

NORMAL TOWNSHIP  
MONTHLY BOARD MEETING  
NORMAL TOWNSHIP BUILDING  
304 EAST MULBERRY  
NOVEMBER 19, 2020  
8:17 AM

MEETING HELD VIRRUALLY THROUGH ZOOM VIDEO  
(Supervisor Sarah Grammer physically present in Township Building)

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

BOARD MEMBERS ABSENT: Dayna Schickedanz

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

ELECTED OFFICIALS ABSENT: None

Ray Ropp made the motion to approve the October 15, 2020 Regular Meeting Minutes and Sally Pyne seconded  
Roll Call: Yea: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer  
Minutes approved

Ray Ropp made the motion to approve Expenditures from October 16, 2020 to November 19, 2020 and Sally Pyne seconded  
Roll Call: Yea: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer  
Expenditures approved

General Town: \$358,746.22 (annual ARC loan payment made to Morton Bank )  
Senior Citizen: \$22,261.68  
General Assistance: \$6,621.80  
Road and Bridge: \$1,888.79

COMMUNITY ENGAGEMENT REPORT: Nothing to report

ASSESSOR REPORT by Rob Cranston: The Board of Review Session is coming to an end

CLERK REPORT by Amy Conklin: The Township Caucus will be December 1, 2020  
The Democratic Caucus will be held at 6:01pm at the ARC  
The Republican Caucus will be held at 6:30 pm at the Republican Headquarters at 211 Landmark Drive

HIGHWAY COMMISSIONER REPORT by Arin Rader: Will start hauling Salt from the County- this year's Salt cost is \$40/ton, last year was \$120- Rebuild Illinois Funds of \$24,000 through 2023- First year using the Motor Fuel Tax for tarring roads

ARC STAFF AND ADVISORY COMMITTEE REPORT: Please see attached Rick Lewis' ARC notes

SUPERVISOR REPORT by Sarah Grammer: Please see attached notes

PUBLIC COMMENT: None  
CLOSED SESSION: None

NEW BUSINESS

Sally Pyne made the motion to approve the Ordinance Authorizing 2020 General Town Levy for the receipts of \$2,031,000 and Ray Ropp seconded  
Roll Call: Yea: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer  
Nay: None  
Approved

Ray Ropp made the motion to Announce to Adopt the 2020 Road and Bridge Tax Levy for \$686,300 and Arlene Hosea seconded  
Roll Call: Yea: Arlene Hosea, Sally Pyne, Ray Ropp and Supervisor Sarah Grammer  
Nay: None  
Approved

Discussion of the ARC and Township Holiday Schedule- the ARC has remained open on certain holidays to acknowledge or celebrate the day with ARC members

Sally Pyne suggested to add Indigenous Day on October 11, 2021, Junetenth on June 18, 2021 and Easter Monday on April 5, 2021.

Sally Pyne made the motion to approve the 2021 Holiday schedules for ARC and Township with the addition of Indigenous Day on October 11 and Junetenth on June 18 and Arlene Hosea seconded

Roll Call: Yea: Arlene Hosea, Sally Pyne, and Supervisor Sarah Grammer

Nay: Ray Ropp

Approved

Discussion of Township and Assessor Website- Sally Pyne believes it needs to be updated

Semi-Annual Review of Closed Meeting Minutes. Sally Pyne moved to dispose of verbatim audio recordings of November 15, 2018 Closed Session Meeting Minutes as the approved written minutes of November 15, 2018 remain. Arlene Hosea seconded

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

Nay: None

Approved

Meeting adjourned 9:24 am

**ARC Director of Operations Report**  
**November 19, 2020**

1. After months of preparation for a November 9 opening, management staff elected to keep the facility closed due to new mitigations from the governor and the regions positivity rate rising to more than 10%. McLean County has been reporting positivity rates of over 9%. It is too much of a risk considering many of the membership live in communities in the region impacted by the virus. We will continue to keep an eye on the Restore IL and McLean County Health Department web sites for further information.
2. Keith Weatherspoon, ARC member and shuttle van driver has replaced Carson Mitchell as custodian. Carson resigned due to moving out of state. Keith is a retired Building Service Worker from Illinois State, spent 19 years working in youth protective services, and drove the ARC shuttle bus prior to the pandemic closure. Keith brings an infectious and positive attitude to every encounter he has with the membership and we are happy to have him return to our staff.
3. Medicare Part D open enrollment has begun, and counselors have been facilitating referrals using Zoom. More than 92 clients have been counseled since open enrollment began. Historically, the counselors have met with clients at: November 4, 2018 – 147; November 4, 2019 – 121; and November 4, 2020 – 92 (-43%) .
4. 11 referrals have been completed recommending digital devices for members needing connectivity through the Illinois Department on Aging. Five referrals have received devices and six are being reviewed for order.
5. Virtual Veterans Day program was November 11 . Former ARC member Jim Knightwright produced a video for the program editing a message from Colonel David Terronini, with video of ARC members and a military medley. The video was posted on ARC's Facebook page and a link was shared in an email to the members. It was viewed by more than 400 people online, and veterans emailed us, thanking us for the program.
6. Because the East Central Illinois Area Agency on Aging has renewed the grant for Sunshine Program, we will have an opportunity to continue assessing a sample of the membership using the UCLA Loneliness Scale. A pre-survey and post-survey are being conducted. 21 participants have completed the pre-survey assessment to date, and none have indicated experiencing loneliness on the extreme end of the spectrum but there are a few. MSRs will continue to conduct Telephone Reassurance for members who plan to remain in quarantine as we transition into in-person programming.

7. I have been attending the McLean County Health Departments Mass Vaccination Planning meetings for groups that will participate in COVID vaccinations when a vaccine becomes available in the spring. It is not clear what role ARC will play in the vaccination program, but I am anticipating we are targeted because of the population we serve. We will assist with disseminating information to ARC members as needed. There is interest in ARC as a site for COVID testing to help with access to testing for people without transportation to the Interstate Center.
8. As of 11/19 three new members have joined ARC. Members are becoming more comfortable with the online portal for membership. We're still working through the challenges.
9. The MSRs made more than 800 wellness calls during the month of October. 350 birthday calls were also made.
10. October Zoom numbers as of 10/29/2020: A total of 560 participants joined an ARC Zoom activity in October; 97 Silver Sneakers attendees on Zoom; 4 Renew Active attendees on Zoom. Some members are counted multiple times because they join multiple activities.
11. American Red Cross is requesting to continue partnering with ARC to host blood drives because of the success they have had this year and the challenges of finding places to host. Steve Stoewer, director of Blood Services for Red Cross has reported the following: 3/20 – 47 units; 5/19 – 37 units; 6/17 – 37 units; 7/17 – 28 units; 8/19 – 87 units; 10/2 – 44 units; 10/31 – 31 units; **TOTAL = 311 lifesaving units**. Since one donation can be broken down into three separate components to help patients, the 311 donations have potentially help save over 900 lives and touched countless other family and friends.
12. Due to the success of the member's participation in the McLean County History Museum's Cemetery Walk, they wish to continue working with us for digital programming and offering access to member participation in the December 8 holiday storytelling program offered on Zoom.
13. Scott Richardson, a certified senior fitness instructor, will be joining ARC as a fitness contractor to offer individual personal training for seniors. Scott is an ARC member who has a compelling fitness journey that involves a weight loss of more than 300 pounds and is a cancer survivor.

NORMAL TOWNSHIP SUPERVISOR'S REPORT

Prepared by Sarah Grammer

November 19, 2020

1. **Assistance Report:** In October, 46 assistance appointments were scheduled for 44 residents. The township disbursed \$9,883.37 in General Assistance funds to 33 clients. Note that a state moratorium on most evictions continues. In Emergency Assistance, the township disbursed \$950 to prevent homelessness and \$3,155.81 to restore or prevent utility disconnection for 7 families in Normal. A John M Scott grant of \$220 was also provided to help a low-income resident with medical transportation.

**GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE NOV 2019 -OCT 2020**

2019/20	GA	AMOUNT	EA	AMOUNT
NOV	38	\$11,552.00	18	\$9,404.40
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
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
<b>TOTAL</b>	<b>482</b>	<b>\$144,622.91</b>	<b>75</b>	<b>\$44,384.38</b>

**GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE NOV 2018 - OCT 2019**

2018/19	GA	AMOUNT	EA	AMOUNT
NOV	51	\$12,527.99	16	\$8,323.27
DEC	49	\$12,250.00	10	\$7,356.62
19-Jan	47	\$11,750.00	13	\$10,352.42
19-Feb	46	\$11,368.34	9	\$6,431.39
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
<b>TOTAL</b>	<b>549</b>	<b>\$151,690.14</b>	<b>210</b>	<b>\$119,845.12</b>

2. **ARC Operations:** Plans for a limited resumption of on-site programming at ARC have been put on hold until COVID-19 mitigations are no longer needed for our area.
3. **CURE Grant:** I have submitted documentation to receive the initial \$17,000 allotment for Township COVID-19 related expenses. I am now applying for an additional \$10,000 allotment to cover more COVID-19 expenses. Additional funds are possible but not guaranteed.
4. **John M Scott Grant:** The application window for another John M Scott Grant is November 15 – December 30, 2020. These funds have been very helpful in meeting unmet medical needs for Normal Township residents, so we will be applying again.
5. **COVID-19 Housing Coalition:** PATH held a meeting this week to discuss local, winter shelter capacity and a grant they have pending that will provide \$500,000 to keep residents in housing. We continue to look for ways to help keep people in safe housing during the pandemic.

TAX LEVY            2020

NORMAL TOWNSHIP

ORDINANCE NT-L-GT-20

An ordinance levying taxes for all town purposes for NORMAL TOWNSHIP,  
MCLEAN COUNTY, ILLINOIS for the tax year 2020 collectable in 2021 to cover budgeted  
expenses for the fiscal year ending March 31, 2022.

BE IT ORDAINED by the Board of Trustees of NORMAL TOWNSHIP,  
MCLEAN County, Illinois, as follows:

SECTION 1: That the sum of Two Million, Thirty-One Thousand  
Dollars (\$2,031,000.00) are hereby levied upon all property subject  
to taxation within the Township as that property is assessed and equalized,  
in order to meet and defray all the necessary expenses and liabilities of the Township as required by  
statute or voted by the people in accordance with the law, for such purposes as:

<u>GENERAL FUND</u>	,	<u>SOCIAL SECURITY FUND</u>	,
<u>AUDIT FUND</u>	,	<u>GENERAL ASSISTANCE FUND</u>	,
<u>INSURANCE FUND</u>	,	<u>SENIOR CITIZEN FUND</u>	,
<u>IMRF FUND</u>	,	_____	,

for the fiscal year ending March 31, 2022.

SECTION 2: That the amount levied for each object and purpose shall be as follows:

GENERAL TOWN FUND	Amount Levied	
ADMINISTRATION		
Personnel	\$ 390,000.00	
Health Insurance	\$ 100,000.00	
Contractual Services	\$ 20,000.00	
Maintenance Service Building	\$ 18,000.00	
Maintenance Service Equip	\$ 3,000.00	
Utilities/ Building	\$ 12,000.00	
Grants	\$ 60,000.00	
Commodities	\$ 10,000.00	
Capital Outlay	\$ 96,000.00	
TOTAL ADMINISTRATION:		\$ 709,000.00
ASSESSOR		
Personnel	\$ 200,000.00	
Health Insurance	\$ 15,000.00	
Contractual Services	\$ 26,000.00	
Telephone	\$ 2,500.00	
Publications/Maps	\$ 1,000.00	
Maintenance Service/Equip	\$ 5,500.00	
Commodities	\$ 3,000.00	
Capital Outlay	\$ 16,000.00	
TOTAL ASSESSOR:		\$ 269,000.00
NEW BUILDING FUND		
Other Expenditures - Debt Service	\$ 325,000.00	
TOTAL NEW BUILDING:		\$ 325,000.00
TOTAL GENERAL TOWN FUND:		\$ 1,303,000.00

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REF: General Corporate Tax 60 ILCS 1/235-10

AUDIT FUND	Amount Levied	
Contractual Services	\$ 6,000.00	
TOTAL AUDIT FUND:		\$ 6,000.00

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REF: Audit Tax 50 ILCS 310/9



**INSURANCE FUND**

Worker's Compensation	\$	6,000.00
Liability Insurance	\$	<u>26,000.00</u>

TOTAL INSURANCE FUND:

\$ 32,000.00

REF: Insurance Tax 745 ILCS 10/9-107

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**ILLINOIS MUNICIPAL RETIREMENT FUND (IMRF)**

Personnel		\$	55,000.00
Administration	\$	23,000.00	
Assessor	\$	10,000.00	
Senior Citizen	\$	22,000.00	
General Assistance	\$	2,000.00	

TOTAL IMRF FUND:

\$ 57,000.00

REF: IMRF Tax 40 ILCS 5/7-171

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**SOCIAL SECURITY FUND**

Personnel		\$	75,000.00
Administration	\$	29,000.00	
Assessor	\$	14,000.00	
Senior Citizen	\$	30,000.00	
General Assistance	\$	2,000.00	

TOTAL SOCIAL SECURITY FUND:

\$ 75,000.00

REF: 40 ILCS 5/21-110 & 110.1

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**GENERAL ASSISTANCE FUND**

Amount  
Levied

ADMINISTRATION

Personnel	\$	25,000.00
Maintenance Service/ Bldg	\$	5,000.00
Legal Services	\$	1,000.00
Utilities/Building	\$	1,000.00
Telephone	\$	1,000.00

Commodities	\$	3,000.00	
TOTAL ADMINISTRATION:			\$ 36,000.00
<b>HOME RELIEF</b>			
Shelter	\$	170,000.00	
Utilities	\$	74,000.00	
Commodities	\$	10,000.00	
Other Expenditures	\$	10,000.00	
TOTAL HOME RELIEF:			\$ 264,000.00
TOTAL GENERAL ASSISTANCE FUND:			\$ 300,000.00
			=====
REF: Public Assistance Tax 60 ILCS 5/13-14			

**SENIOR CITIZEN FUND**

Personnel	\$	258,000.00	
TOTAL SENIOR CITIZENS FUND			\$ 258,000.00
			=====
REF: _____ Tax _____ ILCS _____			

**TAX LEVY SUMMARY**

General Corporate Tax	\$	1,303,000.00
Audit Tax	\$	6,000.00
Insurance Tax	\$	32,000.00
Illinois Municipal Retirement Tax	\$	57,000.00
Social Security Tax	\$	75,000.00
Public Assistance Tax	\$	300,000.00
Senior Citizens Tax	\$	258,000.00
<b>TOTAL TAXES LEVIED:</b>		\$ 2,031,000.00
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SECTION 3: That the Town Clerk shall make and file with the County Clerk of said County of \_\_\_\_\_ McLean \_\_\_\_\_, on or before the last Tuesday of December, a duly certified copy of this ordinance.

SECTION 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or to be unconstitutional, such finding shall not effect the validity of the remaining portion of this ordinance.

SECTION 5: That this ordinance shall be in full force and effect after its adoption, as provided by law.

ADOPTED this 19th day of November, 2020, pursuant to a roll call vote by the Board of Trustees of NORMAL Township, McLEAN County, Illinois.