

NORMAL TOWNSHIP  
MONTHLY BOARD MEETING  
NORMAL TOWNSHIP BUILDING  
304 EAST MULBERRY  
JULY 18, 2019  
8:15 AM

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

BOARD MEMBERS ABSENT: Trustee Arlene Hosea

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

ELECTED OFFICIALS ABSENT: Clerk Amy Conklin

OTHERS PRESENT: ARC Director of Operations Rick Lewis and Senior Advisory Chair Robert Stefl

CALL TO ORDER: Supervisor Grammer called the meeting to order at 8:15 AM.

APPROVAL OF MINUTES: Trustee Pyne made the motion to approve the June 20, 2019 Meeting Minutes and Trustee Ropp seconded. Motion passed.

APPROVAL OF EXPENDITURES: Trustee Pyne made the motion to approve the bills and expenses as presented. Trustee Ropp seconded.

The board discussed expenditures. Pyne asked what type of items are placed in the Senior Citizen Miscellaneous Expenses revenue line. Supervisor Grammer explained they are small and inconsistent forms of revenue including payments for replacement key-tags and incentives from completed fundraising bus trips.

Pyne questioned why less was spent on instructor contracts in July versus June. Grammer explained that instructor contract expense was higher in June due to the cost of the annual, weeklong painting workshop. She also explained that the bus trip expense line fluctuates based on when deposits are made for future trips.

Grammer called for the vote. Motion passed.

EXPENDITURES for June 21 – July 18, 2019

General Assistance: \$24,161.56

General Town: \$103,002.88

Road and Bridge: \$14,616.83

Senior Citizen: \$61,726.73

## COMMUNITY ENGAGEMENT

Trustees Pyne and Schickedanz attended the Town of Normal Mayor's Reception. They reported it was well attended and the ISU Brown Ballroom was a nice location choice for it.

## ASSESSOR REPORT by Rob Cranston

Nothing to report.

## CLERK REPORT by Amy Conklin

No report.

## ROAD COMMISSIONER REPORT by Arin Rader

Commissioner Rader reported he is working on plans for the new Road and Bridge building. He has been busy with oil and chip projects due to the hot weather.

## SENIOR PROGRAM

Director of Operations Rick Lewis reported that his staff is working on events for National Senior Center Month in September, including the annual capital fundraiser focused on improving ARC's greenspace, an ARC golf fundraiser on September 16<sup>th</sup>, and an ARC Showcase which will be open to the public on Friday, September 13<sup>th</sup> from 1:00-3:00 PM. He anticipates the east parking lot being closed for 3 days for the upcoming resurfacing which will improve 36 parking spots. ARC is now hosting a Stroke/Brain Injury Support Group every third Tuesday of the month from 5:30-7:00 PM. Lewis has also recently started a partnership with Midwest Food Bank to provide free, fresh produce for seniors when available on Thursdays each month.

ARC Advisory Committee Chair Bob Stefl shared that the committee is working on a green space design proposal that they will share with the board soon. Also, a major art donation may be proposed soon as a permanent installation at ARC. A wall to honor veterans and to promote communication on veteran affairs is also being designed. Stefl reported that a recent member forum indicated three concerns for members are parking, security, and recycling/waste.

## GENERAL ASSISTANCE REPORT by Sarah Grammer

In June, there were 101 appointments with 82 residents. Total assistance disbursed: \$19,574.53

June 2019 GA

40 clients at \$11,938.02

June 2018 GA

45 clients at \$11,127.00

June 2019 EA

17 clients at \$7,636.51

June 2018 EA

21 clients at \$10,561.01

#### SUPERVISOR REPORT by Sarah Grammer

The full report was included in the board packet. Grammer met with the ARC Living Memorial Fund board on Thursday, July 11<sup>th</sup>, and the fund reported a balance of \$76,000 and had strong support for the green space project.

#### PUBLIC COMMENT

None

#### NEW BUSINESS

- A. Discussion and vote on a \$12,520 proposal from Otto Baum Company, Inc to repair masonry at Township Hall. Grammer will follow up to ensure no permits are needed.  
Trustee Pyne motioned to accept the proposal. Trustee Ropp seconded.  
Motion passed.
- B. Discussion on ISU Audiology Lease renewal. Trustee Pyne asked that the lease be updated to include language about the benefit ARC members receive from the agreement. Grammer will communicate the request to ISU and have the township's attorney review the agreement ahead of the August board meeting.
- C. Discussion on FY 2020 grant application and approval process. Trustees questioned the use of township grant funds for the Town of Normal Before and After School Program, due to the program showing a sizable profit and requested Grammer communicate with Town staff regarding the intention of the funds. Discussion involved concern for agencies who are no longer receiving funding from United Way. Grammer will send out grant funding applications to past grant recipients on August 1st and to Prairie State Legal who presented a request to the board last fall. She will also reach out to Project Oz to find out about current funding needs.
- D. Discussion of ARC shuttle service. The board discussed current ridership trends on the ARC shuttle which include an average of 2-4 passengers per trip. The drivers have asked for a smaller vehicle that would be lower to the ground for better passenger access and easier to drive. Grammer said she will research options for replacing the 14-passenger shuttle with an accessible mini-van.

#### SUGGESTED ITEMS FOR NEXT AGENDA

The auditor will present at the August meeting. Grammer will give an update on the grant process and the ARC building remodel project.

ADJOURNMENT: Supervisor Grammer adjourned the meeting at 9:32 AM.

(Minutes taken by Supervisor Grammer in Clerk Conklin's absence)

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Normal Township Clerk- Amy Conklin

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Date