

NORMAL TOWNSHIP
SPECIAL BOARD MEETING AGENDA
FEBRUARY 22, 2018 AT 8:15 AM
NORMAL TOWNSHIP HALL
304 E MULBERRY, NORMAL, IL

8:15AM Public Hearing on Budget Amendment Resolution

1. Call to Order
2. Approval of the January 18, 2018 Regular Meeting Minutes (Action)
3. Approval of Expenditures from January 18, 2018 to February 22, 2018 (Action)
4. Reports
 - A. Community Engagement
 - B. Assessor
 - C. Clerk
 - D. Highway Commissioner
 - E. ARC Staff and Advisory Board
 - F. ARC Living Memorial Foundation Board
 - G. Supervisor
5. Public Comment
6. New Business
 - A. Discussion and vote on FY 2018 Budget Amendment (action)
 - C. Discussion of agenda for Annual Meeting on April 10th
 - D. Discussion on budget for FY 2019
 - E. Discussion and vote on meeting dates for FY 2019 (action)
 - F. Discussion of creation of Room Rental Policy for ARC
 - G. Discussion on Apartment Tax Settlement Agreements
10. Suggested Items for the Next Agenda
11. Adjournment

Next Normal Township Board Meeting: Thursday, March 15, 2018 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, March 1, 2018 – 9:30 AM

NORMAL TOWNSHIP BOARD MEETING

NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY
JANUARY 18, 2018
8:16 AM

BOARD MEMBERS PRESENT: Supervisor Sarah Grammer, Trustees Sally Pyne, Samantha Quigle, Arlene Hosea and Ray Ropp

BOARD MEMBERS ABSENT: None

ELECTED OFFICIALS PRESENT: Assessor Rob Cranston and Township Clerk Amy Conklin

ELECTED OFFICIALS ABSENT: Highway Commissioner Arin Rader

OTHERS PRESENT: ARC Director of Operations Mindy Morgan, ARC Advisory Board Alan McDowell

Sally Pyne made the motion to approved the December 21, 2017 Board Meeting Minutes and Ray Ropp seconded and was approved

Sally Pyne asked about some of the expenditures: Petty Cash of \$600- Each client is allowed \$25 per month for laundry
Normal Township checks with a "P"- \$ coming to Township from another fund
Senior Citizen's nurse not a billable expense until this is changed before April 1st- will work with ARC Health Committee to change this
Instructor Contracts of \$40,000 was an estimate and \$63,000 current amount- money coming back to the ARC(Township)
\$350,000 Building loan was paid and \$40,000 received from Bloomington for ARC for 2017
Sally Pyne wants any organization receiving grant money from the Township to provide written documentation of accountability throughout the year

December 22, 2017- January 18, 2018 EXPENDITURES

General Assistance: \$18,954.74
General Town: \$410,195.05
Road and Bridge: \$24,336.07
Senior Citizen: \$54,376.36

Sally Pyne made the motion to approve the expenditures and Ray Ropp seconded and was approved

COMMUNITY ENGAGEMENT REPORT

Sally Pyne attended ARC Advisory Council meeting (1/4/18) and they are wanting communication to be improved between all groups. She watched the "All the Queen's Horses" documentary about the Dixon Illinois Treasurer who embezzled \$54 million and as a Trustee, Sally and the other trustees have a responsibility to review and stay vigilant in asking questions about all Township funds.

Sarah Grammer and Sally Pyne attended the Township Annual Legislative Breakfast in Pontiac (1/13/18). Governor Rauner indicated that individual communities should act independently to best utilize resources. TOI lobbyist, Taylor Anderson gave update on the activity in Springfield that will impact township government.

Jason Barickman, Tom Bennett, Dan and Bill Brady were also in attendance. Sarah also attended the MLK Jr Teach-In program at IWU on affordable housing where the speaker Lindsey Haines stated that a person in Illinois has to make \$20/hour working full-time or work 101 hours a week at minimum wage to afford an average two bedroom apartment.

ASSESSOR REPORT by Rob Cranston

He informed board of a former trustee, a wonderful man Ron Pacha, of his passing. Budget has been submitted with the same amounts as 2017. Board of Review numbers have been entered and will be reported at a later date.

CLERK REPORT by Amy Conklin- nothing to report

ROAD COMMISSIONER written Report by Arin Rader

Have had many truck issues and breakdowns but have kept roads clear and passable. Attended County Highway Department meeting which spring weight restrictions were discussed. We will be in program with the county sheriffs department to patrol roads and check for overweight loads passing through township. Bought and received equipment that will preserve the road edges and rebuild the shoulders. Will be bidding for overlay project of 1425 E. Road which was delayed from last fall. This project will be done during summer 2018.

SENIORS PROGRAM

Alan McDowell- on April 1st, there will be one opening on the ARC Advisory board and he would like to renew Bob Stefl term. Elections for Chairman and vice Chairman will also be voted on for a two- year term. Mindy Morgan stated the membership is 4097.

Have not been able to deactivate members who did not renew.

There has only been a 46% renewal rate with the goal at 75%. In January 2017 there were 142 members who joined. This January it has been 95 new members.

There are 16 members who have signed-up with Silver Sneakers. On April 1st, individual membership fee will begin (no couple discount)

GENERAL ASSISTANCE REPORT by Sarah Grammer

December had 97 appointments with 87 residents

December 2017 GA

54 clients for \$13,153.49

December 2016 GA

31 clients for \$8,642.40

December 2017 EA

17 clients for \$11,446.73

December 2016 EA

14 clients for \$4,602.00

SUPERVISOR REPORT by Sarah Grammer

Working on a better way to record GA and EA client returning standings

No Closed Session

No Public Comment

UNFINISHED BUSINESS- None

NEW BUSINESS

Prohibiting Sexual Harassment Policy was reviewed and discussed

Sally Pyne made the motion to approve the Normal Township Policy Prohibiting Sexual Harassment for the Normal Township, Assessor and Road District.

Arlene Hosea seconded and was approved.

2018 Budget Amendment discussion

GA fund line items were not used. Can move 10% of a budget line to another.

Amend budget of April 2017 to open Reserve Funds.

Ray Ropp made the motion to forward this amendment for a 30 day public review with a Budget hearing and vote on February 22. Sally Pyne seconded and was approved.

Annual Meeting discussion

Budget needs to be approved at the February 22 meeting

Sally Pyne- The \$26,000 for troubled youth could go to a few organizations in a grant form instead of one

Amy Conklin- Lower the amount of money given or eliminate the optional Emergency Program which has tripled in the amount given to each person after the new Board approved this amount (tripled) which went over the 2017 budgeted amount

Discussion of the ARC rental policy

Kitchen usage fee should increase

Discussion on partnering with Midwest Food Bank

Need distribution location closer to Illinois State University Campus for college students who need help

Meeting adjourned at 10:01 AM

Normal Township Clerk- Amy Conklin

Date

Normal Township
 SUPERVISOR'S REPORT
 Prepared by Sarah Grammer
 February 22, 2018

1. **Assistance Report:** In January, 102 assistance appointments were scheduled for 91 residents. The township disbursed \$12,448.66 in General Assistance funds to 51 clients and \$7440.08 in Emergency Assistance to 12 families (9 to prevent evictions and 3 for utility shut-offs). Additionally, \$215.86 in church funds were disbursed to 2 families.

2017 GENERAL AND EMERGENCY ASSISTANCE

2017	GA	AMOUNT	EA	AMOUNT
1/17	26	\$ 6,416.89	12	\$ 4,289.00

2018 GENERAL AND EMERGENCY ASSISTANCE

2018	GA	AMOUNT	EA	AMOUNT
1/18	51	\$ 12,448.66	12	\$ 7,440.08

The caseload for General Assistance is 51% higher than in January 2017.

2. **Statements of Economic Interest:** Please watch for a statement of Economic Interest from the County Clerk in your email. Statements are due for May 1st.
3. **Annual Meeting:** Please be prepared to discuss suggestions for the agenda for the annual town meeting. At this time, it is expected there will be a resolution to transfer funds from General Town to Senior Citizens and for approval to sell to the property where Road and Bridge is located and to purchase a new property. The Annual Meeting will take place at 7:00pm on Tuesday, April 10th at Township Hall.
4. **Budget Hearing for FY 2019:** Packets include the proposed budgets for FY 2019. If the board approves the tentative budgets at the March meeting, the budget hearing could take place along with the regular board meeting on April 19, 2018.
5. **Senior Advisory Committee:** The board will appoint two people to fill new terms starting April 1, 2018 on the Senior Advisory Committee at the March 15, 2018 meeting. Current Co-Chair Bob Stefl has asked to be reappointed for another term.
6. **Apartment Tax Settlement Agreements:** Copies of the two agreements submitted by Unit 5 have been emailed to board members.
7. **ARC Hollywood Trivia Fundraiser:** The ARC Living Memorial Fund Hollywood-themed trivia fundraiser at the ARC is on Friday, March 9, 2018 from 7-9:00PM. Tickets are \$25/seat, \$200 for a table of 8, and \$300 for a sponsored table. Please reserve a table or tickets to support important programming at the ARC.

RESOLUTION 2018 - ____

**A RESOLUTION OF NORMAL TOWNSHIP
AMENDING THE GENERAL TOWN BUDGET AND APPROPRIATION
ORDINANCE 17/18 – 01
(Amending the FY 2018 General Town Budget)**

WHEREAS, Normal Township is a unit of local government organized and existing pursuant to the Township Code as set forth in 60 ILCS 1/1-1 et seq; and

WHEREAS, pursuant to the 60 ILCS 1/80-60 the annual budget and appropriation ordinance is prepared in accordance with the Illinois Municipal Budget Law 50 ILCS 330 et seq; and

WHEREAS, sufficient resources exist in the Normal Township General Town Fund to cover the amended budget; and

WHEREAS, the Township Board is authorized pursuant to the Illinois Municipal Budget Law 50 ILCS 330/3 to amend the budget; and

WHEREAS, the Normal Township Supervisor has determined that it is necessary to amend the Budget to allow for the continued operation of the Township's General Assistance and Emergency Assistance Programs for the remainder of the Fiscal Year; and

WHEREAS, the purpose of the budget amendment is to provide for operating expenditures during the fiscal year ending March 31, 2018.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Normal Township, McLean County, Illinois:

SECTION ONE: Normal Township General Fund Budget for the year April 1, 2017 to March 31, 2018 is hereby amended to add \$71,000.00 from General Assistance Reserve to the following General Assistance Fund lines: \$2,000.00 to Utilities, \$21,000.00 to Shelter, and \$48,000.00 to Emergency Shelter, increasing total expenditures and appropriations for the General Assistance Fund from \$369,600 to \$440,600 and increasing the overall Normal Township General Fund Budget from \$3,251,625 to \$3,322,625.

SECTION TWO: That all ordinances and parts thereof in conflict herewith are expressly repealed and are of no affect.

SECTION THREE: That repeal of any ordinance by this Resolution shall not affect any rights accrued or liability incurred under said repealed ordinance to the effective date hereof. The provisions of this Resolution, insofar as they are the same or substantially the same as those of any prior ordinance, shall be construed as a continuation of said prior ordinance.

SECTION FOUR: That it is the intention of the Board of Trustees of Normal Township that this Resolution and every provision thereof shall be considered separable, and the validity of any section, clause or provision of the Resolution shall not affect the validity of any other portion of this Resolution.

SECTION FIVE: That the Board of Trustees of Normal Township finds that the subject matter of this Resolution pertains to the government and affairs of Normal Township and is passed pursuant to the Township Code and the Illinois Municipal Budget Law.

SECTION SIX: That this Resolution shall be known as Resolution No. 2018-02 of Normal Township, Illinois and shall be in full force and effect from and after its passage and approval.

SECTION SEVEN: That a certified copy of the Resolution Amending the Budget and Appropriation Ordinance must be filed with the County Clerk within 30 days after adoption.

ADOPTED this _____ day of _____, 2018 pursuant to a roll call vote by the Board of Trustees of Normal Township, McLean County, Illinois.

<u>BOARD OF TRUSTEES</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSENT</u>
Arlene Hosea _____	_____	_____	_____
Sally Pyne _____	_____	_____	_____
Samantha Quigle _____	_____	_____	_____
Ray Ropp _____	_____	_____	_____
Sarah Grammer _____	_____	_____	_____

Township Clerk

Township Supervisor

MEETING DATES FOR NORMAL TOWNSHIP BOARD
FISCAL YEAR 2019
APRIL 1, 2018 to MARCH 31, 2019

ALL MEETINGS TO BE HELD AT
NORMAL TOWNSHIP HALL
304 E MULBERRY
NORMAL, IL

TUESDAY, APRIL 10, 2018	ANNUAL TOWN MEETING	7:00 PM
THURSDAY, APRIL 19, 2018	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, MAY 17, 2018	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, JUNE 21, 2018	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, JULY 19, 2018	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, AUGUST 16, 2018	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, SEPTEMBER 20, 2018	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, OCTOBER 18, 2018	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, NOVEMBER 15, 2018	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, DECEMBER 20, 2018	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, JANUARY 17, 2019	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, FEBRUARY 21, 2019	MONTHLY BOARD MEETING	8:15 AM
THURSDAY, MARCH 21, 2019	MONTHLY BOARD MEETING	8:15 AM