

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, November 14 AT 8:15 AM
304 MULBERRY, NORMAL, IL**

1. **Call to Order** - The meeting was called to order at 8:32 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 Arlene Hosea - present
Trustee Floyd Aper - present
Supervisor Jess Ray - present
Trustee Sally Pyne - absent
Trustee Art Rodriguez - absent

Additional Elected Township Officials Present

Becca Rice	Deputy Clerk
Arin Rader	Road Commissioner
Kent DePew	Township Assessor

Others Present

Lori Kerns	ARC Director of Operations
Elicssha Sanders	ARC Member Services Manager
Molly Camper	ARC Director of Programming (Via Zoom)
Sammi Scott	ARC Communications Coordinator (Via Zoom)
Deb Shaw	ARC Advisory Board Member
Leslie Hitchins	ARC Advisory Board Member

4. **Pledge of Allegiance**

5. **Public Comment**

Leslie Hitchins announced that she was awarded the Volunteer of the Year Award, by the Illinois Department of Senior Services, for her work at the ARC.

6. **Approval of September 19, 2024, Regular Meeting Minutes**

No action taken due to Dayna Schickendanz' absence

7. Approval of October 17, 2024, Regular Meeting Minutes

Motion: Arlene Hosea

Second: Floyd Aper

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

8. Approval of General Town Expenditures from October 17, 2024 – November 14, 2024, of \$744,144.58.

Motion: Floyd Aper

Second: Arlene Hosea

Discussion: The amount requested has been updated from what was listed in the board packet.

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

9. Approval of General Assistance Expenditures from October 17, 2024 – November 14, 2024, of \$15,593.54.

Motion: Arlene Hosea

Second: Floyd Aper

Discussion: The amount requested has been updated from what was listed in the board packet. Floyd asked about the increase in expenditures over the last 3 months. Jess responded that it could be more individuals are experiencing financial distress through unemployment and lengthy wait times for federal assistance.

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

10. Approval of Senior Citizen Fund Expenditures from October 17, 2024 – November 14, 2024, of \$37,22693.

Motion: Arlene Hosea

Second: Floyd Aper

Discussion: None

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

11. Approval of Road and Bridge Expenditures October 17, 2024 – November 14, 2024, of \$4,049.64.

Motion: Floyd Aper

Second: Arlene Hosea

Discussion: Floyd commented that this was a large drop from last month's expenditures.

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

12. Reports

A. Community Engagement

Arlene Hosea: She attended the Illinois Art Station's "Big Art, Little Artist" event. While doing so, she spoke with a representative of the Bloomington-Normal Achievement Foundation, who thanked the Township for the recent grant award.

Jess Ray: In October, Jess had a meeting with Liam Wheeler where they discussed the Central Illinois Continuum of Care, process for which the unhoused population, from multiple counties, can get on a list for housing assistance. There is a triage process to identify the most vulnerable and gives assistance in registering those, with the greatest need, with appropriate agencies. On October 24 he attended the City of Bloomington Homeless Coalition meeting to learn more about what is happening in the community and concerns regarding housing needs. At the meeting concern was mentioned about the service agencies being full. On October 30 he attended the Bloomington-Normal Community Land Trust meeting where ideas were pitched to address housing needs in the community. One idea discussed was for the B-N Community Land Trust to purchase properties in which an individual would own the home, but the Trust would own the land. They would work with other agencies to identify clients who would put sweat equity into the property and make a longer-term commitment to the property rather than flipping it for a profit. Jess attended the ECIAAA annual retreat in which they discussed a multi-county survey on aging. McLean County fared well in many areas but, not surprisingly, housing continues to be an area of concern. His takeaway was that McLean County is doing some good things and the data can be used to generate discussion about future programming. In November, Jess and Sammi attended the 3rd Annual Veterans Fair. He was also a speaker/panelist at the ISU Veteran's Day ceremony and did a presentation for the International Engagement Food for Thought meeting talking about what we do as a Township. On the 12th, Jess attended an informational meeting regarding the 2025 St. John Student Youth Camp. This camp will be an interdenominational event where high school students, throughout the nation, come to Bloomington-Normal to engage in mission work to repair homes and restore neighborhoods provide home repair to elderly, low income, veteran and disabled property

owners. Applications for repair are currently available. On November 13th, he attended the Intellectual Developmental Disability Collaborative Meeting.

B. Assessor

Kent DePew reported Normal Township received a total of 293 Board of Review appeals for the 2024 assessment year. At this time, there were 2 hearings waiting to be completed.

C. Clerk

Becca Rice completed her Open Meetings Act, as required by the State of Illinois Attorney General.

D. Highway Commissioner: Arin reported that he has priced out salt – 120 tons at \$80.24/ton. This is a joint purchase with the County Highway Department.

Floyd asked about an appraisal on the old road and bridge building and Arin responded that it came in for \$300,000. There are still a few items to get cleaned out of the building before the building can be listed for sale/bids solicited. Arin will contact the township attorney to advise on proper procedure as several companies and individuals have expressed interest in the building.

E. ARC Staff and Senior Advisory Committee

Lori reported CPR training was completed November 8, and a make-up session is scheduled for December 6 @ 9:00 am. Arlene inquired about whether trustees could attend the staff CPR training at the ARC, Lori confirmed they could attend. The new Facilities Director, Christopher Chase, will begin work on November 18. Life Line conducted a screening event with a full roster of 68 participants. The Advisory Board has agreed to a quarterly meeting schedule starting in 2025. Lori is working with Barb Dallinger to establish an Emergency Contingency Plan. Once completed all staff trainings will be scheduled, and a copy distributed to the Trustees. Peace Meals are back to being served 5 days a week. Loris is working through a few employee performance concerns and approval of policies and procedures will be important for this process. Department meetings have been initiated with the team.

Jess reported the craft show was successful with over \$3,000 raised.

***Zoom recording lost connection at 8:57 and was reestablished at 9:00.

F. Supervisor

Jess Ray: Board members received the General and Emergency Assistance fund reports prior to the board meeting. Thirty-nine people received GA assistance and 18 received emergency assistance over the past month.

IL Fund Account Portfolio Total - \$6,321,089.94

New Building Fund - \$1,088,305.15
General Township Fund - \$2,554,977.97
Road and Bridge Fund - \$1,469,974.86
Senior Center Fund - \$774,319.13
General Assistance Fund - \$408,861.23

Jess made note that the portfolio will be dropping because we will be taking funds out of the new building fund for the ARC. It is not reflected in the report because the check has not gone out yet.

Current Liquid Assets Total - \$240,403.68
Monies from the Illinois Fund will be transferred into this account to cover expenses.
General Township - \$94,726.91
Road and Bridge - \$47,412.52
Senior Center - \$45,920.57
General Assistance - \$52,343.68

This month, 41 clients were seen for General Assistance with a total disbursement of \$16,768.23. 11 clients were seen for Emergency Assistance with a total disbursement of \$21,480.17.

13. Old Business

Motion: Floyd Aper
Second: Arlene Hosea

A. Action Item – 2025 Holiday Schedule

Discussion: The question of having the ARC closed, the following Saturday after a Fourth of July, Thanksgiving and Christmas was revisited. The motion was made that Saturday, July 5th, 2025, and Saturday, November 29th, 2025 be holiday closures for the ARC.

Motion: Floyd Aper
Second: Arlene Hosea
Aye: Arlene Hosea, Floyd Aper, Jess Ray
Nay: None

B. Discussion and/or Action Item – Township Hiring Process

Motion: Arlene Hosea
Second: Floyd Aper

Discussion: Jess had previously distributed a draft of the revised hiring process, Kent and Lori have given feedback regarding it. Idea is to determine who does what, the responsibilities for each area and how tasks may be delegated. Most positions fall under the responsibility of the Township Board for hiring and dismissal, as they pertain to positions at the ARC and the Township bookkeeper. Floyd suggested that if the van drivers are going to be operating under the supervision of ARC staff, then perhaps that position should be moved from the responsibility of Road and Bridge to the ARC. Reasons for this suggestion include that the van use is a service of the ARC and there is a question of liability, should an issue arise from van operation.

According to the current budget, van operation falls under Road and Bridge with Arin having the ability to delegate to the ARC. Jess is unsure if the Township has the legal ability to transfer that budget line would need to consult with the attorney before suggesting a change to this. It has also been recommended, through TOIRMA, that van operations be outsourced to a third party which is something for future consideration.

Floyd also suggested that someone go through our documents to define the terminology of manager, supervisor, etc. and make sure they are being used in a consistent manner. He then requested action be tabled until further clarification can be made concerning titles. Arlene agreed that titles need to be clarified, such as specifying *Township* Supervisors. Lori also stated there are varying levels of the managerial team: Directors, Managers and Coordinators, which can be confusing for the staff. Action on this item was tabled until the next meeting.

C. Discussion and possible Action Item – Bookkeeper/Office Manager Position

Motion: Arlene Hosea

Second: Floyd Aper

Discussion: Jess opened discussion on the job description and pay range, what title should be given and what was the hiring timeline/process. Arlene concurred with hiring someone early enough that Jill could give them some training before she retires. Floyd agreed, as we are already 2 months behind in the process, and suggested with moving forward with what was proposed. Discussion was made about a salary range (\$30-40,000 with full benefits and IMRF pension) and Arlene suggested the position be given the title of Office Manager.

A motion was made to move forward with the search for a new Office Manager (presently known as Bookkeeper/Office Manager). Salary range will be \$30,000-40,000 with benefits and Kent, Jess and Jill will be on the search team. Any recommendations would be brought back to the board.

Motion: Floyd Aper

Second: Arlene Hosea

Aye: Floyd Aper, Arlene Hosea, Jess Ray
Nay: None

14. New Business

A. Discussion/Action Item – Advisory Board Appointment

Motion: Floyd Aper
Second: Arlene Hosea

Discussion: Amy Wick was recommended to fill the vacant board position.

Aye: Arlene Hosea, Floyd Aper, Jess Ray
Nay: None

B. Discussion/Action Item – Revision of Personnel Manual Section 1.4 Work Schedule

Motion: Arlene Hosea
Second: Floyd Aper

Discussion: Recommend change to amend the work schedules, as recommended, to keep in accordance with the Department of Labor. The current verbiage is unclear, and this change will help clarify the policy.

Aye: Arlene Hosea, Floyd Aper, Jess Ray
Nay: None

C. Discussion/Action Item – Revision of Personnel Manual Section 1.7 Attendance and Punctuality

Motion: Floyd Aper
Second: Arlene Hosea

Discussion: The question at hand is “what is considered tardy”. Floyd commented that it falls under the Supervisor/Manager/Director’s purview to discuss and document any concerns about tardiness. Lori offered her opinion, from her experience in the health care field, that a clear definition of “tardy” needs to be established. Jess suggested a buffer be allowed for unavoidable circumstances (i.e. train). Arlene stated that whatever is decided, it needs to be enforced consistently and uniformly.

Floyd made the motion to table any action for a rewrite. Arlene will do research into common practices regarding timeliness as well as engage with Lori and her staff to determine what might be most appropriate.

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

D. Discussion/Action Item – Revision of Personnel Manual Section 1.8 Wage and Salary Administration

Motion: Arlene Hosea

Second: No second

Discussion – tabled for clarification

E. Discussion/Action Item – Revision of Personnel Manual Section 1.11 Confidentiality

Motion: Floyd Aper

Second: Arlene Hosea

Discussion: Jess gave examples of information that may be considered confidential such as EA/GA information, with a caveat that information can be disclosed with permission, and personal contact information of ARC members. Lori made mention that medical information should also be considered. All points are consistent with the standard practice seen in the private sector, from Arlene's experience. Jess asked how to help staff understand what confidentiality means and Floyd stated that perhaps broader scope be considered. Jess asked Lori to work with him to draft a revision taking all these points into account.

Arlene made the motion to table any action.

F. Discussion/Action Item – Revision of Personnel Manual Section 2.9 Bereavement

Motion: Floyd Aper

Second: Arlene Hosea

Discussion: Jess stated clarification was needed to clarify "eligible employees". For example, would this apply to part time employees? Lori gave an example of how if this applied to a part-time employee, it would have allowed for 2 weeks' worth of missed work time. Arlene asked about past practice for part-time employees, and none were identified. Our current policy is consistent with state mandates which do not reference part-time employees. Arlene suggested eliminating reference to part-time employees.

Motion to amend the policy to include the language “all full-time employees”

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

Call for the vote on the amendment that the bereavement policy include “Any full-time employee may be absent from work for a period of up to three (3) working days due to a death in the immediate family.

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

G. Discussion/Action Item – Revision of Personnel Manual Section 3.1 Mileage and Expenses

Motion: Floyd Aper

Second: Arlene Hosea

Discussion: Jess requested adding reference to the specific legislation regarding mileage and expenses: Illinois Wage Pay Collection Act (820 ILCS 115) and Local Government Travel Expense Control Act (50 ILCS 150).

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

H. Action Item – Addition to Personnel Manual – Work Rules

Motion: Arlene Hosea

Second: Floyd Aper

Discussion: Jess stated that the work rules, covering a wide range of topics, have been vetted with legal counsel and should have been in place for a while. As the township grows, these rules will be good practice for everyone, employees and employer alike. Arlene stated, from her experience, they are standard practice.

Motion to add a new policy, Work Rules 1.16 to the Personnel Manual.

Motion: Floyd Aper

Second: Arlene Hosea

Aye: Arlene Hosea, Floyd Aper, Jess Ray

Nay: None

I. Action Item – Addition to Personnel Manual – Grievance Conflict Resolution Procedure

Motion: Floyd Aper
Second: Arlene Hosea

Discussion: Floyd reminded the importance of defining and consistently applying the terms: supervisor, managers, etc. Jess recommended adding a definition of terms” to the manual to clarify “supervisor” vs. “Supervisor”. This policy currently states “immediate” supervisor which appears to be a clear application of the definition. Arlene reinforced that this provides clarity to this procedure, which is best for all involved.

Aye: Arlene Hosea, Floyd Aper, Jess Ray
Nay: None

15. Suggested Items for Next Agenda

- a. Discussion and/or Action Item – Uniforms for ARC staff
- b. Tabled items: Township hiring process, Wage and Salary Administration, Confidentiality
- c. Definition of “tardy”

16. Adjournment

Motion: Arlene Hosea
Second: Floyd Aper

Discussion: None

Aye: Arlene Hosea, Floyd Aper, Jess Ray
Nay: None

Meeting adjourned at 9:56 am.

Next Regular Normal Township Board Meeting: Thursday, December 19 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, December 5 – 9:30 AM

Becca Rice - Normal Township Deputy Clerk

12/5/24
Date

November 14, 2024, Normal Township Board Packet

NORMAL TOWNSHIP
REGULAR BOARD MEETING AGENDA
THURSDAY NOVEMBER 14, 2024, AT 8:15 AM
304 E MULBERRY, NORMAL, IL

This meeting will be at Normal Township Hall, with the option to join remotely via Zoom by following this link <https://us02web.zoom.us/j/84656028457> or by calling 312-626-6799. If prompted for a meeting ID, please enter 846 5602 8457.

1. Call to Order
2. Land Acknowledgement
3. Roll Call
4. Pledge of Allegiance
5. Public Comment
6. Approval of the September 19, 2024, Regular Meeting Minutes
7. Approval of the October 17, 2024, Special Meeting Minutes
8. Approval of General Township Expenditures from October 17, 2024 – November 14, 2024
9. Approval of General Assistance Expenditures from October 17, 2024 – November 14, 2024
10. Approval of Senior Citizen Fund Expenditures from October 17, 2024 – November 14, 2024
11. Approval of Road & Bridge Fund Expenditures from October 17, 2024 – November 14, 2024
12. Reports
 - A. Community Engagement
 - B. Assessor
 - C. Clerk
 - D. Highway Commissioner
 - E. ARC Staff and Senior Advisory Committee
 - F. Supervisor
13. Old Business
 - A. Action Item – 2025 Holiday Schedule
 - B. Discussion and/or Action Item – Township Hiring Process
 - C. Discussion and Possible Action Item Bookkeeper /Office Manager Position
14. New Business
 - A. Advisory Board Appointment
 - B. Revision of Personnel Manual Section 1.4 Work Schedules
 - C. Revision of Personnel Manual Section 1.7 Attendance and Punctuality
 - D. Revision of Personnel Manual Section 1.8 Wage and Salary Administration
 - E. Revision of Personnel Manual Section 1.11 Confidentiality
 - F. Revision of Personnel Manual Section 2.9 Bereavement
 - G. Revision of Personnel Manual Section 3.1 Mileage and Expenses
 - H. Addition to Personnel Manual – Work Rules
 - I. Addition to Personnel Manual - Grievance Conflict Resolution Procedure
15. Suggested Items for the Next Agenda
16. Adjournment

Next Senior Advisory Committee Meeting: Thursday, November 7, 2024 – 9:30 AM

Next Normal Township Board Meeting: Thursday, December 19, 2024 – 8:15 AM

General Assistance Fund

Check Register

For the Period From Oct 18, 2024 to Nov 14, 2024

Filter Criteria includes:

Check #	Date	Payee	Amount
6967	10/30/24	AMEREN ILLINOIS	10.00
6971	11/5/24	TOWN OF NORMAL	21.20
6972	11/5/24	CORN BELT ENERGY	100.00
6969	10/30/24	AMEREN ILLINOIS	136.00
6973	11/5/24	NICOR GAS	164.26
6974	11/5/24	AMEREN ILLINOIS	174.50
6963	10/30/24	CLASS ACT REALTY	200.00
6975	11/5/24	YOUNG AMERICA REALTY	275.00
6962	10/30/24	Oxford House Eva	325.00
6976	11/5/24	Bay Oak Apartments	326.29
6958	10/30/24	S.A.M.I.	390.00
6960	10/30/24	Cory Plath	400.00
6966	10/30/24	CORE 3 PROPERTY MANAGEMENT	415.00
6956	10/30/24	NORTHMEADOW VILLAGE	425.00
6957	10/30/24	REDBIRD APARTMENT MANAGEMENT	425.00
6959	10/30/24	REDBIRD APARTMENT MANAGEMENT	425.00
6961	10/30/24	FIRST SITE	425.00
6964	10/30/24	CLASS ACT REALTY	425.00
6965	10/30/24	AMEREN ILLINOIS	425.00
6968	10/30/24	A.M.H.C.	425.00
6977	11/5/24	CLASS ACT REALTY	425.00
6979	11/5/24	LINCOLN SQUARE APTS	425.00
6981	11/6/24	LANCASTER HEIGHTS	425.00
6982	11/6/24	First State Bank	425.00
6983	11/6/24	Chris Anderson	425.00
6970	10/30/24	Central Private Billings	631.67
6978	11/5/24	Central Private Billings	745.82
6955	10/30/24	AMEREN ILLINOIS	760.00
6980	11/6/24	YOUNG AMERICA REALTY	1,312.75
online	10/31/24	10.31 Payroll	1,756.05
Total			13,243.54

GENERAL ASSISTANCE
2024-2025

ADMINISTRATION

	BUDGET AMOUNT 2024-2025	AMOUNT SPENT Oct-24	AMOUNT THRU 10.31.24	PERCENT OF BUDGET 10.31.24	Proposed Bills
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PERSONNEL

40221	1. Salaries	\$ 75,000.00	\$ 3,565.58	\$ 27,193.04	36.26%	\$ 1,756.05
	2. Health Insurance					
	3. Social Security Contribution					
	4. Retirement Contribution					
40621	5. Unemployment Insurance	\$ 1,500.00	\$ 57.04		3.80%	

TOTAL

\$ 76,500.00	\$ 3,565.58	\$ 27,250.08	35.62%	\$ 1,756.05
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SERVICES & SUPPLIES

45521	1. Postage	\$ 750.00	\$ 219.00	\$ 423.00	0.00%	
46521	2. Printing	\$ 500.00				
48021	3. Travel Expenses	\$ 500.00				
47521	4 Dues	\$ 150.00			0.00%	
48521	5. Training	\$ 1,000.00	\$ 75.00		7.50%	
49021	6. Office Supplies	\$ 500.00			0.00%	
49521	7. Technology	\$ 8,000.00	\$ 1,800.00		22.50%	
50021	8. Miscellaneous Expense	\$ 500.00			0.00%	

TOTAL

\$ 11,900.00	\$ 219.00	\$ 2,298.00	19.31%	\$ -
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TOTAL ADMINISTRATION

\$ 88,400.00	\$ 3,784.58	\$ 29,548.08	33.43%	\$ 1,756.05
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HOME RELIEF

GENERAL ASSISTANCE

80722	1. Medical Services	\$ 2,000.00		\$ 5,270.00	175.67%	
81222	2. Catastrophic Medical Premium	\$ 3,000.00	\$ 58,134.30		64.59%	\$ 7,006.29
81322	3. Funeral & Burial Service	\$ 500.00	\$ 7,851.47		22.43%	\$ 1,030.96
81622	4. Shelter	\$ 90,000.00	\$ 11,125.53	\$ 1,589.14	52.97%	\$ 1,337.49
81522	5. Utilities	\$ 35,000.00	\$ 1,972.35			
81422	6. Fuel	\$ 3,000.00	\$ 235.00			
81822	7. Grocery	\$ 36,000.00	\$ 5,046.34	\$ 27,339.76	75.94%	
82122	8. Incidentals	\$ 1,000.00			0.00%	
50022	9. Misc Home Relief Expense	\$ 5,000.00	\$ 3,701.25		74.03%	

TOTAL

\$ 175,500.00	\$ 18,379.22	\$ 103,885.92	59.19%	\$ 9,374.74
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<u>GENERAL ASSISTANCE</u>		BUDGET	AMOUNT	AMOUNT	AMOUNT	PERCENT OF	Proposed
<u>2024-2025</u>		AMOUNT	SPENT	SPENT THRU	BUDGET	BUDGET	Bills
		2024-2025	Oct-24	10.31.24	10.31.24		
EMERGENCY ASSISTANCE							
82222	1. Emergency Shelter	\$ 120,000.00	\$ 10,771.40	\$ 88,170.07	\$ 73.48%	\$	1,312.75
82322	2. Emergency Utilities	\$ 60,000.00	\$ 1,708.77	\$ 11,961.87	\$ 19.94%	\$	760.00
	TOTAL	\$ 180,000.00	\$ 12,480.17	\$ 100,131.94		\$	2,072.75
OTHER EXPENDITURES							
82422	1. Church Funds	\$ 2,000.00			0.00%		
	TOTAL	\$ 2,000.00	\$ 12,480.17	\$ 100,131.94	\$ -	\$	2,072.75
CONTINGENCIES							
50521		\$ 20,000.00					
	TOTAL HOME RELIEF	\$ 377,500.00	\$ 30,859.39	\$ 204,017.86	54.04%		
	TOTAL GENERAL ASSISTANCE	\$ 465,900.00	\$ 34,643.97	\$ 233,565.94	50.13%	\$	13,203.54
BALANCE 9/30/2024							
INCOME FOR GENERAL ASSISTANCE FUND							
30521	PROPERTY TAX	\$ 126,100.00			\$474,641.67		
70521	INTEREST	\$ 20,000.00	\$ 1,720.53	\$ 122,134.16	96.86%		
71621	DONATIONS	\$ 1,000.00		\$ 14,184.51	70.92%		
71521	MISC & SS REIMBURSEMENT	\$ 5,000.00		\$			
71721	GRANTS	\$ 500.00		\$ 1,239.23	24.78%		
	TOTAL INCOME	\$ 152,600.00	\$ 1,720.53	\$ 137,557.90	90.14%	\$	-
	BALANCE 10/31/2024					\$441,718.23	

General Town Fund

Check Register

For the Period From Oct 18, 2024 to Nov 14, 2024

Check #	Date	Payee	Amount
11033	10/31/24		
11061	11/14/24	TOWN OF NORMAL	44.20
11051	11/14/24	MILLER JANITORIAL SUPPLY	50.50
11056	11/14/24	Securitas Technology Corporation	63.01
11049	11/14/24	Bushue Background Screening	74.00
11043	10/31/24	Sherman A. Lee	74.16
11065	11/7/24	Orkin	90.00
11052	11/14/24	Orkin	90.00
11034	10/31/24	Barbara L. Dallinger	108.03
11048	11/14/24	Ace Hardware	119.05
11037	10/31/24	Michelle A. Lee	150.24
11053	11/14/24	PAVLOV MEDIA	160.17
11054	11/14/24	Pipco Companies, Ltd	175.00
11062	11/14/24	BECCA RICE	218.75
11028	10/31/24	Terri L. Joyce	225.29
11044	10/31/24	Patricia M. Smith	229.90
11064	11/14/24	Lindsey LaFrance	235.84
11020	10/31/24	DAYNA E. SCHICKEDANZ	240.75
11059	11/14/24	UNIFIRST FIRST AID + SAFETY	261.62
11042	10/31/24	Patrick M. Howard	266.97
11045	11/1/24	REPUBLIC SERVICES	285.17
11046	11/1/24	FRONTIER	308.27
11041	10/31/24	KEITH C. WEATHERSPOON	335.45
11055	11/14/24	Securitas Technology Corporation	378.03
11060	11/14/24	U.S. BANK	468.29
11022	10/31/24	RUBY J. JONES	475.88
11047	10/31/24	FX Cleaning Service	525.00
11040	10/31/24	MICHAEL R. TUTTLE	526.15
11038	10/31/24	DELORES MCGEE	535.41
11023	10/31/24	RANDALL S. KOCH	552.79
11035	10/31/24	DELILAH F. FINNEGAN	635.85
11036	10/31/24	CHRISTINE S. HOFF	637.08
11063	11/14/24	Watts Copy Systems, Inc	704.46
11057	11/14/24	STABILITY IT SOLUTIONS	862.50
11050	11/14/24	HD Supply	865.19
11032	10/31/24	JEANNE M. WHITEHILL	920.09
11039	10/31/24	DAVID T. MIKULECKY	1,076.34
11025	10/31/24	LINDA ADAMS	1,132.02
11027	10/31/24	REBECCA RICE	1,458.60
11031	10/31/24	SAMANTHA SCOTT	1,610.97
11026	10/31/24	Lindsey E. LaFrance	1,739.59
11018	10/31/24	ARIN RADER	1,762.54
11021	10/31/24	ELICSSHA M. SANDERS	1,904.32
11024	10/31/24	JILL M. SCHAAB	1,919.75
11029	10/31/24	MOLLY J. STRAUCH	2,037.55
11058	11/14/24	TRANE U.S. INC.	2,047.54
11066	11/14/24	TRANE U.S. INC.	2,276.00
11030	10/31/24	Lori L. Kerns	2,280.98
11019	10/31/24	JESS RAY	2,685.33
11017	10/31/24	KENT V. DEPEW	3,197.18
online	10/31/24	10.31 State W/H payable	1,803.71
online	10/31/24	10.31 Fica, Medicare, Fed W/H payable	8,869.07
online	10/31/24	10.31 IMRF payable	4,697.99

Check #	Date	Payee	Amount
online	10/31/24	10.31 Nationwide Deferred Comp	101.00
online	10/31/24	10.31 BCBS Health Ins	9,772.14
online	11/4/24	Amercen IP	366.50
Total			64,632.21

GENERAL TOWN
2023-2024

ADMINISTRATION

PERSONNEL

- 40211-11 1. Salaries
- 40311-11 2. Health Insurance
- 40611-11 3. Unemployment Contribution

TOTAL

CONTRACTUAL SERVICES

- 44611-11 1. Maint Service-Building
- 45111-11 2. Maintenance Service-Equip
- 43111-11 3. Legal Service
- 43511-11 4. Financial Services
- 43411-11 5. Technology Services
- 45511-11 6. Postage
- 51011-11 7. Telephone
- 46011-11 8. Outreach
- 47511-11 9. Dues
- 48011-11 10. Travel
- 48511-11 11. Training
- 44911-11 12. Utilities

TOTAL

	BUDGET AMOUNT 2024-2025	AMOUNT SPENT Oct-24	AMOUNT SPENT THRU 10.31.2024	PERCENT OF BUDGET	Proposed Bills 10/18 - 10/24
	\$ 450,000.00	\$ 23,725.23	\$ 168,977.99	38%	\$ 11,880.65
	\$ 111,650.00	\$ 8,143.45	\$ 49,668.08	44%	\$ 8,143.45
	\$ 10,000.00	\$ 94.72	\$ 697.83	7%	\$ 47.22
TOTAL	\$ 571,650.00	\$ 31,963.40	\$ 219,343.90	38%	\$ 20,071.32
	\$ 70,000.00	\$ 3,488.23	\$ 22,410.09	32%	\$ 6,701.11
	\$ 25,000.00	\$ 2,805.15	\$ 11,145.49	45%	\$ 1,298.21
	\$ 10,000.00	\$	\$ 1,938.00	19%	
	\$ 2,000.00			0%	
	\$ 27,500.00		\$ 13,667.75	50%	
	\$ 1,200.00	\$ 219.00	\$ 423.00	35%	
	\$ 3,000.00	\$ 102.96	\$ 1,258.54	42%	\$ 248.14
	\$ 3,000.00	\$ 101.32	\$ 2,757.91	92%	
	\$ 2,000.00	\$	\$ 1,249.45	62%	
	\$ 1,000.00			0%	
	\$ 3,000.00		\$ 50.00	2%	
	\$ 6,000.00	\$ 453.43	\$ 2,600.06	43%	\$ 410.76
TOTAL	\$ 153,700.00	\$ 7,170.09	\$ 57,500.29	37%	\$ 8,658.22

GENERAL TOWN
2023-2024

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Oct-24	10.31.2024	10.31.2024	10/18 - 10/24
COMMODITIES					
49011-11					
1. Office Supplies	\$ 2,000.00	\$ -	\$ 421.02	21%	
TOTAL	\$ 2,000.00	\$ -	\$ 421.02	21%	\$ -
COMMUNITY AGENCY FUNDING					
53113-11					
1. Grants	\$ 70,000.00	\$ -	\$ 1,940.54		
TOTAL	\$ 70,000.00	\$ -	\$ 1,940.54		\$ -
OTHER EXPENDITURES					
50011-11					
1. Miscellaneous Charges	\$ 5,000.00	\$ 135.52	\$ 1,584.09	32%	\$ 673.07
TOTAL	\$ 5,000.00	\$ 135.52	\$ 1,584.09	32%	\$ 673.07
CAPITAL OUTLAY					
44811-11					
1. Building & Equipment	\$ 252,000.00	\$ 5,370.00	\$ 2,749.99	1%	
45421-11					
2. ARC Debt Service Exp	\$ 285,095.00			0%	
45411-11					
3. ARC Interest Expense	\$ 38,905.00			0%	
4. ARC Building Pay Ahead	\$ 285,095.00			0%	
TOTAL	\$ 861,095.00	\$ 5,370.00	\$ 2,749.99	0%	\$ -
TOTAL ADMINISTRATION	\$ 1,663,445.00	\$ 44,639.01	\$ 283,539.83	17%	\$ 29,402.61
TOTAL ADMINISTRATION		\$ 44,639.01	\$ 283,539.83		\$ 29,402.61

GENERAL TOWN
2023-2024

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
2024-2025	Oct-24	10.31.2024	10.31.2024	10/18 - 10/24

ASSESSOR

PERSONNEL

40212-12	1. Salaries	\$ 199,500.00	\$ 12,508.20	\$ 72,268.52	36%	\$ 6,115.35
40312-12	2. Health Insurance	\$ 22,000.00	\$ 1,628.69	\$ 8,093.26	37%	\$ 1,628.69
40612-12	3. Unemployment Insurance	\$ 1,000.00	\$ 8.50	\$ 230.79	23%	\$ 3.07

TOTAL

\$ 222,500.00	\$ 14,145.39	\$ 80,592.57	36%	\$ 7,747.11
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CONTRACTUAL SERVICES

1. Maintenance Service Equipment

45112-12	2. Postage	\$ 300.00			0%	
45512-12	3. Publishing	\$ 650.00			0%	
46012-12	4. Printing	\$ 100.00			0%	
46512-12	5. Dues	\$ 250.00			0%	
47512-12	6. Travel	\$ 500.00			0%	
48012-12	7. Training	\$ 2,000.00			0%	\$ 235.84
48512-12	8. Publications/Maps	\$ 3,000.00			0%	
47012-12	9. Consultant/Assessor	\$ 525.00			0%	
43312-12	10. Computer Consultant	\$ 10,000.00			0%	
43412-12	11. Telephone	\$ 6,000.00	\$ 743.75	\$ 3,599.04	60%	\$ 268.75
51012-12	12. Website Support	\$ 4,000.00	\$ 307.30	\$ 2,136.69	53%	\$ 308.27
44412-12		\$ 750.00			0%	

TOTAL

\$ 28,075.00	\$ 1,051.05	\$ 5,735.73	20%	\$ 812.86
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COMMODITIES

1. Office Supplies

\$ 3,000.00	\$ -	\$ 1,969.66	66%	
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TOTAL

\$ 3,000.00	\$ -	\$ 1,969.66	66%	\$ 812.86
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GENERAL TOWN
2023-2024

	BUDGET AMOUNT 2024-2025	AMOUNT SPENT Oct-24	AMOUNT SPENT 10.31.2024	PERCENT OF BUDGET 10.31.2024	Proposed Bills 10/18 - 10/24
OTHER EXPENDITURES					
50012-12	\$ 1,000.00	\$ -	\$ 155.00	16%	
	TOTAL	\$ -	\$ 155.00	16%	\$ -
CAPITAL OUTLAY - ASSESSOR					
45212-12	\$ 900.00			0%	
45312-12	\$ 10,000.00			0%	
45412-12	\$ 5,500.00			0%	
	TOTAL	\$ -	\$ -	0%	\$ -
	TOTAL ASSESSOR	\$ 270,975.00	\$ 15,196.44	\$ 88,452.96	33% \$ 8,559.97
50511-11	\$ 40,000.00				
	TOTAL GENERAL TOWN	\$ 1,974,420.00	\$ 59,835.45	\$ 371,992.79	18.84%
	BALANCE AS OF 9.30.2024				\$ 3,428,960.42
INCOME FOR GENERAL TOWN FUND					
30511-11	\$ 1,474,650.00		\$ 1,428,321.01	97%	
30611-11	\$ 75,000.00	\$ 8,028.17	\$ 37,150.93	50%	
70511-11	\$ 80,000.00	\$ 12,648.76	\$ 77,289.92	97%	
71011-11	\$ 1,000.00		\$ 400.00	40%	
71511-11	\$ 500.00	\$ 598.50	\$ 598.50	120%	
	TOTAL INCOME	\$ 1,631,150.00	\$ 21,275.43	\$ 1,543,760.36	95% \$ -
	BALANCE AS OF 10.31.2024				\$ 3,390,400.40

GENERAL TOWN
2023-2024

SOCIAL SECURITY

PERSONNEL

FICA Contribution

40411-16	1. GT Administration	\$	1,028.24	\$	7,537.51	34%	\$	503.82
40412-16	2. Assessor	\$	775.52	\$	4,480.73	37%	\$	379.16
40421-16	3. General Assistance	\$	221.07	\$	1,686.12	56%	\$	108.88
40413-16	4. Senior Citizens	\$	2,501.47	\$	15,377.19	57%	\$	1,250.21

Medicare Contribution

40451-16	1. GT Administration	\$	240.49	\$	1,789.23	33%	\$	117.83
40452-16	2. Assessor	\$	181.36	\$	1,047.86	35%	\$	88.67
40454-16	3. General Assistance	\$	51.72	\$	368.03	46%	\$	25.47
40453-16	4. Senior Citizens	\$	585.02	\$	3,596.35	55%	\$	292.39

TOTAL EXPENSES

\$ 79,800.00 \$ 5,584.89 \$ 35,883.02 45% \$ 2,766.43

CONTINGENCIES

\$ 2,000.00 0%

GRAND TOTAL

\$ 81,800.00 \$ 5,584.89 \$ 35,883.02 44% \$ 2,766.43

BALANCE AS OF 9.30.2024

\$ 130,897.28

INCOME FOR SOCIAL SECURITY FUND

30513-16	PROPERTY TAX	\$	72,624.04	97%
70511-16	INTEREST INCOME	\$	3,929.58	79%

TOTAL INCOME

\$ 80,000.00 \$ 643.09 \$ 76,553.62

BALANCE AS OF 10.31.2024

\$ 125,955.48

GENERAL TOWN
2023-2024

BUDGET	AMOUNT	AMOUNT	PERCENT	Proposed
AMOUNT	SPENT	SPENT THRU	OF BUDGET	Bills/Income
2024-2025	Oct-24	10.31.2024	10.31.2024	10/18 - 10/24

IMRF

RETIREMENT CONTRIBUTION

40511-17	1. Administration GT	\$ 436.68	\$ 3,095.07	16%	\$ 218.34
40512-17	2. Assessor	\$ 281.20	\$ 1,502.22	18%	\$ 140.60
40521-17	3. General Assistance	\$ 82.82	\$ 536.74	21%	\$ 41.41
40513-17	4. Senior Citizens	\$ 1,081.12	\$ 6,557.94	35%	\$ 542.17
	TOTAL EXPENSES	\$ 1,881.82	\$ 11,691.97	24%	\$ 942.52

50511-17

CONTINGENCIES

\$ 1,000.00	0%
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GRAND TOTAL

\$ 50,000.00	\$ 1,881.82	\$ 11,691.97	23%	\$ 942.52
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BALANCE AS OF 9.30.2024

\$	\$	\$	\$	\$ 129,508.55
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INCOME FOR IMRF FUND

30514-17
70511-17

PROPERTY TAX
INTEREST INCOME

\$ 55,000.00	\$ 472.45	\$ 53,312.42	97%
\$ 3,000.00	\$ 2,886.86	96%	

TOTAL INCOME

\$ 58,000.00	\$ 472.45	\$ 56,199.28	97%
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BALANCE AS OF 10.31.2024

\$	\$	\$	\$	\$ 128,099.18
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GENERAL TOWN
2023-2024

AUDIT FUND		BUDGET	AMOUNT	AMOUNT	PERCENT	Proposed
		AMOUNT	SPENT	SPENT THRU	OF BUDGET	Bills/Income
		2024-2025	Oct-24	10.31.2024	10.31.2024	10/18 - 10/24
43211-18	ANNUAL AUDIT	\$ 7,500.00	\$ 8,625.00	\$ 8,625.00	115%	
	TOTAL EXPENSES	\$ 7,500.00	\$ 8,625.00	\$ 8,625.00	115%	\$ -
	BALANCE AS OF 9.30.2024					\$ 8,398.95
30515-18	INCOME FOR AUDIT FUND	\$ 6,500.00		\$ 6,266.53	96%	
70511-18	PROPERTY TAX	\$ 400.00	\$ 55.00	\$ 336.01	84%	
	TOTAL INCOME	\$ 6,900.00	\$ 55.00	\$ 6,602.54	96%	
	BALANCE AS OF 10.31.2024					\$ (171.05)
	TOTAL EXPENSES GENERAL TOWN & ALL		\$ 75,927.16	\$ 464,617.78		
	TOTAL INCOME GENERAL TOWN & ALL		\$ 22,729.43	\$ 1,716,794.55		
	FOR GENERAL TOWN, INSURANCE, IMRF, SOCIAL SECURITY AND AUDIT					\$ 3,678,570.96
	BALANCE AS OF 10/31/2024					

Road & Bridge Fund

Check Register

For the Period From Oct 18, 2024 to Nov 14, 2024

Check #	Date	Payee	Amount
5222	11/1/24	TOWN OF NORMAL, WATER	61.55
5223	11/1/24	REPUBLIC SERVICES #368	71.66
online	10/31/24	10.31 Payroll	1,989.79
online	11/4/24	Ameren IP Kerrick Rd	197.82
online	11/4/24	Ameren IP Northtown Rd	54.17
Total			2,374.99

ROAD & BRIDGE BUDGET
2023-2024

		BUDGET	AMOUNT	AMOUNT	PERCENT	Proposed
		AMOUNT	SPENT	THRU	OF BUDGET	Bills
		2024-2025	Oct-24	10.31.24	10.31.24	
GENERAL ROAD FUND						
ADMINISTRATION						
PERSONNEL						
40231-01	1. Salaries	\$ 75,000.00	\$ 3,714.14	\$ 27,549.87	37%	\$ 1,808.76
40331-01	2. Health Insurance	\$ 20,000.00			0%	
40431-01	3. Social Social Contribution	\$ 5,000.00	\$ 230.30	\$ 1,708.15	34%	\$ 112.15
40731-01	4. Medicare	\$ 1,500.00	\$ 53.86	\$ 399.55	27%	\$ 26.23
40631-01	5. Unemployment Insurance	\$ 1,500.00	\$ 11.93	\$ 97.07	6%	\$ 5.56
40531-01	6. IMRF Retirement Contribution	\$ 2,500.00	\$ 74.18	\$ 517.83	21%	\$ 37.09
	TOTAL	\$ 105,500.00	\$ 4,084.41	\$ 30,272.47	29%	\$ 1,989.79
CONTRACTUAL SERVICES						
43131-01	1. Legal Fees	\$ 3,000.00			0%	
45531-01	2. Postage	\$ 100.00			0%	
51031-01	3. Telephone	\$ 2,250.00	\$ 170.73	\$ 1,524.24	68%	
46031-01	4. Publishing	\$ 1,000.00		\$ 72.00	7%	
46531-01	5. Printing	\$ 500.00			0%	
47531-01	6. Dues	\$ 200.00			0%	
48031-01	7. Travel	\$ 500.00			0%	
48531-01	8. Training	\$ 100.00			0%	
	TOTAL	\$ 7,650.00	\$ 170.73	\$ 1,596.24	21%	\$ -
OTHER EXPENDITURES						
50031-01	1. Miscellaneous Expense	\$ 1,000.00		\$ 301.00	30%	
55031-01	2. Municipal Replacement Tax (RTS)	\$ 50,000.00	\$ 3,778.17	\$ 17,567.19	35%	
55131-01	3. NPDES Permit Fee (Storm Water License)	\$ 1,000.00			0%	
	TOTAL	\$ 52,000.00	\$ 3,778.17	\$ 17,868.19	34%	\$ -
	TOTAL ADMINISTRATION	\$ 165,150.00	\$ 8,033.31	\$ 49,736.90		\$ 1,989.79

ROAD & BRIDGE		BUDGET	AMOUNT	AMOUNT	PERCENT	Proposed
2023-2024		AMOUNT	SPENT	THRU	OF BUDGET	Bills
		'2023-2024	Oct-24	10.31.24	10.31.24	
MAINTENANCE						
CONTRACTUAL SERVICES						
44632-02	1. Maintenance Service-Building	\$ 10,077.00	\$ 71.66	\$ 3,182.41	32%	\$ 71.66
45132-02	2. Maintenance Service-Equipment	\$ 15,000.00			0%	
85532-02	3. Maintenance Service-Road	\$ 28,500.00	\$	\$ 454.19	2%	
85632-02	4. Maintenance Service-Snow Removal	\$ 8,000.00			0%	
86032-02	5. Maintenance Service-Bridge	\$ 3,000.00			0%	
85732-02	6. Maintenance Service-Vehicles	\$ 10,500.00	\$	\$ 476.91	5%	
87032	7. Engineering-Service	\$ 3,000.00			0%	
44931-02	8. Utilities	\$ 10,000.00	\$ 374.65	\$ 3,584.50	36%	\$ 313.54
51532-01	9. Rentals	\$ 3,000.00			0%	
87532	10. Freight & Hauling	\$ 2,000.00			0%	
	TOTAL	\$ 93,077.00	\$ 446.31	\$ 7,698.01	8%	\$ 385.20
COMMODITIES						
44732-02	1. Maintenance Supplies-Building	\$ 4,000.00		\$ 900.00	23%	
45232-02	2. Maintenance Supplies-Equip	\$ 5,000.00		\$ 365.11	7%	
86632-02	3. Maintenance Supplies-Road	\$ 8,000.00			0%	
86832	4. Maintenance Supplies-Snow Removal	\$ 12,000.00		\$ 5,000.00	0%	
86732	5. Maintenance Supplies-Bridge	\$ 6,000.00			83%	
86932	6. Maintenance Supplies-Vehicles	\$ 5,000.00			0%	
84232-02	7. Operating Supplies	\$ 1,000.00			0%	
84532-02	8. Small Tools	\$ 5,000.00	\$ 191.03	\$ 989.25	20%	
84032-02	9. Automotive Fuel/Oil	\$ 12,000.00	\$ 286.98	\$ 3,104.94	26%	
	TOTAL	\$ 58,000.00	\$ 478.01	\$ 10,359.30	18%	\$ -
OTHER EXPENDITURES						
50032-02	1. Miscellaneous Expense-Maintenance	\$ 20,000.00			0%	

ROAD & BRIDGE									
2023-2024									<i>Proposed</i>
		BUDGET	AMOUNT	AMOUNT	AMOUNT	PERCENT	PERCENT	PERCENT	Bills
		AMOUNT	SPENT	SPENT THRU	OF BUDGET				
		'2023-2024	Oct-24	10.31.24	10.31.24				
CAPITAL OUTLAY									
87331	1. Road Improvement	\$ 125,000.00	\$ 6,333.48	\$ 23,459.59	19%				
87731	2. Equipment Replacement	\$ 50,000.00			0%				
87631	3. Building Design & Site Prep	\$ 100,000.00	\$ 17,532.46		18%				
	TOTAL	\$ 275,000.00	\$ 6,333.48	\$ 40,992.05	15%	\$ -			
	TOTAL MAINTENANCE	\$ 446,077.00	\$ 59,049.36		13%				
	CONTINGENCIES	\$ 20,000.00			0%				
	TOTAL GENERAL ROAD	\$ 631,227.00	\$ 15,291.11	\$ 108,786.26	17%	\$ 2,374.99			
INSURANCE FUND									
44131-03	1. Liability Insurance	\$ 7,000.00		\$ 2,814.00	40%				
44231-03	2. General Insurance	\$ 5,000.00		\$ 4,783.00	96%				
44431-03	3. Workman's Comp Insurance	\$ 1,500.00		\$ 687.00	46%				
	TOTAL GENERAL INS.	\$ 13,500.00	\$ -	\$ 8,284.00	61%	\$ -			
EQUIPMENT & BUILDING FUND									
45332-02	1. Building Construction	\$ 100,000.00			0%				
45331-02	2. Equipment	\$ 50,000.00			0%				
	TOTAL EQUIP & BLDG	\$ 150,000.00	\$ -	\$ -	0%	\$ -			
AUDIT FUND									
43531-05	1. Accounting Service	\$ 2,750.00	\$ 2,875.00	\$ 2,875.00	105%				
	TOTAL AUDIT FUND	\$ 2,750.00	\$ 2,875.00	\$ 2,875.00	105%	\$ -			
	TOTAL ROAD & BRIDGE	\$ 797,477.00	\$ 18,166.11	\$ 119,945.26	15%	\$ 2,374.99			

ROAD & BRIDGE		BUDGET		AMOUNT		PERCENT		<i>Proposed</i>	
2022-2023		AMOUNT		REC'D THRU		OF BUDGET		<i>Bills</i>	
		'2023-2024		10.31.24		10.31.24			
		Oct-24							
AUDIT FUND									
30531-05	PROPERTY TAX	\$ 2,210.00	\$	2,157.04		98%			
70531-05	INTEREST	\$ 300.00	\$	209.58		70%			
	TOTAL	\$ 2,510.00	\$	31.76	\$ 2,366.62	94%	\$		-
	TOTAL INCOME	\$ 521,037.00	\$	13,733.20	\$ 472,793.71	91%	\$		-
BALANCE 10/31/2024									
	GENERAL ROAD							\$	1,058,799.51
	INSURANCE FUND							\$	5,696.55
	EQUIPMENT & BUILDING							\$	452,553.69
	AUDIT FUND							\$	1,182.21
	GRAND TOTAL ROAD & BRIDGE							\$	1,518,231.96

Senior Citizens
 Check Register

For the Period From Oct 18, 2024 to Nov 14, 2024

Check #	Date	Payee	Amount
4542	11/5/24	Cynthia Stephenson	30.00
4543	11/5/24	Charles Edwards	30.00
4545	11/14/24	George Huonker	40.00
4538	11/14/24	MOLLY STRAUCH	62.98
4541	11/14/24	Pavlov Media	102.96
4546	11/14/24	Avanti's Italian Restaurant	111.00
4540	11/14/24	QUICKSILVER	187.06
4547	11/14/24	KOLDAIRE EQUIPMENT CO	275.00
4539	11/14/24	KOLDAIRE EQUIPMENT CO	333.00
4536	11/14/24	TOWN OF NORMAL	505.76
4537	11/14/24	BALANCE SOLAR FUND I LLC	1,050.00
4544	11/14/24	U.S. BANK	1,226.20
online	10/31/24	10.31 Payroll	16,935.64
online	11/4/24	Ameren IP	4,273.39
online	11/5/24	CC fees	772.07
online	11/14/24	Office Depot	280.62
Total			26,215.68

Senior Citizens
 Check Register

For the Period From Oct 18, 2024 to Nov 14, 2024

Check #	Date	Payee	Amount
4542	11/5/24	Cynthia Stephenson	30.00
4543	11/5/24	Charles Edwards	30.00
4545	11/14/24	George Huonker	40.00
4538	11/14/24	MOLLY STRAUCH	62.98
4541	11/14/24	Pavlov Media	102.96
4546	11/14/24	Avanti's Italian Restaurant	111.00
4540	11/14/24	QUICKSILVER	187.06
4547	11/14/24	KOLDAIRE EQUIPMENT CO	275.00
4539	11/14/24	KOLDAIRE EQUIPMENT CO	333.00
4536	11/14/24	TOWN OF NORMAL	505.76
4537	11/14/24	BALANCE SOLAR FUND I LLC	1,050.00
4544	11/14/24	U.S. BANK	1,226.20
online	10/31/24	10.31 Payroll	16,935.64
online	11/4/24	Ameren IP	4,273.39
online	11/5/24	CC fees	772.07
online	11/14/24	Office Depot	280.62
Total			26,215.68

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SENIOR CITIZENS FUND

2024-2025

ADMINISTRATION

PERSONNEL

- 40213-01 1. Salaries
- 40613-01 2. Unemployment Contribution
- 40313-01 3. Health Insurance

Total

OPERATIONS

- 51013 1. Telephone
- 45513-03 2. Postage
- 44913 3. Utilities - Electric
- 45113 4. Utilities - Gas
- 45213 5. Utilities - Water
- 47513-03 6. Dues
- 43413-03 7. Nurse Service Contract
- 43513-03 8. Instructor Contracts
- 46513-03 9. Outreach
- 44413-03 10. Data Support

Total

COMMODITIES

- 49013-03 1. Office Supplies
- 46613 2. Coffee Supplies
- 46713 3. Bingo Supplies

Total

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPEND THRU	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Oct-24	10.31.24	10.31.24	10/18 - 11/14
	\$ 420,000.00	\$ 33,730.97	\$ 204,312.07	48.65%	\$ 16,935.64
Total	\$ 420,000.00	\$ 33,730.97	\$ 204,312.07	48.65%	\$ 16,935.64
	\$ 2,000.00	\$ 160.17	\$ 1,121.19	56.06%	\$ 102.96
	\$ 3,000.00	\$ 186.86	\$ 1,282.64	42.75%	\$ 187.06
	\$ 37,600.00	\$ 6,319.86	\$ 29,741.50	79.10%	\$ 5,323.39
	\$ 10,000.00		2513.94	0.00%	
	\$ 7,000.00	\$ 505.76	\$ 3,909.93	55.86%	\$ 505.76
	\$ 500.00			0.00%	
	\$ 2,000.00			0.00%	
	\$ 90,000.00	\$ 8,161.90	\$ 59,274.90	65.86%	
	\$ 5,000.00	\$ 264.24	\$ 1,518.00	30.36%	\$ 270.89
	\$ 4,000.00	\$ 175.77	\$ 1,303.53	32.59%	
Total	\$ 161,100.00	\$ 15,774.56	\$ 100,665.63	62.49%	\$ 6,390.06
	\$ 5,000.00	\$ 538.12	\$ 2,215.29	44.31%	\$ 280.62
	\$ 9,500.00	\$ 347.84	\$ 4,633.74	48.78%	\$ 608.00
	\$ 5,200.00	\$ 374.75	\$ 2,835.00	54.52%	\$ 183.50
Total	\$ 19,700.00	\$ 1,260.71	\$ 9,684.03		\$ 1,072.12

SENIOR CITIZENS FUND
2024-2025

OTHER EXPENDITURES

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPEND THRU	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Oct-24	10.31.24	10.31.24	10/18 - 11/14
49113-03 1. Program Supplies	\$ 18,000.00	\$ 1,495.38	\$ 6,264.99	34.81%	\$ 633.52
46813 2. Credit Card Fees	\$ 8,000.00	\$ 632.20	\$ 4,751.39	59.39%	\$ 772.07
47313-04 3. Program Entertainment	\$ 1,500.00	\$	\$ 900.00	60.00%	
48013 4. Mileage	\$ 500.00	\$	\$ 22.11	4.42%	
50013-04 5. Miscellaneous	\$ 2,000.00	\$ 249.29	\$ 347.18	17.36%	\$ 659.45
Total	\$ 30,000.00	\$ 2,376.87	\$ 12,285.67		\$ 2,065.04

50513-01 CONTINGENCIES

\$ 40,000.00				0.00%	\$ -
\$ 670,800.00	\$ 53,143.11	\$ 326,947.40		48.74%	\$ 26,462.86

TOTAL ADMINISTRATION

BALANCE 9/30/2024

\$ 807,842.02

INCOME FOR SENIOR CITIZENS FUND

30513-01 Real Estate Taxes	\$ 294,850.00		\$ 285,561.77	96.85%	
70513 Interest	\$ 20,000.00	\$ 3,054.18	\$ 20,142.00	100.71%	
71413 Membership fees	\$ 70,000.00	\$ 7,374.00	\$ 42,608.50	60.87%	
71313 Program fees	\$ 100,000.00	\$ 11,612.50	\$ 83,371.00	83.37%	
71113 Health Partners	\$ 45,000.00	\$ 5,359.00	\$ 38,435.50	85.41%	
71913 COBT	\$ 40,000.00			0.00%	
71513 Misc Income	\$ 16,000.00	\$ 5,092.59	\$ 20,235.92	126.47%	
71213 Sponsorships	\$ 10,000.00	\$ 500.00	\$ 10,065.00	100.65%	
71713 Grants	\$ 15,000.00		\$ 2,526.00	16.84%	
70913 Room Rental	\$ 500.00			0.00%	
70813 Donations	\$ 1,000.00		\$ 100.00	10.00%	
71013 Living Memorial Fund	\$ 25,000.00			0.00%	\$ -
Total	\$ 637,350.00	\$ 32,992.27	\$ 503,045.69	78.93%	\$ -

BALANCE 10/31/2024

\$ 787,691.18

Program Report November 2024 Programming Highlights

Join other ARC members to share your own stories about a time when you were or could have been the victim of a scam. On Thursday, November 7th at 10:00 AM. Officer Brad Park with the Normal Police Department will be there to share tips and tricks to help you avoid becoming a victim of a scam in the future.

Join the Institute for Financial Education on Wednesday, November 13th from 10:00 AM to 12:00 PM for the presentation Financial Fitness for 2025.

Join us at ARC for a Friendsgiving gathering on Wednesday, November 20th from 5-7 PM complete with dice games and your favorite Thanksgiving dishes. Bring a dish to share.

ARC Enthusiastic Gardeners will learn how to make ice lanterns on Thursday, November 21st at 11:00 AM. Want to try something new this winter to beautify your outdoor space? Nancy Komlanc, Co-Chair of ARC's Garden Club, will guide you through the steps and demonstrate how to build an outdoor ice lantern.

OSF Smart Meals program will meet on Thursday, November 21st at 1:00 PM. The Smart Meals program provides a take home meal kit after a taste testing class takes place. These shelf stable, healthier recipes can be a pantry staple for easy cooking. The November Smart Meals menu item will be potato topped chicken pot pie.

On Friday, November 22nd at 10:30 AM, join Doctor Susan Woollen, retired Director of Undergraduate Studies and Enrollment Management in the Department of Criminal Justice Sciences for our local interest speaker this month. This is a compelling story of Doctor Woollen's mother, who was a Nagasaki survivor.

The University of Illinois Extension office will host a program around holiday stress management on Monday, November 25th at 1:00 PM. The holiday season can be both magical and overwhelming. In this session they will address common stressors and discuss practical ways to navigate them for a more relaxed holiday experience.

ARC along with Traditions Health will host a Veteran's Coffee Cafe the second Friday of each month at 9:00 AM. The first Veteran Coffee Cafe will meet on Friday, November 8th at 9:00 AM.

Join Veterans Maintenance Solutions on Tuesday, November 19th at 10:00 AM for an overview of services they have to offer Veterans. They work with veterans who currently have homes that need repairs to allow them to live safely, such as ramps, bathroom remodels, roofs, grab bars, and help taking care of other issues.

ARC will continue its celebration of our military veterans during our annual Veteran's Day observance on Friday, November 8th at 10:30 AM.

Mike Mitchell is teaching a beginner pickleball clinic on Saturday, November 9th at 8:30 AM. The cost to attend is \$10.00. Following the beginner clinic, he will teach a bootcamp for intermediate players. The cost to attend is \$20.00

Join Connie Dearborn for ARC's next fused glass class on Friday, November 15th or Saturday, November 16th at 9:00 AM or 11:00 AM. This month they will make an ornament based on a window in Saint Joseph's Church in New Orleans. period the cost to attend this class is \$30.

Join Charlotte Black for Christmas gift tags on a ring on Friday, November 8th at 10:00 AM. Participants will make at least two gift tags on a ring and can make more if time allows. The cost to attend this class is \$8.

Marilyn Reese will teach a Cricut ornament class on Tuesday, November 12th at 10:00 AM. She will provide ready-to-go vinyl decals for holiday ornaments and walk you through how to make them on the Cricut. The cost to attend this class is \$5.

Lana Kinser will teach a rock painting class on Friday, November 15th at 10:00 AM. You will take home 2 painted rocks. The cost to attend this class is \$5.

Inside Out Accessible Art will teach a Christmas lighted bottle class on Friday, November 22nd at 10:00 AM. Make your own Christmas bottle with a candy cane design. The cost to attend this class is \$12.00.

Faith in Action is offering a special program that will be open to ARC members on Wednesday, November 20th at 1:30 PM in the ARC Auditorium. Join Attorney, Chad Ritchie for a presentation on how to avoid probate for your estate with Richie Law Office.

Digital Programming

Mindfulness Meditation: Mondays, Wednesdays, Fridays, 9-10:30 AM (Hybrid)

Intermediate TAI CHI and Qigong: Mondays and Wednesdays, and Fridays, 11 AM (Hybrid)

Beginning TAI CHI and Qigong: Tuesdays and Thursdays, 11 AM (Hybrid)

ARC Avid Reader's Book Club: Tuesday, November 5th, 10 AM (Hybrid)

Great Books: Thursday, November 7th, 10:30 AM (Hybrid)

Caregiver Support: CCSI & Alzheimer's Association: Wednesday, November 6th from 2-3 PM (Hybrid)

Other News

The Midwest Food Bank distribution days at ARC for November will be November 12th & 16th.

The November Bonnie's Cafe sponsor is VFW Post 454. Thank you for your sponsorship.

Lifeline Screening will host an event at ARC on Wednesday, November 6th from 9:00 AM to 7:00 PM. These screenings will be by appointment only. There are four ways to book your appointment. Call 1-888-814-0466 and use promo code HSCA001, visit their website at LLSA.SOCIAL/HSCA, text the word circle to 216-279-1607 or scan the QR code in the ARC newsletter. Lifeline Screening is the nation's leader in stroke and cardiovascular disease risk screenings. Screenings are simple and painless. There is a special price of \$159 that will include: carotid artery disease screening, atrial fibrillation screening, abdominal aortic aneurysm screening, peripheral artery disease screening plus a FREE hypertension screening.

November 2024 MSM Report (updated as of November 4, 2024)

October 2024 Membership Numbers

- There were 328 memberships scheduled to expire in the month of October, 167 (51%) of those members have renewed their membership.
- There are 256 memberships scheduled to expire in the month of November, so far 67 have renewed.
- In October, we received \$7330 in Membership Revenue.

October Sunshine Numbers

- 336 Birthday calls were made by the MSR staff in October.
- October had 9 Sympathy, 6 Get Well, and 18 Birthday correspondence sent out.

October Shuttle Van Numbers

- 19 members utilized the Shuttle Van in September.
- 26 members utilized the Shuttle Van in October. 27 members initially made a reservation during the month, but 1 member cancelled.

October Programming Revenue

- In September, we received \$13075 in Programming Revenue.
- In October, we received \$12032.50 in Programming Revenue.

October Insurance-Based Membership Program Visits

- September reported visit total submitted for reimbursement- 2981
- Silver Sneakers- 2694
- Renew Active- 238
- Silver & Fit- 49
- Active & Fit- 0

In October, Shuttle Van Driver Bill Dryer, celebrated his 2 year ARC-iversary.

The 2nd page is the Numbers Comparison Sheet

Member Services Number Comparison Report
November 2024

****Report as of 11/4/24****

Shuttle Van Ridership	
	Unduplicated Riders
September	19
October	26

Membership Totals	3583
Paid Member Total	2483
Silver Sneakers Total	921
Renew Active Total	143
Silver & Fit Total	20
Active & Fit	0
Reduced Fee Total	43
Change in Benefits	7
Member Support Person	19

Membership Stats

	September	October
Paid New Members	53	65
New Silver Sneaker	12	11
New Renew Active	1	4
New Silver & Fit	0	0
New Active & Fit	0	0
Visitor Passes	4	2

	September	October
Paid Renewal	133	186
Silver Sneaker Renewals	51	62
Renew Active Renewals	14	11
Silver & Fit Renewals	2	4
Active & Fit Renewals	0	0

Monthly Attendance

September						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
9/2-9/7	CL	412	374	421	197	140
9/9-9/14	462	414	360	401	175	138
9/16-9/21	454	412	346	420	215	130
9/23-9/28	489	405	419	410	175	143
9/30	503					
October						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
10/1-10/5		411	351	396	193	125
10/7-10/12	497	364	359	385	200	98
10/14-10/19	CL	396	260	362	199	131
10/21-10/26	491	390	328	453	190	176
10/28-10/31	518	343	338	411		

- 10/12- Dogtober Fest, Doors open to public
- 10/16- MCHD COVID/FLU Vaccine Clinic, Doors open to the public
- 10/26- ARC Craft Show, Doors open to the public

NORMAL TOWNSHIP SUPERVISOR'S REPORT

Prepared by Jess Ray

October 17, 2024

Assistance Report: In October 41 constituents received General Assistance. The township disbursed \$16,760.23 in General Assistance funds. 11 Emergency Assistance requests were approved totaling \$12,037.70 that went to housing/utilities.

GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE Oct. 2023 – Sept. 2024

Month	GA	AMOUNT	EA	AMOUNT
23-Nov	30	\$10,142.25	2	\$2,910
23-Dec	33	\$11,159.14	7	\$8,576
24-Jan	30	\$12,910	6	\$6,506.58
24-Feb	32	\$13,476.75	7	\$8,314.25
24-Mar	30	\$12,634.30	3	\$3,584
24-Apr	27	\$11,475	12	\$12,055.58
24-May	28	\$12,202.73	15	\$15,861.69
24-June	29	\$12,122.43	12	\$11,593.58
24-July	34	\$13,769.14	15	\$15,969.56
24-Aug	34	\$14,041.47	19	\$17,548.88
24-Sep	39	\$16,231.20	18	\$16,772.70
24-Oct	41	\$16,760.23	11	\$12,480.17
TOTAL	387	\$156,924.64	127	\$132,172.99

Month	GA	AMOUNT	EA	AMOUNT
22-Nov	17	\$5,474.00	5	\$4,189.02
22-Dec	18	\$6,141.41	9	\$10,690.75
23-Jan	0	0	7	\$4,964.65
23-Feb	18	\$5,561.27	4	\$3,527.44
23-Mar	18	\$6,120	6	\$5,925.89
23-Apr	21	\$7,061.58	8	\$8,453.53
23-May	19	\$6,120	9	\$7,615.70
23-June	19	\$6,120	15	\$12,827.02
23-July	16	\$5,440	27	\$26,800.01
23-Aug	15	\$5,100	18	\$18,080.63
23-Sep	19	\$6,460	24	\$20,535.31
23-Oct	28	\$9,261	4	\$239.41
TOTAL	208	\$118,519.26	130	\$121,394.68

I am interested in becoming a member of the Advisory Board - Normal.

Work History: Retired June of 2022 from the McLean County State's Attorney's Office after 28 years. I am ISP/FBI background checked. As the LEADS administrator and user of same, this was a requirement. I spent 12 years as the Legal Assistant for the Misdemeanor Unit. I spent 13 years in the Felony Drug/Vice/Gang Unit. The last 3 years I was the Intern Coordinator and Deferred Prosecution Administrator for the office.

ARC History: Joined 6 years ago. I've sponsored a classmate with a one year membership to encourage her to be social and to work out in a safe environment. My husband and I sponsored Bingo one time. I hooked Samantha up with the VFW Post 454 to sponsor coffee in November the last couple of years. I do not believe they are able to do it this year due to financial issues created by the need to put in a sprinkler system. I have enjoyed Lucy's Zumba classes during this time, you have a true gem with her, and use the work out room on a regular basis. I have also attended a diabetes class last summer that was very informative.

I know you understand the importance of the ARC in the community. I often observe the individuals coming in for Peace Meals. I have to wonder how many of these people that are coming in that this may be their only hot meal of the day. The social interaction is equally important. Love the work out room and the importance of people my age and older to remain fit, keep our balance strong through fitness, exercise, etc. A safe haven for physical, mental, and social health.

Welcome to Lori. I love her energy and enthusiasm for the job.

Thank you for your consideration.

C. Amy Wick

Draft

Office Administrator or Office Manager

Full Time exempt position

Salary Range

\$17-\$26 an hour?

Required Qualifications: High school graduation or equivalent.

Any one or more of the following:

Bachelors degree. Business related preferred.

Or

Associate degree and two years of bookkeeping and office administration.

Or

4 years of professional experience in bookkeeping and office administration

Preferred Qualifications

Expertise using Excel, in particular pivot tables and related formulas.

Knowledge of or potential to learn SAGE Accounting/Payroll software.

Budgeting skills.

Expertise in setting up events, working with caterers, vendors.

Expertise in writing and editing copy.

Skills and Attributes to Undertake Job:

Ability to establish a cooperative working relationship with constituents, staff, and clients.

Excellent knowledge of computers and computer systems (including hardware and software) to set up functions, enter data, or process information.

Accounting, Calendar/Scheduling, Database, Enterprise Resource Planning (ERP), Word Processing, Spreadsheet software

Confidentiality is essential for this position.

Ability to maintain composure and provide good service in handling issues in all situations including when the constituent, client or staff member is having a difficult day.

Strong communication (oral and written), leadership and supervisory skills and experience. -Experience in negotiating contracts for services and goods.

Knowledge of Township administrative methods, policies, and office administration practices.

Ability to work independently and exercise good judgment in order to analyze and investigate a variety of questions and issues, some of which may be sensitive and confidential in nature.

Ability to multi-task; prioritize projects and complete on or before the due date.

Strong organizational skills including ability to maintain paper and electronic files for fast and easy access.

General Summary:

The function of the position is to assist in the administrative duties necessary for effective management of Normal Township. This position is responsible for independently organizing, coordinating, and performing a wide range of duties. The person must perform computer work and budgets for all areas within the Unit. As Township Elected officials have multiple and diverse responsibilities, the person must thus be able to work without direct supervision. The person must make responsible decisions, recommend changes to office procedures and communicate effectively with the Township Supervisor, Township Clerk, Township Assessor, Township Highway Commissioner, and Township Trustees.

Organization Relationships:

This position reports to the Township Supervisor.

Supervisory Responsibilities:

None

Functional Expectations:

Must be able to complete the following with or without a reasonable accommodation: 1. Remain at a workstation for extended periods. 2. Effectively communicate on a daily basis.

Job Duties:

Receives visitors to the Township Office and makes appropriate referrals. Gives information and directions.

Performs bookkeeping on accounts for General Township, General Assistance, Road and Bridge and the Senior Center.

The incumbent works with Township Supervisor, Township Clerk, Township Highway Commissioner, Township Assessor and ARC Management staff in preparing forms and keeping account records.

Prepares all invoice vouchers, requisitions, printing requests, paper order forms, , work order forms, and travel vouchers.

Independently determines which budget line to utilize for payment of certain services (e.g. contractual, commodities, printing, etc.).

Keeps the Township Supervisor informed of fiscal matters on a regular basis.

Maintains daily budget records and presents balances immediately upon request.

Balances the budgets monthly against Township Sage accounting system, and reports discrepancies to the Township Supervisor in writing. Maintains a detailed report for all areas for dissemination to each area elected official or manager. Approves and issues orders made to Office Max supplies.

Oversees the coordination and preparation of word processing production consisting of letters, charts, printed materials, programs, and reports generated to support all areas of the Township.

Edits documents for appropriate English usage,

Assists Township Supervisor with confidential letters and reports; attends meetings with the Township Supervisor as needed.

Handles and directs matters of a sensitive, confidential nature which have an impact on Normal Township.

Records sick leave and vacation, maintains and updates all job descriptions and evaluations of the Township.

Schedules appointments and arrangements for travel.

Coordinates planning for various events including scheduling rooms and meals.

Creates, updates, revises and maintains confidential records and files.

Opens, reviews and sorts the Township mail.

Copies confidential materials for the elected officials and Township management team as needed.

Updates and schedules appointments for the Township Supervisor and maintains itinerary, advising Township Supervisor of all changes and additions.

Assist with HR Processes such onboarding new employees. Orders keys, name tags and nameplates for new personnel.

Maintains the Townships organizational chart along with creating, updating and electronically filing all job descriptions and confidential evaluations.

Other duties as assigned.

This position is subject to a criminal background investigation and if applicable, an employment history review

Draft Hiring Procedure & Process for Normal Township

1. The Assessor is responsible for hiring staff that work in the Assessor's office. Positions in the Assessor's office have the designation Deputy Assessor, Data Manager, and Administrative Assistant.
2. The Highway Commissioner is responsible for hiring staff that work for the Highway Office. Positions in the Highway office have the designation Snowplow Driver and Van Driver
3. The Supervisor is responsible for hiring staff that work for the General Assistance/Emergency Assistance Office. Positions in the GA/EA Office have the designation Caseworker.
4. The Township Board is responsible for hiring staff that work for the Township. This includes the township Bookkeeper and the following staff members working at the ARC. Director of Operations, Director of Programing, Communications Coordinator, Member Services Manager, Facilities Manager, Sunshine Program Coordinator, Member Service Representative, and Custodian.

General Township employees that fall into category #4 per legal counsel guidance must be approved in an open meeting. This would include announcing who is being hired and the rate of their compensation.

Review of the recommendation for the position may be discussed in closed session but the offer that is to be made must be in an open session of a regular or special meeting.

For those employees that are part of #4 the following process will be used.

To fill vacant staff positions of Sunshine Coordinator and Member Services Representative the ARC Director of Operations will work with another member of the ARC management staff, typically the Member Services Manager. They will work with the Township Supervisor to post any vacancies. They will then review and interview qualified candidates and select a candidate to recommend to the Board along with a recommended starting wage. The Board would review the recommendation and provide either an offer approval of position and salary or decline to make an offer.

To fill vacant staff positions of Custodian the ARC Director of Operations will work with another member of the ARC management staff, typically the Facilities Manager. They will work with the Township Supervisor to post any vacancies. They will then review and interview qualified candidates and select a candidate to recommend to the Board along with a recommended starting wage. The Board would review the recommendation and provide either an offer approval of position and salary or decline to make an offer.

To fill vacant staff positions of Director of Programing, Communications Coordinator, Member Services Manager, Facilities Manage the ARC Director of Operations will work with a Township Board member. They will work with the Township Supervisor to post any vacancies. They will then review and interview qualified candidates and select a candidate to recommend to the Board along with a recommended starting wage. The Board would review the recommendation and provide either an offer approval of position and salary or decline to make an offer.

To fill vacant staff positions of ARC Director of Operations and Township Bookkeeper the Township Supervisor will work with a Township Board member. The Township Supervisor will post the vacancy. They will then review and interview qualified candidates and select a candidate to recommend to the Board along with a recommended starting wage. The Board would review the recommendation and provide either an offer approval of position and salary or decline to make an offer.

Termination Procedure & Process for Normal Township

1. The Assessor is responsible for termination of staff that work in the Assessor's office. Positions in the Assessor's office have the designation Deputy Assessor, Data Manager, and Administrative Assistant.
2. The Highway Commissioner is responsible for termination of staff that work for the Highway Office. Positions in the Highway office have the designation Snowplow Driver and Van Driver
3. The Supervisor is responsible for termination of staff that work for the General Assistance/Emergency Assistance Office. Positions in the GA/EA Office have the designation Caseworker.
4. The Township Board is responsible for termination of staff that work for the Township. This includes the township Bookkeeper and the following staff members working at the ARC. Director of Operations, Director of Programing, Communications Coordinator, Member Services Manager, Facilities Manager, Sunshine Program Coordinator, Member Service Representative, and Custodian.

General Township employees that fall into category #4 per legal counsel guidance must be terminated in an open meeting. This would take a motion to terminate and the person's name.

Review of the recommendation/reason for the termination may be discussed in closed session but the action to terminate made must be in an open session of a regular or special meeting.

TOWN OF NORMAL - JOB DESCRIPTION

April 2017

Job Title: Accounting Associate
Department: Finance
Pay Grade: 33
FLSA Designation: Non-exempt

Distinguishing features of work:

This position is under the supervision of the Fiscal Supervisor. Accounting Associates are responsible for processing accounts payable, Bloomington-Normal use tax payments, accounts receivable, and communicating with the general public (on the phone and in person) regarding a variety of Town related transaction activities, such as processing utility payments, use tax payments and parking ticket payments. This individual may also assist accounting personnel with bank reconciliation; prepare positive pay files for payroll and accounts payable payments; as well as perform some daily processing of budget adjustments and other minor general ledger management activities.

Examples of work performed:

Process invoices by verifying transaction information, scanning all invoices for back-up into financial software, and preparing all invoices for weekly check disbursement processing.*

Prepares and manages all Purchase Orders and related transactions in financial software.

Processes, prints and mails AP checks on a weekly basis.*

Serves customers at the department counter and responds to customer and Town employee inquiries by e-mail and telephone.*

Processes and manages utility bill and use tax payments and addresses customer issues related to payments, communicating with the legal department regarding delinquent accounts as needed.*

Researches a variety of information (outstanding checks, payments, accounts payable backup, accounts receivable and adjusting journal entries) for internal and external users.*

Scans documents for record retention.

Updates deposit record spreadsheet for the monthly bank reconciliation.*

Serves as a backup to the accounts receivable process as directed.

Maintains and updates accounts receivable, accounts payable and other system records as necessary.

Oversees W-9 records and enter/update vendors in system as needed.

Processes credit applications and submits to Finance Director for final approval.

3. **LOW TEMPERATURE**-Working in a relatively low average degree of temperature.
0.00
4. **HIGH TEMPERATURE**-Working in a relatively high average degree of temperature.
0.00
5. **SUDDEN TEMPERATURE CHANGES**-Working where temperature changes of more than 10 degrees may take place.
0.00
6. **LOW HUMIDITY**-Working under conditions in which the atmosphere contains a low degree of moisture relative to temperature and air movement.
0.00
7. **HIGH HUMIDITY**-Working under conditions in which the atmosphere contains a high degree of moisture relative to temperature and air movements.
0.00
8. **WETNESS**-Contact with water at site of work.
0.00
9. **SLIPPERY SURFACES**-Working where there is a possibility of falling or losing one's footing because of slippery surfaces.
0.00
10. **BODY INJURIES**-Possibility of cuts, bruises, sprains, fractures, or amputation.
1.00
11. **HIGH ELEVATIONS**-Working above floor or ground level.
0.00
12. **CONFINED SPACES AND/OR CRAMPED BODY POSITIONS**-Positions in which the worker is narrowly hemmed in, or work which requires awkward or strained positions to perform.
0.00
13. **MOVING OBJECTS**-Working on or about moving machinery or equipment, in the vicinity of vehicles in motion, or near any object that changes place or position whereby the well-being of the worker may be jeopardized.
0.00
14. **VIBRATION**-Exposure of the body, particularly the arms and legs, to sudden jerks and jars or vibration.
0.00
15. **NOISE**-Working condition in which sound is produced as part of the work process or is a part of the job.
0.00
16. **BURNS**-Possibility of injuries to the body caused by heat, fire, chemicals, or electricity.

29. **AIR PRESSURE**-Working under a high or low pressure condition caused by atmosphere or compressed air forces.

0.00

30. **WORKING WITH OTHERS**-Association with others in the course of job performance.*

3.00

31. **RESPONSIBILITY FOR PERSONS**-Having responsibility for the welfare and lives of others.

0.00

32. **JOB COMPLEXITY**-The degree and depth of such factors as significant professional training, specialized knowledge and skills, variability of tasks, and analytical requirements.

1.00

33. **ROLE AMBIGUITY**-Lack of clarity about what others expect of you on the job.

0.00

34. **IRREGULAR or EXTENDED WORK HOURS**-Working under conditions that cause fluctuating work hours.

1.00

Physical Abilities

(on a scale of 1-low level of ability, to 7-high level)

Mean Rating

1. Static Strength	1.50
2. Explosive Strength	1.00
3. Dynamic Strength	1.00
4. Trunk Strength	1.50
5. Stamina	1.00
6. Effort	1.50
7. Extent Flexibility	2.00
8. Dynamic Flexibility	2.00
9. Mobility	2.00
10. Speed of Limb Movement	1.50
11. Gross Body Coordination	1.50
12. Gross Body Equilibrium	1.00

**Town of Normal
Salary Schedule
3. 35% COLA Added Effective 4/1/2024**

Range	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
30	\$38,195.62	\$40,442.54	\$42,689.45	\$44,936.39	\$46,060.79	\$47,214.76	\$48,392.18	\$49,605.40	\$50,839.43	\$52,113.60	\$53,417.37	\$54,752.63	\$56,121.90	\$57,243.60	\$58,388.33	\$59,557.09	\$60,747.01
31	\$40,109.66	\$42,465.68	\$44,825.43	\$47,183.34	\$48,365.03	\$49,574.48	\$50,813.52	\$52,084.02	\$53,384.10	\$54,719.30	\$56,087.77	\$57,489.57	\$58,928.34	\$60,106.36	\$61,308.40	\$62,534.51	\$63,784.64
32	\$42,114.34	\$44,592.42	\$47,068.67	\$49,546.75	\$50,782.07	\$52,056.64	\$53,358.18	\$54,686.00	\$56,052.63	\$57,453.62	\$58,889.49	\$60,361.57	\$61,870.60	\$63,109.66	\$64,370.86	\$65,658.14	\$66,970.99
33	\$44,640.73	\$47,260.98	\$49,888.08	\$52,517.63	\$53,831.72	\$55,176.66	\$56,556.42	\$57,970.38	\$59,416.42	\$60,828.80	\$62,423.53	\$63,984.11	\$65,583.58	\$66,895.18	\$68,231.00	\$69,597.52	\$70,989.42
34	\$47,318.31	\$50,095.98	\$52,882.07	\$55,667.97	\$57,060.53	\$58,486.06	\$59,949.90	\$61,447.09	\$62,982.04	\$64,555.81	\$66,171.59	\$67,825.39	\$69,521.19	\$70,911.89	\$72,329.23	\$73,776.45	\$75,253.28
35	\$50,156.98	\$53,100.71	\$56,057.12	\$59,005.98	\$60,481.73	\$61,993.52	\$63,543.54	\$65,133.63	\$66,760.18	\$68,430.12	\$70,141.39	\$71,893.42	\$73,691.42	\$75,165.32	\$76,668.82	\$78,201.91	\$79,767.59
36	\$53,667.00	\$56,816.38	\$59,975.05	\$63,135.51	\$64,714.37	\$66,333.96	\$67,991.77	\$69,690.83	\$71,433.43	\$73,219.42	\$75,050.65	\$76,927.74	\$78,851.00	\$80,428.47	\$82,037.34	\$83,677.70	\$85,350.43
37	\$56,888.53	\$60,228.39	\$63,577.49	\$66,928.47	\$68,602.12	\$70,315.08	\$72,073.07	\$73,875.18	\$75,721.45	\$77,614.86	\$79,552.44	\$81,543.02	\$83,580.74	\$85,250.34	\$86,955.27	\$88,695.58	\$90,468.25
38	\$60,303.28	\$63,841.95	\$67,391.83	\$70,941.94	\$72,714.98	\$74,531.83	\$76,395.78	\$78,306.86	\$80,265.04	\$82,271.44	\$84,325.71	\$86,434.46	\$88,595.07	\$90,368.09	\$92,173.47	\$94,017.26	\$95,898.17
39	\$63,919.67	\$67,670.81	\$71,436.06	\$75,201.54	\$77,081.52	\$79,008.21	\$80,982.25	\$83,006.49	\$85,079.49	\$87,206.20	\$89,387.57	\$91,619.60	\$93,912.93	\$95,790.72	\$97,706.60	\$99,660.50	\$101,656.42
40	\$69,033.05	\$73,084.83	\$77,147.80	\$81,212.60	\$83,243.16	\$85,323.60	\$87,455.87	\$89,641.73	\$91,883.89	\$94,181.82	\$96,535.51	\$98,949.38	\$101,424.53	\$103,452.47	\$105,521.85	\$107,631.90	\$109,785.14
41	\$74,556.89	\$78,934.22	\$83,322.66	\$87,712.62	\$89,906.24	\$92,153.14	\$94,455.53	\$96,817.07	\$99,236.06	\$101,717.18	\$104,260.96	\$106,865.68	\$109,537.95	\$111,728.62	\$113,963.96	\$116,244.20	\$118,569.04
42	\$80,520.95	\$85,247.78	\$89,987.58	\$94,729.24	\$97,088.22	\$99,526.36	\$102,013.68	\$104,562.08	\$107,175.16	\$109,854.81	\$112,602.22	\$115,415.68	\$118,301.06	\$120,665.96	\$123,079.23	\$125,541.91	\$128,053.73
43	\$88,572.85	\$93,771.29	\$98,984.51	\$104,201.45	\$106,807.10	\$109,477.56	\$112,214.54	\$115,018.06	\$117,891.89	\$120,839.76	\$123,861.51	\$126,957.39	\$130,130.67	\$132,732.88	\$135,386.45	\$138,093.84	\$140,854.27
44	\$97,429.23	\$103,149.16	\$108,883.89	\$114,622.33	\$117,488.76	\$120,425.50	\$123,436.16	\$126,520.84	\$129,681.32	\$132,923.18	\$136,246.38	\$139,652.80	\$143,144.32	\$146,007.08	\$148,926.26	\$151,906.37	\$154,944.41
45	\$109,120.57	\$115,526.60	\$121,949.34	\$128,375.69	\$131,584.24	\$134,873.52	\$138,245.48	\$141,701.87	\$145,243.30	\$148,873.49	\$152,596.18	\$156,411.33	\$160,322.06	\$163,527.49	\$166,798.46	\$170,135.08	\$173,537.07
46	\$115,667.19	\$122,456.04	\$129,265.18	\$136,078.09	\$139,480.83	\$142,966.82	\$146,539.69	\$150,203.16	\$153,957.27	\$157,805.72	\$161,750.27	\$165,794.74	\$169,939.07	\$173,338.10	\$176,805.58	\$180,341.98	\$183,947.30
47	\$122,607.24	\$129,803.40	\$137,021.11	\$144,242.80	\$147,849.74	\$151,544.82	\$155,332.07	\$159,215.39	\$163,194.76	\$167,274.05	\$171,455.31	\$175,742.43	\$180,135.42	\$183,738.40	\$187,413.92	\$191,161.97	\$194,984.53

Rounding may affect annual salary amounts.

TOWN OF NORMAL - JOB DESCRIPTION

Job Title: Executive Assistant
Department: Administration
Pay Grade: 35
FLSA Designation: Non-Exempt

Distinguishing Features of Work:

This is highly responsible work requiring secretarial, clerical, and public relations skills for the Administrative Department, supporting staff in the City Manager's office as well as the Mayor and City Council.

The Executive Assistant is responsible for the performance of difficult and varied clerical, secretarial and public contact duties. This employee must apply considerable independent judgment based on acquired knowledge and experience in the performance of tasks associated with this highly visible and responsible secretarial position. This employee will perform a variety of assignments based on limited verbal or written direction. This position must represent the Mayor and Administration with strong organizational skills, sound independent judgment, highly professional demeanor, the ability to react quickly and display personal initiative. This position is accountable to the City Manager or his/her designee.

Examples of Work Performed:

Prepares correspondence, reports and memorandums as directed for Administrative staff, Mayor and Council.

Files all relevant material.

Prepares and distributes Council Agenda packets, including preparing and posting the council packet file online.

Handles all incoming phone calls and coordinates meetings for the Mayor, City Manager and Administrative staff.

Assists the Mayor, City Manager and Administrative staff with a variety of special projects.

Coordinates work on special projects and activities with others, or works on special projects or activities alone, as assigned by the Manager or his designee.

Processes department invoices for payment through the Town's Accounts Payable system.

Serves as the first contact with Administration and Mayor's offices for the public via phone call, in person, email or other form of communication.

Performs other duties as assigned.

Required Knowledge, Skills and Abilities:

Thorough knowledge of business English, spelling, grammar and arithmetic.

Extensive knowledge of modern office procedures, including regulations, procedures and services required in an Administrative department.

5. **SUDDEN TEMPERATURE CHANGES**-Working where temperature changes of more than 10 degrees may take place.

0.00

6. **LOW HUMIDITY**-Working under conditions in which the atmosphere contains a low degree of moisture relative to temperature and air movement.

0.00

7. **HIGH HUMIDITY**-Working under conditions in which the atmosphere contains a high degree of moisture relative to temperature and air movements.

0.00

8. **WETNESS**-Contact with water at site of work.

0.00

9. **SLIPPERY SURFACES**-Working where there is a possibility of falling or losing one's footing because of slippery surfaces.

0.00

10. **BODY INJURIES**-Possibility of cuts, bruises, sprains, fractures, or amputation.

1.00

11. **HIGH ELEVATIONS**-Working above floor or ground level.

0.00

12. **CONFINED SPACES AND/OR CRAMPED BODY POSITIONS**-Positions in which the worker is narrowly hemmed in, or work which requires awkward or strained positions to perform.

0.00

13. **MOVING OBJECTS**-Working on or about moving machinery or equipment, in the vicinity of vehicles in motion, or near any object that changes place or position whereby the well being of the worker may be jeopardized.

0.00

14. **VIBRATION**-Exposure of the body, particularly the arms and legs, to sudden jerks and jars or vibration.

0.00

15. **NOISE**-Working condition in which sound is produced as part of the work process or is a part of the job.

0.00

16. **BURNS**-Possibility of injuries to the body caused by heat, fire, chemicals, or electricity.

0.00

17. **NON-IONIZING RADIATION**-Possibility of exposure to radiation caused by welding flash, microwaves, or sunburn.

0.00

18. **DUST**-Working in an area where the air contains varying quantities of fine, dry particles of earth or matter other than free silica or asbestos.

0.00

19. **SILICA DUST**-Working in an area which contains free silica or asbestos dust.

0.00

34. **IRREGULAR or EXTENDED WORK HOURS**-Working under conditions that cause fluctuating work hours.

2.00

Physical Abilities

(on a scale of 1-low level of ability, to 7-high level)

	Mean Rating
1. Static Strength	2.00
2. Explosive Strength	1.00
3. Dynamic Strength	1.00
4. Trunk Strength	1.00
5. Stamina	2.00
6. Effort	2.00
7. Extent Flexibility	2.00
8. Dynamic Flexibility	1.00
9. Mobility	1.00
10. Speed of Limb Movement	1.00
11. Gross Body Coordination	1.00
12. Gross Body Equilibrium	1.00
13. Arm-Hand Steadiness	1.00
14. Manual Dexterity	2.00
15. Finger Dexterity	2.00
16. Near Vision	4.00
17. Far Vision	1.00
18. Visual Color Discrimination	1.00
19. Hearing(quiet)	1.00
20. Hearing(noisy)	1.00
21. Hearing(directional)	2.00
22. Hearing(environmental)	1.00

TOWN OF NORMAL - JOB DESCRIPTION

Job Title: Office Associate
Department: Finance
Pay Grade: 33
FLSA Designation: Non-exempt

Distinguishing features of work:

This is highly responsible work, which consists of varied secretarial duties supplemented by some technical work. This position reports to the Finance Director and directly supports that position, as well as the Department's administrative team. A person in this position prepares or assists in the preparation of several financial documents and reports and is responsible for organizing and maintaining all filing systems within the Finance Department. The nature of the work is such that an employee can have frequent interruptions as a result of answering telephones, responding to inquiries or serving customers at the department counter.

Examples of work performed:

Performs secretarial duties for the Department.*

Prepares various correspondence and reports.*

Maintains and updates Finance Department page on Town website.*

Assists with preparation and submission of Council Reports for presentation.*

Reviews, organizes, prints, binds and distributes budget document and trend analysis reports.*

Prepares and submits annual Budget and CAFR award applications.*

Assists in preparation and copying of documents as required during audit processes.*

Prepares revenue and expenditure justification sheets as needed.

Prepares Finance Department bills for payment.*

Files various documents for the Director and the department.*

Scans and files documents for records retention, complying with all legal and organizational record retention policies and practices.*

Serves as back-up for reconciliation of Town's bank accounts as directed.*

Serves as bookkeeper for the Linden Condo Association.

Distributes end of the month financial reports.*

Serves customers at the department counter, and responds to customer inquiries by email and phone.*

Serves as the department's receptionist for department visitors.*

Physical Standards Project--Summary Report
Working Conditions

(on a scale of 0-no effect, to 3-greatly effected)

1. **INSIDE**-Working under a roof and with all sides protected from the weather (exclude motor vehicles from consideration).*
3.00
2. **OUTSIDE**-Working outside exposed to the weather-heat, cold, humidity, dryness, wetness, and dust (due to climate rather than other sources).
0.00
3. **LOW TEMPERATURE**-Working in a relatively low average degree of temperature.
0.00
4. **HIGH TEMPERATURE**-Working in a relatively high average degree of temperature.
0.00
5. **SUDDEN TEMPERATURE CHANGES**-Working where temperature changes of more than 10 degrees may take place.
0.00
6. **LOW HUMIDITY**-Working under conditions in which the atmosphere contains a low degree of moisture relative to temperature and air movement.
0.00
7. **HIGH HUMIDITY**-Working under conditions in which the atmosphere contains a high degree of moisture relative to temperature and air movements.
0.00
8. **WETNESS**-Contact with water at site of work.
0.00
9. **SLIPPERY SURFACES**-Working where there is a possibility of falling or losing one's footing because of slippery surfaces.
0.00
10. **BODY INJURIES**-Possibility of cuts, bruises, sprains, fractures, or amputation.
0.00
11. **HIGH ELEVATIONS**-Working above floor or ground level.
0.00
12. **CONFINED SPACES AND/OR CRAMPED BODY POSITIONS**-Positions in which the worker is narrowly hemmed in, or work which requires awkward or strained positions to perform.
0.00

26. **ELECTRICAL HAZARDS**-Possibility of contact with uninsulated or unshielded electrical equipment.
0.00
27. **IONIZING RADIATION**-Possibility of exposure to radiation from such sources as radioactive isotopes, x-rays, and other nuclear substances.
0.00
28. **INFECTIONS**-Any infections caused by micro-organisms. Rated in terms of probability of occurrence rather than actual occurrence, and severity.
0.00
29. **AIR PRESSURE**-Working under a high or low pressure condition caused by atmosphere or compressed air forces.
0.00
30. **WORKING WITH OTHERS**-Association with others in the course of job performance.*
3.00
31. **RESPONSIBILITY FOR PERSONS**-Having responsibility for the welfare and lives of others.
0.00
32. **JOB COMPLEXITY**-The degree and depth of such factors as significant professional training, specialized knowledge and skills, variability of tasks, and analytical requirements.
0.00
33. **ROLE AMBIGUITY**-Lack of clarity about what others expect of you on the job.
0.00
34. **IRREGULAR or EXTENDED WORK HOURS**-Working under conditions that cause fluctuating work hours.
1.00

Physical Abilities

(on a scale of 1-low level of ability, to 7-high level)

	Mean Rating
1. Static Strength	1.50
2. Explosive Strength	1.00
3. Dynamic Strength	1.00
4. Trunk Strength	1.50
5. Stamina	1.00

JOB CLASSIFICATION



- | | | |
|--|---|--|
| <p>30 Custodian
Parking Enforcement Officer</p> <p>32 Assistant Recreation Supervisor</p> <p>33 Accounting Associate
Assistant Golf Course Manager
Building Maintenance (Library)
Events Coordinator/Development Assistant
Irrigation/Spray Technician
Office Associate
Police Service Representative
Records Specialist</p> <p>34 Deputy Clerk
Educator
Guest Services & Support Coordinator
Library Assistant II
Library Technical Assistant II
Procurement Specialist
Programs Educator</p> <p>35 Accreditation Specialist
Building Maintenance Specialist
Chief Deputy Clerk
Digital & Social Media Specialist
Executive Assistant
IT Support Technician
Maintenance Specialist I
Museum Exhibit Manager
Utility Billing Coordinator
Utility Worker I
Waste Carrier I</p> <p>36 Code Enforcement Inspector
Equipment & Plant Operator I
Evidence Manager
Maintenance Specialist II
Museum Development Director
Police Criminal Intelligence Analyst
Theater Manager
Utility Worker II
Waste Carrier II
Water Plant Operator I</p> <p>37 Benefits Coordinator
Communication & Marketing Specialist
Cultural/Civic Arts Specialist
Equipment & Plant Operator II
Forester
Graphic Design & Multimedia
Graphic Designer (Library)
Lead Building Maintenance Specialist
Maintenance Specialist III
Project & Resource Manager
Safety and Wellness Coordinator
Utility Worker III
Water Plant Operator II</p> <p>38 Administrative Analyst
Associate Planner
Assistant Maintenance Supervisor
Building Inspector I
Circulation Supervisor (Library)
Engineering Technician I
Golf Course Manager
Horticulturist
Librarian
Public Fire Education Specialist/Inspector
Utility Permit Technician
Water Plant Operator III</p> | <p>39 Accountant
Aquatics & Special Events Supervisor
Assistant Park Maintenance Supervisor
Assistant Supervisor of Public Works
Assistant Water Distribution Supervisor
Civic Arts Manager
Community Development Specialist
Director of Education
Director of Museum Experiences and Engagement
Engineering Technician II
Equipment & Plant Operator III
Intervention Specialist
Police Records/Intelligence Manager
Recreation Supervisor
Storm Water Technician
Vehicle/Heavy Equipment Mechanic</p> <p>40 Applications System Specialist
Building Maintenance Supervisor
Chemist
Data Specialist
HVAC Inspector
Technology & Facilities Manager (Library)
Traffic Technician</p> <p>41 Building Inspector II
Director of Adult Services (Library)
Director of Audio/Visual Technology (Library)
Electrical Inspector
Equipment & Fleet Maintenance Supervisor
Finance Manager
Fire Prevention Supervisor
GIS Coordinator
Maintenance Supervisor
Network Administrator
Plumbing/Cross Connection Inspector
Programming & Youth Services Manager (Library)
Sewer Supervisor
Street Supervisor
Water Distribution Supervisor
Waste Removal Supervisor
Water Treatment Plant Supervisor</p> <p>42 Assistant Corporation Counsel
Assistant Director of Maintenance Operations
Director of Communications
Director of Facilities & Energy Management
Fire Battalion Chief
Project Engineer II
Project Manager
Town Clerk
Town Planner
Water Project Engineer</p> <p>43 Assistant Finance Director
Assistant Fire Chief
Deputy Corporation Counsel
Police Lieutenant</p> | <p>44 Assistant Police Chief
Director of Innovation & Technology
Director of Inspections (Building Commissioner)
Director of Human Resources
Economic Development Director
Operations Manager of Public Works
Town Engineer</p> <p>45 Director of Finance
Director of Parks and Recreation
Director of Public Works
Director of Water
Executive Director of Cultural Arts/Children's Discovery Museum
Fire Chief
Library Administrator</p> <p>46 Police Chief</p> <p>47 Assistant City Manager
Corporation Counsel</p> |
|--|---|--|

Draft of Recommended Updates to Personnel Manual

Revision of Personnel Manual Section 1.4 Work Schedules

What is currently in the Personnel Manual.

WORK SCHEDULES 1.4

The official business hours for Normal Township are 8:00 AM to 4:30 PM, Monday through Friday. Because we provide a wide range of services, some employees may be scheduled to work on days and times outside the official business hours. Work schedules may vary by position. Most employees work a 37.5 hour work week although this may vary by individual job and department needs.

Employees are generally eligible for two fifteen-minute breaks during each work day. All employees working a shift of five or more hours are required to take an unpaid meal break. Breaks will be coordinated with the manager. Normal Township reserves the right to change work schedules based upon operational needs.

State of Illinois Department of Labor rules say – Employees working 7.5 continuous hours must be allowed a meal period of at least 20 minutes no later than 5 hours after the start of work and additional 20 minutes if working a 12 hour shift or longer

Recommended Change

WORK SCHEDULES 1.4

The official business hours for Normal Township are 8:00 AM to 4:30 PM, Monday through Friday. Because Normal Township provides a wide range of services, some employees may be scheduled to work on days and times outside the official business hours. Work schedules may vary by position. Most full-time employees work a 37.5 hour work week although this may vary by individual job and department needs.

Employees working 7.5 continuous hours are allowed a meal period of at least 20 minutes no later than 5 hours after the start of work and additional 20 minutes if working a 12 hour shift or longer.

Employees will be afforded reasonable bathroom breaks.

Normal Township reserves the right to change work schedules based upon operational needs.

Revision of Personnel Manual Section 1.7 Attendance and Punctuality

What is currently in the Personnel Manual.

ATTENDANCE AND PUNCTUALITY 1.7

Employees are required and expected to use their compensated hours on the job for official Township business only and for no other purpose. To maintain a productive work environment, the Township expects employees to be reliable and punctual in reporting to work. Absenteeism and tardiness place a burden on other employees. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their manager as soon as possible. Employees who are considered tardy or fail to notify their manager of their absence are considered in violation of this policy.

What is the amount of time that is considered tardy?) minutes, 5 minutes, 10 minutes?

Should that be added to the policy?

Revision of Personnel Manual Section 1.8 Wage and Salary Administration

What is currently in the Personnel Manual.

WAGE AND SALARY ADMINISTRATION 1.8

The manager shall determine wages and salaries for full time and part-time employees within the budget salary line items approved by the Board of Trustees.

Legal counsel recommends that we define who the manager is.

Possible adjustment.

WAGE AND SALARY ADMINISTRATION 1.8

The Assessor shall determine wages and salaries for full time and part-time employees within the budget salary line items approved by the Board of Trustees for positions in the Assessor's office.

The Highway Commissioner shall determine wages and salaries for full time and part-time employees within the budget salary line items approved by the Board of Trustees for positions in the Highway Commissioner office.

The Supervisor shall determine wages and salaries for full time and part-time employees within the budget salary line items approved by the Board of Trustees for positions in the General Assistance/Emergency Assistance office.

The Township Board shall determine wages and salaries for full time and part-time employees within the budget salary line items approved by the Board of Trustees for positions in the Township office.

Revision of Personnel Manual Section 1.11 Confidentiality

What is currently in the personnel manual.

STATEMENT OF CONFIDENTIALITY 1.11

It is the responsibility of every employee, volunteer, student, and vendor to maintain the confidentiality of Township information. This includes, but is not limited to, Township records, documents, notes, files, records, oral information, computer files or similar materials. These items may not be removed from the Township's premises without permission from management, or where required for a business purpose or protected by the Freedom of Information Act (FOIA).

Employees must not disclose any confidential information, purposefully or inadvertently through casual conversation, to any unauthorized person inside or outside the Township. Employees who are unsure about the confidential nature of specific information or regarding the release of information check with management for clarification.

Employees are required to handle such information in a confidential manner at all times during and after employment.

Should we provide examples of what information is considered confidential?

Possible adjustment.

Examples of information that is considered confidential.

Information collected to assist clients of General Assistance and Emergency Assistance program with the exception of when the client has given approval for release.

Address and phone numbers of ARC members.

Revision of Personnel Manual Section 2.62 Illinois Paid Leave for All Workers

Revision of Personnel Manual Section 2.9 Bereavement

What is in the manual –

BEREAVEMENT 2.9

Any eligible employee may be absent from work for a period of up to three (3) working days due to a death in the immediate family. Managers may grant additional time for unusual circumstances, as it relates to the death of an immediate family member. In addition, managers shall have the authority to grant bereavement leave in hourly increments for situations other than listed below.

For purposes of this policy, immediate family is defined as mother, father (which includes stepparents or legal guardians), mother-in-law, father-in-law, husband, wife, sister, brother,

sister-in-law, brother-in-law, child or stepchild, grandchild or step grandchild, or grandparents (on both sides).

In the event of the death of a child, Illinois state law entitles employees to an additional 2 weeks (10 work days) of unpaid bereavement leave to:

- (1) attend the funeral or alternative to a funeral of a child;
- (2) make arrangements necessitated by the death of the child; or
- (3) grieve the death of the child.

"Child" is defined as an employee's son or daughter who is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis. Under the law, the child bereavement leave must be completed within 60 days after the date on which the employee receives notice of the death of the child. An employee shall provide the employer with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practical. The Township may require reasonable documentation, which may include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period. This Act does not create a right for an employee to take unpaid leave that exceeds the unpaid leave time allowed under, nor is it in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act of 1993.

Question –

Who is an eligible employee? Are part-time employees eligible?

Possible changes –

Any full-time employee may be absent from work for a period of up to three (3) working days due to a death in the immediate family.

Or

Any employee may be absent from work for a period of up to three (3) working days due to a death in the immediate family.

Addition to Personnel Manual – Work Rules

Add a new policy Work Rules 1.16

Recommendation based on legal counsel

Work Rules:

Some of the Work Rules which employees should be familiar with are listed below. Violation of any of these Work Rules may subject an employee to disciplinary action, ranging from a verbal warning to immediate termination, as deemed appropriate by the relevant Department Head. These rules are by way of example and do not limit the right of the Township to terminate an employee for any reason or no reason. The Township reserves the sole right to revise or change these rules as it deems necessary without prior notice.

An employee will be subject to disciplinary action for:

1. Mistreatment, abuse, neglect, or failure to report mistreatment, abuse or neglect of anyone. Types of abuse include, but are not limited to:
 - a. Physical
 - b. Mental
 - c. Verbal
 - d. Financial
 - e. Sexual
 - f. Self-Neglect
2. Misuse of funds such as theft or the misrepresentation, conflict of interest or false statement in connection with any aspect of employment or any material omission of fact or misleading statement in connection with any aspect of employment. This includes the theft or unauthorized removal of property belonging to the Township or another person.

3. Practicing or promoting discrimination against or harassment of another individual or group based on race, color, national origin, sex, sexual orientation, age, gender, gender identity, religion, marital status, physical disability unrelated to ability to perform the job, or any other class protected by law.
4. Falsification of timecard or any misrepresentation of one's own work hours or of other employees.
5. Excessive absenteeism or tardiness, unexcused absence from work without notice or misuse of paid leave or any other benefits.
6. Possession or under the influence of alcohol, intoxicating substance, drug paraphernalia, or controlled substances on Normal Township property. Also, reporting to work under the influence of drugs or alcohol, intoxicating substance, drug paraphernalia, or controlled substances and/or allowing them to adversely affect job performance.
7. Fighting with, threatening, intimidating, coercing, physically or verbally abusing, or interfering with other employees or persons doing business with the Township.
8. Deliberately damaging or attempting to damage Township property, another's property, or the property of a fellow employee or supervisor.
9. Conviction of a crime, the nature of which would adversely affect the employee's relationship with the Township, fellow team members, and/or guests.
10. Possession of weapons or explosives on Normal Township property, unless authorized by law.
11. Refusal to perform assigned duties or refusal to follow work-related instructions of a supervisor, manager, director, etc.
12. Failure to work any scheduled hours or to report lateness/absence before starting. This includes, but is not limited to, being consistently late and/or absent from work without permission or notification.
13. Taking, receiving, misusing, possessing without authorization, any goods, materials, equipment, or property belonging to Normal Township, team members and/or vendors.
14. Violation of established safety rules or standard operating procedures, including failure to report personal injuries promptly.

15. Unsatisfactory job performance, or substandard quality or quantity of work.
16. Organizing, operating, conducting, or participating in gambling.
17. Disregard for personal appearance and hygiene including inappropriate attire and failure to follow dress code.
18. Rude or discourteous behavior toward anyone.
19. Discourtesy, and/or using profane or abusive language or displaying abusive conduct towards anyone.
20. Falsifying records or documents, or refusing to provide information, refusing to cooperate in the investigation of incidents of employee misconduct, accidents, theft, or any other incidents.
21. Dishonesty, including but not limited to, making false, vicious, or malicious statements about anyone, and/or making a false statement to a supervisor, official, the public, or any other Township committee.
22. Endangering the safety of yourself or others.
23. Failure to fulfill mandatory in-service and training requirements.
24. Sleeping while at work.
25. Unauthorized personal telephone calls during the work shift (except break and lunch periods), or excessive use of cellular phones for personal reasons, unless authorized by employee's supervisor.
26. Unauthorized use or possession of mail, copying machines, fax machines, equipment, tools, and/or machinery for personal business except for the allowance extended for all members of ARC.
27. Job Abandonment, failure to contact your supervisor for absences of one (1) or more consecutive work shifts.
28. Engaging in activity that is unethical, immoral, indecent, and/or illegal.
29. Failure to work as a cooperative member of the team. Teamwork is essential to providing quality services.
30. Failure to follow a Township dress code.

31. Insubordination, including but not limited the failure to perform an assigned task.
32. Carelessness resulting in injury, property damage, or a dangerous condition, including to Township equipment/facilities.
33. Reckless or careless driving while using a Township vehicle.
34. Conduct which reflects unfavorably upon the Township as an employer.
35. Violation of any Township ordinance, administrative regulation, and/or department policy, including any personnel-related policy.
36. Refusal to be examined by a Township-authorized fully licensed physician when so directed or required as applicable to your position.
37. Refusal to work overtime during a designated emergency, without justifiable cause. (An emergency situation exists during any period in which the health, safety, or welfare of the community is threatened)
38. Provoking, instigating, or participating in an activity intended to disrupt the established work routine. This includes, but is not limited to, disruptive attitude or abusive language which is detrimental to the services, programs, and operations of the Township.
39. Revealing Township and/or any other confidential information without the proper authorization.
40. Asking for or accepting any form of gift or gratuity in connection with providing Township services or other violations of Illinois law and Township policy on gift bans and ethics.
41. Allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any way influence whether a resident or member of the general public receives Township services or allowing the political affiliation of the employee or of a resident or member of the general public to affect or in any way influence the type or quality of Township services available or provided to that resident or member of the general public.
42. Any other misconduct or impropriety of a similar seriousness to those items listed above.

43. Any other action deemed to be a violation of appropriate employee conduct while on Township property or during working hours.

Addition to Personnel Manual - Grievance Conflict Resolution Procedure

Add a new policy Grievance Conflict Resolution Procedure 1.17

Possible procedure

GRIEVANCE / COMPLAINT RESOLUTION PROCEDURE 1.17

It is the policy of Normal Township / ARC to ensure that employees receive fair and equitable treatment, provide employees with an easily accessible procedure for expressing dissatisfaction, and foster sound employee-supervisor relations through communication and ultimate reconciliation of work-related problems.

Employee complaint procedures have been established as a primary means of meeting these policy objectives.

STEP ONE: Presentation of the problem with your immediate supervisor is encouraged as a first step. If, however, you do not believe a discussion with your supervisor is appropriate, you may proceed to Step Two.

The immediate Supervisor will document all communication and action taken if they are any and place it in the individual personnel file. If the subject matter is harassment or discrimination of any kind the Immediate Supervisor will provide the documentation provided to the Department Head.

STEP TWO: If the employee is not satisfied after meeting with an employee's supervisor you feel a discussion with your supervisor is inappropriate, you can then request a meeting with the ARC Director or the Township Supervisor. At this point, the employee is required to submit a written complaint to your Department Head. The department Head will consider the facts, investigate if appropriate, and may also review the matter with Human Resources, TOIRMA.

Once the Department Head receives the complaint, they will document all follow up and any action taken. This documentation will be place in the individual personnel

file. If the complaint involves harassment or discrimination of any kind the documentation will be copied to the Supervisor.

STEP THREE: (a) If the matter has not been resolved to your satisfaction through STEP TWO, you may prepare a written summary of your concerns and request that the matter be reviewed by the Township Board of Trustees. An employee shall be given a full opportunity to present the facts of the matter and any statement in support of their position at a meeting of the Board in a closed session to protect the rights of the all relevant employees.

(b) After full examination of the facts (which may include a review of the written summary of your statement, discussions with all individuals concerned, and further investigation if necessary), the Township Supervisor will advise you of the Board's decision. The decision of the Township Board of Trustees shall be final.

Additional Provisions:

(a) Normal Township does not tolerate any form of retaliation against employees availing themselves of this procedure in good faith. The procedure should not be construed, however, as preventing, limiting, or delaying Normal Township from taking disciplinary action against any individual, up to and including termination, in circumstances (such as those involving problems of overall performance or misconduct) where Normal Township deems disciplinary action is appropriate.

(b) A grievance shall be considered settled at the completion of any step in the grievance procedure if the matter is not taken to the next applicable Step of the grievance procedure within five (5) working days after the employee is provided with a response (orally or in writing) at the conclusion of the prior Step.

(c) An employee is entitled to a representative of their choice at each step of the grievance procedure at their own cost.

What is in the current manual.

MILEAGE AND EXPENSES 3.1

Employees shall be reimbursed for necessary expenses incurred in the appropriate conduct of Township business when such expenses have been authorized by the Supervisor. IRS mileage rates will be paid to the township employees and elected officials for travel to training courses and for performing his/her employment. Parking expenses will be reimbursed as well whether using personal automobiles or township vehicles.

Recommended update.

MILEAGE AND EXPENSES 3.1

Employees shall be reimbursed for necessary expenses incurred in the appropriate conduct of Township business when such expenses have been authorized by the Supervisor. IRS mileage rates will be paid to the township employees and elected officials for travel to training courses and for performing his/her employment. Parking expenses will be reimbursed as well whether using personal automobiles or township vehicles. This policy is to be consistent and shall be interpreted with the statutes Illinois Wage Pay Collection Act (820 ILCS 115) and Local Government Travel Expense Control Act (50 ILCS 150).