

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES FOR
THURSDAY, JULY 15, 2021
NORMAL TOWNSHIP HALL
304 E. MULBERRY NORMAL IL, 61761**

1. Call to Order /Meeting Opening

The meeting was held at the Normal Township Hall with the option to join remotely via Zoom in consideration of emergency COVID protocols. The meeting was called to order at 8:15 am by Township Supervisor Sarah Grammer.

2. Roll Call

Trustee Arlene Hosea	Present
Trustee Sally Pyne	Present
Trustee Art Rodriguez	Present
Supervisor Sarah Grammer	Present
Trustee Floyd Aper	Present

Also Present

Elected Officials: Arin Rader, Road Commissioner
Rob Cranston, Assessor
Pat Turner, Clerk

Township Staff: Rick Lewis, ARC Director of Operations (via Zoom)
Elicsha Sanders, ARC Member Services Manager (via Zoom)

2020 Grant Recipient Presenters:

Prairie State Legal Services: Adrian Barr
YWCA Special Needs After School Program: Melissa Greene
Project Oz Y.E.S. Program: Jay Shannon
Community Health Care Clinic: Mike Romagnoli
Peace Meal: Erin Kennedy

3. Approval of the June 17, 2021 Regular Meeting Minutes

Motion for approval: Art Rodriguez

Second: Sally Pyne

Roll Call

Aye: Sally Pyne, Art Rodriguez, Sarah Grammer, Floyd Aper, Arlene Hosea
Nay: None

4. Approval of Expenditures from June 18, 2021 – July 15, 2021

Motion to Approve: Sally Pyne

Second: Floyd Aper

Question raised by Floyd Aper regarding payment to United Way for \$60.00 was explained by Supervisor Grammer as reflecting voluntary donations given by employees who choose to have their gifts automatically deducted and donated to United Way. The total is then paid quarterly.

Trustee Aper also inquired about Dearborn National Life Insurance listed on the general town account. The amount indicated is for employee life insurance which is paid out quarterly for full time employees.

Trustee Pyne asked about the word “balance” in the senior solar fund. Supervisor Grammer explained Balance LLC refers to the name of the company and the amount reflects their monthly bill.

Roll Call to approve the following expenditures from June 18, 2021- July 15, 2021

General Town Fund:	\$97,126.16
General Assistance Fund:	\$11,550.49
Senior Citizens:	\$32,262.26
Road and Bridges Fund:	\$11,169.78

Aye: Floyd Aper, Arlene Hosea, Sarah Grammer, Art Rodriguez, Sally Pyne

Nay: None

5. Reports

a. Community Engagement

Floyd Aper and Pat Turner reported attending the last TOI “Lunch and Learn” webinar. The webinar shared some important and relevant information about voting and attendance at Township meetings among other helpful information.

b. Assessor

Assessor Cranston reported that he’s ahead of schedule and should be able to get his books in as much as a week earlier. Statistics are showing that 15 residential neighborhoods are underassessed. Assessor Cranston can place increases where they need to be placed. This will avoid the township getting a multiplier. It is better done at the local level instead of the county level.

c. Clerk

Township Clerk, Pat Turner reported participating in a number of trainings provided by TOI with topics including the Freedom of Information Act, Open Meetings Act, and “Running a Township Meeting”. She will be attending another “Lunch and Learn” training today at noon.

d. Highway Commissioner

Commissioner Rader Picked an architect, Allied Design consultants out of Springfield. He met with them a couple of weeks ago and they've viewed the job site and previewed what the job is like. They have done similar jobs in the scope of the project. He has a contract from them. Commissioner Rader has emailed the Township attorney and stated that the document looks pretty normal. He expects to sign in the next couple of weeks. He is awaiting feedback from the attorney.

Rader reported that they got approximately 5 inches of rain in North Normal June 26th. There was not a lot of damage done but residue clean-up was needed. The 2-mile micro surfacing and 5 ½ mile seal coating work was delayed due to the rain.

Trustee Pyne inquired about any preventative steps that could be taken as this area is prone to this kind of weather. Commissioner Rader responded that some field entrances can be upsized and some coverts replaced.

e. ARC Staff and Senior Advisory Committee

Rick Lewis reported that ARC had its first 2 weeks of extended hours and has experienced one Saturday already. While the transition is slow, large numbers did show up for the pickle ball boot camp. The shuttle van is also back in service. Rick drove the route July 8th to get a sense of it. The ARC also has a new shuttle driver, George who was introduced previously. Rick says he is almost done with background checks for SHIP counsellors. Rick thanked Arin for mulch which he has spent time spreading on the property with Sarah's help in the absence of additional volunteers.

Rick thanked Melissa and the YWCA staffers Stephanie and Anesdra for providing an informative and lively training on sexual harassment in the workplace. Upcoming trainings include CPR and AED training. Also looking to add a training on mental health. Outdoor Bingo will be held July 22nd at 11:00 and an outdoor concert is coming up on July 29th at 5:30. Captain Ron will be performing in the parking lot.

Molly is working on additional scheduled programs. She will soon start 1pm movies and quilting groups. Elicsha Sanders shared numbers earlier showing that there were 80 members on site the first Saturday. Supervisor Grammer expects membership numbers to increase as the additional programs are offered. Already, between July 1st and July 15th there have been 23 new registrants and 87 returning members. Elicsha reported that this brings the membership total to 2,032. These numbers are expected to fluctuate as some memberships expire and new members come in. Sally asked Rick if there is chance of starting orientations again and whether they could include a trustee in each presentation to educate about Township Government. Rick informed her that it would be welcomed and also shared there are even opportunities for Trustees to help with the new member tours. When asked about key fob replacements, He mentioned that there is a \$5.00 fee charged to replace lost fobs as they are expensive.

f. Supervisor

Supervisor Grammer reported she also attended the sexual harassment training and wanted to thank the officials who attended as well as the YWCA presenters. She noted that the language in the mandate from the state seems to indicate the training is intended for volunteers as well. Sarah will work on opening the training to ARC volunteers and contract instructors to assure full compliance.

In follow-up of a request Trustee Aper made last meeting about Open House, ARC will host a “Re-Opening” event on Saturday, September 18th from 10am-noon. Grammer encouraged all to plan and attend that day to welcome attendees. There will be giveaways including gift certificates for classes. A press release will be carried out ahead of the event. Also on Saturday, Nov 6th, there will be an ARC members “Craft and Art” show. (Only ARC members are able to sell items they make at that show.) The event has been a big hit in the past.

Regarding the Greenspace Project, Supervisor Grammer got a call from our architect at Farnsworth informing us that the cost of decomposed granite, which was proposed to be used in the project, has gone up considerably in price and puts the project out of budget. There is also a challenge in making it ADA compliant. There is a need to look for a third non-concrete option as concrete is not permeable. The project was scheduled to move to bid this fall. Grammer asked the board if we should do special meeting or add to agenda of a regular meeting. All agreed that a special meeting was the best plan to keep the project on schedule. Sarah will send out possible dates for the special meeting.

6. Public Comment

No public comment given in person or via Zoom.

7. New Business

A. Reports and Presentations from 2020 Township Grant Recipients

Township Grant Recipients were invited to share presentations regarding grant funding use and the benefits to their programs. Space was allotted for questions and answers following each presentation. Below is a brief summary of each.

1. Adrian Barr: Prairie State Legal Services

Adrian expressed appreciation for the grant funding and reported the grant was primarily used to represent tenants at no charge to themselves in important civil-legal situations regarding housing, eviction concerns or condition issues. Prairie Legal was able to help negotiate the bills to a normal cost for local mobile home owners. They also provided assistance to those who were needing to understand the eviction moratorium including landlords; informing them regarding the rights under the moratorium. The agency is working to help get money allotted for pandemic relief out into the community in order to prevent evictions. Prairie Legal also set

up eviction diversion court.

2. Melissa Greene: YWCA Youth Development Special Needs After School Program

The YWCA Special Needs After School Program served 4 students during the grant year. This number is unusually low due to the pandemic. Pre-Covid, it was 10 children. Melissa was unable to share development data to evaluate outcomes also due to covid. Melissa instead shared some anecdotal examples. Special help was given to help children with special needs navigate e-learning. They also provided child care for Unit-5 teachers who worked during times when children were not in the building.

Grant funds were used to cover payment for staff hours, gas, food, meal supplies, classroom supplies, and to create an on-site safe sensory space. Melissa expressed appreciation for the support.

In response to how the program might look in the fall, Melissa shared that the Parkside Jr. High principal is assessing needs. She is waiting to hear back and could foresee having a program there as early as August and as late as January. They are currently facing a staffing shortage that may impact future plans. Either way, they are looking to continue the special needs program.

3. Jay Shannon -Project OZ Youth Empowered Schools YES program.

YES is an embedded school program at Normal Community West High School aimed at reducing truancy in schools. Grant funds have been used in training and restorative programs. The program emphasizes communication and working together to repair harm. Shannon reported that this year was unique in the way that COVID affected education. They offered listening circles for students and teachers of NCWHS. YES offered special help to families whose children transitioned to high school during the pandemic. They also provided home visits in addition to the embedded school offerings. Shannon emphasized that without the Township funding, they wouldn't have been able to offer the learning circles and other resources. Sarah Grammer applauded the fact that all 13 of the Seniors the program aided graduated on time.

4. Community Health Care Clinic: Mike Romagnoli, *Executive Director*

The Community Health Care Clinic serves McLean County providing primary healthcare, full dental, pharmacy, and works with both local hospitals for free labs and other services. In spite of the pandemic, Mike reported that they never stopped the services. Instead, they pivoted to Tele-Health. Tele-Health was particularly helpful to immigrant populations and for those who could not take off to receive medical care. The Clinic was able to find translators for a specific group (Congolese) who mostly speak French. They are also working with a hospital in New Zealand for an equity program. Mike reported they are still learning and making cultural adjustments to serve the clientele better. Their goal is to assure that all have the same access to services.

5. Erin Kennedy -OSF/Peace Meal

Peace meals is the longest running program sponsored by Township. They originally used the community room at the Township office and now serve meals at the ARC. Peace Meal's Purpose is to provide lunch meals, help with food security, wellness checks and socialization for seniors helping them avoid social isolation. Seniors 60 years and older are eligible for the service. A donation of \$3.50 per meal (\$70 per month) is requested for the services.

Assessments are done as a part of intake process for those participating in the congregate and home delivered meal programs. The meal provides 1/3 daily nutrition. 25,000 meals served through ARC including home delivered meals, plus emergency kits during winter storms. 270 education opportunities were made available including dial-in opportunities. Peace Meals has newly partnered with OSF as of Dec 2020. Melissa thanked Normal Township for the funding support.

Meeting break following presentations- Meeting Resumed at 10:05

Sarah Grammer provided wrap-up of the Grant Recipient presentations. Grant applications are traditionally distributed in the Summer. Sarah will send out the application information to the Trustees in advance of the August board meeting. These can be discussed in that meeting as there is a \$70,000 budget line for grant distribution. Recipients are chosen in accordance with the things that Township Government is permitted to do by statute such as senior services, youth services and care for those under the poverty line. Art Rodriguez asked that we share on our website information about the organizations that are funded by the Township.

B. Discussion and Vote on Contractor for Township Roof Replacement

The board reviewed the bid tabulation from Farnsworth showing four bids, (twice as many as were received in the first pool). The lowest bid of \$24,850 (base bid) and \$15,375 (tear-off) came from Advanced Commercial Roofing. Supervisor Grammer explained that if the Township chose to roof over what's there, the amount would differ but we have been strongly advised by the engineers that evaluated the roof toward tear-off. Trustee Aper pointed out that the price Premier Roofing listed for tear-off seemed high at \$39,200. Supervisor Grammer also noted that their bid is higher also for sq ft. price. She mentioned Premiere also did not do a site visit.

Motion: Contract to go to Advanced Commercial Roofing for Township roof replacement.

Motion: Trustee Aper

Second: Arlene Hosea

Aye: Floyd Aper, Arlene Hosea, Sarah Grammer, Sally Pyne, Art Rodriguez

Nay: None

C. Discussion and Vote on Room Rental Policy

Floyd Aper drafted proposed changes to the room rental policy for the Township meeting room. There remains a question of usage guidelines for non-profits who have been using the space for free. Historically this has been service groups like the Girl Scouts or Lion's Club.

Plans were made to get a copy of the Hudson and Carlock rules for a similar space. It was also suggested that policies around food use be kept equal for everyone. Additional suggestions were that rentals on the weekend include only Saturday or Sunday or establish cleaning policy. Sarah emphasized that alcohol is not allowed on the property in compliance with our insurance. The decision was made to continue to review the issue and to add it to the upcoming special meeting.

D. Discussion of ARC Transportation

The shuttle service has resumed as of July 1st. ARC is averaging the same number of people requesting transport as had been before. (Approximately 3 a day)

Arin has proposed trading the larger bus that had been used for day trips for other needed equipment. It was found that the day trips also posed additional risks for members whose memory had declined as they found it difficult to return to the bus safely.

The board discussed discontinuing “day trips” for reasons including liability risks, memory loss issues, and staffing imbalances on trip days. **A motion was put forth to support Arin in trading off the Large-trip bus.**

Motion: Art Rodriguez

Second: Arlene Hosea

Aye: *Art Rodriguez, Sally Pyne, Arlene Hosea, Sarah Grammer, Floyd Aper*

Nay: *None*

E. Discussion and Vote on Meeting Procedures

Floyd Aper moved to open each Township meeting with the Pledge of Allegiance

Second: Art Rodriguez

Aye: Floyd Aper, Art Rodriguez, Sally Pyne, Arlene Hosea, Sarah Grammer

Nay: None

Trustee Pyne also suggested adding a reading at each meeting that would acknowledge the indigenous people who have occupied McLean County previously. She offered to bring an article to next meeting that will give more information. She also read an example of the type of tribute that is commonly done.

8. Suggested Items for the Next Agenda

Native American Land Acknowledgments Discussion-Sally Pyne

August Meeting -External Auditors will give a 20-30 presentation

ARC -Living Memorial Fund 501(c) 3- Request and update from foundation board and discuss the future of the foundation and fundraising for ARC.

Discuss replacing gutters- (Especially since we are re-doing the roof.)- Floyd Aper
Sarah will bring up the gutter issue with facilities manager prior to next meeting.

9. **Adjournment** : Supervisor Grammer adjourned the meeting at 10:36 am

Next Normal Township Regular Board Meeting: Thursday, Aug 19, 2021 – 8:15 AM
Next ARC Advisory Board Meeting August 5, 2021-9:30 AM