

**NORMAL TOWNSHIP  
REGULAR BOARD MEETING MINUTES THURSDAY,  
August 18, 2022 AT 8:15 AM  
304 E MULBERRY, NORMAL, IL**

1. **Call to Order-** The meeting was called to order at 8:15am by Township Supervisor Jess Ray

In accordance with protocol, Jess called for a motion to allow Trustee Arlene Hosea to participate and vote via Zoom as she was out due to illness.

**Motion:** Art Rodriguez

**Second:** Floyd Aper

**Aye-**Art Rodriguez, Floyd Aper, Jess Ray

**Nay-**None

2. **Land Acknowledgement-**Supervisor Jess Ray read a statement acknowledging the ancestral history of the Township land.

**3. Roll Call**

|                       |                    |
|-----------------------|--------------------|
| Trustee Art Rodriguez | Present            |
| Trustee Floyd Aper    | Present            |
| Supervisor Jess Ray   | Present            |
| Trustee Arlene Hosea  | Present (via Zoom) |
| Trustee Sally Pyne    | Regrets            |

***Additional Elected Township Officials Present***

|              |                   |
|--------------|-------------------|
| Pat Turner   | Clerk             |
| Arin Rader   | Road Commissioner |
| Rob Cranston | Assessor          |

***Others Present***

|                    |  |
|--------------------|--|
| Robert McGlade     | Auditor                                |
| Jill Hanson-Murray | OSF Peace Meal                         |
| Dayna Schickedanz  | Normal                                 |
| Deb Shaw           | ARC Senior Advisory Committee          |
| Elicsha Sanders    | ARC Membership Director                |
| Molly Camper       | ARC Director of Programming (Via Zoom) |
| Sammi Scott        | ARC Communications Director (Via Zoom) |

**4. Pledge of Allegiance**

**5. Approval of the July 21, 2022 Regular Meeting Minutes**

**Motion:** Floyd Aper

**Second:** Art Rodriguez

Discussion was held regarding the minutes and corrections were offered before a motion was made to approve.

The motion was made to accept the minutes as amended to reflect corrections needed.

**Aye:** Floyd Aper, Art Rodriguez, Jess Ray, Arlene Hosea  
**Nay:** None

## **6. Approval of Expenditures from July 21, 2022 – August 18, 2022**

The Board discussed the months expenditures and gained clarification about particular line items before voting to approve the following expenditures from July 21, 2022-August 18, 2022.

|                             |              |
|-----------------------------|--------------|
| <b>Normal Town:</b>         | \$93,200.43  |
| <b>General Assistance:</b>  | \$18,343.88  |
| <b>Senior Citizen Fund:</b> | \$35,862.15  |
| <b>Road &amp; Bridge:</b>   | \$101,348.99 |

Trustee Aper pointed out that the emergency fund and general assistance requests have flipped since the last year. Supervisor Ray suggested that it may be due to the other funding in the community that was previously available.

**Motion:** Floyd Aper  
**Second:** Art Rodriguez

**Aye:** Arlene Hosea, Jess Ray, Art Rodriguez, Floyd Aper  
**Nay:** None

## **7. Reports**

**A. Community Engagement** -Art Rodriguez attended and shared about a celebration in honor of local community leaders, the Morris's. He gave announcements about WWII memorial dedication on November 5<sup>th</sup> at 1:00 with upcoming Korean and Vietnam memorial events at the museum. Floyd Aper and Jess met with Jerry Crabtree, director of TOA. Floyd shared that Jerry agreed to take a deeper look into the issue of Townships pass through funds for Road and Bridges. Jess and Floyd also learned that Senior Citizen transportation can be paid through the District Road Fund. (Section 6-131) The issue had come up at a previous meeting. Supervisor Ray & Trustee Pyne attended the Town of Normal appreciation reception and were pleased to meet with many community members at the event.

**B. Assessor** – Assessor Rob Cranston announced that he got the multiplier of 5.99% which is reflective of what is happening in the real estate market. He expects to have a report next month showing its affect locally. He noted that some properties are exempt from the multiplier.

### **C. Clerk**

Clerk Turner announced that, she will be selling her home in Normal and will be relocating to Carlock IL. Consequently, Pat expects to relinquish her duties as clerk once she closes on the sell. She expressed appreciation for the opportunity to have served.

### **D. Highway Commissioner**

Commissioner Rader explained that payouts are higher for this month as work on the building has started. He mentioned that those driving by can now see the footprint of the building. The goal is to have the building enclosed by winter. Commissioner Rader also answered questions about specific roads regarding construction, wear and tear and use.

### **E. ARC Staff and Senior Advisory Committee**

Jess Ray reported that the ARC is onboarding a new SHIP Counsellor. He also informed the board that a member of the Senior Advisory Committee plans to step down in the near future. Jess has followed up with an ARC member

who sought an adjustment to accommodate a special circumstance. He also reported that a new mobile air purifier was purchased for the ARC and will be especially helpful for virus mitigation for programming where music/singing is involved. Furthermore, he shared that a fault was discovered in the ARC's fire alarm system. The problem that was caused by condensation has been fixed.

#### **F. Supervisor**

Jess Ray reported that he has completed all the compliance requirements needed in his new post. As mentioned earlier in the meeting, he found out the information regarding the ARC Bus Transportation and he is still working with Farnsworth on greenspace adjustments. Trustee Aper expressed disappointment regarding the retaining wall on the raised plant bed/bench seating that is already showing some signs for concern. It should have been a non-wooden material. Jess will follow up on this as well as on the pavers which should have been ADA.

#### **8. Public Comment: None**

#### **9. New Business**

##### **1. Grant report from OSF Peace Meal**

OSF Peace Meals Program Director Jill Hanson-Murray gave a brief report on the Township grant usage and shared updates on the program. She shared that unique to Normal, they are seeing increase in the use of congregate sites especially at the ARC. She shared that they are challenged by a shortage of volunteers. She confirmed that they have been experimenting with menu option such as adding a salad bar.

##### **2. Presentation of FY2022 Audit**

Auditor Robert McGlade went over the FY 2022 Audit explaining the process that was used to perform the audit and answering questions regarding the unofficial audit results. He reported that it was the unmodified opinion of the auditors that the financials present fairly and that all was spent within the budget guidelines that were appropriated.

##### **3. Request of Approval for Renewal of Lease for ISU Speech and Hearing Clinic at ARC**

**Motion:** Art Rodriguez  
**Second** Arlene Hosea

Trustee Aper expressed his intent to vote against the approval as he had requested a copy of the previous agreement to review and had not received it. Supervisor Ray admitted and apologized that while he had the documents, he had failed to remember to pass them along.

**Aye:** Jess Ray, Arlene Hosea, Art Rodriguez

**Nay:** Floyd Aper

##### **4. Request of Approval of Affiliated Agreement between Mennonite College of Nursing and Normal Township Activities and Recreation Center**

Supervisor Ray shared that the agreement has been slightly revised to no longer require that students have driver's insurance unless they are utilizing ISU vehicles. There was also a change regarding HIPPA training. This will only be required if we end up having HIPPA records on site. The changes have been reviewed by the Township's legal counsel. Trustee Aper noted that the agreement was not made available in the meeting packet as Jess Ray had intended. As the issue is time sensitive, Jess suggested that the issue be tabled and that a special meeting be called to address it. Floyd added that the Special Meeting could also be utilized to address the clerk's upcoming resignation.

Motion to Table until special meeting to be held Tuesday Aug 23<sup>rd</sup> 2022 at 1pm

**Motion:** Floyd Aper

**Second:** Art Rodriguez

**Aye:** Art Rodriguez, Jess Ray, Arlene Hosea, Floyd Aper

**Nay:** None

#### **5. Request of Approval of Quote for ARC Fitness Center Enhancement**

Supervisor Ray shared a quote for enhancements to the ARC Fitness Center. The Doors are special doors that are heavy and difficult for the ARC members to open. The change would allow the doors to be activated by an automated button. The cost would be \$3,080.00. The issue was discussed and a motion was made to go forward on the quote.

**Motion:** Floyd Aper

**Second:** Art Rodriguez

**Aye:** Floyd Aper, Arlene Hosea, Art Rodriguez, Jess Ray

**Nay:** None

#### **6. Request of Approval of Lease Agreement for 2 Printers (ARC & Township)**

Jess Ray requested the board's approval of a lease agreement for two printers, one for the ARC and the other for the Township Office. The machines that are currently in use are quite old whereas the new printers will have built in toner, will allow both sites to have the same equipment and will allow for communication and scanning between both sites. The cost of the lease is \$275.00 monthly which includes maintenance. The Township will own the equipment at the end of the lease agreement term. The prior equipment will be used elsewhere in the ARC. After additional discussion a motion was made and seconded to approve moving forward on the lease.

**Motion:** Art Rodriguez

**Second:** Floyd Aper

**Aye:** Jess Ray, Floyd Aper, Art Rodriguez, Arlene Hosea

**Nay:** None

#### **7. Request of Approval of Quote for Masonry Repair at ARC**

Supervisor Ray admitted to accidentally moving forward on this issue ahead of the board's input as he is still learning the new position as supervisor. He asked the board's approval to move forward on a quote of \$23,500 for masonry repairs that are needed at the ARC. The issue of the repair need has been addressed by the board in the past. He also noted that the quote does not include removal of the windows but with that included it would not exceed \$30,000.

**Motion:** Art Rodriguez

**Second:** Floyd Aper

**Aye:** Arlene Hosea, Jess Ray, Floyd Aper, Art Rodriguez

**Nay:** None

## **8. Discussion of Township grants**

Last year, notices went out alerting agencies who were interested in applying for Township grants and asking them to submit by August 17<sup>th</sup>. As that date is past, Supervisor Ray suggested changing the application deadline to September 17<sup>th</sup> for the 2022-2023 Grant Period. Arlene Hosea pointed out the award period would also need to change. Jess plans to change the award period to be October to May. The board agreed that the plan was reasonable.

## **9. Discussion of ARC Director of Operations Search**

Supervisor Ray asked for a representative from the board to serve on the search committee for the ARC Director of Operations position. Over 27 applicants have expressed interest in the position. Board members suggested reaching out to Trustee Pyne as she served in that capacity last year. Jess will contact her and come back to the board if she is not available to serve again this year. Jess Ray also gave a shout out to Jill, Ruby and the ARC staff for their help as he is becoming familiar with his new responsibilities as Township Supervisor.

## **10. Suggested Items for the Next Agenda: None**

## **11. Adjournment**

**Motion to Adjourn:** Art Rodriguez

**Second:** Floyd Aper

**Aye:** Jess Ray, Art Rodriguez, Floyd Aper, Arlene Hosea

**Nay:** None

Meeting adjourned at 9:34am.

**Next Special Township Board Meeting: Tuesday August 23, 2022 at 1pm**

**Next Regular Normal Township Board Meeting: Thursday, September 15, 2022 – 8:15 AM**

**Next Senior Advisory Committee Meeting: Thursday, September 1, 2022 – 9:30 AM**

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**Pat Turner-Normal Township Clerk**

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**Date**