

CITY OF BLOOMINGTON TOWNSHIP

NOTICE

MEETING: Board of Trustees, City of Bloomington Township
DATE: Monday, December 13, 2021
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: 5:45 pm

AGENDA

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

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

- A. Approval of Minutes of the November 22, 2021 Board Meeting, as submitted by Amanda Stutsman, Deputy Town Clerk. (Recommend that the Minutes of the November 22, 2021 Meeting be approved as presented.)
- B. Action and Approval by Board on Monthly General Town Fund, General Assistance Fund and Evergreen Memorial Cemetery Audits of November 2021 accounts. (Recommend that the Audits be approved as presented.)
- C. Approval of General Town Fund anticipated expenditures as presented and certified. (Recommend that the Anticipated Expenditures be approved.)
- V. 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.)
- VI. 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.)
- VII. Reports by Elected Officials
 - A. Comments: Deb Skillrud, Township Supervisor.
 - B. Comments: Steve Scudder, Township Assessor.
- VII. Public Comments *(Can be emailed by 3:30 p.m. on December 13, 2021 to: townshipoffice@cityblm.org . Comments received will be read into the record by the Supervisor during the meeting, subject to existing Public Comment rules.)*
- VIII. Adjournment

MINUTES OF THE TOWN OF THE
CITY OF BLOOMINGTON TOWNSHIP
MONDAY, November 22, 2021; 5:34 P.M.

The Board of Trustees for the Town of the City of Bloomington convened in regular session in the Government Center Chambers at 5:34 p.m., Monday, November 22, 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 October 25, 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 October 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 October 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.

Public Notice of 2022 Meetings for the City of Bloomington Township and Evergreen Memorial Cemetery.

Motion by Trustee Boelen, seconded by Trustee Montney, that the 2022 Annual List of Meetings be accepted.

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.

2021 Tax Levy Ordinance for Tax Year 2022 to be used in Fiscal Year 2023.

Motion by Trustee Crumpler, seconded by Trustee Emig, that the 2021 Tax Levy be approved and the Ordinance passed.

Trustee Boelen confirmed with Deb Skillrud, Township Supervisor, that the tax levy was a flat rate.

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.

Deborah Skillrud, Supervisor, addressed the Board. An update on the parking lot improvements was provided. Weather delays meant the remaining construction would be completed in the spring. The public could access the building through an alternate Americans with Disabilities Act compliant entrance. The Board was informed of an approved change order in the amount of \$9,800. Additional information would be provided at the Board's December 13, 2021 meeting.

Trustee Crabill requested Mrs. Skillrud explain the Community Emergency Response Program (CERP). He specifically questioned how funds were applied to various emergency assistance needs. Mrs. Skillrud provided a brief overview of recent assistance efforts and collaboration with the City for water payment shut off pledges. Additional Low-Income Household Water Assistance Program (LIHWAP) funds had been received. These dollars would be used before CERP funds as LIHWAP was designed for water bill assistance. The Township's assistance programs were referral based. The Township does not advertise its programs.

Trustee Crumpler questioned if the Township had received any applications for assistance from individuals affected by the flooding. Mrs. Skillrud stated Township provided assistance for utilities and rent only. Township staff had not questioned applicants if they suffered from this summer's flooding. The increase in applications was contributed to the various moratoriums being lifted.

Steve Scudder, Assessor, addressed the Board. All received complaints have been filed with the Board of Review and hearings have begun. The number of complaints were down this year. The Board of Review is anticipating an increase in complaints next year based on the number of homes sold in 2020.

Trustee Boelen questioned if the amount a home sold for above its value would contribute to an increase in the number of complaints. Mr. Scudder explained the assessment process and the impact of how a higher than market value sale price affected the Equalized Assessed Value (EAV) of a property.

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

Motion by Trustee Boelen, seconded by Trustee Becker, 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 5:45 p.m.

Amanda Stutsman, Deputy Township Clerk

STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

)SS

Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL TOWN ADMINISTRATION FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of November 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 **13th day of December 2021**.

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

Notary Public

This **13th day of December 2021**.

WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of GENERAL TOWN ADMINISTRATION FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$1,287,025.13** in ILLINOIS FUNDS in SPRINGFIELD, ILLINOIS, **\$85,542.49** in PRAIRIE STATE BANK & TRUST (53) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$1,932,549.57** 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 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

Trustee Mboka Mwilambwe

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

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

Town Clerk

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

Month of: **NOVEMBER 2021**

Public Funds at Commencement

Cash: Prairie State Bank & Trust (53) Checking Balance	\$	189,535	
Investments: Illinois Fund	\$	1,286,996	
Investments: Prairie State Bank & Trust (64)	\$	<u>1,932,262</u>	
Public Funds at Commencement			\$ 3,408,793

Public Funds Received This Month

Interest: Prairie State Bank (53)	\$	26	
Interest: Prairie State Bank (64)	\$	288	
Interest: Illinois Funds (1085)	\$	29	
Other Income - Retiree Insurance	\$	1,403	
Other Income - GA Administration	\$	<u>140</u>	
Public Funds Received This Month			\$ 1,886
Public Funds Available			\$ 3,410,679

Public Funds Expended This Month

TOTAL Public Funds at Month End

\$ 105,562
\$ 3,305,117

Public Funds at Month End

Cash: Prairie State Bank & Trust (53) Checking Balance	\$	85,542	
Investments: Illinois Fund	\$	1,287,025	
Investments: Prairie State Bank & Trust (64)	\$	<u>1,932,550</u>	
TOTAL Public Funds at Month End			<u>\$ 3,305,117</u>

Checking Account Activity

Prairie State Bank & Trust (53) Balance at Commencement	\$	189,535	
Deposits			
Interest: Prairie State Bank & Trust (53)	\$	26	
Other Income - Retiree Insurance	\$	1,403	
Other Income - GA Administration	\$	<u>140</u>	
Total Deposits for Month		\$ 1,569	
Total Funds Available			\$ 191,104
Checks Written			
Assessor's Office Expenses	\$	2,498	
Community Agency Funding	\$	6,894	
Compensation & Benefits	\$	87,729	
Services & Expenses	\$	6,344	
Supervisor's Office Expenses	\$	<u>2,097</u>	
Total Checks Written		\$ 105,562	
Total Checks Written			\$ 105,562
Prairie State Bank & Trust (53) Balance at Month End			<u>\$ 85,542</u>

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

Balance per Bank Statement	\$	97,410	
Plus Outstanding Deposits	\$	9,710	
Less Outstanding Checks	\$	<u>(21,577)</u>	
Checkbook Balance per Reconciliation			<u>\$ 85,542</u>

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

Statement of Receipts and Disbursements

		<u>Nov-21</u>	
Revenue			
7000 Interest		\$ 343	
7400 Other Income		\$ 1,543	
	Total Revenue	<u>\$ 1,886</u>	
	Total Income		<u>\$ 1,886</u>
Expense			
Assessor's Office			
9151 Auto Expense		\$ 9	
9161 Telephone		\$ 805	
9171 Utilities		\$ 335	
9271 Appraisal Services		\$ 1,100	
9291 Janitorial		\$ 150	
9301 Computer Services		\$ 100	
	Total Assessor's Office		\$ 2,498
Community Agency Funding			
1022 CERP - COVID-19 Emergency Fund		\$ 6,791	
1025 GA Client Services		\$ 104	
	Total Community Agency Funding		\$ 6,894
Compensation (Salaries) & Benefits			
7011 TWP Supervisor		\$ 7,833	
7021 TWP Assessor		\$ 8,000	
7031 Town Clerk		\$ 200	
7051 General Assistance Staff		\$ 25,587	
7061 Deputy Assessors		\$ 25,369	
7081 IMRF/Employer (2021 = 11.41%)		\$ 7,022	
7091 FICA (SS/MC)/Employer		\$ 4,753	
7101 Group Medical/Employer		\$ 8,964	
	Total Compensation (Salaries) & Benefits		\$ 87,729
Services & Expenses			
1035 Publishing		\$ 332	
1038 Other Expenditures		\$ 50	
1040 Building Maintenance		\$ 3,214	
1042 Janitorial Services & Supplies		\$ 263	
1045 Special Projects		\$ 2,485	
	Total Services & Expenses		\$ 6,344
Supervisor's Office			
8121 Janitorial		\$ 188	
8131 Utilities		\$ 502	
8141 Telephones		\$ 978	
8181 Equipment Repair/Rental		\$ 371	
8221 Computer/Contract Services		\$ 59	
	Total Supervisor's Office		\$ 2,097
	Total Expense		<u>\$ 105,562</u>
Net Income			<u>\$ (103,676)</u>

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

Year to Date Budget Comparison

Income		<u>Nov-21</u>	<u>Amended</u> <u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
7000 Interest		\$ 2,411	\$ 6,000	\$ (3,589)	40.2%
7400 Other Income		\$ 25,770	\$ 30,000	\$ (4,230)	85.9%
Other Income: Grants		\$ (8,286)	\$ 50,000	\$ (58,286)	-16.6%
Other Income: TWP IGAs		\$ 870	\$ 5,000	\$ (4,130)	17.4%
7450 Township Litigation Income		\$ -	\$ 25	\$ (25)	0.0%
7600 Personal Property Replacement Tax		\$ 193,646	\$ 89,500	\$ 104,146	216.4%
7800 Tax Levy		\$ 1,579,447	\$ 1,645,000	\$ (65,553)	96.0%
7900 Proceeds from Loan		\$ -	\$ 20,000	\$ (20,000)	0.0%
	Total Revenue	<u>\$ 1,793,857</u>	<u>\$ 1,845,525</u>	<u>\$ (51,668)</u>	<u>97.2%</u>
	Total Income	<u>\$ 1,793,857</u>	<u>\$ 1,845,525</u>	<u>\$ (51,668)</u>	<u>97.2%</u>
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		\$ 3,522	\$ 5,800	\$ (2,278)	60.7%
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		\$ 10,285	\$ 34,000	\$ (23,715)	30.3%
9291 Janitorial		\$ 1,200	\$ 2,000	\$ (800)	60.0%
9301 Computer Services		\$ 1,515	\$ 20,000	\$ (18,485)	7.6%
9311 Mapping/GIS Services		\$ 2,100	\$ 30,000	\$ (27,900)	7.0%
9312 Membership Dues/Assessor's Staff		\$ 828	\$ 2,500	\$ (1,672)	33.1%
	Total Assessor's Office	<u>\$ 24,728</u>	<u>\$ 150,144</u>	<u>\$ (125,416)</u>	<u>16.5%</u>
Community Agency Funding					
1022 Community Emergency Response Program (CERP)		\$ 6,791	\$ 400,000	\$ (393,209)	1.7%
1023 Community Medical		\$ 10,000	\$ 18,500	\$ (8,500)	54.1%
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		\$ 40,000	\$ 68,500	\$ (28,500)	58.4%
	Total Community Agency Funding	<u>\$ 95,904</u>	<u>\$ 593,200</u>	<u>\$ (497,296)</u>	<u>16.2%</u>
Compensation & Benefits					
7011 TWP Supervisor		\$ 62,667	\$ 94,000	\$ (31,333)	66.7%
7021 TWP Assessor		\$ 64,000	\$ 96,000	\$ (32,000)	66.7%
7031 Town Clerk		\$ 1,600	\$ 2,500	\$ (900)	64.0%
7041 Town Trustees		\$ 1,140	\$ 2,800	\$ (1,660)	40.7%
7051 General Assistance Staff		\$ 196,671	\$ 384,297	\$ (187,626)	51.2%
7061 Deputy Assessors		\$ 200,899	\$ 404,000	\$ (203,101)	49.7%
7081 IMRF/Employer (2021 = 11.41%)		\$ 55,522	\$ 123,755	\$ (68,233)	44.9%
7091 FICA (SS/MC)/Employer		\$ 37,570	\$ 75,245	\$ (37,675)	49.9%
7101 Group Medical/Employer		\$ 71,715	\$ 175,000	\$ (103,285)	41.0%
7111 State Unemployment/Employer		\$ 206	\$ 1,600	\$ (1,394)	12.9%
	Total Compensation & Benefits	<u>\$ 691,990</u>	<u>\$ 1,359,197</u>	<u>\$ (667,207)</u>	<u>50.9%</u>

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

Year to Date Budget Comparison (cont.)

		<u>Nov-21</u>	<u>Amended</u> <u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Services & Expenses					
1028 Membership Dues	\$	1,661	\$ 2,000	\$ (339)	83.1%
1029 Auditing Expense	\$	-	\$ 8,000	\$ (8,000)	0.0%
1030 Legal Expense	\$	1,387	\$ 12,000	\$ (10,613)	11.6%
1034 Insurance	\$	12,978	\$ 14,000	\$ (1,022)	92.7%
1035 Publishing	\$	717	\$ 2,000	\$ (1,283)	35.9%
1038 Other Expenditures	\$	650	\$ 4,000	\$ (3,350)	16.3%
1039 Debt Service: Principle & Interest	\$	-	\$ 20,000	\$ (20,000)	0.0%
1040 Building Maintenance	\$	5,989	\$ 25,000	\$ (19,011)	24.0%
1042 Janitorial Services & Supplies	\$	2,819	\$ 12,000	\$ (9,181)	23.5%
1043 Building Security	\$	-	\$ 3,500	\$ (3,500)	0.0%
1044 Building Repairs	\$	-	\$ 377,514	\$ (377,514)	0.0%
1045 Special Projects	\$	28,485	\$ 60,000	\$ (31,515)	47.5%
	Total Services & Expenses	\$ 54,687	\$ 540,014	\$ (485,327)	10.1%
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	\$	1,500	\$ 5,000	\$ (3,500)	30.0%
8131 Utilities	\$	5,284	\$ 7,000	\$ (1,716)	75.5%
8141 Telephones	\$	2,616	\$ 5,000	\$ (2,384)	52.3%
8151 Car Expense	\$	985	\$ 4,000	\$ (3,015)	24.6%
8161 Education/Conference/Meetings	\$	100	\$ 3,000	\$ (2,900)	3.3%
8171 Equipment	\$	-	\$ 5,000	\$ (5,000)	0.0%
8181 Equipment Repair/Rental	\$	2,274	\$ 8,000	\$ (5,726)	28.4%
8191 Office Supplies	\$	2,360	\$ 6,000	\$ (3,640)	39.3%
8201 Printing	\$	-	\$ 3,000	\$ (3,000)	0.0%
8211 Publications	\$	25	\$ 1,000	\$ (975)	2.5%
8221 Computer/Contract Services	\$	694	\$ 16,900	\$ (16,206)	4.1%
8241 Membership Dues	\$	35	\$ 450	\$ (415)	7.8%
	Total Supervisor's Office	\$ 18,192	\$ 108,850	\$ (90,658)	16.7%
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	\$ 885,502	\$ 2,951,405	\$ (2,065,903)	30.0%
	Net Income	\$ 908,356	\$ (1,105,880)	\$ 2,014,236	

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

		Checking Account Activity		
<u>Date</u>	<u>Number</u>	<u>Name</u>		<u>Amount</u>
0502 - Prairie State Bank & Trust (53)				
11/01/2021	9242	Soaring Eagle Cleaning Services LLC		-600.00
11/01/2021	1001	Lexington TWP		35.00
11/02/2021	9243	American Pest Control Inc		-37.00
11/02/2021	9244	Direct Energy Business		-590.92
11/02/2021	9245	NICOR Gas		-82.32
11/02/2021	9246	CDS Office Technologies		-176.00
11/02/2021	9247	Bowman, Danny		-1,100.00
11/02/2021	9248	City of Bloomington Water Dept		-1,998.34
11/02/2021	EFT	EFT-Valutec Card Solutions		-58.72
11/09/2021	9249	City of Bloomington Water Dept		-1,587.36
11/09/2021	9250	Pedcor Investments 2002 LIV		-1,000.00
11/09/2021	9251	Bloomington Housing Authority		-204.93
11/09/2021	9252	Coldwell Banker, Honig-Bell		-100.00
11/12/2021	596	Empire TWP		35.00
11/15/2021	20211115	EFT-Payroll		-22,436.22
11/15/2021	51960277	EFT-Federal Tax Deposit		-7,878.01
11/15/2021	1615056016	EFT-IL Tax Deposit		-1,377.83
11/15/2021	EFT	TASC (Total Administrative Services Corp)		-669.14
11/15/2021	EFT	Prairie State Bank & Trust		-530.50
11/15/2021	3252	Bloomington Township		35.00
11/15/2021	3253	Bloomington Township		35.00
11/16/2021	9253	U-Haul		-32.52
11/16/2021	9254	Wilcox Electric & Service Inc		-198.33
11/16/2021	9255	Chief City Mechanical, Inc.		-2,942.00
11/16/2021	9256	Parkway Auto Laundry		-9.00
11/16/2021	9257	City of Bloomington Water Dept		-163.06
11/16/2021	9258	Nurceski, Memed dba MRP Inc		-1,000.00
11/16/2021	9259	Green, Richard L dba Green Apartments		-1,000.00
11/23/2021	9260	City of Bloomington IS Telecommunication		-1,782.45
11/23/2021	9261	Huck's/WEX Bank		-9.40
11/23/2021	9262	Farnsworth Group Inc		-2,485.00
11/23/2021	9263	CDS Leasing		-195.00
11/23/2021	9264	American Pest Control Inc		-37.00
11/30/2021		IMRF - Illinois Municipal Retirement Fund		1,403.08
11/30/2021	EFT	TASC (Total Administrative Services Corp)		-669.14
11/30/2021	EFT	Prairie State Bank & Trust		-530.50
11/30/2021	9265	NCPERS Group Life Ins		-128.00
11/30/2021	9266	City of Bloomington Health Insurance		-15,458.79
11/30/2021	20211130	EFT-Payroll		-21,047.77
11/30/2021	81207204	EFT-Federal Tax Deposit		-7,132.78
11/30/2021	1095249040	EFT-IL Tax Deposit		-1,315.83
11/30/2021	93028	EFT-IMRF		-16,910.62
11/30/2021	9267	Pantagraph; Lee Enterprises - Central Ill		-331.80
11/30/2021	9268	Maruna, Thomas O		-61.78
11/30/2021	42187	Town of the City of Bloomington - CEM		8,305.94
11/30/2021	Credit	Interest		25.53
			Total	<u><u>-103,993.51</u></u>

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)

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Town of the City of Bloomington

COUNTY OF McLEAN)

OFFICE OF THE TOWN SUPERVISOR--GENERAL ASSISTANCE FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the **30th day of November 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 **13th day of December 2021**.

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

Notary Public

This **13th day of December 2021**.

WE, the undersigned BOARD OF TRUSTEES of the TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of GENERAL ASSISTANCE FUND, and find the same in all respects true and correct and that there appears to be a balance of **\$59,839.96** in PRAIRIE STATE BANK & TRUST (00) in BLOOMINGTON, McLEAN COUNTY, ILLINOIS, and a balance of **\$527,860.12** 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: NOVEMBER 2021

Public Funds at Commencement

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	36,432	
Investments: Prairie State Bank & Trust (19)	\$	<u>577,781</u>	
Public Funds at Commencement			\$ 614,213

Public Funds Received This Month

Interest: Prairie State Bank (00)	\$	11	
Interest: Prairie State Bank (19)	\$	79	
Refunds & Recoveries	\$	<u>3,814</u>	
Public Funds Received This Month			\$ 3,905
Public Funds Available			\$ 618,117

Public Funds Expended This Month

TOTAL Public Funds at Month End	\$	<u>30,417</u>
	\$	<u><u>587,700</u></u>

Public Funds at Month End

Cash: Prairie State Bank & Trust (00) Checking Balance	\$	59,840	
Investments: Prairie State Bank & Trust (19)	\$	<u>527,860</u>	
TOTAL Public Funds at Month End			\$ <u><u>587,700</u></u>

Checking Account Activity

Checkbook Balance at Commencement	\$	36,432	
Deposits:			
Interest: Prairie State Bank & Trust (00)	\$	11	
Refunds & Recoveries	\$	3,814	
Transfer from Prairie State Bank & Trust Reserve (19)	\$	<u>50,000</u>	
Total Deposits for Month			\$ 53,825
Total Funds Available			\$ 90,257
Checks Written: General Assistance			\$ 30,417
Checkbook Balance at Month End			\$ <u><u>59,840</u></u>

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

Balance per Bank Statement	\$	66,106	
Less Outstanding Checks	\$	<u>(6,266)</u>	
Checkbook Balance per Reconciliation			\$ 59,840

Town of the City of Bloomington--General Assistance Fund

Statement of Receipts and Disbursements

Nov-21

Revenue			
7000 Interest	\$	91	
7700 Refunds & Recoveries	\$	<u>3,814</u>	
Total Revenue			\$ 3,905
Total Income			\$ <u>3,905</u>
Expense: CW			
6011 Groceries/Personal Essentials	\$	4,021	
6021 Rent	\$	6,365	
6051 Utilities	\$	533	
6071 Emergency Assistance	\$	19,320	
6101 Transportation	\$	50	
6121 Allowances	\$	<u>128</u>	
Total CW			\$ 30,417
Total Expense			\$ <u>30,417</u>
Net Income			\$ <u><u>(26,512)</u></u>

Town of the City of Bloomington--General Assistance Fund

Year to Date Budget Comparison

Income		<u>Nov-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
7000 Interest		\$ 692	\$ 1,000	\$ (308)	69.2%
7400 Other Income		\$ -	\$ 150	\$ (150)	0.0%
7600 Personal Property Replacement Tax		\$ 23,545	\$ 12,000	\$ 11,545	196.2%
7700 Refunds & Recoveries		\$ 19,270	\$ 30,000	\$ (10,730)	64.2%
7800 Tax Levy		\$ 192,042	\$ 200,000	\$ (7,958)	96.0%
7900 GT Fund Transferred to GA Fund		\$ -	\$ 200,000	\$ (200,000)	0.0%
Total Revenue		<u>\$ 235,549</u>	<u>\$ 443,150</u>	<u>\$ (207,601)</u>	<u>53.2%</u>
	Total Income	\$ 235,549	\$ 443,150	\$ (207,601)	53.2%
Expense					
CW					
6011 Groceries/Personal Essentials		\$ 38,504	\$ 112,500	\$ (73,996)	34.2%
6021 Rent		\$ 52,193	\$ 250,000	\$ (197,807)	20.9%
6051 Utilities		\$ 7,826	\$ 52,500	\$ (44,674)	14.9%
6061 Medical		\$ -	\$ 20,000	\$ (20,000)	0.0%
6071 Emergency Assistance		\$ 38,070	\$ 150,000	\$ (111,930)	25.4%
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		\$ 1,117	\$ 10,000	\$ (8,883)	11.2%
Total CW Expense		<u>\$ 137,881</u>	<u>\$ 651,000</u>	<u>\$ (513,119)</u>	<u>21.2%</u>
	Total Expense	\$ 137,881	\$ 651,000	\$ (513,119)	21.2%
	Net Income	\$ 97,669	\$ (207,850)	\$ 305,519	

Town of the City of Bloomington--General Assistance Fund

Checking Account Activity				
<u>Date</u>	<u>Number</u>	<u>Name</u>		<u>Amount</u>
0501	Prairie State Bank & Trust (00)			
11/02/2021	36474	Thrasher, Raymond E		-200.00
11/02/2021	36475	Swibaker, Donald Robert		-910.00
11/02/2021	36476	MK2 Properties LLC		-345.00
11/02/2021	36477	Karasen, Cevat & Turkan		-690.00
11/02/2021	36478	NICOR Gas		-689.46
11/02/2021	36479	Ameren Illinois		-164.25
11/02/2021	36480	City of Bloomington Water Department		-2,502.00
11/02/2021	36481	Dibble, Thomas M		-218.07
11/02/2021	Transfer	Prairie State Bank & Trust		50,000.00
11/04/2021	AC2088567	Treasurer, State of IL, SSI Reimbursement		3,814.00
11/05/2021	EFT	EFT-Kroger via Valutec		-4,021.10
11/09/2021	36482	Winterroth, Stan %Redbird Property Mgmt		-345.00
11/09/2021	36483	Ameren Illinois		-470.72
11/09/2021	36484	Lincoln Towers %Mid-Northern Group		-103.00
11/09/2021	36485	SRIM LLC %Redbird Property Mgmt Inc		-345.00
11/09/2021	36486	Econ-O-Wash Cleaners/Wilson & Wilson Ent		-53.16
11/09/2021	36487	Pedcor Investments-2002 dba Danbury Ct		-667.28
11/09/2021	36488	GMTK Management LLC		-345.00
11/09/2021	36489	Phoenix Towers Preservation LP		-37.00
11/09/2021	36490	City of Bloomington Water Department		-2,744.00
11/09/2021	36491	BHA; Blmgtm Housing Authority (rent)		-1,138.00
11/16/2021	36492	Ameren Illinois		-651.82
11/16/2021	36493	Jessen, Chad & Micha dba Red Rock Prop		-345.00
11/16/2021	36494	Miller Trust, Annetta O dba Miller Prop		-345.00
11/16/2021	36495	Bellis, Grant dba MCLT #TEB-500		-222.41
11/16/2021	36496	Carbaidwala, Mustaali dba MKMC Filling St		-300.00
11/16/2021	36497	Traditions Harmony Housing LLC		-1,136.00
11/16/2021	36498	Clothier Land Trust H-187 %Willow Creek		-170.00
11/16/2021	36499	Griffin, Cathy		-200.00
11/16/2021	36500	Green, Richard L dba Green Apartments		-1,138.00
11/16/2021	36501	Lincoln Towers %Mid-Northern Group		-93.00
11/16/2021	36502	Consalvo, Daniel J & Susan		-325.00
11/16/2021	36503	City of Bloomington Water Department		-1,364.00
11/16/2021	36504	VISA...2268 (GA)		-20.00
11/16/2021	36505	MIMG LII Arbors at Eastland LLC		-810.00
11/16/2021	36506	Ameren Illinois		-93.17
11/16/2021	36507	Ferraro, Ross %Class Act Realty		-690.00
11/23/2021	36508	Huck's/WEX Bank		-29.99
11/23/2021	36509	BHA; Blmgtm Housing Authority (laundry)		-75.00
11/23/2021	36510	BHA; Blmgtm Housing Authority (rent)		-656.00
11/23/2021	36511	Ameren Illinois		-430.00
11/23/2021	36512	NICOR Gas		-157.57
11/23/2021	36513	Apartment Investors XVIII LP		-345.00
11/23/2021	36514	Traver, Vera A & William S		-200.00
11/23/2021	36515	Traditions Harmony Housing LLC		-1,709.00
11/23/2021	36516	Dowd Properties LLC		-239.00
11/23/2021	36517	Biesiada, Estate of Walter E %AB Rentals		-237.50
11/23/2021	36518	Uzueta, Stephanie D		-200.00
11/23/2021	36519	Cardinal Ridge (was Southgate)		-1,138.00
11/30/2021	36520	Thrasher, Raymond E		-200.00
11/30/2021	36521	MIMG LII Arbors at Eastland LLC		-880.00
11/30/2021	36522	Ameren Illinois		-28.67
11/30/2021	Credit	Interest		11.38
				<u>23,408.21</u>

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STATEMENT OF FUNDS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND

The following is a statement by DEBORAH L. SKILLRUD, SUPERVISOR of the TOWN OF THE CITY OF BLOOMINGTON in the County and State aforesaid, of the amount of public funds received and expended by her during the period just closed, ending on the 30th day of November 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 13th day of December 2021.

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

Notary Public

This 13th day of December 2021.

WE, the undersigned BOARD OF TRUSTEES of EVERGREEN MEMORIAL CEMETERY, TOWN OF THE CITY OF BLOOMINGTON, do hereby certify that we have this day examined the foregoing and annexed account of DEBORAH L. SKILLRUD, SUPERVISOR of EVERGREEN MEMORIAL CEMETERY FUND, and find the same in all respects true and correct and that there appears to be a balance of \$81,935.13 at HEARTLAND BANK (7774), BLOOMINGTON, McLEAN COUNTY, ILLINOIS and a balance of \$704,283.35 at HEARTLAND BANK (7782), BLOOMINGTON, McLEAN COUNTY, ILLINOIS, constituting the EVERGREEN MEMORIAL CEMETERY FUND of said TOWN.

Cemetery Board President: Joseph B Gibson
Cemetery Board Vice President: Garrett Thalgot

Secretary/Treasurer for Cemetery Board: Brad A Williams
Board of Trustees of the Evergreen Memorial Cemetery, Town of the City of Bloomington, McLean County, Illinois

This 13th day of December 2021.

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

WARD 1: Jamison Mathy

WARD 6: De Urban

WARD 2: Donna Boelen

WARD 7: Mary "Mollie" Ward

WARD 3: Sheila Montney

WARD 8: Jeff Crabill

WARD 4: Julie Emig

WARD 9: Tom Crumpler

WARD 5: Nick Becker

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

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

Town Clerk

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Town of the City of Bloomington--Cemetery Fund

Month of: NOVEMBER 2021

Funds at Commencement

Cash: Heartland Bank 7774 (Checking)	\$	118,026	
Cash: Heartland Bank 7782 (Reserve)	\$	704,237	
Trust Account: Heartland Bank 7114 (O/C Trust & GB/S/Mc Trust)	\$	229,942	
Trust Account: Heartland Bank 3189 (Irrevocable Trust) ~ as of 09/30/2021	\$	256,280	
			<u>\$ 1,308,485</u>

Other Funds Received This Month

Opening/Closing Fees	\$	7,620	
Sale of Lots	\$	4,435	
Sale of Crypts	\$	2,745	
Sale of Niches	\$	450	
Sales of Pet Cemetery Spaces	\$	500	
Interest: Checking/Reserve	\$	48	
Income from Trusts	\$	15	
Inspection Fees	\$	225	
			<u>\$ 16,038</u>
			<u>\$ 16,038</u>
			<u>\$ 1,324,524</u>

Funds Expended This Month

TOTAL Funds at Month End

Funds at Month End

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	
			<u>\$ 1,274,256</u>

Checking Account Activity

Checkbook Balance at Commencement			\$	118,026
Opening/Closing Fees	\$	7,620		
Sales - Other	\$	500		
Sale of Lots	\$	4,435		
Sale of Crypts	\$	2,745		
Sale of Niches	\$	450		
Interest: Checking	\$	2		
Inspection Fees	\$	225		
Prepaid O/C Deposits transferred (to)/from Acct 7114	\$	(1,800)		
Total Deposits for Month			\$	14,177
				<u>\$ 132,203</u>
Checks Written				
Compensation & Benefits	\$	35,659		
Administrative Expenses	\$	2,799		
Cemetery Improvements, Maintenance & Repair	\$	1,144		
Cemetery Operations	\$	10,666		
Total Checks Written			\$	50,268
				<u>\$ 50,268</u>
				<u>\$ 81,935</u>

Bank Reconciliation at Month End

Balance per Bank Statement	\$	104,805	
Less Outstanding Checks	\$	(22,870)	
Checkbook Balance per Reconciliation			<u><u>\$ 81,935</u></u>

Town of the City of Bloomington--Cemetery Fund

Statement of Receipts and Disbursements

		<u>Nov-21</u>	
Revenue			
42000	Opening/Closing Fee	\$	7,620
42500	Sale of Lots	\$	4,435
43000	Sale of Crypts	\$	2,745
43100	Sale of Niches	\$	450
44850	Sales - Other	\$	500
43500	Interest: Checking/Reserve	\$	48
49000	Income from Trusts	\$	15
49021	Inspection Fees	\$	225
		<hr/>	
	Total Revenue		\$ 16,038
	Total Income		\$ 16,038
Expense			
Compensation & Benefits			
50101	Wages: Administrative Staff	\$	5,837
50102	Wages: Cemetery Staff	\$	21,970
50201	Payroll Taxes	\$	2,026
50202	IMRF (2021 = 11.41%)	\$	3,016
50204	Employee Health Insurance	\$	2,781
50205	Direct Deposit Transmittal Fees	\$	28
		<hr/>	
	Total Compensation & Benefits		\$ 35,659
Administrative Expenses			
51500	Contractual Services	\$	100
52000	Office Supplies	\$	336
52500	Utilities	\$	1,341
54000	Advertising	\$	436
55400	Special Event Expenses	\$	440
55450	Other Admin Expenses	\$	146
		<hr/>	
	Total Administrative Expenses		\$ 2,799
Cemetery Improvements, Maintenance & Repair			
57601	Flags & Flag Poles	\$	1,144
		<hr/>	
	Total Cemetery Improvements, Maintenance & Repair		\$ 1,144
Cemetery Operations			
55500	Fuel, Oil and Equipment	\$	905
56500	Equipment Repairs	\$	53
56600	Cemetery Supplies & Maintenance	\$	663
56800	Disposal of Leaves/Branches	\$	180
57602	Grounds Maintenance/Repair	\$	7,052
58100	Grave Markers	\$	1,814
		<hr/>	
	Total Cemetery Operations		\$ 10,666
	Total Expense		\$ 50,268
	Net Income		<hr/> <hr/>
			\$ (34,229)

Town of the City of Bloomington--Cemetery Fund

Year to Date Budget Comparison

Income		<u>Nov-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Revenue					
40100 Real Estate Tax Levy	\$	486,445	\$ 506,600	\$ (20,155)	96.0%
41000 Personal Property Replacement Tax	\$	59,640	\$ 30,000	\$ 29,640	198.8%
42000 Opening/Closing Fee	\$	72,570	\$ 90,000	\$ (17,430)	80.6%
42100 Marker Commission	\$	5,992	\$ 9,000	\$ (3,008)	66.6%
42500 Sale of Lots	\$	64,664	\$ 45,000	\$ 19,664	143.7%
43000 Sale of Crypts	\$	9,115	\$ 20,500	\$ (11,385)	44.5%
43100 Sale of Niches	\$	31,566	\$ 30,000	\$ 1,566	105.2%
44700 Sale of Burial Supplies	\$	200	\$ 500	\$ (300)	40.0%
42400 Sales - Other	\$	1,450	\$ 2,000	\$ (550)	72.5%
43500 Interest	\$	339	\$ 3,000	\$ (2,661)	11.3%
49000 Income from Trusts	\$	1,211	\$ 4,000	\$ (2,789)	30.3%
49020 Other Income & Special Events	\$	12,189	\$ 3,000	\$ 9,189	406.3%
49021 Inspection Fees	\$	3,075	\$ 2,500	\$ 575	123.0%
		<u>\$ 748,457</u>	<u>\$ 746,100</u>	<u>\$ 2,357</u>	<u>100.3%</u>
Total Revenue					
	\$	748,457	\$ 746,100	\$ 2,357	100.3%
Total Income					
	\$	748,457	\$ 746,100	\$ 2,357	100.3%
Expense					
Compensation & Benefits					
50101 Wages: Administrative Staff	\$	46,375	\$ 70,000	\$ (23,625)	66.3%
50102 Wages: Cemetery Staff	\$	169,464	\$ 225,000	\$ (55,536)	75.3%
50201 Payroll Taxes - FICA	\$	15,704	\$ 24,000	\$ (8,296)	65.4%
50202 IMRF (2021 = 11.41%)	\$	23,505	\$ 37,000	\$ (13,495)	63.5%
50203 IDES - Unemployment Insurance	\$	4,152	\$ 13,500	\$ (9,348)	30.8%
50204 Employee Health Insurance	\$	22,246	\$ 60,000	\$ (37,754)	37.1%
50205/50206 Other Payroll Expenses	\$	266	\$ 975	\$ (709)	27.3%
		<u>\$ 281,712</u>	<u>\$ 430,475</u>	<u>\$ (148,763)</u>	<u>65.4%</u>
Total Compensation & Benefits					
	\$	281,712	\$ 430,475	\$ (148,763)	65.4%
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	\$	2,412	\$ 4,000	\$ (1,588)	60.3%
52500 Utilities	\$	9,641	\$ 18,500	\$ (8,859)	52.1%
54000 Advertising	\$	931	\$ 2,000	\$ (1,069)	46.6%
54500 Dues/Seminars	\$	-	\$ 600	\$ (600)	0.0%
55500 Legal Expense	\$	-	\$ 3,000	\$ (3,000)	0.0%
55100 Audit Expense	\$	-	\$ 7,500	\$ (7,500)	0.0%
55200 Financial Administration	\$	12,200	\$ 12,200	\$ -	100.0%
55400 Special Event Expenses	\$	6,201	\$ 10,000	\$ (3,799)	62.0%
55450 Other Admin Expenses	\$	3,871	\$ 5,000	\$ (1,129)	77.4%
57900 Office Equipment	\$	-	\$ 3,000	\$ (3,000)	0.0%
		<u>\$ 66,904</u>	<u>\$ 97,800</u>	<u>\$ (30,896)</u>	<u>68.4%</u>
Total Administrative Expenses					
	\$	66,904	\$ 97,800	\$ (30,896)	68.4%
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%
		<u>\$ 50,485</u>	<u>\$ 107,800</u>	<u>\$ (57,315)</u>	<u>46.8%</u>
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.)

	<u>Nov-21</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Cemetery Operations				
55500 Fuel, Oil & Equipment	\$ 7,013	\$ 10,000	\$ (2,987)	70.1%
56000 Tree Removal/Monument Repair	\$ 16,700	\$ 19,000	\$ (2,300)	87.9%
56500 Equipment Repairs	\$ 3,759	\$ 6,000	\$ (2,241)	62.6%
56600 Cemetery Supplies & Maintenance	\$ 7,662	\$ 9,000	\$ (1,338)	85.1%
56700 Rental Equipment & Leasing	\$ -	\$ 1,000	\$ (1,000)	0.0%
56800 Removal of Leaves/Branches	\$ 1,638	\$ 5,000	\$ (3,362)	32.8%
57000 Office Repairs & Maintenance	\$ 482	\$ 2,000	\$ (1,518)	24.1%
57602 Grounds Maintenance/Repairs	\$ 18,419	\$ 40,000	\$ (21,581)	46.0%
57603 Road, Fence, Lot, Drains	\$ 39,977	\$ 50,000	\$ (10,023)	80.0%
57700 Equipment Building	\$ -	\$ 4,000	\$ (4,000)	0.0%
58100 Grave Markers	\$ 9,189	\$ 16,000	\$ (6,811)	57.4%
59900 Other Cemetery Expenses	\$ -	\$ 15,000	\$ (15,000)	0.0%
Total Cemetery Operations	\$ 104,838	\$ 177,000	\$ (72,162)	59.2%
Total Expense	\$ 503,938	\$ 813,075	\$ (309,137)	62.0%
Net Income	\$ 244,519	\$ (66,975)	\$ 311,494	

Town of the City of Bloomington--Cemetery Fund

Checking Account Activity			
<u>Date</u>	<u>Number</u>	<u>Name</u>	<u>Amount</u>
10500 Heartland (7774)			
11/01/2021	Deposit	HBT - Heartland Bank & Trust	28.80
11/02/2021	42164	Patrick Murphy, ISA	-1,102.50
11/02/2021	42165	COMCAST Business	-203.40
11/02/2021	Deposit	HBT - Heartland Bank & Trust	134.80
11/03/2021	Deposit	HBT - Heartland Bank & Trust	240.20
11/04/2021	Deposit	HBT - Heartland Bank & Trust	23.97
11/05/2021	Deposit	HBT - Heartland Bank & Trust	1,405.00
11/08/2021	Deposit	HBT - Heartland Bank & Trust	144.60
11/09/2021	42166	Illini Fire Equipment	-100.00
11/09/2021	42167	Evergreen FS Inc	-904.89
11/09/2021	42168	CNH Capital	-52.50
11/09/2021	42169	ColdSpring Memorial Group	-924.30
11/09/2021	42170	Illinois Portable Toilets	-440.00
11/09/2021	42171	Dave Capodice Excavating Inc	-180.00
11/09/2021	42172	Patrick Murphy, ISA	-1,246.50
11/09/2021	1109211999	Kalnetis, Willis & Luisa	200.00
11/09/2021	1109211999	Smith, Edith B	500.00
11/09/2021	1109211999	Purkey, Gerald & Stephanie	1,300.00
11/09/2021	1109211992	Walsh, John & Janice	-2,600.00
11/09/2021	1109211992	DeHaven, Peggy	-600.00
11/09/2021	1109211992	Stovall, Mary	-600.00
11/09/2021	Deposit	HBT - Heartland Bank & Trust	48.10
11/12/2021	Deposit	HBT - Heartland Bank & Trust	48.10
11/15/2021	20211115	Payroll Direct Deposit	-9,222.82
11/15/2021	63693436	EFTPS - IRS	-2,367.92
11/15/2021	0685755536	IL Dept of Revenue	-545.74
11/15/2021	Deposit	HBT - Heartland Bank & Trust	3,579.35
11/16/2021	42173	VISA BMCU...1484	-4,352.88
11/16/2021	42174	City of Bloomington Water Dept	-528.60
11/16/2021	42175	Patrick Murphy, ISA	-1,035.00
11/16/2021	42176	ColdSpring Memorial Group	-516.60
11/16/2021	42177	Kickapoo Creek Nursery Inc	-1,668.00
11/16/2021	Deposit	HBT - Heartland Bank & Trust	6,185.00
11/18/2021	Deposit	HBT - Heartland Bank & Trust	38.45
11/19/2021	40180967	EFTPS - IRS	-233.86
11/19/2021	42178	Aaron M Anderson	-175.00
11/19/2021	42179	Christopher D Anderson	-175.00
11/19/2021	42180	Nash B Armstrong	-175.00
11/19/2021	42181	Kyle J Durlinger	-175.00
11/19/2021	42182	Andrew M Madison	-175.00
11/19/2021	42183	Wesley A Novy	-175.00
11/19/2021	42184	Deanna L O'Reilly	-150.00
11/19/2021	42185	Misty D Porter	-150.00
11/23/2021	42186	NICOR Gas	-183.08
11/23/2021	Deposit	HBT - Heartland Bank & Trust	3,925.00
11/23/2021	Deposit	HBT - Heartland Bank & Trust	47.95
11/30/2021	42187	City of Bloomington TWP - Reimburse	-8,305.91
11/30/2021	20211130	Payroll Direct Deposit	-10,262.14
11/30/2021	81066767	EFTPS - IRS	-2,755.90
11/30/2021	1464728720	IL Dept of Revenue	-614.33
11/30/2021	42188	Ameren Illinois	-222.43
11/30/2021	42189	ColdSpring Memorial Group	-373.30
11/30/2021	42190	COMCAST Business	-203.40
11/30/2021	42191	Fastenal Company	-245.84
11/30/2021	Credit	Interest	2.02
		Total	<u><u>-36,090.50</u></u>

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CERTIFICATE FOR PAYMENT OF ACCOUNTS

CEMETERY FUND ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
COUNTY OF McLEAN)

)SS

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--CEMETERY FUND ACCOUNTS

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

Misty Porter, Cemetery Manager

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Cemetery Board of Trustees. These amounts include billings that have been received from **November 9, 2021 through December 13, 2021.**

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

Subscribed and sworn to before me this **13th day of December 2021.**

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

Notary Public

This **13th day of December 2021.**

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

Cemetery Board President:

Joseph B Gibson

Secretary/Treasurer for Cemetery Board:

Brad A Williams

Cemetery Board Vice President:

Garrett Thalgott

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

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CEMETERY FUND: Exhibit "A" - REQUEST FOR PAYMENT: December 13, 2021 Meeting

ACCT	VENDORS	DESCRIPTION	Date Due	Amount
51500	Adobe/VISA	Acrobat Pro DC License (estimated)	12/31/21	\$280.00
52000	Amazon/VISA	supplies (estimated)	12/31/21	\$60.00
56500	Amazon/VISA	gear shift cable	12/31/21	\$50.00
56600	Amazon/VISA	impact bead breaker (estimated)	12/31/21	\$200.00
58100	ColdSpring Memorial Group	grave markers (estimated)	12/31/21	\$700.00
56600	Fastenal/VISA	Safety supplies (estimated)	12/31/21	\$200.00
54500	ICFHA: Illinois Cemetery & Funeral Home/VISA	Dues/Seminars (estimated)	12/31/21	\$350.00
55450	Jeffrey Alans/VISA	Holiday garland & bows	12/31/21	\$341.00
57700	Lowe's/VISA	weather strip (estimated)	12/31/21	\$18.50
42500	McIntyre, John	Refund	12/31/21	\$16,596.00
55450	Outback/VISA	Holiday luncheon (estimated)	12/31/21	\$280.00
57700	RP Lumber Company Inc/VISA	weather strip (estimated)	12/31/21	\$30.00
57700	RP Lumber Company Inc/VISA	shop: bulbs & tape (estimated)	12/31/21	\$42.00
56600	Tractor Supply Co/VISA	hitch & receiver (estimated)	12/31/21	\$100.00
TOTAL: Requests for Payments				\$19,247.50

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CERTIFICATE FOR PAYMENT OF ACCOUNTS--SUPERVISOR

ALL ACCOUNTS
McLEAN COUNTY, BLOOMINGTON, ILLINOIS

STATE OF ILLINOIS)
)SS
COUNTY OF McLEAN)

Town of the City of Bloomington

OFFICE OF THE TOWN SUPERVISOR--ALL ACCOUNTS

That attached hereto as Exhibit "A" are requests for payment of various bills that have become due since the last meeting of the Board of Trustees. These amounts include billings that have been received from **November 23, 2021, to December 13, 2021.**

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

Subscribed and sworn to before me this **13th day of December 2021.**

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

Notary Public

This **13th day of December 2021.**

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

WARD 1: Jamison Mathy

WARD 6: 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: December 13, 2021 Meeting

Compensation (Salaries)				Due	Amount
7011	TWP Supervisor	D Skillrud	corrected date: 12/31/2021	11/30/21	\$ 3,916.67
7011	TWP Supervisor	D Skillrud	corrected date: 01/15/2022	12/15/21	\$ 3,916.67
7021	TWP Assessor	S Scudder	corrected date: 12/31/2021	11/30/21	\$ 4,000.00
7021	TWP Assessor	S Scudder	corrected date: 01/15/2022	12/15/21	\$ 4,000.00
7041	Town Trustee 11/22/2021	Ward 1: J Mathy		12/31/21	\$ 20.00
7041	Town Trustee 11/22/2021	Ward 2: D Boelen		12/31/21	\$ 20.00
7041	Town Trustee 11/22/2021	Ward 3: S Montney		12/31/21	\$ 20.00
7041	Town Trustee 11/22/2021	Ward 4: J Emig		12/31/21	\$ 20.00
7041	Town Trustee 11/22/2021	Ward 5: N Becker		12/31/21	\$ 20.00
7041	Town Trustee 11/22/2021	Ward 6: D Urban		12/31/21	\$ 20.00
7041	Town Trustee 11/22/2021	Ward 7: M Ward		12/31/21	\$ 20.00
7041	Town Trustee 11/22/2021	Ward 8: J Crabill		12/31/21	\$ 20.00
7041	Town Trustee 11/22/2021	Ward 9: T Crumpler		12/31/21	\$ 20.00
7041	Town Trustee 11/22/2021	Trustee: M Mwilambwe		12/31/21	\$ 20.00
Compensation (Salaries) TOTAL					\$ 16,033.34
Assessor's Claims					
9161	Telephone	City of Bloomington/Frontier/Others (Estimated)		12/31/21	\$ 300.00
9171	Utilities	City of Bloomington Water Dept (Estimated)		12/31/21	\$ 150.00
9171	Utilities	Ameren/Direct Energy Business (Estimated)		12/31/21	\$ 400.00
9171	Utilities	NICOR Gas/Direct Energy Business (Estimated)		12/31/21	\$ 250.00
9291	Janitorial	Soaring Eagle Cleaning Services LLC		12/31/21	\$ 150.00
9301	Computer Services	BMCU Visa/Apex/Others (Estimated)		12/31/21	\$ 3,000.00
9301	Computer Services	BMCU Visa/MIRRA/BNAR/MLS/Coldwell Bankers/ILDFPR/Others		12/31/21	\$ 60.00
9301	Computer Services	BMCU Visa/GoToMyPC.com/Others		12/31/21	\$ 2,700.00
9301	Computer Services	BMCU Visa/Network Solutions/SmarterASP.net/Others		12/31/21	\$ 65.00
9301	Computer Services	BMCU Visa/COB/Verizon Wireless (Estimated)		12/31/21	\$ 50.00
9312	Membership Dues	BMCU Visa/IAAO/IPAI/Others		12/31/21	\$ 200.00
Assessor's Claims TOTAL					\$ 7,325.00
Community Agency Funding					
1025	GA Client Services/Workfare Development	BMCU VISA/Menard's/Lowe's/Walmart/Dollar General/Others		12/31/21	\$ 61.78
1025	GA Client Services/Workfare Development	BMCU VISA/U-Haul/Hucks/DSkillrud/Others		12/31/21	\$ 9.40
Community Agency Funding TOTAL					\$ 71.18
Services & Expenses					
1030	Legal Expense	Mescher Rinehart & Redlingshafer PC (Estimated)		12/31/21	\$ 456.00
1035	Publishing	Lee Industries/Pantagraph/Others (Estimated)		12/31/21	\$ 158.00
1040	Building Maintenance	American Pest Control		12/31/21	\$ 37.00
1042	Janitorial Services & Supplies	BMCU Visa/Kaeb Sanitary Supply/Quill/Sam's Club/Amazon/Others		12/31/21	\$ 978.46
1042	Janitorial Services & Supplies	Soaring Eagle Cleaning Services LLC		12/31/21	\$ 262.50
1043	Building Repairs	Stark Excavating		12/31/21	\$ 34,519.43
Services & Expenses TOTAL					\$ 36,411.39
Supervisor's Claims					
8121	Janitorial	Soaring Eagle Cleaning Services		12/31/21	\$ 187.50
8131	Utilities	Ameren/Direct Energy Business (Estimated)		12/31/21	\$ 276.59
8131	Utilities	NICOR Gas/Direct Energy Business (Estimated)		12/31/21	\$ 127.09
8141	Telephones	Frontier/Verizon North/City of Bloomington/Others (Estimated)		12/31/21	\$ 330.00
8151	Car Expense	T Maruna/others (Estimated)		12/31/21	\$ 100.24
8161	Education/Conference/Meetings	BMCU Visa/TOI/Others (Estimated)		12/31/21	\$ 99.00
8181	Equipment Repair/Rental	BMCU VISA/CDS/Others		12/31/21	\$ 291.80
8221	Computer/Contract Services	City of Bloomington (Computer Services)		12/31/21	\$ 6,500.00
8221	Computer/Contract Services	Creative Technical Services Inc (CTECH) (Estimated)		12/31/21	\$ 125.00
8221	Computer/Contract Services	EFT-Valutec (Estimated)		12/31/21	\$ 65.00
8241	Membership Dues	BMCU VISA/Township Officials of Illinois (TOI)		12/31/21	\$ 25.00
Supervisor's Claims TOTAL					\$ 8,127.22
TOTAL Request for Payment					\$ 67,968.13

Town of the City of Bloomington

STATEMENT OF FUNDS

Month of: **NOVEMBER 2021**

		Cemetery Public Fund	General Town Fund	General Assistance	COMBINED FUNDS
Fund Balances at Beginning of Month		\$ 822,263	\$ 3,408,793	\$ 614,213	\$ 4,845,268
Revenues	Interest	\$ 48	\$ 343	\$ 91	\$ 482
	Other Income	\$ -	\$ 1,543		\$ 1,543
	Opening/Closing Fees	\$ 7,620			\$ 7,620
	Sales	\$ 8,130			\$ 8,130
	Inspection Fee	\$ 225			\$ 225
	Refunds and Recoveries			\$ 3,814	\$ 3,814
	Transfer between funds	\$ (1,800)			\$ (1,800)
Total Revenues		\$ 14,223	\$ 1,886	\$ 3,905	\$ 20,014
Expenditures	Administrative Expenses	\$ 2,799			\$ 2,799
	Assessor's Office		\$ 2,498		\$ 2,498
	Capital Improvements	\$ 1,144			\$ 1,144
	Casework/General Assistance			\$ 30,417	\$ 30,417
	Cemetery Operations	\$ 10,666			\$ 10,666
	Community Agency Funding		\$ 6,894		\$ 6,894
	Compensation & Benefits	\$ 35,659	\$ 87,729		\$ 123,388
	Services & Expenses		\$ 6,344		\$ 6,344
Supervisor's Office		\$ 2,097		\$ 2,097	
Total Expenditures		\$ 50,268	\$ 105,562	\$ 30,417	\$ 186,247
Fund Balances at Month End		\$ 786,218	\$ 3,305,117	\$ 587,700	\$ 4,679,035

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
TOTAL		\$ 59,640	\$ 193,646	\$ 23,545	\$ 276,830
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
TOTAL		\$ 486,445	\$ 1,579,447	\$ 192,042	\$ 2,257,933



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 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, CPAs, P.C.

BACKGROUND: The Township issued an RFP for Professional Audit Services on November 12, 2021. The RFP was mailed to eight (8) local accounting/auditing firms. A Notice was published in the Pantagraph on November 13, 2021. The Notice was scheduled for publication on November 12th, the Township was notified via email of a power outage which delayed publication by one day. Two (2) firms sent emails to the Township informing us that they would not be submitting an RFP.

The deadline for submittal was December 1, 2021 at 10:00 a.m. At that time, the Township had received a lone RFP from Phillips & Associates, CPA's, P.C. The RFP was complete. This firm has served as the Township's outside auditor in the past. The firm is qualified and specializes in governmental audits.

The fees are as follows:

Entity	2022	2023	2024	2025	2026
Township	\$7,000	\$7,150	\$7,300	\$7,500	\$7,750
Evergreen Memorial Cemetery	\$7,000	\$7,150	\$7,300	\$7,500	\$7,750

These fees represent a slight decrease from Fiscal Years 2020 and 2021. Fees for those years were \$7,150 and \$7,250 respectfully per entity.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: A legal notice was published in the Pantagraph on November 13, 2021. The RFP was mailed to eight (8) local accounting/auditing firms.

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 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, CPAs, P.C.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor



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 with an option of renewing for the 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 that the Township Supervisor be authorized to execute the necessary documents.

BACKGROUND: The Township issued an RFP for Cleaning Services on November 20, 2021. The RFP was mailed to five (5) local cleaning firms. A Notice was published in the Pantagraph on November 20, 2021. Two (2) envelopes were returned to the Township citing not deliverable and one (1) additional vendor stopped by the office in response to the Pantagraph notice and requested a copy of the RFP. A walk-through of the premises was completed on November 30, 2021 at 11:00 a.m. with only one (1) vendor in attendance.

The deadline for submittal was December 3, 2021 at 10:00 a.m. At that time, the Township had received a lone RFP response from Soaring Eagle Cleaning Services, LLC. The RFP was complete. This vendor is currently serving as the Township's cleaning service.

The fees proposed for Calendar Years 2022 through 2024 are \$8,400 annually. This is an increase from the current annual fee of \$7,200. Soaring Eagle has provided cleaning services since 2017 at this cost. The Township researched current cleaning fees and costs and anticipated an increase due to the impact of COVID on cleaning supplies and labor costs.

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 with an option of renewing for the 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 that the Township Supervisor be authorized to execute the necessary documents.

Respectfully submitted for Board consideration.

Recommended by:

Deborah L. Skillrud
Township Supervisor

**CITY of BLOOMINGTON TOWNSHIP
EVERGREEN MEMORIAL CEMETERY**

TO: Township Trustees
FROM: Deborah L Skillrud, TWP Supervisor
DATE: December 13, 2021
RE: Township Supervisor's Report

Community Emergency Response Program (CERP): No report.

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: Owens Nursery and Florist delivered 16+ pallets of horticulture pots to the warehouse. The participants will determine if the stacked and sorted pots are clean before shipping to East Jordan Recycling Center in Michigan.

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

One hundred eight, (108), applicants sought Township services. This is a decrease of forty-seven, (47), from the previous month. Fifty-nine, (59), are *potentially eligible* for GA and 49, (49), are *potentially eligible* for Emergency Assistance, (EA). The decrease is due to Low Income Housing Water Assistance Program (LIHWAP) funding now available. Township is the payer of last resort.

No active Township clients presented new employment last month.

One, (1), client continues to be employed full time at Youth Build. One (1) client continues to be employed part-time in a work program through Heartland Community College. Five, (5), clients continue working part-time with National Able.

The Township received \$3,814 in Supplemental Security Income recovery funds from the State of Illinois in November.

COVID - 19 Update: The Governor announced a statewide indoors mask mandates 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.

Illinois Housing Development Authority: (IHDA) - Round 2 of the Illinois Rental Payment Program was scheduled to open on Monday, December 6th. However, the start date was changed due to website issues. An additional \$297 million is available to renters and landlords. IHDA's program will cover up to eighteen (18) months of arrears and three (3) months going forward. Residents must have a court ordered eviction notice. Residents who receive Housing subsidies are included in this round.

We are grateful the City is now accepting Township pledges towards water bills for recipients who are eligible for Township assistance and are in disconnect status. Requirements are: 1.) resident must sign a waiver and 2.) resident must alleviate the remaining balance owed after Township pledge.

Low-income Household Water Assistance Program (LIHWAP) - On December 7, 2021, Governor Pritzker and the Illinois Department of Commerce and Economic Opportunity (DCEO) announced that \$42 million will provide assistance in shut-off avoidance for residents unable to pay their water and sewer bills.

TAZWOOD Community Services recently received funds for LIHWAP. The Township is payer of last resort and refers applicants to TAZWOOD for water bill payments.

Parking Lot Improvements: This project is not fully complete due winter weather conditions. A Change Order was required to split the North parking lot from the North entrance and northern portion of the East parking lot. On November 15, 2021, the North entrance, the northern portion of the East parking lot and handicap spaces were poured. The North parking lot will be delayed until spring 2022. Additional Winter Conditions & Fall Re-phase plus the Winter Shutdown expenses totaled \$10,150 + \$1,775 respectively. A separate credit Change Order for Silencure sealant, which will no longer be used in the spring, in the amount of \$3,900 was also issued. The total cost for these Change Orders is \$8,025.

Evergreen Memorial Cemetery (EMC): On December 18, 2021, *Wreaths Across America* ceremony will take place at 12:00 p.m. Afterwards volunteers will place a wreath on veterans' gravesites.

System Activity Report

[11/1/2021 - 11/30/2021] Report Date: 12/7/2021

General Assistance

Grants (New Clients) :	3	\$929.00
Grants (Previous Clients) :	34	\$11,661.00
In-Process :	21	
Denials :	58	
Sanctions :	9	
Terminations :	12	
	137	\$12,590.00

General Assistance - Medical

Referrals :	1	
Disbursements :	0	
	1	\$0.00

General Assistance - Work Program Assignments

Job Training :	8	
Workfare :	4	
	12	

General Assistance - Work Program Expenses

WF 30 Day :	12	\$384.00
WF 7 Day Bus :	2	\$20.00
	14	\$404.00

Emergency Assistance

Grants :	18	\$17,720.57
In-Process :	1	
Denials :	2	
	21	\$17,720.57

Additional Assistance

GA - Transient :	1	\$20.00
GT - CERP- 1022 :	8	\$6,790.63
	9	\$6,810.63

Additional Activity

A Call (phone/fax/email) :	385	
A Face-to-Face :	157	
General - Intake :	102	
General - Orientation :	91	
General - Other :	47	
General - Reschedule :	1	
R - BHA :	9	
R - Chestnut :	1	
R - CHS :	6	
R - COB :	3	
R - IDES :	2	
R - MCCA / LIHEAP :	8	
R - Other :	25	
R - PATH :	9	
R - Salvation Army :	1	
WF - Sanction :	1	
WF - Work Sponsor Site :	72	
WF Training/Education :	18	
	938	

Grand Totals:	1,132	\$37,525.20
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Steven R. Scudder, Assessor

607 S. Gridley St. Suite A, Bloomington, IL 61701

Tel: (309) 828-6016 Fax: (309) 829-0663

stevenr@assessor-blm.com www.assessor-blm.com

To: Town Trustees
From: Steve Scudder
Date: December 8, 2021
Subject: Assessor Report

- We are finishing up Board of Review hearings this week.
- 2022 assessment work is beginning.
- We have 131 new construction residential permits that are open.

Going through our daily work of reviewing sales occurring in the City we are seeing an increase of low ratios. This means that the sale prices are higher than the assessments that we have on that property that sold. In valuing property, we use 3 years of the sales measured against the sale prices and make adjustments using the median of the ratio to adjust the assessments of properties using location or use of the properties. This is done because we do not adjust only the properties that have sold but all properties in a category or area because the sales are trending higher or lower.