

**NORMAL TOWNSHIP  
MONTHLY BOARD MEETINGS  
NORMAL TOWNSHIP BUILDING  
304 EAST MULBERRY  
FEBRUARY 18, 2021  
8:17 AM**

Meeting held Virtually through Zoom video/audio  
(Supervisor Sarah Grammer physically present in Township Building)

Roll call of attendees

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

BOARD MEMBERS ABSENT: None

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

ELECTED OFFICIALS ABSENT: None

OTHERS PRESENT: ARC Director Rick Lewis, ARC Staff Molly Camper, Samantha Scott and Elicsha Sanders. Citizens Leslie Scott, Mary Wuhrmann, Jim Rogal and Carl Haney

Sally Pyne made the motion to approve the January 21, 2021 Regular Board Meeting Minutes and Ray Ropp seconded

Roll call: Aye: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer  
Nay: None

Approved

Sally Pyne made the motion to authorize Expenditures from January 222021 – February 18, 2021 and Arlen Hosea seconded

The \$1000 spent at Home Depot is for cleaning supplies and the yearly Audit increased due to additional hours of audit

Roll call: Aye: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer  
Nay: None

Authorized

General Town: \$108,466.99  
General Assistance: \$16,862.81  
Road and Bridge: \$5,231.13  
Senior Citizen: \$27,343.06

COMMUNITY ENGAGEMENT: Nothing to report

ASSESSOR REPORT by Rob Cranston: Nothing to report- everything is going smoothly

CLERK REPORT by Amy Conklin: Nothing to report

HIGHWAY COMMISSIONER REPORT by Arin Rader: Working on Bid packages for seal coating 5 miles of township roads- \$18,000 per mile. Will be micro surfacing 2 miles of roads which run \$50,000 per mile  
Township has a sharing program with McLean County for salt- by April 2021 he will have an estimated allotment for next winter season  
Road weight restrictions are not in place at this time due to the single digit temperatures

ARC Staff and Senior Advisory Committee: please review ARC Director Rick Lewis' attached notes  
Additional information- as of yesterday, there have been 2500 vaccinations administered, today is the first day for the second dose to be administered- the ARC can handle 1000 people a day for the vaccine  
Samantha Scott stated there have been 536 responses for the Covid Quilt raffle which stands at \$1055 and on-line bidding is open through March 31, 2021  
The VITA tax program has prepared 48 tax returns in the first 2 weeks

SUPERVISOR REPORT by Sarah Grammer: please review attached notes

PUBLIC COMMENT: Mary Wuhrmann reposted the Covid Quilt Raffle on her Facebook and posted to 2 other Quilt sites

No Closed Meeting needed

## NEW BUSINESS

Discussion of proposed FY 2022 Road District budget- Arin stated that the Capital Outlay has been reduced- will be using surplus funds and local funds for certain projects. Will have an over-lay project this upcoming year- Ropp Road alone handles 80,000#s during the winter months- the Bid will be posted in paper in March for the upcoming new Road and Bridge/Highway Commissioner building project for contractors to submit bids

Discussion of proposed FY 2022 Normal Township Budget- Sarah increased the Audit Fund since the audit fees increased- Insurance rates increased- Proposing \$70,000 for Grants given (increase of \$10,000)- \$250,000 for Capital Outlay to replace the Township Building roof- the Township Building restrooms will need to be renovated due to compliance for ADA code- there is an increase to the General Assistance and Emergency Assistance Funds- Ruby Jones is now working in the Assistance Program and the salary added will be \$40,500.00- Sarah foresees ARC capacity restrictions during the rest of 2021- estimates 2000 members renew membership for \$45/member per year- Will begin the Green Space project this spring

Sally Pyne suggests granting monies to Project Oz and other organizations

The budgets will be voted on at the March Board Meeting and will then be posted to the public for 30 days before the Township Annual Meeting

Discussion of project service's agreement from Farnsworth Group for the roof replacement at the Township Building- Sarah would like to strike the Tear-off of existing shingles

Arin Rader stated that the old shingles should be removed so that the new shingles last as long as stated- otherwise the new shingles will not last as long as stated

Dayna Schickedanz made the motion to approve the Farnsworth Group agreement and Sally Pyne seconded

Roll call: Aye: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Motion passes

Discussion on meeting dates for FY 2022

Ray Ropp made the motion to approve the Meeting Dates for the Normal Township for April 1, 2021- March 31, 2022 and Dayna Schickedanz seconded

Roll call: Aye: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Motion passes

Discussion on date and time to hold 2020 Annual Meeting

It will be held on April 13<sup>th</sup>, 2021 at 7:00 pm and continue with the 2021 Annual Meeting

Ray Ropp made the motion to approve the 2020 Annual Meeting on April 13, 2021 at 7pm and Dayna Schickedanz seconded

Roll call: Aye: Arlene Hosea, Sally Pyne, Dayna Schickedanz, Ray Ropp and Supervisor Sarah Grammer

Nay: None

Motion passes

Discussion of appointments of the Senior Advisory Committee

Steve Kossman's seat is expiring and he would like to extend his service

Another seat is open and there are 2 people interested- will vote at the March Board Meeting

Items for next meeting agenda- Straight Up Solar will present on the Solar panel project at the ARC

Meeting was adjourned at 9:29 AM

Attachment 1 NORMAL TOWNSHIP SUPERVISOR'S REPORT  
 Prepared by Sarah Grammer  
 February 18, 2021

1. **Assistance Report:** In January, 45 assistance appointments were scheduled for 41 residents. The township disbursed \$8,736.00 in General Assistance funds to 28 clients. John M Scott Funds in the amount of \$1,297.34 were used for two families who were referred by the Town of Normal for assistance with safe housing. Note that some landlords issued eviction notices in early January, so the office also processed Emergency Rent Assistance for 7 families, totaling \$5,413.39.

**GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE FEB 2020 - JAN 2021**

2020	GA	AMOUNT	EA	AMOUNT
February-20	48	\$14,756.94	5	\$2,330.98
March-20	40	\$12,067.86	3	\$1,465.29
April-20	40	\$11,856.00	0	0
May-20	38	\$11,856.00	0	0
June-20	37	\$11,544.00	0	0
July-20	39	\$12,031.94	0	0
August-20	42	\$10,429.51	0	0
September-20	34	\$10,608.00	11	\$5,510.32
October-20	33	\$9,883.37	8	\$4,105.81
November-20	32	\$9,584.45	0	0
December-20	27	\$8,220.00	0	0
January-21	28	\$8,736.00	7	\$5,413.39
<b>TOTAL</b>	<b>438</b>	<b>\$131,574.07</b>	<b>34</b>	<b>\$18,825.79</b>

**GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE FEB 2019 - JAN 2020**

2019	GA	AMOUNT	EA	AMOUNT
February-19	46	\$11,368.34	9	\$6,431.39
March-19	47	\$11,750.00	6	\$4,033.17
April-19	41	\$12,464.00	10	\$4,502.42
May-19	47	\$14,288.00	16	\$8,793.43
June-19	40	\$11,938.02	17	\$7,636.51
July-19	51	\$15,369.60	25	\$13,581.64
August-19	43	\$12,717.80	24	\$13,683.23
September-19	45	\$12,781.39	33	\$18,927.43
October-19	42	\$12,485.00	31	\$16,223.59
November-19	38	\$11,552.00	18	\$9,404.40
December-19	42	\$12,768.00	18	\$12,913.14
January-20	51	\$15,269.29	12	\$8,654.44
<b>TOTAL</b>	<b>533</b>	<b>\$154,751.44</b>	<b>219</b>	<b>\$124,784.79</b>

2. **Solar Array at ARC:** The Solar Array installation at ARC is near completion. However, the extreme cold has delayed the project by two weeks. A representative from the installer, StraightUp Solar, will present to the township board at the March meeting.
3. **Fire and Security Monitoring:** Facilities Manager Preston Hill is working with FE Moran to install security cameras around the exterior of Township Hall, as well as in the lobby and community room. The project will wrap up later this month. One camera cannot be installed outside until the weather is above freezing.
4. **Township Hall Roof:** A project services agreement from Farnsworth Group for roof replacement is in your packet for consideration.
5. **CURE Grant:** The \$17,000 CURE grant was received in late January, offsetting COVID-19 related expenses at ARC.
6. **Normal Township Senior Advisory Committee:** Two committee members have terms ending in March, current chair Steven Kossman and former chair Robert Stefl. Steven is asking to be reappointed for a second term. Robert is finishing his second full term and will be celebrated at the March committee meeting. A notice was been published in the ARC newsletter advertising the opening. There is currently one person expressing interest in the seat: Judy Raymond, Normal resident, and ARC member.
7. **Township Website:** The IT391: Directed Project In Information Technology class, lead by Dr. Hyoil Han at ISU, has taken on our township website project and will be working with us soon on a website update.
8. **ARC Vaccination Clinic:** Over 2,500 people have received the COVID-19 vaccine at ARC thus far. Carle and the county expect to schedule clinics at ARC 2-3 times per week, depending on vaccine availability. ARC staff have been working to assist seniors who do not have computer access with getting appointments.
9. **ARC Greenspace Project:** Farnsworth Group is working on a proposal to assist with putting ARC's Greenspace project out to bid. We met with staff at the Town of Normal last week to get feedback on the proposed design. We should have a proposal to consider at the March meeting.

Attachment 2 **ARC Director of Operations Report**  
**February 18, 2021**

1. ARC's partnership with Carle BroMenn and McLean County Health Department for a COVID Vaccine Clinic has been going very well. ARC has been hosting clinics on Wednesday and Fridays. More than 2085 vaccinations have been administered to first responders, educators, and seniors. Beginning February 24 clinics will be administering first and second doses and parking will be at capacity. ARC staff and volunteers are being asked to park in the Special Olympics Tribute Park parking lot.
2. Signing up for a time slot to receive a vaccine has been one of the biggest hurdles for some of our members who don't use computers or have computers but are not as savvy with online registrations. Whenever McLean County Health Department opens their sign up site, more than 440 slots are filled within 10 minutes and it frustrates seniors. ARC managers have been assisting some members by registering our most vulnerable members who need a vaccine. Our goal is to generate a pool of vaccinated membership who participate in activities we're targeting for phased opening later in spring.
3. Membership Renewals are continuing to be deposited. More than \$18,349 in deposits and credit card charges have been made by the membership since December 16, 2020 when staff made an appeal in the newsletter for members to renew. Members have also made donations to the Living Memorial Fund especially those with Silver Sneakers. Donations have been over \$6690.
4. Straight-Up Solar solar panel installation was delayed due to the extreme cold. The project was scheduled for completion for February 9 but this has been pushed back to the last week of February.
5. ARC is assisting the ECIAAAA with an assessment project collecting data on social isolation. The survey involves the members sharing the degree of loneliness and isolation as a result of the pandemic. It was shared with 1700 members through email linking to the online survey and 363 have been completed so far. This information will be helpful in accessing funding for future programming.
6. ARC will be working with ISU Mennonite College of Nursing with research for a grant to develop a Center for Senior Advocacy. Our support would include providing access to seniors to participate in technology training. Seniors would complete a survey or participate in focus groups assessing their technology usage and needs, barriers to

accessing technology, and training for using technology. Participation will be voluntary. We will be sharing a link to the survey at the completion of our isolation survey.

7. VITA has begun tax preparation. Sign ups are made three weeks prior to an onsite appointment and time slots fill fast. The reception desk phone is ringing non-stop first thing Monday mornings. VITA will move from Friday to Monday tax preparation on February 22 to avoid the vaccine clinics.
8. The Quilt Raffle has sold more than \$885 in ticket sales. Tickets may be purchased online through March 31. See the flier for more information and links to the raffle web site.
9. I will be the February 25 Senior Scholar at 1pm speaking on my art.