

NORMAL TOWNSHIP
MONTHLY BOARD MEETING
NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY
JUNE 21, 2018
8:15 AM

BOARD MEMBERS PHYSICALLY PRESENT: Supervisor Sarah Grammer, Trustees Sally Pyne, Dayna Schickedanz, and Ray Ropp

BOARD MEMBERS ABSENT: Arlene Hosea

ELECTED OFFICIALS PRESENT: Township Assessor Rob Cranston and Highway Commissioner Arin Rader

ELECTED OFFICIALS ABSENT: Township Clerk Amy Conklin

OTHERS PRESENT: ARC Director of Programming Molly Camper and Senior Advisory Committee Chair Alan McDowell

1. Call to Order

Ms. Grammer called the meeting to order at 8:20 AM.

2. Approval of the May 17, 2018 Meeting Minutes

Mr. Ropp motioned to approve the May 17, 2018 meeting minutes. Ms. Pyne seconded. Ms. Grammer called for the vote; motion passed.

3. Approval of Expenditures from May 18, 2018 to June 21, 2018

Ms. Schickedanz motioned to approved May 18 – June 21, 2018 expenses as presented:

General Town: \$75,029.99

General Assistance: \$21,193.04

Senior Programs: \$7,504.14

Road & Bridge: \$62,140.67

Ms. Pyne seconded. A discussion of the month's bills followed. Ms. Pyne requested that check registers be sorted by amount rather than in the order issued. Ms. Grammer explained that the list can easily be sorted by many criteria and that sorting by check number allows the voided checks to be paired up with the original checks rather than appearing on different pages; she agreed to sort check registers by amount for Ms. Pyne going forward. Ms. Grammer called for the vote; motion passed.

4. Reports

A. Community Engagement

Ms. Pyne shared about four events she attended since the last board meeting: the Twin Cities Showcase by the McLean County Chamber of Commerce, Township Officials of McLean County meeting May 17th where attorney Steve Mahrt discussed sexual harassment and Scott Romine, deputy assessor of Downs Township, was honored for 70 years of service, Wild Ones Native Plant Sale which she learned about through ARC, and Townships of Illinois District Meeting on May 24th, which Trustees Hosea and Schickedanz also attended.

Ms. Schickedanz reported finding the Townships of Illinois District Meeting very helpful.

B. Assessor

Mr. Cranston reported that his office received the results of the annual Sales Ratio Study on Tuesday, and the results are very good, with a ratio near one. He shared a copy of the report and explained how the quality of the work in his office is evaluated by the ratio study.

C. Clerk

Not present; no report.

D. Highway Commissioner

Mr. Rader reported that he has been working closely with the township attorney to write the contract for the purchase of the new property for Road and Bridge. It is unlikely he will sell the current property before the end of the year.

E. ARC Staff and Advisory Board

Mr. McDowell reported that the ARC's first art exhibit, honoring Lew Garrison, has raised close to \$2,000 for the ARC Living Memorial Fund. The second art exhibit is due to open mid-summer and will showcase member artists.

F. Supervisor

Ms. Grammer's report was in the packet.

2018	GA	AMOUNT	EA	AMOUNT
May	46	\$11,064.47	14	\$8,602.79
2017	GA	AMOUNT	EA	AMOUNT
MAY	29	\$7,215.00	13	\$3,825.37

Mr. Ropp questioned why there are more General Assistance clients this year than last year. Ms. Grammer explained that a majority of the clients either have a barrier to employment, which her office is working to address via onsite classes conducted by specialists from the Illinois Department of Employment Services, or are disabled and awaiting a Social Security decision, which in many cases takes

two or more years.

5. Public Comment

None.

6. New Business

A. Adopt Prevailing Wage Act Ordinance

Ms. Pyne motioned to adopt the 2018 Prevailing Wage Act Ordinance. Ms. Schickedanz seconded. No questions were raised. Ms. Grammer called the vote; motioned passed.

B. Discussion of FY 2019 grant application and approval process

The board discussed past township grants and how to proceed with distribution of the current year's allocated funds. Ms. Grammer will distribute the guidelines that Ms. Pyne has crafted and will update the board on applications as they are received.

C. Discussion of options for finishing remaining space at the ARC

Room plans and cost summaries from architect Paul Young were distributed to the board. The room plans did not reflect the township's recent requests. Mr. McDowell requested that baffling be added to the plans for the first-floor activity room to help with noise control. Ms. Grammer hopes to have additional renderings by the July meeting.

7. Suggested Items for the Next Agenda

Ms. Pyne would like Ms. Grammer to investigate whether any closed session meeting minutes exist for Normal Township.

Ms. Pyne would like the board to discuss a policy for electronic attendance by board members at board meetings as allowed by the Open Meetings Act.

Ms. Schickedanz requested that the board discuss social media for the township.

8. Adjournment

At 9:45 AM, Mr. Ropp moved to adjourn the meeting. Ms. Pyne seconded. Ms. Grammer called the vote; motion passed.

(The June 21, 2018 minutes were recorded by Supervisor Grammer.)

Normal Township Clerk- Amy Conklin

Date