

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, December 19 AT 8:15 AM
304 MULBERRY, NORMAL, IL**

- 1. Call to Order** - The meeting was called to order at 8:15 am by Township Supervisor Jess Ray.
- 2. Land Acknowledgement** – Supervisor Sally Pyne 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 - present
Trustee Art Rodriguez - present

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
Elicsha Sanders	ARC Member Services Manager
Molly Camper	ARC Director of Programming (Via Zoom)
Chris Case	Facilities Manager
Mary Cottier	

- 4. Pledge of Allegiance**
- 5. Public Comment-** None
- 6. Approval of September 19, 2024, Regular Meeting Minutes** – Held for further review

7. Approval of November 14, 2024, Special Meeting Minutes

Motion: Floyd Aper

Second: Arlene Hosea

Discussion: None

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

Nay: None

8. Approval of General Town Expenditures from November 15, 2024 – December 19, 2024, of \$163,089.64.

Motion: Art Rodriguez

Second: Sally Pyne

Discussion: None

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

Nay: None

9. Approval of General Assistance Expenditures from November 15, 2024 – December 19, 2024, of \$32,933.39.

Motion: Sally Pyne

Second: Arlene Hosea

Discussion: None

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

Nay: None

10. Approval of Senior Citizen Fund Expenditures from November 15, 2024 – December 19, 2024, of \$66,626.40.

Motion: Arlene Hosea

Second: Sally Pyne

Discussion: None

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

Nay: None

11. Approval of Road and Bridge Expenditures November 15, 2024 – December 19, 2024, 2024, of \$9,360,68.

Motion: Arlen Hosea

Second: Sally Pyne

Discussion: None

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

Nay: None

12. Reports

A. Community Engagement

Arlene Hosea: Attended the Women’s United Gathering at the Double Tree Hotel. She will be working with them and the United Way on the Dolly Parton Imagination Library.

Art Rodriguez: Each year he works with Bomba’s to distribute approximately \$150,000 worth of socks to Veterans via VA hospitals, VA homes and other statewide organizations and over 2,000 pairs were distributed through the Quincy VA, alone. Art gave each Board attendee a pair of these socks at the meeting and announced that Bomba’s will be expanding their distribution to include t-shirts, underwear and therapeutic socks. He also announced that the VATT act has been passed, which allows people to receive tax donations for contributing to local VA posts.

Kent DePew: attended the retirement party for Greg Troemel, who retired as the Director of Inspections for the Town of Normal, after 24 years.

Jess Ray: In November, he attended the Intellectual Developmental Disability Collaborative and Senior Services Council meetings and visited the gravel pit homeless encampment with Home Sweet Home Mission. In December, he attended the Youth Build annual meeting, as well as the McLean County Social Connections and Housing Coalition meetings.

B. Assessor

Kent DePew reported that the Township will be receiving the final 2024 values, reflecting Board of Review action, after the first of the year. Staff is currently in “clean up” mode, getting things organized for the first of the year checks. He has met with Andrew Hune (Town of Normal) and other apartment owners to discuss the increased interest in larger residential complexes. The proposed development, across from Calvary Methodist Church, has begun.

C. Clerk

No report.

D. Highway Commissioner: Arin reported he has been moving the salt that was purchased from the County. He has talked to the Township attorney and a pamphlet is being created to advertise the listing of the old Township property. It must be up for 30 days. One plow truck needs some maintenance.

E. ARC Staff and Senior Advisory Committee

Lori: She continues to work on foundational issues. The personnel handbook has been helpful to work through some issues. The Christmas tree has been very well received.

Other staff reports were distributed prior to the meeting.

Sally asked Molly about contacting ISU for VITA tax prep volunteers. Molly will send a contact email to Sally. Sally also extended congratulations to Sammi on her leadership role with the Senior Care Board. Sally thanked Elicssha for the report on the Insurance Incentive program and asked what the monetary benefit, of the Silver Sneakers program, has been. Elicssha will provide a year-end breakdown once the information has been received and analyzed.

F. Supervisor

IL Fund Account Portfolio Total - \$5,521,180.78

New Building Fund - \$487,369.13

General Township Fund - \$2,377,124.77

Road and Bridge Fund - \$1,484,058.04

Senior Center Fund - \$780,438.56

General Assistance Fund - \$392,190.28

Current Liquid Assets Total - \$206,941.93

General Township - \$81,687.32

Road and Bridge - \$33,984.00

Senior Center - \$73,924.12

General Assistance - \$17,436.49

Jess Ray: In December, 34 clients were seen for General Assistance with a total disbursement of \$14,450 in funds. 13 clients were seen for Emergency Assistance with a total disbursement of \$12,989.40 for housing/utilities. GA has almost doubled over last year's disbursement. Starting January 1, 2025, the GA disbursement will increase to \$439 to match funds being disbursed by

other county agencies. Sally inquired how many clients made appointments but did not receive funds – Jess said there were a lot of “no shows” and those that do not receive funds, after the appointments, are typically due to not being financially eligible.

The IMRF contribution rate has decreased from 3.21% to .81% starting January 2025 due to the Township being well funded. Employee contribution rate remains the same at 4.5%. In 2024, SHIP saw 522 clients, with approximately 182 clients saving money. The total dollar value saved was \$238,729 and the average was \$1,312.

13. Old Business

A. Discussion and/or Action Item – Township Hiring Process – discussion tabled, no action taken.

Discussion: Sally recommended looking at organizational structure before determining titles. Jess confirmed this discussion would happen when the hiring process is revisited.

14. New Business

A. Discussion/Action Item – Advisory Board Appointment

Motion: Floyd Aper

Second: Sally Pyne

Discussion: Rick Phillips was recommended to fill the vacant board position. Sally commented that Rick has excellent ties with both the Senior Advisory Board and the Living Memorial Fund.

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

Nay: None

B. Discussion/Action Item - Approval of Senior Advisory Board Meetings for 2025

Motion: Floyd Aper

Second: Arlene Hosea

Discussion: Senior Advisory Board would like to move to quarterly meetings.

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

Nay: None

C. Discussion/Action Item - Revision to Advisory Board Guidelines – Update Meetings section to go to quarterly, remove standing assignments/committee section.

Motion: Arlene Hosea

Second: Art Rodriguez

Discussion: Current guidelines do not state quarterly meetings and revision is being made to correct meeting dates to January, April, July and October. Advisory Board is also recommending dropping standing assignments and how Board members are selected. Floyd asked about having the member section changed (page 1) to clarify the areas of residence in which members can reside. Jess agreed there is some confusion to how many representatives can come from which areas. Floyd then recommended tabling any action until the Advisory Board reviews and clarifies at their next scheduled meeting.

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

Motion: Sally Pyne

Second: Arlene Hosea

Discussion – Jess commented consensus has not been reached on attendance and punctuality policies. ARC staff would like a consensus for consistent application of policies and is looking for guidance from the Township Board. Arlene gave perspective from her former employer. “Late is late” (for documentation) but that de minimis time expires after 6 minutes. This could be more challenging for the ARC because there isn’t a time keeping system or central entry point, making it difficult to verify when employees arrive. Lori said the only option to verify would be surveillance, which would be time prohibitive. Arin suggested tracking via key fob, but Jess stated that there is not a consistent reported time among devices – a specific device would have to be determined as the source. Art gave his perspective that if you aren’t early, you are late. Sally brought up the point is to prevent habitual tardiness, not necessarily to be watching the clock for everyone. That is not the kind of organization we want to be – could be perceived as a hostile environment if people become nervous about being late. Lori clarified that the salaried employees have a little more flexibility but the hourly employees, especially those responsible for opening the facility, are perceived as unprofessional if they are late. ARC members are counting on the MSRs being on time, for instance. There needs to be some consensus of what is considered late for all employees. Floyd gave the opinion that expectations need to be set out when someone is hired. If you have an employee that is habitually late it needs to be documented, consulted and if it continues, disciplinary action taken. Trying to count the minutes will not work. Arlene feels that each supervisor needs to make their expectations known to the employees they supervise. There also needs to be a corrective action process in place. Elicsha commented that timeliness should include being ready to work. For

example, staff may be clocked in but not at their station ready to work. Art and Arlene concurred. Arlene further commented that we are a service provider, so the expectation is that we are ready to serve on time. In summary – no policy action needs to be taken but the expectation is that staff will be ready to work at their scheduled time. Supervisors will address repeated offenses.

E. Action Item – Discussion/Revision of Personnel Manual Section 2.6.2 Illinois Paid Leave for All Workers Act

Motion: Arlene Hosea

Second: Floyd Aper

Discussion: Jess stated the current and recommended items were in the packet distributed to the board. The recommended items are pretty much “boiler plate” statements, covering full and part-time employees as well as seasonal employees, should they be hired. Floyd commented that paragraph one states clearly that this does not apply to current employees earning vacation. The second paragraph is confusing but understandable for what is needed – front loading the time off every year. Paragraph 4 would require the Township to estimate the hours that a part-time employee works which would be a nightmare to administer and puts a burden on staff for accountability. The signature page would need to be a separate motion. Jess recommended tabling that portion and putting it on the agenda for next month. One of the challenges, without front loading, is that it is difficult to know how many hours an employee has at any given time. What is the best way? Having the time front loaded might be the best way to know what the employee’s actual benefit is. Floyd asked about paying off the time upon separation. If you front load the time and an employee uses that benefit then quits, that could be time lost. Also, we are paying out the time earned upon separation. Overall, this is a challenge to track.

Motion made to amend the personnel manual without page 4.

Motion: Floyd Aper

Second: Art Rodriguez

Vote on the amendment:

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

Nay: None

Vote on the approval of the act as presented:

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

Nay: None

F. Discussion/Action Item – Vote on Six-month review of Closed Session Meeting minutes

Motion: Arlene Hosea

Second: Art Rodriguez

Discussion: Voting to release the closed session minutes. The folder contains some of the minutes, some have not been filed yet. Jess will work the clerk to get the rest filed.

Motion to release files currently in folder from November 15, 2018, closed sessions (2):

Motion: Floyd Aper

Second: Art Rodriguez

Aye: Art Rodriguez, Floyd Aper

Nay: Sally Pyne, Arlene Hosea, Jess Ray

G. Closed Session: (5ILCS 120/2c(1)) Personnel

Motion: Arlene Hosea

Second: Sally Pyne

Discussion: None

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

Nay: None

Moved to closed session at 9:29 am

Roll call to return to open session:

Trustee Arlene Hosea - present

Trustee Floyd Aper - present

Supervisor Jess Ray - present

Trustee Sally Pyne - present

Trustee Art Rodriguez - present

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
Elicsha Sanders	ARC Member Services Manager
Molly Camper	ARC Director of Programming (Via Zoom)
Chris Case	Facilities Manager
Mary Cottier	

Returned to open session at 9:48

H. Action Item – Hiring of Office Manager

Motion to hire Tonya Watkins at a rate of \$22 an hour

Motion: Art Rodriguez

Second: Arlene Hosea

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

Nay: None

15. Suggested Items for Next Agenda

- a. Consideration of capital improvement – replacement windows for the Township building
- b. Township hiring process
- c. Wage and Salary
- d. Confidentiality training
- e. Uniforms
- f. Employee acknowledgement (page 4 of employee manual)

16. Adjournment

Motion: Arlene Hosea

Second: Floyd Aper

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

Nay: None

Meeting adjourned at 9:51 am.

Next Regular Normal Township Board Meeting: Thursday, January 16, 2025 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, January 2 – 9:30 AM

Becca Rice

Becca Rice - Normal Township Deputy Clerk

Date: January 14, 2025

December 19, 2024, Normal Township Board Packet

All,

The agenda for Thursday December 19 meeting has been posted in the following ways.

1. Township office on North external door.
2. It is posted on the Township website.

Attached you will find

1. Agenda
2. Financials to be approved
3. ARC Managers Report
4. Supervisor GA/EA Report
5. Senior Advisory Board Candidate Letter - Advisory Board Appointment
6. Senior Advisory Board 2025 Meeting Calendar
7. Revision to Senior Advisory Board Guidelines
8. Draft of Recommended Update to Personnel Manual IPLAWA

Our legal counsel shared the following related to the IPLAWA revision -

The document is something similar to what I have done for other townships. It covers full time, part time, and seasonal employees, who all fall under the Act. Now, as written (and consistent with the law), some employees (mostly full-timers) are not eligible for ADDITIONAL leave under IPLAWA unless the township decides otherwise. The language in the attached document should be fairly straightforward, but please do not hesitate to contact me with any questions. One major difference I see between your paid leave section and what I have put together (in addition to the omission of full-time employee language) is that any unused paid leave time earned under IPLAWA is forfeited at the end of the calendar year. My other clients went that direction because when someone separates from employment, they would be entitled to compensation under both whatever leave they get under their personnel manual already AND IPLAWA unless we inserted that language. Based on your other manual sections provided for my review, you definitely could pay for some large amounts of remaining leave upon separation. Perhaps you want to consider some "use it or lose it" language throughout the other sections, too.

Obviously, the final decision on what you want to offer on any paid leave (except for what is mandatory under the law) is up to you and the Board. The last page of the document I sent you is an acknowledgment form that you should have employees sign when you formally give them a revised manual. We may need to amend that depending on what else is changed.

Jess

NORMAL TOWNSHIP
REGULAR BOARD MEETING AGENDA
THURSDAY December 19, 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 November 14, 2024, Special Meeting Minutes
8. Approval of General Township Expenditures from November 15, 2024, December 19, 2024.
9. Approval of General Assistance Expenditures from November 15, 2024, December 19, 2024.
10. Approval of Senior Citizen Fund Expenditures from November 15, 2024, December 19, 2024
11. Approval of Road & Bridge Fund Expenditures from November 15, 2024, December 19, 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. Discussion and/or Action Item – Township Hiring Process
14. New Business
 - A. Advisory Board Appointment
 - B. Approval Senior Advisory Board Meetings for 2025
 - C. Revision to Advisory Board Guidelines – Update Meetings section to go to quarterly, remove standing assignments/committee section.
 - D. Revision of Personnel Manual Section 1.7 Attendance and Punctuality
 - E. Action Item – Discussion/Revision of Personnel Manual Section 2.6.2 Illinois Paid Leave for All Workers Act
 - F. Discussion/vote on Six-month review of Closed Session Meeting minutes
 - G. Closed Session: (SILCS 120/2c(1) Personnel
 - H. Action Item – Hiring of Office Manager
15. Suggested Items for the Next Agenda
16. Adjournment

Next Senior Advisory Committee Meeting: Thursday, December 5, 2024 – 9:30 AM

Next Normal Township Board Meeting: Thursday, January 16, 2025 – 8:15 AM

General Assistance Fund

Check Register

For the Period From Nov 15, 2024 to Dec 19, 2024

Check #	Date	Payee	Amount
6898V	12/10/24	LINCOLN SQUARE APTS	-425.00
7014	11/20/24	AMEREN ILLINOIS	10.00
7034	12/4/24	TOWN OF NORMAL	31.30
7030	12/4/24	NICOR GAS	40.90
7008	11/19/24	AMEREN ILLINOIS	46.26
7033	12/4/24	TOWN OF NORMAL	51.44
7035	12/4/24	CORN BELT ENERGY	51.44
6988	11/15/24	AMEREN ILLINOIS	69.32
7003	11/18/24	TOWN OF NORMAL	82.04
7007	11/19/24	NICOR GAS	94.73
7043	12/11/24	CORN BELT ENERGY	110.00
6992	11/15/24	CORN BELT ENERGY	150.00
7024	11/26/24	John Avolio	150.00
7006	11/19/24	AMEREN ILLINOIS	155.00
6991	11/15/24	Landings Estates	175.00
7031	12/4/24	NORTHMEADOW VILLAGE	182.10
7015	11/21/24	TOWN OF NORMAL	182.70
7029	12/4/24	YOUNG AMERICA REALTY	187.50
7002	11/18/24	Kimberly Ann Roberts	200.00
7009	11/20/24	CLASS ACT REALTY	200.00
7032	12/4/24	AMEREN ILLINOIS	202.00
7028	12/4/24	TOWN OF NORMAL	205.20
7042	12/11/24	Landings Estates	215.00
7047	12/11/24	CLASS ACT REALTY	225.00
7025	12/3/24	S.A.M.I.	310.00
7020	11/25/24	Oxford House Eva	350.00
7037	12/4/24	S.A.M.I.	390.00
7012	11/20/24	Cory Plath	400.00
7013	11/20/24	CORE 3 PROPERTY MANAGMENT	415.00
6989	11/15/24	S.A.M.I.	425.00
6994	11/15/24	YOUNG AMERICA REALTY	425.00
6995	11/15/24	LANCASTER HEIGHTS	425.00
6996	11/15/24	RST RENTALS PROPERTY MGMT	425.00
6997	11/15/24	OXFORD HOUSE VICTUS	425.00
7010	11/20/24	Bay Oak Apartments	425.00
7011	11/20/24	FIRST SITE	425.00
7016	11/25/24	FIRST SITE	425.00
7017	11/25/24	CLASS ACT REALTY	425.00
7018	11/25/24	REDBIRD APARTMENT MANAGEMENT	425.00
7022	11/26/24	OXFORD HOUSE VICTUS	425.00
7023	11/26/24	NORTHMEADOW VILLAGE	425.00
7036	12/4/24	First State Bank	425.00
7038	12/4/24	LANCASTER HEIGHTS	425.00
7039	12/5/24	OXFORD HOUSE VICTUS	425.00
7040	12/5/24	LINCOLN SQUARE APTS	425.00
7041	12/11/24	RST RENTALS PROPERTY MGMT	425.00
7044	12/11/24	LANCASTER HEIGHTS	425.00
7045	12/11/24	YOUNG AMERICA REALTY	425.00
7048	12/12/24	LINCOLN SQUARE APTS	425.00
7019	11/25/24	AMEREN ILLINOIS	469.39
7021	11/25/24	TOWN OF NORMAL	481.29
7026	12/3/24	SUMMERTREE RENTAL	825.00
7046	12/11/24	SUMMERTREE RENTAL	825.00
7000	11/18/24	CLASS ACT REALTY	898.00

Check #	Date	Payee	Amount
6993	11/15/24	YOUNG AMERICA REALTY	954.61
7005	11/19/24	LANCASTER HEIGHTS	962.02
7004	11/19/24	Hart Properties Bloomington LLC	975.00
6987	11/15/24	CLASS ACT REALTY	1,000.00
6990	11/15/24	YOUNG AMERICA REALTY	1,253.64
6998	11/15/24	Central Private Billings	1,381.00
6999	11/18/24	ORLANDO-NORTHBROOK ESTATES	1,500.00
7001	11/18/24	YOUNG AMERICA REALTY	1,500.00
7027	12/3/24	Bradley A Nelson	1,500.00
online	11/15/24	11.15 payroll	1,916.49
online	11/30/24	11.30 payroll	1,885.93
online	12/15/24	12.15 payroll	1,649.09
Total			32,933.39

GENERAL ASSISTANCE

2024-2025

ADMINISTRATION

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT THRU	PERCENT OF BUDGET	<i>Proposed Bills</i>
2024-2025	Nov-24	11.30.24	11.30.24	11/15 - 12/29

PERSONNEL

40221	1. Salaries	\$ 75,000.00	\$ 3,802.42	\$ 30,995.46	41.33%	\$ 5,451.51
	2. Health Insurance					
	3. Social Security Contribution					
	4. Retirement Contribution					
	5. Unemployment Insurance					
40621	TOTAL	\$ 1,500.00		\$ 57.04	3.80%	

TOTAL

\$ 76,500.00	\$ 3,802.42	\$ 31,052.50	40.59%	\$ 5,451.51
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SERVICES & SUPPLIES

45521	1. Postage	\$ 750.00		\$ 423.00	0.00%	
46521	2. Printing	\$ 500.00			0.00%	
48021	3. Travel Expenses	\$ 500.00			0.00%	
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	\$ -	\$ 2,298.00	19.31%	\$ -

TOTAL

\$ 88,400.00	\$ 3,802.42	\$ 33,350.50	37.73%	\$ 5,451.51
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HOME RELIEF

GENERAL ASSISTANCE

80722	1. Medical Services	\$ 2,000.00			175.67%	\$ 11,899.60
81222	2. Catastrophic Medical Premium	\$ 3,000.00		\$ 5,270.00	0.00%	\$ 1,094.43
81322	3. Funeral & Burial Service	\$ 500.00			0.00%	\$ 105.00
81622	4. Shelter	\$ 90,000.00	\$ 10,566.29	\$ 68,700.59	76.33%	\$ 1,276.00
81522	5. Utilities	\$ 35,000.00	\$ 1,067.31	\$ 8,918.78	25.48%	\$ -
81422	6. Fuel	\$ 3,000.00	\$ 105.00	\$ 1,694.14	56.47%	\$ -
81822	7. Grocery	\$ 36,000.00	\$ 2,021.82	\$ 29,361.58	81.56%	\$ -
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	\$ 13,760.42	\$ 117,646.34	67.03%	\$ 14,375.03

GENERAL ASSISTANCE
2024-2025

	BUDGET AMOUNT		AMOUNT SPENT		AMOUNT SPENT THRU		PERCENT OF BUDGET	<i>Proposed Bills</i> 11/15 - 12/29
	2024-2025		Nov-24		11/30/24			
EMERGENCY ASSISTANCE								
82222 1. Emergency Shelter	\$ 120,000.00	\$	11,856.02	\$	100,026.09	83.36%	\$	12,193.27
82322 2. Emergency Utilities	\$ 60,000.00	\$	1,133.38	\$	13,095.25	21.83%	\$	1,338.58
TOTAL	\$ 180,000.00	\$	12,989.40	\$	113,121.34		\$	13,531.85

OTHER EXPENDITURES								
82422 1. Church Funds	\$ 2,000.00						0.00%	

TOTAL	\$ 2,000.00	\$	12,989.40	\$	113,121.34	\$	-	\$ 13,531.85
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CONTINGENCIES	\$ 20,000.00							
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TOTAL HOME RELIEF	\$ 377,500.00	\$	26,749.82	\$	230,767.68		61.13%	
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TOTAL GENERAL ASSISTANCE	\$ 465,900.00	\$	30,552.24	\$	264,118.18		56.69%	\$ 33,358.39
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BALANCE 10/31/2024
INCOME FOR GENERAL ASSISTANCE FUND

30521 PROPERTY TAX	\$ 126,100.00			\$	122,134.16		96.86%	
70521 INTEREST	\$ 20,000.00	\$	1,710.26	\$	15,894.77		79.47%	
71621 DONATIONS	\$ 1,000.00							
71521 MISC & SS REIMBURSEMENT	\$ 5,000.00			\$	1,239.23		24.78%	
71721 GRANTS	\$ 500.00							

TOTAL INCOME	\$ 152,600.00	\$	1,710.26	\$	139,268.16		91.26%	\$ -
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BALANCE 11/30/2024
\$412,876.25

General Town Fund

Check Register

For the Period From Nov 15, 2024 to Dec 19, 2024

Check #	Date	Payee	Amount
11174	12/19/24	PEARL TECHNOLOGY	30.00
11161	11/27/24	GEORGE A. WILSON	61.78
11175	12/19/24	Securitas Technology Corporation	63.01
11132	11/15/24	NICOR GAS	64.11
11133	11/15/24	JOSE OLVERA	65.00
11163	11/27/24	Sherman A. Lee	74.16
11128	11/15/24	WILLIAM M. DRYER	77.87
11154	11/27/24	Michelle A. Lee	87.19
11172	12/19/24	Orkin	90.00
11209	12/13/24	Sherman A. Lee	92.69
11159	11/27/24	WILLIAM M. DRYER	92.84
11218	12/19/24	IPWMAN	100.00
11219	12/19/24	CIRBN, LLC	101.32
11173	12/19/24	PAVLOV MEDIA	102.96
11215	12/19/24	Kone	136.70
11214	12/19/24	THE NORMALITE	144.00
11211	12/19/24	BECCA RICE	157.50
11123	11/15/24	Michelle A. Lee	161.35
11130	11/15/24	Sherman A. Lee	181.69
11101	11/15/24	ARLENE M. HOSEA	181.78
11102	11/15/24	SALLY K. PYNE	181.78
11105	11/15/24	ART RODRIGUEZ	181.78
11181	12/13/24	ARLENE M. HOSEA	181.78
11182	12/13/24	SALLY K. PYNE	181.78
11185	12/13/24	ART RODRIGUEZ	181.78
11099	11/15/24	FLOYD H. APER	192.08
11179	12/13/24	FLOYD H. APER	192.08
11208	12/13/24	Patrick M. Howard	215.06
11120	11/15/24	Barbara L. Dallinger	225.05
11200	12/13/24	Barbara L. Dallinger	225.05
11111	11/15/24	Terri L. Joyce	225.29
11210	12/13/24	GEORGE A. WILSON	227.79
11177	12/19/24	TRANE U.S. INC.	228.00
11206	12/13/24	MICHAEL R. TUTTLE	229.69
11207	12/13/24	KEITH C. WEATHERSPOON	231.96
11106	11/15/24	DAYNA E. SCHICKEDANZ	240.75
11137	11/27/24	DAYNA E. SCHICKEDANZ	240.75
11186	12/13/24	DAYNA E. SCHICKEDANZ	240.75
11158	11/27/24	KEITH C. WEATHERSPOON	246.76
11196	12/13/24	Terri L. Joyce	249.55
11160	11/27/24	Patrick M. Howard	252.14
11164	12/2/24	REPUBLIC SERVICES	252.17
11203	12/13/24	Michelle A. Lee	272.60
11151	11/27/24	Barbara L. Dallinger	279.06
11168	12/19/24	HD Supply	282.36
11145	11/27/24	Terri L. Joyce	322.31
11166	12/19/24	Ace Hardware	327.62
11165	12/2/24	FRONTIER	332.80
11162	11/27/24	ADAM RADER	345.44
11170	12/19/24	KLOPFENSTEIN'S	365.00
11188	12/13/24	RUBY J. JONES	372.40
11127	11/15/24	KEITH C. WEATHERSPOON	379.80
11129	11/15/24	Patrick M. Howard	419.00
11178	12/19/24	Wm Masters Inc	421.89

Check #	Date	Payee	Amount
11157	11/27/24	MICHAEL R. TUTTLE	425.98
11213	12/19/24	Sam's Club	449.97
11131	11/15/24	GEORGE A. WILSON	478.76
11189	12/13/24	RANDALL S. KOCH	483.81
11202	12/13/24	CHRISTINE S. HOFF	500.80
11140	11/27/24	RANDALL S. KOCH	513.38
11126	11/15/24	MICHAEL R. TUTTLE	518.98
11155	11/27/24	DELORES MCGEE	527.06
11204	12/13/24	DELORES MCGEE	547.67
11124	11/15/24	DELORES MCGEE	560.44
11201	12/13/24	DELILAH F. FINNEGAN	562.93
11152	11/27/24	DELILAH F. FINNEGAN	577.70
11153	11/27/24	CHRISTINE S. HOFF	580.11
11139	11/27/24	RUBY J. JONES	601.33
11108	11/15/24	RUBY J. JONES	630.13
11122	11/15/24	CHRISTINE S. HOFF	648.17
11109	11/15/24	RANDALL S. KOCH	649.69
11171	12/19/24	MILLER JANITORIAL SUPPLY	651.50
11212	12/19/24	Watts Copy Systems, Inc	676.72
11121	11/15/24	DELILAH F. FINNEGAN	722.25
11205	12/13/24	DAVID T. MIKULECKY	726.68
11169	12/19/24	Jill Howell	770.00
11156	11/27/24	DAVID T. MIKULECKY	788.91
11118	11/15/24	JEANNE M. WHITEHILL	920.09
11149	11/27/24	JEANNE M. WHITEHILL	920.09
11191	12/13/24	JEANNE M. WHITEHILL	920.09
11113	11/15/24	LINDA ADAMS	1,132.02
11142	11/27/24	LINDA ADAMS	1,132.02
11193	12/13/24	LINDA ADAMS	1,132.02
11125	11/15/24	DAVID T. MIKULECKY	1,305.62
11114	11/15/24	REBECCA RICE	1,458.60
11143	11/27/24	REBECCA RICE	1,458.60
11194	12/13/24	REBECCA RICE	1,458.60
11144	11/27/24	Lindsey E. LaFrance	1,567.93
11117	11/15/24	SAMANTHA SCOTT	1,610.97
11148	11/27/24	SAMANTHA SCOTT	1,610.97
11199	12/13/24	SAMANTHA SCOTT	1,610.97
11112	11/15/24	Lindsey E. LaFrance	1,739.59
11195	12/13/24	Lindsey E. LaFrance	1,739.59
11103	11/15/24	ARIN RADER	1,762.54
11135	11/27/24	ARIN RADER	1,762.54
11183	12/13/24	ARIN RADER	1,762.54
11217	12/13/24	Christopher J. Case	1,884.46
11107	11/15/24	ELICSSHA M. SANDERS	1,904.32
11138	11/27/24	ELICSSHA M. SANDERS	1,904.32
11187	12/13/24	ELICSSHA M. SANDERS	1,904.32
11110	11/15/24	JILL M. SCHAAB	1,919.75
11141	11/27/24	JILL M. SCHAAB	1,919.75
11190	12/13/24	JILL M. SCHAAB	1,919.75
11176	12/19/24	STABILITY IT SOLUTIONS	2,000.00
11115	11/15/24	MOLLY J. STRAUCH	2,037.55
11146	11/27/24	MOLLY J. STRAUCH	2,037.55
11197	12/13/24	MOLLY J. STRAUCH	2,037.55
11116	11/15/24	Lori L. Kerns	2,280.98
11147	11/27/24	Lori L. Kerns	2,280.98
11198	12/13/24	Lori L. Kerns	2,280.98
11104	11/15/24	JESS RAY	2,685.33
11136	11/27/24	JESS RAY	2,685.33
11184	12/13/24	JESS RAY	2,685.33

Check #	Date	Payee	Amount
11100	11/15/24	KENT V. DEPEW	3,197.18
11134	11/27/24	KENT V. DEPEW	3,197.18
11180	12/13/24	KENT V. DEPEW	3,197.18
11216	12/19/24	U.S. BANK	6,537.08
11167	12/19/24	ANDERSON ELECTRIC	9,175.00
online	11/15/24	11.15 State W/H payable	1,916.65
online	11/15/24	11.15 Fica, Medi, Fed W/H payable	9,345.20
online	11/15/24	11.15 Nationwide Deferred Comp	101.00
online	11/30/24	11.30 State W/H payable	1,786.78
online	11/30/24	11.30 Fica, Medi, Fed W/H payable	8,741.02
online	11/30/24	11.30 IMRF payable	4,680.97
online	11/30/24	11.30 BCBS Health Ins	11,450.36
online	11/30/24	11.30 Nationwide Deferred Comp	101.00
online	12/6/24	Ameren IP	230.93
online	12/15/24	12.15 State W/H payable	1,898.51
online	12/15/24	12.15 Fica, Medi, Fed W/H payable	9,335.96
online	12/15/24	12.15 Nationwide Deferred Comp	101.00
online	12/19/24	Office Depot	119.98
Total			163,089.64

GENERAL TOWN
2023-2024

ADMINISTRATION

	BUDGET	AMOUNT	AMOUNT	PERCENT	<i>Proposed Bills</i>
	AMOUNT	SPENT	SPENT THRU	OF BUDGET	
	2024-2025	Nov-24	11.30.2024	11.30.2024	11/15 - 12/19
PERSONNEL					
1. Salaries	\$ 450,000.00	\$ 23,872.26	\$ 192,850.25	43%	\$ 38,347.40
2. Health Insurance	\$ 111,650.00	\$ 9,821.67	\$ 59,489.75	53%	\$ 9,821.67
3. Unemployment Contribution	\$ 10,000.00	\$ 34.15	\$ 731.98	7%	\$ 65.94
TOTAL	\$ 571,650.00	\$ 33,728.08	\$ 253,071.98	44%	\$ 48,235.01

CONTRACTUAL SERVICES

1. Maint Service-Building	\$ 70,000.00	\$ 6,902.81	\$ 29,312.90	42%	\$ 2,688.79
2. Maintenance Service-Equip	\$ 25,000.00	\$ 1,298.21	\$ 12,443.70	50%	\$ 7,214.66
3. Legal Service	\$ 10,000.00		\$ 1,938.00	19%	
4. Financial Services	\$ 2,000.00			0%	
5. Technology Services	\$ 27,500.00		\$ 13,667.75	50%	\$ 149.98
6. Postage	\$ 1,200.00		\$ 423.00	35%	
7. Telephone	\$ 3,000.00	\$ 248.14	\$ 1,506.68	50%	\$ 190.93
8. Outreach	\$ 3,000.00		\$ 2,757.91	92%	
9. Dues	\$ 2,000.00		\$ 1,249.45	62%	\$ 100.00
10. Travel	\$ 1,000.00			0%	
11. Training	\$ 3,000.00		\$ 50.00	2%	\$ 770.00
12. Utilities	\$ 6,000.00	\$ 474.81	\$ 3,074.87	51%	\$ 295.04
TOTAL	\$ 153,700.00	\$ 8,923.97	\$ 66,424.26	43%	\$ 11,409.40

GENERAL TOWN
2023-2024

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	<i>Proposed Bills</i>
2024-2025	Nov-24	11.30.2024	11.30.2024	11/15 - 12/19

49011-11	COMMODITIES							
	1. Office Supplies	\$ 2,000.00	\$ -	\$ 421.02	21%	\$ 650.63		
	TOTAL	\$ 2,000.00	\$ -	\$ 421.02	21%	\$ 650.63		

COMMUNITY AGENCY FUNDING

53113-11	1. Grants	\$ 70,000.00	\$ 68,059.46	\$ 70,000.00				
	TOTAL	\$ 70,000.00	\$ 68,059.46	\$ 70,000.00		\$ -		

OTHER EXPENDITURES

50011-11	1. Miscellaneous Charges	\$ 5,000.00	\$ 706.02	\$ 2,290.11	46%	\$ 451.95		
	TOTAL	\$ 5,000.00	\$ 706.02	\$ 2,290.11	46%	\$ 451.95		

CAPITAL OUTLAY

44811-11	1. Building & Equipment	\$ 252,000.00	\$ 282,501.36	\$ 2,749.99	1%	10,199.97		
45421-11	2. ARC Debt Service Exp	\$ 285,095.00	\$ 41,497.99	\$ 41,497.99	107%			
45411-11	3. ARC Interest Expense	\$ 38,905.00	\$ 285,095.00	\$ 285,095.00	100%			
	4. ARC Building Pay AheadNew Building Costs	\$ 285,095.00	\$ 285,095.00	\$ 285,095.00	100%			
	TOTAL	\$ 861,095.00	\$ 609,094.35	\$ 611,844.34	71%	10,199.97		

	TOTAL ADMINISTRATION	\$ 1,663,445.00	\$ 720,511.88	\$ 1,004,051.71	60%	\$ 70,946.96		
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	TOTAL ADMINISTRATION	\$ 720,511.88	\$ 1,004,051.71	\$ 70,946.96				
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GENERAL TOWN
2023-2024

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	<i>Proposed Bills</i>
2024-2025	Nov-24	11.30.2024	11.30.2024	11/15 - 12/19

ASSESSOR

PERSONNEL

40212-12	1. Salaries	\$ 199,500.00	\$ 12,102.15	\$ 84,370.67	42%	\$ 18,245.25
40312-12	2. Health Insurance	\$ 22,000.00	\$ 1,628.69	\$ 9,721.95	44%	\$ 1,628.69
40612-12	3. Unemployment Insurance	\$ 1,000.00	\$ 7.08	\$ 237.87	24%	\$ 10.38
	TOTAL	\$ 222,500.00	\$ 13,737.92	\$ 94,330.49	42%	\$ 19,884.32

CONTRACTUAL SERVICES

45112-12	1. Maintenance Service Equipment	\$ 300.00			0%	
45512-12	2. Postage	\$ 650.00			0%	
46012-12	3. Publishing	\$ 100.00			0%	
46512-12	4. Printing	\$ 250.00			0%	
47512-12	5. Dues	\$ 500.00			0%	
48012-12	6. Travel	\$ 2,000.00	\$ 235.84	\$ 235.84	12%	
48512-12	7. Training	\$ 3,000.00			0%	
47012-12	8. Publications/Maps	\$ 525.00			0%	
43312-12	9. Consultant/Assessor	\$ 10,000.00			0%	
43412-12	10. Computer Consultant	\$ 6,000.00	\$ 268.75	\$ 3,867.79	64%	\$ 762.50
51012-12	11. Telephone	\$ 4,000.00	\$ 308.27	\$ 2,444.96	61%	\$ 332.80
44412-12	12. Website Support	\$ 750.00	\$ 101.32	\$ 101.32	14%	\$ 101.32
	TOTAL	\$ 28,075.00	\$ 914.18	\$ 6,649.91	24%	\$ 1,196.62

COMMODITIES

49012-12	1. Office Supplies	\$ 3,000.00		\$ 1,969.66	66%	
	TOTAL	\$ 3,000.00	\$ -	\$ 1,969.66	66%	\$ 1,196.62

GENERAL TOWN
2023-2024

OTHER EXPENDITURES

50012-12

1. Miscellaneous Charge

TOTAL

CAPITAL OUTLAY - ASSESSOR

45212-12

1. Miscellaneous

45312-12

2. Computer Software

45412-12

3. Computer Station

TOTAL

TOTAL ASSESSOR

50511-11

CONTINGENCIES

TOTAL GENERAL TOWN

BALANCE AS OF 10.31.2024

INCOME FOR GENERAL TOWN FUND

30511-11

PROPERTY TAX

30611-11

REPLACEMENT TAXES

70511-11

INTEREST-GT

71011-11

ROOM RENTAL

71511-11

MISC INCOME

BORROWED FUNDS

TOTAL INCOME

BALANCE AS OF 11.30.2024

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
2024-2025	Nov-24	11.30.2024	11.30.2024	11/15 - 12/19
\$ 1,000.00		\$ 155.00	16%	
\$ 1,000.00	\$ -	\$ 155.00	16%	\$ -

\$ 900.00			0%	
\$ 10,000.00			0%	
\$ 5,500.00			0%	

\$ 16,400.00	\$ -	\$ -	0%	\$ -
\$ 270,975.00	\$ 14,652.10	\$ 103,105.06	38%	\$ 21,080.94
\$ 40,000.00				

\$ 1,974,420.00	\$ 735,163.98	\$ 1,107,156.77	56.08%	
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				\$ 3,390,400.40
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\$ 1,474,650.00		\$ 1,428,321.01	97%	
\$ 75,000.00		\$ 37,150.93	50%	
\$ 80,000.00	\$ 12,065.71	\$ 89,355.63	112%	
\$ 1,000.00		\$ 400.00	40%	
\$ 500.00	\$ 133.26	\$ 731.76	146%	

\$ 1,631,150.00	\$ 12,198.97	\$ 1,555,959.33	95%	\$ -
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				\$ 2,667,435.39
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GENERAL TOWN
2023-2024

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	<i>Proposed</i> <i>Bills/Income</i>
2024-2025	Nov-24	11.30.2024	11.30.2024	11/15 - 12/19

INSURANCE FUND
PERSONNEL
1. Worker's Compensation

TOTAL

\$ 6,000.00		\$ 3,607.00	60%	
\$ 6,000.00	\$ -	\$ 3,607.00	60%	\$ -

CONTRACTUAL SERVICES

- 44111-15 1. Liability Insurance
- 44211-15 2. General Insurance

TOTAL

\$ 3,600.00		\$ 2,814.00	78%	
\$ 50,000.00		\$ 30,004.00	60%	
\$ 53,600.00	\$ -	\$ 32,818.00	61%	\$ -

50511-15 CONTINGENCIES

TOTAL EXPENSES

\$ 1,000.00			0%	
\$ 60,600.00	\$ -	\$ 36,425.00	60%	\$ -

BALANCE AS OF 10.31.2024

\$ 34,286.95

INCOME FOR INSURANCE FUND

- 30512-15 PROPERTY TAX
- 70511-15 INTEREST INCOME
- 70611-15 TOIRMA DIVIDEND

TOTAL INCOME

\$ 33,000.00		\$ 31,946.63	97%	
\$ 2,500.00	\$ 270.40	\$ 2,002.52	80%	
\$ 4,250.00			0%	
\$ 39,750.00	\$ 270.40	\$ 33,949.15	85%	

BALANCE AS OF 11.30.2024

\$ 34,557.35

GENERAL TOWN
2023-2024

SOCIAL SECURITY

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	<i>Proposed Bills/Income</i>
2024-2025	Nov-24	11.30.2024	11.30.2024	11/15 - 12/19

PERSONNEL
FICA Contribution

40411-16	22,000.00	\$ 1,064.80	\$ 8,602.31	39%	\$ 1,779.88
40412-16	12,000.00	\$ 750.35	\$ 5,231.08	44%	\$ 1,131.23
40421-16	3,000.00	\$ 235.74	\$ 1,921.86	64%	\$ 337.98
40413-16	27,000.00	\$ 2,504.69	\$ 17,881.88	66%	\$ 3,688.59

Medicare Contribution

40451-16	5,500.00	\$ 249.04	\$ 2,038.27	37%	\$ 416.29
40452-16	3,000.00	\$ 175.48	\$ 1,223.34	41%	\$ 264.55
40454-16	800.00	\$ 55.14	\$ 423.17	53%	\$ 79.06
40453-16	6,500.00	\$ 585.77	\$ 4,182.12	64%	\$ 862.65

TOTAL EXPENSES

	\$ 79,800.00	\$ 5,621.01	\$ 41,504.03	52%	\$ 8,560.23
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CONTINGENCIES

	\$ 2,000.00			0%	
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GRAND TOTAL

	\$ 81,800.00	\$ 5,621.01	\$ 41,504.03	51%	\$ 8,560.23
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BALANCE AS OF 10.31.2024

					\$ 125,955.48
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INCOME FOR SOCIAL SECURITY FUND

30513-16	PROPERTY TAX	\$ 75,000.00	\$ 72,624.04	97%	
70511-16	INTEREST INCOME	\$ 5,000.00	\$ 4,543.02	91%	

TOTAL INCOME

	\$ 80,000.00	\$ 613.44	\$ 77,167.06		
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BALANCE AS OF 11.30.2024

	\$ 120,947.91				
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GENERAL TOWN
2023-2024

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	<i>Proposed Bills/Income</i>
2024-2025	Nov-24	11.30.2024	11.30.2024	11/15 - 12/19

IMRF

RETIREMENT CONTRIBUTION

40511-17	1. Administration GT	\$ 19,000.00	\$ 436.68	\$ 3,531.75	19%	\$ 737.95
40512-17	2. Assessor	\$ 8,500.00	\$ 273.51	\$ 1,775.73	21%	\$ 414.11
40521-17	3. General Assistance	\$ 2,500.00	\$ 82.82	\$ 619.56	25%	\$ 124.23
40513-17	4. Senior Citizens	\$ 19,000.00	\$ 1,081.73	\$ 7,639.67	40%	\$ 1,608.26

TOTAL EXPENSES

\$ 49,000.00	\$ 1,874.74	\$ 13,566.71	28%	\$ 2,884.55
CONTINGENCIES				
\$ 1,000.00			0%	

GRAND TOTAL

\$ 50,000.00	\$ 1,874.74	\$ 13,566.71	27%	\$ 2,884.55
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BALANCE AS OF 10.31.2024

\$ 128,099.18

INCOME FOR IMRF FUND

30514-17	PROPERTY TAX	\$ 55,000.00	\$ 53,312.42	97%
70511-17	INTEREST INCOME	\$ 3,000.00	\$ 3,337.53	111%

TOTAL INCOME

\$ 58,000.00	\$ 450.67	\$ 56,649.95	98%
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BALANCE AS OF 11.30.2024

\$ 126,675.11

GENERAL TOWN
2023-2024

AUDIT FUND

	BUDGET AMOUNT 2024-2025	AMOUNT SPENT Nov-24	AMOUNT SPENT THRU 11.30.2024	PERCENT OF BUDGET 11.30.2024	<i>Proposed Bills/Income</i>
43211-18 ANNUAL AUDIT	\$ 7,500.00		\$ 8,625.00	115%	

TOTAL EXPENSES

\$ 7,500.00 \$ - \$ 8,625.00 115% \$ -

BALANCE AS OF 10.31.2024

\$ (171.05)

INCOME FOR AUDIT FUND

30515-18 PROPERTY TAX	\$ 6,500.00		\$ 6,266.53	96%	
70511-18 INTEREST	\$ 400.00	\$ 52.46	\$ 388.47	97%	

TOTAL INCOME

\$ 6,900.00 \$ 52.46 \$ 6,655.00

96%

BALANCE AS OF 11.30.2024

\$ (118.59)

TOTAL EXPENSES GENERAL TOWN & ALL

\$ 742,659.73 \$ 1,207,277.51

TOTAL INCOME GENERAL TOWN & ALL

\$ 13,585.94 \$ 1,730,380.49

**FOR GENERAL TOWN, INSURANCE, IMRF, SOCIAL SECURITY AND AUDIT
BALANCE AS OF 11/30/2024**

\$ 2,949,497.17

Road & Bridge Fund

Check Register

For the Period From Nov 15, 2024 to Dec 19, 2024

Check #	Date	Payee	Amount
5226	11/15/24	CORN BELT ELECTRIC CORP	21.66
5232	12/19/24	MORRIS AVENUE GARAGE	40.00
5233	12/19/24	MCLEAN CO TWP HWY COMM ASSOC.	60.00
5228	11/15/24	NICOR GAS	60.41
5229	12/2/24	TOWN OF NORMAL, WATER	61.55
5231	12/19/24	CLAY DOOLEY TIRE & AUTO	66.82
5230	12/2/24	REPUBLIC SERVICES #368	71.66
5227	11/15/24	FASTENAL COMPANY	145.56
5234	12/19/24	U.S. BANK	296.79
5235	12/19/24	TOWN OF NORMAL	1,182.27
online	11/15/24	11.15 payroll	2,717.58
online	11/30/24	11.30 payroll	2,327.10
online	12/2/24	Ameren Kerrick Rd	158.35
online	12/2/24	Ameren Northtown Rd	51.77
online	12/15/24	12.15 payroll	1,945.76
online	12/19/24	Wex Fleet	153.40
Total			9,360.68

ROAD & BRIDGE BUDGET
2023-2024

GENERAL ROAD FUND
ADMINISTRATION

	BUDGET	AMOUNT	AMOUNT	AMOUNT	PERCENT	<i>Proposed Bills</i>
	AMOUNT	SPENT	THRU	OF BUDGET		
	2024-2025	Nov-24	11.30.24	11.30.24		11/15 - 12/19
PERSONNEL						
1. Salaries	\$ 75,000.00	\$ 4,599.21	\$ 32,149.08		43%	\$ 6,367.38
2. Health Insurance	\$ 20,000.00				0%	
3. Social Social Contribution	\$ 5,000.00	\$ 285.16	\$ 1,993.31		40%	\$ 394.80
4. Medicare	\$ 1,500.00	\$ 66.68	\$ 466.23		31%	\$ 92.33
5. Unemployment Insurance	\$ 1,500.00	\$ 19.45	\$ 116.52		8%	\$ 24.66
6. IMRF Retirement Contribution	\$ 2,500.00	\$ 74.18	\$ 592.01		24%	\$ 111.27
TOTAL	\$ 105,500.00	\$ 5,044.68	\$ 35,317.15		33%	\$ 6,990.44

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	\$ 1,694.97		75%	
46031-01	4. Publishing	\$ 1,000.00		\$ 72.00		7%	
46531-01	5. Printing	\$ 500.00				0%	
47531-01	6. Dues	\$ 200.00				0%	\$ 60.00
48031-01	7. Travel	\$ 500.00				0%	
48531-01	8. Training	\$ 100.00				0%	
TOTAL		\$ 7,650.00	\$ 170.73	\$ 1,766.97		23%	\$ 60.00

OTHER EXPENDITURES

50031-01	1. Miscellaneous Expense	\$ 1,000.00		\$ 301.00		30%	
55031-01	2. Municipal Replacement Tax (RTS)	\$ 50,000.00		\$ 17,567.19		35%	\$ 1,182.27
55131-01	3. NPDES Permit Fee (Storm Water License)	\$ 1,000.00				0%	
TOTAL		\$ 52,000.00	\$ -	\$ 17,868.19		34%	\$ 1,182.27

TOTAL ADMINISTRATION

\$ 165,150.00	\$ 5,215.41	\$ 54,952.31		\$ 8,232.71
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**ROAD & BRIDGE
2023-2024**

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT THRU	PERCENT OF BUDGET	<i>Proposed Bills</i>
'2023-2024	Nov-24	11.30.24	11.30.24	11/15 - 12/19

**MAINTENANCE
CONTRACTUAL SERVICES**

44632-02	1. Maintenance Service-Building	\$ 10,077.00	\$ 71.66	\$ 3,254.07	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%	\$ 140.61
87032	7. Engineering-Service	\$ 3,000.00			0%	
44931-02	8. Utilities	\$ 10,000.00	\$ 395.61	\$ 3,980.11	40%	\$ 353.74
51532-01	9. Rentals	\$ 3,000.00			0%	
87532	10. Freight & Hauling	\$ 2,000.00			0%	
	TOTAL	\$ 93,077.00	\$ 467.27	\$ 8,165.28	9%	\$ 566.01

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			0%	
86732	5. Maintenance Supplies-Bridge	\$ 6,000.00		\$ 5,000.00	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		\$ 989.25	20%	
84032-02	9. Automotive Fuel/Oil	\$ 12,000.00	\$ 1,933.54	\$ 4,817.50	40%	\$ 153.40
	TOTAL	\$ 58,000.00	\$ 1,933.54	\$ 12,071.86	21%	\$ 153.40

OTHER EXPENDITURES

50032-02	1. Miscellaneous Expense-Maintenance	\$ 20,000.00			0%	
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ROAD & BRIDGE
2023-2024

CAPITAL OUTLAY

- 87331 1. Road Improvement
- 87731 2. Equipment Replacement
- 87631 3. Building Design & Site Prep

TOTAL

TOTAL MAINTENANCE

50531-01 CONTINGENCIES

TOTAL GENERAL ROAD

INSURANCE FUND

- 44131-03 1. Liability Insurance
- 44231-03 2. General Insurance
- 44431-03 3. Workman's Comp Insurance

TOTAL GENERAL INS.

EQUIPMENT & BUILDING FUND

- 45332-02 1. Building Construction
- 45331-02 2. Equipment

TOTAL EQUIP & BLDG

AUDIT FUND

- 43531-05 1. Accounting Service

TOTAL AUDIT FUND

TOTAL ROAD & BRIDGE

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	Proposed Bills	
				11/15 - 12/19	
2023-2024	Nov-24	11.30.24	11.30.24		
\$ 125,000.00		\$ 23,459.59	19%		
\$ 50,000.00			0%		
\$ 100,000.00	\$ 145.56	\$ 17,678.02	18%	\$	408.56
\$ 275,000.00	\$ 145.56	\$ 41,137.61	15%	\$	408.56
\$ 446,077.00		\$ 61,374.75	14%		
\$ 20,000.00			0%		
\$ 631,227.00	\$ 7,761.78	\$ 116,327.06	18%	\$	9,360.68
\$ 7,000.00		\$ 2,814.00	40%		
\$ 5,000.00		\$ 4,783.00	96%		
\$ 1,500.00		\$ 687.00	46%		
\$ 13,500.00	\$ -	\$ 8,284.00	61%	\$	-
\$ 100,000.00			0%		
\$ 50,000.00			0%		
\$ 150,000.00	\$ -	\$ -	0%	\$	-
\$ 2,750.00		\$ 2,875.00	105%		
\$ 2,750.00	\$ -	\$ 2,875.00	105%	\$	-
\$ 797,477.00	\$ 7,761.78	\$ 127,486.06	16%	\$	9,360.68

ROAD & BRIDGE
2023-2024

BUDGET AMOUNT	AMOUNT RECEIVED	AMOUNT RECD THRU	PERCENT OF BUDGET	<i>Proposed Bills</i>
2023-2024	Nov-24	11.30.24	11.30.24	

BALANCE 9/30/2024

GENERAL ROAD				\$ 1,059,020.49
INSURANCE FUND				\$ 5,696.55
EQUIPMENT & BUILDING				\$ 452,553.69
AUDIT FUND				\$ 1,182.21

TOTAL ROAD & BRIDGE \$ 1,518,452.94

INCOME FOR ROAD & BRIDGE FUND

GENERAL ROAD

30531-02	PROPERTY TAX	\$ 366,627.00	\$ 361,938.17	99%
30631-02	REPLACEMENT TAX	\$ 75,000.00	\$ 36,831.19	49%
70531-02	INTEREST	\$ 41,000.00	\$ 41,432.53	101%
71531-02	MISCELLANEOUS	\$ 12,000.00	\$ 14,321.61	119%
	TOTAL	\$ 494,627.00	\$ 454,523.50	92%

TOTAL \$ -

INSURANCE FUND

30531-03	PROPERTY TAX	\$ 5,000.00	\$ 4,828.05	97%
70531-03	INTEREST	\$ 500.00	\$ 553.43	111%
70631	TOIRMA DIVIDEND	\$ 1,400.00		0%
	TOTAL	\$ 6,900.00	\$ 5,381.48	78%

TOTAL \$ -

EQUIPMENT & BUILDING FUND

30531-04	PROPERTY TAX	\$ 15,500.00	\$ 14,997.42	97%
70531-04	INTEREST	\$ 1,000.00	\$ 1,693.36	169%
71531-04	SALE OF ASSETS	\$ 500.00		

TOTAL \$ 17,000.00 \$ 241.93 \$ 16,690.78 98% \$

-

**ROAD & BRIDGE
2022-2023**

BUDGET AMOUNT	AMOUNT RECEIVED	AMOUNT RECD THRU	PERCENT OF BUDGET	<i>Proposed Bills</i>
	Nov-24	11.30.24	11.30.24	

AUDIT FUND

30531-05
70531-05

PROPERTY TAX
INTEREST

\$ 2,210.00	\$ 34.75	\$ 2,157.04	98%	
\$ 300.00	\$ 34.75	\$ 244.33	81%	
\$ 2,510.00	\$ 34.75	\$ 2,401.37	96%	-
\$ 521,037.00	\$ 6,203.42	\$ 478,997.13	92%	-

BALANCE 10/31/2024

GENERAL ROAD
INSURANCE FUND
EQUIPMENT & BUILDING
AUDIT FUND

GRAND TOTAL ROAD & BRIDGE

\$ 1,057,107.29
\$ 5,774.71
\$ 452,795.62
\$ 1,216.96
\$ 1,516,894.58

Senior Citizens
 Check Register

For the Period From Nov 15, 2024 to Dec 19, 2024

Check #	Date	Payee	Amount
4585	12/19/24	MOLLY STRAUCH	24.79
4574	12/19/24	Lana F Kinser	40.00
4573	12/19/24	Charlotte Black	51.20
4594	12/19/24	THE COPY SHOP	96.00
4581	12/19/24	CONNIE STEFL	140.00
4582	12/19/24	ANITA L NAFZIGER	152.00
4578	12/19/24	NANCY KOMLANC	160.00
4588	12/19/24	Pavlov Media	160.17
4572	12/19/24	Inside Out Accessible Art Inc	163.20
4592	12/19/24	Comcast	175.77
4589	12/19/24	QUICKSILVER	188.94
4583	12/19/24	Susan Palmer	201.60
4576	12/19/24	MICHAEL MITCHELL	232.00
4587	12/19/24	KOLDAIRE EQUIPMENT CO	233.00
4593	12/19/24	NORMAL TWP PETTY CASH	468.32
4590	12/19/24	Sam's Club	530.91
4577	12/19/24	ADA REDIGER	531.20
4580	12/19/24	AMY BROICH	640.00
4575	12/19/24	Connie Dearborn	672.00
4571	12/19/24	NANCY ANN NORKIEWICZ	747.60
4586	12/19/24	BALANCE SOLAR FUND I LLC	1,050.00
4591	12/10/24	U.S. BANK	1,425.57
4584	12/19/24	Scott Richardson	1,453.50
4579	12/19/24	LUCY CROFT	1,589.60
online	11/15/24	11.15 payroll	17,608.86
online	12/2/24	Ameren IP	4,774.55
online	12/3/24	CC fees	751.85
online	11/30/24	11.30 payroll	16,271.34
online	12/15/24	12.15 payroll	16,005.79
online	12/19/24	Office Depot	86.64
Total			66,626.40

SENIOR CITIZENS FUND

2024-2025

ADMINISTRATION

PERSONNEL

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

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPEND THRU	PERCENT OF BUDGET	Proposed Bills
2024-2025	Nov-24	11.30.24	11.30.24	11/15 - 12/19

\$ 420,000.00	\$ 33,880.20	\$ 238,192.27	56.71%	\$ 49,885.99
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Total

\$ 420,000.00	\$ 33,880.20	\$ 238,192.27	56.71%	\$ 49,885.99
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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

\$ 2,000.00	\$ 102.96	\$ 1,224.15	61.21%	\$ 160.17
\$ 3,000.00	\$ 187.06	\$ 1,469.70	48.99%	\$ 188.94
\$ 37,600.00	\$ 5,323.39	\$ 35,064.89	93.26%	\$ 5,824.55
\$ 10,000.00		2513.94	0.00%	
\$ 7,000.00	\$ 505.76	\$ 4,415.69	63.08%	
\$ 500.00			0.00%	
\$ 2,000.00			0.00%	
\$ 90,000.00	\$ 10,141.30	\$ 69,416.20	77.13%	\$ 6,773.90
\$ 5,000.00	\$ 270.89	\$ 1,788.89	35.78%	\$ 188.47
\$ 4,000.00	\$ 175.77	\$ 1,479.30	36.98%	\$ 175.77

Total

\$ 161,100.00	\$ 16,707.13	\$ 117,372.76	72.86%	\$ 13,311.80
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COMMODITIES

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

\$ 5,000.00	\$ 424.26	\$ 2,639.55	52.79%	\$ 232.64
\$ 9,500.00	\$ 968.54	\$ 5,602.28	58.97%	\$ 763.91
\$ 5,200.00	\$ 183.50	\$ 3,018.50	58.05%	\$ 240.75

Total

\$ 19,700.00	\$ 1,576.30	\$ 11,260.33		\$ 1,237.30
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SENIOR CITIZENS FUND
2024-2025

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPEND THRU	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Nov-24	11.30.24	11.30.24	11/15 - 12/19
OTHER EXPENDITURES					
49113-03 1. Program Supplies	\$ 18,000.00	\$ 783.52	\$ 7,048.51	39.16%	\$ 1,414.67
46813 2. Credit Card Fees	\$ 8,000.00	\$ 772.07	\$ 5,523.46	69.04%	
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	\$ 411.83	\$ 759.01	37.95%	\$ 776.64
Total	\$ 30,000.00	\$ 1,967.42	\$ 14,253.09		\$ 2,191.31
50513-01 CONTINGENCIES	\$ 40,000.00			0.00%	\$ -
TOTAL ADMINISTRATION	\$ 670,800.00	\$ 54,131.05	\$ 381,078.45	56.81%	\$ 66,626.40
BALANCE 10/31/2024					\$ 787,691.18
INCOME FOR SENIOR CITIZENS FUND					
30513-01 Real Estate Taxes	\$ 294,850.00		\$ 285,561.77	96.85%	
70513 Interest	\$ 20,000.00	\$ 3,267.74	\$ 23,409.74	117.05%	
71413 Membership fees	\$ 70,000.00	\$ 6,497.00	\$ 49,105.50	70.15%	
71313 Program fees	\$ 100,000.00	\$ 10,195.00	\$ 93,566.00	93.57%	
71113 Health Partners	\$ 45,000.00	\$ 5,136.50	\$ 43,572.00	96.83%	
71913 COBT	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	100.00%	
71513 Misc Income	\$ 16,000.00	\$ 168.80	\$ 20,404.72	127.53%	
71213 Sponsorships	\$ 10,000.00	\$ 600.00	\$ 10,665.00	106.65%	
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	\$ 65,865.04	\$ 568,910.73	89.26%	\$ -
BALANCE 11/30/2024					\$ 799,425.17

Program Report December 2024 Programming Highlights

Tech Tutor Nancy Komlanc will teach a free Apple Watch seminar on Thursday, December 5th at 11:00 AM. Why buy an Apple Watch and which one should I buy?

The December Tech Talk is on Tuesday, December 3rd at 11:00 AM. The topic is shopping apps. The speaker will identify and demonstrate how easy it can be to use these apps, and which ones are free.

ARC will share a virtual viewing of the Cemetery Walk on Monday, December 2nd at 10:00 AM. The virtual walk is being sponsored by a grant from Normal Township.

Janelle Harrison and Mark Klaus of Coldwell Banker Real Estate Group will host Real Estate Chatter on Tuesday, December 3rd at 9:30 AM. They will discuss a few things to know heading into 2025; Property tax assessments, exploring financial options, updates on how things are going with the new process of requiring signed buyer agreements, and the anticipated impacts of the election on real estate markets.

Join Jill Howell, RN on Friday, December 6th at 9:00 AM for a CPR class. The cost to attend this class is \$50.

Learn more about consumer fraud and identity theft with Heather Calcara, a Community Outreach Liaison with the Office of the Illinois Attorney General. This presentation will take place on Monday, December 9th at 10:30 AM.

ARC invites you to join us for a holiday dance on Friday, December 13th from 6:00 to 8:00 PM. The cost to attend the dance is \$5. Members may bring one nonmember guest.

The ARC Enthusiastic gardeners will be making tabletop holiday centerpieces on Thursday, December 19th at 11:00 AM. HyVee's floral manager will lead the class. The cost to attend is \$35.

Veteran Coffee Cafes with Traditions Health will take place on Friday, December 13th at 9:00 AM. The guest speaker at our December coffee hour will be Military and Veterans Advisor Miguel Ortiz and the social worker from the VA Outpatient Clinic, Natasha Mabels.

Jonathan Sivier will lead an English Country dance demo on Thursday, December 12th at 3:00 PM. The dances that will be highlighted will include Regency Era dances, Playful Playford, English Country dancing with Jane Austen, and English country dances with zest and flow.

Holiday Drum Roll with Nancy Nork will take place on Saturday, December 14th at 10:00 AM. The cost to attend this class is \$7.00.

Dancing for Dogs, a fundraiser for the Humane Society with Nancy Nork, will take place on Wednesday, December 11th at 5:50 PM. Please bring a donation to the Humane Society cash or check the night of the class.

Join Inside Out Accessible Art on Tuesday, December 10th at 10:00 AM to make a lighted bottle decorated with ornaments. The cost to attend this class is \$12.00.

Join Caiti Redmond from Traditions Health to make friendship bracelets on Tuesday, December 17th at 1:00 PM. This is a free activity.

Community Player Singers will kick off the holiday season with a variety of seasonal songs on Wednesday, December 4th at 1:00 PM.

Dulcimer Dreams, the husband-and-wife duet of Brian and Maureen Barnes, is returning to Ark on Friday, December 6th at 10:00 AM for a holiday concert.

Storyteller and Author Dr. Mike Lockett will be telling the stories behind favorite holiday songs on Tuesday, December 10th at 10:00 AM. The storyteller has arranged for Santa Claus to visit the ARC to pose for holiday photos with attendees after the program.

Join Zeta Phi Beta Sorority. In decorating paper ornaments for this holiday season on Tuesday, December 10th from 5:00 to 6:00 PM. The ornament created will be given to the residents of an assisted living facility in our community.

On Tuesday, December 17th at 10:00 AM, ARC will host a Lucky Dice Gift exchange. In order to participate, you will need to bring a new \$10 wrapped gift.

If you like to bake Christmas cookies, join us on Friday, December 20th at 10:00 AM for a Christmas Cookie Walk. You will need to bring a Christmas platter along with three dozen of your favorite homemade cookies.

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, December 2nd, 10 AM (Hybrid)

Great Books: Thursday, December 4th, 10:30 AM (Hybrid)

Caregiver Support: CCSI & Alzheimer's Association: Wednesday, December 3rd from 2-3 PM (Hybrid)

Other News

The Midwest Food Bank distribution days at ARC for November will be December 3rd & 17th.

The December Bonnies Cafe sponsor Carle BroMenn Medical Center. Thank you for your sponsorship.

New volunteers are needed for Vita tax preparation for low- and moderate-income residents of Central Illinois on Thursdays from February 6th through April 10th, 2025 at ARC. There will be support and training for new and returning volunteers during January. With study materials and test exams available in late November. Volunteers are needed to be greeters and intake coordinators, tax preparers, quality reviewers or to present the finished returns to clients. Contact Betty at bpilchard@googlemail.com For more information.

Communications Coordinator Report December 2024

Fundraising

- **Bingo sponsors:** 2025 bingos are filled at this time.
- **Coffee Sponsors:** The December sponsor is Carle BroMenn Medical Center. Open months for fall 2024 – summer 2025: April 2025
- **Card Tourney Sponsors:** Floor Coverings International has chosen to continue their gift card sponsorship through the end of 2024. We have one sponsor for January – March 2025: Transitions Hospice.
- **ARC Living Memorial Fund 2024:** Green Space - \$2,288.57 YTD, \$1,764.57 since start of Sept, General Support - \$12,090.54 YTD, \$8,866.54 since start of Sept, Fitness Programming - \$2,947.51 YTD, \$2,733.51 since start of Sept, Classroom Updates – \$694.04 YTD, \$630.04 since start of Sept. It's clear the direct mail piece is a successful way to fundraise for the ARC Living Memorial Fund as donations greatly picks up after mailing goes out.
 - YTD total raised is \$18,895.23 as of 11/26/24. \$6,104.57 from overall goal of \$25,000 raised in 2024.
- **Dine & Donate:** Next Dine and Donate event will take place today from 10:30 AM – 9 PM at Moe's Southwest Grill in Normal – Bradford Ln, by Schnucks. Flyers are available at the front desk to show upon placing order. Can also show a virtual flyer via ARC email.
- **Giving Tree:** Have one more leaf order to add and one member to reach out to regarding interest in having a leaf engraved. Will be placing an order of silver leaves so we can add more to the tree to balance out the one we have now. Reminder: Donations to the ALMF of \$500 or more are eligible for a leaf on the Giving Tree.

Constant Contact as of 11/26/24

- 3425 subscribed contacts, up 54 from last report, 3430 contacts total (includes 5 who asked to resubscribe but haven't confirmed)
- 30-day open rate of 58%, this is currently 18% higher than industry average and 6% higher than October report

Facebook as of 11/26/24

2768 followers with 23 new follows and no unfollows in last 28 days and post engagement of 3,479 in last 28 days through 11/25, 40,083 content views 10/29-11/25

Page visits – 1.6K page visits in last 28 days, down from 2.4K in October report

Last 90 days post reach of 40.4K, up from 31.5K in October report

Other Notes

Had a table at Veterans Fair at the Interstate Center on Friday, November 8th and Saturday, November 9th.

Will be serving as Membership Chair on the Senior Care Network Board starting in January for a 2-year term.

December 2024 MSM Report (updated as of November 30, 2024)

November 2024 Membership Numbers

- There were 256 memberships scheduled to expire in the month of November, 129 (50%) of those members have renewed their membership.
- There are 202 memberships scheduled to expire in the month of December, so far 31 have renewed.
- In November, we received \$6407 in Membership Revenue.

November Sunshine Numbers

- 287 Birthday calls were made by the MSR staff in November.
- November had 14 Sympathy, 9 Get Well, and 19 Birthday correspondence sent out.

November Shuttle Van Numbers

- 26 members utilized the Shuttle Van in October.
- 23 members utilized the Shuttle Van in November. 26 members initially made a reservation during the month, but 3 members cancelled.

November Programming Revenue

- In October, we received \$12032.50 in Programming Revenue.
- In November, we received \$9912 in Programming Revenue.

November Insurance-Based Membership Program Visits

- November reported visit total submitted for reimbursement- 2661
- Silver Sneakers- 2365
- Renew Active- 263
- Silver & Fit- 33
- Active & Fit- 0

The 2nd page is the Numbers Comparison Sheet

Member Services Number Comparison Report
December 2024

****Report as of 11/30/24****

Shuttle Van Ridership	
	Unduplicated Riders
October	26
November	23

Membership Totals	3688
Paid Member Total	2529
Silver Sneakers Total	918
Renew Active Total	147
Silver & Fit Total	21
Active & Fit	0
Reduced Fee Total	45
Change in Benefits	8
Member Support Person	20

Membership Stats

	October	November
Paid New Members	65	64
New Silver Sneaker	11	4
New Renew Active	4	4
New Silver & Fit	0	0
New Active & Fit	0	0
Visitor Passes	2	1

	October	November
Paid Renewal	186	154
Silver Sneaker Renewals	62	37
Renew Active Renewals	11	7
Silver & Fit Renewals	4	3
Active & Fit Renewals	0	0

Monthly Attendance

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		

November						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
11/1-11/2					193	128
11/4-11/9	534	383	352	444	247	139
11/11-11/16	CL	459	338	482	238	190
11/18-11/23	528	422	450	446	284	1618
11/25-11/30	502	354	325	CL	CL	161

11/6- Life Line Screening-Doors open

11/13- Blood Drive- Doors open

Prepared by Elicsha Sanders, MSM

3rd Page is a snapshot of the Insurance-Based Incentive Program Reimbursement by month for each program (not all information was reported to me, the empty spots from January through October have been paid, amount is unknown by me at this time).

	Silver Sneakers	Renew Active	Silver/Active & Fit	MONTH TOTALS
January				0.00
February				0.00
March				0.00
April				0.00
May	4147.50	1048.00	165.00	5360.50
June	3920.00		156.00	4076.00
July			180.00	180.00
August	4235.00			4235.00
September	4022.50			4022.50
October				0.00
November				0.00
December				0.00
YEAR TOTALS				17874.00

NORMAL TOWNSHIP SUPERVISOR'S REPORT
 Prepared by Jess Ray
 December 19, 2024

Assistance Report: In November 34 constituents received General Assistance. The township disbursed \$14,450 in General Assistance funds. 13 Emergency Assistance requests were approved totaling \$12,989.40 that went to housing/utilities.

GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE Dec. 2023 – Nov. 2024

Month	GA	AMOUNT	EA	AMOUNT
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
24-Nov	34	\$14,450	13	\$12,989.40
TOTAL	391	\$161,232.35	138	\$142,252.39

Month	GA	AMOUNT	EA	AMOUNT
22-Dec	18	\$6141.41	9	\$10,690.75
23-Jan	0	0	7	\$4964.65
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
23-Nov	30	\$10,142.25	2	\$2,910
TOTAL	221	\$123,187.51	127	\$120,115.66

Richard W. Phillips
1319 Schroeder Drive
Normal, Illinois 61761
(309) 826-8935

Jess Ray, Supervisor and
Deb Shaw, Advisory Board Chair
ARC Senior Advisory Board
Normal Township
304 E. Mulberry St.
Normal, Illinois 61761

Jess and Deb

I would like to be considered as a member of the ARC Senior Advisory Board.

I am a life-long resident of Normal, Illinois.

I am a CPA and the President and current owner of Phillips & Associates, CPAs PC. We provide accounting, tax, and auditing services for clients throughout Central Illinois.

We've served townships for over 40 years and currently provide various services to over ten townships in McLean, DeWitt, and Livingston counties, including bookkeeping, preparation of annual reports, Comptroller Annual Financial Reports, and general consulting on various issues.

I am a past township trustee for Normal Township and was heavily involved in the decision-making for acquisition and facilities remodeling construction of the new ARC center location.

I've served on the Boards for the Township Officials of Illinois (TOI) and the Illinois Township Trustees (ITTA) and was an officer in various positions for ITTA.

I am currently a Board Member and Treasurer for Faith In Action of Bloomington-Normal (an organization serving persons age 55 and over) and President of the ARC Living Memorial Fund.

As President of the ARC Living Memorial Fund, I am always seeking ways to secure community financial support for various needs of our seniors.

I believe my personal community connection, experience with townships and my passion to help seniors lead healthy, independent, active lives is consistent with the Board's advocacy for the needs of our area senior citizens.

Please feel free to contact me if you need any further information or have questions regarding my consideration as a potential advisory board member.

Sincerely,

Rick W. Phillips CPA

Rick Phillips

Normal Township Senior Advisory Board Meetings 2025

Location: Normal Townships' Activity and Recreation Center (ARC)

Thursday, January 2nd, 2025, at 9:30 AM

Thursday, April 3rd, 2025, at 9:30 AM

Thursday, July 3, 2025, at 9:30 AM

Thursday, October 2, 2025, at 9:30 AM

Advisory Board Mission Statement and Board Guidelines

(Updated by vote of the Normal Township Board on June 17, 2021)

Advisory Board Mission Statement

The Advisory Board serves as an advocate for the needs of area senior citizens and supports the operation of the Activity & Recreation Center (ARC). The Board assists the ARC staff with identifying programming to help seniors with physical, educational, mental, emotional, and social interests. The Board advocates for ARC as a safe place for all and being a great neighbor to our community.

Advisory Board Responsibilities

Advisory Board Members are volunteers who provide different skills, ideas, and life experiences that help keep ARC connected to the Senior Community.

The Board Members responsibilities include:

- Bring information and or recommendations on matters of significance identified by the Township Supervisor, Township Trustees, ARC management staff, Advisory Board Members and/or Member of ARC.
- Identify local resources and provide feedback to ARC Management staff.
- Provide feedback to the ARC staff and to the Normal Township Board on policies and procedures and with identifying, reviewing, and developing new activities.

Advisory Board Members and Officers

Members:

The Activity and Recreation Center (ARC) Advisory Board shall be made up of nine (9) voting members who are appointed by the Normal Township Board. No more than one (1) of the nine (9) can reside in a McLean County Township outside of Normal Township or City of Bloomington Township. While membership of the board is not restricted to residents of Normal Township or City of Bloomington Township, no more than one board member may be from a neighboring township.

Advisory Board members must be ARC members. The Township seeks Advisory Board members who reflect the diversity of the senior community and will in no way discriminate based on race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability or genetic information.

There will be four (4) ex-officio members: Normal Township Supervisor, City of Bloomington Township Supervisor, ARC Operations Director or a designated representative, and an appointed secretary. The ex-officio members may make presentations, participate in discussions, and make resolutions, but not vote on Advisory Board issues. All voted and passed issues shall be passed on to the Township Board. Appointed terms of the voting members of the Advisory Board shall be three (3) years and limited to (2) consecutive terms. Terms shall commence on April 1st of the year appointed. The board members shall have staggered terms.

Member Vacancies:

Any vacancies on the Advisory Board shall be filled by the Normal Township Board. Individuals filling an unexpired term for a voting member will be appointed to complete the time remaining on the term of the individual they replaced. If the unexpired term is less than 18 months, the said appointee may serve up to two additional three-year terms on the Advisory Board.

When Advisory Board vacancies occur, Normal Township will post the vacancies in a public area.

When multiple people express interest in the same open seat, the Township Supervisor may set up a committee to review candidates and make a recommendation to the Township Board ahead of appointment.

Those Advisory Board members currently on the board who want to be reappointed for a second 3-year term must also notify the Township Supervisor.

Officers:

Election of Chairperson/Vice Chairperson:

The Advisory Board shall elect a Chairperson who will preside over the meetings of the Advisory Board and conduct the meetings under Robert's Rules of order. The Chairperson shall hold that position for one (1) year with a limit of two (2) consecutive terms. The Advisory Board shall elect a Vice - Chairperson who will act as the Chairperson in the absence of the Chairperson. The Vice -Chairperson shall hold that position for one (1) year with a limit of two (2) consecutive terms.

Officers may be nominated by members at the March meeting. The Chairperson may also create a Nomination Committee in February to bring recommendations for Chairperson and Vice -Chairperson to the March meeting.

The Chairperson or Designated Representative (Vice Chairperson or as designated by the Chairperson) shall: •

- present Advisory Board recommendations and actions to the Normal Township Board •
- establish, publish, and post an agenda in public areas for the Advisory Board meetings in consultation with the ARC Operations Director and the Township Supervisor in accordance with the Open Meeting Acts •
- appoint members to such Standing Committees and Sub-Committees to fulfil the mission of the Advisory Committee

Minutes

Minutes of the Advisory Board shall be taken by the Secretary who is appointed by the Chairperson. Once approved the Secretary will have the minutes posted in the ARC library (in the notebook) and on the ARC website (under “About Us” menu).

Meetings

Advisory Board shall meet **quarterly** on the first Thursday of each month at 9:30 am in **January, April, July, and October**. Additional meetings may be called when necessary.

All meetings of the Advisory Board, including ~~Standing Committees~~ and Subcommittee meetings, shall be open to the public and follow the procedures as outlined by Normal Township and the Open Meetings Act.

~~Standing Assignments:~~

~~Below is a list of Standing Assignments for the ARC Advisory Committee members: Art at ARC Fundraising Health & Wellness Nominations Sunshine Veterans’ Event Planning New-Member Welcoming~~

Illinois Paid Leave for All Workers Act (“IPLAWA”) 2.6.2

On January 1, 2024, IPLAWA (820 ILCS 192) took effect. This Section is intended to address Normal Township’s obligations under IPLAWA and those already existing under this Personnel Manual (“Manual”).

1. Existing Employees with 40 or more Hours of Paid Leave: Consistent with existing Illinois Department of Labor guidance (as of December 2023), for those employees who already receive 40 or more hours of paid leave each year under this Manual, no further leave shall be provided under IPLAWA. However, 40 of the hours of paid leave held by such an employee can be utilized in a manner consistent with the terms of IPLAWA or this Manual, whichever is more favorable to the employee, as long as appropriate notice is provided to their department head.
2. Existing Employees with Less than 40 Hours of Paid Leave: Existing employees with less than 40 hours of paid leave shall be awarded the difference in the number of paid hours earned and 40 hours at the beginning of each calendar year. In other words, the employee shall have a total of 40 hours of paid leave. This does not preclude the existing employee from earning additional leave during their employment as provided under this Manual. Once an employee earns 40 or more hours of paid leave under this Manual, no further leave shall be provided under IPLAWA. However, 40 of the hours of paid leave held by such an employee (no matter if through the Manual or IPLAWA) can be utilized in a manner consistent with the terms of IPLAWA or this Manual, whichever is more favorable to the employee, as long as appropriate notice is provided to their department head. Any unused paid leave time earned under IPLAWA is forfeited at the end of the calendar year, although any available, unused, paid leave time earned under IPLAWA during the employee’s final year of employment shall be paid out upon separation of employment for employees who have been employed for at least ninety (90) days.
3. New Full-Time Employees: All new full-time employees, after their first calendar year of employment, shall be awarded forty (40) hours of paid leave time under IPLAWA at the beginning of each calendar year. In the first calendar year of employment, full-time employees shall receive the following prorated paid leave time on their first date of employment, based on their date of hire:
 - January 1 through March 31: forty (40) hours of paid leave time;
 - April 1 through June 30: thirty-two (32) hours of paid leave time;
 - July 1 through October 1: twenty-four (24) hours of paid leave time;
 - October 2 through December 31: employees will only be awarded the full allotment of forty (40) hours on January 1 of the NEXT calendar year, and no time is available for use in the first calendar year (from October 2 through December 31).

Any unused paid leave time earned under IPLAWA is forfeited at the end of the calendar year, although any available, unused, paid leave time earned under IPLAWA shall be paid out upon separation of employment for employees who have been employed for at least ninety (90) days.

Any additional leave earned by the employee under this Manual (and not IPLAWA) shall be governed by the terms and conditions of the Manual. Once an employee earns 40 or more hours of paid leave under this Manual, no further leave shall be provided under IPLAWA. However, 40 of the hours of paid leave held by such an employee (no matter if through the Manual or IPLAWA) can be utilized in a manner consistent with the terms of IPLAWA or this Manual, whichever is more favorable to the employee, as long as appropriate notice is provided to their department head.

4. New Part-Time Employees: All new regular, part-time employees shall be awarded paid leave time under IPLAWA at the beginning of each calendar year (or the date of hire for new employees), based on the number of hours they are scheduled to work in the year divided by forty (40), but not to exceed a total of forty (40) paid leave hours (e.g. an employee who is scheduled to work 1200 hours in a calendar year would receive thirty (30) hours of paid leave time).

Any unused paid leave time earned under IPLAWA is forfeited at the end of the calendar year, although any available, unused, paid leave time earned under IPLAWA during the employee's final year of employment shall be paid out upon separation of employment for employees who have been employed for at least ninety (90) days.

Any additional leave earned by the employee under this Manual (and not IPLAWA) shall be governed by the terms and conditions of the Manual. Once an employee earns 40 or more hours of paid leave under this Manual, no further leave shall be provided under IPLAWA. However, 40 of the hours of paid leave held by such an employee (no matter if through the Manual or IPLAWA) can be utilized in a manner consistent with the terms of IPLAWA or this Manual, whichever is more favorable to the employee, as long as appropriate notice is provided to their department head.

5. Seasonal and Temporary Employees: All seasonal and temporary employees shall accrue paid leave time, based on their date of most recent hire, at a rate of one (1) hour per forty (40) hours worked, not to exceed a total of forty (40) hours. No additional leave time shall be earned by seasonal and temporary employees under the Manual. Any unused paid leave time earned under IPLAWA is forfeited at the end of the calendar year, although any available, unused, paid leave time earned under IPLAWA during the employee's final year of employment shall be paid out upon

separation of employment for employees who have been employed for at least ninety (90) days.

6. Usage of Paid Leave Time: Under IPLAWA, paid leave shall be taken in increments of not less than two (2) hours. No employee shall utilize paid leave time until they have been employed for at least ninety (90) days, unless approved by their department head. Any planned use of paid leave time shall be taken by providing notice to their department head, at least seven (7) days in advance, or it may be denied. Further, an employee's request for leave may be denied due to operational necessity for the Township and/or Road District at the discretion of the relevant department heads (i.e., the Highway Commissioner, relying on a weather forecast, determines a major snowstorm is approaching). Usage of paid leave time under IPLAWA shall otherwise follow the requirements prescribed by the Paid Leave for All Workers Act, 820 ILCS 192, as may be amended from time to time.

ACKNOWLEDGEMENT FORM

THE FOLLOWING FORM IS TO BE SIGNED BY EACH EMPLOYEE AND WILL BE KEPT IN THEIR PERSONNEL FILE.

EMPLOYEE: _____

DEPARTMENT: _____

I have received a copy of the revised Normal Township Personnel Manual (the "Manual"), and understand that it is my responsibility to read, understand and follow these and all other policies, practices, rules and regulations as a condition of my employment. Since the information, policies and benefits described in the Manual are subject to change, I understand and agree that such changes can be made by the Township in its sole and absolute discretion and I agree to observe these changes in all respects.

I have read the Manual in its entirety, have been afforded an opportunity to discuss any questions, and understand the terms.

I ACKNOWLEDGE THIS MANUAL IS NOT INTENDED TO AND DOES NOT CREATE A CONTRACT OF EMPLOYMENT (EXPRESSED OR IMPLIED) BETWEEN ANY EMPLOYEE (INCLUDING ME) AND NORMAL TOWNSHIP AND/OR THE NORMAL TOWNSHIP ROAD DISTRICT. THE MANUAL AND ITS POLICIES AND PROCEDURES ARE INTENDED ONLY TO DESCRIBE SUCH POLICIES AND PROCEDURES. NO CONTRACT OF EMPLOYMENT EXISTS BETWEEN THE TOWNSHIP AND/OR ROAD DISTRICT AND ANY EMPLOYEE (INCLUDING ME) UNLESS THERE IS A SEPARATE WRITTEN AGREEMENT SIGNED BY BOTH THE EMPLOYEE AND THE TOWNSHIP AND/OR ROAD DISTRICT.

I ALSO ACKNOWLEDGE AN EMPLOYEE (INCLUDING ME) MAY TERMINATE THEIR EMPLOYMENT AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. THE TOWNSHIP AND/OR ROAD DISTRICT MAY ALSO TERMINATE THE EMPLOYMENT OF ANY EMPLOYEE (INCLUDING ME) AT ANY TIME, WITH OR WITHOUT CAUSE, AND WITH OR WITHOUT NOTICE. NO SECTION OF THESE POLICIES AND PROCEDURES SHALL BE INTERPRETED AS GIVING UP THIS RIGHT BY ANY EMPLOYEE (INCLUDING ME) OR THE TOWNSHIP AND/OR ROAD DISTRICT.

SIGNED: _____

DATE: _____

WITNESS: _____