



BOARD OF TRUSTEES FOR THE TOWN OF THE CITY OF BLOOMINGTON
GOVERNMENT CENTER CHAMBERS, 4TH FLOOR, ROOM #400
115 E. WASHINGTON STREET, BLOOMINGTON, IL 61701
MONDAY, MARCH 27, 2023, 5:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Roll Call of Attendance
4. Consent Agenda

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

- A. **Approve the Minutes of the February 27, 2023 Public Hearing and Board Meeting as requested by the Township Supervisor** *(Recommended Motion: The February 27, 2023 Public Hearing and Board Meeting minutes be approved.)*
- B. **Certify the February 2023 Statement of Funds for the General Town Administration Fund, General Assistance Fund, and Cemetery Fund as requested by the Township Supervisor** *(Recommended Motion: The February 2023 Statement of Funds be certified.)*
- C. **Approve the March 27, 2023 General Town Fund Request for Payments as requested by the Township Supervisor** *(Recommended Motion: The March 27, 2023 Request for Payments be approved.)*
- D. **Adopt the Proposed Agenda for the April 11, 2023 Annual Town Meeting as requested by the Township Supervisor** *(Recommended Motion: The proposed Agenda for the April 11, 2023 Annual Town Meeting be adopted.)*
5. **Pass the Ordinance Extending the Housing Eviction Relief Efforts (HERE) Program for Eligible Residents of the Town of the City of Bloomington** *(Recommended Motion: Ordinance 2023-02 authorizing the extension of the HERE Program until funds are exhausted or until March 31, 2024, whichever occurs first, be passed.)*
6. **Award the Contract for Building Renovations and Authorize the Supervisor to Execute the Necessary Documents** *(Recommended Motion: The contract for Building Renovations be awarded to J. Spencer Construction in the amount of \$765,000 and the Supervisor be authorized to execute the necessary documents.)*
7. **Authorize the Township Supervisor to Execute Change Orders for the COBT Building Renovations Project** *(Recommended Motion: Township Supervisor Deborah L. Skillrud be authorized to execute change orders for the COBT Building Renovations project without receiving prior approval from the Board, not to exceed in total \$76,500.)*
8. **Reports by Elected Officials**
 - A. Deborah Skillrud, Township Supervisor
 - B. Steve Scudder, Township Assessor

9. Public Comments

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

10. Adjournment



**MINUTES
PUBLIC HEARING OF THE TOWN OF
THE CITY OF BLOOMINGTON TOWNSHIP
MONDAY, FEBRUARY 27, 2023, 5:20 P.M.**

The Board of Trustees for the Town of the City of Bloomington convened for a public hearing in the Government Center Chambers on Monday, February 27, 2023. The public hearing was called to order by Trustee Mwilambwe.

Roll Call

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

Trustees Absent: Grant Walch, Sheila Montney, Julie Emig

Staff Present: Leslie Yocum, Township Clerk

Elected Officials Present: Deborah L. Skillrud, Township Supervisor

Elected Officials Absent: Steve Scudder, Township Assessor

Public Hearing

Trustee Mwilambwe opened the Public Hearing at 5:25 P.M.

Item 1. Public Hearing on the Proposed Fiscal Year 2024 Budget.

Township Supervisor Skillrud reported the budget was made available for 30 days to the public. She explained that staff updated some figures based on estimates for 2023 and noted the additional line item for the Decennial Committee.

Item 2. Public Comments and Discussion for the Public Hearing on the Proposed Fiscal Year 2024 Budget.

Township Clerk Yocum reported that no one had registered to speak live or had submitted emailed public comment.

Trustee Crabill asked for additional information on burials. Supervisor Skillrud stated staff anticipated growth in that area.

Trustee Mwilambwe closed the Public Hearing at 5:27 P.M.



MINUTES
REGULAR SESSION OF THE TOWN OF
THE CITY OF BLOOMINGTON TOWNSHIP
MONDAY, FEBRUARY 27, 2023, 5:30 P.M.

The Board of Trustees for the Town of the City of Bloomington convened in regular session in the Government Center Chambers at 5:30 p.m., Monday, February 27, 2023. The meeting was called to order by Trustee Mwilambwe.

Pledge of Allegiance

All present participated in the Pledge of Allegiance.

Roll Call

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

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

Trustee Boelen made a motion, seconded by Trustee Urban, to allow Trustee Montney to participate remotely due to illness.

Trustee Mwilambwe directed the Township Clerk to call the roll:

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

Motion carried.

Trustee Montney joined the meeting virtually at 5:32 P.M.

Mrs. Yocum noted that Trustee Montney was having some technical issues and would continue to work with the Information Technology Department to correct so she could participate.

Consent Agenda

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

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

Item 4.A. Approve of the Minutes of the January 23, 2023, Public Hearing and Board Meeting, as requested by the Township Clerk. (Recommended Motion: The January 23, 2023, Public Hearing and Board Meeting minutes be approved.)

Item 4.B. Certify the January 2023 Statement of Funds for the General Town Administration Fund, General Assistance Fund, and Cemetery Fund, as requested by the Township Supervisor. (Recommended Motion: The January 2023 Statement of Funds be certified.)

Item 4.C. Approve the February 27, 2023, General Town Fund Request for Payments, as requested by the Township Supervisor. (Recommended Motion: The February 27, 2023, Request for Payments be approved.)

Trustee Mwilambwe directed the Township Clerk to call the roll:

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

ABSTAIN: Montney

Motion carried.

Regular Agenda

Item 5. Adopt the Fiscal Year 2024 Budget, as requested by the Township Supervisor. (Recommended Motion: The Fiscal Year 2024 Budget be adopted, and the Ordinance 2023-01 be passed.)

Trustee Boelen made a motion, seconded by Trustee Crabill, that the Item be approved as presented.

Trustee Mwilambwe directed the Township Clerk to call the roll:

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

ABSTAIN: Montney

Motion carried.

Item 6. Approve the Appointment of Joe Gibson to the Evergreen Memorial Cemetery Board of Trustees, as requested by the Township Supervisor. (Recommended Motion: The appointment be approved as presented.)

Trustee Mwilambwe confirmed with Supervisor Skillrud that Joe Gibson was once the Township Supervisor.

Trustee Crumpler made a motion, seconded by Trustee Crabill, that the Item be approved as presented.

Trustee Mwilambwe directed the Township Clerk to call the roll:

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

ABSTAIN: Montney

Motion carried.

Item 7. Discussion of Decennial Committees for Local Government Efficiency Act, as requested by the Township Supervisor. (Recommended Motion: None; Discussion Only.)

Township Supervisor Skillrud clarified that the Board will be members of the Committee and the purpose is to study the efficiencies of Township and report recommendations. She noted the first Committee meeting would be on May 22, 2023, at 5:00 P.M. Also noted was that serving on the Committee would be without compensation, though

any expenses incurred would be reimbursed. Most of the legwork, however, will be done by Township Staff.

Trustee Mwilambwe and Supervisor Skillrud discussed the report requirements of the unfunded mandate, and noted the deadline was 18 months, though Supervisor Skillrud preferred to complete the requirements within one year. She also informed the Board that the Committee's final report could be as simple or as detailed as desired.

Trustee Ward asked the requirements of the meeting and if the public would be able to attend. Supervisor Skillrud confirmed the meeting would be compliant with the Open Meetings Act, have an agenda, and be open to the public.

Supervisor Skillrud noted the Decennial Committees were to convene every 10 years.

Trustee Crumpler asked for clarification on the term efficiency. Supervisor Skillrud explained the Committee would discuss the who, what, when, and why of the programs offered by Township, determine if Township is adhering to the governing Statutes, and if partnerships with other organizations are utilized to the fullest. She stated the Committee would review to see if there were any inefficiencies which could be addressed by staff.

Reports by Elected Officials

Item 5.A. Comments by Deborah Skillrud, Township Supervisor

Supervisor Skillrud addressed the Board and shared an update not included in her written report. In 2014 Township adopted an updated Investment Policy, via Resolution 2014-02, for the purpose of establishing cash management and investment guidelines. The objectives of the policy include Safety, Liquidity, & Return on Investment. Specifically, the Township Supervisor "shall seek to attain a market average or better rate of return throughout budgetary and economic cycles, taking into account risk, constraints, cash flow, and legal restrictions on investments." While reviewing certain accounts, it was noted that Township has been earning an Average Percentage Yield of .017% whereas the Illinois Fund, which lets government agencies use the Illinois State Treasurer's resources to safely invest while enjoying economies of scale, had been paying an Average Daily Rate of over 4.47%. In order to achieve a better return on investment, Township is relocating a portion of the General Town Administration Fund Reserve and the General Assistance Fund Reserve to the Illinois Fund.

Trustee Crabill asked for an update on the Housing Eviction Relief Efforts (HERE) Program. Supervisor Skillrud reminded the Board the HERE Program was a resource of last resort and explained how staff continued to assist residents. Trustee Crabill confirmed with Supervisor Skillrud the current Fiscal Year had a budget of \$200,000 for the HERE Program and a budget of \$150,000 for the next Fiscal Year.

Supervisor Skillrud reported that Township has an opening for a part-time Work Fair Development Coordinator. She stated that two new bins for recycled pots will be placed at the City of Bloomington's Community Gardens and at Wendell Niepagen Greenhouses and Garden Center.

Trustee Ward clarified that the location of the Community Gardens that will receive a bin is at Hershey & Ireland-Grove Roads. She asked if the West Bloomington Revitalization Project's Community Garden could also receive a bin. Supervisor Skillrud discussed the possibility of providing an older bin.

Item 9.B. Comments by Steve Scudder, Township Assessor

Township Assessor Scudder addressed the Board and reported on the P-Tax State form which compared Equalized Assessed Values (EAV) of commercial and residential properties and their growth. He noted the growth of EAVs for residential properties was a direct correlation to the development of subdivisions and that most of the City's values relied on residential properties.

Public Comment

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

Adjournment

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

Motion carried unanimously (Viva Voce).

The meeting adjourned at 5:51 P.M.

Amanda Stutsman, Deputy Township Clerk

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--GENERAL 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 **28th day of February 2023**, showing the amount of public funds on hand at the commencement of said period, the amount of public funds received and from what source received, and the amount of public funds expended and for what purpose expended during said period ending as aforesaid.

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

Subscribed and sworn to before me this **27th of March 2023**.

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

Notary Public

This **27th of March 2023**.

WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of GENERAL TOWN ADMINISTRATION FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$3,138,144.37** in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, **\$157,126.16** in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$421,105.33** in PRAIRIE STATE BANK & TRUST (64) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL TOWN ADMINISTRATION FUND of said TOWN.

WARD 1: Grant C Walch

WARD 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe

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

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

Town Clerk

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

Month of: **FEBRUARY**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 135,416	
Investments: Illinois Fund	\$ 2,130,569	
Investments: Prairie State Bank & Trust (64)	<u>\$ 1,570,950</u>	
Public Funds at Commencement		\$ 3,836,935

Public Funds Received This Month

Interest: Prairie State Bank (53)	\$ 29	
Interest: Prairie State Bank (64)	\$ 181	
Interest: Illinois Funds (1085)	\$ 7,576	
Other Income - Retiree Insurance	\$ 2,002	
Other Income - GA Administration	<u>\$ 250</u>	
Public Funds Received This Month		\$ 10,038
Public Funds Available		<u>\$ 3,846,973</u>

Public Funds Expended This Month

Change in Payroll Liabilities 02/28/2023	\$ 135,447	
	<u>\$ (4,850)</u>	
TOTAL Public Funds at Month End		<u><u>\$ 3,716,376</u></u>

Public Funds at Month End

Cash: Prairie State Bank & Trust (53) Checking Balance	\$ 157,126	
Investments: Illinois Fund	\$ 3,138,144	
Investments: Prairie State Bank & Trust (64)	<u>\$ 421,105</u>	
TOTAL Public Funds at Month End		<u><u>\$ 3,716,376</u></u>

Checking Account Activity

Prairie State Bank & Trust (53) Balance at Commencement	\$ 135,416	
Deposits		
Interest: Prairie State Bank & Trust (53)	\$ 29	
Other Income - Retiree Insurance	\$ 2,002	
Other Income - GA Administration	\$ 250	
Transfer from Prairie State Bank & Trust Reserve (64)	<u>\$ 150,000</u>	
Total Deposits for Month		<u>\$ 152,281</u>
Total Funds Available		\$ 287,697
Checks Written		
Assessor's Office Expenses	\$ 9,538	
Community Agency Funding	\$ 45,854	
Compensation & Benefits	\$ 76,059	
Services & Expenses	\$ 1,863	
Supervisor's Office Expenses	<u>\$ 2,107</u>	
Total Checks Written		\$ 135,421
Change in Payroll Liabilities 02/28/2023	<u>\$ (4,850)</u>	
Total Checks Written		\$ 130,571
Prairie State Bank & Trust (53) Balance at Month End		<u><u>\$ 157,126</u></u>

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

Balance per Bank Statement	\$ 175,124	
Plus Outstanding Deposits	\$ 9,102	
Less Outstanding Checks	<u>\$ (27,100)</u>	
Checkbook Balance per Reconciliation		<u><u>\$ 157,126</u></u>

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

Statement of Receipts and Disbursements

		<u>Feb-23</u>	
Revenue			
7000 Interest		\$ 7,785	
7400 Other Income		\$ 2,252	
	Total Revenue		\$ 10,038
	Total Income		\$ 10,038
Expense			
Assessor's Office			
9151 Auto Expense		\$ 70	
9171 Utilities		\$ 712	
9201 Office Supplies		\$ 3,317	
9231 Equipment		\$ 122	
9251 Education/Meetings/Conferences		\$ 196	
9271 Appraisal Services		\$ 1,800	
9291 Janitorial		\$ 175	
9301 Computer Services		\$ 2,856	
9312 Membership Dues		\$ 290	
	Total Assessor's Office		\$ 9,538
Community Agency Funding			
10215 HERE - Housing Eviction Relief Effort		\$ 18,703	
1023 Community Medical		\$ 15,000	
1025 GA Client Services		\$ 2,151	
1027 Senior Services		\$ 10,000	
	Total Community Agency Funding		\$ 45,854
Compensation (Salaries) & Benefits			
7011 TWP Supervisor		\$ 7,833	
7021 TWP Assessor		\$ 8,000	
7031 Town Clerk		\$ 200	
7051 General Assistance Staff		\$ 25,733	
7061 Deputy Assessors		\$ 19,420	
7081 IMRF/Employer (2022 = 9.38%; 2023 = 5.43%)		\$ 3,051	
7091 FICA (SS/MC)/Employer		\$ 4,426	
7101 Group Medical/Employer		\$ 7,396	
	Total Compensation (Salaries) & Benefits		\$ 76,059
Services & Expenses			
1035 Publishing		\$ 370	
1038 Other Expenditures		\$ 26	
1040 Building Maintenance		\$ 1,187	
1042 Janitorial Services & Supplies		\$ 306	
	Total Services & Expenses		\$ 1,889
Supervisor's Office			
8091 Postage		\$ 38	
8121 Janitorial		\$ 219	
8131 Utilities		\$ 1,068	
8161 Education/Conference/Meetings		\$ 75	
8181 Equipment Repair/Rental		\$ 487	
8191 Office Supplies		\$ 170	
8221 Computer/Contract Services		\$ 50	
	Total Supervisor's Office		\$ 2,107
	Total Expense		\$ 135,447
Net Income			\$ (125,409)

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

Year to Date Budget Comparison

		AMENDED				
		Feb-23	FY2023	Budget	\$ Over Budget	% of Budget
Income						
Revenue						
7000 Interest	\$	48,428	\$	25,000	\$ 23,428	193.7%
7400 Other Income	\$	33,441	\$	32,000	\$ 1,441	104.5%
Other Income: Grants	\$	-	\$	5,000	\$ (5,000)	0.0%
Other Income: TWP IGAs	\$	1,900	\$	1,400	\$ 500	135.7%
7450 Township Litigation Income	\$	-	\$	25	\$ (25)	0.0%
7600 Personal Property Replacement Tax	\$	441,751	\$	300,000	\$ 141,751	147.3%
7800 Tax Levy	\$	1,644,925	\$	1,645,000	\$ (75)	100.0%
Total Revenue	\$	2,170,445	\$	2,008,425	\$ 162,020	108.1%
Total Income	\$	2,170,445	\$	2,008,425	\$ 162,020	108.1%
Expense						
Assessor's Office						
9141 Rent/Debt Service	\$	-	\$	11,544	\$ (11,544)	0.0%
9151 Auto Expense	\$	2,630	\$	5,000	\$ (2,370)	52.6%
9161 Telephone	\$	1,680	\$	3,000	\$ (1,320)	56.0%
9171 Utilities	\$	5,173	\$	5,800	\$ (627)	89.2%
9191 Postage	\$	-	\$	300	\$ (300)	0.0%
9201 Office Supplies	\$	4,010	\$	2,000	\$ 2,010	200.5%
9211 Publications & Printing	\$	30	\$	500	\$ (470)	6.0%
9231 Equipment	\$	122	\$	6,000	\$ (5,878)	2.0%
9241 Equipment Repair/Rental	\$	-	\$	1,500	\$ (1,500)	0.0%
9251 Education/Meetings/Conferences	\$	10,739	\$	17,000	\$ (6,261)	63.2%
9261 Replatting & Remapping	\$	-	\$	9,000	\$ (9,000)	0.0%
9271 Appraisal Services	\$	11,500	\$	34,000	\$ (22,500)	33.8%
9291 Janitorial	\$	1,925	\$	2,000	\$ (75)	96.3%
9301 Computer Services	\$	7,806	\$	20,000	\$ (12,194)	39.0%
9311 Mapping/GIS Services	\$	-	\$	30,000	\$ (30,000)	0.0%
9312 Membership Dues/Assessor's Staff	\$	2,012	\$	2,500	\$ (488)	80.5%
Total Assessor's Office	\$	47,627	\$	150,144	\$ (102,517)	31.7%
Community Agency Funding						
10215 Housing Eviction Relief Effort (HERE)	\$	65,388	\$	200,000	\$ (134,612)	32.7%
1022 Community Emergency Response Program (CERP)	\$	-	\$	-	\$ -	0.0%
1023 Community Medical	\$	15,000	\$	25,000	\$ (10,000)	60.0%
1025 GA Workfare Development/Client Services	\$	26,095	\$	50,000	\$ (23,905)	52.2%
1026 Youth Services	\$	25,000	\$	35,000	\$ (10,000)	71.4%
1027 Senior Services	\$	10,000	\$	80,000	\$ (70,000)	12.5%
Total Community Agency Funding	\$	141,483	\$	390,000	\$ (248,517)	36.3%
Compensation & Benefits						
7011 TWP Supervisor	\$	86,167	\$	94,000	\$ (7,833)	91.7%
7021 TWP Assessor	\$	88,000	\$	96,000	\$ (8,000)	91.7%
7031 Town Clerk	\$	2,200	\$	2,500	\$ (300)	88.0%
7041 Town Trustees	\$	1,620	\$	2,800	\$ (1,180)	57.9%
7051 General Assistance Staff	\$	291,227	\$	350,000	\$ (58,773)	83.2%
7061 Deputy Assessors	\$	252,956	\$	350,000	\$ (97,044)	72.3%
7081 IMRF/Employer (2022 = 9.38%; 2023 = 5.43%)	\$	59,101	\$	112,585	\$ (53,484)	52.5%
7091 FICA (SS/MC)/Employer	\$	51,941	\$	58,195	\$ (6,254)	89.3%
7101 Group Medical/Employer	\$	103,826	\$	125,000	\$ (21,174)	83.1%
7111 State Unemployment/Employer	\$	333	\$	1,300	\$ (967)	25.6%
Total Compensation & Benefits	\$	937,370	\$	1,192,380	\$ (255,010)	78.6%

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

Year to Date Budget Comparison (cont.)

		AMENDED			
		FY2023			
	Feb-23	Budget	\$ Over Budget	% of Budget	
Services & Expenses					
1028 Membership Dues	\$ 1,720	\$ 2,000	\$ (280)	86.0%	
1029 Auditing Expense	\$ 7,000	\$ 7,500	\$ (500)	93.3%	
1030 Legal Expense	\$ 3,629	\$ 12,000	\$ (8,371)	30.2%	
1034 Insurance	\$ 11,647	\$ 12,000	\$ (353)	97.1%	
1035 Publishing	\$ 569	\$ 2,000	\$ (1,431)	28.4%	
1038 Other Expenditures	\$ 1,706	\$ 4,000	\$ (2,294)	42.6%	
1039 Debt Service: Principle & Interest	\$ -	\$ 1,000	\$ (1,000)	0.0%	
1040 Building Maintenance	\$ 5,595	\$ 20,000	\$ (14,405)	28.0%	
1042 Janitorial Services & Supplies	\$ 4,542	\$ 6,000	\$ (1,458)	75.7%	
1043 Building Security	\$ -	\$ 1,000	\$ (1,000)	0.0%	
1044 Building Repairs #1	\$ 135,220	\$ 135,220	\$ -	100.0%	
1044 Building Repairs #2	\$ 20,241	\$ 20,241	\$ (0)	100.0%	
1045 Special Projects #1	\$ 21,775	\$ 60,000	\$ (38,225)	36.3%	
1045 Special Projects #2	\$ 28,718	\$ 115,000	\$ (86,282)	25.0%	
Total Services & Expenses	\$ 242,361	\$ 397,961	\$ (155,600)	60.9%	
Capital Fund Reserve					
Township Building Improvements #1	\$ -	\$ 409,729	\$ (409,729)	0.0%	
Township Building Improvements #2	\$ -	\$ 908,179	\$ (908,179)	0.0%	
Program Facility	\$ -	\$ 1	\$ (1)	0.0%	
Total Capital Fund Reserve	\$ -	\$ 1,317,909	\$ (1,317,909)	0.0%	
Supervisor's Office					
8091 Postage	\$ 38	\$ 3,000	\$ (2,962)	1.3%	
8101 Rent/Debt Service	\$ -	\$ 20,000	\$ (20,000)	0.0%	
8121 Janitorial	\$ 2,406	\$ 3,500	\$ (1,094)	68.8%	
8131 Utilities	\$ 7,760	\$ 10,000	\$ (2,240)	77.6%	
8141 Telephones	\$ 3,224	\$ 5,000	\$ (1,776)	64.5%	
8151 Car Expense	\$ 203	\$ 3,500	\$ (3,297)	5.8%	
8161 Education/Conference/Meetings	\$ 2,965	\$ 3,500	\$ (535)	84.7%	
8171 Equipment	\$ 300	\$ 5,000	\$ (4,700)	6.0%	
8181 Equipment Repair/Rental	\$ 3,328	\$ 8,000	\$ (4,673)	41.6%	
8191 Office Supplies	\$ 4,041	\$ 6,000	\$ (1,959)	67.4%	
8201 Printing	\$ -	\$ 3,000	\$ (3,000)	0.0%	
8211 Publications	\$ 115	\$ 1,000	\$ (885)	11.5%	
8221 Computer/Contract Services	\$ 4,966	\$ 20,000	\$ (15,034)	24.8%	
8241 Membership Dues	\$ 140	\$ 450	\$ (310)	31.1%	
Total Supervisor's Office	\$ 29,485	\$ 91,950	\$ (62,465)	32.1%	
Emergency Transfer of Funds					
9000 GT Funds Transferred to GA Fund	\$ -	\$ 1,000	\$ (1,000)	0.0%	
Total Emergency Transfer of Funds	\$ -	\$ 1,000	\$ (1,000)	0.0%	
Total Expense	\$ 1,398,326	\$ 3,541,344	\$ (2,143,018)	39.5%	
Net Income	\$ 772,119	\$ (1,532,919)	\$ 2,305,038		

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)				
02/02/2023	5611	Dawson TWP		35.00
02/02/2023	9714	Soaring Eagle Cleaning Services LLC		-700.00
02/02/2023	9715	Pantagraph; Lee Enterprises - Central Ill		-113.76
02/02/2023	9716	Quill Corporation		-49.99
02/02/2023	9717	Ameren Illinois		-559.43
02/02/2023	9718	NICOR Gas		-484.51
02/02/2023	9719	Chief City Mechanical, Inc.		-177.00
02/02/2023	9720	Adekoya, Tony S		-199.00
02/02/2023	9721	Brookridge AptsLLC dba Brookridge Heights		-2,384.00
02/02/2023	9722	Young America Realty		-2,190.88
02/02/2023	9723	CDS Office Technologies		-96.80
02/02/2023	9724	Bowman, Danny		-1,800.00
02/02/2023	9676VOID	BloNo Fund II, LLC %Young America		2,190.88
02/02/2023	9725	Baker, James A		-1,860.00
02/02/2023	9726	City of Bloomington Water Dept		-645.87
02/02/2023	9727	Ameren Illinois		-494.13
02/05/2023	EFT	EFT-Valutec Card Solutions		-50.12
02/07/2023	1011	Towanda Township		75.00
02/07/2023	9728	Vedanta Enterprises LLC		-612.00
02/08/2023	Transfer	Prairie State Bank & Trust		150,000.00
02/08/2023	DepositVOID	IMRF - Illinois Municipal Retirement Fund		-81.21
02/08/2023	DepositVOID	IMRF - Illinois Municipal Retirement Fund		-81.21
02/09/2023	4804	Danvers TWP		35.00
02/14/2023	9729	VISA (DLS)		-37.68
02/14/2023	9730	MIMG LII Arbors at Eastland LLC		-1,157.00
02/14/2023	9731	Apex Software - ILOOKABOUT (US) Inc		-1,755.00
02/14/2023	9732	City of Bloomington Finance Dept		-18.49
02/14/2023	9733	AMT Properties Inc %Redbird Property Mgmt		-1,410.00
02/14/2023	9734	Ameren Illinois		-405.15
02/14/2023	9735	Traditions Harmony Housing LLC		-726.00
02/14/2023	9736	Widmer Interiors Inc		-3,317.16
02/15/2023	20230215	EFT-Payroll		-21,213.14
02/15/2023	60593609	EFT-Federal Tax Deposit		-7,090.05
02/15/2023	2102933328	EFT-IL Tax Deposit		-1,346.84
02/15/2023	EFT	Prairie State Bank & Trust		-440.01
02/15/2023	EFT	TASC (Total Administrative Services Corp)		-401.24
02/16/2023	TASC	TASC (Total Administrative Services Corp)		4,250.00
02/16/2023	TASC	TASC (Total Administrative Services Corp)		600.00
02/16/2023	TASC	TASC (Total Administrative Services Corp)		16.92
02/21/2023	9737	Ace Industrial Properties Inc dba 1900E C		-1,000.00
02/21/2023	9738	VISA (SRS)		-1,274.03
02/21/2023	9739	Huck's/WEX Bank		-7.09
02/21/2023	9740	Ashenbremer, Michael & Sharon		-2,762.00
02/21/2023	9741	Hermes Service & Sales Inc		-332.00
02/21/2023	9742	City of Bloomington Water Dept		-173.52
02/21/2023	9743	Quill Corporation		-14.69
02/21/2023	9744	BLOOMNORM LLC		-430.92
02/21/2023	9745	IAAO--Int'l Assoc of Assessing Officers		-240.00
02/21/2023	9746	CDS Leasing		-204.75
02/21/2023	9747	Lakewood B LLC dba Lakewood Terrace Apts		-185.00
02/21/2023	9748	City of Bloomington Water Dept		-152.59
02/21/2023	9749	Young America Realty		-932.50
02/21/2023	9750	Corn Belt Energy Corporation		-106.56
02/21/2023	9751	NICOR Gas		-128.03
02/21/2023	9752	Prairie State Legal Services, Inc		-10,000.00
02/21/2023	9753	Faith in Action of Bloomington-Normal		-15,000.00
02/21/2023	9754	Quill Corporation		-105.52
02/21/2023	3466	Bloomington Township		35.00
02/21/2023	3467	Bloomington Township		35.00
02/23/2023	5624	Dawson TWP		35.00

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

Checks Issued (continued)			
<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Amount</u>
02/28/2023	09977215021	IMRF - Illinois Municipal Retirement Fund	2,164.73
02/28/2023	20230228	EFT-Payroll	-19,669.10
02/28/2023	30848337	EFT-Federal Tax Deposit	-6,416.12
02/28/2023	0181417808	EFT-IL Tax Deposit	-1,277.22
02/28/2023	EFT	Prairie State Bank & Trust	-440.01
02/28/2023	EFT	TASC (Total Administrative Services Corp)	-401.24
02/28/2023	9755	City of Bloomington Health Insurance	-13,983.48
02/28/2023	30376	EFT-IMRF	-10,209.48
02/28/2023	9756	NCPERS Group Life Ins	-64.00
02/28/2023	9757	Ireland, Michael W	-121.79
02/28/2023	9758	Quill Corporation	-274.14
02/28/2023	9759	TOI; Township Officials of IL	-150.00
02/28/2023	9760	AB Hatchery Inc	-870.00
02/28/2023	9761	CDS Leasing	-185.25
02/28/2023	9762	Ludwig, Wilbur Craig (Buddy)	-800.00
02/28/2023	9763	CIAO Association	-50.00
02/28/2023	9764	Tri-County Irrigation/TCI Companies Inc	-357.50
02/28/2023	9765	American Pest Control Inc	-37.00
02/28/2023	9766	Pantagraph; Lee Enterprises - Central Ill	-255.96
02/28/2023	9767	Moore Enterprises dba Grandview Estates	-3,000.00
02/28/2023	9768	Bill's Key & Lock Shop, Inc	-283.48
02/28/2023	9769	Ameren Illinois	-562.48
02/28/2023	9770	Young America Realty	-311.75
02/28/2023	42430	Town of the City of Bloomington - CEM	6,875.86
02/28/2023	Credit	Interest	28.92
Total			<u><u>21,710.44</u></u>

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS

McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--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 **28th day of February 2023**, showing the amount of public funds on hand at the commencement of said period, the amount of public funds received and from what source received, and the amount of public funds expended and for what purpose expended during said period ending as aforesaid.

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

Subscribed and sworn to before me this **27th day of March 2023**.

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

Notary Public

This **27th day of March 2023**.

WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of GENERAL ASSISTANCE FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$72,311.89** in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$491,962.53** in PRAIRIE STATE BANK & TRUST (19) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL ASSISTANCE FUND of said TOWN.

WARD 1: Grant C Walch

WARD 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe

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

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

Town Clerk

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Town of the City of Bloomington--General Assistance Fund

Month of: **FEBRUARY**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	23,388	
Investments: Prairie State Bank & Trust (19)	\$	566,896	
Public Funds at Commencement			\$ 590,284

Public Funds Received This Month

Interest: Prairie State Bank (00)	\$	10	
Interest: Prairie State Bank (19)	\$	67	
Other Income	\$	35	
Public Funds Received This Month			\$ 112
Public Funds Available			\$ 590,396

Public Funds Expended This Month

	\$	26,121
TOTAL Public Funds at Month End	\$	564,274

Public Funds at Month End

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	72,312	
Investments: Prairie State Bank & Trust (19)	\$	491,963	
TOTAL Public Funds at Month End	\$	564,274	

Checking Account Activity

Checkbook Balance at Commencement	\$	23,388	
Deposits:			
Interest: Prairie State Bank & Trust (00)	\$	10	
Transfer from Prairie State Bank & Trust Reserve (19)	\$	75,000	
Total Deposits for Month		\$ 75,045	
Total Funds Available			\$ 98,433
Checks Written: General Assistance			\$ 26,121
Checkbook Balance at Month End			\$ 72,312

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

Balance per Bank Statement	\$	80,484	
Less Outstanding Checks	\$	(8,172)	
Checkbook Balance per Reconciliation	\$	72,312	

Town of the City of Bloomington--General Assistance Fund

Statement of Receipts and Disbursements

Feb-23

Revenue			
7000 Interest	\$	77	
7700 Refunds & Recoveries	\$	35	
Total Revenue			\$ 147
Total Income			\$ 147
Expense: CW			
6011 Groceries/Personal Essentials	\$	4,202	
6021 Rent	\$	8,392	
6051 Utilities	\$	1,057	
6071 Emergency Assistance	\$	12,330	
6121 Allowances	\$	141	
Total CW			\$ 26,121
Total Expense			\$ 26,121
Net Income			\$ (25,975)

Town of the City of Bloomington--General Assistance Fund

Year to Date Budget Comparison

Income		<u>Feb-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
7000 Interest		\$ 941	\$ 1,000	\$ (59)	94.1%
7400 Other Income		\$ 35	\$ 10	\$ 25	0.0%
7600 Personal Property Replacement Tax		\$ 53,726	\$ 12,000	\$ 41,726	447.7%
7700 Refunds & Recoveries		\$ 37,532	\$ 30,000	\$ 7,532	125.1%
7800 Tax Levy		\$ 200,055	\$ 200,000	\$ 55	100.0%
7900 GT Fund Transferred to GA Fund		\$ -	\$ 200,000	\$ (200,000)	0.0%
Total Revenue		<u>\$ 292,289</u>	<u>\$ 443,010</u>	<u>\$ (150,721)</u>	<u>66.0%</u>
Total Income		\$ 292,289	\$ 443,010	\$ (150,721)	66.0%
Expense					
CW					
6011 Groceries/Personal Essentials		\$ 45,617	\$ 78,000	\$ (32,383)	58.5%
6021 Rent		\$ 71,950	\$ 200,000	\$ (128,050)	36.0%
6051 Utilities		\$ 6,324	\$ 50,000	\$ (43,676)	12.6%
6061 Medical		\$ -	\$ 20,000	\$ (20,000)	0.0%
6071 Emergency Assistance		\$ 138,432	\$ 200,000	\$ (61,568)	69.2%
6081 Hospital		\$ -	\$ 10,000	\$ (10,000)	0.0%
6091 Funeral/Burial		\$ 2,056	\$ 6,000	\$ (3,944)	34.3%
6101 Transportation		\$ 202	\$ 40,000	\$ (39,798)	0.5%
6121 Allowances		\$ 1,622	\$ 10,000	\$ (8,378)	16.2%
Total CW Expense		<u>\$ 266,203</u>	<u>\$ 614,000</u>	<u>\$ (347,797)</u>	<u>43.4%</u>
Total Expense		\$ 266,203	\$ 614,000	\$ (347,797)	43.4%
Net Income		\$ 26,086	\$ (170,990)	\$ 197,076	

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)			
02/02/2023	5611	Dawson TWP (GA)	35.00
02/02/2023	37158	Ameren Illinois	-33.35
02/02/2023	37159	Adekoya, Tony S	-690.00
02/02/2023	37160	Brookridge AptsLLC dba Brookridge Heights	-690.00
02/02/2023	37161	Dotson, Bernard & Rearn M	-345.00
02/02/2023	37162	Sutton, Kyle D	-345.00
02/02/2023	37163	TP Real Estate LLC	-345.00
02/02/2023	37164	Coontz, Herbert W& IvaJ, IrrevocableTrust	-313.00
02/02/2023	37165	Downtowner Apts, The	-47.00
02/02/2023	37166	Mayor's Manor LTD Partnership (laundry)	-16.00
02/02/2023	37105VOID	BloNo Fund II,--STOP see Young America	2,048.00
02/02/2023	37142VOID	BloNo Fund II,--STOP see Young America	863.50
02/02/2023	37167	Young America Realty	-2,911.50
02/02/2023	37168	Baker, James A	-690.00
02/02/2023	37169	Thrasher, Raymond E	-200.00
02/05/2023	EFT	EFT-Kroger via Valutec	-4,201.91
02/07/2023	37170	Ameren Illinois	-345.00
02/07/2023	37171	Vedanta Enterprises LLC	-1,138.00
02/07/2023	37172	Econ-O-Wash Cleaners/Wilson & Wilson Ent	-50.00
02/08/2023	Transfer	Prairie State Bank & Trust	75,000.00
02/14/2023	37173	MIMG LII Arbors at Eastland LLC	-1,138.00
02/14/2023	37174	AMT Properties %Redbird Property Mgmt	-690.00
02/14/2023	37175	BHA; Blmgtn Housing Authority (laundry)	-25.00
02/14/2023	37176	BHA; Blmgtn Housing Authority (rent)	-416.00
02/14/2023	37177	Home Sweet Home Ministries, Inc	-200.00
02/14/2023	37178	Ameren Illinois	-81.47
02/14/2023	37179	3T Properties LLC	-345.00
02/14/2023	37180	Coontz, Herbert W& IvaJ, IrrevocableTrust	-345.00
02/14/2023	37181	Downtowner Apts, The	-35.00
02/14/2023	37182	Jessen, Chad & Micha dba Red Rock Prop	-345.00
02/14/2023	37183	Lakewood B LLC dba Lakewood Terrace Apts	-345.00
02/14/2023	37184	Miller Trust, Annetta O dba Miller Prop	-345.00
02/14/2023	37185	Moore Enterprises dba Grandview Estates	-345.00
02/14/2023	37186	Traditions Harmony Housing LLC	-910.00
02/14/2023	37187	Lincoln Towers %Mid-Northern Group	-97.00
02/21/2023	37188	Lakewood B LLC dba Lakewood Terrace Apts	-1,217.47
02/21/2023	37189	Ashenbremer, Michael & Sharon	-1,138.00
02/21/2023	37190	Ameren Illinois	-300.74
02/21/2023	37191	City of Bloomington Water Department	-75.77
02/21/2023	37192	BLOOMNORM LLC	-1,364.00
02/21/2023	37193	Dotson, Bernard & Rearn M	-345.00
02/21/2023	37194	Young America Realty	-910.00
02/21/2023	37195	BHA; Blmgtn Housing Authority (rent)	-6.00
02/21/2023	37196	Brady, Edward P %Brady Property Mgmt	-300.00
02/21/2023	37197	Brown, Caire E	-200.00
02/21/2023	37198	Highland B LLC	-345.00
02/21/2023	37199	Pedcor Investments-2002 dba Danbury Ct	-281.41
02/21/2023	37200	Prince, Verneice Jeanette	-200.00
02/21/2023	37201	Wingover East, LLC %Apt Mart	-345.00
02/28/2023	37202	BHA; Blmgtn Housing Authority (rent)	-284.00
02/28/2023	37203	Ameren Illinois	-180.45
02/28/2023	37204	Hilltop Mobile Home SALES	-345.00
02/28/2023	37205	Traver, Vera A & William S	-200.00
02/28/2023	37206	Salvation Army	-200.00
02/28/2023	37207	City of Bloomington Water Department	-39.79
02/28/2023	37208	Moore Enterprises dba Grandview Estates	-1,592.00
02/28/2023	37209	BHA; Blmgtn Housing Authority (laundry)	-50.00
02/28/2023	37210	Home Sweet Home Ministries, Inc	-200.00
02/28/2023	37211	Martin, Tina & Phillip	-200.00
02/28/2023	37212	Young America Realty	-690.00
02/28/2023	Credit	Interest	9.94
			<u>48,923.58</u>

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--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 **28th day of February 2023**, showing the amount of public funds on hand at the commencement of said period, the amount of public funds received and from what source received, and the amount of public funds expended and for what purpose expended during said period ending as aforesaid.

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

Subscribed and sworn to before me this **13th day of March 2023**.

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

Notary Public

This **13th day of March 2023**.

WE, the undersigned BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$142,664.97** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **\$857,036.59** at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President:

Joseph B Gibson

Cemetery Board Vice President:

Garrett Thalgot

Secretary/Treasurer for Cemetery Board:

Brad A Williams

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

This **27th day of March 2023**.

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

WARD 1: Grant C Walch

WARD 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe

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

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

Town Clerk

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Town of the City of Bloomington--Cemetery Fund

Month of: **FEBRUARY**

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$ 172,759	
Cash: Heartland Bank 7782 (Reserve)	\$ 856,938	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$ 261,347	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2022	<u>\$ 223,795</u>	
Funds at Commencement		\$ 1,514,839

Other Funds Received This Month

Opening/Closing Fees	\$ 3,940	
Sale of Lots	\$ 4,040	
Sale of Crypts	\$ 40	
Sale of Niches	\$ 520	
Interest: Checking/Reserve	\$ 101	
Income from Trusts	\$ 33	
Other Income & Special Events	<u>\$ 185</u>	
Total Funds Received This Month		\$ 8,860
Total Funds Available		\$ 1,523,699

Funds Expended This Month

\$ 33,022
<u><u>\$ 1,490,677</u></u>

TOTAL Funds at Month End

Funds at Month End

Cash: Heartland Bank 7774 (Checking)	\$ 142,665	
Cash: Heartland Bank 7782 (Reserve)	\$ 857,037	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$ 267,181	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 12/31/2022	<u>\$ 223,795</u>	
TOTAL Funds at Month End		<u><u>\$ 1,490,677</u></u>

Checking Account Activity

Checkbook Balance at Commencement	\$ 172,759
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Opening/Closing Fees	\$ 3,940	
Sale of Lots	\$ 4,040	
Sale of Crypts	\$ 40	
Sale of Niches	\$ 520	
Interest: Checking	\$ 3	
Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	<u>\$ (5,800)</u>	
Total Deposits for Month		<u>\$ 2,928</u>

Total Funds Available	\$ 175,687
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Checks Written

Compensation & Benefits	\$ 24,530	
Administrative Expenses	\$ 2,252	
Cemetery Operations	<u>\$ 6,240</u>	
Total Checks Written		<u>\$ 33,022</u>

Total Checks Written	\$ 33,022
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Checkbook Balance at Month End

<u><u>\$ 142,665</u></u>

Bank Reconciliation at Month End

Balance per Bank Statement	\$ 154,369	
Plus Outstanding Deposits	\$ 145	
Less Outstanding Checks	<u>\$ (11,849)</u>	
Checkbook Balance per Reconciliation		<u><u>\$ 142,665</u></u>

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

		<u>Feb-23</u>	
Revenue			
42000 Opening/Closing Fee	\$	3,940	
42500 Sale of Lots	\$	4,040	
43000 Sale of Crypts	\$	40	
43100 Sale of Niches	\$	520	
43500 Interest: Checking/Reserve	\$	101	
49000 Income from Trusts	\$	33	
49020 Other Income & Special Events	\$	185	
Total Revenue		\$	8,860
Total Income			\$ 8,860
Expense			
Compensation & Benefits			
50101 Wages: Administrative Staff	\$	4,331	
50102 Wages: Cemetery Staff	\$	14,499	
50201 Payroll Taxes	\$	1,321	
50202 IMRF/Employer (2022 = 9.38%; 2023 = 5.43%)	\$	1,022	
50204 Employee Health Insurance	\$	3,357	
Total Compensation & Benefits		\$	24,530
Administrative Expenses			
51500 Contractual Services	\$	288	
52500 Utilities	\$	1,870	
55450 Other Admin Expenses	\$	94	
Total Administrative Expenses		\$	2,252
Cemetery Operations			
56500 Equipment Repairs	\$	3,421	
56600 Cemetery Supplies & Maintenance	\$	621	
56800 Disposal of Leaves/Branches	\$	30	
57602 Grounds Maintenance/Repair	\$	260	
58100 Grave Markers	\$	1,906	
59900 Other Cemetery Expenses	\$	3	
Total Cemetery Operations		\$	6,240
Total Expense			\$ 33,022
Net Income			\$ (24,162)

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income	<u>Feb-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue				
40100 Real Estate Tax Levy	\$ 506,589	\$ 506,600	\$ (11)	100.0%
41000 Personal Property Replacement Tax	\$ 136,047	\$ 60,000	\$ 76,047	226.7%
42000 Opening/Closing Fee	\$ 101,570	\$ 90,000	\$ 11,570	112.9%
42100 Marker Commission	\$ 8,551	\$ 9,000	\$ (449)	95.0%
42500 Sale of Lots	\$ 69,942	\$ 70,000	\$ (58)	99.9%
43000 Sale of Crypts	\$ 2,685	\$ 10,500	\$ (7,815)	25.6%
43100 Sale of Niches	\$ 22,610	\$ 47,000	\$ (24,390)	48.1%
44700 Sale of Burial Supplies	\$ 10	\$ 500	\$ (490)	2.0%
42400 Sales - Other	\$ 1,200	\$ 1,700	\$ (500)	70.6%
43500 Interest	\$ 947	\$ 600	\$ 347	157.9%
49000 Income from Trusts	\$ 3,192	\$ 3,000	\$ 192	106.4%
49020 Other Income & Special Events	\$ 7,240	\$ 10,000	\$ (2,760)	72.4%
49021 Inspection Fees	\$ 3,425	\$ 4,000	\$ (575)	85.6%
Total Revenue	<u>\$ 864,009</u>	<u>\$ 812,900</u>	<u>\$ 51,109</u>	<u>106.3%</u>
Total Income	\$ 864,009	\$ 812,900	\$ 51,109	106.3%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	\$ 54,804	\$ 73,000	\$ (18,196)	75.1%
50102 Wages: Cemetery Staff	\$ 225,976	\$ 255,000	\$ (29,024)	88.6%
50201 Payroll Taxes - FICA	\$ 20,239	\$ 26,000	\$ (5,761)	77.8%
50202 IMRF/Employer (2022 = 9.38%; 2023 = 5.43%)	\$ 24,544	\$ 40,000	\$ (15,456)	61.4%
50203 IDES - Unemployment Insurance	\$ 4,296	\$ 15,000	\$ (10,704)	28.6%
50204 Employee Health Insurance	\$ 42,127	\$ 60,000	\$ (17,873)	70.2%
50205/50206 Other Payroll Expenses	\$ 280	\$ 500	\$ (220)	56.1%
Total Compensation & Benefits	<u>\$ 372,267</u>	<u>\$ 469,500</u>	<u>\$ (97,233)</u>	<u>79.3%</u>
Administrative Expenses				
51100 Casualty Insurance	\$ 21,630	\$ 21,500	\$ 130	100.6%
51500 Contractual Services	\$ 5,199	\$ 15,000	\$ (9,801)	34.7%
52000 Office Supplies	\$ 2,257	\$ 4,000	\$ (1,743)	56.4%
52500 Utilities	\$ 13,998	\$ 17,500	\$ (3,502)	80.0%
54000 Advertising	\$ 3,096	\$ 3,000	\$ 96	103.2%
54500 Dues/Seminars	\$ 350	\$ 600	\$ (250)	58.3%
55500 Legal Expense	\$ -	\$ 600	\$ (600)	0.0%
55100 Audit Expense	\$ 7,000	\$ 7,500	\$ (500)	93.3%
55200 Financial Administration	\$ 12,200	\$ 12,200	\$ -	100.0%
55400 Special Event Expenses	\$ 5,698	\$ 8,000	\$ (2,302)	71.2%
55450 Other Admin Expenses	\$ 5,148	\$ 5,000	\$ 148	103.0%
57900 Office Equipment	\$ 350	\$ 1,000	\$ (650)	35.0%
Total Administrative Expenses	<u>\$ 76,926</u>	<u>\$ 95,900</u>	<u>\$ (18,974)</u>	<u>80.2%</u>
Cemetery Improvements, Maintenance & Repairs				
57601 Flags & Flag Poles	\$ 5,318	\$ 10,000	\$ (4,682)	53.2%
57800 Operating Equipment	\$ 17,254	\$ 78,000	\$ (60,746)	22.1%
58400 Scattering Grounds/Ossuary	\$ -	\$ 2,000	\$ (2,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	<u>\$ 22,572</u>	<u>\$ 90,000</u>	<u>\$ (67,428)</u>	<u>25.1%</u>

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	<u>Feb-23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 8,893	\$ 10,000	\$ (1,107)	88.9%
56000 Tree Removal/Monument Repair	\$ 9,950	\$ 24,000	\$ (14,050)	41.5%
56500 Equipment Repairs	\$ 5,875	\$ 6,000	\$ (125)	97.9%
56600 Cemetery Supplies & Maintenance	\$ 9,173	\$ 20,000	\$ (10,827)	45.9%
56700 Rental Equipment & Leasing	\$ 2,103	\$ 4,000	\$ (1,897)	52.6%
56800 Removal of Leaves/Branches	\$ 2,537	\$ 4,000	\$ (1,463)	63.4%
57000 Office Repairs & Maintenance	\$ 4,800	\$ 1,000	\$ 3,800	480.0%
57602 Grounds Maintenance/Repairs	\$ 15,644	\$ 25,000	\$ (9,356)	62.6%
57603 Road, Fence, Lot, Drains	\$ 31,785	\$ 40,000	\$ (8,215)	79.5%
57700 Equipment Building	\$ 186	\$ 2,000	\$ (1,814)	9.3%
58100 Grave Markers	\$ 10,563	\$ 15,000	\$ (4,437)	70.4%
59900 Other Cemetery Expenses	\$ 1,003	\$ 1,000	\$ 3	100.3%
Total Cemetery Operations	\$ 102,512	\$ 152,000	\$ (49,488)	67.4%
Total Expense	\$ 574,277	\$ 807,400	\$ (233,123)	71.1%
Net Income	\$ 289,732	\$ 5,500	\$ 284,232	

Town of the City of Bloomington--Cemetery Fund

		Checking Account Activity		
<u>Date</u>	<u>Number</u>	<u>Name</u>		<u>Amount</u>
10500 Heartland (7774)				
02/02/2023	42415	ColdSpring Memorial Group		-572.40
02/02/2023	42416	Pontiac Granite Co Inc		-150.00
02/02/2023	42417	Ameren Illinois		-422.58
02/02/2023	42418	COMCAST Business		-211.56
02/02/2023	42419	NICOR Gas		-198.68
02/02/2023	Deposit	HBT - Heartland Bank & Trust		48.25
02/03/2023	Deposit	HBT - Heartland Bank & Trust		350.87
02/06/2023	Deposit	HBT - Heartland Bank & Trust		193.80
02/07/2023	42420	ColdSpring Memorial Group		-1,062.40
02/07/2023	42421	Dave Capodice Excavating Inc		-30.00
02/07/2023	Deposit	HBT - Heartland Bank & Trust		48.60
02/07/2023	Deposit	HBT - Heartland Bank & Trust		47.77
02/10/2023	Deposit	HBT - Heartland Bank & Trust		2,815.00
02/10/2023	Deposit	HBT - Heartland Bank & Trust		48.25
02/11/2023	Deposit	HBT - Heartland Bank & Trust		23.97
02/14/2023	42422	VISA BMCU...1484		-772.90
02/14/2023	42423	Martin Sullivan Inc		-65.31
02/14/2023	42424	CNH Industrial Accounts; ProductivityPlus		-2.51
02/14/2023	Deposit	HBT - Heartland Bank & Trust		72.22
02/15/2023	2021215	Payroll Direct Deposit		-6,578.24
02/15/2023	65962243	EFTPS - IRS		-1,696.12
02/15/2023	0398276432	IL Dept of Revenue		-393.62
02/17/2023	EFT	Weir, Brenda & Lloyd		-2,600.00
02/17/2023	EFT	Fike, William		-600.00
02/17/2023	EFT	Engelbrecht, Dean & Delphine		-2,600.00
02/20/2023	Deposit	HBT - Heartland Bank & Trust		48.10
02/21/2023	Deposit	HBT - Heartland Bank & Trust		145.35
02/22/2023	Deposit	HBT - Heartland Bank & Trust		144.90
02/23/2023	Deposit	HBT - Heartland Bank & Trust		19.12
02/23/2023	Deposit	HBT - Heartland Bank & Trust		3,925.00
02/27/2023	Deposit	HBT - Heartland Bank & Trust		582.30
02/27/2023	Deposit	HBT - Heartland Bank & Trust		96.80
02/28/2023	42425	ColdSpring Memorial Group		-121.00
02/28/2023	42426	RP Lumber Company Inc		-2.00
02/28/2023	42427	CNH Industrial Accounts; ProductivityPlus		-3,355.51
02/28/2023	42428	Nord Outdoor Power		-132.93
02/28/2023	42429	City of Bloomington Water Dept		-500.55
02/28/2023	20230228	Payroll Direct Deposit		-6,802.02
02/28/2023	55240321	EFTPS - IRS		-1,775.76
02/28/2023	1652137808	IL Dept of Revenue		-408.34
02/28/2023	42430	City of Bloomington TWP - Reimburse		-6,875.86
02/28/2023	42431	NICOR Gas		-536.55
02/28/2023	42432	Midland Paper & Packaging		-289.03
02/28/2023	Deposit	HBT - Heartland Bank & Trust		48.60
02/28/2023	Credit	Interest		2.58
			Total	<u><u>-30,094.39</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 **February 14, 2023 through March 13, 2023.**

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

Subscribed and sworn to before me this **13th day of March 2023.**

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

Notary Public

This **13th day of March 2023.**

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

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgot

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

CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: **March 13, 2023** Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
57602	AB Hatchery & Garden Center/VISA/Others	wildflower seed (estimated)	3/31/23	\$200.00
56500	CNH Capital/Birkey's /VISA	equipment repair (estimated)	3/31/23	\$140.00
56600	Fastenal/VISA	safety supplies (estimated)	3/31/23	\$80.00
57602	FS Custom Turf	grass seed (estimated)	3/31/23	\$500.00
56500	Grainger/VISA	shop exhaust fan motor (estimated)	3/31/23	\$300.00
51500	Henson Disposal/VISA	dumpster service (estimated)	3/31/23	\$600.00
56600	Lowe's/Menards/Others/VISA	epoxy, glue, liquid nails (estimated)	3/31/23	\$200.00
56600	Midland Paper & Packaging/VISA	janitorial supplies (estimated)	3/31/23	\$100.00
57800	Nord Outdoor Power Equipment/Others/VISA	pole saw (estimated)	3/31/23	\$250.00
55450	Ron Smith Printing Co/Others/VISA	notary stamp: Misty (estimated)	3/31/23	\$50.00
56600	Sam's Club/VISA	garbage bags, tp, dawn rags (estimated)	3/31/23	\$500.00
52000	US Postmaster/VISA	postage (estimated)	3/31/23	\$350.00
TOTAL: Requests for Payments				\$3,270.00

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CERTIFICATE FOR PAYMENT OF ACCOUNTS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--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 **February 27, 2023 to March 27, 2023.**

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

Subscribed and sworn to before me this **27th day of March 2023.**

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

Notary Public

This **27th day of March 2023.**

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

WARD 1: Grant C Walch

WARD 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe

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

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

Town Clerk

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GENERAL TOWN ADMINISTRATION FUND: Exhibit "A"

REQUEST FOR PAYMENT: **March 27, 2023** Meeting

Compensation (Salaries)			Due	Amount
7011	TWP Supervisor	D Skillrud	03/31/23	\$ 3,916.67
7011	TWP Supervisor	D Skillrud	04/15/23	\$ 3,916.67
7021	TWP Assessor	S Scudder	03/31/23	\$ 4,000.00
7021	TWP Assessor	S Scudder	04/15/23	\$ 4,000.00
7041	Town Trustee 02/27/2023	Ward 1: G Walch	03/31/23	\$ 20.00
7041	Town Trustee 02/27/2023	Ward 2: D Boelen	03/31/23	\$ 20.00
7041	Town Trustee 02/27/2023	Ward 3: S Montney	03/31/23	\$ 20.00
7041	Town Trustee 02/27/2023	Ward 4: J Emig	03/31/23	\$ 20.00
7041	Town Trustee 02/27/2023	Ward 5: N Becker	03/31/23	\$ 20.00
7041	Town Trustee 02/27/2023	Ward 6: D Urban	03/31/23	\$ 20.00
7041	Town Trustee 02/27/2023	Ward 7: M Ward	03/31/23	\$ 20.00
7041	Town Trustee 02/27/2023	Ward 8: J Crabill	03/31/23	\$ 20.00
7041	Town Trustee 02/27/2023	Ward 9: T Crumpler	03/31/23	\$ 20.00
7041	Town Trustee 02/27/2023	Trustee M Mwilambwe	03/31/23	\$ 20.00
Compensation (Salaries) TOTAL				\$ 16,033.34
Assessor's Claims				
9151	Auto Expense	BMCU Visa/COB/WEX/PAL/Walden/Leman/Zook (Estimated)	04/30/23	\$ 2,000.00
9161	Telephone	City of Bloomington/Frontier/Others (Estimated)	04/30/23	\$ 300.00
9171	Utilities	City of Bloomington Water Dept (Estimated)	04/30/23	\$ 150.00
9171	Utilities	Ameren/Direct Energy Business (Estimated)	04/30/23	\$ 400.00
9171	Utilities	NICOR Gas/Direct Energy Business (Estimated)	04/30/23	\$ 250.00
9231	Equipment	BMCU Visa/COB/Others	04/30/23	\$ 2,000.00
9251	Education/Meetings/Conferences	BMCU Visa/IAAO/IPAI/Gochanour/Others (Estimated)	04/30/23	\$ 775.00
9251	Education/Meetings/Conferences	BMCU Visa/IAAO/Scudder/Strong/Others	04/30/23	\$ 1,500.00
9251	Education/Meetings/Conferences	BMCU Visa/IAAO/Walter/Others	04/30/23	\$ 1,000.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC	04/30/23	\$ 175.00
9301	Computer Services	BMCU Visa/MIRA/BNAR/MLS/Coldwell Bankers/ILDFPR/Others	04/30/23	\$ 60.00
9301	Computer Services	BMCU Visa/COB/Verizon Wireless (Estimated)	04/30/23	\$ 200.00
9312	Membership Dues	BMCU Visa/IAAO/IPAI/MIRA/Others	04/30/23	\$ 350.00
Assessor's Claims TOTAL				\$ 9,160.00
Community Agency Funding				
10215	Housing Eviction Relief Effort (H.E.R.E.)	various landlords, mortgage companies & utilities	04/30/23	\$ 50,000.00
1025	GA Client Services/Workfare Development	1900 College Avenue LLC as successor to Home Sweet Home	04/30/23	\$ 2,000.00
1025	GA Client Services/Workfare Development	BMCU VISA/Menard's/Lowe's/Walmart/\$ General/Others (Estimated)	04/30/23	\$ 500.00
1025	GA Client Services/Workfare Development	BMCU VISA/U-Haul/Wex/Skillrud/Others (Estimated)	04/30/23	\$ 500.00
1025	GA Client Services/Workfare Development	BMCU VISA/Quill/Others (Estimated)	04/30/23	\$ 2,500.00
Community Agency Funding TOTAL				\$ 55,500.00

GENERAL TOWN ADMINISTRATION FUND: Exhibit "A"

REQUEST FOR PAYMENT: **March 27, 2023** Meeting (Continued)

Services & Expenses				
1030	Legal Expense	Mescher Rinehart & Redlingshafer PC (Estimated)	04/30/23	\$ 2,488.00
1035	Publishing	Lee Industries/Pantagraph/Others (Estimated)	04/30/23	\$ 130.00
1038	Other Expense	BMCU VISA/D Skillrud/Others (Estimated)	04/30/23	\$ 25.00
1040	Building Maintenance	BMCU Visa/A-1 Locksmiths/Bill's Key & Lock/Others (Estimated)	04/30/23	\$ 633.48
1040	Building Maintenance	BMCU Visa/Menard's/Lowe's/HomeDepot/Others (Estimated)	04/30/23	\$ 500.00
1040	Building Maintenance	Chief City Mechanical, Inc. (Estimated)	04/30/23	\$ 1,000.00
1040	Building Maintenance	Hermes Sales & Service (Estimated)	04/30/23	\$ 3,000.00
1040	Building Maintenance	BMCU Visa/Illini Fire Equipment/Others (Estimated)	04/30/23	\$ 250.00
1040	Building Maintenance	American Pest Control	04/30/23	\$ 444.00
1040	Building Maintenance	TCI Companies Inc/Tri-County Irrigation (Estimated)	04/30/23	\$ 500.00
1040	Building Maintenance	BMCU Visa/Tee Jay Central Inc/Others (Estimated)	04/30/23	\$ 250.00
1040	Building Maintenance	Wilcox Electric (Estimated)	04/30/23	\$ 500.00
1040	Building Maintenance	BMCU Visa/Other (Estimated)	04/30/23	\$ 500.00
1042	Janitorial Services & Supplies	Soaring Eagle Cleaning Services LLC	04/30/23	\$ 3,675.00
1044	Building Repairs	BMCU Visa/Stark/Others	04/30/23	\$ 24,539.39
1045	Special Projects	Farnsworth Group (FY2023 Design/Build)	04/30/23	\$ 99,435.75
1045	Special Projects	BMCU Visa/Cardio Partner Resources/Others	04/30/23	\$ 500.00
Services & Expenses TOTAL				\$ 138,370.62
Supervisor's Claims				
8091	Postage	BMCU Visa/USPS/Federal Express/Others (Estimated)	04/30/23	\$ 1,000.00
8121	Janitorial	Soaring Eagle Cleaning Services	04/30/23	\$ 2,500.00
8131	Utilities	City of Bloomington Water Dept (Estimated)	04/30/23	\$ 1,500.00
8131	Utilities	Ameren/Direct Energy Business (Estimated)	04/30/23	\$ 2,000.00
8131	Utilities	NICOR Gas/Direct Energy Business (Estimated)	04/30/23	\$ 1,500.00
8141	Telephones	City of Bloomington/Frontier/Verizon/Others (Estimated)	04/30/23	\$ 4,500.00
8151	Car Expense	BMCU VISA/WEX/Hucks/PAL/others (Estimated)	04/30/23	\$ 100.00
8151	Car Expense	D Skillrud/others (Estimated)	04/30/23	\$ 100.00
8161	Education/Conference/Meetings	BMCU VISA/GATI/Others (Estimated)	04/30/23	\$ 600.00
8161	Education/Conference/Meetings	BMCU VISA/Regional Office of Education/Others	04/30/23	\$ 150.00
8161	Education/Conference/Meetings	BMCU VISA/D Skillrud/Others (Estimated)	04/30/23	\$ 500.00
8161	Education/Conference/Meetings	BMCU VISA/Heartland Community College/Others (Estimated)	04/30/23	\$ 250.00
8161	Education/Conference/Meetings	BMCU VISA/McLean County Elected Officials (estimated)	04/30/23	\$ 250.00
8161	Education/Conference/Meetings	BMCU VISA/McLeanCoChamberCommerce (estimated)	04/30/23	\$ 500.00
8161	Education/Conference/Meetings	BMCU Visa/TOI/Others (Estimated)	04/30/23	\$ 250.00
8161	Education/Conference/Meetings	BMCU VISA/B-N Economic Dev Council (Estimated)	04/30/23	\$ 250.00
8181	Equipment Repair/Rental	BMCU VISA/Xerox/CDS/Others (Estimated)	04/30/23	\$ 3,600.00
8191	Office Supplies	BMCU Visa/Quill/Sam's Club/Office Depot/Others (Estimated)	04/30/23	\$ 2,000.00
8191	Office Supplies	BMCU Visa/Labor Law Posters/Others (Estimated)	04/30/23	\$ 100.00
8191	Office Supplies	BMCU Visa/COB/Quill/Menards/Others (Estimated)	04/30/23	\$ 250.00
8211	Publications	Township Perspective	04/30/23	\$ 100.00
8221	Computer/Contract Services	EFT-Valutec (Estimated)	04/30/23	\$ 780.00
Supervisor's Claims TOTAL				\$ 22,780.00
TOTAL Request for Payment				\$ 241,843.96

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: **FEBRUARY**

		Cemetery Public Fund	General Town Fund	General Assistance	COMBINED FUNDS
Public Fund Balances at Beginning of Month		\$ 1,029,697	\$ 3,836,935	\$ 590,284	\$ 5,456,916
Revenues	Interest	\$ 3	\$ 7,785	\$ 77	\$ 7,865
	Other Income & Special Events	\$ 185	\$ 2,252		\$ 2,437
	Opening/Closing Fees	\$ 3,940			\$ 3,940
	Sales	\$ 4,600			\$ 4,600
	Prepaid O/C Deposits transferred (to)/from Trust Acct 7114	\$ (5,800)			\$ (5,800)
	Total Revenues	\$ 2,928	\$ 10,038	\$ 77	\$ 13,042
Expenditures	Administrative Expenses	\$ 2,252			\$ 2,252
	Assessor's Office		\$ 9,538		\$ 9,538
	Casework/General Assistance			\$ 26,121	\$ 26,121
	Cemetery Operations	\$ 6,240			\$ 6,240
	Community Agency Funding		\$ 45,854		\$ 45,854
	Compensation & Benefits	\$ 24,530	\$ 76,059		\$ 100,589
	less change in payroll liability	\$ -	\$ (4,850)		\$ (4,850)
	Services & Expenses		\$ 1,889		\$ 1,889
	Supervisor's Office		\$ 2,107		\$ 2,107
	Total Expenditures	\$ 33,022	\$ 130,597	\$ 26,121	\$ 189,740
Public Fund Balances at Month End		\$ 999,603	\$ 3,716,376	\$ 564,239	\$ 5,280,218

Revenue Distribution Report

Fiscal Year To Date ~ **FY2023**

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	FY2023 Tax Levy Extension for Tax Year 2021	\$ 506,636	\$ 1,645,073	\$ 200,074	\$ 2,351,783
	Percentage	21.5426%	69.9501%	8.5073%	100.0000%
FY2023 Personal Property Replacement Tax					
	04/08/2022 03-2022	\$ 22,397	\$ 72,724	\$ 8,845	\$ 103,966
	05/05/2022 04-2022	\$ 29,986	\$ 97,367	\$ 11,842	\$ 139,195
	07/08/2022 05-2022	\$ 21,589	\$ 70,102	\$ 8,526	\$ 100,217
	08/05/2022 06-2022	\$ 2,465	\$ 8,004	\$ 973	\$ 11,442
	10/06/2022 07-2022	\$ 29,080	\$ 94,423	\$ 11,484	\$ 134,986
	12/07/2022 08-2022	\$ 9,523	\$ 30,922	\$ 3,761	\$ 44,205
	01/06/2023 01-2023	\$ 21,007	\$ 68,210	\$ 8,296	\$ 97,513
	TOTAL	\$ 136,047	\$ 441,751	\$ 53,726	\$ 631,524
FY2023 Tax Levy Extension for Tax Year 2021					
	05/27/2022 01-2022	\$ 99,240	\$ 322,238	\$ 39,190	\$ 460,668
	06/14/2022 02-2022	\$ 101,056	\$ 328,136	\$ 39,908	\$ 469,100
	06/23/2022 03-2022	\$ 64,172	\$ 208,369	\$ 25,342	\$ 297,883
	08/31/2022 04-2022	\$ 107,970	\$ 350,585	\$ 42,638	\$ 501,193
	09/15/2022 05-2022	\$ 89,419	\$ 290,347	\$ 35,312	\$ 415,078
	09/23/2022 06-2022	\$ 30,344	\$ 98,527	\$ 11,983	\$ 140,854
	11/28/2022 07-2022	\$ 14,389	\$ 46,722	\$ 5,682	\$ 66,793
	TOTAL	\$ 506,589	\$ 1,644,925	\$ 200,055	\$ 2,351,570



**ANNUAL TOWN MEETING OF THE TOWN OF THE CITY OF BLOOMINGTON
GOVERNMENT CENTER CHAMBERS, 4TH FLOOR, ROOM #400
115 E. WASHINGTON STREET, BLOOMINGTON, IL 61701
TUESDAY, APRIL 11, 2023, 6:00 P.M.**

- 1. Call to Order / Pledge of Allegiance**
- 2. Introduction of Town Officers**
- 3. Nomination of Moderator**
 - a. Election and Swearing in of Moderator
 - b. Remarks by Moderator on Conducting the Meeting
- 4. Approval of the Minutes of the April 12, 2022 Annual Town Meeting** *(Recommended Motion: The April 12, 2022 Annual Town Meeting Minutes be approved.)*
- 5. Review of Annual Statement of Receipts & Expenditures for Fiscal Year 2023 (Unaudited)** *(For review purposes only, no action required.)*
- 6. Reports by Elected Officials**
 - a. Assessor: Steve Scudder
 - b. Supervisor: Deborah Skillrud
- 7. Public Comments**
- 8. Motion to Set Date for Next Annual Town Meeting**
(Recommended Motion: The 2024 Annual Town Meeting be scheduled for April 9, 2024 at 6:00 pm.)
- 9. Adjournment**



DATE: March 27, 2023

FOR: Honorable Township Trustees

SUBJECT: Housing Eviction Relief Efforts (HERE) Program

RECOMMENDATION/MOTION: Recommend that the ordinance authorizing the extension of the HERE Program until funds are exhausted or through March 31, 2024, whichever occurs first, be passed.

BACKGROUND: At the October 24, 2022 Board meeting, the Town of the City of Bloomington Trustees established the Housing Eviction Relief Efforts (HERE) Program in an effort to assist those impacted by a housing or utility late payment or eviction/disconnect notice and who may not necessarily or completely qualify for documented need through the Township General Assistance or Emergency Assistance Programs (GA/EA). The HERE Program will also assist those who are ineligible for GA/EA assistance due to receiving supplemental Social Security (SSI, SSA, or SSDI), are 62 years of age or older, or were convicted of a Class X or Class 1 drug felony.

Ordinance 2022-02, passed on October 24, 2022, which established the HERE Program, is set to expire on March 31, 2023.

On February 27, 2023, the Trustees approved and passed the Fiscal Year 2024 Budget and Appropriations Ordinance, which provided designated funding for the HERE Program in the amount of \$150,000.

FINANCIAL IMPACT ANALYSIS: The initial funding made available for HERE was \$200,000, of which almost \$75,000 has been disbursed in the first 3-1/2 months of the Program. With \$150,000 budgeted for Fiscal Year 2024, at the current rate of disbursement, we anticipate exhausting the funds by fiscal year end, if not before.

ADMINISTRATOR RESPONSE: Ordinance 2023-02 has been presented for the Board's consideration and passage to extend the HERE Program.

Respectfully submitted for Board consideration by:

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

Deborah L. Skillrud
Township Supervisor

**TOWN OF THE CITY OF BLOOMINGTON
AKA CITY OF BLOOMINGTON TOWNSHIP
ORDINANCE NO. 2023 - 02**

**AN ORDINANCE AUTHORIZING THE CONTINUATION OF THE HOUSING
EVICTION RELIEF EFFORTS (HERE) PROGRAM FOR ELIGIBLE RESIDENTS OF
THE TOWN OF THE CITY OF BLOOMINGTON**

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

WHEREAS, the Township continues to closely monitor the impact of housing insecurities on the residents of the Township; and

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

WHEREAS, the Township Supervisor and Board of Trustees have determined there are ongoing financial challenges affecting the housing stability for many residents of the Township who may not otherwise qualify under such existing policies and programs; and

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

WHEREAS, the Township has available financial resources in its General Town Fund that can be utilized for such matters; and

WHEREAS, the Township Supervisor and Board of Trustees established in October 2022 the Housing Eviction Relief Efforts (HERE) Program to support Township residents who are otherwise unable to receive support from any other source as necessary and desirable and is supported by the Township's express statutory power to spend funds on matters related to public safety, health, and social services for those in need; and

WHEREAS, the Board of Trustees shall extend the Program, established through Ordinance 2022-02 and set to expire on March 31, 2023, through March 31, 2024, or until the designated Program funds are exhausted, whichever shall come first.

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

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

Section 2. That the Township Supervisor and Board of Trustees hereby continue that which was established through Ordinance 2022-02, the City of Bloomington Township Housing Eviction Relief Efforts (HERE) Program.

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

- d. Amount of Relief. All applicants deemed eligible for funds under the HERE Program shall receive relief in the amount of a \$3,000 lifetime maximum benefit through March 31, 2024. In addition, the amount of relief must be sufficient to alleviate the life-threatening circumstance.
- e. Payment of Relief. No payments from the Program shall go directly to an applicant. Any payment under the HERE Program shall be made by the Township directly to a vendor (i.e., landlord, mortgage lender or utility company).
- f. Right to Reapply. Any applicant denied relief under the HERE Program has the right to reapply at any time. Any applicant approved and provided relief under the Program may be eligible for additional funds until either the \$3,000 lifetime maximum benefit or the Program end date is reached.
- g. Funding of the Program. Consistent with Illinois law, including the Illinois Municipal Budget Law (50 ILCS 330/), the Board of Trustees has or will authorize the appropriation(s) needed and authorizes the Township Supervisor to take all necessary steps for the HERE Program.
- h. Conclusion of the HERE Program. The HERE Program shall expire upon the expenditure of the designated Program funds appropriated by the Board of Trustees or March 31, 2024, whichever shall occur first.

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

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

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

PASSED THIS 27th DAY OF MARCH 2023, at a duly and properly noticed and convened meeting of the City of Bloomington Township Board of Trustees.

ATTEST:

Township Supervisor

Township Clerk



DATE: March 27, 2023

FOR: Honorable Township Trustees

SUBJECT: Analysis of Bids and Approval of Contract for Township Building Renovations

RECOMMENDATION/MOTION: Recommend that the contract for Building Renovations be awarded to J. Spencer Construction in the amount of \$765,000 and the Supervisor be authorized to execute the necessary documents.

BACKGROUND: As per the Project Services Agreement for Schematic Concept Plan and RFP Assistance, authorized by the Board of Trustees in April 2022, the Farnsworth Group prepared a comprehensive Request for Proposal for COBT Building Renovations. An Invitation to Bid was published in the Pantagraph on February 27, 2023, with an onsite pre-bid meeting on March 8, 2023 at which approximately fifteen contractors and subcontractors attended. Based on questions at the pre-bid meeting, an Addendum was published and the due date extended from March 16 to March 21, 2023. Three bids were received by the posted time of 10:00 AM on March 21, 2023. Immediately following was a public opening.

FINANCIAL IMPACT ANALYSIS: As a reminder, capital funds have been set aside to cover the expense of this phase of the building improvement projects. Each bid was evaluated and determined to meet the criteria for submission. A recap of the bids is as follows:

General Contractor (in receipt order)	Base Bid	Windscreens*	Move Furniture*	TOTAL
Bishop Brothers, Peoria, IL	\$729,000	\$38,300	\$9,827	\$777,127
D. Joseph Construction, Peoria, IL	\$767,000	\$23,000	\$17,000	\$807,000
J. Spencer Construction, Normal, IL	\$727,700	\$32,000	\$5,300	\$765,000

** it was requested in the RFP that these items be priced separately from the base bid*

Pursuant to Illinois Statute 60 ILCS1/85-30, which governs Township bidding and purchasing to "the lowest responsible bidder after having advertised for bids at least once in a newspaper published within the township," Township is recommending the contract be awarded to J. Spencer Construction of Normal, IL.

COMMUNITY GROUPS/INTERESTED PERSONS: Township Staff, Township Attorney, Township Clerk, Farnsworth Group, and various contractors and subcontractors.

ADMINISTRATOR RESPONSE: Respectfully submitted for Board consideration.

Recommended by:

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

Deborah L. Skillrud
Township Supervisor



DATE: March 27, 2023

FOR: Honorable Township Trustees

SUBJECT: Authorization to Execute Change Orders

RECOMMENDATION/MOTION: Recommend that Township Supervisor Deborah L. Skillrud be authorized to execute change orders for the COBT Building Renovations project without receiving prior approval from the Board, not to exceed in total \$76,500.

BACKGROUND: While every effort is made to fully assess and accurately bid a project, inevitably items may arise that at the time of the bid were unknown and thus may require a change order to request additional work and/or costs.

To address these uncertainties, a clause* was built into the Township Purchasing Policy, issued October 29, 2019 and revised May 25, 2022, that allows the Board to “give authority to the Supervisor in the motion to approve contract authority to execute change orders.”

ADMINISTRATOR RESPONSE: The Township Supervisor is respectfully asking the Board to invoke this clause of the policy so as to keep the project completion timelines on-track should the need for a change order arise. Authorization without prior Board approval shall not exceed a maximum amount of 10% of the original bid amount, or \$76,500, across any and all change orders.

Recommended by:

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

Deborah L. Skillrud
Township Supervisor

* A copy of the Township Purchasing Policy has been provided for reference. Please see section 'Approval of Contracts, Purchases, Open Market Orders and General Spending Levels, Item F' for the clause cited.

TOWN OF THE CITY OF BLOOMINGTON

PURCHASING POLICY

Introductory Comments

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

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

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

Administration

Powers and Duties Generally

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

Settlement of Litigation, Claims and Collections

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

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

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

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

Competitive Procurement Requirements; Notice of Procurement; Waiver of Bids

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

\$30,000.00 have already been approved through a state competitive bidding process or are being purchased through a joint purchase agreement with one or more other governmental units, such purchases may be approved in a manner consistent with the Governmental Joint Purchasing Act, the Intergovernmental Cooperation Act or elsewhere provided by law. Nothing shall prevent the Township, the Assessor, or the Cemetery from seeking quotes and bids, and making purchases, from suppliers or vendors who can provide lower prices than those available through joint purchasing programs for equivalent or better items. The Supervisor, the Assessor, and the Cemetery are further authorized to enter into joint purchasing agreements and to exercise spending authority without competitive procurement if the purchase is through a joint purchasing program in a manner consistent with Illinois law.

- (2) Sole Source Procurement. Contracts for construction, repair and maintenance, services, goods, supplies, materials and equipment that are produced or provided by only one supplier or vendor may be awarded without engaging in the competitive procurement processes required by this Policy as allowed under Illinois law. For this exception to apply, the following steps must be followed:
 - (a) The Supervisor, the Assessor, or the Cemetery, shall perform due diligence to determine whether there is more than one possible vendor and shall document said efforts;
 - (b) The vendor shall provide a letter indicating its sole source status; and
 - (c) If the Supervisor, the Assessor, or the Cemetery determines that there is only one supplier or vendor of the construction, repair and maintenance, services, goods, supplies, materials and equipment required, those entities are authorized to negotiate and to recommend to the relevant governing authority for contracts and purchases in excess of \$30,000.00, as applicable, a contract with such supplier or vendor to purchase the construction, repair and maintenance, services, goods, supplies, materials and equipment, at prices or on terms most advantageous to them. In such a case, a written determination stating such supplier or vendor is the sole source for such construction, repair and maintenance, services, goods, supplies, materials and equipment is required. For contracts or purchases up to \$30,000 the Supervisor, the Assessor, or the Cemetery may proceed with the purchase without prior approval of the relevant governing authority if all of the steps outlined herein are met but shall present said purchase to its authority for formal audit/approval as required by law. Such approval from the authority shall not be unreasonably withheld.

- (3) **Limited Source Procurement.** Contracts for construction, repair and maintenance, services, goods, supplies, materials and equipment that are produced or provided by a specialized supplier or vendor, or where due to compatibility issues with existing equipment a limited source procurement is necessary, may be awarded without engaging in the competitive procurement processes required by this Policy and without the adoption of a Resolution to the extent allowed under Illinois Law. For this exception to apply, the following steps must be followed:
- (a) If the Supervisor, the Assessor, or the Cemetery determines that a specialized supplier or vendor is needed or has been used in the past on a specific project for construction, repair and maintenance, services, goods, supplies, materials and equipment within the special parameters required or pursuant to an overall plan for procurement to achieve improved public service or long term operational efficiencies, the Supervisor, the Assessor or the Cemetery are authorized to negotiate and to recommend to the relevant governing authority a contract with such supplier or vendor to purchase the construction, repair and maintenance, services, goods, supplies, materials and equipment, at prices or on terms most advantageous to the entity. For contracts or purchases up to \$30,000, the Supervisor, the Assessor, or the Cemetery may proceed with the purchase without additional approval if all of the steps outlined herein are met.
 - (b) In the case of a Limited Source Procurement, the Supervisor, the Assessor, or the Cemetery shall make a written determination of the basis for the special parameters or overall plan for procurement to achieve improved public service or long-term operational efficiencies and that such supplier or vendor is the single source for such construction, repair and maintenance, services, goods, supplies, materials and equipment.
- (4) **Professional Services.** Contracts, agreements or memberships in or with trade or professional organizations, lobbying groups, governmental services memberships, and professional services for legal and employment related services shall be exempt from the competitive procurement requirements as shall all employee contracts and hires and agreements with any collection agencies.

Emergency Purchases: Report Required When More Than Thirty Thousand Dollars

In the case of accident or other circumstances creating an emergency where necessary to protect life, the public health and safety, and public property, or in the case of the occurrence of any breakage or loss of equipment, or in other circumstances which could

not reasonably be anticipated, whereby in which any necessary regular service of the Township, the Assessor, or the Cemetery is, or is about to be, interrupted or whereby these entities will suffer any great or continuing loss, the Supervisor, the Assessor, or the Cemetery, upon the request of their relevant staff, may negotiate an emergency purchase to address any such circumstance engaging in the competitive procurement process and in such amount as may be necessary in the circumstances in a manner consistent with Illinois law. In the case of such emergency purchases involving amounts in excess of \$30,000.00, the Supervisor, the Assessor, or the Cemetery shall, at the next meeting of the relevant governing authority, render a full report on the case.

Public Facility Construction

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

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

Conclusion

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

CITY OF BLOOMINGTON TOWNSHIP

TO: Township Trustees
FROM: Deborah L Skillrud, TWP Supervisor
DATE: March 27, 2023
RE: Township Supervisor's Report

Township Officials of IL Risk Management Association (TOIRMA): Township received a TOIRMA dividend check in the amount of \$4,843. Since 2004, total dividends received equal \$56,287.

Building Renovation Project: The Township Building Renovation pre-bid meeting took place on 3/8/2023, attended by approximately 15 contractors and sub-contractors. Farnsworth Group generated an addendum to address questions brought up during the meeting and extended the timeframe for bids due to 3/21/2023. It was also noted that renovations should be done in two phases (Assessor's side then Supervisor's side) to minimize disruption in the office.

HERE Program: Township continues to serve a number of clients through the Housing Eviction Relief Efforts (HERE) Program. From inception through February 2023, Township has dispersed approximately \$65,400 towards rent, mortgage, and utilities, successfully averting 49 clients from impending eviction.

General Assistance: In February, one hundred eleven applicants sought Township services. Of those, seventy-two were *potentially eligible* for General Assistance and thirty-eight were *potentially eligible* for Emergency Assistance.

Also served were clients from Bloomington and Danvers Townships, along with a new applicant from Empire, who is still pending.

There were no SSI refunds/recoveries received during the month of February.

Workfare Programs: Township is seeking a part-time Workforce Development Coordinator to fill an existing opening. The job has been posted on Indeed and Path-o-Gram.

POTS Recycling: A used baler with all new parts was installed at the warehouse. The total cost was \$8,500 which included a trade-in credit and removal of the old baler. This ended up being cheaper by \$2,500 and far better than refurbishing the existing one.

Evergreen Memorial Cemetery: The John Deere Track Loader, approved for purchase by the Board at the September 26, 2022 meeting, has been delivered and is working out quite well. Staff reports that it feels a lot safer when moving around the grounds with a full bucket of dirt.

System Activity Report

[2/1/2023 - 2/28/2023] Report Date: 3/9/2023

General Assistance

Grants (New Clients) :	10	\$3,386.41
Grants (Previous Clients) :	32	\$10,862.47
In-Process :	18	
Denials :	50	
Sanctions :	3	
Terminations :	5	
	118	\$14,248.88

General Assistance - Medical

Referrals :	2	
Disbursements :	1	\$0.00
	3	\$0.00

General Assistance - Work Program Assignments

Job Training :	12	
Workfare :	11	
	23	

General Assistance - Work Program Expenses

WF 30 Day :	13	\$416.00
WF 7 Day Bus :	5	\$50.00
WF Gasoline :	1	\$32.00
	19	\$498.00

Emergency Assistance

Grants :	11	\$10,950.00
In-Process :	0	
Denials :	7	
	18	\$10,950.00

Additional Assistance

GT - HERE (AMEREN ILLINOIS) :	3	\$899.28
GT - HERE (COB WATER DEPT) :	2	\$798.46
GT - HERE (CORN BELT ELECTRIC COOP) :	1	\$106.56
GT - HERE (NICOR GAS) :	1	\$128.03
GT - HERE (RENT/MORTGAGE) :	12	\$14,187.17
	19	\$16,119.50

Additional Activity

A Call (phone/fax/email) :	326	
A Face-to-Face :	104	
General - Intake :	108	
General - Orientation :	80	
General - Other :	29	
R - BHA :	4	
R - DORS :	2	
R - IDES :	1	
R - MCCA / LIHEAP :	18	
R - Other :	23	
R - PATH :	5	
R - Salvation Army :	2	
	702	

Grand Totals: 902 \$41,816.38