

NORMAL TOWNSHIP
REGULAR BOARD MEETING AGENDA
MAY 17, 2018 AT 8:15 AM
NORMAL TOWNSHIP HALL
304 E MULBERRY, NORMAL, IL

1. Call to Order
2. Approval of the April 19, 2018 Meeting Minutes (Action)
3. Approval of Expenditures from April 19, 2018 to May 17, 2018 (Action)
4. Reports
 - A. Community Engagement
 - B. Assessor
 - C. Clerk
 - D. Highway Commissioner
 - E. ARC Staff and Advisory Board
 - F. Supervisor
5. Public Comment
6. New Business
 - A. Vote on the Intergovernmental Agreement for the Extension of Tax Increment Financing for the Normal Downtown Renewal Redevelopment Project Area (action)
 - B. Discussion of FY 2019 grant application and approval process
10. Suggested Items for the Next Agenda
11. Adjournment

Next Normal Township Board Meeting: Thursday, June 21, 2018 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, June 7, 2018 – 9:30 AM

NORMAL TOWNSHIP
MONTHLY BOARD MEETING
NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY
APRIL 19, 2018

8:15 AM PUBLIC HEARING ON TOWNSHIP AND ROAD AND BRIDGE BUDGETS
for FY 2019

Dennis Bourgerie asked if the ARC's Budget is out of balance? Supervisor Sarah Grammer stated that it is balanced but needs to have the Reserve Fund built up to cover six months of expenses. He also asked about a budget line covering costs for equipment breakdowns and maintenance on parking lot. Parking lot has potholes and spaces are occupied 90% most days. Senior's budget has Maintenance line and there is a New Building Costs line.

Meeting was called to order at 8:24AM

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

BOARD MEMBERS ABSENT: (need to vote for Samantha Quigle's position)

ELECTED OFFICIALS PRESENT: Assessor Rob Cranston, Highway Commissioner Arin Rader and Township Clerk Amy Conklin

ELECTED OFFICIALS ABSENT: None

OTHERS PRESENT: ARC Director of Operations Mindy Morgan, ARC Advisory Board members Alan McDowell, Derek Beigh of the Pantagraph, citizens Dennis Bourgerie and Dayna Schickedanz

Ray Ropp made the motion to approve the March 15, 2018 Board Meeting minutes and Sally Pyne seconded and was approved

EXPENDITURES for March 16- April 19, 2018

General Assistance: \$21,638.62

General Town: \$73,981.75

Road and Bridge: \$15,237.59

Senior Citizen: \$24,911.25

Sally Pyne's questions : United Way of McLean County- Township employees donate from their paycheck and the Township sends in one check with the Quarterly total amount. The amount for a PC Guy expense- There are monthly fees for the Anti- Virus scan, server and also for labor of more difficult service

Sally Pyne made the motion to approve the Expenditures for March 16- April 19, 2018 and Ray Ropp seconded and was approved

COMMUNITY ENGAGEMENT

Sally Pyne- Attended a panel discussion on the opioid crisis in McLean County. She believes the members of the ARC would benefit in hearing about this opioid information. Attended Dennis Bourgerie's retirement lunch and reported this event in the Normalite Newspaper. Attended a Native Plant class at ARC regarding attracting monarchs. ARC members showed an interest in having a garden to attract them at the ARC. Attended presentation from Leaders on Loan on how to utilize the ARC kitchen. Presentation will be at ARC on May 3. Attended the Brandt reception and was able to hear about their progress with their move to Normal.

ASSESSOR REPORT by Rob Cranston

2019 is a Re-Evaluating year for property to be reassessed or not.
Photographing every property has begun
20 Reviews are in the process

CLERK REPORT by Amy Conklin

Reminded trustees to get Statement of Economic Interests completed by May 1, 2018. Late fees have increased

ROAD COMMISSIONER REPORT by Arin Rader

Purchases a mower since renting one for the season increased from \$1000 to \$1800
About to install new equipment on truck and will start shoulder work
Rowe got the bid for the 1425 E project

SENIORS PROGRAM

Alan McDowell stated that Steve Kossman is on Finance Committee. Committee is working on a 7 year plan for ARC- Parking Lot and Plans for the unused first floor ARC space. June 4 will be hanging of the artwork of Lewis Garrison.

Mindy Morgan- 4266 ARC members, 364 Silver Sneaker participants
Decreased Newsletter mailing to 513

Volunteer Appreciation Day on April 26- Management voted on Volunteer of The Year and another will be awarded by hours served
Silver Sneakers at 3 months with 300 participants brought in \$2600

GENERAL ASSISTANCE REPORT by Supervisor Sarah Grammer

In March, there were 92 appointments with 75 residents.

March 2018 GA

52 clients for \$12,515.21

March 2017 GA

27 clients for \$6,750.00

March 2018 EA

7 clients for \$2,499.09

March 2017 EA

0 clients for \$0

EA prevented 2 evictions and 5 utility disconnections

SUPERVISOR REPORT by Sarah Grammer

Copies of the new disclosure policy forms were sent to First Site and Young America attorneys. First Site responded and did not complete the Disclosure Form. Young America has not responded.

IDES will provide another class at the Township on April 23 at 1:30-4:30.

There were 4 attendees and hopefully more on April 23

May 24- TOI Conference

No Closed Session

PUBLIC COMMENT- None

UNFINISHED BUSINESS

Sally Pyne's response to tax settlement agreement from First Site Attorney:

"I can assure legal counsel that I have no vendettas against Mr. Tinervan or probably anyone that might be revealed in our request- quite an accusation to make. While it's true I don't appreciate the process, which undermines our elected Assessor's excellent work as also stated, our main reason to pass the policy and make the disclosure policy rests mainly in the issue of avoiding any Conflict of Interest and assuring taxpayers of such and transparency of government. It's my understanding this same policy exists in Champaign where both councils also practice, correct?"

Ray Ropp stated that this whole process against the Assessor's role is completely wrong. Arlene Hosea stated that these people are making us irreverent to our entity with out providing this information. Sally Pyne wants them to provide the information as we have asked.

Issue is Tabled until information is provided

NEW BUSINESS

Ray Ropp made the motion to approve the FY 2019 General Fund Budget and Appropriation Ordinance and Arlene Hosea seconded

Roll Call

Sally Pyne	Aye
Arlene Hosea	Aye
Ray Ropp	Aye

Supervisor Sarah Grammer Aye

Budget and Ordinance approved

Ray Ropp made the motion to approve the FY 2019 Road District Budget and Appropriation Ordinance and Sally Pyne seconded

Roll Call

Sally Pyne	Aye
Arlene Hosea	Aye
Ray Ropp	Aye
Supervisor Sarah Grammer	Aye

Budget and Ordinance approved

Sally Pyne made the motion to accept Trustee Samantha Quigle's resignation and Arlen Hosea seconded was approved

Sarah Grammer interviewed 15 candidates to replace this position and she recommends Dayna Schickedanz. She is a registered Democrat as was Quigle and is a Normal Resident.

Sally Pyne made the motion to approve Dayna Schickedanz for Township Trustee and Arlene Hosea seconded and was approved

Meeting was adjourned at 9:29 AM

Normal Township Clerk- Amy Conklin

Date

Normal Township
 SUPERVISOR'S REPORT
 Prepared by Sarah Grammer
 May 17, 2018

1. **Assistance Report:** In April, 83 assistance appointments were scheduled for 72 residents. The township disbursed \$13,569.10 in General Assistance funds to 52 clients and \$4,346.34 in Emergency Assistance to 9 families (2 to prevent evictions and 7 for utility disconnections).

2018 GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE

2018	GA	AMOUNT	EA	AMOUNT
JAN	55	\$13,347.95	13	\$8,390.08
FEB	51	\$12,576.31	11	\$5,606.77
MARCH	52	\$12,515.21	7	\$2,499.09
APRIL	52	\$13,569.10	9	\$4,346.34
TOTAL	210	\$52,008.57	40	\$20,842.28

2017 GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE

2017	GA	AMOUNT	EA	AMOUNT
JAN	26	\$6,416.89	12	\$4,289.00
FEB	28	\$6,731.87	6	\$1,882.24
MAR	27	\$6,750.00	0	\$0.00
APR	29	\$7,169.12	25	\$5,944.80
MAY	29	\$7,215.00	13	\$3,825.37
JUN	43	\$10,602.37	21	\$6,385.34
JUL	46	\$11,500.00	21	\$12,192.89
AUG	49	\$12,250.00	33	\$21,185.64
SEP	44	\$10,968.23	18	\$8,337.61
OCT	52	\$12,840.92	24	\$14,019.11
NOV	51	\$12,376.90	21	\$12,506.91
DEC	54	\$13,153.49	17	\$11,446.73
TOTAL	478	\$117,974.79	211	\$102,015.64

2. **Normal Township Workforce Classes:** IDES provided a second class at the township on Monday, April 23rd from 1:30-4:30PM. Six clients attended, and some are now using the IDES office to improve their job search process. IDES will offer the next class at City of Bloomington Township on Thursday, May 24th, and then a June 26th class will meet at Normal Township again. We continue to work with Goodwill Career Services for one-on-one computer help for clients who need it.
3. **Community Health Care Clinic:** CHCC received a \$37,000 grant from Normal Township last year. CHCC reports they served 169 residents of Normal Township during the year

across 528 appointments. Normal Township residents were 16% of the clinic's total number of patients.

4. **Peace Meal:** Peace Meal received a \$16,000 grant from Normal Township last year. Peace Meal reports they served 244 unique individuals a total of 4,394 meals at the ARC and delivered 10,956 meals to 87 Normal Township residents at their homes in FY 2018.
5. **SilverSneakers:** ARC had 38 members enroll in SilverSneakers in January, 81 in February, 179 in March, 88 in April, and 32 in the first week of May, for a total of 418 SilverSneakers members thus far. In the month of April, 254 different SilverSneakers members participated in over 2500 activities at ARC; 1133 of those visits were reimbursable, resulting in a \$2832.50 reimbursement for April.
6. **Investments:** When reviewing all of the township's investments at the end of the fiscal year, I found that Illinois Funds currently has an interest rate approximately 15 times higher than most of our CDs and savings accounts. As accounts have matured, I have closed them and moved the balances to the respective Illinois Funds accounts. This change ensures our funds are fully insured, liquid if needed, and earning the highest amount of interest available. This change could result in an additional \$16,000 worth of interest revenue across our reserve accounts this fiscal year.
7. **Credit Card Processing:** Two credit card processing terminals have been ordered for the ARC and should be installed at the customer service desks in mid-May. Members will be able to pay for ARC programming via credit card at either of the main desks.
8. **ISU Food Pantry:** Arlene Hosea and I have been asked to serve on the board of the new School Street Food Pantry that will be housed in the First United Methodist Church. The pantry is expected to be open for students returning in August. The pantry has been a collaboration of the church, the township, ISU Student Government, and several other community and student groups hoping to alleviate food insecurity on campus.
9. **Housing Committee:** The McLean County Regional Planning Commission has asked me to participate on the Regional Affordable and Supportive Housing Committee starting June 18th.
10. **Ameren:** An Ameren Energy Advisor will be providing an energy audit of our HVAC equipment at the ARC and Township Hall. Ameren has new incentive programs beginning May 15th.
11. **TIF Extension:** The Town of Normal is requesting the Township's support for a twelve-year extension of the Uptown TIF that is set to expire at the end of its 23-year life in 2026. Please check your email for a packet with all the details from the Town on this proposal. I have included a memo outlining my thoughts. This is an action item on our agenda this month.

TO: Normal Township Board of Trustees
CC: Normal Township Assessor, Road Commissioner, Clerk
From: Sarah Grammer, Supervisor
DATE: May 11, 2018
SUBJECT: Uptown TIF Extension

On April 27th, Town of Normal City Manager Pam Reece and Economic Development Director Sally Heffernan met with me, Trustee Sally Pyne, and Assessor Rob Cranston to discuss the Town's desire to extend the Uptown TIF District an additional 12 years beyond its original 23-year life, ending in 2038 instead of 2026.

In order to secure support for the extension from the Township and other taxing districts, the Town is proposing to declare a 100% Surplus on all parcels in the TIF other than those listed for development during the twelve years of the TIF Extension. A packet of information from the Town has been sent to you that includes the Inter-Governmental Agreement (IGA) to be considered at Normal Township's May 17th board meeting.

As the Township considers the IGA and support for the extension, these are my concerns:

- At the May 7th Town Council meeting, council members spoke about how public funds invested in the TIF area to build large commercial buildings increases the EAV and helps reduce the overall tax burden, benefiting individual home owners in the long run by reducing the property tax burden. This benefit to home owners can occur when property is assessed fairly. However, the Town Council recently agreed to two Property Tax Settlement Agreements which circumvented the Township Assessor and lowered the assessments on multiple commercial properties, ten of which are in the Uptown TIF District. How can the Township, in good faith, enter into an agreement with the Town Council based on the premise that the Township will benefit from appreciating property values within the TIF District knowing that the Town has recently undermined the fair and legal assessment process?
- Wherein the surplus is concerned, the Town Council has been vague about future plans, and we are left to infer what actions will be taken related to Uptown 2.0. Comments made by Town officials indicate the very real potential that a new 23-year TIF will be created to include many of the parcels south of the railroad tracks from the current Uptown TIF, making the projected amounts of future surplus completely speculative. The IGA in no way guarantees from which PINS/parcels the proposed surplus would be derived during the 12-year extension.
- Thirty-five years is the average career for a teacher; it's nearly three K-12 educations stacked back-to-back. It's also a long time to maintain a property. Every commercial property has an economic life, requiring periodic substantial re-investment in order to extend that life and maintain the value of the asset. Few commercial businesses that were open in 1983, thirty-five years ago, remain in the same building and still have a robust business. Normal Township Hall was built 30 years ago and feels dated and needs costly updates. By the time the Uptown TIF ends in 2038, many owners of the commercial properties in Uptown Normal will likely be in a position to ask for new tax incentives in order to remain viable. A more equitable Inter-Governmental Agreement might involve ending the TIF district early in order to allow the other taxing bodies to reap the benefits of the increased EAV during the peak of its value or sharing a portion of the surplus during the remaining 8 years of the TIF's current 23-year life.

- There is no guaranteed end to the TIF District. The city of Springfield recently obtained state approval of a second, 12-year extension to its downtown TIF District which was established in 1981.
- During the first fifteen years of the Uptown TIF, many improvements have been made to public infrastructure: three parking garages, a conference center, a children's museum, a new city hall, new streets, new water and sewer lines, sidewalks, storm water detention, and public green space. The remaining targeted redevelopment areas pose few barriers, if any, to development. The retail space on the first floor of the parking garage along Constitution Trail merely needs to be finished out. The other development sites are currently parking lots. With the vast public investment the Town has made to the Uptown area, developers should now be able to build financially viable, self-supporting projects on these sites without great amounts of public funds.
- There are many economic incentives the Town can use to spur further development in the Uptown, like the many they've already used: parking spaces in public garages, free land, property tax abatement, retail tax rebates, hotel/motel tax rebates, enterprise zone, and grants out of the general fund like they are providing for Rivian. If the projected rents for the newly proposed office building on the Circle are not enough to make the project viable *but for* greater than eight years of TIF incentives, maybe this is the wrong project for Uptown. Maybe the Town should be looking at other projects, perhaps new housing that could be supported by New Market Tax Credits, Low Income Housing Tax credits, or other grants. If a project isn't financially viable, perhaps it's time to look for a different developer, a different tenant, or a different use. The community is currently flush with vacant office space.
- The structure of the surplus will result in payments to the taxing bodies post-levy. Until the TIF ends in 2038 and the incremental EAV returned to the taxing bodies, it will be difficult for the taxing bodies to provide real tax relief to property owners in a transparent manner.
- The Town of Normal is a home rule municipality and can create and use nearly any type of tax it chooses. Currently, the Town's budget relies much more heavily on sales tax than it does property tax. The Town collects taxes on groceries, general merchandise, packaged liquor, restaurant food and beverage, utilities (electric and gas), purchases of titled vehicles, and motor fuel, in addition to real estate. The Town also collects many fees on things like construction and remodeling permits, cable TV franchises, and video gaming. In contrast, most of the other taxing bodies affected by the TIF district are primarily supported by property taxes. Despite the Town controlling all of the property tax in the TIF districts, the Town also raised the retail sales tax by 1% two years ago and raised the municipal property tax 6.5% in December 2017. These tax increases by the municipality make it difficult for other taxing bodies whose budgets are based primarily on property tax to make adjustments when needed, despite the fact that the other taxing bodies have almost no other form of revenue.

Town staff and/or council will present the TIF extension at the May 17th Township board meeting and will be available to answer questions ahead of a vote on the proposed IGA.