

NORMAL TOWNSHIP
MONTHLY BOARD MEETING
NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY
December 19, 2019
8:15 AM

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

BOARD MEMBERS ABSENT: Trustee Dayna Schickedanz

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, Senior Advisory Chair Robert Stefl, and Living Memorial Fund Board Member Rick Phillips

CALL TO ORDER: Supervisor Grammer called the meeting to order at 8:17 AM.

APPROVAL OF MINUTES: Trustee Ropp made the motion to approve the minutes of the November 21, 2019 meeting with correction to the amount of salt purchased and the addition of a missed word. Trustee Pyne seconded. Motion passed.

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

EXPENDITURES for November 22, 2019 – December 19, 2019

General Assistance: \$31,007.92

General Town: \$310,924.34

Road and Bridge: \$29,952.91

Senior Citizen: \$59,081.25

COMMUNITY ENGAGEMENT

Trustee Pyne participated in the Town of Normal's census preparation meeting and will keep the board updated as the census nears. She and Trustee Schickedanz also attended the MCEO meeting on November 21st.

ASSESSOR REPORT

Assessor Cranston reported the Board of Review hearings are finished. The board no longer makes decisions at the hearings, so when they have completed their process, Cranston will give a report on the outcomes.

CLERK REPORT

No report.

ROAD COMMISSIONER REPORT

Commissioner Rader reported that he has been hauling salt in preparation for more winter weather. He shared information about a new clearinghouse all drivers will have to participate in to track drug and alcohol related incidents. This will be in addition to random screenings.

ARC STAFF AND ADVISORY COMMITTEE REPORT

Director of Operations Rick Lewis shared that, as part of the Association of Illinois Senior Centers, he has been invited to serve as the Region 5 representative for centers covering 16 counties in central Illinois. His full report is attached.

ARC Advisory Committee Chair Robert Stefl reported that the Advisory Committee is working to update their group guidelines and will have a document for the board to look at in the next couple of months. He also announced that the ARC Art Committee will have a new exhibition opening on January 20 with a reception from 4-5:30 PM, featuring watercolor works from Kathy McKinney and Laura Bailey.

ARC LIVING MEMORIAL FUND REPORT

Rick Phillips presented the township with a check for \$35,000 from the fundraising efforts in 2018 to support the current project of remodeling interior space at ARC. He stated that Bill Olendorf has replaced Ray Miller on the LMF board, and Rich Farr continues to serve as treasurer. The fund is working on reconciling its books to complete annual filings. Phillips asked that anyone with fundraising experience be referred to the board to help increase the efforts to support projects at ARC through charitable donations. Pyne requested more frequent communication from the fund and suggested monthly updates from Rich Farr to the Advisory Committee since he serves on that committee, as well.

SUPERVISOR REPORT

Supervisor Grammer reported she and caseworker Jill Schaab met with City of Bloomington Township Supervisor Deb Skillrud and members of the John M Scott board to learn more about the \$5,000 grant the township was awarded for helping to reduce medical gaps for those at or below 135% of poverty. The funds will be advertised in the January ARC newsletter and will be available starting January 2, 2020.

The Livingston-McLean County Township Elected Officials annual breakfast has been scheduled for Saturday, January 11th at 8:00 AM at Baby Bull's in Pontiac. Reservations are due by January 6th.

GENERAL ASSISTANCE

In November, there were 87 appointments with 72 residents. Total assistance disbursed: \$20,956.40

November 2019 GA
38 clients at \$11,552.00
November 2018 GA
51 clients at \$12,527.99
November 2019 EA
18 clients at \$9,404.40
November 2018 EA
16 clients at \$8,323.27

PUBLIC COMMENT

None

NEW BUSINESS

- A. Update from Farnsworth on ARC construction and change orders.
No representative from Farnsworth Group was present to give a construction administration update. Supervisor Grammer gave an overview of two change orders for approval.

O'Brien Brothers Inc. Change Order 3 to add \$6,164.48 to the contract sum to remove Siemens controls from four existing fan coils and add Trane/Mitsubishi controls.

Trustee Pyne made the motion to approve the CO and add \$6,616.48 to the contract sum. Trustee Hosea seconded.

Trustee Ropp asked why this change was necessary. Grammer shared information from Tim Gilles of Farnsworth stating that his team incorrectly believed the four units were stand-alone controllers during the design process and did not identify them to be upgraded. Ropp stated he does not agree with this expense being the township's responsibility. Board members expressed concern that there was not more information on the change nor a Farnsworth Group representative present to answer questions.

The vote was called: 3 aye, 1 opposed. Motion passed.

Vissering Construction Company Change Order 3 to add \$2,199.27 to the contract sum to revise sprinkler lines hung from duct work to raise them into the truss space to avoid conflict with the new mechanical ducts and maintain desired ceiling height.

Trustee Pyne made the motion to approve the CO and add \$2,199.27 to the contract sum. Trustee Hosea seconded.

Board members questioned why these sprinkler lines had not been addressed in the plans for new duct work.

The vote was called: 3 aye, 1 opposed. Motion passed.

The board requested that Grammer copy them on a letter to Farnsworth Group outlining expectations of improved communication and presence at board meetings by the Construction Administrator for the duration of the project.

- B. Discussion and vote on accessible shuttle van for ARC. Grammer reported on additional research she did into an accessible minivan for ARC member shuttle service. A proposal from Midwest Transit Equipment was presented for a 2019 Dodge Braunability SE 6 passenger minivan at cost of \$15,457. The van will allow the transport of up to two wheelchairs at a time and includes a fold down ramp on the side for easy entry.

Trustee Ropp made the motion to approve the proposal as presented. Trustee Pyne seconded. The vote was called, and the motion passed unanimously.

- C. Discussion of ARC greenspace design. Grammer gave an overview of the design Cathy Bilow developed for the ARC greenspace. Elements include crushed granite pathways, a patio teaching area that seats 24 students plus an instructor, a lawn area for outdoor games and activities, raised wooden garden beds at different heights to accommodate various mobility needs, easy maintenance plantings, and two water features to enhance the enjoyability of the space. With volunteer support, the design should fit within the \$50,000/year, two-year fundraising goal through the Living Memorial Fund. The board was supportive of the design.

Trustee Ropp motioned to approve the design as presented. Trustee Pyne seconded. The vote was called, and the motion passed unanimously.

Planning will continue with the goal of putting the first phase out for bid in the spring of 2020.

- D. Discussion of Faith In Action Lease Updates. Grammer reported that she, Pyne, and Lewis met with Doretta Hoer and a Faith in Action board member to discuss the need to close the west door as an entrance when the remodel is complete in March. Faith in Action was supportive of the change. Grammer will work to get a lease amendment before the board at the January meeting.

SUGGESTED ITEMS FOR NEXT AGENDA

None

ADJOURNMENT: Ropp motioned to adjourn the meeting at 10:03 AM. Grammer seconded. The vote was called, and the motion passed unanimously.

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

Attachment 1

ARC Director of Operations Report from Rick Lewis December 19, 2019

1. Open enrollment for Medicare ended December 7 with a successful enrollment period. ARC SHIP counselors reported 373 client meetings during the enrollment period with a total estimated savings of \$112,748 for the program period. The average savings was estimated \$709 per client. See attachment for enrollment details.
2. Volunteer Income Tax Assistance staff have been gathering supplies and materials and setting up the computers in the ARC computer lab in preparation for the 2020 tax season. Staff will coordinate with the contractors to minimize the impact of the HVAC project on tax preparation services.
3. Construction is continuing with ARC's HVAC. Staff are doing the best they can with accommodating activities and room set ups. Ceilings are being reinstalled in the east corridor and classroom after inspections this week and online by the end of December. Work will also begin on the south sides of ARC in the Yoga, Conference Room, Library, Computer Lab, locker rooms in beginning December 23, 2019. January 31/February 3, 2020 is work in the Exercise Studio. On the first and second floor room renovations, windows have been cut and prepped for installation. Drywall has been hung (on the second floor) with joints taped and prepped for painting.
4. The funding proposal to East Central Illinois Area Agency on Aging for the Sunshine Program was approved to support a volunteer coordinator and purchasing assistive devices. I have made the requested revisions requested from ECIAAA. I'm waiting for a Memorandum of Understanding before we can begin meeting and training volunteers to visit homebound ARC members. Donations have been collected to place in goody baskets to distribute during a visit.
5. Twenty-six township staff and advisory board members participated in Active Shooter Training on December 12. Three sessions were facilitated by retired ISU Police Captain Keith Gehrand. Feedback from participants was positive.
6. The Association of Illinois Senior Centers held their monthly teleconference on December 10. Planning for the 2020 conference February 25-26 at Starved Rock have been finalized as well as information shared on legislation and advocacy being implemented in the state for 2020. I was invited to serve as the Region 5 representative for senior centers covering 16 counties in central Illinois.
7. I met with Gwendolyn McRill, McLean County Advocate for Land of Lincoln Honor Flight to learn more about the program and see how we can reengage connections with ARC to nominate veterans to participate in the program. ARC would have to commit to fundraising for the Land of Lincoln Honor Flight program. I'd like to discuss this further with the Veterans Affairs Committee before moving forward.