits	\$	32,466	\$ 430,475	\$ (398,009)	7.5%
Administrative Expenses					
51100 Casualty Insurance	\$	-	\$ 21,000	\$ (21,000)	0.0%
51500 Contractual Services	\$	2,799	\$ 11,000	\$ (8,201)	25.4%
52000 Office Supplies	\$	35	\$ 4,000	\$ (3,965)	0.9%
52500 Utilities	\$	794	\$ 18,500	\$ (17,706)	4.3%
54000 Advertising	\$	495	\$ 2,000	\$ (1,505)	24.8%
54500 Dues/Seminars	\$	-	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$	-	\$ 3,000	\$ (3,000)	0.0%
55100 Audit Expense	\$	-	\$ 7,500	\$ (7,500)	0.0%
55200 Financial Administration	\$	-	\$ 12,200	\$ (12,200)	0.0%
55400 Special Event Expenses	\$	-	\$ 10,000	\$ (10,000)	0.0%
55450 Other Admin Expenses	\$	1,307	\$ 5,000	\$ (3,693)	26.1%
57900 Office Equipment	\$	-	\$ 3,000	\$ (3,000)	0.0%
Total Administrative Expenses	\$	5,429	\$ 97,800	\$ (92,371)	5.6%
Cemetery Improvements, Maintenance & Repairs					
57601 Flags & Flag Poles	\$	5,950	\$ 20,000	\$ (14,050)	29.8%
57800 Operating Equipment	\$	-	\$ 17,000	\$ (17,000)	0.0%
58000 Mausoleum (including debt service)	\$	5,066	\$ 60,800	\$ (55,734)	8.3%
58400 Scattering Grounds/Ossuary	\$	-	\$ 10,000	\$ (10,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	\$	11,016	\$ 107,800	\$ (96,784)	10.2%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Apr-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ -	\$ 10,000	\$ (10,000)	0.0%
56000 Tree Removal/Monument Repair	\$ 450	\$ 19,000	\$ (18,550)	2.4%
56500 Equipment Repairs	\$ 759	\$ 6,000	\$ (5,241)	12.6%
56600 Cemetery Supplies & Maintenance	\$ 544	\$ 9,000	\$ (8,456)	6.0%
56700 Rental Equipment & Leasing	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 Removal of Leaves/Branches	\$ -	\$ 5,000	\$ (5,000)	0.0%
57000 Office Repairs & Maintenance	\$ -	\$ 2,000	\$ (2,000)	0.0%
57602 Grounds Maintenance/Repairs	\$ 115	\$ 40,000	\$ (39,885)	0.3%
57603 Road, Fence, Lot, Drains	\$ 4	\$ 50,000	\$ (49,996)	0.0%
57700 Equipment Building	\$ -	\$ 4,000	\$ (4,000)	0.0%
58100 Grave Markers	\$ 2,105	\$ 16,000	\$ (13,896)	13.2%
59900 Other Cemetery Expenses	\$ -	\$ 15,000	\$ (15,000)	0.0%
Total Cemetery Operations	\$ 3,975	\$ 177,000	\$ (173,025)	2.2%
Total Expense	\$ 52,887	\$ 813,075	\$ (760,188)	6.5%
Net Income	\$ (3,621)	\$ (66,975)	\$ 63,354	

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)			
04/01/2021	Deposit	HBT - Heartland Bank & Trust	3,311.40
04/01/2021	Deposit	HBT - Heartland Bank & Trust	3,380.00
04/05/2021	Deposit	HBT - Heartland Bank & Trust	770.50
04/07/2021	Deposit	HBT - Heartland Bank & Trust	48.10
04/08/2021	Deposit	HBT - Heartland Bank & Trust	486.80
04/09/2021	Deposit	HBT - Heartland Bank & Trust	1,945.00
04/13/2021	Deposit	HBT - Heartland Bank & Trust	2,751.07
04/13/2021	42019	Heartland Bank & Trust - mausoleum	-5,066.00
04/13/2021	42020	Embark Tree Removal	-450.00
04/13/2021	42021	Henson Disposal Inc	-298.40
04/13/2021	42022	Martin Sullivan Inc	-148.99
04/13/2021	42023	ColdSpring Memorial Group	-1,237.50
04/13/2021	42024	RP Lumber Company Inc	-34.17
04/13/2021	42025	VISA BMCU...1484	-1,916.36
04/13/2021	42026	ADT Security Services	-795.59
04/13/2021	42027	Cybernautic, Inc	-1,705.00
04/13/2021	42028	Pontiac Granite Co Inc	-372.00
04/13/2021	42029	WJBC-AM Cumulus Media - Bloomington	-495.00
04/14/2021	0414212217	Morehead, Ronald	-1,200.00
04/14/2021	0414212217	Hibbens, Rose & Betty Davidson	-500.00
04/14/2021	0414212217	Weyhrich, Andrea & Jan	-1,000.00
04/14/2021	0414212223	Waddell, Ruth	1,000.00
04/14/2021	0414212223	Beck Memorial Home	500.00
04/14/2021	0414212229	Roper, Charles & Paula	-1,700.00
04/14/2021	0414212229	Singer, Barbara	-500.00
04/14/2021	0414212229	Buchanan, Judy	-500.00
04/15/2021	Deposit	HBT - Heartland Bank & Trust	482.20
04/15/2021	20210415	Payroll Direct Deposit	-9,416.44
04/15/2021	12385968	EFTPS - IRS	-2,605.36
04/15/2021	1058137616	IL Dept of Revenue	-561.36
04/16/2021	Deposit	HBT - Heartland Bank & Trust	19,311.95
04/20/2021	Deposit	HBT - Heartland Bank & Trust	48.10
04/20/2021	42030	Peoria Flag & Decorating Company	-5,950.00
04/20/2021	42031	City of Bloomington Water Dept	-578.02
04/20/2021	42032	ColdSpring Memorial Group	-495.00
04/20/2021	42033	Blmgtn-Normal Audiology	-329.00
04/21/2021	Deposit	HBT - Heartland Bank & Trust	192.85
04/22/2021	Deposit	HBT - Heartland Bank & Trust	959.29
04/23/2021	Deposit	HBT - Heartland Bank & Trust	4,413.33
04/23/2021	Deposit	HBT - Heartland Bank & Trust	2,045.30
04/27/2021	42034	City of Bloomington TWP - Reimburse	-7,892.74
04/27/2021	42035	NICOR Gas	-215.64
04/28/2021	Deposit	HBT - Heartland Bank & Trust	680.65
04/29/2021	Deposit	HBT - Heartland Bank & Trust	8,080.00
04/30/2021	Deposit	HBT - Heartland Bank & Trust	9.50
04/30/2021	20210430	Payroll Direct Deposit	-9,037.50
04/30/2021	94635483	EFTPS - IRS	-2,418.36
04/30/2021	1198235152	IL Dept of Revenue	-534.03
Total			<u><u>-7,536.42</u></u>

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND ACCOUNTS

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

Misty Porter, Cemetery Manager

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Cemetery Board of Trustees. These amounts include billings that have been received from **April 13, 2021 through May 10, 2021.**

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 May 2021.**

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

Notary Public

This **10th day of May 2021.**

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

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgott

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

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CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: May 10, 2021 Meeting

ACCT	COMPENSATION & BENEFITS	DESCRIPTION	Date Due	Amount
50101	Wages: Administrative			
50101	Wages: Administrative BONUS	M Porter (Net Check Amount, Paper Check, Hand Deliver)	5/27/21	\$250.00
50101	Wages: Administrative BONUS	D O'Reilly (Net Check Amount, Paper Check, Hand Deliver)	5/27/21	\$250.00
50102	Wages: Cemetery			
50102	Wages: Cemetery BONUS	A Anderson (Net Check Amount, Paper Check, Hand Deliver)	5/27/21	\$250.00
50102	Wages: Cemetery BONUS	C Anderson (Net Check Amount, Paper Check, Hand Deliver)	5/27/21	\$250.00
50102	Wages: Cemetery BONUS	N Armstrong (Net Check Amount, Paper Check, Hand Deliver)	5/27/21	\$250.00
50102	Wages: Cemetery BONUS	K Durlinger (Net Check Amount, Paper Check, Hand Deliver)	5/27/21	\$250.00
50102	Wages: Cemetery BONUS	A Madison (Net Check Amount, Paper Check, Hand Deliver)	5/27/21	\$250.00
50102	Wages: Cemetery BONUS	W Novy (Net Check Amount, Paper Check, Hand Deliver)	5/27/21	\$250.00
SubTotal: Compensation & Benefits				\$2,000.00
ACCT	VENDORS	DESCRIPTION	Date Due	Amount
57602	AB Hatchery & Garden Center/VISA	Monument Cleaner	5/31/21	\$100.00
52000	Amazon/VISA	supplies	5/31/21	\$670.01
56600	Amazon/VISA	"no dumping" sign	5/31/21	\$19.99
58100	ColdSpring Memorial Group	Grave Markers (estimated)	5/31/21	\$1,347.50
55450	Dollar General/VISA	ice (estimated)	5/31/21	\$30.00
55450	Farm & Fleet/VISA	Seasonal Uniforms (estimated)	5/31/21	\$50.00
56500	Farm & Fleet/VISA	tire repair kit, water, trash bags (estimated)	5/31/21	\$200.00
56600	Farm & Fleet/VISA	battery charger & air compressor (estimated)	5/31/21	\$200.00
56600	Growing Grounds/VISA	root stimulator	5/31/21	\$80.00
57603	H. J. Eppel & Co, Contractors	Road repairs	5/31/21	\$33,961.90
55400	Illinois Route 66 Scenic Byway	Annual Membership Dues	5/31/21	\$100.00
57602	Lowe's/VISA	supplies for Eagle Scout project	5/31/21	\$300.00
56500	Midwest Equipment/VISA	part for mower, weed-eater string (estimated)	5/31/21	\$570.00
55450	Newspapers.com/VISA	Subscription Renewal	5/31/21	\$74.99
57800	Nord Outdoor Power Equipment/VISA	Labor	5/31/21	\$170.00
57601	Peoria Flag & Decorating Co.	Flags, Poles & Delivery (estimated balance)	5/31/21	\$7,500.00
56600	Pontiac Granite	marker repair	5/31/21	\$2,000.00
58100	Pontiac Granite	vase inserts	5/31/21	\$48.00
55400	Ron Smith Printing Co/VISA	Ave of Flags plaques (estimated)	5/31/21	\$150.00
55400	RP Lumber Company Inc/VISA	Ave of Flags: flags, rope, clips	5/31/21	\$83.09
56500	RP Lumber Company Inc/VISA	concrete, pvc spray paint (estimated)	5/31/21	\$100.00
56600	RP Lumber Company Inc/VISA	toilet flusher	5/31/21	\$5.29
56600	Tractor Supply Co/VISA	sprayer	5/31/21	\$80.00
55400	Walmart/VISA	Special Event: snacks (estimated)	5/31/21	\$200.00
SubTotal: VENDOR Payments				\$48,040.68
TOTAL: Requests for Payments				\$50,040.68

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CERTIFICATE FOR PAYMENT OF ACCOUNTS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--ALL ACCOUNTS

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Board of Trustees. These amounts include billings that have been received from **April 27, 2021, to May 24, 2021.**

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 May 2021.**

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

Notary Public

This **24th day of May 2021.**

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: Jamison Mathy

WARD 6: Jenn Carrillo

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

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GENERAL TOWN ADMINISTRATION FUND: Exhibit "A"

REQUEST FOR PAYMENT: **May 24, 2021** Meeting

Compensation (Salaries)			Due	Amount
7011	TWP Supervisor	D Skillrud	05/31/21	\$ 3,916.67
7011	TWP Supervisor	D Skillrud	06/15/21	\$ 3,916.67
7021	TWP Assessor	S Scudder	05/31/21	\$ 4,000.00
7021	TWP Assessor	S Scudder	06/15/21	\$ 4,000.00
7041	Town Trustee 04/26/2021	Ward 1: J Mathy	06/30/21	\$ 20.00
7041	Town Trustee 04/26/2021	Ward 2: D Boelen	06/30/21	\$ 20.00
7041	Town Trustee 04/26/2021	Ward 3: M Mwilambwe	06/30/21	\$ 20.00
7041	Town Trustee 04/26/2021	Ward 4: J Emig	06/30/21	\$ 20.00
7041	Town Trustee 04/26/2021	Ward 5: J Painter	06/30/21	\$ 20.00
7041	Town Trustee 04/26/2021	Ward 6: J Carrillo	06/30/21	\$ -
7041	Town Trustee 04/26/2021	Ward 7: M Ward	06/30/21	\$ 20.00
7041	Town Trustee 04/26/2021	Ward 8: J Crabill	06/30/21	\$ 20.00
7041	Town Trustee 04/26/2021	Ward 9: K Bray	06/30/21	\$ 20.00
7041	Town Trustee 04/26/2021	Mayor: T Renner	06/30/21	\$ 20.00
Compensation (Salaries) TOTAL				\$ 16,013.34
Assessor's Claims				
9151	Auto Expense	BMCU Visa/COB/WEX/Parkway/Walden/Leman/Others (Est)	05/31/21	\$ 1,500.00
9161	Telephone	City of Bloomington/Frontier/Others (Estimated)	05/31/21	\$ 300.00
9171	Utilities	City of Bloomington Water Dept (Estimated)	05/31/21	\$ 150.00
9171	Utilities	Ameren/Direct Energy Business (Estimated)	05/31/21	\$ 400.00
9171	Utilities	NICOR Gas/Direct Energy Business (Estimated)	05/31/21	\$ 250.00
9231	Equipment	BMCU Visa/COB/Others (Estimated)	05/31/21	\$ 2,000.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC	05/31/21	\$ 150.00
9301	Computer Services	BMCU Visa/BNAR/MLS/Coldwell Bankers/ILDFPR/Others	05/31/21	\$ 100.00
9301	Computer Services	BMCU Visa/COB/Verizon Wireless (Estimated)	05/31/21	\$ 50.00
Assessor's Claims TOTAL				\$ 4,900.00
Community Agency Funding				
1025	GA Client Services/Workfare Development	BMCU VISA/Menard's/Lowe's/Walmart/Dollar General/Others	05/31/21	\$ 127.25
1025	GA Client Services/Workfare Development	BMCU VISA/U-Haul/Hucks/DSkillrud/Others	05/31/21	\$ 5,000.00
Community Agency Funding TOTAL				\$ 5,127.25
Services & Expenses				
1030	Legal Expense	Mescher Rinehart & Redlingshafer PC (Estimated)	05/31/21	\$ 2,000.00
1040	Building Maintenance	Hermes Sales & Service (Estimated)	05/31/21	\$ 832.00
1040	Building Maintenance	American Pest Control	05/31/21	\$ 37.00
1042	Janitorial Services & Supplies	Soaring Eagle Cleaning Services LLC	05/31/21	\$ 525.00
Services & Expenses TOTAL				\$ 3,394.00
Supervisor's Claims				
8121	Janitorial	Soaring Eagle Cleaning Services	05/31/21	\$ 187.50
8131	Utilities	City of Bloomington Water Dept (Estimated)	05/31/21	\$ 166.86
8131	Utilities	Ameren/Direct Energy Business (Estimated)	05/31/21	\$ 281.01
8131	Utilities	NICOR Gas/Direct Energy Business (Estimated)	05/31/21	\$ 82.29
8141	Telephones	Frontier/Verizon North/City of Bloomington/Others (Estimated)	05/31/21	\$ 200.00
8151	Car Expense	T Maruna/others (Estimated)	05/31/21	\$ 105.84
8181	Equipment Repair/Rental	BMCU VISA/CDS/Others	05/31/21	\$ 397.00
8191	Office Supplies	BMCU Visa/Quill/Sam's Club/Office Depot/Others (Estimated)	05/31/21	\$ 1,120.28
8221	Computer/Contract Services	EFT-Valutec (Estimated)	05/31/21	\$ 67.32
Supervisor's Claims TOTAL				\$ 2,608.10
TOTAL Request for Payment				\$ 32,042.69

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: **APRIL 2021**

		Cemetery Public Fund	General Town Fund	General Assistance	COMBINED FUNDS
Fund Balances at Beginning of Month		\$ 563,548	\$ 2,396,761	\$ 490,031	\$ 3,450,340
Revenues	Interest	\$ -	\$ 260	\$ 81	\$ 340
	Other Income	\$ 533	\$ 1,513		\$ 2,046
	Personal Property Replacement Tax	\$ 12,142	\$ 39,424	\$ 4,793	\$ 56,359
	Opening/Closing Fees	\$ 12,500			\$ 12,500
	Sales	\$ 23,700			\$ 23,700
	Inspection Fee	\$ 375			\$ 375
	Transfer to O/C Acct	\$ (3,900)			\$ (3,900)
	Total Revenues	\$ 45,350	\$ 41,197	\$ 4,874	\$ 91,421
Expenditures	Administrative Expenses	\$ 5,429			\$ 5,429
	Assessor's Office		\$ 2,652		\$ 2,652
	Capital Improvements	\$ 11,016			\$ 11,016
	Casework/General Assistance			\$ 13,767	\$ 13,767
	Cemetery Operations	\$ 3,975			\$ 3,975
	Community Agency Funding		\$ 35		\$ 35
	Compensation & Benefits	\$ 32,466	\$ 85,852		\$ 118,318
	Services & Expenses		\$ 808		\$ 808
	Supervisor's Office		\$ 1,274		\$ 1,274
	Total Expenditures	\$ 52,887	\$ 90,621	\$ 13,767	\$ 157,275
Fund Balances at Month End		\$ 556,011	\$ 2,347,337	\$ 481,138	\$ 3,384,486

Revenue Distribution Report

Fiscal Year To Date ~ **FY2022**

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	Tax Levy Extension for Tax Year 2020	\$ 506,623	\$ 1,644,968	\$ 200,008	\$ 2,351,598
	Percentage	21.5438%	69.9511%	8.5052%	100.0000%
Personal Property Replacement Tax					
	04/06/2021 03-2021	\$ 12,142	\$ 39,424	\$ 4,793	\$ 56,359
	TOTAL	\$ 12,142	\$ 39,424	\$ 4,793	\$ 56,359



FOR: Honorable Township Trustees

SUBJECT: Evergreen Memorial Cemetery Board Appointment

RECOMMENDATION/MOTION: That the appointment of Garrett Thalgott to the Evergreen Memorial Cemetery Board be approved.

BACKGROUND: Evergreen Memorial Cemetery is a component unit of the Town of the City of Bloomington (Township). The Cemetery Board consists of three (3) members who serve six (6) year terms by state statute.

The Township in the spirit of collaboration and cooperation has requested that interested persons for appointment complete the City of Bloomington's application form for service on Boards and Commission. In addition, the Township will mirror the City's three (3) consecutive term limit. Due to the length of a term on the Cemetery Board, Township staff does not anticipate many appointees be willing and able to serve for that length of time.

Garrett Thalgott completed Eugene Lorch term upon Mr. Lorch's resignation from the Board. Mr. Thalgott served out the existing term which ended March 31, 2021. Mr. Thalgott is eligible for an initial appointment to the Board which would expire on March 31, 2027.

At the Cemetery Board's May 10, 2021 meeting, Mr. Thalgott expressed his interest in appointment to a full term. The Cemetery Board reached consensus to recommend Mr. Thalgott's appointment to the Township Board. The Cemetery Board looks for individuals who are willing to make the time commitment and are interested in serving on the Board of this historical and active cemetery. Garrett Thalgott, 2708 Ridge Rd., attorney, has an interest in history and has volunteered at the Cemetery. He also has experience with the Open Meetings Act and meeting procedure. He is a civic minded individual and would like to assist the Cemetery both culturally and financially.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: The Cemetery Board members and the Supervisor support Mr. Thalgott's continued service on the Board.

ADMINISTRATOR RESPONSE: The Township Supervisor is also the Treasurer of the Cemetery's funds. I hope that the Board will support the Cemetery Board's and my recommendation to appoint Mr. Thalgott to the Evergreen Memorial Cemetery Board.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor



FOR: Honorable Township Trustees

SUBJECT: Workfare Agreement between Home Sweet Home Ministries & the City of Bloomington Township to Continue Administration of POTS (Promoting Others to Succeed) Workfare Recycling Program

RECOMMENDATION/MOTION: Recommend approval of the Workfare Agreement for continued administration of the POTS Program, and the Supervisor and Township Clerk be authorized to execute the necessary documents.

BACKGROUND: On July 17, 2018, a Special Meeting was held to address and gain support for the lease of real and personal property to implement and administer the POTS workfare program. The Township entered into a three (3) year workfare agreement with the Home Sweet Home Ministries (HSHM) in August 2018.

The program was established to bridge the gap between environmental duty and community need. General Assistance (GA) recipients provide the manpower. The program fulfills the workfare component. Volunteer work participation provides job skills training as a way to promote social capital and improve employability skills.

The POTS Program has community support. There are five (5) community partners: 1.) Casey's Garden Shop & Florist, 2.) AB Hatchery & Garden Center, 3.) Owens Nursery & Florist, 4.) Growing Grounds, and 5.) Jeffrey Alans. A community volunteer oversees the program and serves as a job coach. Support and guidance related to employability and interpersonal skill enhancements are offered.

In three (3) years, 9.46 tons of plastic horticulture waste had been diverted from local landfill. Revenue earned from the POTS program has totaled \$2,077.88. This program has documented its value to the Township's GA recipients and the community at large.

The only change to the contract involves an additional 600 square feet for work and storage space. HSHM has requested an additional \$6.00 per square foot. The existing contract has an annual cost of \$8,400. The new contract would have an annual cost of \$12,000.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: HSHM staff and legal counsel for the Township and HSHM. Resolution 2021 – 02, A Resolution in Support of POTS Program was approved at the Annual Town Meeting on April 13, 2021.

ADMINISTRATOR RESPONSE: I respectfully request the Workfare Agreement for continued administration of the POTS Program be approved and the Supervisor and Township Clerk be authorized to execute the necessary documents.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

**WORKFARE AGREEMENT BETWEEN
HOME SWEET HOME MINISTRIES AND
THE CITY OF BLOOMINGTON TOWNSHIP**

THIS WORKFARE AGREEMENT (the “Agreement”), made and entered into on this _____ day of _____, 2021 (the “Effective Date”), by and between HOME SWEET HOME MINISTRIES, INC., an Illinois not-for-profit corporation (“HSHM”) and the CITY OF BLOOMINGTON TOWNSHIP, a unit of local government in McLean County, State of Illinois (the “Township”), is hereby agreed to pursuant to and in accordance with the authority contained herein.

WITNESSETH:

WHEREAS, the Township is specifically authorized under the Illinois Public Aid Code (305 ILCS 5/) to offer general assistance and other financial aid to those who qualify for such need;

WHEREAS, the Township, as part of those powers, has specific authority under 305 ILCS 5/9-6 to “initiate, promote and develop Job Search, Training and Work (JSTW) Programs which will provide employment and contribute to the training and experience of persons receiving aid”;

WHEREAS, the Township continues and reaffirms its commitment to such a job search, training, and work program (“Workfare and JSTW Program”) for those receiving aid;

WHEREAS, as part of its Workfare and JSTW Program, the Township has deemed it prudent to partner with HSHM on the creation of a program known as “Providing Opportunities to Succeed” (the “POTS Program”), with not only a focus on developing work skills as part of its Workfare and JSTW Program, but also to offer recycling services to the community at large; and

WHEREAS, the type of partnership contemplated in this Agreement is specifically authorized pursuant to the Public Aid Code at 305 ILCS 5/9-6.

NOW, THEREFORE, in consideration of the matters set forth above, the agreements, covenants, representations, and undertakings made and contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, HSHM and the Township hereby agree, and covenant as follows.

1. AUTHORITY. The Parties agree that their respective governing authorities have authorized the execution of this Agreement and the terms contained herein, including the specific authorization from the Township electors for the Township to lease real property from HSHM, which was approved at a duly and properly noticed special town meeting of the electors on July 17, 2018.

2. TERM. This Agreement shall remain in force and effect for the duration of the lease set forth in Section 3 of this Agreement. Upon an earlier termination or cancellation of said lease, this Agreement shall terminate at that time in its entirety.

3. LEASE. The Township hereby offers to lease from HSHM the Premises situated in the City of Bloomington, County of McLean, State of Illinois, described as **1,014 square feet of a portion of 1700 W. Washington Street, Bloomington, Illinois, 61701** (the “Premises”), as more fully demonstrated on the diagram attached hereto and incorporated herein as Exhibit A. The Township leases the Premises upon the following terms and conditions:

- a) **TERM AND RENT.** HSHM demises the Premises for a term of five (5) years, commencing on September 1, 2021, and terminating on August 31, 2026, at the rental rates payable as follows:

Year One (September 1, 2021-August 31, 2022)	\$12,000.00 payable on September 1, 2021;
Year Two (September 1, 2022-August 31, 2023)	\$12,000.00 payable on September 1, 2022;
Year Three (September 1, 2023-August 31, 2024)	\$12,000.00 payable on September 1, 2023;
Year Four (September 1, 2024-August 31, 2025)	\$12,000.00 payable on September 1, 2024;
Year Five (September 1, 2025-August 31, 2026)	\$12,000.00 payable on September 1, 2025.

These payments are payable in advance, on the first day of each term period.

No security deposit shall be required.

- b) **USE OF PREMISES.** The Township shall use and occupy the Premises for the operation of the POTS Program. The Premises shall be used for no other purpose except those made by agreement of both parties and in writing.

The Township shall keep no domestic or other animals on or about the Premises without the written consent of HSHM. This includes animals that are owned, borrowed, visiting, just passing through, or any other concept conceivable.

- c) **RESTRICTIONS ON USE.** No use shall be made or permitted to be made of the Premises, nor acts done, that will increase the existing rate of insurance upon the building, or cause a cancellation of any insurance policy covering such building, or any part of it, nor shall the Township sell, or permit to be kept, used, or sold, in or about the Premises any article that may be prohibited by the standard form of fire insurance policies. The Township shall, at the Township’s sole cost and expense, comply with any and all requirements, pertaining to the Premises of any insurance organization or company necessary for the maintenance of reasonable fire and public liability insurance covering such building and appurtenances.

The Township shall not do or permit anything to be done in or about the Premises which will in any way obstruct or interfere with the rights of other tenants or occupants of the building or injure or annoy them, or use or allow the Premises to be used for any immoral, unlawful, or objectionable purposes. No loud-speakers or other similar device, system, or apparatus which can be heard outside the premise shall, without the prior written approval of HSHM, be used in or at the Premises. The Township shall not commit, or suffer to be committed, any waste unrelated to the POTS Program upon the Premises, or any nuisance, public or private, or other act or thing of any kind whatsoever that may disturb the quiet enjoyment or cause unreasonable annoyance of any other tenant in the building.

- d) CARE AND MAINTENANCE OF THE PREMISES. The Township is not responsible for any maintenance or repairs of the Premises.
- e) ALTERNATIONS AND IMPROVEMENTS. No alterations, additions, or improvements to the leased Premises shall be made by the Township without the written consent of HSHM. Any alterations, additions, or improvements made by the Township after such consent shall have been given, and any fixtures, or other personal property that become attached in any way become the property of HSHM upon the expiration or other sooner termination of this lease; provided, however, that HSHM shall have the right in HSHM's sole discretion to require the Township to remove such fixtures and other property at the Township's cost upon such termination of this lease.

If an alteration, addition, or improvement to the leased property is made by a contractor or subcontractor at the request of the Township, the Township shall furnish HSHM with a Lien Waiver for each such contractor or subcontractor prior to work being commenced and shall keep the Premises and the building free from any liens arising out of any work performed, material furnished, or obligations incurred by the Township. The Township expressly agrees that the Township will indemnify and hold HSHM harmless from any and all claims and liens of any contractor, subcontractor, or materialman in connection with any alterations, additions, improvements or repairs of whatever kind made to the leased property by the Township.

HSHM may make improvements to the Premises as it sees fit and timely, as not to interfere with the Township's occupancy, unless in the event of an emergency.

- f) BARRING. The Township acknowledges that HSHM or its authorized agent has the right to require any of the Township's guests to leave the Premises or be barred from the Premises if these non-resident guests are deemed by HSHM to be disruptive in any way or violating any condition of this Agreement. The Township must inform their guests of all rules and regulations stipulated by this lease agreement. If the rules and regulations are broken by the Township's guests said guests might be barred and/or arrested for criminal trespassing.
- g) LAWS, ORDINANCES, STATUTES, AND CODES. The Township shall, at its sole cost and expense, comply with all federal, state and local laws, statutes, ordinances and codes of any type, including but not limited to health and safety codes and requirements of all municipal, state and federal authorities now in force, or may hereafter be in force, pertaining to the Premises, occasioned by or affecting the use thereof by the Township. The Township shall not break any law, ordinance or code, nor allow any of its agents or patrons to break the law, ordinances or codes. Ignorance of the law, ordinances or codes is not deemed an excuse for the purpose of this lease.

The judgment of any court of competent jurisdiction, or the admission of the Township in any action or proceeding against the Township by the City of Bloomington, whether HSHM be a party to it nor not, that the Township has violated any law or ordinance in the use of the Premises shall be conclusive of that fact as between HSHM and the Township. Without limiting the generality of the foregoing, the duties of the Township under this provision shall include the making of all such alterations of the Premises as may be required by law by reason of the particular manner or mode of use of the Premises by the Township, or occasioned by reason of the failure of the Township to maintain or repair the Premises as required under this lease.

- h) **ASSIGNMENT AND SUBLETTING.** The Township shall not assign this lease, collect rent or receive any other consideration of any kind or sublet any portion of the Premises.
- i) **UTILITIES.** HSHM shall be solely liable for utility charges as they come due, including but not limited to those for sewer, water, gas, electricity, alarm systems, cable, internet service, telephone services and waste disposal services. All utilities will be maintained in the name of HSHM.
- j) **POSSESSION.** If HSHM is unable to deliver possession of the Premises at the commencement hereof, HSHM shall not be liable for any damage cause thereby, nor shall this lease be void or voidable, but the Township agrees to hold HSHM harmless from any claims for damages, no matter how caused. Otherwise all conditions herein are in effect from the time of signing of the lease.
- k) **RIGHT OF ACCESS TO PREMISES.** **The Township is allowed access to the Premises Monday through Friday, 7:30 AM to 4:00 PM, excluding holidays observed by HSHM.** If at any time HSHM and its authorized representatives find it necessary to enter the leased space the Township cannot unreasonably withhold consent to HSHM to enter the leased space from time to time. Said entry can be by any means without being liable for any prosecution therefore, and without becoming liable to the Township for damages or for any payment of any kind whatever. Said entry may be to: (1) inspect the Premises; (2) make necessary or agreed-upon repairs, decorations, alterations, or improvements; (3) supply agreed services; (4) exhibit the leased space to prospective or actual purchasers, mortgagees, tenants, workmen, or contractors; (5) inspect or protect the safety of the building or its occupants or in emergencies such as fire department or police requests, broken pipes, and repairs, and (6) posting of signs or notices. The Township shall permit HSHM, at any time within 90 days prior to the expiration of this lease, to place upon such Premises any usual or ordinary "For Rent", "For Sale", "To Lease", "Vacancy" types of signs on the demised Premises.
- l) **INSURANCE.**

The Township, at its own cost, shall maintain insurance with coverages as set forth below:

Commercial General Liability	\$1,000,000.00 / occurrence
	\$3,000,000.00 / aggregate

Medical Payments	\$10,000.00 / person
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These coverages will insure against all liability of the Township and its authorized representatives arising out of any connection with its use of the Premises. Both parties shall be named as additional insureds, the policy(ies) shall contain cross-liability endorsements and shall be primary insurance as far as HSHM is concerned. Copies of all insurance will be provided to HSHM prior to any possession of the Premises.

- m) REAL ESTATE TAXES AND LESSOR'S INSURANCE. HSHM, as Lessor, shall be responsible for the payment of all real estate bills accruing to the property upon which the Premises is constructed and for the building in which the Premises is located. HSHM shall keep hazard and liability insurance on the Premises. Said hazard insurance shall cover fire and extended coverage.
- n) PARKING. HSHM will provide parking for the Township's staff, clients and volunteers who are part of the POTS Program. HSHM shall be responsible for maintenance, care and upkeep for the parking lot.
- o) HSHM'S REMEDY ON DEFAULT. If the Township fails to pay rent, however provided, when due or if the Township fails to pay any other money that may become or fall due or become payable under the terms of this lease and any such default continues for a period of five (5) days after written notice, HSHM may terminate this lease. The Township must make said payment during said five-day period along with any other costs or attorney fees caused by preparation and service of said notice and only then shall payment of same cure the breach. In the event the Township defaults in the observance or performance of any other covenant, provision or condition herein required to be performed or observed by the Township, this lease may be terminated by HSHM after ten (10) days' written notice. There is no right to cure a violation of lease to prevent termination save HSHM's discretion.

If the Township shall be in default in the performance of any covenant to be performed by them under this lease, then, after notice and without waiving or releasing the Township from the performance of such covenant, HSHM may, but shall not be obligated to, perform any such covenant, and in exercising any such right pay necessary and incidental costs and expenses in connection with it. All sums so paid by HSHM, together with interest on it at the rate of 9% per year shall be deemed additional rental and shall be payable to HSHM on the next rent-paying day.

Rent not paid when due shall bear interest at the rate of 9% per year from the date due until paid.

- p) **ATTORNEY'S FEES.** The Township shall pay all attorney fees and expenses of HSHM in enforcing any of the obligations of the Township or their assigns or successors in interest under this lease, or in any litigation or negotiation in which HSHM shall become involved on account of this lease.
- q) **ABANDONMENT.** If the Township shall abandon, vacate or surrender the Premises, or is dispossessed by process of law, or otherwise, before the end of the term or any other event entitling HSHM to take possession thereof, HSHM may take possession of the Premises and re-let the same without such action being deemed an acceptance of a surrender of this lease, or in any way terminating the Township's liability hereunder, the Township shall remain liable to pay the rent herein reserved, less the net amount realized from such re-letting after deduction of expenses incident to such repossession and re-letting.
- r) **HOLDING OVER.** Any holding over after the expiration of the term of this lease without the consent of HSHM shall be constructed to be a tenancy from month to month at a rent equal to twice the rents charged on a monthly basis prior thereto.
- s) **SUBORDINATION.** This lease and the Township's leasehold interest hereunder are and shall be subject, subordinate, and inferior to any liens or encumbrances now or hereafter placed on the demised Premises by HSHM, all advances made under any such liens or encumbrances, the interest payable on any such liens or encumbrances, and any and all renewals or extensions of such liens or encumbrances.

4. ECOLOGY ACTION COUNCIL GRANT. The Township agrees to work with the Ecology Action Council (EAC) to obtain any available grant toward the POTS Program. Any funds obtained by the Township from the EAC may be utilized on or for the Premises.

5. USE OF WORKFARE PARTICIPANTS. The Parties agree and stipulate that all aspects of the POTS Program shall be governed by the Township and handled in a manner consistent with its Workfare and JSTW Program wherever possible, the Public Aid Code, and as elsewhere provided by Illinois law.

6. USE OF EQUIPMENT. The Parties acknowledge the POTS Program requires the use of certain equipment at or outside of the Premises. Accordingly:

- 6.1. HSHM agrees to provide to the Township a forklift and forklift driver, use of pallet racking, and exterior, temporary storage of any product created by the POTS Program. HSHM shall not charge the Township additional fees for such use and temporary storage.
- 6.2. HSHM agrees to permit the Township to use a baler upon reasonable notice when required by the POTS Program.

- 6.3. At all times, any HSHM employee operating equipment as part of this Agreement shall remain and be considered an employee of HSHM.

7. ADDITIONAL GRANTS. Nothing precludes the Parties from applying for and/or receiving any additional grants to assist with the POTS Program. Further, this Agreement does not prohibit HSHM from applying for any grants offered by the Township outside of the POTS Program.

8. INDEMNIFICATION.

8.1. The Township shall defend, indemnify, and hold harmless HSHM, its officers, agents, and employees, from any and all liability, claims, losses, costs, damage and/or expenses, injury and/or death to person(s) or injury to property, including reasonable attorneys' fees, arising out of or resulting from the action, negligence, malfeasance, and/or misfeasance of the Township or its officers, agents, or employees in its performance or non-performance of this Agreement, including the terms of the lease in Section 3.

8.2. HSHM shall defend, indemnify, and hold harmless the Township, its officers, agents, and employees, from any and all liability, claims, losses, costs, damage and/or expenses, injury and/or death to person(s) or injury to property, including reasonable attorneys' fees, arising out of or resulting from the action, negligence, malfeasance, and/or misfeasance of HSHM or its officers, agents, or employees in its performance or non-performance of this Agreement, including the terms of the lease in Section 3.

8.3. Each Party agrees to promptly notify the other Party of any threatened or pending claims and agree to raise as defenses all civil immunities provided by law.

9. EMPLOYMENT-RELATED LIABILITIES. Each of the Parties shall be solely responsible for any and all liability, employee benefits, wage and disability payments, pension and workers' compensation claims, and damages to or destruction of equipment, by or for its own employees, agents, and/or contractors, and shall hold the other Party harmless from any such claim(s).

10. DISPUTE RESOLUTION. The Parties agree to work in a cooperative manner to resolve any disagreements or issues as they may arise throughout the term of this Agreement. To that end, if a dispute cannot be resolved by the Township Supervisor and the relevant administrative staff of HSHM, then the two sides shall meet with legal counsel for both Parties in an attempt to resolve the dispute. If the Parties still cannot resolve the dispute, they agree that any cause of action shall be brought in the Circuit Court of McLean County, Illinois, and that the laws of the State of Illinois shall apply.

11. NOTICES. All notices or communications provided for herein (including the lease in Section 3 of this Agreement) shall be in writing and shall be delivered to HSHM or Township either in person or by United States mail, via certified mail, return receipt requested, postage prepaid, and addressed as follows:

Home Sweet Home Ministries:

Home Sweet Home Ministries
Attn: Matt Burgess, CEO
303 E. Oakland Avenue
Bloomington, Illinois 61701

Township:

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

With copies to legal counsel:

McLean Arnold, Esq.
McLean Arnold, Attorney at Law
709 E. Douglas Street
Bloomington, Illinois 61701

John Redlingshafer, Esq.
Mescher Law Offices, P.C.
108 S. Wood Street
Washington, Illinois 61571

12. HEIRS, ASSIGNS, SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the Parties hereto and their respective successors and assigns. However, this Agreement shall not be assigned by either Party without prior written consent of the other Party.

13. SEVERABILITY. If any provisions of this Agreement are held to contravene or be invalid under the laws of Illinois, such contravention or invalidity will not invalidate the entire Agreement, but will be construed as if not containing the invalid provision and the rights or obligations of the Parties will be construed and enforced accordingly.

14. JOINT DRAFTING. The Parties acknowledge they are both represented by legal counsel, who participated in the drafting and review of this Agreement. Accordingly, this Agreement shall be deemed to have been drafted jointly by the Parties hereto, and no inference or interpretation against any Party shall be made solely by virtue of such Party allegedly having been the drafter of this Agreement.

15. AMENDMENTS. This Agreement sets forth the complete understanding between HSHM and Township, and any amendments hereto must be in writing to be effective.

16. FREEDOM OF INFORMATION. The Parties understand this Agreement is subject to the provisions of the Illinois Freedom of Information Act (5 ILCS 140, *et seq.*).

17. EFFECT OF PARTIAL INVALIDITY. The invalidity of any portion of this Agreement will not and shall not be deemed to affect the validity of any other provision. In the event that any provision of this Agreement is held to be invalid, the parties agree that the remaining provisions shall be deemed to be in full force and effect as if both parties subsequent to the expungement of the invalid provision had executed them.

19. ENTIRE AGREEMENT. The foregoing constitutes the entire agreement between the parties and may be modified only in writing signed by both parties. The following exhibit has also been made a part of this Agreement.

WITNESSETH WHEREOF, Home Sweet Home Ministries, Inc., and the City of Bloomington Township, have caused this Agreement to be signed (whether in duplicate originals or electronically), by their respective authorized representatives and attested, all as of the Effective Date of this Agreement.

Home Sweet Home Ministries, Inc.

City of Bloomington Township

CEO

Township Supervisor

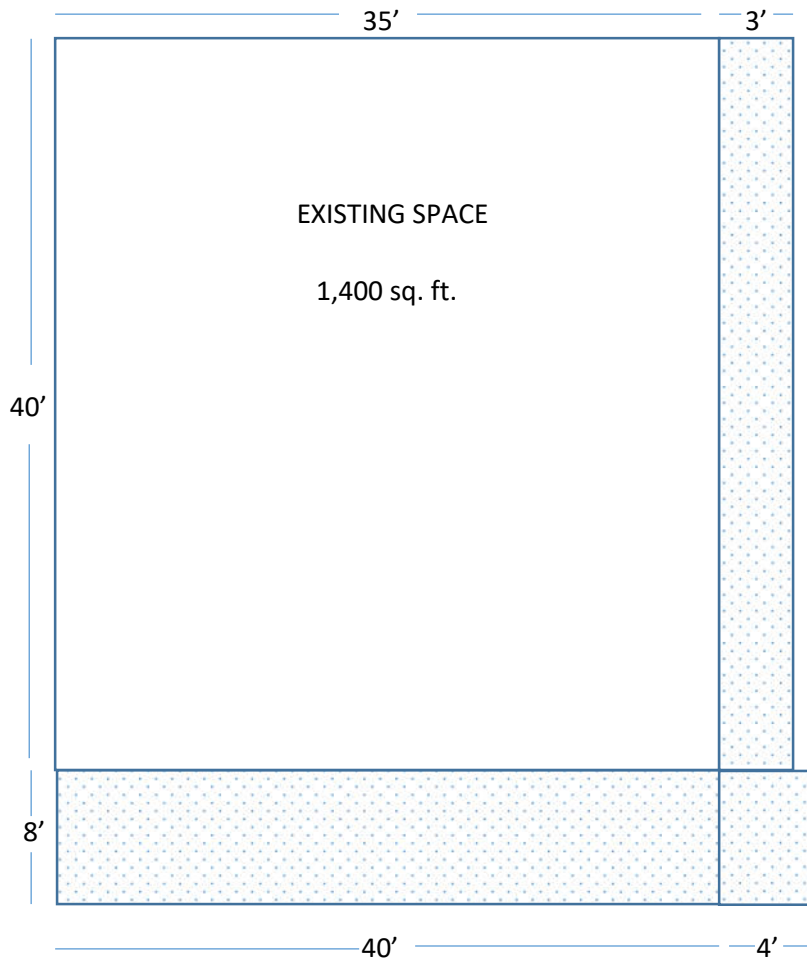
ATTEST:

ATTEST:

Title:

Township Clerk

POTS RECYCLE ADDITIONAL STORAGE



Additional square footage:

$$3' \times 40' = 120 \text{ sq. ft.}$$

$$+ 8' \times 40' = 320 \text{ sq. ft.}$$

$$+ 8' \times 4' = 32 \text{ sq. ft.}$$

$$472 \text{ sq. ft.}$$

$$+ 128 \text{ sq. ft. indoor}$$

pallet

$$600 \text{ sq. ft. storage}$$



FOR: Honorable Township Trustees

SUBJECT: Extension of Cleaning Services Agreement with Soaring Eagle Cleaning Services

RECOMMENDATION/MOTION: Recommend the Cleaning Services Agreement with Soaring Eagle Cleaning Services be extended until March 31, 2022 and the Supervisor be authorized to execute the necessary documents.

BACKGROUND: The City of Bloomington Township (COBT) entered into a two (2) year agreement with Soaring Eagle Cleaning Services in February 2017. Based upon Township staff level of satisfaction with Soaring Eagle's performance, in 2019, COBT offered a one (1) year extension of the cleaning services agreement. Soaring Eagle agreed and offered no increase to the monthly rate.

Soaring Eagle has continued to meet the Township's expectations even during the pandemic. The monthly flat fee has remained constant. There has been no increase cost for cleaning services. The March 31, 2022 date marks the end of the Township's fiscal year.

COBT had intended to issue a Request for Proposal (RFP) for Cleaning Services in 2020. COVID – 19 interrupted this plan. The Township building has been closed since April 2020. An RFP for Cleaning Services would involve public notice and an onsite walk through of the building for the interested parties.

It appears that Illinois will move to Phase 5. Illinois Restored in June 2021. Township staff plans to issue an RFP for Cleaning Services as soon as possible under the new normal. The RFP will be for a three (3) year agreement.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Township staff and Soaring Eagle.

ADMINISTRATOR RESPONSE: I respectfully request the Cleaning Services Agreement be extended based upon Soaring Eagle's performance and the stable cost for cleaning services.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

CLEANING SERVICES AGREEMENT

This CLEANING SERVICE AGREEMENT (the "Agreement") dated this _____th day of May, 2021, BETWEEN

City of Bloomington Township of 607 S. Gridley Street, Bloomington, Illinois 61701 ("COBT")

- AND -

Soaring Eagle Cleaning Services of 512 Highland Drive, Bloomington, Illinois 61704
("Contractor")

BACKGROUND:

A. The COBT is of the opinion that the Contractor has the necessary qualifications, experience, and abilities to provide cleaning services to the COBT.

B. The Contractor is agreeable to providing such cleaning services to the COBT on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the COBT and the Contractor (individually referred to as the "Party", together as the "Parties") agree as follows:

Services Provided

1. The COBT hereby agrees to engage the Contractor to provide the COBT with services (the "Services") consisting of:
 - Five (5) days per week daily, weekly, monthly, and as needed facility cleaning as specified with Attachment A - Scope of Work
2. Additional requested Services must be agreed upon by both Parties and will be billed separately.

Terms of Agreement

3. The term of this Agreement (the "Term") will begin on the day of this Agreement and will remain in full force and effect until March 31, 2022, subject to earlier termination as provided in this Agreement.
4. In the event that either Party wishes to terminate this Agreement prior to March 31, 2022, that Party will be required to provide at least 30 days written notice to the other Party.
5. In the event one of the Parties initiates early termination, the Contractor shall cease all services, unless otherwise instructed by COBT. The COBT shall remain financially obligated for Services performed through the effective date of the termination.

Performance

6. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Currency

7. Except as otherwise provided in this Agreement, all monetary amounts referred to in this Agreement are in US Dollars.

Compensation

8. The COBT will provide compensation (the "Compensation") to the Contractor for a monthly flat fee of \$600.00.
9. The Compensation will be payable on a monthly basis while this Agreement is in force.
10. The above Compensation includes all applicable sales tax and duties as required by law.
11. Invoices shall be billed monthly. Payment shall be made 15 days following the date of invoice.

Reimbursement of Expenses

12. The Contractor will not be reimbursed for expenses incurred by the Contractor in connection with providing the Services of this Agreement.

Additional Resources

13. The COBT agrees to provide, for the use of the Contractor in providing the Services, the following resources:
 - Towels, tissue, toilet paper, soap, garbage bags, and mopping supplies. COVID supplies: sanitizing liquid, wipes, etc.

Confidentiality

14. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the COBT which would reasonably be considered to be proprietary to the COBT including, but not limited to, accounting records, business processes, and client records and that is not generally known in the industry of the COBT and where the release of that Confidential Information could reasonably be expected to cause harm to the COBT.

15. The Contractor agrees that it will not disclose, divulge, reveal, report or use, for any purpose, any Confidential Information which the Contractor has obtained, except as authorized by the COBT. The Contractor further agrees that they will not disclose divulge, reveal, report or use, for any purpose, any personal information of the COBT without the prior written consent of the COBT. This obligation will survive the expiration or termination of this Agreement and will continue indefinitely.

16. All written and oral information and materials disclosed or provided by the COBT to the Contractor under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement or how it was provided to the Contractor.

17. This contract is subject to disclosure under Illinois' Freedom of Information Act".

Return of Property

18. Upon the expiry or termination of this Agreement, the Contractor will return to the COBT any property, documentation, records, or Confidential Information which is the property of the COBT.

Capacity/Independent Contractor

19. In providing the Services under this Agreement, it is expressly agreed that the Contractor is acting as an independent contractor and not as an employee. The Contractor and the COBT acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service.

Notice

20. All notices, requests, demands or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties of this Agreement as follows:

- a. City of Bloomington Township
607 S. Gridley Street, Suite B
Bloomington, IL 61701
- b. Soaring Eagle Cleaning Services
512 Highland Drive
Bloomington IL 61704

or, to such other address as any Party may from time to time notify the other.

Indemnification

21. Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, stockholders, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities, penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, stockholders, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

Insurance

22. The Contractor will be required to maintain General Liability insurance including coverage for bodily injury and property damage a limit level no less than \$2 million. All insurance policies will remain materially unchanged for the duration of this Agreement.

23. Contractor shall, at its sole expense, maintain in effect at all times during this contract, insurance coverage with insurers deemed satisfactory by COBT. The insurance coverage shall not only extend to Contractor, but COBT, as it will be named as an additional insured.

24. Contractor shall submit two documents to satisfy this insurance requirement:

- a) A "Certificate of Insurance" for General Liability and Workers' Compensation coverage that names COBT as additional insureds on a primary, non-contributory basis. The Certificate of Insurance MUST provide thirty (30) calendar day notice of cancellation, except ten (10) day notice for non-payment of premium.
- b) An "Endorsement" issued under Contractor's General Liability and Workers' Compensation policies of insurance that reflects the following as additional insureds: "City of Bloomington Township, members of the City of Bloomington Township Board of Trustees, and all other officers, agents, and employees of City of Bloomington Township, individually and collectively." No abbreviations or changes in the structure of this sentence will be accepted. The Endorsement shall also state that coverage afforded by the Endorsement shall apply as Primary. Other insurance maintained by the Township shall be excess only and not contributing with the insurance provided under Contractor's policy(ies). If Contractor's carrier is unable to fit the additional insureds on the space provided on the Endorsement, an attached Exhibit with proper wording is acceptable.

25. No requirements contained in this Section are intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by Contractor. Contractor shall deliver an original certificate of insurance and required notices pursuant thereto the City of Bloomington Township office in care of the Township Supervisor.

Legal Expenses

26. In the event that legal action is brought to enforce or interpret any term of this Agreement, the prevailing Party will be entitled to recover, in addition to any other damages or award, all reasonable legal costs and fees associated with the action.

Modification of Agreement

27. Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

Time of the Essence

28. Time is of the essence in this Agreement. No extension or variation of this Agreement will operate as a waiver of this provision.

Assignment

29. The Contractor will not voluntarily, or by operation of law, assign or otherwise transfer its obligation under this Agreement without prior written consent of the COBT.

Entire Agreement

30. It is agreed that there is no representation, warranty, collateral agreement or condition affecting this Agreement except as expressly provided in this Agreement.

Endurement

31. This Agreement will endure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators, successors and permitted assigns.

Titles/Headings

32. Headings are inserted for the convenience of the parties only and are not to be considered when interpreting this Agreement.

Gender

33. Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

Governing Law

34. It is the intention of the Parties to this Agreement that this Agreement and the performance under this Agreement, and all suits and special proceedings under this Agreement, be construed in accordance with and governed, to the exclusion of the law of any other forum, by the laws of the State of Illinois, without regard to the jurisdiction in which any action or special proceeding may be instituted.

Severability

In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

Waiver

The waiver by either Party of a breach, default, delay or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this _____th day of May, 2021.

City of Bloomington Township (COBT)

Supervisor

Soaring Eagle Cleaning Services (Contractor)

Owner

City of Bloomington Township
607 S. Gridley Street • Bloomington • IL • 61701

Soaring Eagle Cleaning Service Contract Requirements

ATTACHMENT A - SCOPE OF WORK

(updated January 24, 2019)

- The cleaning contract for the City of Bloomington Township is in the one 5500 sq. ft. building located at 607 S. Gridley Street in Bloomington.
- Cleaning to be done each day the Township is open – five (5) days each week. Soaring Eagle Cleaning Services is expected to do the work when the Township is closed. Township hours are: Monday – Thursday from 8:00 a.m. to 5:00 p.m., and Friday from 8:00 a.m. to 4:30 p.m. The Township is closed on Saturday and Sunday; work may be done on Saturday or Sunday only if communicated, and only on certain occasions, with the Township Supervisor.
- Cleaning supplies and equipment are provided by the Soaring Eagle Cleaning Services. Restock supplies such as soap, towels and toilet paper are supplied by the Township. Soaring Eagle Cleaning Services agrees to notify the Township Office when supplies are low.
- Soaring Eagle Cleaning Services employees are expected to be able to read and interpret labels on cleaning products and observe safe use and handling of cleaning products.
- Soaring Eagle Cleaning Services employees should not enter the Township except to perform their work and should not bring non-personnel or family members into the Township building during their contract work hours. Soaring Eagle Cleaning Services employees are to secure the building when they leave the premises.
- Soaring Eagle Cleaning Services employees are not to bother private areas such as desk tops, drawers, lockers, food or mail slots, nor should they use Township computers, fax or telephones except as needed to perform their work.
- Soaring Eagle Cleaning Services employees are not expected to tidy up after staff – arranging papers or turning off computers.
- Township Supervisor would expect and appreciate notification of building problems such as leaks or needed repairs. Soaring Eagle Cleaning Services will not be held responsible for building maintenance and repairs not caused by employees. Soaring Eagle Cleaning Services employees may call Supervisor's cell phone in all questionable situations.
- Walls, carpet, and upholstery in poor condition will be noted at the beginning of the contract period. Soaring Eagle Cleaning Services employees will not be held responsible for existing spots and worn, damaged furniture or carpet stains.
- Soaring Eagle Cleaning Services personnel are expected on days when Soaring Eagle Cleaning Services assigned employees are out sick or on vacation. Soaring Eagle Cleaning Services supervisor will discuss any modification or changes to existing schedule with the Township Supervisor for approval.

STAFF ENTRANCES AND HALLWAYS

DAILY

1. Sweep and mop all hard and resilient floors.
2. Vacuum traffic areas. Remove obvious dirt and debris from around and under furniture.
3. Spot clean walls, light switches, door handles and doors.

WEEKLY

1. Dust horizontal surfaces, including shelves, ledges, moldings, ceilings, walls, etc.
2. Vacuum entire area including behind doors and file cabinets, corners, and under desks.

MONTHLY

1. Thoroughly clean metal door thresholds.

STAFF AND PUBLIC RESTROOMS

DAILY

1. Empty waste receptacles and remove all trash to designated disposal area. Supply fresh liners for waste receptacles. Fill all supply dispensers – towels, toilet paper, soap, etc.
2. Spot clean restroom walls, mirrors, light switches, and doors.
3. Sweep and wet mop using a disinfecting cleaner.
4. Clean all fixtures, commodes, urinal, washbasins and waste receptacles using a disinfecting cleaner.

WEEKLY

1. Damp wipe the full surface area of all stall partitions, doors, frames, and waste receptacles using a disinfecting, deodorizing cleaner.
2. Clean all mirrors.
3. Remove scale from the fixtures, commodes, urinals, and washbasins.

MONTHLY

1. Scrub brush grout and tile flooring.

STAFF OFFICES, WORK ROOM, FILE ROOM, CONFERENCE ROOMS

DAILY

1. Empty wastebaskets and remove all trash to designated disposal areas. Supply fresh liners for wastebaskets, as necessary.
2. Spot clean walls, light switches, door handles and doors.
3. Vacuum traffic areas. Remove obvious dirt and debris from around and under furniture.
4. Remove trash and wipe down desk surfaces with disinfecting cleaner.
5. Clean all interior doors and partition glass.
6. Dust blinds and window ledges.
7. Dust / wipe down all unobstructed desks, counters, furniture, filing cabinets, chairs, tables and horizontal surfaces including sills, ledges, moldings, shelves, ceilings, walls, etc.
8. Monitor and empty commercial shredder. Full bags are thrown in recycle bin.

WEEKLY

1. Clean hard surfaces of all furniture and brush or vacuum upholstered furniture.
2. Dust / wipe down all unobstructed desks, counters, furniture, filing cabinets, chairs, tables and horizontal surfaces including sills, ledges, moldings, shelves, ceilings, walls, etc.
3. Vacuum entire area including behind doors and file cabinets, corners, and under desks.

MONTHLY

1. Thoroughly dust all vertical surfaces and under surfaces of furniture (walls, knee walls, chair rungs, legs, table legs, etc.)
2. Dust all above hand height horizontal surfaces, including shelves, ledges, moldings, tops of doors, etc.

ADDITIONALS

The following additional services may periodically be requested and negotiated for additional charge.

1. VENT CLEANING
2. SWEEPING OF STORAGE ROOM, UTILITY ROOM, SERVER ROOM AND GARAGE
3. DEEP CLEANING OF BLINDS
4. EXTERIOR WINDOW WASHING

4. **Solid waste collection:** All solid waste and recycle in the building shall be collected and removed to designated disposal areas. Waste and recycle containers are emptied on Wednesday mornings.
5. **Wet mopping:** Floors shall be free of streaks, mop strand marks, hair, and skipped areas. Walls, baseboards, and other surfaces shall be free of splash stains and markings from the equipment. Mops and buckets will be emptied and thoroughly rinsed immediately after use in janitorial closet and before use in any other area.
6. **Spot cleaning:** Smudges, marks or spots shall be removed without causing discoloration of the surface.
7. **Dusting:** Corners, crevices, moldings, and ledges shall be free of dirt, debris, and dust. Furniture will be dusted around computers.
8. **Furniture moving:** When necessary for the Soaring Eagle to move furniture and furnishings, it will be done with extreme care and furniture returned to original positions.
9. **Custodian's Closet:** Closet shall be maintained in a clean, orderly and safe condition at all times.
10. **Soaring Eagle's Equipment:** Soaring Eagle's equipment shall be stored only in areas designated by the Township Supervisor. Equipment shall be stored in a clean, orderly and safe condition.
11. **Materials and Equipment:** The Soaring Eagle shall use cleaning products and equipment which are effective and safe for fixtures, furnishings, and finishes in their particular applications. The Township Supervisor may require the Soaring Eagle to select an alternative cleaning product or piece of equipment if the use of that particular product or piece of equipment is ineffective or tends to cause damage to or deterioration of fixtures, furnishings, or finishes in the use being made of it. Cleaning products should be in clearly marked containers.
12. **Level of care:** Soaring Eagle shall exercise due care at all times to ensure that cleaning products and practices do not cause damage to finishes, furnishings, or fixtures. Soaring Eagle shall restore to good condition any items damaged from lack of due care by Soaring Eagle employees.



FOR: Honorable Township Trustees

SUBJECT: Presentation with a Recommended Action Plan of Property Condition Assessment

RECOMMENDATION: The Township Board has been provided with a copy of the Property Condition Assessment. Township staff will provide a recommended action plan for the 2022 fiscal year which ends on March 31, 2022.

BACKGROUND: In September 2020, the Township engaged the Farnsworth Group to perform a Property Condition Assessment on the Township Building and property. The Building was opened in 2003. The Township followed the state's Local Government Professional Services Selection Act (50 ILCS 510/0.01 – 510/7). The Farnsworth Group was chosen for the following reasons: 1.) the firm designed the Township building; 2.) the firm is a qualified design professional firm; 3.) the firm had qualified and competent staff to meet the scope/needs of the project; 4.) the firm is known for meeting deadlines and staying within budget; 5.) the firm is financially stable; and 6.) there is a local office. For these reasons, the Farnsworth Group was the best available professional design firm for the taxpayers' money.

The project involved a study of the existing building and property to develop a plan for maintenance and repairs. The study was undertaken for two (2) main reasons: 1.) the age of the building and 2.) the ability to establish a capital account. To date, there has been minimal investment back into the building and surrounding property. It is time to spend funds for maintenance and repair. The Township needed to have a plan for the capital account. This report contains a list of projects with estimated costs. Tonight, there will be a presentation by Deborah Skillrud, Supervisor, and Michael Buragas, Farnsworth Group Sr. Project Architect.

The proposed budget amendment would include Priority Levels ADA and 1 year as cited in the Property Condition Assessment. These two (2) Priority Levels total \$377,514. These dollars would only be spent on items contained in the Property Condition Assessment.

Township staff is aware of the pandemic's impact upon the construction industry and material and supplies. Township staff believes the top three (3) projects are:

1. ADA Curb Ramps and Parking Signage.
2. Parking Lot including sewer manhole and pavement markings.
3. ADA Restroom – there are two (2) rooms to be addressed.

Township staff's proposal includes an Action Plan for FY 2022. Below is the proposed timeline:

DATE	PROPOSED ACTION
June 28, 2021 Board Meeting	Accept Proposed Budget Amendment and place on file for thirty (30) days. Request to move the Board's July 26 th Meeting to Monday, August 2 nd to meet the 30-day filing period.
August 2, 2021 Board Meeting	Public Hearing on Amended Budget. Amended Budget Ordinance on meeting agenda with request to pass and approve.
August 4, 2021	Advertisement for Bids. Two (2) projects: parking lot and ADA curb ramps
August 16, 2021	Bids are due and opened.
August 23, 2021 Board Meeting	Recommended bid awards and contracts approved.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Township staff worked with its legal counsel and the Farnworth Group to bring the Property Assessment Condition report to the Board.

ADMINISTRATOR RESPONSE: My hope is to gain your support to move forward with the recommendations contained in the Property Assessment Condition report. This document will be used in the future to make wise and needed investment in the Township Building and its surrounding property.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor



Town of the City of Bloomington Township

Property Condition Assessment

May 19, 2021
Final Report



Submitted by:

Michael Buragas, Sr Project Architect
p (309) 663-8436
mburagas@f-w.com
May 19, 2021

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1.0 INTRODUCTION & OVERVIEW

1.1 EXECUTIVE SUMMARY

Farnsworth Group has been engaged by the City of Bloomington Township to generate a Property Condition Assessment report for their office building located at 607 S Gridley St in Bloomington, Illinois. This report includes the following services:

- Evaluation of Select Equipment, Amenity, and Functional Capacities
- Existing Building Assessment for Building Code and Maintenance Deficiencies
- Recommended Repairs and Improvements with Priority Designations
- Opinions of Probable Construction Costs

Upon the completion of these services, the City of Bloomington Township will have a solid understanding of the condition of the facilities, recommended improvements, and associated costs. The final report may be used as a guide for budgeting and prioritizing for maintenance and general capital replacement projects.

Farnsworth Group has reviewed available existing construction drawing information, participated in meetings with City of Bloomington Township staff, and conducted walk-through observations of the building and site. Code and maintenance deficiencies were identified, prioritized, and given recommendations for correction with associated opinions of probable cost. These estimated costs are summarized in the following Table 1: Opinion of Probable Construction Costs – Summary by Priority and Table 2: Opinion of Probable Construction Costs Summary – Summary by Category.

Table 1: Opinion of Probable Construction Costs – Summary by Priority

OPINION OF PROBABLE CONSTRUCTION COSTS SUMMARY BY PRIORITY	
PRIORITY LEVEL	ESTIMATED COST
ADA	\$67,158
1 year	\$310,356
2 year	\$77,921
10 year	\$176,943
Total	\$632,378

Table 2: Opinion of Probable Construction Costs Summary – Summary by Category

OPINION OF PROBABLE CONSTRUCTION COSTS SUMMARY BY CATEGORY	
ADA COMPLIANCE	
Total	\$67,158
EXTERIOR WALL AND FENESTRATION	
1 year	\$22,171
2 year	\$241
10 year	\$19,364
Total	\$41,776
FIRE PROTECTION & LIFE SAFETY	
1 year	\$200
Total	\$200
INTERIOR FINISH	
1 year	\$200
2 year	\$35,350
10 year	\$7,983
Total	\$43,533
ROOF	
10 year	\$85,896
Total	\$85,896
SITE	
1 year	\$259,800
2 year	\$230
Total	\$260,030
SPECIALTIES & EQUIPMENT	
1 year	\$200
10 year	\$1,800
Total	\$2,000
HVAC	
1 year	\$3,500
2 year	\$42,100
Total	\$45,600
PLUMBING	
1 year	\$250
10 year	\$11,600
Total	\$11,850
ELECTRICAL	
1 year	\$24,035
10 year	\$50,300
Total	\$74,335

1.2 INTRODUCTION

Farnsworth Group has been engaged by the City of Bloomington Township to generate a Property Condition Assessment report for their office building located at 607 S Gridley St in Bloomington, Illinois. This report includes the following services:

- Evaluation of Select Equipment, Amenity, and Functional Capacities
- Existing Building Assessment for Building Code and Maintenance Deficiencies
- Recommended Repairs and Improvements with Priority Designations
- Opinions of Probable Constructions Costs

1.3 PROPERTY DATA

Zoning / History

- Property Address: 607 S Gridley St, City of Bloomington, IL 61701
- Year Built: 2003
- Zoning: S-2 Public Lands and Institutions District
- Lot Size: 34,560 sf

Building Construction

- Occupancy & Use: Group B, Office Building
Group S-1, Garage & Mech Mezzanine
- Construction Type: VB, Combustible, Unprotected
- Height: 1 Story + Mezzanine
- Floor Areas: First Floor = 7,700 sf
Mechanical Mezzanine = 560 sf
- Fire Protection: Automatic sprinkler coverage only at Mechanical 126, Storage 127, and Attic Mechanical Room 201
- Structure: Load-bearing CMU exterior walls.
Pre-engineered wood roof trusses.
Steel columns/beams to support Mezzanine floor.

1.4 APPLICABLE CODES

The following are currently adopted codes reviewed as part of this report:

- 2012 International Building Code (IBC)
- 2012 International Mechanical Code (IMC)
- 2014 Illinois State Plumbing Code
- 2015 International Fire Code (IFC)
- 2018 International Energy Conservation Code (IECC)
- 2009 ICC A117.1 Standards for Accessible and Usable Buildings and Facilities
- 2015 NFPA 101 Life Safety Code
- 2018 Illinois Accessibility Code (IAC)

2.0 EQUIPMENT, AMENITY, AND FUNCTIONAL CAPACITIES

The following sections compare the equipment, amenity, and functional capacities of the existing building and site to that of typical, comparable buildings. Recommendations are given to rectify any shortcomings based on the use of the building as applicable.

2.1 FACILITY ESTIMATED REPLACEMENT COST

The estimated facility replacement construction cost for a 8,260 sf office building is approximately \$1,652,000, or \$200 per square foot. The estimated replacement cost is an opinion based on the current building's physical volume, structure, and assemblies with the amenities of a typical office building. The cost includes contractor fees; but excludes architectural/engineering design fees, IT, security, furniture, fixtures, office equipment, site, and land.

2.2 PARKING SPACES PER 1000 SQUARE FEET

A generic rule of thumb for required parking spaces for a general office use is 4 spaces for every 1000 sf. The City of Bloomington Zoning Code requires 1 space per 200 sf for the first 2,000 sf, plus 1 space per 300 sf for area exceeding 2,000 sf. The current City of Bloomington Township site has approximately 6 spaces for every 1000 sf, well in excess of typical standards. See Table 3 for total parking space counts based on the existing conditions and the standards per 1000 sf.

Table 3: Analysis of Parking Spaces

ANALYSIS OF PARKING SPACES			
Spaces required by City of Bloomington Zoning Code for Offices	Spaces based on generic rule of thumb for Offices	Existing spaces provided	Difference between required and existing
31	33	50	27-29 surplus

2.3 ELECTRICAL WATTS PER SQUARE FOOT

The existing service to the facility is 400 amps 120/240 volts single phase with a meter from AMEREN set for 320 amps. Maximum Peak demand on the facility was seen in July 2020 at 22.362 kW => 93.175 amps, this allows for 226.83 amps of spare capacity (320-93.175= 226.83) in the facility for new loads, renovations, and even expansion.

The watts per square foot (W/SQFT) is calculated by dividing the Peak Demand, in Watts(W) by the square footage (SQFT) of the facility. For this facility with 8460 SQFT and the peak demand of 22362 W, we calculated the W/SQFT to be 2.64. An average office building of this type (according to MEANS Cost Estimating Guide) is expected to operate near 8.21 W/SQFT.

2.4 VENTILATION AIR IN CFM PER PERSON

Using the International Mechanical Code 2012 version, the total calculated ventilation air required for the building is 650 CFM. According to the existing mechanical drawings for the building, the ventilation airflow is not given. Based on the existing furnaces' total listed airflow and ventilation air duct sizes, the total building ventilation airflow is estimated to be around 800 CFM. As a result, the current ventilation airflow provided likely meets code.

2.5 COOLING CAPACITY IN SQUARE FOOT PER TON

The total building cooling capacity is 21.5 tons. Using a cooling area of 7100 SF equals 330 SF/ton. According to MEANS Cost Estimating Guide, a low-rise office building uses an average of 320 SF/ton of cooling, so the installed capacity is reasonably adequate.

2.6 HEATING CAPACITY IN BTU'S PER SQUARE FOOT

The total heating capacity of the building is 479,000 BTU/hr. Using a heating area of 7810 SF equals 61 BTU/hr-SF. Typical heating capacity for a similar low-rise office building is in the 45-50 BTU/hr-SF range. Based on typical design practice the installed heating capacity is adequate.

3.0 EXISTING BUILDING ASSESSMENT

The intent of the building assessment is to identify any significant physical deficiencies of the existing building and site. Deficiencies may include any of the following:

- Code violations and hazards, including those regarding life safety or accessibility.
- Items of deferred maintenance or systems that have reached the end of their useful life.
- Conditions that, if left unchecked, could result in accelerated deterioration of the system in question and increased cost to correct.

Methodology

To identify deficiencies, Farnsworth Group's team of architects and engineers undertook the following actions:

- On-site meeting with Deb Skillrud, Township Supervisor, and other users to discuss known issues and review scope of assessment.
- Two walk-through observations of building and site (on 10/15/2020 and 12/03/2020). Observations were non-invasive and limited to only readily visible items as no destructive testing or analysis was completed.
- Review of "As-Built" drawings of existing building dated 10/28/2003.

Deficiencies were identified and recorded in the Appendix A schedule. Each deficiency was evaluated, categorized into one of ten categories, prioritized per urgency for correction, provided with recommended corrective action, and afforded an opinion of probable construction cost for that correction. Priority designations used within this report include the following:

- ADA: Items required to bring the facility into compliance with current code requirements related to the Americans with Disability Act.
- 1 Year: Immediate action required.
- 2 Year: Action required within the short-term but not urgent.
- 10 Year: Components and/or systems that will likely reach the end of their useful life within a 10-year evaluation period.

As applicable, deficiencies were also identified on Appendix B – Site Plan; and recorded via photographs in Appendix D – Photos.

The opinion of probable costs associated with each deficiency is calculated based on estimates and/or unit costs from current cost estimation sources, such as RS Means data. Such cost opinions include construction costs for contractor labor and material. They do not include costs for architectural/engineering design fees, IT, security, furniture, fixtures, artwork, or office equipment, unless otherwise noted. Moreover, in providing an Opinion of Probable Construction Cost, the Client understands that the Farnsworth Group has no control over the cost or availability of labor, equipment, or materials, or over market conditions, or the Contractor's method of pricing, and that Farnsworth Group's Opinion of Probable Construction Cost is made on the basis of their professional judgment and experience. Farnsworth Group makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Opinion of Probable Construction Cost.

Cost opinions are provided per identified deficiency within Appendix A. The estimated costs are further summarized for reference in Table 1: Opinion of Probable Construction Costs – Summary by Priority and

Table 2: Opinion of Probable Construction Costs Summary – Summary by Category. Together with the following narrative descriptions of the deficiencies, the City of Bloomington Township should have the necessary information to assist with budgeting and prioritizing for maintenance and general capital replacement projects.

3.1 ADA COMPLIANCE REVIEW

Having been built in 2003 after the initial passage of the American with Disabilities Act, the majority the existing building appears compliant with current accessibility codes. Those deficiencies that do exist range in severity and cost for remediation. The more significant items are addressed below.

Countertops

Kitchenettes and their sinks are required to be installed so the top of the counter or top edge of the sink (whichever is higher) is a maximum of 34" above the finished floor. This height is required to allow users who are in a wheelchair to reach over the counter and operate the faucet or reach a power receptacle on the back wall. The countertops at Conference 118 and Break 121 are 36" above the floor, 2" above the maximum height (See Figure 1 & Figure 2). It is recommended to replace the base cabinets with lower cabinets, removing and reinstalling the existing countertop and splashes.

Toilets

The Illinois Accessibility Code only recently adopted a new edition in 2018. Prior to that, the sink adjacent to the toilets could overlap some of the clear floor space required around the toilet. With the adoption of the 2018 edition, and to be compliant with the International Building Code, all four Toilet rooms would need to be reconfigured to move the sink outside the 5'-0" wide clearance of the toilets (See Figure 3). However, what would be required by the International *Existing* Building Code may be less than all four Toilet rooms. This is a grey area in the code and dependent on the size of any renovation projects and an interpretation from the authority having jurisdiction. It is recommended to remodel the Public Toilet 120 and one employee Toilet 125 to meet accessibility standards and leave the existing Toilets 124 and 114 as is.

For the Toilet rooms to be remodeled, it is recommended to utilize the existing plumbing chase areas as much as possible to recess the sinks, allowing the toilet clear floor space to pass in front of the sink. This is the best-case scenario for remediation and is reflected in the cost opinion schedule. If this solution is not viable, more extensive alteration would be necessary including stealing space from adjacent rooms and/or relocation of the toilets and their underslab piping.

Drinking Fountain

Accessibility and plumbing codes require dual drinking fountains at different heights (to accommodate standing users and those in a wheelchair). Currently only a low fountain is provided. It is recommended to remove the existing drinking fountain, install new wall construction to eliminate the recessed niche, and then install a new HI-LO combination drinking fountain.

Operable Windows

If operable controls are provided in accessible spaces, then their controls need to meet accessible reach range requirements including a maximum 48" height above the floor. The building's operable windows have controls above this limit (See Figure 4).

If the mechanical system provided all the code-required outside air to the building, then the controls could be removed, making them unusable for everyone equally; and therefore compliant with ADA regulations. The current furnaces are ducted and provide outside air, however, it is unclear on the existing documents how much ventilation air is being provided. Without knowing this, it must be

assumed that the operable windows contribute to the required outside air and therefore have to remain operable.

It is recommended that all operable windows be replaced with new windows with all controls at 48" or lower. If this measure is taken, then it is further recommended to replace all windows (including fixed units) at the same time. This would improve energy efficiency, simplify construction, provide an opportunity to reseal around the windows, eliminate any current drafts, and generally replace windows that are nearing the end of their functional life.

Power-Assisted Door Actuators

Push button actuators for power-assisted doors are required to have a clear floor space, centered on the button, outside the swing of the operated door. The pull-side buttons for the front entry doors are located so they are outside the swing of the operated doors but their clear floor space conflicts with the swing of the non-powered doors (See Figure 5). There is not specific code language to prohibit this condition but it is not desirable. Even with full glazed doors and side lights, there is the possibility that someone using non-powered doors would hit someone else who was positioned to use the door actuator. The following are two possible recommended corrective measures:

- (1) Secure the non-motorized doors shut and remove their handles/closers. They then become inoperable sidelights. The remaining single 3'-0" wide doors have enough egress capacity by themselves for the occupant load of the building.
- (2) Relocate actuators to adjacent interior and exterior walls. This would involve new cutting, patching, and wiring. The cost opinion reflects this option.

Interior Signage

The following code-required interior signage is missing or does not meet code requirements. It is recommended to provide following signage:

- Exit Signage: At doors C102-1 and C105-1, provide tactile sign stating "exit".
- Maximum Occupancy Signage: At each assembly occupancy (e.g., Conference Room, Break Room, Lobby), provide maximum occupant load sign near main exit of room.
- Room & Space Identification: At all permanent rooms and spaces, provide identification signage with both visual and raised characters.
- Toilet Room Signage: At accessible Toilet rooms, provide identification signage with visual and raised characters and the international symbol of accessibility.

Specific requirements for each type of signage (e.g., character height & font, mounting location, pictograms, etc.) may be found in the relevant sections of the IBC, ICC A117.1, and IAC.

Curb Ramps

There are currently six existing curb ramps from the parking lot to the walks around the building. All curb ramps do not meet current requirements for maximum slope, maximum side slopes, and minimum depths of walkways at top of ramp. It is recommended to remove and replace the curb ramps with compliant designs. For the far north and south ramps (See Figure 6 & Figure 7), this will entail larger areas of concrete than currently present. For the location at the accessible parking stalls (See Figure 8), it is recommended to lower the entire section of walkway to be flush with the parking stalls and just include ramps at either end instead of at each individual stall. This would also permit a narrowing of the walkway and installation of code-accessible stall signage. The existing signage is too low, too far away from the parking stalls, and does not designate a "van accessible" parking stall.

3.2 EXTERIOR WALL AND FENESTRATION

The exterior wall system is ground- or split-face CMU with interior wood studs, batt insulation, and gypsum board finish. Windows are vinyl-clad wood with double-pane glass and operable panels. Lobby

doors and windows are aluminum storefront. Back doors and frames are painted hollow metal.

Exterior Wall

The exterior masonry wall was designed as a barrier wall where all water would be kept to the exterior face of the masonry. However, there are observed deficiencies that either have led to or could lead to water infiltration through the masonry. Remediations should be implemented soon to prevent further damage.

Exterior Wall - Joints

CMU joints are protected against water infiltration by mortar or sealant. Sealants around the perimeter of window and door openings and the sealant within vertical control joints have pulled away from adjacent surfaces and generally lost their elasticity / adhesion (See Figure 9 & Figure 10). It is recommended that all sealant be removed and replaced with new silicone sealant. Expected longevity of the sealant is 20 years.

At other joints, the mortar was observed to have failed and cracked (See Figure 11). Typically, these occurred at or near window openings. In some instances, the cracking continued joint-to-joint through a CMU block (See Figure 10). See Appendix B for approximate locations of cracking. While some mortar failure may be attributable to water infiltration, it is speculated that the majority of these conditions are from natural settlement or expansion/contraction of the materials. In some instances, control joints do not continue the full height of the wall. It is recommended that all deficient mortar joints be repointed. Where control joints are only partial height, joints should be cut and sealed for the remainder of the full wall height. New control joints should be cut and sealed at locations where cracking is evident and no control joint is nearby. Cracked blocks that are not cut for new control joints should be replaced with new block to match existing.

After remediations, regularly scheduled observation should be established to determine if any settlement continues to occur. Joints should be inspected annually and the masonry should be inspected every 2-3 years, with increased frequency if an issue is noted.

Exterior Wall - Masonry Block

The precast masonry band that runs around the building at approximately 3'-4" above grade shows discoloration at sections on the west and south elevations (See Figure 12). The cause of this discoloration is unclear. It is possible the discoloration is from moisture penetration of the wall system – either through joints or via migration through the CMU itself. It appears that sometime after initial construction, weep holes were added to the wall system at two courses above and below the band (presumably to deal with a water infiltration issue), but they were later recognized as being inappropriate for a barrier wall system and are now patched solid with mortar. Specifications in the existing documents call out for the CMU block to be constructed with a “liquid polymeric, integral water-repellant admixture”. It is also possible that the water-repellant has reached the end of this useful life and leached to the bottom/outside face of the precast band. In either case, in addition to the joint remediations recommended above, it is recommended that a penetrating, water-vapor-permeable, non-yellowing water-repellent sealer be applied to all exterior exposed masonry surfaces. The expected lifespan of the sealer is 10 years.

Hollow Metal Doors

The back, hollow metal swing doors (C102-1 and C105-1) have several deficiencies from general wear and water/salt exposure. The door closers have inadequate strength to pull the doors tight against their weatherstripping. Furthermore, users have installed secondary pulls on the insides of each door to help close them during windy weather. The doors are located on unsheltered, exposed western and

northern elevations so some degree of difficulty of closing against the wind may be expected. Regardless, it is recommended that the closers be removed and replaced.

There is a gap in the weatherstripping at each door at the location of the door closer (See Figure 13). Signs of leakage/water infiltration can be seen inside the door running down from this location and may be attributed to this gap. It is recommended to install continuous weatherstripping across the top of each door.

Rust is visible on the interior and exterior of the bottom of each door frame (See Figure 14 & Figure 15). This is likely from exposure to salt/water and deferred maintenance. It is recommended to remove the rust, prime and paint the affected areas of the door frames, and replace the sealant around the perimeter and bottom of the door frame.

Overhead Garage Doors

The insulated metal overhead doors themselves are in acceptable condition. However, the wood trim that frames the openings on the exterior has water damage at the bottom and is exhibiting paint flaking and gaps along much of its surface (See Figure 16). It is recommended to cut out and replace the bottom sections of trim, remove existing paint on remainder of trim, and prime and paint all. There are also potholes/cracks in the edge of concrete floor just outside of the garage doors (See Figure 17). It is recommended to patch these damaged areas with epoxy concrete patch material.

Windows

The aluminum storefront frames and doors at the front entry are in acceptable condition. The typical warranty period for aluminum storefront is 20 years.

The vinyl-clad wood windows are recommended to be replaced per the ADA Compliance Review above.

3.3 FIRE PROTECTION & LIFE SAFETY

The building is not equipped throughout with an automatic fire suppression system (sprinklers). Sprinkler heads served from the domestic cold water line do exist in Mech 126, Storage 127, and the Attic Mech Room 201. Since these existing spaces are provided with sprinklers, neither the IBC or NFPA 101 requires that the rooms be fire-rated. The life safety plan in the existing documents shows all three rooms as enclosed with 1 hour fire-rated construction. However, supporting structure is likely not 1 hour rated and the fire-rated walls terminate at unrated ceiling assemblies. Whereas these would be significant deficiencies per the designations of the original plans, current codes do not require fire-rated enclosures if protected by sprinklers, so the assemblies may be de-rated and no deficiencies will exist. The enclosure of the Attic Mech Room 201 still needs to resist the passage of smoke, with doors on closers, which it currently complies with.

Egress

The overall building has the required number of exits, meeting the required separation and capacities for the use group, except for Garage 129. The garage does not have a code-compliant means of egress. At present the garage has two overhead sectional doors to the exterior and a single swing door to an interior corridor. The overhead doors are not considered usable exits in an emergency. The swing door is locked from the garage side and may only be unlocked via an adjacent number keypad (See Figure 18). It is recommended that the lock function be removed from door, allowing free egress at any time. If security is still an issue at this interior door, then it is recommended that the electronic door hardware be altered to always operate freely from the garage side, but sound an alarm if the keypad code is not entered prior to operation.

3.4 INTERIOR FINISH ELEMENTS

Predominantly, interior finishes are as-installed at time of original construction with few exceptions, such as the carpet of Conf 118 that was more recently replaced. Deferred maintenance and updates have left much of the finishes worn and/or dated. Existing interior finishes include the following:

- Floors: Broadloom carpet, ceramic tile in toilets and front lobby, vinyl composition tile at back entrances, with vinyl wall base throughout.
- Walls: Painted gypsum board, with ceramic tile at toilets.
- Ceilings: Dropped acoustical ceiling tile with limited areas of painted gypsum board ceiling or soffit.

The carpet shows significant wear and has reached the end of its life. The ceramic tile flooring is still in acceptable condition. The vinyl composite tile, while worn, is back-of-house space and typically covered by walk-off mats and thus may remain in place. It is recommended to replace all carpet with new carpet tile which typically would carry a 10-year warranty.

The painted walls also show significant wear, including locations of gouges and damage. Cracks were observed in a couple locations - below an exterior window and above an interior door (See Figure 19 & Figure 20). Wood trim around exterior window openings has separated from itself and the wall (See Figure 21). It is recommended that damaged areas of gypsum board be repaired and all wall and trim surfaces be repainted.

Except for limited areas where damaged tiles should be replaced, acoustical ceiling tiles are in acceptable condition.

Users called attention to the gaps in the concrete floor in Mech 126 (See Figure 22) and the wall-to-floor joint in Toilet 125 saying that they have regular intrusions of ants from these locations. After pesticide application, it is recommended to seal cracks and joints.

3.5 ROOF SYSTEMS

Roof and Drainage

Roof construction is asphalt shingles on plywood sheathing. Users reported a past leak above Conf 118 that has since been repaired. No other leaks were reported and the roof appears to be in acceptable condition from visual observation. However, the typical lifespan of asphalt shingles is 20 to 25 years. Continued observation is recommended with a complete tear-off and replacement of the shingles sometime in the next 3 to 8 years.

Aluminum gutters and downspouts appear to be in good condition. No recommendations for the near future.

Insulation

The walls between the Attic Mechanical Room and Roof Attic space have batt insulation within most of the stud cavities. The walls are missing insulation at some locations and the insulation that is present likely only provides R13 thermal performance, less than the current minimum R20 requirement of the International Energy Conservation Code (IECC). While not a high priority, it is recommended that existing insulation be removed where accessible and replaced with R20 minimum insulation.

Observation was unable to determine the extents and depth of the blown-in insulation within the attic. Existing documents list the attic insulation at R30, below the current IECC required minimum of R38. While not a high priority, it is recommended additional blown-in insulation be installed over the existing to achieve the minimum R38 thermal performance.

3.6 SITE

All pavement and walks are assumed to be original from time of initial construction. Per the existing documents, drives and walks are 6" Portland cement concrete pavement with integral poured curbs. Stormwater drainage is achieved with a combination of storm sewer and surface drainage off-site. The lots are currently striped for 39 parking stalls (an additional 11 stalls at the north edge of the lot are unstriped) with 3 stalls designated for accessible parking. Please reference the Appendix B – Site Plan for locations and extents of deficiencies described below.

Spalling and Damage

The concrete pavement and walks show significant deficiencies that fall into several categories:

1. Incidental impact damage on curbs (See Figure 23 & Figure 24).
2. Incidental cracks within concrete panels (See Figure 25 - Figure 27).
3. Spalling along joints between concrete panels and where panels abut other elements (e.g., stormsewer inlets) is prevalent throughout the parking lot (See Figure 28 - Figure 30). This deterioration is more advanced at areas of heavier traffic such as the north lot where garbage trucks travel for service.

Spalling is the breakdown of the slab edge resulting from excessive stresses at the joint caused by infiltration of incompressible materials or traffic load. Weak concrete at the joint can also contribute to this problem. The spalling on site ranges from low to high severity, characterized by the spall area broken into multiple fragments, with loose or missing fragments. If left unchecked, water and salt will continue to migrate into the deteriorated areas and cause accelerated damage.

One approach to remediate joint spalling is to cut out strips, 8" to 12" wide centered on the joint, running from panel edge to edge, to remove and replace only damaged joints. This is more of short-term solution as the patches may last 5 years before spalling will start at the new joints. In addition, the extent of joints on site that would require this repair is significant and saving in material may quickly be offset by increased costs in labor.

For greater longevity, removal and replacement of the entire lot and driveways is recommended. While a large amount of the panels are in good shape, it is difficult to determine the depth of deterioration in the joints. The extent of concrete panels that are thus affected by damage is over 70% of the total square footage of the lot. It is past this threshold that it typically becomes more economical to replace the entire lot instead of just damaged panels. Removal and replacement of the 6" pavement, including granular subbase repair, would eliminate further deterioration and give a new service life of up to 30 years.

It is recommended that concrete walks are also replaced in full at the same time to remediate their damaged areas, take advantage of economy of scale, and provide a unified aesthetic across the site. The opinion of probable cost includes this estimate as an addition to areas that were already slated to be removed and replaced as part of the previous recommendation regarding curb ramps under the ADA Compliance Review above.

Faulting/Settlement

Faulting or settlement is a difference of elevation at a joint or crack caused by upheaval or consolidation. Locations of faults are indicated on the Appendix B – Site Plan. The elevation differences of the faults are high enough to present a tripping hazard but low enough that the higher elevation could be ground down to be flush with the lower. However, these sections will be corrected with the full removal and replacement as recommended above.

A similar tripping hazard is present where a manhole lid is depressed relative to its surrounding pavement (See Figure 31). It is recommended to raise the manhole casting as necessary in conjunction with the removal and replacement of the adjacent pavement as recommended above.

Stormwater Detention

If greater than 1,400 square feet of site is disturbed for a project, the City of Bloomington requires on-site stormwater detention for the area that is disturbed. The City of Bloomington may also, at their discretion, allow a fee to be paid in lieu of this detention. If replaced, the area of the parking lot is well above this threshold. Preliminary inquiries with the City of Bloomington did not yield a definitive answer if they would require on-site detention for this scope of work or, if they did, would they accept a fee payment instead. As such, Farnsworth Group cannot include a definitive amount for this item in the cost opinion, but any project budgets developed by the City of Bloomington Township at a later time should take this cost into account.

Flagpole

Users reported that the cable on the flagpole is broke and the flag can no longer be raised or lowered. It is recommended to install a new internal, stainless steel cable flagpole assembly.

3.7 SPECIALTIES AND EQUIPMENT

Garage door openers and doors are currently in good operation. Users report that west door has been completely rebuilt but the east door is original. Recommend re-evaluation in 3-5 years with possible replacement of the east door at that time.

Though not a code requirement, it is recommended that the storage shelves in Storage 127 be secured to the walls to prevent accidental tip-over.

3.8 HVAC SYSTEMS

The original heating, ventilation, and air-conditioning (HVAC) system remains from the time of building construction in 2003. It consists of four gas-fired, high-efficiency furnaces with gas inputs of 120,000 btu/hr, each with a five-ton condensing unit with R-22 refrigerant, located on grade at the building's exterior. Outdoor air for ventilation is ducted to each furnace from an intake hood on the roof. Additional cooling capacity is provided for the conference room by a 1.5 ton cooling-only fan-coil unit above ceiling. A gas-fired suspended unit heater with gas input of 45,000 btu/hr provides heat for the attached garage. A 1000 watt electric cabinet unit heater serves the front entry vestibule. Exhaust air for four individual restrooms is served by a roof-mounted exhaust fan. A ceiling-mounted exhaust fan with roof vent terminal serves the janitor closet. A ceiling mounted exhaust fan also serves the server room however it is uncertain where the fan discharge terminates. It is possible that this fan discharges air above ceiling for heat removal of the server room.

The American Society of Heating and Refrigeration Engineers (ASHRAE) suggests the useful median life expectancy of HVAC equipment of this type (fan coils, furnaces and air-cooled condensing units) is twenty (20) years. Proper maintenance may of course extend the useful equipment life by as much as ten (10) years. The current age of the furnaces, fan-coil and condensing units are approximately 17

years. The furnaces appear to be in good condition, with service regularly performed according to attached service logs. No noticeable corrosion is present. It is recommended however to replace the furnaces and condensing units within 3 to 5 years for the following reasons: It is likely that parts may become obsolete, and also the air conditioning circuit uses R-22 refrigerant which is being phased out, is expensive to replace, and is more harmful to the environment than more modern R-410A refrigerant. The conference room fan coil unit is reported to be noisy and is only used if absolutely necessary for that reason. Also, it uses R-22 refrigerant. Due to these reasons and its age, it is recommended to replace the unit. Several configuration options exist as far as an above ceiling unit, a ceiling-mounted unit, and a wall-mounted unit. If first cost is a concern, it is recommended to install a wall-mounted unit due to its low cost and ease of maintenance. Many wall-mounted models offer quiet operation as well. Exhaust fans similar to the roof-mounted fan typically have a life span of 25 years or more. It is recommended to check the fan periodically for excessive vibration or bearing noise. It is unclear if the fan has a direct drive or belt. If belt drive, ensure the belt is tight and regularly inspected and changed if worn or cracked. Follow the same advice for the garage exhaust fan. It should be noted that the garage exhaust fan power switch is currently off. Proper operation of this exhaust fan is necessary to control carbon monoxide levels in the garage. It is recommended to keep the garage exhaust fan power switch on. Test the carbon monoxide sensor and replace if faulty. The exhaust fan should only run when carbon monoxide is detected. It is recommended to remove the ceiling mounted exhaust fan in the server room and provide a ductless split unit as follows below.

The server room currently has portable cooling units to provide additional cooling to the room. It is recommended to provide a wall-mounted, ductless split air-conditioning unit, with 2-ton capacity to supply adequate cooling to the room. An outdoor condensing unit would need to be installed next to the existing condensing units on grade at the building exterior.

The garage unit heater has a typical life expectancy of 13 years per ASHRAE. The unit appears to look nearly new without any corrosion though it is likely the original installed unit, which would make it about 17 years old. Considering this unit is not critical for building comfort, it is recommended to replace this unit whenever it fails.

The front entrance vestibule unit heater has a typical life expectancy of 13 years per ASHRAE. The unit is appearing to show its age, with a little surface rust and is missing the temperature adjustment knob. It is recommended to replace this unit with an equivalent replacement.

It was reported that the south offices 109 and 110 are cold at times during the winter. It is recommended to install an electric heating coil in the supply ductwork above ceiling to provide additional heating as required. A thermostat would be located in either office to control the heating coil.

3.9 PLUMBING

A 2" domestic water service enters the building in Mechanical room 126 where it then branches off to a 2" fire sprinkler service with a reduced pressure zone (RPZ) backflow preventer. Domestic water is metered for plumbing fixtures as well as the irrigation branch. A RPZ backflow preventer serves the irrigation branch. The domestic water and sprinkler piping is copper and is in good condition. Copper piping typically lasts around 50 years.

Piping for hot and cold water is uninsulated. It is recommended to insulate cold water piping per the energy code with 1/2" minimum thickness pipe insulation. It is recommended to insulate hot water piping per the energy code with 1" minimum thickness pipe insulation.

Domestic hot water is supplied by a gas-fired, 50 gallon, 40,000 btu/hr water heater with an approximate age of 2 years. The estimated lifespan of this heater is 10 years. A 1/8 horsepower pump recirculates hot water to reduce the wait time to receive hot water at the plumbing fixtures. The average lifespan of this pump is 10 years. The age of this pump is unknown. If it is original to the building it is likely beyond its useful lifespan.

The break room has a coffee maker and refrigerator ice maker served with domestic cold water. The coffee maker has a backflow preventer per code however the ice maker does not. It is recommended to add a dual check valve backflow preventer for the ice maker water supply. The sink drain trap has some surface rust and should be inspected and or replaced in the next few years. The hot water angle valve under the sink is corroded and should be replaced soon before a leak develops. The cold water supply in the break room is reported to supply hot water at times. Upon investigation it is believed that hot water from the water heater is rising into the cold water supply during unoccupied periods. The water heater should be equipped with a heat trap fitting from the factory. It is possible that the heat trap fitting was removed or damaged during installation. Although the heat migration into the cold water line is not harmful to the system, if desired, the cold water inlet to the water heater should be examined by a plumber to see if the heat trap is installed and functioning correctly. Another item for the plumber to verify would be if the check valve is functioning in the cold water supply to the water heater. The check valve is necessary to prevent backflow from the hot water recirculation pump into the cold water line.

It is recommended to upgrade the current manual-operated plumbing fixtures to sensor-operated “touchless” type fixtures for improved sanitation. This would include replacement of four lavatory faucets with battery-powered, sensor-operated faucets. The four water closets can receive a retrofit kit with battery-powered, sensor-operators to minimize cost and rework. Sloan Valve EBV-500A is one recommended retrofit kit. Replacing soap and paper towel dispensers with battery-powered, touchless type units is recommended as well.

3.10 ELECTRICAL SYSTEMS

Power

The existing electrical panel boards are in good shape and should have another 20 years of life, if proper maintenance is performed.

Interior Lighting

The existing record drawings are relatively accurate with a few minor differences. However sometime in the recent past the 2' x 4' Luminaires have had the fluorescent lamps replaced with LED tube style lamps. We were informed that the fluorescent ballasts in the luminaires were not removed and left in place. This is a potential point of future maintenance as the electronic ballasts normally have an average 20-year life expectancy and these are very near that age.

Farnsworth Group performed a “black out” test of the emergency egress lighting and found that the emergency egress illumination was compromised when the lamps in the troffers were changed to LED tubes. We recommend installation of recessed emergency lighting units in the ceilings to provide the required egress illumination. In other areas where traditional wall-mounted emergency luminaires were used, we found several inoperable, and one (in Storage 127) blocked by shelving. We recommend complete replacement of these units and relocating the unit in the storage room to a ceiling mounted unit.

An additional recommendation is in the next 10 years to upgrade the entire lighting system with contemporary luminaires designed to optimize the use of LED's. At the same time updating controls for

the lighting. All new lighting systems and controls are required to follow the International Energy Conservation Code (IECC) adopted by the State of Illinois, the current issue adopted is the IECC 2018. Lighting controls in the common spaces (Corridors, Lobby, Vestibule, etc.) would be set up on a Low Voltage lighting relay control system set for “time of day use” with auxiliary wall mounted switches and occupancy sensors for control of the lights in “off hours”. Occupancy sensors are used in these spaces to “sense” someone in the space, turn the lights on automatically (no need to search for the switch), and then turn them off 20 minutes after the space is no longer occupied. Daylight sensors would be utilized in the Lobby and Vestibule for automatic dimming. Individual offices/spaces (with windows) will be provided with wall mounted controls with vacancy sensors, daylight sensors, and dimming control for each space. Interior offices/space will be designed with vacancy sensors and dimming control. Vacancy sensors are best used in these spaces as the lighting units are required to be “turned on” (there may be enough daylight to work without the lights on) but will automatically “turn off” after it senses the space as “vacant” (i.e., all personnel have left the space). The upgrade and replacement of the lighting system and the new controls will save additional energy with the luminaires having an extremely long life.

Exterior Lighting

The parking lot is currently illuminated with 400-watt Metal Halide luminaires on 30’ poles. Each luminaire consumes 450 watts of energy. We recommend replacing the luminaires with new LED units that provide the same illumination with considerably less wattage, producing an energy savings. At the same time replace the three cans and two wall pack luminaires on the exterior with LED units. Currently the exterior lighting is controlled via time clocks, if the interior lighting upgrade is done, the exterior lighting circuits can be routed into the Low Voltage Lighting Relay panel and these time clocks can be eliminated.

Currently there is a rented AMEREN wooden pole with two aimed luminaires at the front edge of the property. One luminaire is aimed at the building the other is aimed at the building monument sign. There is a monthly payment on the utility bill for this pole, when we questioned the staff, no one currently at the site knew anything about this. Farnsworth Group contacted AMEREN on the Township’s behalf and were told that if the Township wants it removed and taken off the bill, there would not be a charge. However, if the Township wanted to upgrade the luminaires on the pole to LED, it would be \$500. We recommend removal of the pole completely and adding ground mounted lights to the illuminate the sign. Per the existing record drawings, the contractor was to have routed a conduit to the sign location for a “future” luminaire.

The current flagpole lights are HID and ought to be changed to LED luminaires.

Current codes require emergency illumination from each exit of the building to the “Public Way”. The Public Way is generally considered the location where the First Responders will report to in an emergency, typically the front door of the facility. We recommend installation of emergency (battery) luminaires to provide the proper illumination from both the North and West doors around to the front of the building and at the front of the building. In addition, we recommend replacing the remaining exterior wall-mounted and ceiling/soffit-mounted luminaries to LED units.

4.0 OTHER AREAS OF REVIEW

The following are other areas or scopes of work that do not reflect code or maintenance deficiencies but for which COBT requested evaluations and opinions of probable cost.

4.1 SECURITY AT RECEPTION

Scope: Revise shared walls between Reception 102 and Lobby 101/Waiting 203 to be bullet-resistant. Existing drawings specify glazing at these walls to be “poly-carbonate glazing”. This would indicate some degree of ballistics protection but Farnsworth Group was unable corroborate this with observations as there were no visible labels on the glass. Assuming the glass is bullet resistant, to complete ballistics projection, Farnsworth Group would recommend installation of mid-range, bullet-resistant fiberglass panels on the Lobby side of the walls. This would require removal of the existing gypsum board, installation of the panels, new layer of 5/8” gypsum board, paint, vinyl base, and associated accommodations at the ceiling and transaction counter.

Estimated Cost: \$8,100

4.2 STORM SHELTER

Scope: Evaluate code-compliance of existing storage room for use as a storm shelter.

The existing Storage 127 is currently used for document storage. Staff reports to use the room as a shelter in times of inclement weather. Unfortunately, the room does not meet the requirements for code-compliant community storm shelter. Unmet requirements included but are not limited to the following items:

- Enhanced structural criteria including wall anchorage, roof loading, and impact resistance.
- Room for 77 occupants (for Group B, 7700 sf building) which equates to 390 sf, clear of furniture and obstructions. Current room is approximately 302 sf including filing shelves and tables.
- Minimum two means of egress from room.
- Emergency power system.
- Toilets and hand-washing facilities located within shelter, with support systems designed for the occupant load of the shelter.

A cost opinion was not generated for a compliant storm shelter since the scope of alternation work would be significant and would require multidiscipline design time which is outside the scope of this report.

4.3 LANDSCAPE ISLAND AT FRONT DOORS

Scope: Remove existing landscape island located in parking lot in front of main entrance doors.

The cost estimate of select removal of the concrete curbs (saw cutting the adjacent concrete in a rectangular area just outside of the current curb), removal of existing bedding, and replacement with 6” concrete pavement is \$3,500. However, the Site section of the report above recommends removal and replacement of the entire concrete lot and walkways. If this recommendation is implemented, then the front island scope of work can be accomplished within the estimated cost for the overall pavement replacement.

APPENDIX A - Schedule of Deficiencies with Corrective Recommendations and Opinions of Probable Cost

ADA										
Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
ADA	Corridor	C104		ADA	AED extends off of wall into the path of travel beyond the 4" maximum allowed by code.	Relocate AED and patch/paint wall.	1	EST	\$50.00	\$50
ADA	Break	121	2	ADA	Countertop is 36" above finish floor with sink rim sitting higher. 34" max height allowed for sink and for countertops where there are outlets or controls on the back wall.	Replace base cabinets with lower cabinets. Remove and reinstall countertop, back and side splashes, and sink in lower position (less than 34" above finish floor). Patch damaged walls finishes.	1	EST	\$2,700.00	\$2,700
ADA	General	General		ADA	Rooms are missing permanent, code-compliant identification signage. Back exit doors are missing non-illuminated "Exit" signage.	Engage sign contractor to supply signage for room identification, accessible toilet identification, and exit signs (acrylic, adhesive back, with raised and braille characters)	36	EA	\$93.00	\$3,348
ADA	Toilet	125	3	ADA	The sink location conflicts with the clear floor space of the toilet as required by current accessibility code - although it meets requirements of previous code editions.	Redesign bathroom with layout to move sink outside the required clear floor space of the toilet. Hopefully part of the plumbing chase could be utilized to recess the sink. If not, redesign would require expanding the size of the room. In either case, relocation of plumbing fixtures is necessary.	1	EST	\$2,000.00	\$2,000
ADA	Toilet	124	3	ADA	The sink location conflicts with the clear floor space of the toilet as required by current code - although it meets requirements of previous code editions.	Redesign bathroom with layout to move sink outside the required clear floor space of the toilet. Hopefully part of the plumbing chase could be utilized to recess the sink. If not, redesign would require expanding the size of the room. In either case, relocation of plumbing fixtures is necessary. (EST \$2,000) *However, cost opinion recommends leaving this toilet room configuration as is and updating other toilet rooms.	1	EST	\$0.00	\$0*
ADA	Toilet	125	3	ADA	Missing vertical grab bar at toilet.	Install 18" vertical grab bar at toilet.	1	EA	\$65.00	\$65
ADA	Toilet	124	3	ADA	Missing vertical grab bar at toilet.	Install 18" vertical grab bar at toilet.	1	EA	\$65.00	\$65

ADA	Toilet	125	3	ADA	Base cabinet beside door conflicts with required maneuvering space at door.	Remove base cabinet.	1	EA	\$0.00	\$0
ADA	Toilet	124	3	ADA	Base cabinet beside door conflicts with required maneuvering space at door.	Remove base cabinet.	1	EA	\$0.00	\$0
ADA	Conf	118	1	ADA	Countertop is 36" above finish floor with sink rim sitting higher. 34" max height allowed for sink and for countertops where there are outlets or controls on the back wall.	Replace base cabinets with lower cabinets. Remove and reinstall countertop, back and side splashes, and sink in lower position (less than 34" above finish floor). Patch damaged walls finishes.	1	EST	\$2,700.00	\$2,700
ADA	Toilet	114	3	ADA	Missing vertical grab bar at toilet.	Install 18" vertical grab bar at toilet.	1	EA	\$65.00	\$65
ADA	Toilet	114	3	ADA	The sink location conflicts with the clear floor space of the toilet as required by current code - although it meets requirements of previous code editions.	Redesign bathroom with layout to move sink outside the required clear floor space of the toilet. Hopefully part of the plumbing chase could be utilized to recess the sink. If not, redesign would require expanding the size of the room. In either case, relocation of plumbing fixtures is necessary. (EST \$2,000) *However, cost opinion recommends leaving this toilet room configuration as is and updating other toilet rooms.	1	EST	\$0.00	\$0*
ADA	Toilet	124	3	ADA	Base cabinet beside door conflicts with required maneuvering space at door.	Remove base cabinet.	1	EST	\$0.00	\$0
ADA	Lobby	101		ADA	High drinking fountain missing. Code requires both a High and Low drinking fountain be provided.	Remove existing drinking fountain, build out wall to eliminate recess, and install new HI-LO combination unit.	1	EST	\$6,000.00	\$6,000
ADA	Toilet	120	3	ADA	Missing vertical grab bar at toilet.	Install 18" vertical grab bar at toilet.	1	EA	\$65.00	\$65
ADA	Toilet	120	3	ADA	The sink location conflicts with the clear floor space of the toilet as required by current code - although it meets requirements of previous code editions.	Redesign bathroom with layout to move sink outside the required clear floor space of the toilet. Hopefully part of the plumbing chase could be utilized to recess the sink. If not, redesign would require expanding the size of the room. In either case, relocation of plumbing fixtures is necessary.	1	EST	\$2,000.00	\$2,000

ADA	General	General		ADA	Operable controls on windows are above the 48" max height allowed for a person seated in a wheelchair. In addition, existing vinyl-clad wood windows have less energy efficiency then current models and their expected life is 20 years typically.	If operable controls are providedi in accessible spaces, then their controls need to meet accessibility requirements. Furnaces are ducted and provide outside air but it is unclear on the existing documents how much ventilation air is being provided. I.E. Operable windows may be required by the building code to provide outside air. Therefore, operable handles cannot simply be removed to meet accessibility code. Operable windows need to be replaced. Because of age of windows, recommend replacing all windows (operable and fixed) at one time with new vinyl-clad wood windows, low-E glazing.	1	EST	\$29,500.00	\$29,500
ADA	Vestibule	100	5	ADA	The push button actuators (located on the pull side of the doors) for the power assisted door operators allow for a clear floor space outside the swing of the motorized doors but the clear floor space is in conflict with the swing of the non-motorized doors.	Two possible corrections: (1) Fix the non-motorized doors shut and remove their handles/closers. A single 3'-0" door has enough egress capacity by itself. (2) Relocate actuators to adacent interior and exterior side walls. Estimated cost for latter option is provided.	2	EST	\$1,600.00	\$3,200
ADA	Site	Site	8	ADA	ADA parking stall signs are too far from stalls and too low to the ground.	Replace posts and remount ADA parking signage (in conjunction with new access from ADA stalls)	3	EA	\$600.00	\$1,800
ADA	Site	Site	6-8	ADA	Curb ramps (at 6 locations) do not meet current accessibility code requiements. Ramps and side slopes are too steep and do not have required landing length at top.	Reconstruct ramps and surrounding walks to make code-compliant curb ramps.	800	SF	\$17.00	\$13,600

EXTERIOR WALL AND FENESTRATION										
Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
Exterior Wall	Corridor	C105		1 year	Door C105-1: Closer does not pull door tight against door seals.	Closer may be approaching the end of its useful life. Replace closer and adjust.	1	EA	\$315.00	\$315
Exterior Wall	Corridor	C105	13	1 year	Door C105-1: Signs of leakage/water infiltration above door closer. Weather stripping is absent at this location.	Install continuous weather stripping along top of door.	1	EST	\$50.00	\$50

Exterior Wall	Corridor	C105	14-15	1 year	Door C105-1: Rust visible at interior and exterior of bottom of door frame.	Remove rust. Prime and paint affected locations. Replace sealant around perimeter and bottom of door frame.	1	EST	\$100.00	\$100
Exterior Wall	Corridor	C102		1 year	Door C102-1: Separate handle installed on door to assist with closing when windy.	Closer may be approaching the end of its useful life. Replace closer and adjust.	1	EA	\$315.00	\$315
Exterior Wall	Corridor	C102	13	1 year	Door C102-1: Signs of leakage/water infiltration above door closer. Weather stripping is absent at this location.	Install continuous weather stripping along top of door.	1	EST	\$50.00	\$50
Exterior Wall	Corridor	C102	14-15	1 year	Door C102-1: Rust visible at interior and exterior of bottom of door frame.	Remove rust. Prime and paint affected locations. Replace sealant around perimeter and bottom of door frame.	1	EST	\$100.00	\$100
Exterior Wall	General	General	9-10	1 year	Sealant at masonry control joints has lost elasticity and pulled away from adjacent masonry surfaces.	Remove old sealant from joints and install new silicone caulk (20 year longevity)	231	LF	\$6.64	\$1,534
Exterior Wall	General	General		1 year	Sealant around window and door assemblies has lost elasticity and is failing with gaps and cracks.	Remove old sealant and install new silicone sealant at heads and jambs of windows and doors (including overhead doors) (20 year longevity)	464	LF	\$6.64	\$3,081
Exterior Wall	Garage	129	17	1 year	Edge of concrete floor slab outside of garage door has potholes/cracks in several locations.	Patch damaged areas of concrete floor slab with epoxy concrete patch material.	1	EST	\$300.00	\$300
Exterior Wall	General	General	10-11	1 year	Mortar observed to have cracked or separated at select locations, allowing water infiltration.	Repoint masonry with structural mortar, color to match existing.	300	SF	\$4.34	\$1,302
Exterior Wall	General	General	10-11	1 year	Cracks observed running from mortar joint to joint through CMU block. Some are near expansion joints. Most are near or at window openings. Some masonry control joints run only partial height of exterior wall.	Saw cut masonry and install new control joints at locations of partial control joints and at window openings that have experienced cracked but do not already have control joints. Otherwise, replace cracked block to match. Repoint mortar at remainder of mortar joints exhibiting cracking/separation with structural mortar, color to match existing.	1	EST	\$3,000.00	\$3,000
Exterior Wall	General	General	12	1 year	Discoloration along precast sill band and some of above cracking could be attributed to water infiltration of masonry wall. Likely the "liquid polymeric, integral water-repellant admixture within the CMU has reached the end of its useful life.	Apply penetrating, water-vapor-permeable, non-yellowing water-repellent sealer to all exterior exposed masonry. (10 year life)	3808	SF	\$3.00	\$11,424
Exterior Wall	Garage	General	16	1 year	Wood trim at overhead doors has water damage at bases and is exhibiting paint flaking / gaps along entire jambs.	Cut out and replace bottom sections of wood trim. Remove existing paint on trim above. Prime and paint.	1	EST	\$600.00	\$600

Exterior Wall	General	General		2 year	Paint on bulkheads and ceiling of front canopy is worn.	Repaint bulkheads and ceiling of front canopy	220	SF	\$0.73	\$161
Exterior Wall	Corridor	C102		2 year	Door C102-1: Paint on exterior of door is worn.	Prep and repaint door and frame.	1	EST	\$40.00	\$40
Exterior Wall	Corridor	C105		2 year	Door C105-1: Paint on exterior of door is worn.	Prep and repaint door and frame.	1	EST	\$40.00	\$40
Exterior Wall	General	General	5	10 year	Aluminum storefront (typically 20 year life)	Replace existing interior and exterior aluminum storefront doors, sidelights, and transoms.	206	SF	\$94.00	\$19,364

FIRE PROTECTION & LIFE SAFETY

Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
FP & LS	Garage	129	18	1 year	Code-compliant exit is not provided from Garage.	Modify door 129-1 to allow free egress. Two possible approaches: (1) Disable security pass code and change door hardware to passage lockset. (2) Pass code controls could still be used to override an alarmed response, but the door must always be able to be opened from the garage side. Estimated cost for the former, less expensive option is provided.	1	EST	\$100.00	\$100
FP & LS	Garage	129		1 year	Stair handrail is loose. Protruding screws on bottom creates cut/abrasion hazard.	Replace handrail with new abrasion-free rail and secure to wall.	1	EST	\$100.00	\$100

INTERIOR FINISH

Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
Interior Finish	Mech	126	22	1 year	Cracks observed in concrete floor. Owner reports ant infestation from this source.	Recommend pesticide application and seal floor cracks with gunable, high-performance, semi-rigid epoxy joint filler.	1	EST	\$50.00	\$50
Interior Finish	Toilet	125		1 year	Owner reports ants coming from wall-to-floor joint.	Recommend pesticide application and seal wall joint.	1	EST	\$50.00	\$50
Interior Finish	Vestibule	100		1 year	Door 100-2: Latch bolt does not release to allow motorized door to operate.	Fix latch bolt.	1	EST	\$100.00	\$100
Interior Finish	General	General		2 year	Existing carpet throughout building is at the end of its life.	Replace carpet; recommend carpet tile to facilitate future maintenance / replacement.	5650	SF	\$4.12	\$23,278

Interior Finish	Break	121	19	2 year	Vertical gypsum board crack centered above and below north window.	Crack appears to be from building settlement. Recommend repair and paint of wall crack and monitoring for any future reoccurrence.	1	EST	\$100.00	\$100
Interior Finish	General	General		2 year	Existing wall finish shows considerable wear and tear with some locations showing gouges or damaged gypsum board.	Repaint walls with similar color, 1 coat including patching.	16400	SF	\$0.73	\$11,972
Interior Finish	Lobby	101		10 year	Settlement crack present in floor tile from wall to wall.	Crack may contribute to increased damage over time. Recommend replacing tile at same time as other floor finishes.	330	SF	\$17.00	\$5,610
Interior Finish	General	General	21	10 year	Wood window trim pulling away from each other and the wall leaving gaps in the paint finish.	Clean, seal, and repaint.	26	EA	\$80.00	\$2,080
Interior Finish	Office	133	20	10 year	Door 132-1: Vertical gypsum board crack above door at line of steel structure above.	Crack appears to be from building settlement. Disconnect gypsum board from steel structural above. Repair and paint at wall crack.	1	EST	\$150.00	\$150
Interior Finish	Conf	118		10 year	Soiled ceiling tiles. Owner reports that damage was caused by a roof leak that has since been remedied.	Replace ceiling tile.	8	SF	\$2.90	\$23
Interior Finish	Garage	129		10 year	Door 129-1: Metal weather stripping bent/damaged.	Replace weather stripping.	1	EST	\$75.00	\$75
Interior Finish	Corridor	C105		10 year	Ceiling tile warped.	Replace ceiling tile.	4	SF	\$2.90	\$12
Interior Finish	Shr Office	117		10 year	Delaminated / damaged vinyl base.	Replace vinyl base.along single wall.	11.5	LF	\$2.90	\$33
ROOF										
Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
Roof	General	General		10 year	Roof appears to be in acceptable condition but is nearing the end of its lifespan (20-25 years typically)	Asphalt shingle reroof, incl felt and ice&water shield	9180	SF	\$8.00	\$73,440
Roof	Mech	201		10 year	Walls between Mech and attic space appear to have less insulation than that required to to provide the minimum R20 rating per current energy code.	Install new batt insulation as necessary to achieve minimum R20 thermal performance.	743	SF	\$1.22	\$906
Roof	General	General		10 year	Existing attic insulation called out to be R30 on existing documents. Current energy code requires R38 minimum.	Add additional blown in insulation on top of existing to achieve minimum R38 thermal performance.	7700	SF	\$1.50	\$11,550

SITE										
Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
Site	Site	Site	26,27	1 year	Cracked / damaged concdete curbs and walkways. Concrete walk has heaved at joints creating a tripping hazard at select locations.	Remove and replace all concrete walks in conjunction full parking lot replacement. (Estimated cost excludes amount already associated with replacement of ADA curb ramps listed above)	1400	SF	\$17.00	\$23,800
Site	Site	Site	23-25,28-31	1 year	Damaged concrete parking lot snd spalling at concrete panel joints. Far north parking stalls are not striped. Sewer manhole casting is depressed relative to concrete drive around it, creating a tripping hazard. Exi sting pavement markings are worn and need to be refreshed.	Full depth repair recommended for entire lot and driveways, including removal of concrete pavement, repair of granular subbase, raising of manhole casting, new 6" concrete pavement, and striping of new lot.	1	EST	\$236,000.00	\$236,000
Site	Site	Site		2 year	Flagpole cable reported to be not working correctly.	Replace internal flagpole cable assembly, stainless steel	1	EA	\$230.00	\$230
SPECIALTIES & EQUIPMENT										
Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
Specialties & Equipment	Storage	127		1 year	Storage shelving is not secured to walls to prevent accidental tip-over.	Install metal brackets at each shelf unit to secure them to the walls.	1	EST	\$200.00	\$200
Specialties & Equipment	Garage	129		10 year	Garage door opener was installed on 8/11/2016. The east side overhead door is original. The west side overhead door was completely rebuilt. Both were observed to be operating fine.	Garage door openers will need to be replaced in 10 to15 years from installation date. Recommend re-evaluation in 3-5 years with possible replacement of the east door at that time.	1	EA	\$1,800.00	\$1,800

HVAC										
Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
HVAC	Garage	129		1 year	Exhaust fan power switch is off. Exhaust fan is necessary to control carbon monoxide levels in the garage.	Keep exhaust fan power switch on. Test the carbon monoxide sensor and replace if faulty. The exhaust fan should only run when carbon monoxide is detected.	1	EA	\$0	\$0
HVAC	Server	123		1 year	Inadequate cooling as shown by portable AC units.	Add ductless split AC unit to adequately cool room.	1	EA	\$3,500	\$3,500
HVAC	Mech	201		2 year	Furnaces are 17 years old and near the end of their useful life. Typical lifespan for a similar furnace is 20 years.	Furnaces appear to be in good condition, with service regularly performed according to attached service logs. No noticeable corrosion is present. It is recommended however to replace the units within 3 to 5 years. It is likely that parts may become obsolete, and also the air conditioning circuit uses R-22 refrigerant which is being phased out, is expensive to replace, and is more harmful to the environment than more modern R-410A refrigerant.	4	EA	\$9,500	\$38,000
HVAC	Conference	118		2 year	The fan coil unit is noisy and near the end of its useful life.	Replace fan coil unit.	1	EA	\$3,500	\$3,500
HVAC	Vestibule	100		2 year	Electric unit heater is beyond its useful life.	Replace unit heater.	1	EA	\$600	\$600
PLUMBING										
Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
Plumbing	Break Room	121		1 year	The water supply to the refrigerator ice maker does not have a backflow preventer as required per code.	Add a dual check valve backflow preventer.	1	EA	\$250	\$250
Plumbing	Mech	126		10 year	The typical lifespan of a hot water recirculating pump is 10 years. The age of the current pump is unknown.	Consider budgeting for replacement of the pump within the next 10 years.	1	EA	\$1,000	\$1,000

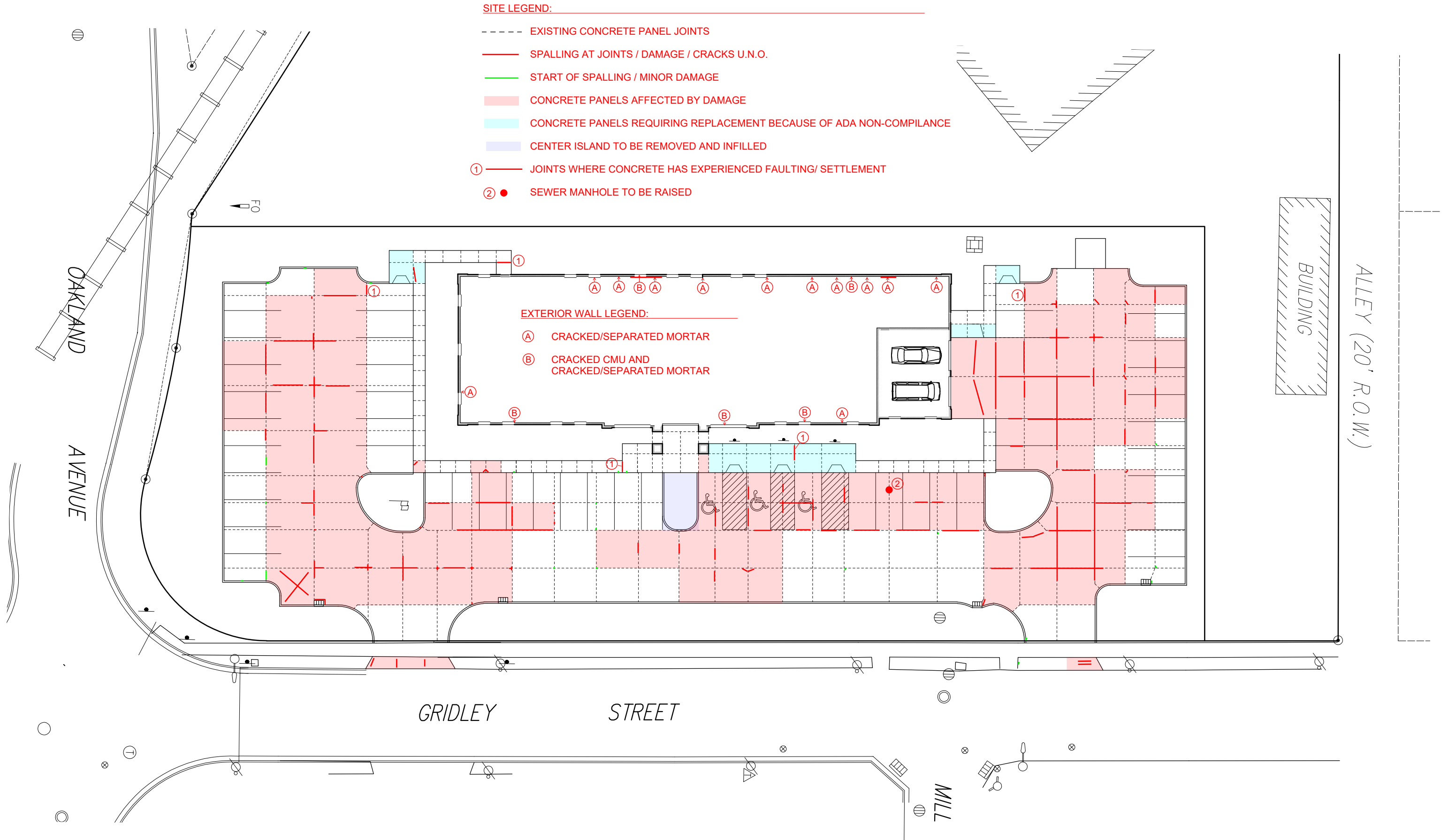
Plumbing	Toilets			10 year	It is recommended to provide touchless plumbing fixtures in the four toilet rooms.	Replace (4) manual faucets with battery-operated, sensor faucet. Retrofit (4) manual flush valves with battery-powered sensor operators. Provide (4) battery-powered sensor-operated soap and paper towel dispensers.	1	EST	\$6,600	\$6,600
Plumbing	General	General		10 year	HW,CW piping not insulated	Insulate CW with 1/2" thickness pipe insulation. Insulate HW with 1" thickness pipe insulation.	500	LF	\$8	\$4,000
ELECTRICAL										
Discipline / Category	Room Name	Room No.	Reference Figure	Priority Code (ADA, 1 year, 2 year, 10 year)	Description of Deficiencies (Defect, Deficiency, Deferred Maintenance, Code Violation)	Recommendation to Correct	Quantity	Units of Measure	Unit Cost	Estimated Cost
Electrical	Exterior	North End		1 year	Existing GFI receptacle cover is missing	Replace cover	1	EA	\$35.00	\$35
Electrical	Egress path	General		1 year	Existing emergency illumination is not adequate in the path of egress anywhere in the facility. Record drawings indicate that the contractor omitted ones that were called out in the plans. Also the existing Florescent 2x4 luminaires have been retrofitted in the near past to utilize LED "tube" along with the existing ballasts. The existing EM Ballasts do not power the LED tubes at the same lumen output which reduces the illumination.	Rework all EM lighting to ceiling mounted recessed emergency battery units in the finished areas of the building. In unfinished areas add/or replace wall mounted units with fresh batteries. Add wall mounted EM units to all 4 toilet rooms. Relocate EM light in Storage room from wall to ceiling. Add EM Lighting in the Garage. All EM lighting to be wired to the ambient lighting circuit ahead of the local control.	1	LS	\$14,000.00	\$14,000
Electrical	Parking lot	General		1 year	Existing wood AMEREN pole with two flood lights is rented and is costing between \$9 and \$16 a month (based on old bills)	Have AMEREN remove pole and luminaires, add circuitry and luminaires to "future circuit" that shows on Record Drawings for sign light	1	LS	\$2,500	\$2,500
Electrical	Exterior of Building	Permitter walks		1 year	Current building code requires "Emergency illumination along the exterior path of egress to the public way"	Add EM lighting at all doors and along the perimeter of the building to the "public way", that is where the First Responders will arrive to the facility.	1	LS	\$7,500	\$7,500
Electrical	Exterior of Building	Perimeter of buidling		10 year	Existing wall mounted luminaires and luminaires under canopy are not energy efficient	Replace units with new LED luminaires	1	LS	\$3,500	\$3,500

Electrical	General	General		10 year	Existing 2 x 4 Troffers have had the fluorescent lamps replaced with LED "tubes" that operate off the same ballasts as the fluorescent lamps. This is a type of retrofit we usually don't recommend, as eventually the ballasts will fail and will need to be replaced.	We recommend a complete re-lighting project for all the areas with new luminaires that have a current design flair, best utilize the LED technology, and have controls in compliance with IECC 2018. This will require daylight control, vacancy sensors, and dimming control for all the lobby and offices. Corridors can remain switched, but we recommend the corridors be on a time clock (for hours of operations) and be on occupancy sensors for off hours.	8460	SF	\$5.00	\$42,300
Electrical	Flag pole light	Exterior		10 year	Existing flag pole lights are antiquated and should be replaced	Replace exisitng flag poel lights.	1	LS	\$1,500.00	\$1,500
Electrical	Parking lot	General		10 year	Existing parking lot luminaires consume appx 450 watt each	Replace units with comparable LED units to save money.	6	EA	\$500	\$3,000

\$1,035,280

Notes:

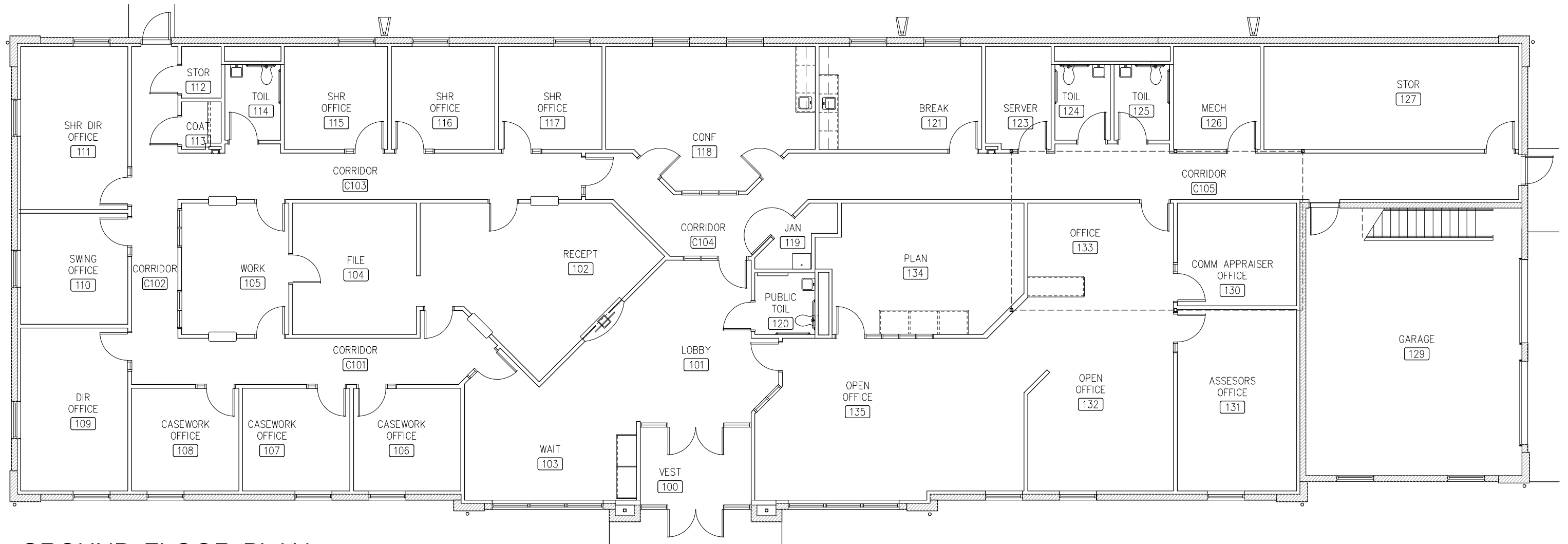
- 1. Terminology:
 - "EA" indicates each.
 - "EST" indicates a rough estimated possible cost based on preliminary concepts, to be verified by design work not yet accomplished..
 - "N/A" indicates an item that is not applicable at this time.
 - "LF" indicates linear foot
 - "LS" indicates lump sum.
 - "SF" indicates square foot
- 2. Costs listed reflect the date of this cost opinion and do not include escalation for delayed implementation.
- 3. Cost opinion only includes construction costs and does not include project cost adjustments such as fees for design and permitting.
- 4. In providing an Opinion of Probable Construction Cost, the Client understands that Farnsworth Group (FGI) has no control over the cost or availability of labor, equipment, or materials, or over market conditions or FGI’s method of pricing, and that FGI’s Opinion of Probable Construction Cost are made on the basis of FGI’s professional judgment and experience. FGI makes no warranty, express or implied, that bids or negotiated costs of the Work will not vary from the FGI’s Opinion of Probable Construction Cost.



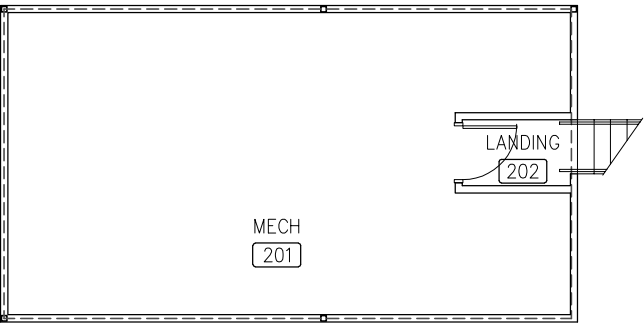
APPENDIX B - SITE PLAN

SCALE: 1"=30'





GROUND FLOOR PLAN



ATTIC MECHANICAL ROOM

NOTE: FLOOR PLANS ARE FOR GENERAL REFERENCE ONLY AND HAVE NOT BEEN FIELD VERIFIED TO CONFIRM AS-BUILT CONDITIONS

APPENDIX C - FLOOR PLANS

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



APPENDIX D – PHOTOS



Figure 1: Conference 118



Figure 2: Break 121



Figure 3: Typical Toilet Room



Figure 4: Operable window controls



Figure 5: Door actuator



Figure 6: South curb ramp



Figure 7: North curb ramp



Figure 8: Curb ramps at accessible parking stalls



Figure 9: Sealant at control joint



Figure 10: Cracked mortar and block near control joint



Figure 11: Cracked mortar joints and block



Figure 12: Discoloration of precast band and masonry



Figure 13: Discontinuous weatherstripping at door closer



Figure 14: Rust at bottom interior of HM door



Figure 15: Rust at bottom exterior of HM door



Figure 16: Garage door trim



Figure 17: Concrete floor edge at Garage doors



Figure 18: Swing door at Garage 129



Figure 19: Below window at Break 121



Figure 20: Above door at Office 133



Figure 21: Wood trim at windows



Figure 22: Floor gap Mech 126



Figure 23: Concrete curb



Figure 24: Concrete curb



Figure 25: Cracks in concrete drive



Figure 26: Crack in concrete walk



Figure 27: Crack in concrete walk



Figure 28: Spalling at concrete drive joints



Figure 29: Spalling at concrete drive joints



Figure 30: Spalling of concrete joint at inlet



Figure 31: Depressed manhole cover

**CITY of BLOOMINGTON TOWNSHIP
EVERGREEN MEMORIAL CEMETERY**

TO: Township Trustees
FROM: Deborah L Skillrud, TWP Supervisor
DATE: May 24, 2021
RE: Township Supervisor's Report

Governor Pritzker has issued Executive Order 2021 - 09 which re-issues Executive Order 2020 -72 and its subsequent amendments in their entirety and extended same through May 29, 2021.

Workfare Programs: The Wellness Lifestyle Series of classes has continued to be held virtually through Zoom. Classes were held on April 9, 16, 23, & 30, 2021. These classes have seen fifteen (15) participants. The majority of the class attends via video chat while the remainder attends via a phone call. Class participation has been steady with participants interacting using the chat feature in Zoom or unmuting one at a time to address questions to the class instructor. The Wellness Lifestyle Series of classes is set up to be held virtually as the year progresses.

The Skills to Succeed course continues to be held in person at Second Presbyterian Church, Bloomington. Classes were held on April 12 and May 3, 2021. The May 3rd class only had one (1) participant in attendance. The class and its participants continue to follow COVID -19 protocols, (i.e. mask wearing and social distancing).

The fifth POTS Program collection bin has been placed at Jeffery Alans, 701 Towanda Ave., Normal. Weekly collection of plastic garden pots and plant trays has begun for the season.

General Assistance (GA): Total April cases for GA are listed on attached System Activity Report.

Forty-nine (49), individuals submitted applications, with thirty-one, (31), being *potentially eligible* for GA and eighteen, (18), being *potentially eligible* for Emergency Assistance, (EA). One (1) applicant was from Downs, White Oak, and Empire Townships respectively.

In April, the Township did not receive any Supplemental Security Income recovery funds from the State of Illinois.

COVID - 19 Update: Township staff continues to monitor COVID – 19. The Township has continued to fulfill its statutory duties to provide GA and EA to those in need under the Illinois Public Aid Code. The Township must comply with these guidelines. The Township lobby remains closed. However, the Township continues to receive applications and supportive documentation through its website, email, fax and in person at our entryway.

Due to federal, state, and local government COVID – 19 programs, the GA program has seen changes in activity. There are moratoriums on residential evictions, utility disconnection moratoriums, and public transportation fair suspensions. The Township is aware that these programs are finite and demand for services will emerge as federal and state dollars are exhausted.

Connect Transit has announced that fares will commence on June 1, 2021.

On May 17, 2021, Governor Pritzker issued Executive Order 2021 – 10, Bridge Phase Order. This Order supersedes Executive Order 2020 – 43, as amended by Executive Orders 2020 – 55, 2020 – 59 & 2021 – 09. Section 5 of this Order addresses Social Distancing, Face Coverings & PPE Requirements.

The State of Illinois has a \$1.5 billion housing assistance program for renters & landlords hit hardest by COVID – 19. The state has estimated that 120,000 household renters could see relief. Maximum rental assistance is \$25,000. The Illinois Rental Payment Program applications are being accepted from May 17 – June 7, 2021. Payment will be made directly to the landlord. Online applications at: ILRPP.IHDA.org.

FEMA/CURES Grant: The Township applied for the Local Coronavirus Remediation Emergency Support Program (CURES) funding for the specific purpose of offsetting operation costs due to COVID. The CURES money will help offset costs associated with cleaning, PPE and with operational changes for enhanced protection for staff and the public.

The office of Accountability at IL Department of Commerce & Economic Opportunity reported to have reconciled the CYEFR and the audit package is being reviewed. State agencies then have 180 days to issue the management decision letter and close out the case.

Property Condition Assessment: The final Property Condition Assessment has been provided to the Board. Farnsworth Group staff will be present at the May 24th Board Meeting for presentation and questions. The Township will focus on Parking Lot and exterior ADA in FY2022.

Evergreen Memorial Cemetery (EMC): The Township Supervisor and Cemetery Board of Trustees recommend the appointment of Garrett Thalgott for a term of six (6) years.

The Cemetery will be holding a Memorial Day event on May 31, 2021 from 11:00 a.m. until 1:00 p.m. Please visit the Cemetery's Facebook page for the event details.

System Activity Report

[4/1/2021 - 4/30/2021] Report Date: 5/4/2021

General Assistance

Grants (New Clients) :	4	\$1,276.00
Grants (Previous Clients) :	41	\$12,786.85
In-Process :	9	
Denials :	16	
Sanctions :	14	
Terminations :	9	
	93	\$14,062.85

General Assistance - Medical

Referrals :	3	
Disbursements :	0	
	3	\$0.00

General Assistance - Work Program Assignments

Job Training :	6	
Workfare :	8	
	14	

Emergency Assistance

Grants :	4	\$1,948.00
In-Process :	0	
Denials :	1	
	5	\$1,948.00

Additional Activity

A Call (phone/fax/email) :	295	
A Face-to-Face :	128	
General - Intake :	30	
General - Orientation :	33	
General - Other :	9	
R - BHA :	6	
R - COB :	6	
R - DHS :	2	
R - IDHS :	1	
R - MCCA / LIHEAP :	8	
R - Other :	18	
R - PATH :	1	
WF - Appointment :	14	
WF - Sanction :	2	
WF - Work Sponsor Site :	93	
WF Training/Education :	44	
	690	
Grand Totals:	805	\$16,010.85