

NORMAL TOWNSHIP
REGULAR BOARD MEETING AGENDA
MARCH 15, 2018 AT 8:15 AM
NORMAL TOWNSHIP HALL
304 E MULBERRY, NORMAL, IL

1. Call to Order
2. Approval of the February 15, 2018 Special Meeting Minutes (Action)
3. Approval of Expenditures from February 22, 2018 to March 15, 2018 (Action)
4. Reports
 - A. Community Engagement
 - B. Assessor
 - C. Clerk
 - D. Highway Commissioner
 - E. ARC Staff and Advisory Board
 - F. ARC Living Memorial Foundation Board
 - G. Supervisor
5. Public Comment
6. New Business
 - A. Discussion and vote on FY 2019 Tentative Budget (action)
 - B. Discussion and vote on the transfer of funds between budget lines (action)
 - C. Discussion and vote on the agenda for the Annual Meeting on April 10th (action)
 - D. Acknowledgement of Dennis Bourgerie's service on the Advisory Committee
 - E. Appointment of two Normal residents to the Advisory Committee (action)
 - F. Discussion and vote on Room Rental Policy for ARC (action)
 - G. Discussion and vote on ordinance to improve transparency (action)
 - H. Discussion on Apartment Tax Settlement Agreements
 - I. Discussion of FY 2019 grant application and approval process
10. Suggested Items for the Next Agenda
11. Adjournment

Next Normal Township Board Meeting: Thursday, April 19, 2018 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, April 5, 2018 – 9:30 AM

NORMAL TOWNSHIP
SPECIAL BOARD MEETING AND MONTHLY BOARD MEETING
NORMAL TOWNSHIP BUILDING
304 EAST MULBERRY
FEBRUARY 22, 2018
8:15 AM

Public Hearing began at 8:15AM for the Budget Amendment Resolution- there were no comments

Board Meeting was called to order at 8:20AM

BOARD MEMBERS PRESENT: Supervisor Sarah Grammer, Trustees Sally Pyne, Samantha Quigle, Ray Ropp

BOARD MEMBERS ABSENT: Arlene Hosea

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

ELECTED OFFICIALS ABSENT: None

OTHERS PRESENT: ARC Director of Operations Mindy Morgan, ARC Advisory Alan McDowell, Curt Richardson of McLean County Unit School District Number 5, Attorney for First Site Elizabeth Megli and Derek Beigh of the Pantagraph

Sally Pyne made the motion to approve the January 18, 2018 Board Meeting Minutes and Samantha Quigle seconded and was approved

EXPENDITURES for January 19- February 22, 2018

General Assistance: \$25,685.90

General Town: \$53,542.36

Road and Bridge: \$10,367.47

Senior Citizen: \$70,147.22

Sally Pyne had a question on 4 landlords receiving \$10,557. Sarah Grammer stated that these landlords rent a small amount of properties and rent to higher risk renters. The high payout to an instructor teaching at ARC charges a higher fee and teaches many classes. Need to look at possibly hiring a full-time or a couple part-time instructors and look at the true cost considering all the administration duties and time on managing instructor's classes.

Sally Pyne made a motion to approve the expenditures and Sam Quigle seconded and was approve

COMMUNITY ENGAGEMENT REPORT

Sally Pyne, Sarah Grammer and Arlene Hosea attended the Martin Luther King Luncheon and sat at the Normal Township table sponsored by Arlene Hosea. Glad to have a township presence present. Attended McLean County Chamber of Commerce Business After hours and spoke with several new contacts about the ARC and the functions of township government

ASSESSOR REPORT by Rob Cranston

Board of Review Report for final Assessment- added \$4.4 million in assessed value. Received a 1.0 multiplier. 2017 Assessed Value \$961,873,772.

Board of Review for First Site apartment properties decreased by amount \$955,922- net increase from 2016 EAV \$3,476,872. 2017 Value after BOR- \$960,907,368.

Assessments will most likely decrease next year.

CLERK REPORT by Amy Conklin- nothing to report

ROAD COMMISSIONER REPORT by Arin Rader

The property that township will purchase was approved by the McLean County Zoning Department

Contacted the State on the decline of overpass of 2000N Road over Rt.39- the County and IDOT have already reviewed this issue to be fixed

SENIORS PROGRAM

Mindy Morgan stated that the security is up and running and the Silver Sneakers program is getting more awareness from members

Alan McDowell reminded the board that the ARC is only 2 years old and they are learning as they go. Artwork will be hung on April 1st. Developing a 7 year plan for the ARC

GENERAL ASSISTANCE REPORT by Sarah Grammer

January had 102 appointments for 91 residents

January 2018 GA

55 clients for \$13,347.95

January 2017 GA

26 clients for \$6,416.89

January 2018 EA

13 clients for \$8,390.08

January 2017 EA

12 clients for \$4,289.00

Many disabled clients are receiving assistance while waiting for their Social Security to begin. Planning on working with clients who have criminal backgrounds and local businesses who will hire those with this past record.

Would like to continue a 12 month rolling GA/EA report

SUPERVISOR REPORT by Sarah Grammer

County Clerk will be emailing Economic Interest forms and are due May 1st
Budget Hearing will be with the April Board meeting
Need more people to sponsor 14 tables- Sally Pyne thought the vendors that
The ARC and Township uses would be good to approach to purchase

No Closed Session
No Public Comment

UNFINISHED BUSINESS- None

NEW BUSINESS

Sally Pyne made the motion to approve the 2018 Budget Amendment and Sam Quigle seconded and was approved

Discussion on 2019 budget- Ray Ropp does not want Township Reserve line to keep decreasing. Sally Pyne would like for all grants to be reviewed and why Township supports these organizations
Will vote on Budget at March meeting

Ray Ropp made the motion to approve the Meeting Dates for Normal Township Board from April 1, 2018 through March 31, 2019. Sally Pyne seconded and was approved

Sarah Grammer and Arlene Hosea met with Toni Tucker, who is director for event rentals at ISU and Ewing Manor, to receive advice on how to rent space (ARC)
Renting the auditorium during the weekend would not be fiscally worthwhile
Possible renting rooms during main ARC hour
Mindy Morgan advised the Board that parking during ARC hours should be considered since there is limited space
Alan McDowell suggested having an Event Manager for the ARC

Apartment Tax Settlement

Curt Richardson of Unit 5 School District brought an Agreement involving First Site and Unit 5 and explained the process of appealing tax assessments and how Unit 5 and First Site came to this point. First Site only wants to pay so much for property taxes in which Unit 5 depends on. Both parties want "stability" every year. First Site stated they will appeal every year that they believe their assessed value is too high and or disagree with the Board of Review. Attorney Elizabeth Megli explained and defended First Site's position.

Assessor Rob Cranston is not involved in this agreement. He explained how properties are valued and he valued these apartment properties based on what the market says. His numbers were appropriate and fair.

After listening to this situation, Ray Ropp asked if this is even legal. He believes that Assessor Rob Cranston correctly appraised the value and would support Rob's elected office position and not the agreement. Sarah Grammer asked if the school district could

provide the township with a list of the owners of the properties. Mr. Richardson stated they do not have a list of the owners, just the president or manager of each company.

Board agreed to discuss this agreement further and will not vote on this until the April Board meeting.

Ray Ropp moved to adjourn meeting at 10:39AM and Sam Quigle seconded and was approved.

Normal Township Clerk- Amy Conklin

Date

Normal Township
SUPERVISOR'S REPORT
Prepared by Sarah Grammer
March 15, 2018

1. **Assistance Report:** In February, 98 assistance appointments were scheduled for 83 residents. The township disbursed \$12,576.31 in General Assistance funds to 51 clients and \$5,506.77 in Emergency Assistance to 11 families (6 to prevent evictions and 5 for utility disconnections).

2018 GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE				
2018	GA	AMOUNT	EA	AMOUNT
Jan	55	\$13,347.95	13	\$8,390.08
Feb	51	\$12,576.31	11	\$5,606.77
TOTAL	102	\$25,924.26	22	\$13,996.85
2017 GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE				
2017	GA	AMOUNT	EA	AMOUNT
Jan	26	\$6,416.89	12	\$4,289.00
Feb	28	\$6,731.87	6	\$1,882.24
Mar	27	\$6,750.00	0	-
Apr	29	\$7,169.12	25	\$5,944.80
May	29	\$7,215.00	13	\$3,825.37
Jun	43	\$10,602.37	21	\$6,385.34
Jul	46	\$11,500.00	21	\$12,192.89
Aug	49	\$12,250.00	33	\$21,185.64
Sep	44	\$10,968.23	18	\$8,337.61
Oct	52	\$12,840.92	24	\$14,019.11
Nov	51	\$12,376.90	21	\$12,506.91
Dec	54	\$13,153.49	17	\$11,446.73
TOTAL	478	\$117,974.79	211	\$102,015.64

2. **Statements of Economic Interest:** Please watch for a statement of Economic Interest from the County Clerk in your email. Statements are due by May 1st.
3. **Annual Meeting:** The agenda for the Annual Town Meeting is included in your packet.
4. **Budget for FY 2019:** Packets include the proposed budgets for FY 2019. I am recommending that the board approve forwarding the proposed budgets to the clerk to make available for public inspection for at least 30 days ahead of a budget hearing on Thursday, April 19, 2018 at 8:15am, ahead of the regular meeting.

5. **Senior Advisory Committee:** The board will appoint two residents from Normal to fill new terms starting April 1, 2018 on the Senior Advisory Committee. Current Co-Chair Bob Stefl has asked to be reappointed for another term, and the Senior Advisory Committee has nominated Steven Kossman to fill the seat that will be vacated by Dennis Bourgerie, who is retiring from the board after serving six years. A lunch to celebrate Dennis will take place at Olive Garden at 11:30a.m. on Thursday, March 22nd. Please let Alan McDowell know if you would like to attend. (Attendees are responsible for the cost of their own meals.)
6. **Apartment Tax Settlement Agreements:** Our attorney has reviewed the tax settlement agreements and believes there are concerns with the agreement as presented. By having the parties agree to future values, they are infringing on the assessor's statutory duties. In other tax settlement agreements that cover future years, the assessor signs the agreement as well because he/she agrees to value properties at the agreed-upon levels. With pending cases or past valuations, the assessor's job is done and being challenged. In future years, the regular process has not been conducted. Without the county and assessor both signing off on the fact that process can be skipped by agreement of the parties, our attorney is uncertain of how any party can agree to simply step around it.

The tax settlement agreements failed to pass the Normal Public Library Board 6-1 at their February 28th meeting. Seven members of the public spoke in opposition to the agreements.

7. **Normal Township Workforce Classes:** IDES will be providing a class at the township on March 27th from 1:30-4:30PM. The class will include helpful information for job seekers who have criminal backgrounds and will include information about fidelity bonding, work opportunity tax credits, health care waivers, construction apprenticeship programs, and soft interview skills.
8. **Food Insecurity:** On Friday, March 2nd, I attended a Food Insecurity on College Campuses conference in Moline. I am working with several ISU student groups and First United Methodist Church to help open a food pantry on campus in August ahead of the new school year. I am also working with Midwest Food Bank to see how the township could participate in a monthly food distribution that would serve our assistance clients. Additionally, a non-profit food pantry is looking at the unfinished space on the second floor of the ARC to see if it could accommodate their food ministry which could serve seniors at the ARC as well the neighboring community.
9. **TOI Conference:** A day-long educational program called "Navigating Through Township Government" will be offered at the Marriott in Normal on Thursday, May 24th. The cost is \$75/person. If you would like to attend, please let me know.

ANNUAL TOWN MEETING

NORMAL TOWNSHIP

Tuesday, APRIL 10, 2018

7:00 p.m.

Normal Township Hall

304 E Mulberry, Normal, IL

AGENDA

1. Call to order: Amy Conklin, Town Clerk
2. Nomination of Moderator
3. Election and Swearing-in of Moderator
4. Approval of Minutes of the April 11, 2017 Annual Meeting
5. Approval of Financial Reports
6. Reports by Township Officials
 - a. Assessor Rob Cranston
 - b. Clerk Amy Conklin
 - c. Highway Commissioner Arin Rader
 - d. Supervisor Sarah Grammer
7. Public Comment
8. New Business
 - a. Discussion and vote on resolution to transfer up to \$290,000 from General Town New Building Fund to the Senior Citizen Fund for the purpose of covering operating expenses if needed
 - b. Discussion and vote on resolution to sell township property used for the Road and Bridge maintenance building located at 202 West Northtown Road in Normal
 - c. Discussion and vote on resolution to purchase property for a new Road and Bridget maintenance building at 2601 North Linden Street in Normal
 - d. Discussion and vote on the time for the 2019 Annual Town Meeting
9. Adjournment

**Normal Township
Activity and Recreation Center
Member Room Rental Policy**

Introduction

The Activity and Recreation Center (ARC) provides a modern, friendly atmosphere for socialization and fitness as well as recreational, nutritional, and health support and assistance services for senior citizens. The ARC provides a comprehensive range of programs and services for older adults. The classes and activities offered meet a wide array of interests, expectations and needs.

Purpose and Intent

The intent of this policy is to promote use of the facility for members who are looking for a space to host events such as Celebration of Life Services, Retirements, Anniversary Celebrations and other approved functions. It outlines scheduling availability, charges and rules and regulations for use of the facility. Charges and/or user fees are based on staffing, set-up, and maintenance costs as well as market rates for similar facilities and/or spaces. Rental space includes the Recreation/Pickleball Court and the kitchen.

Rental Classification

Normal Township: Any activity related to or benefitting the operations of the Normal Township including but not limited to, Township Board and ARC Advisory Board meetings and/or sponsored or hosted programs, events and public meetings.

ARC Members: Only ARC members can rent facility space and a member must be in attendance for the duration of the event.

Rules

Supervision

An ARC staff person will be on site during the event however it is the sole responsibility of the member to provide sufficient and effective supervision of the event. ARC management reserves the right to require specific information in advance of the event as to supervision.

Use of equipment and premises in general

A limited number of tables and chairs and basic sound amplification and audiovisual equipment are available for use at an additional cost. Any equipment needs beyond what the ARC provides must be obtained by the member and shall be removed from the facility at the end of the rental time.

Maximum precautions must be taken to avoid fire hazards. Normal Township property is tobacco-free, indoors and out. Only battery-operated candles are allowed. Only non-flammable decorations are to be used in the building. No fog and smoke machines are allowed since smoke will affect the buildings fire system.

The building does have security/safety camera monitoring.

No decorations, posters, etc., may be affixed to walls. No nails, staples, tacks or other instruments that can pierce any surface are allowed. Tape may not be affixed to the walls. Free standing banners and décor are acceptable.

Alcohol is strictly prohibited on the premises.

Members are required to leave the facility in the condition in which they found it, with the exception of moving ARC owned tables and chairs and other equipment provided. All trash must be discarded in the appropriate receptacle provided. The staff on duty will conduct a pre and post walk through of the facility to ensure that no damage or loss has occurred.

Maximum room occupancy regulations will be enforced.

Reservations and Rental Fees

An event date will be reserved and confirmed once a completed application is received along with a \$600.00 damage deposit and 50% of the space rental fee. The damage deposit shall be returned within one (1) week after the rental date if no deductions are necessary.

The space will be available for rental from noon - 9 p.m. on Saturday and 6 a.m. – 2 p.m. on Sunday and must be reserved for a minimum of 2 hours. Rental hours shall be calculated from the time the member enters the space until the time of departure, including all set up and clean up time, and must adhere to the hours requested and approved on the facility use agreement/contract.

A minimum notice of 5 business days is required for rental of the space to allow for coordination of staff schedules.

Food and Catering Services

Food and non-alcoholic beverages are permitted. However, no food can be sold during the event. The kitchen space and equipment may be reserved for an additional fee (see fee schedule). Catering services are permitted and must provide the following information prior to the event:

- A copy of the caterer's current license to operate, issued by the McLean County Health Department.
- A copy of the caterer's insurance policies. These will include insurance coverage for General Liability, Automobile, Workers' Compensation and Employers Liability.

A checklist will be provided upon arrival at the event. This checklist must be completed and returned to the ARC staff person on duty at the completion of the event. A subsequent inspection of the facility will be conducted and the member or caterer will be responsible for correcting any deficiencies.

Kitchen cleaning will be the responsibility of the member or caterer. Cleanup must be to its pre-use condition including the removal of trash, sweeping, cleaning of all equipment using materials approved by the ARC. Leftover foods must be removed promptly.

Failure to clean the kitchen to its pre-use condition may result in additional charges and will be deducted from the damage deposit.

Parking

Parking is available in designated parking areas around the facility. The East Entrance will be the only entry available during the event.

ARC Rental Fee Schedule

Weekend Rates: Saturday noon – 9 p.m., Sunday 6 a.m. – 2 p.m.

Item	Per Rental Fee	Additional Per Hour Staffing Fee
Recreation/Pickleball Room*	\$350.00	\$35.00/hr.

Prep Kitchen, add-on	\$200.00	
AV Equipment, add-on	\$75.00	
Damage Deposit (refundable)	\$600.00	

Examples: Two hour rental of Recreation Room = \$350 room rental + \$70 staffing fee = \$420

Three hour rental of Rec Room with Kitchen = \$550 room rental + \$105 staffing fee = \$655

- All fees include use of available equipment (e.g. tables, chairs, podium, refrigeration, sinks, etc.)
- The above room rental, kitchen and staffing fee represent the hourly fee for the duration of the event which includes set-up & clean-up time.

*Minimum two hour rental. 50% of the total fees will be due at the time of making the reservation and remaining balance due at the time of the event. Full refund if canceled 30 days or more before date of event. No refund of deposit if canceled less than 30 days before date of event.

**Normal Township
Activity Recreation Center
Member Room Rental Application**

Member Name _____

Member Address _____

Member Mobile Phone Number _____

Member E-mail Address _____

Description of Event _____

Date of Event _____

Number of Attendees _____

Time of Event: From _____ AM/PM To _____ PM

Will food/beverage be served?

- ☐ Yes Name of Caterer _____
- ☐ No

Which room(s) are you requesting to rent for your event?

- ☐ Recreation/Pickleball Room
- ☐ Recreation Room with Prep Kitchen

*Check with the McLean County Health Department Environmental Health Division on whether a temporary food service permit is required for your event: (309) 888-5450

1. If bringing in food for a private event (pot-luck style, i.e. no caterer) and the food is NOT being sold as part of the event (baby showers, birthday parties, anniversary celebrations, Celebration of Life service, etc.), then no further health department contact is needed.

2. If using a caterer, a copy of the caterer's current license to operate issued by the McLean County Health Department must be provided to ARC at least 30 days prior to the event, along with a copy of the caterer's insurance policies for General Liability, Automobile, Workers Compensation and Employers Liability.

Release of Claims, Indemnity and Hold Harmless Agreement

The Member/User shall, to the maximum extent permitted by law, indemnify and hold harmless the Normal Township, its officers, agents, volunteers and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses that may arise out of or in connections to the Member/User's use of the Activity Recreation Center (ARC) located at 600 E. Willow St., for any damages to its real or personal property that occurs in conjunction with the use of the facility by the Member/User, unless the damage is caused by the Normal Township's gross negligence or willful misconduct.

I _____ (printed name), have read and understand the Policy for Member Use of the ARC and HEREBY AGREE TO ABIDE BY THEM. I UNDERSTAND AND AGREE THAT FAILURE TO ABIDE BY ANY OF THE POLICIES MAY RESULT IN THE FORFEITURE OF THE DAMAGE DEPOSIT AND ELIMINATION OF MY NAME FROM USAGE OF THE FACILITY.

Signature

Date

ARC Director Signature

Date

TO: Normal Township Trustees
CC: Township Assessor, Clerk, and Road Commissioner
From: Sarah Grammer, Supervisor
DATE: March 15, 2018
SUBJECT: Proposed Transparency and Disclosure Policy

Over the past six months, the Township has been asked to adopt agreements involving several different Limited Liability Companies (LLCs). Some of the LLCs seeking to do business with the Township have disclosed only the names of the managers of the LLCs, not the names of the actual natural persons who are the owners. Without knowing the names of the owners of the LLCs, the elected officials of Normal Township cannot know with certainty that their actions do not create a conflict of interest.

Research indicates that the cities of Chicago and Champaign have both adopted formal policies of disclosure to uncover the names of the people who seek to do business with these government bodies. I recommend that the board adopt a disclosure policy to put Normal Township at the forefront of systematic transparency in McLean County.

If adopted, the proposed Normal Township & Normal Township Road District Disclosure Policy would increase transparency in the Township's business dealings. The proposed policy mirrors the City of Champaign's disclosure policy, which was adopted in 2014.

As elected officials, we are all bound by conflict of interest laws which help the public to be assured that we are open and transparent and that none of us are unduly profiting from our public service. In order for us to be fully open and transparent, it is important to know with whom we are doing business. Additionally, disclosure of beneficial interests is important to ensure that the public is informed of the persons who benefit from business transactions with the Township.

The Disclosure Form that is attached to the proposed policy document will be required to be completed and attached to every contract or agreement presented to the Township Board of Trustees for consideration. This will allow for certainty that no conflicts of interest exist between the trustees when making a vote and for the public to verify the same.

The adoption of this policy will put no undue financial burden on an entity seeking to do business with the Township.

Unless we as public officials know who we are doing business with, we cannot confirm the lack of a conflict of interest.

RESOLUTION NO. 2018-_____

**A RESOLUTION ADOPTING A POLICY OF DISCLOSURE
AND TRANSPARENCY FOR NORMAL TOWNSHIP AND
NORMAL TOWNSHIP ROAD DISTRICT, MCLEAN COUNTY, ILLINOIS**

WHEREAS the Illinois Governmental Ethics Act (5 ILCS 420) (herein the "Ethics Act") provides guidance to ensure ethical standards and disclosure of any economic interests that occur within all levels of Illinois government including units of local government; and,

WHEREAS the Ethics Act permits any unit of local government to enact financial disclosure requirements that mandate more information than required by the Ethics Act; and,

WHEREAS Normal Township and Normal Township Road District, McLean County, Illinois (herein collectively the "Township") are both units of local government in Illinois under the Illinois Constitution; and,

WHEREAS the Township Supervisor, the Township Trustees, and Road Commissioner desire to act in a manner that maintains the integrity and public trust of the residents of the Township; and,

WHEREAS the Township Supervisor, the Township Trustees, and Road Commissioner desire to maximize the value of the expenditure of public moneys in procuring goods and services on behalf of and for the benefit of the Township and its residents; and,

WHEREAS in discharging its duties, the Township Supervisor, the Township Trustees, and Road Commissioner desire to use all available information, reasonable efforts, and reasonable actions to protect, safeguard, and maintain the procurement process of the Township by establishing a method to collect information about the entities with which the Township may have dealings with in the future; and,

WHEREAS the Township Supervisor, the Township Trustees, and Road Commissioner desire to adopt a policy and establish a procedure to disclose any potential conflicts of interest that may or may not exist in the Township's dealings with for-profit and non-for-profit entities with which the Township may conduct business with or enter into agreements with in the future.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF NORMAL TOWNSHIP:

SECTION ONE: The attached policy entitled "Normal Township & Normal Township Road District Disclosure Policy" shall provide guidance to the Township in matters pertaining to land use actions, real estate transactions, incentive agreements, and purchase contracts. Disclosure of natural persons involved in these matters is required unless otherwise specified by the Township Attorney.

SECTION TWO: That it is the intention of the Board of Trustees of Normal Township that this Resolution and every provision thereof shall be considered separable, and

the validity of any section, clause or provision of the Resolution shall not affect the validity of any other portion of this Resolution.

SECTION THREE: That the Board of Trustees of Normal Township finds that the subject matter of this Resolution pertains to the government and affairs of Normal Township and is passed pursuant to the Township Code and the Ethics Act.

SECTION FOUR: That this Resolution shall be known as Resolution No. 2018 - 04 of Normal Township, Illinois and shall be in full force and effect from and after its passage and approval.

ADOPTED this _____ day of _____, 2018 pursuant to a roll call vote by the Board of Trustees of Normal Township, McLean County, Illinois.

BOARD OF TRUSTEES

AYE

NAY

ABSENT

Arlene Hosea

Sally Pyne

Samantha Quigle

Ray Ropp

Sarah Grammer

ATTEST:

APPROVED:

Amy Conklin
Normal Township Clerk

Sarah Grammer
Normal Township Supervisor

AGREED:

Arin Rader
Normal Township Road Commissioner

NORMAL TOWNSHIP & NORMAL TOWNSHIP ROAD DISTRICT DISCLOSURE POLICY

ADOPTED BY THE TOWNSHIP SUPERVISOR AND TRUSTEES OF NORMAL TOWNSHIP
ON _____

This disclosure policy shall apply to Normal Township and Normal Township Road District (herein collectively the "Township").

A. TIME OF DISCLOSURE

At the time of application, at the inception of negotiations, or as part of any contractor selection, bid or proposal process, the Township shall require disclosure of ownership interests as set forth in this policy.

B. TRANSACTIONS COVERED BY POLICY

Disclosure shall be required in the following instances:

1. Real estate transactions involving the Township as a party to the transaction, including the purchase or sale of any real property, right-of-way, or easements.
2. Agreements between the Township and owners or developers of real property which provide tax incentives, waivers of regulation, or financial benefit to such owner or developer.
3. Contracts for the purchase of goods or services over \$25,000.00 in value where the Township is a party to the contract.

C. WHAT MUST BE DISCLOSED

Disclosure of natural persons is required unless otherwise specified by the Township Supervisor or Township Attorney. If the initial round of disclosure reveals the parties interest to be a land trust, partnership, limited liability company, corporation, or not-for-profit corporation, then disclosure will require that natural persons having the relationship described below to the type of entity in question are named.

Disclosure shall include the address of the principal place of business or headquarters of the entity required to provide the disclosure, as well as the names and addresses of the following persons for the type of entity specified below:

1. **Land Trusts:** All beneficial owners of the trust with ownership interest of 5% or greater, and disclosure of anyone who has a power of direction over the land trust.
2. **Partnerships and Joint Ventures:** All partners whether general or limited with ownership interest of 5% or greater.

3. **Limited Liability Companies:** The names of all managers and members of the limited liability company who have a 5% or greater ownership interest in the company.
4. **Corporations:** The names and addresses of all corporate officers and shareholders owning or controlling 5% or more stock, the name and address of the registered agent, the state of incorporation, and the address of the corporation's principal place of business.
5. **Not-for-Profit Corporations:** The members of the Board (or Controlling entity in Illinois) and the manager (or the head of the organization in Illinois).
6. **Sole Proprietorships:** The owner.
7. **Other Entity Type:** Disclosure as specified by the Township Supervisor and Township Attorney.

D. TRANSACTIONS NOT SPECIFICALLY ADDRESSED

The Township Supervisor and Township Attorney may specify disclosure requirements in situations not specifically addressed by this policy.

E. FORMS

All employees of the Township shall use forms provided or approved by the Township Supervisor and Township Attorney in order to implement this policy.

F. DISCLOSURE APPENDED TO DOCUMENTS

Disclosure forms shall be appended to the agreement or other documents or approvals to which they are related.

NORMAL TOWNSHIP
DISCLOSURE AFFIDAVIT

(Fill in state and county in which affidavit is being signed)

STATE OF _____)
COUNTY OF _____) ss.

I, the undersigned, being duly sworn, do state as follows:

BUSINESS STATUS STATEMENT

A. _____ is a:

- ☐ Corporation
- ☐ Partnership or Joint Venture (General or Limited)
- ☐ Limited Liability Company (LLC)
- ☐ Individual or Sole Proprietorship
- ☐ Not-for-Profit Corporation
- ☐ Land Trust

Contractor's Federal Tax Identification Number, or in the case of an individual or sole proprietorship, Social Security Number: _____

(If a Corporation, complete B; If a Partnership or LLC, complete C; If an Individual, complete D; if Not-for-Profit Corporation, complete E)

B. CORPORATION

The State of Incorporation is _____.

Registered Agent of Corporation in Illinois: _____ Name _____ Address _____ City, State, Zip _____ Telephone _____	Business Information (If Different from Registered Agent): _____ Company Address, Principal Office _____ City, State, Zip _____ Telephone _____ Facsimile _____ Website _____
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The corporate officers are as follows (list and identify all corporate officers - attach additional sheets if necessary):

President: _____

Vice President: _____

Secretary: _____

Attach a List of all shareholders owning five percent (5%) or more of the stock in the corporation.

C. PARTNERSHIP OR L.L.C.

The business address is: _____

Telephone: _____ Fax: _____

Website or Email Address: _____

The partners or members are as follows: (Attach additional sheets if necessary)

Name:	_____
Address:	_____
Telephone:	_____
Name:	_____
Address:	_____
Telephone:	_____
Name:	_____
Address:	_____
Telephone:	_____

Manager of LLC (attach additional sheets as needed):

Name: _____

Address: _____

Telephone: _____

D. INDIVIDUAL PROPRIETORSHIP

The business address is _____

Telephone: _____ Fax: _____

My home address is _____

Telephone: _____ Fax: _____

Email or website: _____

E. NOT-FOR-PROFIT CORPORATION

The business address is: _____

Telephone: _____

Email or website: _____

Director or CAO: _____

The Board Members are as follows: (Attach additional sheets if necessary)

Name:	_____
Address:	_____
Telephone:	_____
Name:	_____
Address:	_____
Telephone:	_____
Name:	_____
Address:	_____
Telephone:	_____
Name:	_____
Address:	_____
Telephone:	_____

F. LAND TRUST

Bank or entity acting as Trustee is: _____

Address: _____

Telephone: _____ Fax: _____

Trust #: _____

Power of Direction: _____

Address: _____

Telephone: _____ Fax: _____

Beneficial Interests:

Name:	_____
Address:	_____
Telephone:	_____
Name:	_____
Address:	_____
Telephone:	_____
Name:	_____
Address:	_____
Telephone:	_____
Name:	_____
Address:	_____
Telephone:	_____

 _____

Signature

Printed Name: _____

Title: _____

SUBSCRIBED and SWORN to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____