

NORMAL TOWNSHIP  
MONTHLY BOARD MEETING  
304 EAST MULBERRY  
MARCH 18, 2021

8:15 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 and Ray Ropp. Trustee Dayna Schickedanz arrived at 8:50 AM.

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 Activity Director Molly Camper and ARC Staff Samantha Scott and Elicssha Sanders. ARC Advisory Bob Stefl and Margaret Hayden, Straight Up Solar Ky Ajayi, Shannon Fulton and David Downs, Citizens Leonard Ross, Mary Wuhrmann and Floyd Aper

Ray Ropp made the motion to approve the February 18, 2021 Board Minutes and Sally Pyne seconded  
Sally Pyne questioned why the Community Engagement Report had nothing reported from Pyne  
Clerk Conklin advised that if the information provided does not contain ideas to review and discuss with the Board, applying to the Township, the engagement will not be reported

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

Approved

Sally Pyne made the motion to authorize the Expenditures from February 19, 2021- March 18, 2021 and Arlen Hosea seconded  
Ray Ropp opposes paying for the \$5000 Attorney fee as it is paying for the Objection and Appeal process that Supervisor Sarah Grammer initiated to "wipe-off" Clerk Amy Conklin for running for Supervisor and Trustee Ray Ropp for being re-elected from the Ballot for the April 6, 2021 Election.  
Supervisor Sarah Grammer stated that Township Attorney John Redlingshafer provided services and the Township needs to pay  
Sally Pyne asked what the charges were for and Grammer stated for the legal work regarding the ARC and Carle Care with the Vaccination service and for the Ballot

Sally Pyne asked why the Utility Bills increased and the interest rate decreased of the money interest bearing accounts- Supervisor Sarah Grammer stated it is because of Covid

Roll Call: Aye: Arlene Hosea, Sally Pyne and Supervisor Sarah Grammer  
Nay: Ray Ropp

Authorized

Clerk Amy Conklin provided the amounts of accounts as they were updated yesterday, 3/17, 2021 by email  
General Town: \$84,095.29  
General Assistance: \$12,064.68  
Road and Bridge: \$6,113.26  
Senior Citizen: \$37,842.89

COMMUNITY ENGAGEMENT: Sally Pyne gave gratitude to the ARC staff of the great programming that they have offered through Covid/Virtual participation

ASSESSOR REPORT by Rob Cranston: The Housing market is really tight- low inventory, ratios are decreasing and the real estate market purchasing is picking up.  
Ray Ropp asked if the ISU Student Apartments are full or empty- Rob Cranston stated he does not have that information with the occupancy

CLERK REPORT by Amy Conklin: Early voting for the April 6 Local Election is at the Bloomington Performing Arts Building from Monday through Friday until April 5 from 8:30 AM- 4:30 PM. April 6 is at the Polling Places. The Township Annual Meeting for 2020 and 2021 will be on April 13, 2021 beginning at 7 PM at the ARC and on Zoom

HIGHWAY COMMISSIONER REPORT by Arin Rader: Repairing and adding Field Entrances, repairing Parkside Road. Seal Coating will begin in early April 2021.  
Ray Ropp asked if the weight restrictions have been lifted- they were lifted this past Tuesday

ARC Staff and Senior Advisory Committee: please review ARC Director Rick Lewis' attached notes  
Update: on March 19 there will be 600 vaccination doses to administer and on April 16 they will begin with the last of the 2<sup>nd</sup> dose  
May 3<sup>rd</sup> will begin a "Soft Opening" of the ARC for members to participate in person- May 10<sup>th</sup> Illinois Governor will give update as to how many for occupancy

SUPERVISOR REPORT by Sarah Grammer: please see attached notes  
Update: Township received a \$4000 refund from TOIRMA and will be divided into the General Town and Road and Bridge account

\$8,882.57 in General Assistance Funds were distributed to 29 citizens in February and \$605 was distributed to 1 citizen for Emergency Assistance (Rent)

PUBLIC COMMENT: None  
CLOSED MEETING SESSION: None

#### NEW BUSINESS

Presentation by Ky Ajayi of Straight Up Solar- also presenting is Shannon Fulton and David Downs  
Ky informed Board about the company- it has been local since 2006 as a B Corporation  
Federal and State Incentives were used to finance this project of Solar Panels on the ARC building  
Balance Solar Power Purchase Agreement which provides Maintenance and Insurance  
Array will provide the energy and in year 7, the Township will own the panels and system and will not pay for energy provided by Array  
There are 294 panels on the ARC roof  
Will produce 300,097 hours  
Years 7 through 20 years- will save approximately \$800,000

Ray Ropp asked if the panels can be adjusted- they are fixed and are more affordable  
Sally Pyne asked if ARC is largest project in Illinois- it is largest Non-Profit project  
Sally Pyne and Arlene Hosea thanked Supervisor Sarah Grammer and Straight Up for working on this project  
Supervisor Sarah Grammer stated that Solar is the future

#### Discussion of Road and Bridge Budget

Increased Audit amount as it is a new Contract with Audit company- to \$2000  
Increased the Capital Outlay for the new Highway Commissioner building- to \$300,000  
Legal draft approved by Attorney Redlingshafer so that the Bid notice can be advertised for contractors to Bid the project

Ray Ropp made the motion to pass the Tentative FY2022 Road District Budget and Sally Pyne seconded  
Roll Call: Aye: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer  
Nay: None

Passed

#### Discussion on the Tentative FY 2022 Normal Township Budget

ARC electric bill will increase for 2 months while transitioning with Solar  
Less allocated to Instructors for the ARC  
Anticipating a slow recovery with ARC membership/participation due to Covid

Ray Ropp made the motion to pass the Tentative FY 2022 Normal Township Budget and Sally Pyne seconded  
Roll Call: Aye: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer  
Nay: None

Passed

#### Discussion of the Greenspace Project at the ARC with service agreement with Farnsworth Group

No irrigation in bid- and no electric- the parking lot lights can provide light  
There possible be a water pump with a weather -proof outlet  
The space will be used for about 6 months out of the year- different program groups can use

Sally Pyne made the motion to pass the Greenspace service agreement with Farnsworth and Dayna Schickedanz seconded  
Roll Call: Aye: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer  
Nay: None

Passed

Ray Ropp made the motion to approve the Township Annual Meeting Agenda for 2020 and 2021 and Dayna Schickedanz seconded

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

Passed

#### Appointments to the Senior Advisory Committee

Ray Ropp made the motion to approve reappointment of Steven Kossman and approval of Leonard Ross to serve on the ARC Advisory Board

Board showed appreciation for Bob Steff's service with the ARC for many years- also during the ARC renovation 5 years ago  
Bob Steff and Margaret Ann Hayden revised the ARC Advisory Board Committee Mission and Guidelines  
Ray Ropp asked why to have 1 board member outside of Normal Bloomington- only 1 if they are a good addition

Supervisor Sarah Grammer will review the Update and present to Board for next month's meeting

Meeting was Adjourned at 9:45 AM

**Attachment 1: ARC Director of Operations Report**  
March 18, 2021

1. ARC's vaccine clinic is going well. The McLean County Health Department has reported they will be passing off vaccine clinics to the Illinois National Guard to operate the Grossinger Arena and satellite clinics across the county. We hope to complete our ARC clinics by the end of April with second dose clinics. April 9 is the last date for a first dose clinic at ARC if vaccine is available. Carle Bromenn was able to secure 200 doses of vaccine and designate these for ARC members. Faith in Action and CCSI is hosting a clinic on 3/19 and these doses will be added to the 400 scheduled to bring this number to 600 they can schedule.
2. Staff are continuing to assist members with scheduling vaccines as vaccine schedules become posted by McLean County Health Department and the various pharmacies in town. As schedules are posted by MCHD and we are aware of names we are able to continue to assist our members. The clinics has given us a chance to use the shuttle van when we had members that needed transportation to the clinic.
3. As the vaccine clinic is winding down, a large population of the membership will have received a second vaccine and the process of planning for resuming in-person programming has begun. Staff are planning a key fob distribution during days when clinics are not held to prepare for member's return. Molly has identified activities that are deemed safe for COVID protocols. Masks and social distancing will be the norm.
4. 143 Membership Renewals were processed in February and 40 renewals since March 10. \$1920 was collected January credit card transactions; \$540 for February; and \$420 for March indicating a trend that more members are using credit cards to pay for transactions.
5. More than 217 wellness calls were made by three Member Service Representatives during the month of February. 273 birthday calls were made.
6. Zoom statistics for the month of February: Hosted 81 meetings; 716 participants; 40,034 minutes (667 hours) of member engagement on Zoom.
7. Straight-Up Solar panel installation on the roof of ARC was completed. If you have Facebook, there are pics there of the roof with the panels installed.

8. Sammi and I presented the outcomes from the UCLA Loneliness Survey to the monthly Reducing Social Isolation working committee for ECIAAA on March 1. 545 members completed the survey. 293 members indicated they are least to moderately lonely according to the scoring. 56 scored close to Most Lonely. Well-being calls are being made to this group.
9. ISU Mennonite College of Nursing technology training survey has been released to the membership. More than 306 members have clicked the link to the survey.
10. The Quarantine Quilt raffle ends at the end of March. Ticket sales have reached \$1375. There were some wonderful writeups on this project and the quilt raffle in the Pantagraph and WGLT online.
11. SHIP counselors must complete criminal background checks involving fingerprinting and a national background check in order to be in compliance with the state SHIP program. Our ECIAAA has indicated funding is available to help process checks. I will be working with the group to complete this process. Background checks must be done every three years.
12. VITA has had more than 400 appointments scheduled for tax preparation.
13. Leonard Ross was introduced to the Advisory Board at their March 4 meeting. Leonard is being submitted to the Township Board as a candidate for the Advisory Board. Leonard joined ARC in 2019 along with his wife. He worked at State Farm as a Claims Specialist for more than 29 years. He was born and raised in Chicago, attended Marquette University and moved to Illinois in 1996. He is an active member of his fraternity Omega Psi Phi, a social organization serving the Bloomington Normal community and a member of Nexus Church. Leonard walked the ARC's walking track daily prior to the pandemic.

**Attachment 1: NORMAL TOWNSHIP SUPERVISOR'S REPORT**

Prepared by Sarah Grammer

March 18, 2021

1. **Assistance Report:** In February, 35 assistance appointments were scheduled for 30 residents. The township disbursed \$8,882.57 in General Assistance funds to 29 clients. One application for \$605 Emergency Rent Assistance was also processed to eliminate threat of eviction.

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

2020	GA	AMOUNT	EA	AMOUNT
20-Mar	40	\$12,067.86	3	\$1,465.29
20-Apr	40	\$11,856.00	0	0
20-May	38	\$11,856.00	0	0
20-Jun	37	\$11,544.00	0	0
20-Jul	39	\$12,031.94	0	0
20-Aug	42	\$10,429.51	0	0
20-Sep	34	\$10,608.00	11	\$5,510.32
20-Oct	33	\$9,883.37	8	\$4,105.81
20-Nov	32	\$9,584.45	0	0
20-Dec	27	\$8,220.00	0	0
21-Jan	28	\$8,736.00	7	\$5,413.39
21-Feb	29	\$8,882.57	1	\$605.00
<b>TOTAL</b>	<b>419</b>	<b>\$125,699.70</b>	<b>30</b>	<b>\$17,099.81</b>

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

2019	GA	AMOUNT	EA	AMOUNT
19-Mar	47	\$11,750.00	6	\$4,033.17
19-Apr	41	\$12,464.00	10	\$4,502.42
19-May	47	\$14,288.00	16	\$8,793.43
19-Jun	40	\$11,938.02	17	\$7,636.51
19-Jul	51	\$15,369.60	25	\$13,581.64
19-Aug	43	\$12,717.80	24	\$13,683.23
19-Sep	45	\$12,781.39	33	\$18,927.43
19-Oct	42	\$12,485.00	31	\$16,223.59
19-Nov	38	\$11,552.00	18	\$9,404.40
19-Dec	42	\$12,768.00	18	\$12,913.14
20-Jan	51	\$15,269.29	12	\$8,654.44
20-Feb	48	\$14,756.94	5	\$2,330.98
<b>TOTAL</b>	<b>535</b>	<b>\$158,140.04</b>	<b>215</b>	<b>\$120,684.38</b>

2. **Solar Array at ARC:** The Solar Array installation at ARC is complete. Staff from StraightUP Solar will give a presentation about the new array at the board meeting.
3. **ARC Greenspace Project:** A project services agreement from Farnsworth Group for the ARC Greenspace Project is in your packet for consideration.
4. **Normal Township Senior Advisory Committee:** Two committee members have terms ending in March, current chair Steven Kossman and former chair Robert Stefl. Steven Kossman is asking to be reappointed for a second term. ARC Member Leonard Ross is asking to be appointed to his first term, replacing Robert Stefl who is retiring from the committee. See ARC Director Rick Lewis's report for more information about Mr. Ross.
5. **Township Website:** The IT391: Directed Project In Information Technology class, lead by Dr. Hyoil Han at ISU, has made progress creating a new, enhanced homepage and website structure for the township. They are working with our previous web designer to ensure all portions of the website continue to work as they should. The new site design should be complete in late April.
6. **Annual Town Meeting:** No requests were received from residents to add items to the Annual Town Meeting agenda.
7. **ARC 5-year Anniversary:** ARC's five-year anniversary is this April, and staff are working on ways to celebrate the occasion with the membership within COVID-19 protocol.