CITY OF BLOOMINGTON TOWNSHIP

NOTICE

MEETING: Board of Trustees, City of Bloomington Township
DATE: Monday, January 24, 2022
PLACE: Government Center Fourth Floor Chambers, 115 E. Washington St, Room 400
(In light of COVID-19, the meeting will be live streamed: https://cityblm.org/live)
TIME: 5:30 pm

AGENDA

I. Call to Order: Mboka Mwilambwe, Trustee

II. Pledge of Allegiance to the Flag

III. Roll Call of Attendance: Leslie Yocum, Township Clerk

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

   A. Approval of Minutes of the December 13, 2021 Board Meetings as submitted by Amanda Stutsman, Deputy Town Clerk.
   B. Action and Approval by Board on Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of December 2021 accounts.
   C. Approval of General Town Fund anticipated expenditures as presented and certified.

V. Resolution to Create Budget Line Item for Capital Fund Reserve. (Recommend that the Resolution be adopted.)

VI. Draft Fiscal Year (FY) 2023 Budget Ordinance. (Recommend that the draft FY 2023 Budget Ordinance be accepted and placed on file for a thirty (30) day review period.)

VII. Request for Proposal (RFP) Professional Audit Services. (Recommend that the RFP for Professional Audit Services be awarded to Phillips & Associates, CPA's, P.C., for the Fiscal Years 2022, 2023 and 2024, at an annual cost to the Township and Evergreen Memorial Cemetery as listed in Appendix A. Fee Proposal, and the Township Supervisor be authorized to enter into the standard engagement letter with Phillips & Associates, CPA's, P.C.)

VIII. Request for Proposal (RFP) Cleaning Services. (Recommend that the RFP for Cleaning Services be awarded to Soaring Eagle Cleaning Services, LLC for calendar years 2022, 2023 and 2024, at an annual cost to the Township as listed in Appendix A. Fee Proposal, and the Township Supervisor and Clerk be authorized to execute the necessary documents.)

IX. Reports by Elected Officials

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

X. Public Comments *(Can be emailed by 3:30 p.m. on January 24, 2022 to: townshipoffice@cityblm.org. Comments received will be read into the record by the Supervisor during the meeting, subject to existing Public Comment rules.)*

XI. Adjournment

MINUTES OF THE TOWN OF THE
CITY OF BLOOMINGTON TOWNSHIP
MONDAY, DECEMBER 13, 2021; 5:45 P.M.

The Board of Trustees for the Town of the City of Bloomington convened in regular session in the Government Center Chambers at 5:51 p.m., Monday, December 13, 2021. The meeting was called to order by Trustee Mwilambwe.

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

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

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

Staff present: Leslie Yocum, Township Clerk.

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

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

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

Ayes: Trustees Mathy, Boelen, Montney, Emig, Becker, Urban, Ward, Crabill, Crumpler, and Mwilambwe.

Nays: none.

Motion carried.

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

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

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

Ayes: Trustees Mathy, Boelen, Montney, Emig, Becker, Urban, Ward, Crabill, Crumpler, and Mwilambwe.

Nays: none.

Motion carried.

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

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

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

Ayes: Trustees Mathy, Boelen, Montney, Emig, Becker, Urban, Ward, Crabill, Crumpler, and Mwilambwe.

Nays: none.

Motion carried.

Request for Proposal (RFP) Professional Audit Services. (Recommend that the RFP for Professional Audit Services be awarded to Phillips & Associates, CPA's, P.C., for the Fiscal Years 2022, 2023 and 2024 with an option of auditing financial statements for the Fiscal Years 2025 and 2026 at the request of the Township, at an annual cost to the Township and Evergreen Memorial Cemetery as listed in Appendix A. Fee Proposal, and the Township Supervisor be authorized to enter into the standard engagement letter with Phillips & Associates, CPA's, P.C.)

Motion by Trustee Crabill, seconded by Trustee Mathy, that the RFP for Professional Audit Services be awarded to Phillips & Associates, CPA's, P.C., for the Fiscal Years 2022, 2023 and 2024 with an option of auditing financial statements for the Fiscal Years 2025 and 2026 at the request of the Township, at an annual cost to the Township and Evergreen Memorial Cemetery as listed in Appendix A. Fee Proposal, and the Township Supervisor be authorized to enter into the standard engagement letter with Phillips & Associates, CPA's, P.C.

Trustee Becker expressed interest in the combination of vendors with the City of Bloomington in an effort to find efficiencies. He was concerned if it was prudent that Township enter into this agreement at that time. He asked for additional information on the out clauses of this contract and the contract associated with the next item on the agenda.

Deborah Skillrud, Supervisor, stated that she was unaware of the Board's interest in combining vendors. She stated that she could provide the Board with additional information on the out clause.

Trustee Becker stated that he would not support the item as it stood without all of the information.

Trustee Mathy asked Trustee Becker if he was comfortable tabling the item to allow time to review the contract information. Trustee Becker agreed.

Trustee Mathy questioned Mrs. Skillrud if the if RFP's could be tabled for another month. Mrs. Skillrud responded affirmatively.

Trustee Mathy amended the motion be tabled to the next regularly scheduled meeting pending additional contract information.

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

Ayes: Trustees Mathy, Boelen, Montney, Emig, Becker, Urban, Ward, Crabill, Crumpler, and Mwilambwe.

Nays: none.

Motion carried.

Request for Proposal (RFP) Cleaning Services. (Recommend that the RFP for Cleaning Services be awarded to Soaring Eagle Cleaning Services, LLC for calendar years 2022, 2023 and 2024 with an option of renewing for calendar years 2025 and 2026 at the request of the Township, at an annual cost to the Township as listed in Appendix A. Fee Proposal, and the Township Supervisor be authorized to execute the necessary documents.)

Motion by Trustee Becker, seconded by Trustee Mathy, that the item be tabled to the next regularly scheduled Township meeting.

Trustee Crabill confirmed with Trustee Mwilambwe that the City had a cleaning service.

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

Ayes: Trustees Mathy, Boelen, Montney, Emig, Becker, Ward, Crabill, Crumpler, and Mwilambwe.

Nays: Trustee Urban

Motion carried.

Deborah Skillrud, Township Supervisor, addressed the Board and stated that she had no additional comments beyond that referenced in the Supervisor's report.

Steve Scudder, Township Assessor, addressed the Board and reported that the sale price on properties were significantly higher than previously assessed which would result in a higher Equalized Assessed Value ("EAV") in the future.

Trustee Mathy thanked Mr. Scudder for noting the number of new construction permits in the report.

Trustee Montney questioned if there was an indication of the direction of the property increases. Mr. Scudder stated collection of data would continue through December and a report would follow. The report would include the past three years of EAV.

Trustee Montney questioned how the increased EAV would affect property taxes. Mr. Scudder responded there is not enough information at this time to determine how the individual property taxes will affected.

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

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

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

Ayes: Trustees Mathy, Boelen, Montney, Emig, Becker, Urban, Ward, Crabill, Crumpler, and Mwilambwe.

Nays: none.

Motion carried.

The meeting adjourned at 5:59 p.m.

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Amanda Stutsman, Township Deputy Clerk

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
)SS Town of the City of Bloomington
COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL TOWN ADMINISTRATION FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **31st day of December 2021**, showing the amount of public funds on hand at the commencement of said period, the amount of public funds received and from what source received, and the amount of public funds expended and for what purpose expended during said period ending as aforesaid.

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

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

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

Notary Public

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

WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of GENERAL TOWN ADMINISTRATION FUND, and find the same in all respects true and correct and that there appears to be a balance of **$1,305,385.34** in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, **$73,011.04** in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **$1,797,961.03** in PRAIRIE STATE BANK & TRUST (64) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL TOWN ADMINISTRATION FUND of said TOWN.

WARD 1: Jamison Mathy

WARD 2: Donna Boelen

WARD 3: Sheila Montney

WARD 4: Julie Emig

WARD 5: Nick Becker

WARD 6: De Urban

WARD 7: Mary "Mollie" Ward

WARD 8: Jeff Crabill

WARD 9: Tom Crumpler

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: DECEMBER 2021

Public Funds at Commencement			
Cash: Prairie State Bank & Trust (53) Checking Balance		$ 85,542	
Investments: Illinois Fund		$ 1,287,025	
Investments: Prairie State Bank & Trust (64)		$ 1,932,550	
Public Funds at Commencement			$ 3,305,117
Public Funds Received This Month			
Interest: Prairie State Bank (53)		$ 26	
Interest: Prairie State Bank (64)		$ 264	
Interest: Illinois Funds (1085)		$ 62	
Other Income - Cemetery Benefits		$ (1)	
Other Income - Retiree Insurance		$ 1,406	
Other Income - GA Administration		$ 140	
Interest: Back Tax Levy		$ 24	
Personal Property Replacement Tax		$ 12,800	
Tax Levy		$ 65,123	
Public Funds Received This Month			$ 79,845
Public Funds Available			$ 3,384,962
Public Funds Expended This Month			$ 208,605
TOTAL Public Funds at Month End			**$ 3,176,357**
Public Funds at Month End			
Cash: Prairie State Bank & Trust (53) Checking Balance		$ 73,011	
Investments: Illinois Fund		$ 1,305,385	
Investments: Prairie State Bank & Trust (64)		$ 1,797,961	
TOTAL Public Funds at Month End			**$ 3,176,357**

Checking Account Activity				
Prairie State Bank & Trust (53) Balance at Commencement			$ 85,542	
Deposits	Interest: Prairie State Bank & Trust (53)	$ 26		
	Other Income - Cemetery Benefits	$ (1)		
	Other Income - Retiree Insurance	$ 1,406		
	Other Income - GA Administration	$ 140		
	Transfer from Prairie State Bank & Trust Reserve (64)	$ 200,000		
	Total Deposits for Month		$ 201,571	
	Total Funds Available			$ 287,114
Checks Written				
	Assessor's Office Expenses	$ 2,075		
	Community Agency Funding	$ 20,313		
	Compensation & Benefits	$ 91,335		
	Services & Expenses	$ 89,823		
	Supervisor's Office Expenses	$ 5,059		
	PPRT Transfer to Cemetery Fund	$ 3,942		
	PPRT Transfer to General Assistance Fund	$ 1,556		
	Total Checks Written		$ 214,103	
	Total Checks Written			$ 214,103
	Prairie State Bank & Trust (53) Balance at Month End			**$ 73,011**

Prairie State Bank & Trust (53) Reconciliation at Month End			
Balance per Bank Statement		$ 91,652	
Plus Outstanding Deposits		$ 35	
Less Outstanding Checks		$ (18,676)	
Checkbook Balance per Reconciliation			**$ 73,011**

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

Statement of Receipts and Disbursements

Revenue		**Dec-21**	
7000 Interest		$ 377	
7400 Other Income		$ 1,545	
7600 Personal Property Replacement Tax		$ 12,800	
7800 Tax Levy		$ 65,123	
	Total Revenue		$ 79,845
	Total Income		**$ 79,845**
Expense			
Assessor's Office			
9171 Utilities		$ 340	
9271 Appraisal Services		$ 605	
9291 Janitorial		$ 150	
9301 Computer Services		$ 50	
9312 Membership Dues		$ 930	
	Total Assessor's Office		$ 2,075
Community Agency Funding			
1022 CERP - COVID-19 Emergency Fund		$ 3,313	
1023 Community Medical		$ 8,500	
1027 Senior Services		$ 8,500	
	Total Community Agency Funding		$ 20,313
Compensation (Salaries) & Benefits			
7011 TWP Supervisor		$ 7,833	
7021 TWP Assessor		$ 8,000	
7031 Town Clerk		$ 200	
7041 Town Trustees		$ 540	
7051 General Assistance Staff		$ 28,234	
7061 Deputy Assessors		$ 25,032	
7081 IMRF/Employer (2021 = 11.41%; 2022 = 9.38%)		$ 7,324	
7091 FICA (SS/MC)/Employer		$ 4,971	
7101 Group Medical/Employer		$ 9,173	
7111 State Unemployment/Employer		$ 27	
	Total Compensation (Salaries) & Benefits		$ 91,335
Services & Expenses			
1030 Legal Expense		$ 456	
1038 Other Expenditures		$ 870	
1040 Building Maintenance		$ 429	
1042 Janitorial Services & Supplies		$ 640	
1044 Building Repairs		$ 87,429	
	Total Services & Expenses		$ 89,823
Supervisor's Office			
8121 Janitorial		$ 188	
8131 Utilities		$ 510	
8151 Car Expense		$ 100	
8161 Education/Conference/Meetings		$ 99	
8181 Equipment Repair/Rental		$ 292	
8191 Office Supplies		$ 261	
8221 Computer/Contract Services		$ 3,584	
8241 Membership Dues		$ 25	
	Total Supervisor's Office		$ 5,059
	Total Expense		**$ 208,605**
Net Income			**$ (128,760)**

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

Year to Date Budget Comparison

	Dec-21	Amended Budget	$ Over Budget	% of Budget
Income				
Revenue				
7000 Interest	$ 2,787	$ 6,000	$ (3,213)	46.5%
7400 Other Income	$ 27,176	$ 30,000	$ (2,824)	90.6%
Other Income: Grants	$ (8,286)	$ 50,000	$ (58,286)	-16.6%
Other Income: TWP IGAs	$ 1,010	$ 5,000	$ (3,990)	20.2%
7450 Township Litigation Income	$ -	$ 25	$ (25)	0.0%
7600 Personal Property Replacement Tax	$ 206,445	$ 89,500	$ 116,945	230.7%
7800 Tax Levy	$ 1,644,570	$ 1,645,000	$ (430)	100.0%
7900 Proceeds from Loan	$ -	$ 20,000	$ (20,000)	0.0%
Total Revenue	$ 1,873,703	$ 1,845,525	$ 28,178	101.5%
Total Income	$ 1,873,703	$ 1,845,525	$ 28,178	101.5%
Expense				
Assessor's Office				
9141 Rent/Debt Service	$ -	$ 21,544	$ (21,544)	0.0%
9151 Auto Expense	$ 1,044	$ 3,000	$ (1,956)	34.8%
9161 Telephone	$ 2,156	$ 3,000	$ (844)	71.9%
9171 Utilities	$ 3,862	$ 5,800	$ (1,938)	66.6%
9191 Postage	$ -	$ 300	$ (300)	0.0%
9201 Office Supplies	$ 635	$ 2,000	$ (1,365)	31.7%
9211 Publications & Printing	$ -	$ 500	$ (500)	0.0%
9231 Equipment	$ -	$ 6,000	$ (6,000)	0.0%
9241 Equipment Repair/Rental	$ -	$ 1,500	$ (1,500)	0.0%
9251 Education/Meetings/Conferences	$ 1,443	$ 9,000	$ (7,557)	16.0%
9261 Replatting & Remapping	$ -	$ 9,000	$ (9,000)	0.0%
9271 Appraisal Services	$ 10,890	$ 34,000	$ (23,110)	32.0%
9291 Janitorial	$ 1,350	$ 2,000	$ (650)	67.5%
9301 Computer Services	$ 1,565	$ 20,000	$ (18,435)	7.8%
9311 Mapping/GIS Services	$ 2,100	$ 30,000	$ (27,900)	7.0%
9312 Membership Dues/Assessor's Staff	$ 1,758	$ 2,500	$ (742)	70.3%
Total Assessor's Office	$ 26,803	$ 150,144	$ (123,341)	17.9%
Community Agency Funding				
1022 Community Emergency Response Program (CERP)	$ 10,104	**$ 400,000**	$ (389,896)	2.5%
1023 Community Medical	$ 18,500	$ 18,500	$ -	100.0%
1025 GA Workfare Development/Client Services	$ 14,113	$ 71,200	$ (57,087)	19.8%
1026 Youth Services	$ 25,000	$ 35,000	$ (10,000)	71.4%
1027 Senior Services	$ 48,500	$ 68,500	$ (20,000)	70.8%
Total Community Agency Funding	$ 116,217	$ 593,200	$ (476,983)	19.6%
Compensation & Benefits				
7011 TWP Supervisor	$ 70,500	$ 94,000	$ (23,500)	75.0%
7021 TWP Assessor	$ 72,000	$ 96,000	$ (24,000)	75.0%
7031 Town Clerk	$ 1,800	$ 2,500	$ (700)	72.0%
7041 Town Trustees	$ 1,680	$ 2,800	$ (1,120)	60.0%
7051 General Assistance Staff	$ 224,905	$ 384,297	$ (159,392)	58.5%
7061 Deputy Assessors	$ 225,931	$ 404,000	$ (178,069)	55.9%
7081 IMRF/Employer (2021 = 11.41%; 2022 = 9.38%)	$ 62,846	$ 123,755	$ (60,909)	50.8%
7091 FICA (SS/MC)/Employer	$ 42,542	$ 75,245	$ (32,703)	56.5%
7101 Group Medical/Employer	$ 80,888	$ 175,000	$ (94,112)	46.2%
7111 State Unemployment/Employer	$ 233	$ 1,600	$ (1,367)	14.6%
Total Compensation & Benefits	$ 783,325	$ 1,359,197	$ (575,872)	57.6%

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

Year to Date Budget Comparison (cont.)

Services & Expenses		Dec-21		Amended Budget		$ Over Budget	% of Budget
1028 Membership Dues	$	1,661	$	2,000	$	(339)	83.1%
1029 Auditing Expense	$	-	$	8,000	$	(8,000)	0.0%
1030 Legal Expense	$	1,843	$	12,000	$	(10,157)	15.4%
1034 Insurance	$	12,978	$	14,000	$	(1,022)	92.7%
1035 Publishing	$	717	$	2,000	$	(1,283)	35.9%
1038 Other Expenditures	$	1,520	$	4,000	$	(2,480)	38.0%
1039 Debt Service: Principle & Interest	$	-	$	20,000	$	(20,000)	0.0%
1040 Building Maintenance	$	6,418	$	25,000	$	(18,582)	25.7%
1042 Janitorial Services & Supplies	$	3,458	$	12,000	$	(8,542)	28.8%
1043 Building Security	$	-	$	3,500	$	(3,500)	0.0%
1044 Building Repairs	$	87,429	**$**	**377,514**	$	(290,085)	23.2%
1045 Special Projects	$	28,485	$	60,000	$	(31,515)	47.5%
Total Services & Expenses	$	144,510	$	540,014	$	(395,504)	26.8%
Supervisor's Office							
8091 Postage	$	2,320	$	4,500	$	(2,180)	51.6%
8101 Rent/Debt Service	$	-	$	40,000	$	(40,000)	0.0%
8121 Janitorial	$	1,688	$	5,000	$	(3,313)	33.8%
8131 Utilities	$	5,793	$	7,000	$	(1,207)	82.8%
8141 Telephones	$	2,616	$	5,000	$	(2,384)	52.3%
8151 Car Expense	$	1,085	$	4,000	$	(2,915)	27.1%
8161 Education/Conference/Meetings	$	199	$	3,000	$	(2,801)	6.6%
8171 Equipment	$	-	$	5,000	$	(5,000)	0.0%
8181 Equipment Repair/Rental	$	2,566	$	8,000	$	(5,434)	32.1%
8191 Office Supplies	$	2,621	$	6,000	$	(3,379)	43.7%
8201 Printing	$	-	$	3,000	$	(3,000)	0.0%
8211 Publications	$	25	$	1,000	$	(975)	2.5%
8221 Computer/Contract Services	$	4,278	$	16,900	$	(12,622)	25.3%
8241 Membership Dues	$	60	$	450	$	(390)	13.3%
Total Supervisor's Office	$	23,251	$	108,850	$	(85,599)	21.4%
Emergency Transfer of Funds							
9000 GT Funds Transferred to GA Fund	$	-	$	200,000	$	(200,000)	0.0%
Total Emergency Transfer of Funds	$	-	$	200,000	$	(200,000)	0.0%
Total Expense	$	1,094,106	$	2,951,405	$	(1,857,299)	37.1%
Net Income	$	779,597	$	(1,105,880)	$	1,885,477	

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

Checking Account Activity

Date	Number	Name		Amount
0502 · Prairie State Bank & Trust (53)				
12/01/2021	9269	Soaring Eagle Cleaning Services LLC		-600.00
12/01/2021	42187corr	Town of the City of Bloomington - CEM		-0.54
12/06/2021	EFT	EFT-Valutec Card Solutions		-59.32
12/07/2021	Transfer	Prairie State Bank & Trust		200,000.00
12/07/2021	5399	Dawson TWP		35.00
12/07/2021	1003	Lexington TWP		35.00
12/07/2021	9270	Kaeb Sanitary Supply Inc		-377.10
12/07/2021	9271	Maruna, Thomas O		-100.24
12/07/2021	9272	Direct Energy Business		-460.98
12/07/2021	9273	TASC (Total Administrative Services Corp)		-932.64
12/07/2021	9274	Mescher Rinehart & Redlingshafer PC		-456.00
12/07/2021	9275	NJS Enterprises Inc		-3,400.00
12/07/2021	9276	Bowman, Danny		-605.00
12/07/2021	9277	Coldwell Banker, Honig-Bell		-50.00
12/07/2021	9278	NICOR Gas		-211.81
12/07/2021	9279	CDS Office Technologies		-96.80
12/10/2021	20211210	EFT-Payroll		-1,155.49
12/10/2021	94295135	EFT-Federal Tax Deposit		-330.50
12/10/2021	0186110608	EFT-IL Tax Deposit		-66.01
12/14/2021	9280	Faith in Action of Bloomington-Normal		-8,500.00
12/14/2021	9281	TOI Social Worker's Division		-25.00
12/14/2021	9282	Prairie State Legal Services, Inc		-8,500.00
12/14/2021	9283	Creative Technical Services, Inc (C-Tech)		-125.00
12/14/2021	9284	Town of the City of Bloomington - CEM		-3,942.06
12/14/2021	9285	Town of the City of Bloomington - GA		-1,556.27
12/14/2021	9286	VISA (DLS)		-153.00
12/15/2021	20211215	EFT-Payroll		-24,036.75
12/15/2021	13780199	EFT-Federal Tax Deposit		-8,471.80
12/15/2021	2137797264	EFT-IL Tax Deposit		-1,486.26
12/15/2021	EFT	Prairie State Bank & Trust		-530.50
12/15/2021	EFT	TASC (Total Administrative Services Corp)		-669.14
12/15/2021	1046	EFT-Payroll		1,015.84
12/16/2021	9287	Stark Excavating Inc		-87,428.71
12/16/2021	9288	Quill Corporation		-261.03
12/16/2021	9289	IAAO--Int'l Assoc of Assessing Officers		-930.00
12/16/2021	9290	Hermes Service & Sales Inc		-311.00
12/16/2021	9291	CVB Property Holdings LLC %Young America		-1,000.00
12/16/2021	9292	Green Trail Rentals LLC		-1,000.00
12/21/2021	3255	Bloomington TWP		35.00
12/21/2021	9293	City of Bloomington Water Dept		-177.14
12/21/2021	9294	CDS Leasing		-195.00
12/21/2021	9295	Wilcox Electric & Service Inc		-117.95
12/21/2021	9296	Shillington LLC		-1,000.00
12/28/2021	42202	Town of the City of Bloomington - CEM		8,151.30
12/28/2021	9297	NCPERS Group Life Ins		-128.00
12/28/2021	9298	City of Bloomington Health Insurance		-16,621.55
12/28/2021	9299	Leavy, Gwendolyn		-313.00
12/29/2021	5410	Dawson TWP		35.00
12/29/2021	09979719251	IMRF - Illinois Municipal Retirement Fund		1,405.84
12/29/2021	20211229	EFT-Payroll		-21,478.85
12/29/2021	12915828	EFT-Federal Tax Deposit		-6,755.08
12/29/2021	2116954768	EFT-IL Tax Deposit		-1,265.75
12/30/2021	EFT	TASC (Total Administrative Services Corp)		-668.50
12/30/2021	EFT	Prairie State Bank & Trust		-530.50
12/31/2021	90455	EFT-IMRF		-16,163.22
12/31/2021	0337938064	IDES--IL Dept of Employment Security		-27.28
12/31/2021	Credit	Interest		26.34
			Total	-12,531.45

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
)SS Town of the City of Bloomington
COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--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 **31st day of December 2021**, showing the amount of public funds on hand at the commencement of said period, the amount of public funds received and from what source received, and the amount of public funds expended and for what purpose expended during said period ending as aforesaid.

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

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

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

Notary Public

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

WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of GENERAL ASSISTANCE FUND, and find the same in all respects true and correct and that there appears to be a balance of **$90,323.12** in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **$485,852.65** in PRAIRIE STATE BANK & TRUST (19) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the GENERAL ASSISTANCE FUND of said TOWN.

WARD 1: Jamison Mathy

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: DECEMBER 2021

Public Funds at Commencement			
Cash: Prairie State Bank & Trust (00) Checking Balance		$ 59,840	
Investments: Prairie State Bank & Trust (19)		$ 527,860	
Public Funds at Commencement			$ 587,700
Public Funds Received This Month			
Interest: Prairie State Bank (00)		$ 15	
Interest: Prairie State Bank (19)		$ 71	
Interest: Back Tax Levy		$ 3	
Personal Property Replacement Tax		$ 1,556	
Refunds & Recoveries		$ 5,112	
Tax Levy		$ 7,918	
Public Funds Received This Month			$ 14,675
Public Funds Available			$ 602,375
Public Funds Expended This Month			$ 26,200
TOTAL Public Funds at Month End			**$ 576,176**
Public Funds at Month End			
Cash: Prairie State Bank & Trust (00) Checking Balance		$ 90,323	
Investments: Prairie State Bank & Trust (19)		$ 485,853	
TOTAL Public Funds at Month End			**$ 576,176**

Checking Account Activity			
Checkbook Balance at Commencement		$ 59,840	
Deposits:			
Interest: Prairie State Bank & Trust (00)	$ 15		
Personal Property Replacement Tax	$ 1,556		
Refunds & Recoveries	$ 5,112		
Transfer from Prairie State Bank & Trust Reserve (19)	$ 50,000		
Total Deposits for Month		$ 56,683	
Total Funds Available			$ 116,523
Checks Written: General Assistance			$ 26,200
Checkbook Balance at Month End			**$ 90,323**
Prairie State Bank & Trust (00) Reconciliation at Month End			
Balance per Bank Statement		$ 100,754	
Less Outstanding Checks		$ (10,430)	
Checkbook Balance per Reconciliation			**$ 90,323**

Town of the City of Bloomington--General Assistance Fund

Statement of Receipts and Disbursements

				Dec-21
Revenue				
	7000 Interest	$ 89		
	7600 Personal Property Replacement Tax	$ 1,556		
	7700 Refunds & Recoveries	$ 5,112		
	7800 Tax Levy	$ 7,918		
	Total Revenue		$ 14,675	
	Total Income		**$ 14,675**	
Expense: CW				
	6011 Groceries/Personal Essentials	$ 4,076		
	6021 Rent	$ 6,716		
	6051 Utilities	$ 276		
	6071 Emergency Assistance	$ 14,971		
	6121 Allowances	$ 160		
	Total CW		$ 26,200	
	Total Expense		**$ 26,200**	
	Net Income		**$ (11,524)**	

Town of the City of Bloomington--General Assistance Fund

Year to Date Budget Comparison

Income	Dec-21	Budget	$ Over Budget	% of Budget
Revenue				
7000 Interest	$ 781	$ 1,000	$ (219)	78.1%
7400 Other Income	$ -	$ 150	$ (150)	0.0%
7600 Personal Property Replacement Tax	$ 25,101	$ 12,000	$ 13,101	209.2%
7700 Refunds & Recoveries	$ 24,382	$ 30,000	$ (5,618)	81.3%
7800 Tax Levy	$ 199,960	$ 200,000	$ (40)	100.0%
7900 GT Fund Transferred to GA Fund	$ -	$ 200,000	$ (200,000)	0.0%
Total Revenue	$ 250,225	$ 443,150	$ (192,925)	56.5%
Total Income	$ 250,225	$ 443,150	$ (192,925)	56.5%
Expense				
CW				
6011 Groceries/Personal Essentials	$ 42,581	$ 112,500	$ (69,919)	37.8%
6021 Rent	$ 58,910	$ 250,000	$ (191,090)	23.6%
6051 Utilities	$ 8,101	$ 52,500	$ (44,399)	15.4%
6061 Medical	$ -	$ 20,000	$ (20,000)	0.0%
6071 Emergency Assistance	$ 53,042	$ 150,000	$ (96,958)	35.4%
6081 Hospital	$ -	$ 10,000	$ (10,000)	0.0%
6091 Funeral/Burial	$ -	$ 6,000	$ (6,000)	0.0%
6101 Transportation	$ 170	$ 40,000	$ (39,830)	0.4%
6121 Allowances	$ 1,277	$ 10,000	$ (8,723)	12.8%
Total CW Expense	$ 164,080	$ 651,000	$ (486,920)	25.2%
Total Expense	$ 164,080	$ 651,000	$ (486,920)	25.2%
Net Income	$ 86,145	$ (207,850)	$ 293,995	

Town of the City of Bloomington--General Assistance Fund

Checking Account Activity

	Date	Number	Name	Amount
0501 · Prairie State Bank & Trust (00)				
	12/05/2021	EFT	EFT-Kroger via Valutec	-4,076.40
	12/07/2021	Transfer	Prairie State Bank & Trust	50,000.00
	12/07/2021	AC2188800	Treasurer, State of IL, SSI Reimbursement	5,112.00
	12/07/2021	36523	BHA; Blmgtn Housing Authority (laundry)	-40.00
	12/07/2021	36524	BHA; Blmgtn Housing Authority (rent)	-182.00
	12/07/2021	36525	Ameren Illinois	-30.74
	12/07/2021	36526	Winterroth, Stan %Redbird Property Mgmt	-345.00
	12/07/2021	36527	NICOR Gas	-626.51
	12/07/2021	36528	Carbaidwala, Mustaali dba MKMC Filling St	-300.00
	12/07/2021	36529	GMTK Management LLC	-345.00
	12/07/2021	36530	Hotz, Christopher P	-345.00
	12/07/2021	36531	SRIM LLC %Redbird Property Mgmt Inc	-345.00
	12/07/2021	36532	Traditions Harmony Housing LLC	-217.00
	12/14/2021	9285	EFT-Personal Property Replacement Tax	1,556.27
	12/14/2021	36533	Clothier Land Trust H-187 %Willow Creek	-892.84
	12/14/2021	36534	Econ-O-Wash Cleaners/Wilson & Wilson Ent	-25.00
	12/14/2021	36535	Henderson, Cristina Ortega	-1,138.00
	12/14/2021	36536	BHA; Blmgtn Housing Authority (rent)	-55.00
	12/14/2021	36537	Karasen, Cihan	-345.00
	12/14/2021	36538	Miller Trust, Annetta O dba Miller Prop	-345.00
	12/14/2021	36539	Mayor's Manor LTD Partnership (laundry)	-25.00
	12/14/2021	36540	Ameren Illinois	-984.38
	12/14/2021	36541	Jessen, Chad & Micha dba Red Rock Prop	-345.00
	12/14/2021	36542	Lincoln Towers %Mid-Northern Group	-93.00
	12/14/2021	36543	Crawford, Amie & Bob dba Crawford Prop	-1,138.00
	12/14/2021	36544	Pedcor Investments-2002 dba Danbury Ct	-850.00
	12/14/2021	36545	BHA; Blmgtn Housing Authority (rent)	-221.00
	12/16/2021	36546	Ameren Illinois	-230.49
	12/16/2021	36547	City of Bloomington Water Department	-447.12
	12/16/2021	36548	NICOR Gas	-126.49
	12/16/2021	36549	Dibble, Thomas M	-345.00
	12/16/2021	36550	Pulliam, Dustin J %CORE3 Property Mgmt	-795.00
	12/16/2021	36551	Torrington LLC %Young America Realty	-910.00
	12/16/2021	36552	CVB Property Holdings LLC %Young America	-910.00
	12/16/2021	36553	Green Trail Rentals LLC	-690.00
	12/21/2021	36554	MIMG LII Arbors at Eastland LLC	-345.00
	12/21/2021	36555	Dowd Properties LLC	-850.00
	12/21/2021	36556	Traver, Vera A & William S	-200.00
	12/21/2021	36557	Shillington LLC %Young America	-910.00
	12/21/2021	36558	Apartment Investors XVIII LP	-345.00
	12/21/2021	36559	M&M Real Estate Partnership LLC %Class Ac	-690.00
	12/21/2021	36560	Biesiada, Estate of Walter E %AB Rentals	-237.50
	12/21/2021	36561	Ameren Illinois	-31.00
	12/21/2021	36562	NICOR Gas	-60.00
	12/28/2021	36563	BHA; Blmgtn Housing Authority (laundry)	-90.00
	12/28/2021	36564	BHA; Blmgtn Housing Authority (rent)	-288.00
	12/28/2021	36565	Tornquist Rev Living Trust %Elmwood Apts	-1,138.00
	12/28/2021	36566	Seggebruch, Marlin C Irrevocable Trust	-572.00
	12/28/2021	36567	Uzueta, Stephanie D	-200.00
	12/28/2021	36568	Cardinal Ridge (was Southgate)	-690.00
	12/28/2021	36569	Ameren Illinois	-17.17
	12/28/2021	36570	Leavy, Gwedolyn %Class Act	-1,592.00
	12/28/2021	36571	Thrasher, Raymond E	-200.00
	12/29/2021	36293VOID	Secretary of State of Illinois	20.00
	12/31/2021	Credit	Interest	14.53
				30,483.16

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
)SS
COUNTY OF McLEAN)

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--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 **31st day of December 2021**, showing the amount of public funds on hand at the commencement of said period, the amount of public funds received and from what source received, and the amount of public funds expended and for what purpose expended during said period ending as aforesaid.

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

Subscribed and sworn to before me this **10th day of January 2022**.

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

Notary Public

This **10th day of January 2022**.

WE, the undersigned BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct and that there appears to be a balance of **$44,999.45** at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of **$724,396.82** 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 Thalgott

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 **24th day of January 2022**.

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

WARD 1: Jamison Mathy

WARD 2: Donna Boelen

WARD 3: Sheila Montney

WARD 4: Julie Emig

WARD 5: Nick Becker

WARD 6: De Urban

WARD 7: Mary "Mollie" Ward

WARD 8: Jeff Crabill

WARD 9: Tom Crumpler

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: DECEMBER 2021

Funds at Commencement				
Cash: Heartland Bank 7774 (Checking)	$	81,935		
Cash: Heartland Bank 7782 (Reserve)	$	704,283		
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	$	231,758		
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2021	$	256,280		
Funds at Commencement			$	1,274,256
Public Funds Received This Month				
Real Estate Tax Levy			$	20,057
Personal Property Replacement Tax			$	3,942
Other Funds Received This Month				
Opening/Closing Fees	$	8,385		
Marker Commission	$	2,498		
Sale of Lots	$	(9,696)		
Sale of Crypts	$	95		
Sale of Niches	$	4,465		
Interest: Checking/Reserve	$	50		
Income from Trusts	$	15		
Interest: Back Tax Levy	$	8		
Inspection Fees	$	150	$	5,970
Total Funds Received This Month			$	29,969
Total Funds Available			$	1,304,226
Funds Expended This Month			$	39,979
Change in Payroll Liabilities 12/31/2021			$	(3)
TOTAL Funds at Month End			**$**	**1,264,250**
Funds at Month End				
Cash: Heartland Bank 7774 (Checking)	$	44,999		
Cash: Heartland Bank 7782 (Reserve)	$	724,397		
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	$	238,573		
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2021	$	256,280		
TOTAL Funds at Month End			**$**	**1,264,250**

Checking Account Activity							
Checkbook Balance at Commencement						$	81,935
Deposits	Personal Property Replacement Tax	$	3,942				
	Opening/Closing Fees	$	8,385				
	Sale of Lots	$	(9,696)				
	Sale of Crypts	$	95				
	Sale of Niches	$	4,465				
	Marker Commission	$	2,498				
	Interest: Checking	$	1				
	Inspection Fees	$	150				
	Prepaid O/C Deposits transferred (**to)/from** Acct 7114	$	(6,800)				
	Total Deposits for Month			$	3,041		
	Total Funds Available					$	84,976
Checks Written							
	Compensation & Benefits	$	27,240				
	Administrative Expenses	$	5,040				
	Cemetery Operations	$	7,699				
	Total Checks Written			$	39,979		
	Change in Payroll Liabilities 12/31/2021			$	(3)		
	Total Checks Written					$	39,976
	Checkbook Balance at Month End					**$**	**44,999**
Bank Reconciliation at Month End							
Balance per Bank Statement				$	58,706		
Less Outstanding Checks				$	(13,706)		
	Checkbook Balance per Reconciliation					**$**	**44,999**

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

Revenue		**Dec-21**	
	40100 Real Estate Tax Levy	$ 20,057	
	41000 Personal Property Replacement Tax	$ 3,942	
	42000 Opening/Closing Fee	$ 8,385	
	42100 Marker Commission	$ 2,498	
	42500 Sale of Lots	$ (9,696)	
	43000 Sale of Crypts	$ 95	
	43100 Sale of Niches	$ 4,465	
	43500 Interest: Back Taxes	$ 8	
	43500 Interest: Checking/Reserve	$ 50	
	49000 Income from Trusts	$ 15	
	49021 Inspection Fees	$ 150	
	Total Revenue		$ 29,969
	Total Income		**$ 29,969**
Expense			
Compensation & Benefits			
	50101 Wages: Administrative Staff	$ 6,528	
	50102 Wages: Cemetery Staff	$ 13,248	
	50201 Payroll Taxes	$ 1,397	
	50202 IMRF/Employer (2021 = 11.41%; 2022 = 9.38%)	$ 2,088	
	50203 IDES - Unemployment Insurance	$ 229	
	50204 Employee Health Insurance	$ 3,546	
	50205 Direct Deposit Transmittal Fees	$ 18	
	50206 TASC Fees	$ 187	
	Total Compensation & Benefits		$ 27,240
Administrative Expenses			
	52000 Office Supplies	$ 63	
	52500 Utilities	$ 1,121	
	54500 Dues/Seminars	$ 350	
	55400 Special Event Expenses	$ 2,456	
	55450 Other Admin Expenses	$ 1,049	
	Total Administrative Expenses		$ 5,040
Cemetery Operations			
	55500 Fuel, Oil and Equipment	$ 590	
	56500 Equipment Repairs	$ 81	
	56600 Cemetery Supplies & Maintenance	$ 100	
	56800 Disposal of Leaves/Branches	$ 190	
	57602 Grounds Maintenance/Repair	$ 338	
	57603 Road, Fence, Lot, Drains	$ 5,648	
	57700 Equipment Building	$ 88	
	58100 Grave Markers	$ 666	
	Total Cemetery Operations		$ 7,699
	Total Expense		**$ 39,979**
Net Income			**$ (10,010)**

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

	Dec-21	Budget	$ Over Budget	% of Budget
Income				
Revenue				
40100 Real Estate Tax Levy	$ 506,502	$ 506,600	$ (98)	100.0%
41000 Personal Property Replacement Tax	$ 63,582	$ 30,000	$ 33,582	211.9%
42000 Opening/Closing Fee	$ 80,955	$ 90,000	$ (9,045)	90.0%
42100 Marker Commission	$ 8,490	$ 9,000	$ (510)	94.3%
42500 Sale of Lots	$ 54,968	$ 45,000	$ 9,968	122.2%
43000 Sale of Crypts	$ 9,210	$ 20,500	$ (11,290)	44.9%
43100 Sale of Niches	$ 36,031	$ 30,000	$ 6,031	120.1%
44700 Sale of Burial Supplies	$ 200	$ 500	$ (300)	40.0%
42400 Sales - Other	$ 1,450	$ 2,000	$ (550)	72.5%
43500 Interest	$ 397	$ 3,000	$ (2,603)	13.2%
49000 Income from Trusts	$ 1,227	$ 4,000	$ (2,773)	30.7%
49020 Other Income & Special Events	$ 12,189	$ 3,000	$ 9,189	406.3%
49021 Inspection Fees	$ 3,225	$ 2,500	$ 725	129.0%
Total Revenue	$ 778,427	$ 746,100	$ 32,327	104.3%
Total Income	$ 778,427	$ 746,100	$ 32,327	104.3%
Expense				
Compensation & Benefits				
50101 Wages: Administrative Staff	$ 52,903	$ 70,000	$ (17,097)	75.6%
50102 Wages: Cemetery Staff	$ 182,712	$ 225,000	$ (42,288)	81.2%
50201 Payroll Taxes - FICA	$ 17,102	$ 24,000	$ (6,898)	71.3%
50202 IMRF/Employer (2021 = 11.41%; 2022 = 9.38%)	$ 25,593	$ 37,000	$ (11,407)	69.2%
50203 IDES - Unemployment Insurance	$ 4,381	$ 13,500	$ (9,119)	32.5%
50204 Employee Health Insurance	$ 25,792	$ 60,000	$ (34,208)	43.0%
50205/50206 Other Payroll Expenses	$ 470	$ 975	$ (505)	48.2%
Total Compensation & Benefits	$ 308,952	$ 430,475	$ (121,523)	71.8%
Administrative Expenses				
51100 Casualty Insurance	$ 20,299	$ 21,000	$ (701)	96.7%
51500 Contractual Services	$ 11,348	$ 11,000	$ 348	103.2%
52000 Office Supplies	$ 2,476	$ 4,000	$ (1,524)	61.9%
52500 Utilities	$ 10,763	$ 18,500	$ (7,737)	58.2%
54000 Advertising	$ 931	$ 2,000	$ (1,069)	46.6%
54500 Dues/Seminars	$ 350	$ 600	$ (250)	58.3%
55500 Legal Expense	$ -	$ 3,000	$ (3,000)	0.0%
55100 Audit Expense	$ -	$ 7,500	$ (7,500)	0.0%
55200 Financial Administration	$ 12,200	$ 12,200	$ -	100.0%
55400 Special Event Expenses	$ 8,657	$ 10,000	$ (1,343)	86.6%
55450 Other Admin Expenses	$ 4,920	$ 5,000	$ (80)	98.4%
57900 Office Equipment	$ -	$ 3,000	$ (3,000)	0.0%
Total Administrative Expenses	$ 71,943	$ 97,800	$ (25,857)	73.6%
Cemetery Improvements, Maintenance & Repairs				
57601 Flags & Flag Poles	$ 14,874	$ 20,000	$ (5,126)	74.4%
57800 Operating Equipment	$ 5,384	$ 17,000	$ (11,616)	31.7%
58000 Mausoleum (including debt service)	$ 30,227	$ 60,800	$ (30,573)	49.7%
58400 Scattering Grounds/Ossuary	$ -	$ 10,000	$ (10,000)	0.0%
Total Cemetery Improvements, Maintenance & Repairs	$ 50,485	$ 107,800	$ (57,315)	46.8%

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison (cont.)

	Dec-21	Budget	$ Over Budget	% of Budget
Cemetery Operations				
55500 Fuel, Oil & Equipment	$ 7,602	$ 10,000	$ (2,398)	76.0%
56000 Tree Removal/Monument Repair	$ 16,700	$ 19,000	$ (2,300)	87.9%
56500 Equipment Repairs	$ 3,840	$ 6,000	$ (2,160)	64.0%
56600 Cemetery Supplies & Maintenance	$ 7,762	$ 9,000	$ (1,238)	86.2%
56700 Rental Equipment & Leasing	$ -	$ 1,000	$ (1,000)	0.0%
56800 Removal of Leaves/Branches	$ 1,828	$ 5,000	$ (3,172)	36.6%
57000 Office Repairs & Maintenance	$ 482	$ 2,000	$ (1,518)	24.1%
57602 Grounds Maintenance/Repairs	$ 18,757	$ 40,000	$ (21,243)	46.9%
57603 Road, Fence, Lot, Drains	$ 45,625	$ 50,000	$ (4,375)	91.2%
57700 Equipment Building	$ 88	$ 4,000	$ (3,912)	2.2%
58100 Grave Markers	$ 9,855	$ 16,000	$ (6,145)	61.6%
59900 Other Cemetery Expenses	$ -	$ 15,000	$ (15,000)	0.0%
Total Cemetery Operations	$ 112,538	$ 177,000	$ (64,462)	63.6%
Total Expense	$ 543,918	$ 813,075	$ (269,157)	66.9%
Net Income	$ 234,509	$ (66,975)	$ 301,484	

Town of the City of Bloomington--Cemetery Fund

Checking Account Activity

Date	Number	Name	Amount
10500 Heartland (7774)			
12/02/2021	Deposit	HBT - Heartland Bank & Trust	4,370.00
12/03/2021	Deposit	HBT - Heartland Bank & Trust	28.80
12/06/2021	Deposit	HBT - Heartland Bank & Trust	288.45
12/07/2021	Deposit	HBT - Heartland Bank & Trust	96.35
12/09/2021	Deposit	HBT - Heartland Bank & Trust	96.35
12/10/2021	Deposit	HBT - Heartland Bank & Trust	1,125.00
12/10/2021	Deposit	HBT - Heartland Bank & Trust	584.30
12/13/2021	Deposit	HBT - Heartland Bank & Trust	48.10
12/14/2021	Deposit	HBT - Heartland Bank & Trust	5,390.73
12/14/2021	42192	ICFHA - Illinois Cemetery & Funeral Home	-350.00
12/14/2021	42193	Morris Avenue Garage	-35.00
12/14/2021	42194	RP Lumber Company Inc	-69.13
12/14/2021	42195	Dave Capodice Excavating Inc	-527.56
12/14/2021	42196	ColdSpring Memorial Group	-666.00
12/14/2021	1214211325	Auth, Joseph	-600.00
12/14/2021	1214211325	Boaz, Sharon	-1,300.00
12/14/2021	1214211325	Musick, Marilyn & David	-1,300.00
12/14/2021	1214211325	Musick, Marilyn & David	-1,300.00
12/14/2021	1214211325	Handzo, Yvonne	-3,300.00
12/14/2021	1214211333	Peterson, Ivan E & Janet M	1,000.00
12/14/2021	42197	McIntyre, John D	-16,596.00
12/15/2021	Deposit	HBT - Heartland Bank & Trust	2,308.28
12/15/2021	20211215	Payroll Direct Deposit	-6,378.29
12/15/2021	50460650	EFTPS - IRS	-1,685.52
12/15/2021	1969975952	IL Dept of Revenue	-381.75
12/16/2021	42198	Bloomington Fence	-5,647.50
12/16/2021	42199	VISA BMCU...1484	-3,394.63
12/17/2021	Deposit	HBT - Heartland Bank & Trust	6,487.06
12/17/2021	Deposit	HBT - Heartland Bank & Trust	100.00
12/21/2021	42200	City of Bloomington Water Dept	-518.74
12/21/2021	42201	NICOR Gas	-355.71
12/28/2021	42202	City of Bloomington TWP - Reimburse	-8,151.30
12/28/2021	42203	Evergreen FS Inc	-589.69
12/28/2021	42204	Ameren Illinois	-246.71
12/29/2021	Deposit	HBT - Heartland Bank & Trust	1,888.80
12/29/2021	20211231	Payroll Direct Deposit	-7,820.74
12/29/2021	15069082	EFTPS - IRS	-2,118.46
12/29/2021	1565088400	IL Dept of Revenue	-471.97
12/30/2021	Deposit	HBT - Heartland Bank & Trust	3,062.98
12/30/2021	Deposit	HBT - Heartland Bank & Trust	221.50
12/30/2021	0702121616	IDES - IL Dept of Emp Sec	-229.17
12/31/2021	Credit	Interest	1.49
		Total	-36,935.68

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 **December 14, 2021** **through** **January 10, 2022.**

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

Subscribed and sworn to before me this **10th day of January 2022.**

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

Notary Public

This **10th day of January 2022**.

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

Cemetery Board President:
Joseph B Gibson

Secretary/Treasurer for Cemetery Board:
Brad A Williams

Cemetery Board Vice President:
Garrett Thalgott

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

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

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
51500	ADT Security/Others/VISA	Security System Monitoring (estimated)	1/31/22	$275.00
56600	Amazon/VISA	Supplies & Floor Jack (estimated)	1/31/22	$650.00
56600	American Cemetery Supplies/VISA	Grave Markers/Mausoleum Supplies (estimated)	1/31/22	$280.00
58100	ColdSpring Memorial Group	Grave Markers (estimated)	1/31/22	$1,200.00
56600	Farm & Fleet/VISA	Supplies (estimated)	1/31/22	$80.00
55400	Illinois Route 66 Scenic Byway/VISA	Dues/Seminars (estimated)	1/31/22	$150.00
52000	Kaeb Janitorial Supplies	Towel Dispenser (estimated)	1/31/22	$29.00
56500	Martin Sullivan/VISA	Equipment Repairs (estimated)	1/31/22	$30.00
57800	Nord Outdoor Power Equipment/VISA	Kubota (estimated)	1/31/22	$1,300.00
56500	Nord Outdoor Power Equipment/VISA	Equipment Repairs (estimated)	1/31/22	$120.00
58100	Triple H Company	Mausoleum Vases/Rings with shipping (Estimated)	1/31/22	$400.00
55400	Walmart/VISA	Special Event: Wreaths Across America (estimated)	1/31/22	$50.00
55450	Walmart/VISA	tp, kleenex, spoons, forks, etc. (estimated)	1/31/22	$50.00
		TOTAL: Requests for Payments		**$4,614.00**

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CERTIFICATE FOR PAYMENT OF ACCOUNTS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
)SS Town of the City of Bloomington
COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--ALL ACCOUNTS

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Board of Trustees. These amounts include billings that have been received from **December 14, 2021, to January 24, 2022.**

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

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

.

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

Notary Public

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

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

WARD 1: Jamison Mathy

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: **January 24, 2022** Meeting

Compensation (Salaries)			Due		Amount
7011	TWP Supervisor	D Skillrud	01/31/22	$	3,916.67
7011	TWP Supervisor	D Skillrud	02/15/22	$	3,916.67
7011	TWP Supervisor	D Skillrud	02/28/22	$	3,916.67
7021	TWP Assessor	S Scudder	01/31/22	$	4,000.00
7021	TWP Assessor	S Scudder	02/15/22	$	4,000.00
7021	TWP Assessor	S Scudder	02/28/22	$	4,000.00
7041	Town Trustee **12/13/2021**	Ward 1: J Mathy	03/31/22	$	20.00
7041	Town Trustee **12/13/2021**	Ward 2: D Boelen	03/31/22	$	20.00
7041	Town Trustee **12/13/2021**	Ward 3: S Montney	03/31/22	$	20.00
7041	Town Trustee **12/13/2021**	Ward 4: J Emig	03/31/22	$	20.00
7041	Town Trustee **12/13/2021**	Ward 5: N Becker	03/31/22	$	20.00
7041	Town Trustee **12/13/2021**	Ward 6: D Urban	03/31/22	$	20.00
7041	Town Trustee **12/13/2021**	Ward 7: M Ward	03/31/22	$	20.00
7041	Town Trustee **12/13/2021**	Ward 8: J Crabill	03/31/22	$	20.00
7041	Town Trustee **12/13/2021**	Ward 9: T Crumpler	03/31/22	$	20.00
7041	Town Trustee **12/13/2021**	Trustee: M Mwilambwe	03/31/22	$	20.00
			Compensation (Salaries) TOTAL	**$**	**23,950.01**
Assessor's Claims					
9161	Telephone	City of Bloomington/Frontier/Others (Estimated)	01/31/22	$	300.00
9171	Utilities	City of Bloomington Water Dept (Estimated)	01/31/22	$	150.00
9171	Utilities	Ameren/Direct Energy Business (Estimated)	01/31/22	$	400.00
9171	Utilities	NICOR Gas/Direct Energy Business (Estimated)	01/31/22	$	250.00
9231	Equipment	BMCU Visa/COB/Others (Estimated)	01/31/22	$	1,500.00
9271	Appraisal Services	Danny Bowman (Estimated)	01/31/22	$	2,500.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC	01/31/22	$	150.00
9301	Computer Services	BMCU Visa/MIRRA/BNAR/MLS/Coldwell Bankers/ILDFPR/Others	01/31/22	$	60.00
9301	Computer Services	BMCU Visa/COB/Verizon Wireless (Estimated)	01/31/22	$	50.00
			Assessor's Claims TOTAL	**$**	**5,360.00**
Community Agency Funding					
1022	CERP	various landlords: rent	01/31/22	$	3,313.00
			Community Agency Funding TOTAL	**$**	**3,313.00**
Services & Expenses					
1040	Building Maintenance	Hermes Sales & Service (Estimated)	01/31/22	$	311.00
1040	Building Maintenance	American Pest Control	01/31/22	$	37.00
1042	Janitorial Services & Supplies	Soaring Eagle Cleaning Services LLC	01/31/22	$	262.50
			Services & Expenses TOTAL	**$**	**610.50**
Supervisor's Claims					
8121	Janitorial	Soaring Eagle Cleaning Services	01/31/22	$	187.50
8131	Utilities	City of Bloomington Water Dept (Estimated)	01/31/22	$	106.28
8131	Utilities	Ameren/Direct Energy Business (Estimated)	01/31/22	$	305.99
8131	Utilities	NICOR Gas/Direct Energy Business (Estimated)	01/31/22	$	151.18
8141	Telephones	Frontier/Verizon North/City of Bloomington/Others (Estimated)	01/31/22	$	350.00
8151	Car Expense	T Maruna/others (Estimated)	01/31/22	$	91.84
8161	Education/Conference/Meetings	BMCU VISA/ZOOM Subscription	01/31/22	$	200.00
8181	Equipment Repair/Rental	BMCU VISA/CDS/Others	01/31/22	$	496.55
8191	Office Supplies	BMCU Visa/Quill/Sam's Club/Office Depot/Others (Estimated)	01/31/22	$	424.27
8221	Computer/Contract Services	EFT-Valutec (Estimated)	01/31/22	$	50.64
			Supervisor's Claims TOTAL	**$**	**2,364.25**
			TOTAL Request for Payment	**$**	**35,597.76**

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: DECEMBER 2021

		Cemetery Public Fund	General Town Fund	General Assistance	COMBINED FUNDS
Fund Balances at Beginning of Month		$ 786,218	$ 3,305,117	$ 587,700	$ 4,679,036
Revenues	Interest	$ 50	$ 352	$ 89	$ 492
	Other Income	$ 8	$ 1,570		$ 1,578
	Personal Property Replacement Tax	$ 3,942	$ 12,800	$ 1,556	$ 18,298
	Marker Commissions	$ 2,498			$ 2,498
	Opening/Closing Fees	$ 8,385			$ 8,385
	Sales	$ (5,136)			$ (5,136)
	Inspection Fee	$ 150			$ 150
	Refunds and Recoveries			$ 5,112	$ 5,112
	Tax Levy	$ 20,057	$ 65,123	$ 7,918	$ 93,099
	Total Revenues	$ 29,954	$ 79,846	$ 14,675	$ 124,475
Expenditures	Administrative Expenses	$ 5,040			$ 5,040
	Assessor's Office		$ 2,075		$ 2,075
	Casework/General Assistance			$ 26,200	$ 26,200
	Cemetery Operations	$ 7,699			$ 7,699
	Community Agency Funding		$ 20,313		$ 20,313
	Compensation & Benefits	$ 27,240	$ 91,335		$ 118,575
	less change in payroll liability	$ (3)	$ -		$ (3)
	Services & Expenses		$ 89,823		$ 89,823
	Supervisor's Office		$ 5,059		$ 5,059
	Total Expenditures	$ 39,976	$ 208,605	$ 26,200	$ 274,780
Fund Balances at Month End		**$ 776,196**	**$ 3,176,358**	**$ 576,176**	**$ 4,528,730**

Revenue Distribution Report
Fiscal Year To Date ~ FY2022

		Cemetery Fund	Town Admin. Fund	General Assistance	COMBINED FUNDS
	Tax Levy **Extension** for Tax Year 2020	$ 506,623	$ 1,644,968	$ 200,008	$ 2,351,598
	Percentage	21.5438%	69.9511%	8.5052%	100.0000%
Personal Property Replacement Tax					
	04/06/2021 03-2021	$ 12,142	$ 39,424	$ 4,793	$ 56,359
	05/06/2021 04-2021	$ 15,648	$ 50,807	$ 6,177	$ 72,632
	07/08/2021 05-2021		$ 52,926		$ 52,926
	08/04/2021 05-2021	$ 11,402	$ (15,904)	$ 4,501	$ -
	08/05/2021 06-2021	$ 1,450	$ 4,708	$ 572	$ 6,731
	10/06/2021 07-2021	$ 18,998	$ 61,684	$ 7,500	$ 88,182
	12/08/2021 08-2021	$ 3,942	$ 12,800	$ 1,556	$ 18,298
	TOTAL	$ 63,582	$ 206,445	$ 25,101	$ 295,128
Tax Levy Extension for Tax Year 2020					
	05/25/2021 01-2021	$ 38,444	$ 124,823	$ 15,177	$ 178,444
	06/10/2021 02-2021	$ 92,301	$ 299,694	$ 36,439	$ 428,435
	06/21/2021 03-2021	$ 96,003	$ 311,714	$ 37,901	$ 445,618
	06/29/2021 04-2021	$ 33,508	$ 108,796	$ 13,228	$ 155,532
	09/03/2021 05-2021	$ 61,774	$ 200,577	$ 24,388	$ 286,739
	09/16/2021 06-2021	$ 90,992	$ 295,445	$ 35,923	$ 422,360
	09/27/2021 07-2021	$ 73,422	$ 238,397	$ 28,986	$ 340,806
	12/03/2021 08-2021	$ 20,057	$ 65,123	$ 7,918	$ 93,099
	12/03/2021 Interest on Back Tax Levy	$ 8	$ 24	$ 3	$ 35
	TOTAL	$ 506,509	$ 1,644,594	$ 199,963	$ 2,351,066
		$ 114.59	**$ 372.08**	**$ 45.24**	**$ 531.91**

FOR: Honorable Township Trustees

SUBJECT: Resolution to Create Budget Line Item for Capital Fund Reserve

RECOMMENDATION/MOTION: That the Resolution be adopted.

BACKGROUND: The Township received a Property Condition Assessment report in calendar year 2021. Township law allows a township to establish a capital fund reserve for the purpose of building maintenance and repairs. This statute also requires that a township have a list of items with estimated costs and a timeline for same.

The Township is currently in the process of drafting the Fiscal Year 2022/2023 Budget Ordinance. This is the appropriate time to establish a Capital Fund Reserve in the General Town Fund. Dollars placed in this line item may only be used for capital projects.

Township is aware that buildings require continued maintenance and repair. The addition of this line item documents that understanding. The Township's tax levy did not include dollars to establish this line item.

Each year, the Township's Budget and Appropriation Ordinance will include a listing of items under the Capital Fund Reserve. This list will include the project, the cost, the purpose, and the timeline.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Rick Phillips, Phillips & Associates, CPAs, P.C., Township's outside auditor and John Redlingshafer, Mescher, Rinehart & Redlingshafer, P.C., Township's appointed attorney.

ADMINISTRATOR RESPONSE: I respectfully request that the Board support my recommendation regarding the Resolution to create a Capital Fund Reserve line item. I welcome your feedback and/or questions.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

RESOLUTION 2022 – 01

A RESOLUTION TO CREATE BUDGET LINE ITEM FOR CAPITAL FUND RESERVE TO ADDRESS CAPITAL IMPROVEMENTS COMMENCING WITH THE 2022/2023 FISCAL YEAR

WHEREAS, 60 ILCS 1/235-5(9) authorizes Townships to accumulate monies for specific capital improvement projects; and

WHEREAS, the City of Bloomington Township engaged the Farnsworth Group to generate a Property Condition Assessment report which was presented to the Township Board at their May 24, 2021 Regular Meeting; and

WHEREAS, the Supervisor believes it is in the best interest of the Township to create a line item within the budget ordinance to reserve dollars to fund capital improvement projects; and

WHERAS, the Property Condition Assessment report provided the Township with a ten-year timeline of maintenance and repair items for the Township building; and

WHEREAS, the Township as part of the General Town Fund will provide a listing in the Budget Ordinance for the Capital Fund Reserve which will include: 1.) dollars dedicated to a project; 2.) purpose of the project; and 3.) duration.

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

That the Capital Fund Reserve line item be created in the General Town Fund to commence with the 2022/2023 Fiscal Year.

ADOPTED this **___**th day of January, 2022.

APPROVED this **___**th day of January, 2022.

APPROVED:

Mboka Mwilambwe
Trustee

ATTEST:

Leslie Yocum
Township Clerk

FOR: Honorable Township Trustees

SUBJECT: Draft Fiscal Year (FY) 2023 Budget

RECOMMENDATION/MOTION: Recommend that the draft FY 2023 Township Budget be accepted and placed on file for thirty (30) day review period.

BACKGROUND: It has been a standard business practice at the Township to place the draft budget for the upcoming fiscal year on the Board's January meeting agenda. This has been done to ensure compliance with two (2) Township laws: 1.) 25 ILCS 200/2 – 30 addresses the Assessor's Office budget's presentation sixty (60) days prior to the start of the fiscal year; and 2.) 50 ILCS 330/3 addresses Township budget availability thirty (30) days prior to the Public Hearing.

Township staff's preference has been to present the budget document in its entirety. The month of February does not have thirty (30) days. Presentation occurs at the Board's January meeting. Budget Ordinance adoption appears on the Board's March meeting agenda. This schedule results in adoption of the Township's Budget Ordinance prior to the start of the fiscal year.

Township law, (50 ILCS 330/3), states that within or before the end of the first quarter of each fiscal year, the township board shall adopt the budget ordinance. If the budget ordinance is not passed prior to the start of the fiscal year, then a continuing annual budget ordinance must be passed which allows the expenditure of funds during the first quarter.

The draft budget will be presented to the Board at the January 24, 2022 meeting. Adoption of the Budget Ordinance will appear on the Board's March 28, 2022 meeting agenda. This timeline allows adequate time for feedback from the Board and citizens.

ADMINISTRATOR RESPONSE: I hope that the Board will support my recommendation regarding the draft FY 2023 budget. I welcome your feedback and/or questions.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

Town of the City of Bloomington

FY2023 Budget PROPOSED

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

LEVY COMPARISONS	*Tax Year:*	2018	2019	2020	2021
	Evergreen Memorial Cemetery Fund	506,600	506,600	506,600	506,600
	General Town Fund	1,645,000	1,645,000	1,645,000	1,645,000
	General Assistance Fund	200,000	200,000	200,000	200,000
	Total LEVY	2,351,600	2,351,600	2,351,600	2,351,600

		Evergreen Memorial Cemetery Fund	**General Town Fund**	**General Assistance Fund**	**COMBINED FUNDS**
Projected Beginning Balance		886,327	2,438,711	353,532	3,678,570
Projected Revenues	Interest	600	3,000	1,000	4,600
	Income from Trusts	3,000			3,000
	Other Income & Special Events	10,000	56,000	10	66,010
	Township Litigation Income		25		25
	Personal Property Replacement Tax	60,000	90,000	12,000	162,000
	Opening/Closing Fee	90,000			90,000
	Marker Commission	9,000			9,000
	Sales	129,700			129,700
	Inspection Fee	4,000			4,000
	Refunds and Recoveries			30,000	30,000
	Tax Levy	506,600	1,645,000	200,000	2,351,600
	Proceeds from Loan				0
	Transferred from GT			200,000	200,000
	Total Projected Revenues	812,900	1,794,025	443,010	3,049,935
Projected Expenditures	Administrative Expenses	95,900			95,900
	Assessor's Office		150,144		150,144
	Capital Fund Reserve		**409,730**		409,730
	Cemetery Improvements, Maintenance & Repairs	90,000			90,000
	Casework/General Assistance			614,000	614,000
	Cemetery Operations	152,000			152,000
	Community Agency Funding		440,000		440,000
	Compensation & Benefits	469,500	1,335,942		1,805,442
	Services & Expenses		306,720		306,720
	Supervisor's Office		116,450		116,450
	GT Funds Transferred to GA Fund		200,000		200,000
	Total Projected Expenditures	807,400	2,958,987	614,000	4,380,387
Projected Ending Balance		**891,827**	**1,273,749**	**182,542**	**2,348,118**
	Average Monthly Expenditures	67,283	196,170	51,167	365,032
	Number of Months in Reserve at end of FY	13.25	6.49	3.57	6.43
	Tax Levy Split Percentages	0.2154	0.6995	0.0850	1

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

1/20/2022

Town of the City of Bloomington

Evergreen Memorial Cemetery Fund FY2023 Budget PROPOSED

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

Cemetery Fund		FY2019 Actual		FY2020 Actual		FY2021 Actual		FY2022 Estimated (as of 12/31/2021)		FY2023 approved by CEM Trustees on 01/10/2022	
Beginning Public Fund Balance			530,934		465,097		453,742		737,764		886,327
Revenues	Interest		3,578		1,904		615		400		600
	Income from Trusts		1,987		7,769		12,900		2,500		3,000
	Personal Property Replacement Tax		36,283		48,552		43,392		63,582		60,000
	Opening/Closing Fee		62,472		81,150		87,970		90,000		90,000
	Marker Commission		9,827		12,295		8,156		9,000		9,000
	Sales		84,250		95,030		117,956		123,450		129,700
	Sale of Lots	55,932		46,827		76,520		67,000		70,000	
	Sale of Crypts	13,580		13,730		18,860		10,000		10,500	
	Sale of Niches	11,302		31,729		19,480		44,000		47,000	
	Sale of Burial Supplies	2,450		500		300		300		500	
	Chapel Fee	-100		0		0		0		0	
	Sale of Pet Cemetery Spaces	375		200		1,510		700		700	
	Other Sales	711		2,044		1,286		1,450		1,000	
	Inspection Fee		2,025		2,025		3,075		3,225		4,000
	Other Income & Special Events		59,037		9,111		9,196		12,189		10,000
	Tax Levy		506,322		505,861		506,314		506,502		506,600
	Total Revenues		765,782		763,697		789,574		810,848		812,900
Expenditures	Administrative Expenses		96,003		82,317		79,269		86,087		95,900
	Casualty Insurance	19,725		20,711		20,840		20,299		21,500	
	Contractual Services	12,825		6,301		8,168		13,000		15,000	
	Office Supplies	4,048		2,353		2,821		3,000		4,000	
	Utilities	16,199		16,526		15,522		15,000		17,500	
	Advertising	4,118		144		1,056		931		3,000	
	Dues/Seminars	350		350		500		500		600	
	Legal Expense	342		285		0		0		600	
	Audit Expense	6,900		6,950		7,150		7,500		7,500	
	COBT for Financial Administration	12,200		12,200		12,200		12,200		12,200	
	Special Event Expenses	10,962		9,720		6,802		8,657		8,000	
	Other Admin Expenses	5,385		5,103		4,211		5,000		5,000	
	Office Equipment	2,951		1,674		0		0		1,000	
	Cemetery Improvements, Maintenance & Repairs		223,157		156,304		79,968		50,485		90,000
	Flags & Poles	5,889		4,393		4,780		14,874		10,000	
	Operating Equipment	68,513		46,769		14,388		5,384		78,000	
	Mausoleum (including debt service)	142,038		62,292		60,792		30,227		0	
	Veterans Memorial	0		42,850		0		0		0	
	Scattering Grounds/Ossuary	6,717		0		9		0		2,000	
	Cemetery Operations		79,728		147,941		36,157		124,713		152,000
	Fuel, Oil & Equipment	7,506		7,860		5,665		9,000		10,000	
	Tree Removal/Monument Repair	29,900		36,300		12,360		17,000		24,000	
	Equipment Repairs	3,608		4,266		1,530		4,500		6,000	
	CEM Supplies & Maintenance	4,654		3,483		72		8,000		20,000	
	Rental Equipment & Leasing	137		132		0		0		4,000	
	Removal of Leaves/Branches	6,000		1,600		3,200		3,000		4,000	
	Abandoned Lot Reclamation	2,029		0		0		0		0	
	Office Repairs & Maintenance	0		24,356		27		500		1,000	
	Grounds Maintenance/Repair	9,479		10,044		7,610		25,000		25,000	
	Road, Fence, Lot, Drains	2,232		38,379		18		45,625		40,000	
	Equipment Building	177		0		1,048		88		2,000	
	Other CEM Expenses	3,270		7,572		15		0		1,000	
	Grave Markers	10,737		13,949		4,610		12,000		15,000	
	Compensation & Benefits		437,525		388,491		310,158		401,000		469,500
	Wages: Administrative Staff	104,273		73,867		59,150		68,000		73,000	
	Wages: Cemetery Staff	205,714		205,315		167,453		220,000		255,000	
	Trustee Compensation	2,917		917		0		0		0	
	Payroll Taxes	21,768		19,747		16,195		24,000		26,000	
	IMRF	37,327		27,043		24,844		35,000		40,000	
	IDES - Unemployment	8,494		8,566		6,517		13,500		15,000	
	Employee Health Insurance, Etc.	56,243		52,325		35,524		40,000		60,000	
	Other Payroll Expenses	791		711		475		500		500	
	Total Expenditures		836,413		775,053		505,552		662,285		807,400
Other Financing Sources In/(Out)											
Ending Public Fund Balance			**460,302**		**453,741**		**737,764**		**886,327**		**891,827**
	Average Monthly Expenditures		69,701		64,588		42,129		55,190		67,283
	Number of Months in Reserve at end of FY		6.60		7.03		17.51		16.06		13.25

1/20/2022

Town of the City of Bloomington

General Town Fund FY2023 Budget PROPOSED

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

General Town Fund		FY2018 Actual		FY2019 Actual		FY2020 Actual		FY2021 ACTUAL		FY2022 AMENDED (Estimated as of 12/31/21)		FY2023	
Beginning Fund Balance			1,168,787		1,356,419		1,509,688		1,932,227		2,396,761		2,438,711
Revenues	Interest		8,434		12,587		17,745		6,085		3,000		3,000
	Other Income		73,480		42,848		36,211		51,218		30,000		30,000
	Other Income: Grants								5,000		0		25,000
	Other Income: GA Administration										1,200		1,000
	Township Litigation Income		0		0		0		0		0		25
	Personal Property Replacement Tax		131,443		110,640		157,666		140,871		210,000		90,000
	Tax Levy		1,493,813		1,544,401		1,642,699		1,643,738		1,645,000		1,645,000
	Proceeds from Loan								0		0		0
	Total Revenues		1,707,170		1,710,476		1,854,320		1,846,912		1,889,200		1,794,025
Expenditures	Assessor's Office		72,649		72,415		60,651		62,462		150,144		150,144
	Rent/Debt Service	21,544		21,544		0		0		21,544		21,544	
	Auto Expense	761		1,178		751		2,844		3,000		3,000	
	Telephone	3,164		3,251		2,896		2,887		3,000		3,000	
	Utilities	5,390		5,144		4,824		4,904		5,800		5,800	
	Postage	245		0		0		165		300		300	
	Office Supplies	1,925		608		3,286		4,182		2,000		2,000	
	Publications & Printing	232		0		227		0		500		500	
	Equipment	0		4,776		2,546		3,384		6,000		6,000	
	Equipment Repair/Rental	0		0		0		0		1,500		1,500	
	Education/Meetings/Conferences	9,605		5,835		7,751		3,040		9,000		9,000	
	Replatting & Remapping	0		0		0		0		9,000		9,000	
	Appraisal Services	20,703		14,533		11,101		13,259		34,000		34,000	
	Janitorial	1,650		1,800		1,800		1,800		2,000		2,000	
	Computer Services	5,055		11,767		23,993		23,913		20,000		20,000	
	Mapping/GIS Services	0		0		0		0		30,000		30,000	
	Membership Dues	2,375		1,979		1,475		2,085		2,500		2,500	
	Township Litigation Settlement		0		0		0		0		0		
	Community Agency Funding		137,000		148,290		141,799		175,216		257,000		440,000
	Community Medical	18,500		18,500		18,500		18,500		18,500		25,000	
	GA Client Service Funding	12,500		23,790		19,799		51,502		35,000		50,000	
	Youth Services	37,500		37,500		35,000		35,000		35,000		35,000	
	Senior Services	68,500		68,500		68,500		68,500		68,500		80,000	
	Grant #1							1,714		0		0	
	CERP							0		100,000		250,000	
	Compensation & Benefits		1,190,273		1,187,804		1,141,892		1,040,539		1,116,827		1,335,942
	TWP Supervisor	92,667		94,000		94,000		94,000		94,000		94,000	
	TWP Assessor	96,000		96,000		96,000		96,000		96,000		96,000	
	Town Clerk	2,400		2,400		2,400		2,400		2,400		2,500	
	Town Trustees	2,320		2,220		2,320		2,500		2,400		2,800	
	GA Staff	338,944		338,283		332,702		292,826		325,000		385,000	
	Deputy Assessors	339,799		346,410		334,415		294,159		325,000		404,000	
	IMRF	104,334		98,980		83,572		82,784		95,000		123,844	
	FICA	60,960		61,737		61,045		55,465		64,627		75,299	
	Group Medical	151,922		146,946		134,543		119,328		110,000		150,000	
	State Unemployment	928		827		896		1,077		2,400		2,500	

Town of the City of Bloomington

General Town Fund FY2023 Budget PROPOSED

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

General Town Fund	FY2018 Actual		FY2019 Actual		FY2020 Actual		FY2021 ACTUAL		FY2022 AMENDED (Estimated as of 12/31/21)		FY2023	
Services & Expenses		42,455		69,392		51,325		62,103		222,179		306,720
Membership Dues	1,442		1,760		1,765		1,667		2,000		2,000	
Auditing Expense	6,850		6,900		6,950		7,150		7,500		8,000	
Legal Expense	5,482		12,784		11,174		5,358		7,000		12,000	
Insurance	12,288		12,611		13,242		12,773		13,000		15,000	
Publishing	498		654		262		686		750		2,000	
Other Expenditures	2,617		2,537		2,759		2,237		4,000		4,000	
Debt Service: Principle & Interest	2,606		254		0		0		0		20,000	
Building Maintenance	7,004		8,657		10,032		8,578		25,000		25,000	
Janitorial Services & Supplies	3,667		4,665		4,269		5,855		12,000		20,000	
Building Security	0		0		0		0		3,500		3,500	
Building Repairs	0		0		0		0		87,429		135,220	
Special Projects	0		18,570		871		17,798		60,000		60,000	
Capital Fund Reserve												409,730
Township Building Improvements	0		0		0		0		0		409,729	
Program Facility	0		0		0		0		0		1	
Supervisor's Office		77,162		79,305		36,113		42,058		101,100		116,450
Postage	46		1,538		1,427		1,425		4,500		4,500	
Rent/Debt Service	40,000		40,000		0		0		40,000		40,000	
Janitorial	2,063		2,250		2,250		2,250		5,000		6,000	
Utilities	8,085		7,723		7,229		7,356		9,000		10,000	
Telephones	3,957		4,085		3,635		3,748		4,000		5,000	
Car Expense	825		1,180		1,884		1,086		3,500		4,000	
Education/Conference/Meetings	3,319		2,587		2,481		1,256		750		3,500	
Equipment	1,066		1,640		323		4,521		5,000		5,000	
Equipment Repair/Rental	3,862		2,910		2,934		3,332		4,000		8,000	
Office Supplies	2,090		3,125		2,489		5,724		6,000		6,000	
Printing	0		975		39		0		1,000		3,000	
Publications	871		50		108		75		1,000		1,000	
Computer/Contract Services	10,849		11,106		11,179		11,224		16,900		20,000	
Membership Dues	130		135		135		60		450		450	
Emergency Transfer of Funds								0		0		200,000
GT Funds Transferred to GA Fund							0		0		200,000	
Total Expenditures		1,519,539		1,557,206		1,431,781		1,382,379		1,847,250		2,958,987
Ending Fund Balance		**1,356,419**		**1,509,688**		**1,932,227**		**2,396,761**		**2,438,711**		**1,273,749**

Average Monthly Expenditures	126,628	128,220	119,242	113,715	141,652	196,170
Number of Months in Reserve at end of FY	10.71	11.77	16.20	21.08	17.22	6.49

1/20/2022

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

Capital Fund Reserve Township Building Improvements:

Dollars Dedicated to the Project: $409,729

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

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

Town of the City of Bloomington

General Assistance Fund FY2023 Budget PROPOSED

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

General Assistance Fund		FY2018 Actual	FY 019 Actual	FY2020 Actual	FY2021 Actual	FY2022 Estimated (as of 12/31/21)	FY2023
Beginning Fund Balance		700,416	624,219	638,968	513,346	490,032	353,532
Revenues	Interest	1,772	1,777	1,592	1,255	1,000	1,000
	Other Income	-	-	32	9	-	10
	Personal Property Replacement Tax	19,839	21,455	19,167	17,122	26,000	12,000
	Refunds and Recoveries	65,364	51,322	43,750	37,951	30,000	30,000
	Tax Levy	249,831	299,856	199,696	199,783	200,000	200,000
	Transferred from GT				-	-	200,000
	Total Revenues	336,806	374,410	264,237	256,120	257,000	443,010
Expenditures	Groceries/Personal Essentials	89,937	76,715	91,905	85,876	58,000	78,000
	Rent	197,570	168,693	177,841	129,764	100,000	200,000
	Utilities	28,712	19,708	24,883	18,821	30,000	50,000
	Medical	117	-	-	-	5,000	20,000
	Emergency Assistance	42,663	43,461	57,392	38,360	150,000	200,000
	Hospital	-	-	-	-	2,000	10,000
	Burial	-	1,500	-	1,000	6,000	6,000
	Transportation	43,540	40,459	29,061	893	40,000	40,000
	Allowances	10,465	9,125	8,777	4,720	2,500	10,000
	Total Expenditures	413,003	359,661	389,859	279,434	393,500	614,000
Ending Fund Balance		624,219	638,968	513,346	490,032	353,532	182,542
	Average Monthly Expenditures	34,417	29,972	32,488	23,286	32,792	51,167
	Number of Months in Reserve at end of FY	18.14	21.32	15.80	21.04	10.78	3.57

1/20/2022

FOR: Honorable Township Trustees

SUBJECT: Request for Proposal (RFP) Professional Audit Services

RECOMMENDATION/MOTION: That the RFP for Professional Audit Services be awarded to Phillips & Associates, CPAs, P.C., for Fiscal Years 2022, 2023 and 2024, at an annual cost to the Township and Evergreen Memorial Cemetery as listed in Appendix A. Fee Proposal and the Township Supervisor be authorized to enter into the standard engagement letter with Phillips & Associates, CPAs, P.C.

BACKGROUND: The Township issued and advertised the RFP for Professional Audit Services in November 2021. The deadline for submittal was December 1, 2021. This item appeared on the Board's December 13, 2021 meeting agenda. A decision on awarding the RFP to Phillips & Associates, CPAs, P.C. was laid over until the Board's January 24, 2022 meeting.

Concerns raised at the December 13th meeting included the term of the agreement and exit clause language within the engagement letter. The RFP is for a three (3) Fiscal Years (FY). The Township may extend the RFP for two (2) additional FY. Any extension would require Board approval.

This RFP requested that pricing be valid for a term of sixty (60) days. February 1, 2022 will be the sixtieth day. The pricing provided by Phillips & Associates, CPAs, P.C. is fair. There is a one percent (1%) decrease for FY 2022 & 2023 and a one percent (1%) increase for FY 2024, 2025 & 2026. The annual audit is a statutory requirement and the cost is included in the annual budget.

Township staff reached out to Phillips & Associates to request the engagement letter. In addition, Township staff drafted a break clause which was sent to John Redlingshafer, Township attorney, for review. The exit language can be found on page 3 under the subheading Engagement Administration, Fees and Other.

Phillips & Associates is a quality local firm. The firm participates in peer review programs. The owner who will be assigned to this audit has served as a Township Trustee and an officer on the Township Officials of Illinois Board and the Trustee Association Board. He is extremely familiar with township laws and responsibilities. The engagement partner has served on the Government Committee of the Illinois CPA Society and Peer Review Executive Committee. The professional staff member assigned has completed government continuing education in accordance with Government Auditing Standards. The firm specializes in government audits including townships. In FY 2021, the firm audited thirteen (13) other townships. The firm has significant experience and knowledge of the Township.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Township Board and staff, Phillips & Associates, and John Redlingshafer, Township attorney.

ADMINISTRATOR RESPONSE: I respectfully request that the RFP for Professional Audit Services be awarded to Phillips & Associates, CPAs, P.C., for Fiscal Years 2022, 2023 and 2024, at an annual cost to the Township and Evergreen Memorial Cemetery as listed in Appendix A. Fee Proposal and the Township Supervisor be authorized to enter into the standard engagement letter with Phillips & Associates, CPAs, P.C. The Township reserves the option to request this firm to complete audits for FY 2025 and 2026.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

Phillips & Associates, CPAs, P.C.

1600 Hunt Drive, Suite B
Normal, IL 61761
Phone: 309-452-2417
Fax: 309-888-9261

219 W. Washington Street
Pontiac, IL 61764
Phone: 815-842-2138
Fax: 815-844-3197

January 25, 2022

Ms. Deborah L. Skillrud, Supervisor
Town of the City of Bloomington
607 South Gridley
Bloomington, Illinois 61761

We are pleased to confirm our understanding of the services we are to provide the Town of the City of Bloomington, Illinois for the years ended March 31, 2022, 2023, and 2024.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements, of the Town of the City of Bloomington, Illinois as of and for each of the years ended March 31, as noted above.

We have also been engaged to report on supplementary information that accompanies the Town of the City of Bloomington, Illinois' financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit(s) of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America (GAAS) and will provide an opinion on it in relation to the financial statements as a whole:

1. Budgetary comparison schedule
2. GASB-supplementary pension data

The objectives of our audit(s) are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with modified cash basis of accounting principles and report on the fairness of the supplementary information referred to above when considered in relation to the financial statements taken as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit(s) in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit(s).

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit(s) to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit(s) is/are properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include direct confirmation of certain assets and liabilities by correspondence with selected creditors and financial institutions. We may also request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry.

Audit Procedures—Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit(s), sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit(s), we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the Town of the City of Bloomington, Illinois' compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit(s) will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements of the Town of the City of Bloomington, Illinois in conformity with modified cash basis account principles and prepare the State of Illinois Comptroller's Annual Financial Report, We will perform the services in accordance with applicable professional standards. The other services are limited to the services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit(s) will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with modified cash basis accounting principles.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit(s); and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit(s), we will require certain written representations from you about the financial statements and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with modified cash basis accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with modified cash basis accounting principles; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with modified cash basis accounting principles; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

Either party may terminate the relationship between the parties or any portion of the terms and conditions set forth in this engagement letter if conditions encountered during the services contemplated make it impossible or impracticable to proceed. Any such notice regarding termination must be in writing to the other party with reasons stated for such impossibility or impracticability, and must be provided at least 60 business days before the end of any fiscal year. However, Phillips & Associates expressly agrees and acknowledges it shall perform and complete an audit for the fiscal year in which any such notice was issued, and the Township agrees to pay for such services consistent with Phillips & Associates' quoted prices in its response to the Township's request for proposal for that fiscal year. Phillips & Associates also agrees and acknowledges any early termination waives any claim for future losses, whether of anticipated profits or otherwise, and shall not relieve it of its responsibilities for any uncompleted work and work to be performed. The termination date of the relationship (or terms and conditions at issue) shall be the date of the audit issued for the fiscal year at issue.

We understand that your employees will prepare all cash, or other confirmations we request and will locate any documents selected by us for testing

The audit documentation for this/these engagement(s) is the property of Phillips & Associates, CPAs, PC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to regulators or a regulator's designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Phillips & Associates, CPAs, PC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to a regulator or its designee. The regulator or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Richard W. Phillips is the engagement partner and is responsible for supervising the engagement(s) and signing the reports or authorizing another individual to sign it.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date.

We expect to begin our audit upon acceptance of this engagement letter and to issue our report no later than any dates for completion as outlined in our response to your request for proposal.

Our fees for these services will be billed in accordance with the Appendix included with our response to your request for proposal upon delivery of the final audit. If we elect to terminate our services because we are unable to render an opinion on the fairness of the presentation of the financial statements, our engagement will be deemed to have been completed upon written notification of termination, even if we have not issued our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Our fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

We appreciate the opportunity to be of service to the Town of the City of Bloomington, Illinois and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

This letter is to affirm the terms of our engagement under applicable current professional standards.

Sincerely,

Richard W. Phillips, CPA

This letter correctly sets forth the understanding of City of Bloomington Township, Illinois.

Supervisor Signature ______________________ Date ______________________

FOR: Honorable Township Trustees

SUBJECT: Request for Proposal (RFP) Cleaning Services

RECOMMENDATION/MOTION: That the RFP for Cleaning Services be awarded to Soaring Eagle Cleaning Services, LLC, for Calendar Years 2022, 2023 and 2024, at an annual cost to the Township as listed in Appendix A. Fee Proposal, and that the Township Supervisor be authorized to execute the necessary documents.

BACKGROUND: The Township issued and advertised the RFP for Cleaning Services in November 2021. The deadline for submittal was December 3, 2021. This item appeared on the Board's December 13, 2021 meeting agenda. A decision on awarding the RFP to Soaring Eagle Cleaning Services, LLC was laid over until the Board's January 24, 2022 meeting.

Concerns raised at the December 13th meeting included the term of the contract and exit clause language within the contract. The RFP is for three (3) Fiscal Years (FY). The Township may extend the RFP for two (2) additional FY. Any extension would require Board approval.

Township staff updated the contract with termination verbiage provided by John Redlingshafer (Township attorney) and sent it to Soaring Eagle for review. The updated language can be found in the second paragraph in Section 4. Default and Termination. The contract is based on a calendar year, which is standard for the cleaning industry. The old contract will be in effect for January 2022.

Soaring Eagle has provided cleaning services since 2017. The fees proposed are fair. The Township researched current cleaning fees and costs and anticipated an increase due to the impact of COVID on cleaning supplies and labor costs.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Township Board and staff, Soaring Eagle Cleaning Services, and John Redlingshafer, Township attorney.

ADMINISTRATOR RESPONSE: I respectfully request that the RFP for Cleaning Services be awarded to Soaring Eagle Cleaning Services, LLC, for Calendar Years 2022, 2023 and 2024 at an annual cost to the Township as listed in Appendix A. Fee Proposal, and that the Township Supervisor be authorized to execute the necessary documents. The Township reserves the option to request this firm to continue cleaning services for FY 2025 and 2026.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

TOWN OF THE CITY OF BLOOMINGTON

CONTRACT WITH SOARING EAGLE CLEANING SERVICES, LLC FOR CLEANING SERVICES

THIS AGREEMENT, dated this _____ day of January, 2022, is between the Town of the City of Bloomington (hereinafter "TOWN") and Soaring Eagle Cleaning Services, LLC, (hereinafter " SOARING").

NOW THEREFORE, the parties agree as follows:

Section 1. Recitals. The recitals set forth above are incorporated into this Section as if specifically stated herein.

Section 2. Description of Services. SOARING shall provide the services/work identified on Exhibit A., Request for Proposal – Cleaning Services for Township Building.

Section 3. Payment. For the work performed by SOARING under this Contract, the TOWN shall pay SOARING $ 700 per month. Invoices shall be due on the first day of the month for the preceding month and payable within 15 days of submission.

Section 4. Default and Termination. Either party may terminate the Contract or a portion thereof as outlined in this Section if conditions encountered during the services contemplated make it impossible or impractical to proceed. Any such notice requesting termination must be in writing to the other party with reasons stated for such impossibility or impracticality. Upon the issuance of such notice, the termination date of the Contract (or relevant portion) shall be the following December 31 from the notice date. However, no party may terminate this Contract or portion thereof during the first calendar year absent further agreement of the parties in writing. Contractor agrees and acknowledges any early termination waives any claim for future losses, whether of anticipated profits or otherwise, and shall not relieve the Contractor of its responsibility for any uncompleted work and work to be performed until the termination date.

Section 5. Indemnification. To the fullest extent permitted by law, SOARING shall indemnify and hold harmless TOWN, its officers, officials, agents and employees from claims, demands, causes of action and liabilities of every kind and nature whatsoever arising out of or in connection with SOARING's operations performed under this Contract, except for loss, damage or expense arising from the sole gross negligence or willful misconduct of the TOWN or the TOWN's agents, servants or independent contractors who are directly responsible to the TOWN. This indemnification shall extend to claims occurring after this Contract is terminated as well as while it is in force. The indemnify shall apply regardless of any concurrent negligence, whether active or passive, of the TOWN or TOWN's officers, officials, agents, employees, or any other persons or entities. The indemnity set forth in this section shall not be limited by insurance requirements or by any other provision of this Contract.

Section 6. General Liability Insurance. SOARING shall maintain general liability insurance for bodily injury and property damage arising directly from its negligent acts or omissions, with general limits shall be less than $2,000,000.00. Certificates of insurance shall be provided to TOWN and TOWN shall be named as an additional insured under the policy.

Section 7. Representations of Vendor. SOARING hereby represents it is legally able to perform the work that is subject to this Contract.

Section 8. Assignment. Neither party may assign this Contract, or the proceeds thereof, without written consent of the other party.

Section 9. Compliance with Laws. SOARING and all work by SOARING shall at all times comply with all laws, ordinances, statutes and governmental rules, regulations and codes.

Section 10. Prevailing Wage. The following shall apply to this contract:

__**X**___ This contract is not for a "public work" and therefore Prevailing Wage does not apply.

Initial: _________ TOWN Initial: _____ SOARING

_____ This contract call for the construction of a "public work," within the meaning of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. ("the Act"). The Act requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the current "prevailing rate of wages", (hourly cash wages plus amount for fringe benefits), in the county where the work is performed. The state's Department of Labor, ("Department"), publishes the prevailing wage rates on its website at http://labor.illinois.gov/. The Department revises the prevailing wage rates and the contractor/subcontractor has an obligation to check the Department's website for revisions to prevailing wage rates. For information regarding current prevailing wage rates, please refer to the Department's website. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Act, including but not limited to, all wage requirements and notice and record keeping duties. Initial: _____ TOWN _____ ____________________

Section 11. Compliance with FOIA Requirements. SOARING further explicitly agrees to furnish all records related to this Contract and any documentation related to TOWN required under an Illinois Freedom of Information Act, ("FOIA"), (ILCS 140/1 et. seq.) request within five (5) business days after TOWN issues notice of such request to SOARING. SOARING agrees to not apply any costs or charge any fees to the TOWN regarding the procurement of records required pursuant to a FOIA request. SOARING agrees to defend, indemnify, and hold harmless TOWN, and agrees to pay all reasonable costs connected therewith, (including but not limited to reasonable attorney's and witness fees, filing fees, and any other expenses), for TOWN to defend any and all causes, actions, causes of action, disputes, prosecutions, or conflicts arising from SOARING actual or alleged violation of the FOIA, or SOARING failure to furnish all documentation related to a request within five (5) days after TOWN issues notice of a request. Furthermore, should SOARING request that TOWN utilize a lawful exemption under FOIA in relation to any FOIA request thereby denying that request, SOARING agrees to pay all costs connected therewith, (such as reasonable attorney's and witness fees, filing fees and any other expenses), to defend the denial of the request. The defense shall include, but not be limited to, challenged or appealed denials of FOIA requests to either the Illinois Attorney General or a court of competent jurisdiction. SOARING agrees to defend, indemnify, and hold harmless TOWN, and agrees to pay all costs connected therewith, (such as reasonable attorney's and witness fees, filing fees and any other expenses), to defend any denial of a FOIA request by SOARING request to utilize a lawful exemption to TOWN.

Section 12. Governing Law. This Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois.

Section 13. Joint Drafting. The parties expressly agree that this agreement was jointly drafted, and that both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms prior to execution. Therefore, this agreement shall be construed neither against nor in favor of either party, but shall be construed in a neutral manner.

Section 14. Attorney Fees. In the event that any action is filed in relation to this Agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorneys' fees.

Section 15. Paragraph Headings. The titles to the paragraphs of this Agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this Agreement.

Section 16. Counterparts. This Agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

17. Severability. Whenever possible, each provision and term of this Agreement will be interpreted in a manner to be effective and valid, but if an provision or term of this Agreement is held to be prohibited or invalid, then such provision or term will be ineffective only to the extent of such prohibition or invalidity, without invalidating or affecting in any manner whatsoever the reminder of such provision or term or the remaining provisions or terms of this Agreement.

Section 18. Junction and Venue. Each party irrevocably and unconditionally submits to the exclusive jurisdiction and venue of any Illinois state court located in McLean County, Illinois, in any suit, action or proceeding arising out of or relating to this Agreement, or for recognition or enforcement of any judgment relating to this Agreement. With respect to such suit, action or proceeding, each party irrevocably waives to the fullest extent permitted by law, the right to object that such court does not have jurisdiction over such party or that the court is not the appropriate venue.

Section 19. Waiver. No provision of this Agreement may be waived except in a writing signed by the waiving party. No oral statements, course of conduct, or course of dealing shall be deemed to constitute a waiver. No waiver by either party of any breach of this Agreement shall be deemed or construed to constitute a waiver of any other breach or as a continuing waiver of any breach.

TOWN OF THE CITY OF BLOOMINGTON

By: ___________________________________
Township Supervisor

ATTEST:

By: __________________________________
Township Clerk

SOARING EAGLE CLEANING SERVICES, LLC

By: ___________________________
Its Owner

By: ___________________________
Its ______________________

EXHIBIT A
SCOPE OF SERVICES/WORK PROVIDED

(Attach RFP, RFQ, Bid documents, quotation, etc.)

CITY of BLOOMINGTON TOWNSHIP
EVERGREEN MEMORIAL CEMETERY

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

Community Emergency Response Program (CERP): Township is reviewing impending need for emergency assistance indirectly related to the COVID pandemic. It is evident that individuals owe Illinois Department of Employment Security (IDES) recoupment for overpayments. Overpayment may occur when a claimant was paid unemployment insurance benefits and is later found not to be eligible for benefits. At this time, Township is unable to help individuals with basic maintenance assistance due to the recoupment. Township staff has been working with IDES to understand when and if they are able to provide status of overpayment to determine if it is the fault of the claimant or IDES. Another impending future need is that of child tax credits. Families will not be receiving lump sum tax returns if they have received the tax credits.

In December, Township issued payment for rent for $3,313 using CERP funds.

Workfare Programs: The Wellness Lifestyle Class was held via Zoom on November 5, 12 & 19, 2021. Eight (8) active GA clients are currently attending the classes. Topics discussed include immunity and seasonal wellness. Participants have the opportunity to ask specific questions and contribute to the overall discussion within the group. The class will continue to be conducted via zoom every Friday at 11:00 a.m.

Skills to Succeed remains on hold throughout the holiday season.

POTS Recycling: Home Sweet Home Ministries has sold the Warehouse to Ace Worldwide. The new owners are interested in renegotiating the lease agreement. The Township attorney is working with Ace Worldwide to finalize lease points. This has caused disruption of our program due to a move of our location within the building. Township is reviewing other potential sites for our program. Township has reached out to the City for potential locations and/or buildings; nothing is currently available.

General Assistance (GA): Total December cases for GA is provided on the attached System Activity Report.

Ninety-three, (93), applicants sought Township services. This is a decrease of fifteen, (15), from the previous month. Fifty-two, (52), are *potentially eligible* for GA and forty-one, (41), are *potentially eligible* for Emergency Assistance, (EA).

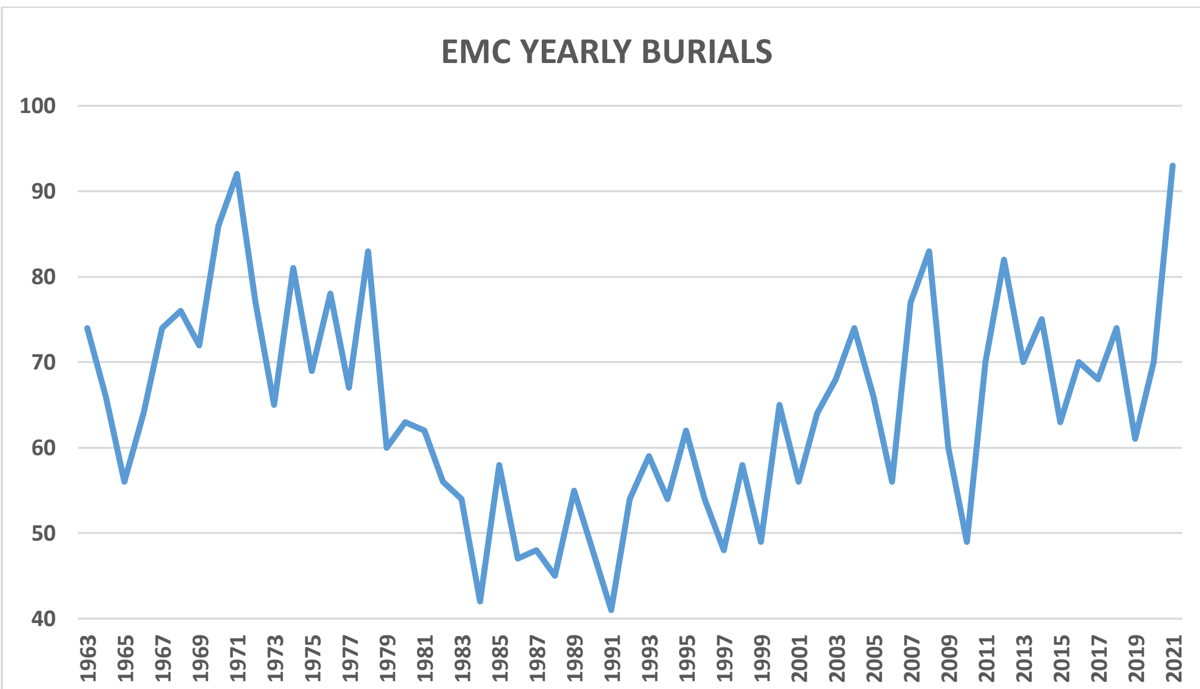
One, (1), Township client presented new part-time employment last month.
Five, (5), Township clients continue employment with National Able.
Two, (2), applicants remain on monthly assistance from outlying Townships.

The Township received $5,112 in Supplemental Security Income recovery funds from the State of Illinois in December.

COVID - 19 Update: The Governor announced a statewide indoor mask mandate for all residents regardless of vaccination status effective Monday, August 30, 2021. This mandate remains in effect. The state's corona virus metrics must be on a good downward trajectory before the Governor makes a decision to rescind. The Governor issued a Disaster Proclamation and Executive Order 2021 – 30 addressing COVID on November 12, 2021.

Budget Line Item for Capital Fund Reserve: The board is aware of Township's efforts to save for the capital improvements for the Township building and parking lot. Township was successful avoiding borrowing money for the improvements. With the upcoming budget, Township is placing the funds into a reserve line item designated for the specific purpose of needed improvements based on the Property Condition Assessment Report. The purpose and timeline are shared with the Board via the Resolution to Create Budget Line item for Capital Fund Reserve memo.

Evergreen Memorial Cemetery (EMC): 2021 burial counts are at an all-time record high with 93 burials.



The Wreaths Across America Event was very successful! The Cemetery received 837 wreaths and had nearly 120 volunteers help lay wreaths on veteran graves. Please link to the news coverage at: https://www.week.com/video/2021/12/19/wreaths-across-america-comes-bloomington/

System Activity Report

[12/1/2021 - 12/31/2021] Report Date: 1/20/2022

General Assistance

Grants (New Clients) :	**4**	$1,313.37
Grants (Previous Clients) :	**33**	$11,082.93
In-Process :	**5**	
Denials :	**54**	
Sanctions :	**1**	
Terminations :	**8**	
	105	**$12,396.30**

General Assistance - Medical

Referrals :	**4**	
Disbursements :	**0**	
	4	**$0.00**

General Assistance - Work Program Assignments

Job Training :	**10**	
Workfare :	**12**	
	22	

General Assistance - Work Program Expenses

WF 30 Day :	**12**	$384.00
WF 7 Day Bus :	**1**	$10.00
	13	**$394.00**

Emergency Assistance

Grants :	**22**	$19,140.66
In-Process :	**0**	
Denials :	**4**	
	26	**$19,140.66**

Additional Assistance

GA - Transient :	**1**	$16.00
GT - CERP- 1022 :	**4**	$3,313.00
	5	**$3,329.00**

Additional Activity

A Call (phone/fax/email) :	**315**	
A Face-to-Face :	**143**	
General - Intake :	**70**	
General - Orientation :	**55**	
General - Other :	**52**	
R - BHA :	**5**	
R - CHS :	**1**	
R - DHS :	**1**	
R - IDES :	**2**	
R - MCCA / LIHEAP :	**10**	
R - Other :	**9**	
R - PATH :	**1**	
WF - Appointment :	**4**	
WF - Work Sponsor Site :	**70**	
WF Training/Education :	**17**	
	755	
Grand Totals:	**930**	**$35,259.96**

City of Bloomington Township

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

From: Steve Scudder
Date: January 20, 2022
Subject: Assessor Report

January begins the new assessment cycle. There are 139 new construction open permits of residential houses in the city. There are 686 residential permits that need review for updates. There are 22 permits for new commercial properties in the city that have not been completed.

The City did not receive a Township multiplier on assessments from the County for 2021. The County does not anticipate a multiplier from the State for 2021.