

NORMAL TOWNSHIP
MONTHLY BOARD MEETING
NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY
NOVEMBER 21, 2019
8:15 AM

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

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 minutes of the October 17, 2019 meeting. Trustee Schickedanz seconded. Motion passed.

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

EXPENDITURES for October 18, 2019 – November 21, 2019

General Assistance: \$30,643.72
General Town: \$737,362.62
Road and Bridge: \$14,651.83
Senior Citizen: \$65,604.75

COMMUNITY ENGAGEMENT

Trustee Pyne attended the McLean County Health Seminar, the ISU “Principles of Partnership Breakfast” hosted by the Center for Community Engagement and Service Learning, a Unit 5 Superintendent hiring input session, the Open Forum hosted by the ARC Advisory Committee, the November ARC Advisory Meeting, and the Immigration Project’s Annual Fundraiser Luncheon over the past month. See attached report.

ASSESSOR REPORT by Rob Cranston

Assessor Cranston reported Board of Review sessions are winding down. Work stations were replaced throughout the office this month.

CLERK REPORT by Amy Conklin

Clerk Conklin reported that there remain only one set of closed session minutes, which the board approved six months ago. Since the minutes relate to personnel matters, she recommended no release of these minutes for at least four years.

ROAD COMMISSIONER REPORT by Arin Rader

Commissioner Rader reported he has already salted roads on two dates and plowed snow. Salt prices have nearly doubled over last year going from \$60/ton to \$115/ton. He has ordered 200 tons through the county and will pick up 80 to start with.

Working with the township attorney, RFP documents are being put together for selection of an architect for the new Road District building.

SENIOR PROGRAM

Director of Operations Rick Lewis and ARC Advisory Committee Chair Robert Stefl updated the board on ARC activities. Stefl reported the Advisory Committee recently reviewed a list of goals they had for the first seven years at ARC and found that 85-90% of the items listed have now been completed. He also reported that he set up a subcommittee to review the Advisory Committee's policies and procedures for potential updates.

Lewis commended ARC staff, especially Director of Programming Molly Camper, for working around the construction to relocate as many member activities as possible. He reported that the East Central Illinois Area Agency on Aging approved a \$14,500 grant to ARC to support the launch of the Sunshine Committee which will provide visits to homebound members. The Veterans Luncheon had excellent attendance and served 150. See attached report from Director Lewis.

GENERAL ASSISTANCE REPORT by Sarah Grammer

In October, there were 102 appointments with 92 residents. Total assistance disbursed: \$28,708.59

October 2019 GA	
42 clients at \$12,485.00	
October 2018 GA	
50 clients at \$12,000.00	
October 2019 EA	
31 clients at \$16,223.59	
October 2018 EA	
37 clients at \$21,325.56	

SUPERVISOR REPORT by Sarah Grammer

Cathy Bilow is working on a plan for the green space so that it can be put out bid in the spring. The John M Scott Trust awarded the township \$5,000 to help with unmet medical needs in the community which may be helpful to seniors on fixed incomes

at ARC. The School Street Food Pantry also received \$20,000 to help with much needed new wiring and refrigeration units. The west entrance at ARC will have to be closed after construction is completed in order to be able to monitor the flow of traffic into ARC. A meeting will be scheduled to notify Faith In Action and discuss the lease update.

PUBLIC COMMENT

None

NEW BUSINESS

- A. Approval of the proposed 2019 Normal Township Levy. Trustee Ropp asked about the increase in the levy. Supervisor Grammer explained the increases in health insurance and IMRF that prompted the small increase this year. Ropp motioned to approve the \$2,022,500 Normal Township Levy. Pyne seconded.
Roll call vote:
Sarah Grammer – aye
Arlene Hosea - absent
Sally Pyne – aye
Ray Ropp – aye
Dayna Schickedanz -aye
Motion passed.

- B. Approval of the proposed 2019 Road and Bridge Levy. Grammer explained there were minor adjustments between lines in the initial proposal from last month in order to account for the Town of Normal receiving half of the road funds. The levy total was unchanged and will be slightly lower than the previous year. Ropp motioned to approve the \$781,300 Road and Bridge Levy. Pyne seconded.
Roll call vote:
Sarah Grammer – aye
Arlene Hosea - absent
Sally Pyne – aye
Ray Ropp – aye
Dayna Schickedanz -aye
Motion passed.

- C. Discussion of accessible shuttle van for ARC. Grammer presented a proposal for a mini-van based shuttle to replace the 14-passenger bus. It would have a side door ramp that would be ADA accessible, accommodating various mobility needs including wheelchairs. Trustees liked the idea of the replacement but would like to see a better value for the trade-in. Grammer will research further and bring more information to the next meeting.

- D. Discussion of renovations at ARC. The renovations are still on schedule. No change orders were proposed this month so no representative presented

from Farnsworth Group. Window cut outs have been made and drywall is going up.

- E. Semi-annual review of closed session minutes. Schickedanz moved to follow Clerk Conklin's advice and not release the current set of closed session minutes. Ropp seconded. Motion passed.

SUGGESTED ITEMS FOR NEXT AGENDA

None

ADJOURNMENT: Ropp motioned to adjourn the meeting at 9:45 AM. Grammer seconded. Motion passed.

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

Attachment 1

Community Engagement Report

11/21/19 Pyne

10/17 Mclean County Health Seminar-Investigated mental health services for the older population

10/22 Illinois State University "Principles of Partnership Breakfast" hosted by the Center for Community Engagement and Service Learning (Harriet Steinbach). Table discussions involved meeting English Professor Charles Woods who supervises technical and professional writing student's internships that need projects in the community.

10/23 Superintendent input for hiring the next Superintendent for Unit 5; financial dire straits of the district will not be the new superintendent's "fault." An emphasis to pursue "standards" for TIF and tax exceptions.

11/5 Open Forum for ARC Advisory

11/7 ARC Advisory-fire alarm and staff did an outstanding job

11/15 Immigration Project's Annual Fundraiser Luncheon (went as a Normal Trustee and donated stipend to their program) The people seeking asylum in our community are energetic, hopeful people. There were 859 unaccompanied minors in September through October in Illinois. Keynote speaker was Kathleen O'Gorman who is a literature professor at IWU who interviews migrant children at the border and translates for the Center for Human Rights and Constitutional law and gave a first-hand accounting of the horrific and deplorable conditions of these vulnerable children-some of which will be spending their second Christmas in a cage.

Attachment 2

ARC Director of Operations Report

November 21, 2019

1. Construction is continuing with ARC's HVAC. Molly has been doing a stellar job relocating activities to continue to provide access to programs with the least amount of impact. Sammi is working with her to communicate the room changes and program cancellations through email and Facebook notifications. The billiards, classroom, and dining rooms are currently closed for construction with Peace Meal relocated to the Rec Room and serving pre-packaged meals. The room renovations are progressing with doors and windows cut in the concrete and studs installed for hanging drywall.
2. The funding proposal to East Central Illinois Area Agency on Aging for the Sunshine Program home visits has been approved for \$14,500. ECIAAA is providing funding for goody bags to be delivered by volunteers who will visit and spend an hour with a homebound member. We are waiting on a memorandum of understanding before hiring a volunteer coordinator but in the meantime, a call for donations was issued in the December newsletter and items have begun coming in. A call form has been drafted for making the initial contact with a homebound member and volunteer expectations have been outlined.
3. Active Shooter training has been scheduled for all ARC managers, custodians, desk workers, volunteers, and the Sr. Advisory Board. Training will occur on December 12 in the Township Community Room and individuals may sign up for one of three sessions.
4. SHIP counselors have been going above and beyond scheduling clients for Medicare enrollment. There have been days where four meetings are occurring at the same time in various offices provided by ARC managers. Enrollment will continue through December 7.
5. Programming highlights: East Lawn Funeral and Memorial Gardens sponsored food at the Veterans Day Recognition program on November 2. The program was attended by more than 150 people; retired judge Robert Freitag spoke to an audience on Operation Iraqi Freedom on November 13; the annual Arts and Crafts Fair on November 9 was a huge success for the vendors and ARC. Vendors submitted more than \$900 to ARC for their sales commission.
6. Next Dine & Donate will be at Oberweis on December 3rd from 9AM to 10PM. Mention ARC Living Memorial Fund at checkout and try to RSVP to the Groupraise page on the Facebook event ahead of time because we need at least 20 RSVPs for the event to not get cancelled. People who didn't RSVP can still attend.