

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, August 17, 2023 AT 8:15 AM
304 MULBERRY, NORMAL, IL**

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

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

3. Roll Call

Trustee Sally Pyne	Present
Trustee Arlene Hosea	Present
Trustee Floyd Aper	Present
Supervisor Jess Ray	Present
Trustee Art Rodriguez	Present

Additional Elected Township Officials Present

Dayna Schickedanz	Clerk
Arin Rader	Road Commissioner

Others Present

Eliccsha Sanders	ARC Membership Director
Molly Camper	ARC Director of Programming (Via Zoom)
Deb Shaw	ARC Senior Advisory Committee

5. Pledge of Allegiance

6. Public Comment - None

7. Approval of July 20, 2023 Regular Meeting Minutes

Motion: Sally Pyne

Second: Art Rodriguez

Discussion:

There are revisions needed to the July minutes. The discussion of the food pantry reallocation of grant funds was cut off, not completing the sentence explaining the move. General Town and Road and Bridge expenditures need to be reviewed via video to add any discussion notes to the minutes. In the discussion of the Brandt abatement, no motion was made. Trustee Aper mentioned that items on past agendas had been tabled more than once, consecutively, which falls outside of proper

procedure. He also mentioned that items without action items needn't be tabled. In the discussion regarding the audit, the full name of the auditor and accounting firm are needed. Jess supplied the name of the accounting firm: Striegel, Knoblauch, and Company. Jess will supply the name of the auditor when uploading minutes. In the discussion regarding the grant process, Trustee Aper mentioned that recommendations had been made regarding prevailing wage. He asked if copies of motions should be attached for public viewing, and where historical records of these motions are kept. Jess explained that while we keep everything that is sent with the board packet, it is not all posted. Trustee Aper suggested posting the attachments to the minutes going forward as well. Jess mentioned that he would check the minutes of the county, Bloomington, and Normal so that Township is following a similar process. Clerk Schickedanz will amend and resubmit to Supervisor Ray.

Motion to Approve as amended: Floyd Aper

Second: Arlene Hosea

Aye: Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

Nay: None

8. Approval of General Town Expenditures of \$97,482.03 from July 20 – August 16, 2023

Motion: Arlene Hosea

Second: Floyd Aper

Discussion:

Jess mentions that there was a check for \$80.00 made out to TOI and then the payment was removed, then a check was made out to Jess for \$80.00. Jess and Floyd attended a TOI training but forgot the check so they paid in cash and then the original check was no longer necessary, but reimbursement to Jess was. Trustee Pyne asked if the travel budget had been underestimated, but Jess explained that it was for professional development and that the budget was sufficient going forward.

Aye: Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

Nay: None

9. Approval of General Assistance Expenditures of \$45,459.83 from July 20 – August 16, 2023

Motion: Sally Pyne

Second: Floyd Aper

Discussion:

Trustee Pyne asked what MJS Enterprises represented. Jess said he believes it is a landlord issue. Trustee Pyne also asked about the catastrophic medical premium because she said it looked like it was dwindling with only \$350 remaining. Jess said he will let Sally know for certain on both of these

line items once Jill Schaab has returned from vacation. Trustee Aper pointed out there was a significant surge for the month.

Aye: Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

Nay: None

10. Approval of Senior Citizen Fund Expenditures of \$37,923.16 from July 20 – August 16, 2023

Motion: Sally Pyne

Second: Floyd Aper

Discussion:

None

Aye: Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

Nay: None

11. Approval of Road and Bridge Expenditures of \$158,541.14 from July 20 – August 16, 2023

Motion: Sally Pyne

Second: Art Rodriguez

Discussion:

Trustee Pyne asked if this was the final payment on the new building and Arin reported that it is. Trustee Hosea asked if the punch list was completed. Arin reported it was and that he would discuss more during the Road and Bridge report, but also shared that he has the keys and has started moving things in.

Aye: Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

Nay: None

12. Reports

A. Community Engagement

Trustee Art Rodriguez discussed the allocation of \$6000.00 to the Mental Health Forum through AmVets. October 19th is when the Forum will be, in the ISU Bone Student Center. Art also connected with Scott Groppo, who will be doing the Moraine View R and R for PTSD. Mr. Groppo is a highly decorated veteran who also suffers from PTSD. Trustee Rodriguez congratulated Trustee Hosea on the new plaque in place by the high school. Trustee Rodriguez went on to report that the name of the Veteran's Affairs clinic is near a decision.

Trustee Sally Pyne discussed that she has been reviewing information regarding opioid awareness and fentanyl in communities. She brought information for the board to spread awareness because she realized that the older population in our community are likely impacted by this concern. She then asked a question regarding an assisted living facility in the community going by the name Arc. Jess explained that the facility name was a result of a merger of Arcadia, who shortened their name to simply Arc. Sammi provided additional information regarding locations of the Arc senior living facilities. Jess did let the board know that the senior living brand "Arc" is part of a nationally branded company. Art then brought the possibility of litigation over naming rights. Arlene suggested discussing this with our Township legal advisor.

Trustee Floyd Aper attended the TOI training meeting at the hotel in Normal, with Supervisor Ray. Floyd mentioned that he learned that January 1st there will be a change to Illinois Public Aid code to now include mental health. Also, anyone convicted on drug convictions or felonies will now be eligible for Public Aid. Floyd also mentioned that he discovered since our Board's quorum is 3, any 2 Board members discussing township business would qualify as a meeting, according to the Open Meetings Act. Floyd then let the Board know that Meeting agendas should include the time limitation, open topics, and that the Board does not need to address/reply to the public commenter, but that any profanity would immediately end the commenter's time. Floyd discussed the closed meeting standards presented at the meeting. He then offered to share Robert's Rules cheat sheets and parliamentary motions cheat sheets. Jess will make copies to distribute them to Board members, who expressed a great deal of interest.

Trustee Pyne discussed that she and Supervisor Ray attended the Town of Normal Appreciation Reception at ISU Galleries. Trustee Pyne that elected officials who are no longer serving were mentioned, but that the Township historically (and now) have not been acknowledged.

Supervisor Jess Ray attended the ECIAAA reducing social isolation and loneliness meeting. Jess and Sammi attended the McLean County fair and represented ARC at a table on Young at Heart and Military Veterans Day. He also attended the Township Supervisor education workshop, toured the ISU E-Sports facility, and the plaque unveiling for the circus heritage.

B. Assessor

Assessor Rob Cranston was not present.

C. Clerk

Clerk Dayna Schickedanz had nothing to report at this time.

D. Highway Commissioner

Commissioner Arin Rader reported that the final payment for the new building has been made. There is a one-year warranty on all mechanical and structural work. Move-in has been occurring

regularly and building the driveway. Arin is also working on getting quotes on a hoop building for salt storage. Trustee Pyne asked if a concrete slab would be needed as well. Arin reported that would be ideal but rock could work if needed. The Board congratulated Arin on the completion of the new building. Trustee Rodriguez asked about flashing stop signs on Ropp Road. Arin reported which signs are county's responsibility and that the county received a grant for the flashing signs. The Board discussed driving conditions and safety on the rural roads in the community.

E. ARC Staff and Senior Advisory Committee

Notes from Senior Advisory President Deb Shaw: nothing to share at this time.

Notes from Molly Camper: Molly is absent due to being on a tour with the ARC Gardening Club.

Trustee Pyne asked if there are people who are eligible for Silver Sneakers who aren't using it yet.

Eliccsha noted that it is dependent upon their insurance, and that there is not a minimum number of visits, but a maximum of 8. Some members choose to pay the ARC membership fee and utilize their Silver Sneaker benefit at another facility. There are additional programs as well like Active and Fit for ages 18-64. Trustee Pyne also mentioned Build the ARC on September 8th from 5-7pm at the ARC. Sammi mentioned that raffle prizes begin August 28th. Sally then mentioned that she saw the ARC had been looking for a bricklayer, asked why, and asked if anyone had considered looking within the ARC membership. Jess explained that the bricks are ¾" faux bricks but be mounted correctly to be safe. Art requested a closed session on the ARC to discuss the structure, compensation, and efficiency. Jess will discuss what can and can not be discussed in a closed session with our legal representation.

F. Supervisor

Jess Ray reported that the spike in general assistance requests may be due to other programs' funding ending or running out. Art discussed that this is similarly seen by veteran's support groups. He also shared information on assets and investments. Investments through July 19, 2023, in the IL Fund Account are \$4,381,070.28. This account is split into 5 sections: New Building Account: \$676,334.79, Road and Bridge Account: \$1,037,637.92, General Township Account: \$1,540,796.63, Senior Citizens' Account: \$525,870.01, General Assistance Account: \$600,430.93. Cash on hand (fluidity): \$345,656.07, divided into Township Fund: \$91,950.34, Road and Bridge: \$177,408.98, Senior Fund: \$40,717.76, and General Assistance Fund: \$35,578.99. We also have funds in the Morton Community Bank account equaling \$1,000.00 to keep our mortgage open, as well as \$128,660.29, which Jess suggests moving to our new building account.

FY 2023 Annual Financial Report to file with McLean County court. Jess will personally drop this off. Straight Up Solar reached out to be included on the ARC insurance policy as they are responsible for the installed solar array. Jess is going to have TOIRMA review. Currently, TOIRMA and David Dowd from Straight Up Solar are in discussions. Jess and Preston recently met with Ecology Action Center to review the bills since the solar array installation, to gain a better understanding. Preston has also been taking trainings through Ameren to gain perspective on solar technology.

The ARC Senior Advisory Board still has vacancies to be filled.

13. Old Business

Discussion of Township Policies and Procedures

Nothing new to update on this at this time, will reintroduce on a future agenda.

Discussion of Grant Process

Waiting for a response from our legal advisor. Tabled until next meeting.

14. New Business

Township Insurance Policy Renewal Information Presentation by Jess

Discussion:

Van Gundy is the current provider. Art asked if we are able to assess other providers, noting that Clemons provides the same service. Jess mentioned that due to the small size of the township organization, the market is not extremely competitive. Jess mentioned the possibility of adding vision care going forward. Trustee Pyne asked if staff was satisfied with the plan. Eliccsha and Sammi reported that they were. Trustee Pyne asked if there is Prescription coverage, and there is. Clerk Schickedanz suggested an IGA with Town of Normal who also works with Van Gundy, which would include Township in a larger group, thereby creating lower premiums.

Jess Opened the Floor for other Discussion

Discussion:

Floyd asked if verbiage should be added to the grant process stating that “funds are provided for specific uses, and if the total amount is not used for that, it will be refunded.” Jess mentioned that he can add that to what he sends to the township legal advisor. Clerk Schickedanz asked Trustee Aper if grant recipients would still be allowed to reallocate funds for other uses, as the Board had recently allowed the School Street Food Pantry to do. Trustee Aper said the Board did not have a choice in the case of the Food Pantry, and that the Board should not allow the specific requests to change after the grant has been made. Trustee Pyne disagreed and stated the option to request reallocation should be available. Trustee Hosea asked Jess to bring the question before legal. Trustee Aper clarified that there is not currently a policy/procedure in place for this instance.

Township Insurance Policy Renewal Information Presentation by Jess

Discussion:

Jess will send an email with the fill information from Van Gundy. Trustee Pyne asked if this will be an action item on the next month’s agenda. Jess replied that this topic was more for transparency purposes and will not require an action item.

Discussion of Township Employment Practices and Process

Discussion:

Waiting to hear back from Legal on this topic from the previous month. Will include the closed session request in communication with our legal advisor.

15. Suggested Items for Next Agenda

Closed Session Request by Trustee Rodriguez

Consideration for creating a Cooling Center Plan by Trustee Pyne

Carrying over any Old Business

16. Adjournment

Motion: Arlene Hosea

Second: Sally Pyne

Discussion:

None

Aye: Jess Ray, Floyd Aper, Sally Pyne, Arlene Hosea, Art Rodriguez

Nay: None

Meeting adjourned at 9:41 am.

Next Regular Normal Township Board Meeting: Thursday, September 21, 2023 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, September 7, 2023 – 9:30 AM

Dayna Schickedanz - Normal Township Clerk

____/____/_____
Date