

**NORMAL TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
THURSDAY, February 16, 2022 AT 8:15 AM  
304 MULBERRY, NORMAL, IL**

- 1. Call to Order** - The meeting was called to order at 8:16am 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 Art Rodriguez	Present
Trustee Floyd Aper	Present
Supervisor Jess Ray	Present
Trustee Arlene Hosea	Present
Trustee Sally Pyne	Present

***Additional Elected Township Officials Present***

Dayna Schickedanz	Clerk
Arin Rader	Road Commissioner
Rob Cranston	Assessor

***Others Present***

Kevin McCall	McLean County Behavioral Health
Sarah Stalter	McLean County Behavioral Health
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. New Business: McLean County Behavioral Health Presentation (moved to earliest Agenda item to accommodate timing needs of guest present)**

Representatives from McLean County Behavioral Health attended the meeting to present information regarding the services offered to the community, as well as how they utilize funding. They provided information about the McLean County Mental Health Plan and were able to answer questions regarding the impact of their work on the local economy at large.

**6. Approval of November 17, 2022 Regular Meeting Minutes**

**Motion:** Arlene Hosea

**Second:** Art Rodriguez

**Discussion:**

Trustee Pyne asks Supervisor Ray if the remaining grant funds from the November minutes could be used towards supporting the McLean County annual Behavioral Health Forum. He is researching the request.

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

**Nay:** None

**7. Approval of January 19, 2023 Regular Meeting Minutes**

**Motion:** Floyd Aper

**Second:** Sally Pyne

**Discussion:**

None

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

**Nay:** None

**8. Approval of General Township Expenditures of \$121,958.58 from January 19 – February 16, 2023**

**Motion:** Sally Pyne

**Second:** Floyd Aper

**Discussion:**

None

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

**Nay:** None

**9. Approval of General Assistance Expenditures of \$9,307.93 from January 19 – February 16, 2023**

**Motion:** Arlene Hosea

**Second:** Floyd Aper

**Discussion:**

Trustee Pyne asks how the John M. Scott Grant funds can be utilized to serve community needs. Supervisor Ray explains it is discretionary when community members either do not meet requirements, or their needs may slightly exceed limitations.

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

**Nay:** None

**10. Approval of Senior Citizen Fund Expenditures of \$67,441.87 from January 19 – February 16, 2023**

**Motion:** Floyd Aper

**Second:** Arlene Hosea

**Discussion:**

Trustee Pyne asks about the total for Stark Excavation, which is the final amount for the Green Space. Trustee Pyne also asks about the budget overages in programming, which Supervisor Ray explains is due to the popularity of the programming in place. Trustee Pyne also asks about the Data Support line, which Sammi Scott notes is a payment to Constant Contact, the company used to support email blasts to members. Trustee Pyne also asks about getting the funds from the Living Memorial Fund. Supervisor Ray explains it is in progress, and a time for public presentation is being lined up.

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

**Nay:** None

**11. Approval of Road & Bridge Fund Expenditures of \$138,517.51 from January 19 – February 16, 2023**

**Motion:** Floyd Aper

**Second:** Arlene Hosea

**Discussion:**

None

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

**Nay:** None

**12. Reports**

## **A. Community Engagement**

Art Rodriguez discussed that he is working with Representative West out of Rockford on home modifications, to include seniors and veterans (as well as the already stated people with disabilities) to the bill the Governor has already agreed to sign. Each Life-Cil will have a starting budget of around \$170,000. The MVAA will assist on home modifications not only for veterans, but also spouses and children. The local budget will go from \$179,000 to around \$1 million. Assessing how to allocate the additional funds is underway.

Arlene mentioned that an ARC member is presenting a Black History Month performance at Capen Auditorium, on Feb 25<sup>th</sup> at 2pm. It is \$5 for adults to attend. Arlene shared the TOI Scholarship award (\$2000) information with community members and Sally will be interviewing a local applicant. Arlene also notified us that a local high school student will be winning the national NAACP Image Award for young people, and will be accepting the award in Hollywood, CA. The student is Bradley Ross Jackson.

Sally Pyne attended the Lois Jett clothing display at Turner Hall (Illinois State University), which she thought could be a good local trip for ARC members. Also, this would be a good way for ARC members to consider making donations. Sally also attended the food insecurity seminar series through ISU senior professionals. Her takeaway was that nearly 15% of McLean county's population is food insecure.

Jess Ray and Floyd Aper attended the training on budget planning in township government at the TOI office in Springfield, IL. Jess also attended another housing coalition meeting, as well as the Area Agency on Aging Legislative Update for 2023, and a Reducing Social Isolation committee meeting.

Floyd noted that in the budget training, the general assistance fund would now also include mental health needs. He also noted that the Township is able to make expenditures up to \$30,000, but not through the Road & Bridge fund, which is where we had purchased the ARC van through. We are in compliance because the verbiage was not made clear previously. The capital fund can be used for future savings. Floyd also requested that the agenda include that public comment be limited to 3 minutes. Sally then said that trustees should not reply to public comment, and Floyd agreed. Floyd asked who the designated FOIA officer is, and it is Jess.

## **B. Assessor**

Assessor Rob Cranston provided the board with the results from LY, highlighting growth and deleted parcels of taxable land, the assessment multiplier (6%), which lead to a net increase.

## **C. Clerk**

Clerk Schickedanz had nothing to report at this time.

#### **D. Highway Commissioner**

Commissioner Rader had to leave the meeting early and will send his report out via email.

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

Senior Advisory committee are looking into reviewing committee structure to address efficiency. Leonard Ross had given his resignation. We would like to thank him for his service on the board. Jess will be presenting someone to possibly fill the remainder of that board position (through 2024). Additionally, Rich Farr and Carol Plotkin have terms ending in March. Carol Smith, Linda Spencer, and Sylvia Richardson also have their terms end in March, and they are all interested in staying.

#### **F. Supervisor**

Jess Ray and Arin are working on the TOIRMA annual renewal packet. Both need to review the documents, sign them and return the packet by March 1<sup>st</sup>. The ARC has an elevator inspection coming soon that may result in a short service outage. The sprinkler system work is still on hold due to parts being on back order.

### **13. Public Comment: None**

### **14. Old Business**

#### **Six Month Review of Closed Minutes**

Jess Ray presented the closed minutes to the board for review, following the review already completed by Jess and Dayna. Motion to retain the two most recent closed (Nov 2018) files, and research the necessity of retention of the older files.

**Motion:** Sally Pyne

**Second:** Art Rodriguez

#### **Discussion:**

Motion to retain the two most recent closed (Nov 2018) files, and research the necessity of retention of the older files.

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

**Nay:** None

### **15. New Business**

## **Approval of the Normal Township Meeting Dates for Fiscal Year 2024 (March 2023 – February 2024)**

**Motion to Approve:** Art Rodriguez

**Second:** Sally Pyne

### **Discussion:**

None

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

**Nay:** None

## **Discussion of Appointment of candidate Margaret Marcus to the Senior Advisory Committee**

**Motion to Appoint:** Arlene Hosea

**Second:** Sally Pyne

### **Discussion:**

Trustee Hosea asks if this candidate would be replacing Leonard Ross, and Supervisor Ray confirms she would be. Trustee Pyne asks if the Senior Advisory Committee has reviewed the candidate already as well, and Supervisor Ray explains the process in place. Trustee Pyne confirms that the candidate is also from Normal.

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

**Abstain:** Floyd Aper

**Nay:** None

## **Discussion of Proposed 2024 Road and Bridge District Budget and Township Budget**

### **Discussion:**

Supervisor Ray provides the board with an update of the current progress in budget creation. Supervisor Ray and Commissioner Rader will partner with Brian Smith of TOI to review and provide guidance on the Road and Bridge and Township budget processes.

## **Discussion of Township Policies and Procedures**

### **Discussion:**

Supervisor Ray spoke with our Legal resource, John, regarding intellectual property and privacy in regards to creating a new policy around this for Township. Whistleblower policy was added to the updated policy manual. We will be asking all employees to sign new copies to ensure we are in compliance of signed acknowledgement of all current policies. Trustee Pyne asks Clerk Schickedanz to review the current personnel manual and make recommendations for changes. Trustee Hosea asks if Clerk Schickedanz would prefer all recommendations from the board be sent via email. Clerk

Schickedanz confirms that this would be ideal. Trustee Pyne expresses curiosity in potentially adding expanded benefits like parental leave for both parents, mental health leave, and others. Clerk Schickedanz requests all questions, comments, and concerns are sent within the next two weeks. Clerk Schickedanz notes that a review of ARC volunteer agreements and ARC membership agreements is also needed.

**16. Suggested Items for Next Agenda**

Budget  
EDC – Community Housing  
Policies discussion

**17. Adjournment**

**Motion to Adjourn:** Art Rodriguez

**Second:** Sally Pyne

**Meeting adjourned at 10:06 am.**

**Next Regular Normal Township Board Meeting: Thursday, March 16, 2023 – 8:15 AM**

**Next Senior Advisory Committee Meeting: Thursday, March 2, 2023 – 9:30 AM**

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Dayna Schickedanz - Normal Township Clerk	Date