

**NORMAL TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
THURSDAY, NOVEMBER 18, 2021 AT 8:15 AM  
304 E MULBERRY, NORMAL, IL**

The meeting was held at the Normal Township Hall, with the option to join remotely via Zoom.

**1. Call to Order**

The meeting was opened at 8:15 by Township Supervisor, Sarah Grammer.

**2. Land Acknowledgement**

As is customary, Supervisor Grammer started the meeting with a brief statement acknowledging indigenous groups who currently live or have lived in the Normal Township area.

**3. Roll Call**

Supervisor Sarah Grammer  
Trustee Sally Pyne  
Trustee Floyd Aper  
Trustee Art Rodriguez (Via Zoom)  
Trustee Arlene Hosea

**Additional Township Elected Officials**

Pat Turner: Clerk  
Rob Cranston: Assessor  
Arin Rader: Road Commissioner

***ARC Staff Also Present:***

*Rick Lewis: Director of Operations*  
*Molly Camper: Director of Programming (via zoom)*  
*Elicsha Sanders: Director of Member Services*  
*Steven Kossman: Chair of Senior Advisory Committee*

**4. Pledge of Allegiance**

**5. Approval of the October 21, 2021 Regular Meeting Minutes**

**Motion to Approve Meeting Minutes**

**Motion:** Sally Pyne  
**Second:** Arlene Hosea

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

## **6. Approval of Expenditures from October 22, 2021 – November 18, 2021**

### **Motion to approve expenditures as presented below;**

General Town Fund	\$475,025.61
General Assistance	\$21,967.68
Senior Citizen's Fund	\$32,891.39
Road & Bridge Fund	\$18,450.72

There was a brief discussion with the goal of clarity for items on the expenditures list after which the board voted unanimously to approve them.

### **Motion to Approve Expenditures**

**Motion: Arlene Hosea**

**Second: Sally Pyne**

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

**Nay: None**

## **7. Reports**

### **8. Community Engagement**

Trustee Pyne attended a Senior Expo event on November 2<sup>nd</sup> at the Park Regency in Bloomington. She felt it was a nice community event for local seniors. She also praised the Veteran's celebration at the ARC which included a poetry reading, a "Kept the Home Fires Burning" and Honor Flight presentation. Pyne also mentioned that the Baby Fold's "Festival of Trees" starts November 18<sup>th</sup> and encouraged all to support the effort. It is a long-standing Normal Township agency and this is their largest fundraiser.

Supervisor Grammer and her family traveled to the Abraham Lincoln Museum in Springfield IL. She took special note of the "Airlifter Brass Band" that performed at the Museum. She researched them out and found that we may be able to invite them to perform at the ARC for our seniors as they do not require a fee. There is a list we could get on to be eligible for a possible performance.

Trustee Floyd Aper also attended several Veterans events at the ARC including the dedication of the Veteran's Wall and Honor Flight. He also attended the Boot Camp Training for elected officials and would like to see a discussion of some of the information he learned regarding policies, procedures and current legislation on the agenda for our next meeting.

Trustee Art Rodriguez attended multiple events at the ARC focused on Veterans as well. One such event was hosted by a national group that supports veterans who come back with severe injuries and disabilities. He also attended a Veteran's celebration at the courthouse that was also attended by both Bloomington and Normal Mayors. Trustee Arlene Hosea added that Art Rodriguez has been invited by

the NAACP Veterans Committee to serve as guest speaker at a meeting later today and thanked him for his willingness to do so.

**A. Assessor:**

Assessor Rob Cranston reported that the board of review Board of Review is still in the review process with several days of hearing left. He is hoping to be able to give an update next month. Otherwise, he reports that all is going smoothly.

**B. Clerk:** No Report

**C. Highway Commissioner:**

Commissioner Rader reported that the drainage tile repair work on Ziebarth Road was completed. The county striped some roads which had become faded. This will be helpful especially as winter approaches. Rader also made a joint purchase of salt with the county and have hauled about half of it. A hundred tons were ordered for this year. Finally, Arin talked with the architect regarding the changes that were suggested by the board. Everything is currently on track for the project.

**D. ARC Staff and Senior Advisory Committee**

Rick reported that the Veterans programming at the ARC was very well received. There is an additional program on schedule for today featuring Jill West who will talk about women in healthcare. He also shared that at the vaccine booster event that was held on the 28<sup>th</sup> of October, 249 doses of vaccine boosters were given out. Rick expressed how pleased he was with the efforts of the staff to raise the profile of the ARC Sunshine Program. An additional source of pride is the Chromebook Program which provides Chromebooks and helps seniors to increase access to technology and navigate the online program options. These were funded through the Sunshine Programs from the Illinois Center on Aging. Peace Meal in-person offerings have resumed on site at the ARC with limits of 3 people to a table. Rick met with living Memorial Fund Committee members on November 11<sup>th</sup>. They are working to encourage more people to consider the ARC in their bequests. Additionally, 7 food baskets including turkeys were distributed. Director Lewis offered well wishes to SHIP Counselor Ralph Morgan who is turning 90 on Saturday. Trustee Hosea shared that she has been assigned to mentor a member of the Mclean County Leadership Program who has a father who has benefitted greatly from the ARC and who speaks highly of the program. She encouraged Rick to keep up the good work.

Supervisor Grammer shared that she and Molly Camper met with the Associate Dean of the ISU Nursing School who spent time visiting the ARC and brainstorming ways the two organizations can partner together and possibly bring nursing services back to the ARC. A recent survey showed that many local seniors listed the ARC's previous nurse as an important resource for them.

Steven Kossman, congratulated Supervisor Grammer on Recent Award and recognition and expressed how proud he is of the way that she and the ARC staff have supported seniors. He also praised the efforts of Sarah and those working on the hiring process for the Director of Operations position.

## **Supervisor**

Supervisor Grammer reports that requests for assistance have jumped a lot in the last couple of weeks as eviction notices and weather-related utility cut-offs have increased. Her office is processing cases as quickly as they can and is referring heavily for those affected by the pandemic. There is no way of knowing if this trend will plateau soon. Sarah also worked with the Unit-5 Promise Council to help a former client family that included two high-school students secure a lease.

Grammer shared that the ARC received 31 applicants for the Director of Operations position. The application portion was closed as of midnight, November 15<sup>th</sup>. Grammer was impressed with the quality of the applications which have been narrowed down to the top 6. All show strong backgrounds through diverse expertise. Next steps are further vetting, tour of the facility and narrowing to the top 2 candidates.

Supervisor Grammer also reported that the keypad was installed on the Township meeting room door as suggested by Trustee Aper. Room rentals are up; about 4 rentals a month now. The Township roof and tuckpoint work has been completed. However, the roofing problems at the ARC are still being investigated. Sarah is optimistic for a fix.

## **9. Public Comment**

Jim Rogal, Normal District 4 County Board Member was present in person and shared that he has been visiting various elected official meetings. He expressed appreciation for all that the Township Officials are doing.

ARC Director of Operations, Trustee Pyne, & Trustee Hosea made a well-deserved special presentation to Supervisor Sarah Grammer who was named “Elected Official of the Year” for her service from 2016-2020. Among the accomplishments acknowledged were Sarah’s leading the ARC to pivot to digital programming during the pandemic; more than 5,000 vaccines for seniors, first responders and teachers issued via collaboration with the ARC and the McLean Co. Health Department; environmental stewardship in securing a \$600,000 “Solar for All” grant for a Solar Array on ARC Building; (Note: The Solar Array will reduce the ARC’s carbon footprint and will save the Township more than a million dollars in energy savings over the life time of the project.) and the coordination of the ARC Greenspace Project which will provide a park and garden space for the seniors and will include the use of native grasses.

Megan Conway, President of Illinois Townships Association of Senior Citizens Services Committee (present via zoom) also added words of commendation and appreciation to Sarah Grammer and praised her work with the ARC and commitment to serving older adults.

## **10. New Business**

### **A. Approval of Ordinance Authorizing 2021 Township Levy for 2022 receipts of \$2,031,000.00**

The Normal Township Board unanimously approved an ordinance authorizing the 2021 Township Levy for 2022 in the amount of \$2,031,000.00. In-depth review and discussion of the Levy was had at last month's meeting.

**Motion to approve the 2021 Township Levy for 2022 in the amount of \$2,031,000.00**

**Motion to Approve:** Floyd Aper

**Second:** Sally Pyne

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

**Nay:** None

**B. Approval of Ordinance Authorizing 2021 Road & Bridge Levy for 2022 receipts of \$720,254.00**

The Normal Township Board unanimously approved an ordinance authorizing the 2021 Road & Bridge Levy for 2022 in the amount of \$720,254.00 (Note: the amount reflects a slight increase over previous years to capture motor fuel funds and offset the cost of road repairs.) In-depth review and discussion was held during last month's meeting.

**Motion to approve ordinance authorizing 2021 Road & Bridge Levy for 2022 receipts of \$720,254.00.**

**Motion to Approve:** Floyd Aper

**Second:** Arlene Hosea

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

**Nay:** None

**C. Six-month review of Closed Session meeting minutes**

A motion was made to postpone decision on this matter until next month's meeting in order to allow Trustees time to again review the minutes of the closed meeting sessions. They were last reviewed in May. There are currently two sets of closed meeting minutes both related to personnel issues in 2018.

**Motion to table to next meeting;**

**Motion:** Floyd Aper

**Second:** Sally Pyne

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

**Nay:** None

**D. Request for Funding from the ARC Living Memorial Fund**

The board discussed a request for funds from the ARC Living Memorial Fund for the purpose of reimbursement in the amount of \$16,199.25. The Project is currently out to bid and will close on December 1<sup>st</sup>.

**Motion to approve reimbursement in the amount of \$16,199.25**

**Motion:** Sally Pyne  
**Second:** Arlene Hosea

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

**E. Discussion of Township art**

Art Rodriguez inquired about any policies that that the Township may have regarding posting of community artwork. Sarah will pull together information and the board will discuss after the hiring process is completed and the new hire is situated.

**11. Suggested Items for the Next Agenda**

Policies and Procedure Update Based on Bootcamp Training  
Six-month Review of Closed Meeting Minutes  
Greenspace Bid Review

**12. Adjournment**

**Meeting was adjourned at 9:18 a.m.**

***Next Normal Township Board Meeting: Thursday, December 16, 2021 - 8:15 a.m.***

***Next Senior Advisory Committee Meeting: Thursday, December 2, 2021 – 9:30 a.m.***