

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, September 19, 2024, AT 8:15 AM
304 MULBERRY, NORMAL, IL**

1. **Call to Order** - The meeting was called to order at 8:15 am by Township Supervisor Jess Ray.
2. **Land Acknowledgement** - Supervisor Jess Ray read a statement acknowledging the ancestral history of the Township land.

3. Roll Call

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

Additional Elected Township Officials Present

Dayna Schickedanz	Clerk
Arin Rader	Road Commissioner
Kent DePew	Assessor

Others Present

Eliccsha Sanders	ARC Member Services Manager
Molly Camper	ARC Director of Programming (Via Zoom)
Sammi Scott	ARC Communications Coordinator
Steve Kloss	ARC Member, Advisory Board Member

4. **Pledge of Allegiance**
5. **Public Comment**
6. **Approval of August 15, 2024, Regular Meeting Minutes**
Vote to Approve: Sally, Arlene, Art, Floyd, Jess
Nay: None
7. **Approval of August 22, 2024, Special Meeting Minutes**
Move to Approve: Sally
Second: Floyd
Vote to Approve: Sally, Arlene, Art, Floyd, Jess
Nay: None

8. Approval of General Town Expenditures of \$88,409.85 from August 15, 2024 – September 19, 2024

Motion: Sally

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

9. Approval of General Assistance Expenditures of \$35,641.03 from August 15, 2024 – September 19, 2024

Motion: Art

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

10. Approval of Senior Citizen Fund Expenditures of \$50,952.21 from August 15, 2024 – September 19, 2024

Motion: Sally

Second: Art

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

11. Approval of Road and Bridge Expenditures of \$13,813.28 from August 15, 2024 – September 19, 2024

Motion: Sally

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

12. Reports

A. Community Engagement

Sally suggested a flu/COVID vaccine clinic at the ARC, which is already being planned.

Art discussed the new NAACP nursing scholarship, his meeting with Rep. Chung about her cosponsored veteran's bills, and that the American Legion may be sponsoring some ARC memberships.

Floyd mentioned that at the American Legion meeting someone brought up that there would be a room dedicated solely to veterans, membership for veterans would be reduced to \$5, and the age limit would be waived. Molly said none of that was in the works, but that in November,

through a partnership with Traditions healthcare group, they would be starting a social group for veterans to meet and have coffee.

Jess said that on 8/19 he facilitated a meeting with ISU faculty from the Center for Inclusive Intergenerational Environments and McLean County Regional Planning Commission, he attended a luncheon at the Sugar Creek Alzheimer's Special Care Center and attended a meeting with the Central IL Continuum of Care which focused on homelessness and housing insecurity. He was able to attend a presentation at ISU's Schroeder Hall, "Let the War Come Home", about returning relics of war to their countries of origin so that they may be reunited with family members. He attended the McLean County Housing Coalition meeting and reported that they are seeking new co-chairs. He reported also that he attended the ECIAA annual luncheon, where they changed the name of the Reducing Social Isolation committee to Social Connectedness committee. Additionally, Barb Dallinger and Eliccsha Sanders received certificates of appreciation for promoting healthy aging in our service area.

B. Assessor

Kent reported that his office was beginning to receive appeals in. The current count is 122. The deadline is the upcoming Monday. On the previous Tuesday, Kent attended the County Supervisor of Assessment's community meeting.

C. Clerk

Nothing new to report.

D. Highway Commissioner

The culvert project on Airport Rd. has been completed with assistance from the county. The county also repainted around 5 miles of yellow and white striping on roads. Sally asked if Arin knew what the cost of road salt would be this year. Arin explained that the bid takes place in April, but that he won't know the price per ton until October.

E. ARC Staff and Senior Advisory Committee

Deb was unable to attend but had nothing additional to report.

The new Director Lori Kerns shared information about herself, her work history, and her plan to grow ARC from an operations standpoint.

Sammi reported that the brick wall project in the north hallway, Brick by Brick, was well underway and in the finishing stages of painting and staining.

Eliccsha reported that membership is steady currently, but that they are preparing for heavier crowds as the weather gets colder.

Molly announced that Peace Meal will no longer be serving meals on Wednesdays, but there will be an option on Tuesday to pick up an additional meal.

F. Supervisor

Jess Ray reported on investments.

IL Fund Account Portfolio Total - \$5,357,438.08
New Building Fund - \$853,383.83
General Township Fund - \$2,168,884.30
Road and Bridge Fund - \$1,256,616.06
Senior Center Fund - \$671,433.93
General Assistance Fund - \$407,111.90

Current Liquid Assets Total - \$1,014,122.09
General Township - \$551,922.13
Road and Bridge - \$220,800.73
Senior Center - \$161,191.70
General Assistance - \$80,399.61

GA: 34 Constituents receiving a total of \$14,041.47

EA: 19 Constituents receiving a total of \$17,548.88 for housing and utilities

Employee Handbook manual is now publicly available on the Township website under the Clerk section.

Welcome Lori as new Director.

Still an open position on ARC Advisory Board.

13. Old Business

Old Business is paused due to visitors presenting to the Board.

14. New Business

A. Guest Speaker: Youth Build

Tracey Polson from Youth Build attended the meeting to discuss how grant funds from Township were used in the creation of the Youth Build sensory room, and the benefits that provides for students in their programs. The sensory room has been shown to increase attendance by decreasing cases of emotional dysregulation.

13. Old Business - continued

A. Action Item: IPWMAN Ordinance

Motion: Art

Second: Sally

Discussion: Legal counsel reviewed Normal Township joining. Sally asked if it is \$250/year. Jess confirmed it is \$250/year after the first year, which is not charged.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

B. Action Item: Set Township salaries for new term for elected officials, as presented

Motion: Arlene

Second: Art

Discussion: Added based on last meeting was to add the option of cell phone (pay-per-use cell phone) for Road Commissioner. Sally asked if the Trustee benefit of ARC Membership is new, but it is not new. It was already reflected in the Employee Handbook. Multiple Trustees noted that they pay for their memberships. Sally then mentioned that she did not believe that Trustees should receive an unpaid ARC Membership. The clarification here is between elected officials and employees. Sally proposes striking Trustees from free memberships. Floyd pointed out that as elected officials, all members of the township board should have access to the ARC. Sally does not believe there should be compensation or the reward of a free ARC membership for board members. Jess then mentioned that township board members may be under 55 years old, therefore unable to join the ARC on their own. Additionally, he mentioned that those township board members would not be able to drop in and visit the ARC without official township business.

Proposed Amendment: Sally proposed that ARC membership as a benefit should be struck for all elected officials.

Second: Art

Discussion: Floyd spoke against the proposed amendment, with the expectation that all township board members be members of the ARC. Sally said the expectation is that they would be paid members, which requires them to be a minimum of 55 years of age.

Floyd called for the question on Amendment.

Aye: Sally

Nay: Arlene, Art, Floyd

Motion remains on the table to pass as written.

Discussion: Floyd discussed the Supervisor position getting a raise of \$10,000 plus a full slate of benefits which equals around \$10,000-\$11,000. He is concerned that this would bring the position close to \$100,000 in the future.

Proposed Amendment: Floyd suggested changing the Supervisor salary year 1 to \$83,500 and additional \$500 each of next 3 years, moving the Clerk pay to \$8,000 salary per year for the next four years. Other trustees suggest moving the Supervisor to flat over the next four years, which Floyd did not support due to inflation. Assessor and Highway Commissioner salaries would remain as presented. Trustee salaries would remain as presented.

Second: Arlene

Discussion: Art proposes \$0 pay for Trustees, which Clerk Schickedanz replied that is not possible according to the state of Illinois law.

Sally called for the question on the Amendment.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

Motion remains on the table to pass as amended.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

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

Motion: Jess is still looking to gather additional information on salary range and asked that the board review and consider the job description with duties assigned. Arlene asked what the final job title be. Sally asked if this would include the newly created part-time role. Floyd asked if this role would be salary or hourly. Art and Floyd agreed that they support the position being salary moving forward. Arlene asked how Kent's office is aligned with salary/hourly. He responded that his team is salary, apart from one person who is required to keep their hours below a specific amount annually. All trustees agreed that getting this role posted sooner rather than later is in the best interest of the township.

14. New Business - continued

B. Discussion and/or Action Item: Filling Facilities Manager

Motion: Floyd

Second: Art

Discussion: Jess mentioned that we had a candidate who decided not to start. ARC would like the role filled as soon as possible. Arlene suggested keeping the process streamlined as before. Jess recommended that Lori, the new ARC Director, be involved in the process. Who would be the committee involved in hiring? Art suggested the ARC Director and one Trustee. Art volunteered to be the Trustee involved in this search and hiring process. Arlene also asked if Kent would like to be involved. The team will be Art, Kent, Lori, and Jess for communications and assistance as needed. Several recommendations are on the table regarding what the committee should do first in the process. Will begin interviews to move toward hiring no later than Oct. 1st.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

C. Discussion and/or Action Item: Township Hiring Process

Discussion: Jess asked the board to consider how the board would like to move forward with hiring decisions in the future. He would like to have a formal process in place. Should the manager of a specific area bring the top 3 candidates to the board for recommendation? Arlene suggested that support staff be hired by their supervisors, but that the leadership roles should be hired through a decision by the township board. Floyd asked for a present flow chart for all current positions to see who reports to who.

D. Discussion and/or Action Item: Employee Manual Updates

Discussion: Jess sent the entire manual to legal for review. John responded that the manual was in good condition but had some recommendations. One recommendation was employee classifications under Section 1.3. He mentioned that we did not have any Seasonal employees listed. Jess pointed out that we do not currently have any Seasonal employees, so this may not be something township needs to consider. Under Wage and Salary Administration section, "manager" is not defined, and needs to be. Under ARC Membership, should Township retirees have complimentary ARC membership? John noted no opposition but could be challenged in the

future. IL Paid Leave for All Workers: Jess will forward the suggested verbiage from John to all Township board members so they can review it fully. Section 2.7: Jess recommends considering review and possible change of maximum sick hours at current 675 hours, due to IMRF. John suggested removing multiple acknowledgement forms in favor of just one. IL Department of Human Rights contact information must be included in Sexual Harassment policy. John suggested adding a general statement on disciplinary procedures. Lori asked for clarification about staff taking meals. All Trustees agreed this policy needed clarification.

15. Suggested Items for Next Agenda

None

16. Adjournment

Motion: Sally

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

Meeting adjourned at 10:40 am.

Next Regular Normal Township Board Meeting: Thursday, October 17, 2024 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, October 3, 2024 – 9:30 AM

Dayna Schickedanz - Normal Township Clerk

____/____/_____
Date

September 19, 2024, Normal Township Board Packet

NORMAL TOWNSHIP
REGULAR BOARD MEETING AGENDA
THURSDAY SEPTEMBER 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 August 15, 2024, Regular Meeting Minutes
7. Approval of the August 22, 2024, Special Meeting Minutes
8. Approval of General Township Expenditures from August 15, 2024 – September 19, 2024
9. Approval of General Assistance Expenditures from August 15, 2024 – September 19, 2024
10. Approval of Senior Citizen Fund Expenditures from August 15, 2024 – September 19, 2024
11. Approval of Road & Bridge Fund Expenditures from August 15, 2024 – September 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. Action Item – IPWMAN Ordinance
 - B. Action Item - Set Township Salaries for new term of office
 - C. Discussion and Possible Action Item Bookkeeper /Office Manager Position
14. New Business
 - A. Guest Speaker – Youth Build
 - B. Discussion and/or Action Item – Filling Facilities Manager
 - C. Discussion and/or Action Item – Township Hiring Process
 - D. Discussion and/or Action Item - Employee Manual Updates
15. Suggested Items for the Next Agenda
16. Adjournment

Next Normal Township Special Meeting, Thursday, September 26, 2024 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, October 3, 2024 – 9:30 AM

Next Normal Township Board Meeting: Thursday, October 17, 2024 – 8:15 AM

Program Report September 2024 Programming Highlights

ARC Tech Talk for the month of September will take place on Tuesday, September 3rd at 11 AM. The topic this month will be electronic bill pay via bank apps, credit card, Venmo or PayPal.

Nancy Komlanc, Tech Tutor will teach an Apple Watch class on Tuesday, September 24th at 1 PM. The cost to attend this class is \$30.

Ray Silva, ARC member, will teach two small groups about topics related to digital cameras in September. Tuesday, September 3rd at 10 AM he will cover digital camera settings. Tuesday, September 17th at 10 AM he will cover editing digital images.

Quarterly Real Estate Chatter is back on Tuesday, September 3rd at 9:30 AM. Join Mark Clauss and Janel Harrison from Coldwell Banker for this quarterly update.

ARC Enthusiastic Gardeners Club will meet on Thursday, September 19th at 11 AM. This month they will learn about rain barrels from the Ecology Action Center and spring bulbs from AB Hatchery.

Kingsley Junior High School is back this year for an intergenerational assignment "What Matters Most". The first scheduled meeting is on Friday, September 20th at 9:30 AM. Register if you are interested in participating.

September's Local Interest Speaker Series will host Miller Park Zoo. Join them on Friday, September 20th at 10 AM for fun animal encounters.

Micheal Dicker dives deeper into music with his Beyond Mozart presentation on Mondays, September 30th at 1 PM. Join him for a talk on Franz Josef Haydn.

William Lishka of Lishka Financial Coaching Services will be at ARC on Tuesday, September 10th at 9 AM to help members set up a budget template.

The Institute for Financial Education is hosting Retirement University on Wednesday, September 25th at 10 AM. Retirement University is a comprehensive adult class on retirement and estate planning. This class will be presented by Bernie Wrezinski.

Ada Rediger has added Thursdays to her Yoga offerings for the month of September. Chair Yoga and Gentle Yoga will now take place on Tuesdays and Thursdays at their usual time. The cost to attend each session is \$40.00.

Strong Nation is back for Lucy Croft. This class meets on Tuesday at 2:15 PM. The cost is \$20.00 for September.

Mike Mitchell is teaching a beginner pickleball clinic on Saturday, September 28th 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

Make friendship bracelets with Traditions Hospice on Tuesday, September 10th at 1 PM.

Make your own I.D. holder on Thursday, September 5th from 8:30 AM to 12 PM. Basic sewing knowledge is required. You must bring straight pins, sewing machine, long straight pins, fat quarter fabric, 8" or longer zipper, and black thread and thread to match your fabric. The cost to attend this class is \$10.

Lighted Bottle Art for fall will meet on Friday, September 13th at 10:30 AM. The cost to take this class is \$12.00.

The fused glass classes for September have been cancelled due to instructor availability.

Mennonite School of Nursing will be here Friday, September 13th at 11 AM for blood pressure and sugar checks.

OSF Smart Meals will be here their monthly make and take on Thursday, September 26th at 1 PM. This month they will make Skillet Chili Mac.

A Matter of Balance Session Zero will take place at ARC on Tuesday, September 24th. You must take this session to register for October's Matter of Balance class. October's MOB class will take place on Tuesdays and Thursday from 1-3 PM for eight sessions. This class is free!

Digital Programming

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

Intermediate TAI CHI and Qigong: Mondays and Wednesdays, and Fridays, 11 AM (On pause for September)

Beginning TAI CHI and Qigong: Tuesdays and Thursdays, 11 AM (On pause for September)

ARC Avid Reader's Book Club: Tuesday, September 3rd, 10 AM (Hybrid)

Great Books: Thursday, September 5th, 10:30 AM (Hybrid)

Caregiver Support: CCSI & Alzheimer's Association: Wednesday, September 4th from 2-3 PM (Hybrid)

Other News

The Midwest Food Bank distribution days at ARC for September will be the 10th & 17th.

The September Bonnie's Cafe sponsor is Shawn Finlen, Edward Jones. Thank you for your sponsorship.

Join us in celebrating National Senior Center Month and what we hope to be a successful annual campaign with a bit of fun at our outdoor concert with the Blue Hairs on September 13th from 5:00 to 7:00 PM. Enjoy music, food truck eats and the opportunity to purchase tickets for the chance to win fund prizes through the Build the ARC raffle.

ARC will host the Senior Care Network Community Health Fair on Friday, September 27th from 11:00 AM to 1:00 PM. This event will be open to the public. Get ready for a day of community health services engagement, learning and fun! Healthy in a Hurry Food Truck, Uncle Tonys Food Truck and pet adoption will be outdoors at the Green Space!

The 2024 Celebrate the Season Art and Craft Sale will take place on Saturday, October 26th from 9:00 AM to 1:00 PM. This event is open to the public. Interested vendors may pick up a registration form at the ARC front desk. All vendor forms must be submitted by September 19th.

Communications Coordinator Report September 2024

Fundraising

- **Brick by Brick:** Waiting for an update on when work will begin. Working on layout for bricks now and prepping for them to be hung.
- **Bingo sponsors:** 2025 bingos are filled at this time.
- **Coffee Sponsors:** The September sponsor is Shawn Finlen – Edward Jones. Open months for fall 2024 – summer 2025: January & 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 - \$524.00, General Support - \$3,184.00, Fitness Programming - \$214, Classroom Updates – \$64. 2024 Build the ARC Campaign to kickoff September 1st – Information has been shared in the August newsletter. Two of the ARC team’s goals for the next year are to expand the shaded area of our green space and supplement maintenance of the condition and quality of our now 9-year-old equipment and facility, while also building a contingency reserve for unplanned future expenses not budgeted by Normal Township. Direct mail pieces should be hitting mail boxes if they haven’t already. We will have a raffle that will kick off on September 3rd and run through September 13th at the outdoor concert that day. 1 ticket - \$5, 5 tickets - \$10, Armlength - \$20. Tickets can be purchased at the ARC front desk. Prizes include a hand-knitted lap blanket with a \$50 Rob Dob’s gift card and an Elvis Monopoly game with \$65 of gift cards to Jimmy John’s. If each ARC member gave just \$30, or the equivalent of a year’s membership, over \$110,000 could be raised to support our goals!
- **Dine & Donate:** Next Dine and Donate event will take place at Barrel House on September 30th from 11 AM – 10 PM. December Dine and Donate will be on Thursday, December 5th from 10:30 AM – 9 PM at Moe’s Southwest Grill in Normal – Bradford Ln, by Schnucks.
- **Giving Tree:** No update.

Constant Contact as of 8/26/24

- 3290 subscribed contacts, 3294 contacts total (includes 4 who asked to resubscribe but haven’t confirmed)
- 30-day open rate of 56%, this is currently 17% higher than industry average and equal to the last 30-day period reported.

Facebook as of 8/26/24

2649 followers with 20 new, post reach of 13,267 and post engagement of 3,480 in last 28 days

Reactions 1,066, Comments 103, Shares 52, Photo views 1,122, Link clicks 64 in last 28 days

Page visits - 1.8K in last 28 days

Last 90 days post reach of 24.3K up from 19.6K in last report

Other Notes

2 upcoming presentations on ARC in September – AFSCME monthly meeting on September 11th and HCE meeting on September 24th

Will have an ARC table at the Senior Care Network Resource Fair here at ARC on September 27th

September 2024 MSM Report (updated as of September 3, 2024)

August 2024 Membership Numbers

- There were 271 memberships scheduled to expire in the month of August, 130 (47%) of those members have renewed their membership.
- There are 264 memberships scheduled to expire in the month of September, so far 65 have renewed.
- In August, we received \$5494 in Membership Revenue.

August Sunshine Numbers

- 342 Birthday calls were made by the MSR staff in August.
- August had 7 Sympathy, 5 Get Well, and 13 Birthday correspondence sent out.

August Shuttle Van Numbers

- 20 members utilized the Shuttle Van in July.
- 21 members utilized the Shuttle Van in August.
- Shuttle Van Drivers had 20 Single Trips and 78 Round Trips from August 1st to August 20th.

August Programming Revenue

- In July, we received \$12221.50 in Programming Revenue.
- In August, we received \$11337 in programming Revenue.

August Insurance-Based Membership Program Visits

- August reported visit total submitted for reimbursement- 3046
- Silver Sneakers- 2734
- Renew Active- 246
- Silver & Fit- 66
- Active & Fit- 0

One ARC-iversary was celebrated in the month of August! Member Service Manager, Elicsha Sanders, celebrated 7 years at the ARC. Also, we onboarded new Director of Operations, Lori Kerns.

The 2nd page is the Numbers Comparison Sheet

Member Services Number Comparison Report
September 2024

****Report as of 9/3/24****

Shuttle Van Ridership	
	Unduplicated Riders
July	20
August	21

Membership Totals	3630
Paid Member Total	2504
Silver Sneakers Total	904
Renew Active Total	141
Silver & Fit Total	19
Active & Fit	0
Reduced Fee Total	37
Change in Benefits	10
Member Support Person	15

Membership Stats

	July	August
Paid New Members	48	56
New Silver Sneaker	19	14
New Renew Active	2	2
New Silver & Fit	0	0
New Active & Fit	0	0
Visitor Passes	2	1

	July	August
Paid Renewal	184	133
Silver Sneaker Renewals	66	42
Renew Active Renewals	19	8
Silver & Fit Renewals	1	2
Active & Fit Renewals		0

Monthly Attendance

July						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7/1-7/6	443	345	327	CL	192	132
7/8-7/13	501	445	422	426	219	147
7/15-7/20	508	400	351	355	171	127
7/22-7/27	472	388	366	383	180	154
7/29-7/31	468	377	346			

August						
Week of	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8/1-8/3				418	162	163
8/5-8/10	484	452	350	402	165	125
8/12-8/17	462	384	343	416	209	148
8/19-8/24	498	429	375	434	207	135
8/26-8/31	526	422	378	381	185	147

NORMAL TOWNSHIP SUPERVISOR'S REPORT

Prepared by Jess Ray

September 19, 2024

Assistance Report: In August 34 constituents received General Assistance. The township disbursed \$14,041.47 in General Assistance funds. 19 Emergency Assistance requests were approved totaling \$17,548.88 that went to housing/utilities.

GENERAL ASSISTANCE AND EMERGENCY ASSISTANCE August 2023 – July 2024

Month	GA	AMOUNT	EA	AMOUNT
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
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
TOTAL	354	\$139,654.20	126	\$126,800.30

Month	GA	AMOUNT	EA	AMOUNT
22-Sep	14	\$4,261.50	13	\$12,732.07
22-Oct	19	\$8,570.94	7	\$5,796.00
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
TOTAL	194	\$115,970.70	128	\$103,522.10

NORMAL TOWNSHIP
SPECIAL BOARD MEETING/DECENNIAL COMMITTEE MINUTES
THURSDAY AUGUST 22, 2024, AT 8:00 AM
304 E MULBERRY, NORMAL, IL

The meeting was held at Normal Township Hall

1. Call to Order

The Meeting was called to order at 8:00 am by Township Supervisor Jess Ray

2. Roll Call

Township Supervisor Jess Ray	Present
Township Highway Commissioner Arin Rader	Present
Township Trustee Floyd Aper	Absent
Township Trustee Arlene Hosea	Present
Township Trustee Sally Pyne	Present
Township Trustee Art Rodriguez	Absent
Township Resident (Supervisor Appointment) Dayna Schickedanz	Present
Township Resident (Supervisor Appointment) Deb Shaw	Present
Township Resident (Highway Comm. Appointment) Randy Schaab	Present
Guest: Kent DePew Township Assessor	Present

3. Pledge of Allegiance

4. Public Comment - None

5. Business

A. Discussion/Action Item Decennial Report

The board/committee members held discussion at length regarding information being gathered for Township Decennial report.

Information for the report was reviewed. It was recommended that Section II D show 7 part-time employees in our Road District
For section IV additional item of grants was recommended to be added to the report.

For section V many additional items were recommended as Social Service agreements/partnerships such as SHIP, Faith in Action, Red Cross, etc.

For Section VI it was recommended that we add not only the recognition from YouthBuild but also the Third Place 2023 Innovation Award from Association of Illinois Senior Center (AISC) & Illinois Township Association of Senior Services Committee (ITASCS) presented to the ARC for the Arts and Crafts sale.

For Section VII it was recommended that we add the partnership with the City of Bloomington Township

For Section VII all items were discussed. The following items were called out for additional review (Designation of OMA Office (5 ILCS 120/1/05(a)); All of Elected Officials have completed OMA Training (5 ILCS 1201.05 (b)); List of Types of Categories of FOIA Records under Township's Control (5 ILCS 140/4); IMRF Total Compensation Postings (5 ILCS 120/7.3)

For Section IX items were suggested such as Freeze on trustee pay, Senior Programming during Pandemic, solar energy and working with the Health Department during the pandemic.

For section X inefficiencies were identified such as access to employee manual/next steps finding a place on the township website.; HR Management and Technology

For XI what can we do better of more efficiently four items were identified, Disaster/Emergency Recovery Plan; Security Plan, Technology Plan and Human Resources plan

For XII studies on governmental efficiencies we discussed some information provided by studies on local government efficiency.

6. Suggested Items for the Next Agenda

Next Decennial Committee Meeting take place on September 26, 2024

7. Adjournment

Motion: Deb Shaw

Second: Arlene Hosea

Aye: Jess Ray, Arin Rader, Arlene Hosea, Sally Pyne, Dayna Schickedanz, Deb Shaw

Nay: None

The meeting was adjourned at 9:04am

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

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

General Assistance Fund

Check Register

For the Period From Aug 16, 2024 to Sep 19, 2024

Check #	Date	Payee	Amount
6842	8/26/24	AMEREN ILLINOIS	10.00
6875	9/11/24	TOWN OF NORMAL	55.63
6879	9/11/24	AMEREN ILLINOIS	57.71
6847	8/27/24	TOWNSHIP SUPERVISORS OF ILLINOIS	75.00
6829	8/19/24	AMEREN ILLINOIS	110.00
6853	8/28/24	YOUNG AMERICA REALTY	110.82
6830	8/19/24	AMEREN ILLINOIS	124.00
6878	9/11/24	TOWN OF NORMAL	159.82
6881	9/12/24	TOWN OF NORMAL	165.32
6880	9/12/24	AMEREN ILLINOIS	165.33
6874	9/11/24	CORN BELT ENERGY	169.88
6837	8/26/24	CLASS ACT REALTY	200.00
6862	9/4/24	AMEREN ILLINOIS	282.56
6871	9/11/24	AMEREN ILLINOIS	285.45
6860	9/4/24	AMEREN ILLINOIS	310.55
6865	9/4/24	Oxford House Eva	325.00
6855	9/4/24	Bay Oak Apartments	374.01
6851	8/28/24	S.A.M.I.	390.00
6859	9/4/24	AMANDA BROOKE APTS.	401.00
6841	8/26/24	CORE 3 PROPERTY MANAGMENT	415.00
6831	8/19/24	A.M.H.C.	425.00
6833	8/26/24	LINCOLN SQUARE APTS	425.00
6834	8/26/24	NORTHMEADOW VILLAGE	425.00
6835	8/26/24	CLASS ACT REALTY	425.00
6836	8/26/24	REDBIRD APARTMENT MANAGEMENT	425.00
6843	8/26/24	AMEREN ILLINOIS	425.00
6852	8/28/24	CLASS ACT REALTY	425.00
6861	9/3/24	Chris Anderson	425.00
6858	9/4/24	LINCOLN SQUARE APTS	425.00
6863	9/4/24	First State Bank	425.00
6866	9/4/24	LANCASTER HEIGHTS	425.00
6872	9/11/24	OXFORD HOUSE VICTUS	425.00
6873	9/11/24	CLASS ACT REALTY	425.00
6877	9/11/24	Josh Porter	425.00
6882	9/13/24	OXFORD HOUSE VICTUS	425.00
6883	9/13/24	S.A.M.I.	425.00
6832	8/19/24	LANCASTER HEIGHTS	500.00
6840	8/26/24	AMEREN ILLINOIS	510.95
6854	8/29/24	NORTHMEADOW VILLAGE	609.00
6838	8/26/24	AMEREN ILLINOIS	614.32
6864	9/4/24	AMANDA BROOKE APTS.	644.00
6839	8/26/24	AMEREN ILLINOIS	686.66
6876	9/11/24	Wayne Carpenter	950.00
6868	9/11/24	BAYBERRY APARTMENTS	966.60
6846	8/27/24	Central Private Billings	1,103.56
6848	8/27/24	LINCOLN SQUARE APTS	1,129.00
6856	9/4/24	YOUNG AMERICA REALTY	1,170.60
6869	9/11/24	CLASS ACT REALTY	1,300.00
6844	8/27/24	CLASS ACT REALTY	1,500.00
6849	8/27/24	Sheila Porter	1,500.00
6850	8/27/24	David Moeller	1,500.00
6870	9/11/24	YOUNG AMERICA REALTY	1,500.00
6867	9/19/24	NJS Enterprises, Inc	1,800.00
6845	8/27/24	Central Private Billings	2,760.56

Check #	Date	Payee	Amount
online	8/31/24	8.31 GA payroll	2,022.77
online	9/13/24	9.15 GA payroll	<u>1,885.93</u>
Total			35,641.03



GENERAL ASSISTANCE
2024-2025

ADMINISTRATION

PERSONNEL

- 1. Salaries
- 2. Health Insurance
- 3. Social Security Contribution
- 4. Retirement Contribution
- 5. Unemployment Insurance

	BUDGET AMOUNT 2024-2025	AMOUNT SPENT Aug-24	AMOUNT THRU 8.31.24	PERCENT OF BUDGET	8/16 - 9/19
\$	75,000.00	\$ 4,058.36	\$ 19,916.72	26.56%	\$ 3,905.56
\$	1,500.00	\$ 9.51	\$ 57.04	3.80%	\$ 3.14
\$	76,500.00	\$ 4,067.87	\$ 19,973.76	26.11%	\$ 3,908.70

TOTAL

SERVICES & SUPPLIES

- 1. Postage
- 2. Printing
- 3. Travel Expenses
- 4. Dues
- 5. Training
- 6. Office Supplies
- 7. Technology
- 8. Miscellaneous Expense

\$	750.00	\$	204.00		
\$	500.00			0.00%	
\$	500.00				
\$	150.00			0.00%	
\$	1,000.00	\$ 75.00	\$ 75.00	7.50%	\$ 75.00
\$	500.00			0.00%	
\$	8,000.00			0.00%	\$ 1,800.00
\$	500.00			0.00%	

TOTAL

\$	11,900.00	\$ 75.00	\$ 279.00	2.34%	\$ 1,875.00
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TOTAL ADMINISTRATION

\$	88,400.00	\$ 4,142.87	\$ 20,252.76	22.91%	\$ 5,783.70
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HOME RELIEF

GENERAL ASSISTANCE

- 1. Medical Services
- 2. Catastrophic Medical Premium
- 3. Funeral & Burial Service
- 4. Shelter
- 5. Utilities
- 6. Fuel
- 7. Grocery
- 8. Incidentals
- 9. Misc Home Relief Expense

\$	2,000.00				
\$	3,000.00	\$	5,270.00	175.67%	
\$	500.00			0.00%	
\$	90,000.00	\$ 9,090.82	\$ 37,859.76	42.07%	\$ 8,189.83
\$	35,000.00	\$ 669.00	\$ 4,563.53	13.04%	\$ 1,442.69
\$	3,000.00	\$ 406.51	\$ 1,114.14	37.14%	\$ 266.51
\$	36,000.00	\$ 5,880.09	\$ 19,764.53	54.90%	\$ 3,597.61
\$	1,000.00			0.00%	
\$	5,000.00	\$	3,701.25	74.03%	

TOTAL

\$	175,500.00	\$ 16,046.42	\$ 72,273.21	41.18%	\$ 13,496.64
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GENERAL ASSISTANCE
2024-2025

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Aug-24	8-31-24	8-31-24	8/16 - 9/19
EMERGENCY ASSISTANCE					
82222 1. Emergency Shelter	\$ 120,000.00	\$ 12,526.10	\$ 65,277.09	54.40%	\$ 13,670.20
82322 2. Emergency Utilities	\$ 60,000.00	\$ 5,020.78	\$ 7,101.98	11.84%	\$ 2,690.49
TOTAL	\$ 180,000.00	\$ 17,546.88	\$ 72,379.07		\$ 16,360.69
OTHER EXPENDITURES					
82422 1. Church Funds	\$ 2,000.00			0.00%	
TOTAL	\$ 2,000.00	\$ 17,546.88	\$ 72,379.07	-	\$ 16,360.69
CONTINGENCIES					
50521	\$ 20,000.00				
TOTAL HOME RELIEF	\$ 377,500.00	\$ 33,593.30	\$ 144,652.28	38.32%	
TOTAL GENERAL ASSISTANCE	\$ 465,900.00	\$ 37,736.17	\$ 164,905.04	35.39%	\$ 35,641.03

BALANCE 7/31/2024

INCOME FOR GENERAL ASSISTANCE FUND					
30521 PROPERTY TAX	\$ 126,100.00	\$ 21,782.21	\$ 86,198.74	68.36%	\$ 484,880.58
70521 INTEREST	\$ 20,000.00	\$ 2,047.23	\$ 10,714.65	53.57%	
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	\$ 23,829.44	\$ 98,152.62	64.32%	\$ -

BALANCE 8/31/2024

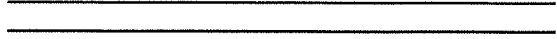
\$470,973.85

General Town Fund
Check Register
For the Period From Aug 16, 2024 to Sep 19, 2024

Filter Criteria includes:

Check #	Date	Payee	Amount
10912	9/13/24		
10884	9/19/24	NICOR GAS	5.13
10882	9/19/24	ILLINI FIRE EQUIPMENT CO	35.00
10887	9/19/24	TOWN OF NORMAL	44.20
10885	9/19/24	Securitas Technology Corporation	63.01
10881	9/19/24	bamdesign.net	65.00
10926	9/19/24	Orkin	90.00
10892	9/19/24	CIRBN, LLC	101.32
10891	9/19/24	PAVLOV MEDIA	102.96
10922	9/13/24	Sherman A. Lee	103.83
10876	8/30/24	Sherman A. Lee	114.95
10930	9/19/24	Kone	136.70
10921	9/13/24	Patrick M. Howard	144.61
10923	9/13/24	Patricia M. Smith	144.61
10878	8/30/24	GEORGE A. WILSON	150.57
10877	8/30/24	Patricia M. Smith	152.03
10924	9/13/24	GEORGE A. WILSON	166.02
10917	9/13/24	Michelle A. Lee	179.90
10913	9/13/24	Barbara L. Dallinger	180.04
10894	9/13/24	ARLENE M. HOSEA	181.78
10895	9/13/24	SALLY K. PYNE	181.78
10898	9/13/24	ART RODRIGUEZ	181.78
10893	9/13/24	FLOYD H. APER	192.08
10929	9/19/24	Sam's Club	221.80
10867	8/30/24	Barbara L. Dallinger	225.05
10880	9/3/24	REPUBLIC SERVICES	232.17
10855	8/30/24	DAYNA E. SCHICKEDANZ	240.75
10899	9/13/24	DAYNA E. SCHICKEDANZ	240.75
10888	9/19/24	UNIFIRST FIRST AID + SAFETY	259.11
10928	9/19/24	JOSE OLVERA	260.00
10871	8/30/24	DELORES MCGEE	272.72
10890	9/19/24	Wm Masters Inc	281.70
10920	9/13/24	KEITH C. WEATHERSPOON	291.09
10875	8/30/24	Patrick M. Howard	300.34
10879	9/3/24	FRONTIER	304.80
10883	9/19/24	MILLER JANITORIAL SUPPLY	318.85
10874	8/30/24	KEITH C. WEATHERSPOON	335.45
10864	8/30/24	Terri L. Joyce	390.40
10919	9/13/24	MICHAEL R. TUTTLE	459.37
10908	9/13/24	Terri L. Joyce	463.16
10870	8/30/24	Michelle A. Lee	469.12
10916	9/13/24	CHRISTINE S. HOFF	500.80
10873	8/30/24	MICHAEL R. TUTTLE	517.80
10889	9/19/24	Watts Copy Systems, Inc	547.28
10868	8/30/24	DELILAH F. FINNEGAN	562.93
10901	9/13/24	RUBY J. JONES	601.33
10858	8/30/24	RANDALL S. KOCH	611.29
10902	9/13/24	RANDALL S. KOCH	620.90
10927	9/19/24	U.S. BANK	623.09
10914	9/13/24	DELILAH F. FINNEGAN	643.06
10857	8/30/24	RUBY J. JONES	727.33
10869	8/30/24	CHRISTINE S. HOFF	740.56
10911	9/13/24	JEANNE M. WHITEHILL	920.09
10863	8/30/24	JEANNE M. WHITEHILL	950.71

Check #	Date	Payee	Amount
10915	9/13/24	DELORES MCGEE	991.02
10872	8/30/24	DAVID T. MIKULECKY	1,062.67
10918	9/13/24	DAVID T. MIKULECKY	1,069.51
10860	8/30/24	LINDA ADAMS	1,132.02
10905	9/13/24	LINDA ADAMS	1,132.02
10886	9/19/24	STABILITY IT SOLUTIONS	1,142.50
10861	8/30/24	REBECCA RICE	1,458.60
10906	9/13/24	REBECCA RICE	1,458.60
10866	8/30/24	SAMANTHA SCOTT	1,610.97
10910	9/13/24	SAMANTHA SCOTT	1,610.97
10862	8/30/24	Lindsey E. LaFrance	1,739.59
10907	9/13/24	Lindsey E. LaFrance	1,739.59
10853	8/30/24	ARIN RADER	1,762.54
10896	9/13/24	ARIN RADER	1,762.54
10856	8/30/24	ELICSSHA M. SANDERS	1,904.32
10900	9/13/24	ELICSSHA M. SANDERS	1,904.32
10859	8/30/24	JILL M. SCHAAB	1,919.75
10903	9/13/24	JILL M. SCHAAB	1,919.75
10865	8/30/24	MOLLY J. STRAUCH	2,037.55
10909	9/13/24	MOLLY J. STRAUCH	2,037.55
10925	9/13/24	Lori L. Kerns	2,280.98
10854	8/30/24	JESS RAY	2,685.33
10897	9/13/24	JESS RAY	2,685.33
10852	8/30/24	KENT V. DEPEW	3,197.18
10904	9/13/24	KENT V. DEPEW	3,197.18
online	8/31/24	8.31 State W/H payable	1,702.45
online	8/31/24	8.31 Fica, Medicare, Fed W/H payable	8,201.37
online	8/31/24	8.31 IMRF	4,239.66
online	8/31/24	8.31 Nationwide Deferred Comp Plan	65.00
online	8/31/24	8.31 BCBS Health Ins	358.44
online	9/9/24	Ameren IP	438.30
online	9/15/24	9.14 State W/H payable	1,876.39
online	9/15/24	9.15 Fica, Medicare, Fed W/H payable	9,133.76
online	9/15/24	9.15 Nationwide Deferred Comp Plan	101.00
Total			88,409.85



GENERAL TOWN
2023-2024

ADMINISTRATION

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Aug-24	8.31.24	8.31.24	
PERSONNEL					
40211-11 1. Salaries	\$ 450,000.00	\$ 24,780.59	\$ 121,223.91	27%	\$ 23,807.16
40311-11 2. Health Insurance	\$ 111,650.00	\$ 7,798.70	\$ 33,017.34	30%	\$ 7,798.70
40611-11 3. Unemployment Contribution	\$ 10,000.00	\$ 78.21	\$ 483.60	5%	\$ 105.45
TOTAL	\$ 571,650.00	\$ 32,657.50	\$ 154,724.85	27%	\$ 31,711.31
CONTRACTUAL SERVICES					
44611-11 1. Maint Service-Building	\$ 70,000.00	\$ 2,394.69	\$ 16,708.08	24%	\$ 2,213.78
45111-11 2. Maintenance Service-Equip	\$ 25,000.00	\$ 2,317.25	\$ 7,149.31	29%	\$ 1,191.03
43111-11 3. Legal Service	\$ 10,000.00	\$	\$ 1,938.00	19%	
43511-11 4. Financial Services	\$ 2,000.00			0%	
43411-11 5. Technology Services	\$ 27,500.00	\$ 60.00	\$ 13,667.75	50%	
45511-11 6. Postage	\$ 1,200.00		\$ 204.00	17%	
51011-11 7. Telephone	\$ 3,000.00	\$ 190.93	\$ 964.65	32%	\$ 190.93
46011-11 8. Outreach	\$ 3,000.00	\$ 961.32	\$ 2,490.27	83%	\$ 166.32
47511-11 9. Dues	\$ 2,000.00		\$ 1,249.45	62%	
48011-11 10. Travel	\$ 1,000.00			0%	
48511-11 11. Training	\$ 3,000.00	\$ 50.00	\$ 50.00	2%	
44911-11 12. Utilities	\$ 6,000.00	\$ 250.78	\$ 1,659.00	28%	\$ 487.63
TOTAL	\$ 153,700.00	\$ 6,224.97	\$ 46,080.51	30%	\$ 4,249.69

GENERAL TOWN
2023-2024

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Aug-24	8.31.24	8.31.24	7/19 - 8/15
COMMODITIES					
49011-11	\$ 2,000.00	\$ 257.94	\$ 421.02	21%	
	\$ 2,000.00	\$ 257.94	\$ 421.02	21%	\$ -
	\$ 70,000.00	\$ 1,940.54	\$ 1,940.54		
	\$ 70,000.00	\$ 1,940.54	\$ 1,940.54		\$ -
	\$ 5,000.00	\$ 94.50	\$ 1,176.94	24%	\$ 240.18
	\$ 5,000.00	\$ 94.50	\$ 1,176.94	24%	\$ 240.18
	\$ 252,000.00		\$ (2,620.01)	-1%	
	\$ 285,095.00			0%	
	\$ 38,905.00			0%	
	\$ 285,095.00			0%	
	\$ 861,095.00	\$ -	\$ (2,620.01)	0%	\$ -
	\$ 1,663,445.00	\$ 41,175.45	\$ 201,723.85	12%	\$ 36,201.18
	\$ 41,175.45	\$ 201,723.85			\$ 36,201.18

GENERAL TOWN
2023-2024

BUDGET AMOUNT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
2024-2025	Aug-24	8.31.24	7/19 - 8/15
	8.31.24		

ASSESSOR

PERSONNEL

40212-12	1. Salaries	\$ 199,500.00	\$ 12,128.95	\$ 47,326.12	24%	\$ 12,554.45
40312-12	2. Health Insurance	\$ 22,000.00	\$ 1,559.74	\$ 4,679.22	21%	\$ 1,559.74
40612-12	3. Unemployment Insurance	\$ 1,000.00	\$ 45.99	\$ 183.08	18%	\$ 49.61

TOTAL

\$ 222,500.00	\$ 13,734.68	\$ 52,188.42	23%	\$ 14,163.80
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CONTRACTUAL SERVICES

1. Maintenance Service Equipment

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			0%	
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	\$ 223.75	\$ 2,356.54	39%	\$ 498.75
51012-12	11. Telephone	\$ 4,000.00	\$ 308.09	\$ 1,524.59	38%	\$ 304.80
44412-12	12. Website Support	\$ 750.00			0%	

TOTAL

\$ 28,075.00	\$ 531.84	\$ 3,881.13	14%	\$ 803.55
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COMMODITIES

1. Office Supplies

\$ 3,000.00	\$ 95.99	\$ 1,969.66	66%	
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TOTAL

\$ 3,000.00	\$ 95.99	\$ 1,969.66	66%	\$ 803.55
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GENERAL TOWN
2023-2024

OTHER EXPENDITURES

	BUDGET AMOUNT	AMOUNT SPENT	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Aug-24	8.31.24	7/19 - 8/15
50012-12 1. Miscellaneous Charge	\$ 1,000.00	\$ -	16%	
TOTAL	\$ 1,000.00	\$ 155.00	16%	\$ -

CAPITAL OUTLAY - ASSESSOR

45212-12 1. Miscellaneous	\$ 900.00		0%	
45312-12 2. Computer Software	\$ 10,000.00		0%	
45412-12 3. Computer Station	\$ 5,500.00		0%	
TOTAL	\$ 16,400.00	\$ -	0%	\$ -

TOTAL ASSESSOR

	\$ 270,975.00	\$ 14,362.51	21%	\$ 14,967.35
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CONTINGENCIES

	\$ 40,000.00			
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TOTAL GENERAL TOWN

	\$ 1,974,420.00	\$ 55,537.96	13.16%	
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BALANCE AS OF 7.31.2024

				\$ 2,835,744.04
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INCOME FOR GENERAL TOWN FUND

30511-11 PROPERTY TAX	\$ 1,474,650.00	\$ 254,736.25	68%	
30611-11 REPLACEMENT TAXES	\$ 75,000.00	\$ 1,963.54	39%	
70511-11 INTEREST-GT	\$ 80,000.00	\$ 12,312.33	66%	
71011-11 ROOM RENTAL	\$ 1,000.00	\$ 300.00	30%	
71511-11 MISC INCOME	\$ 500.00	\$ 1,595.00	323%	
BORROWED FUNDS				
TOTAL INCOME	\$ 1,631,150.00	\$ 270,607.12	67%	\$ -

BALANCE AS OF 8.31.2024

				\$ 3,050,813.20
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GENERAL TOWN
2023-2024

	BUDGET AMOUNT 2024-2025	AMOUNT SPENT Aug-24	AMOUNT SPENT THRU 8.31.24	PERCENT OF BUDGET	<i>Proposed</i> <i>Bills/Income</i>
INSURANCE FUND					
PERSONNEL					
44311-15	\$ 6,000.00	\$ -	\$ 3,607.00	60%	
TOTAL	\$ 6,000.00	\$ -	\$ 3,607.00	60%	\$ -
CONTRACTUAL SERVICES					
44111-15	\$ 3,600.00		\$ 2,814.00	78%	
44211-15	\$ 50,000.00		\$ 30,004.00	60%	
TOTAL	\$ 53,600.00	\$ -	\$ 32,818.00	61%	\$ -
CONTINGENCIES					
50511-15	\$ 1,000.00			0%	
TOTAL EXPENSES	\$ 60,600.00	\$ -	\$ 36,425.00	60%	\$ -
BALANCE AS OF 7.31.2024					\$ 18,369.31
INCOME FOR INSURANCE FUND					
30512-15	\$ 33,000.00	\$ 5,697.58	\$ 22,547.00	68%	
70511-15	\$ 2,500.00	\$ 275.93	\$ 1,187.62	48%	
70611-15	\$ 4,250.00			0%	
TOTAL INCOME	\$ 39,750.00	\$ 5,973.51	\$ 23,734.62	60%	
BALANCE AS OF 8.31.2024					\$ 24,342.82

GENERAL TOWN
2023-2024

SOCIAL SECURITY

PERSONNEL

- FICA Contribution
- 1. GT Administration
- 2. Assessor
- 3. General Assistance
- 4. Senior Citizens

- Medicare Contribution
- 1. GT Administration
- 2. Assessor
- 3. General Assistance
- 4. Senior Citizens

TOTAL EXPENSES

CONTINGENCIES

GRAND TOTAL

BALANCE AS OF 7.31.2024

INCOME FOR SOCIAL SECURITY FUND

- PROPERTY TAX
- INTEREST INCOME

TOTAL INCOME

BALANCE AS OF 8.31.2024

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	Proposed Bills/Income
	2024-2025	Aug-24	8.31.24	8.31.24	7/19 - 8/15
\$	22,000.00	\$ 1,105.87	\$ 5,445.62	25%	\$ 1,100.34
\$	12,000.00	\$ 752.00	\$ 2,934.28	24%	\$ 778.38
\$	3,000.00	\$ 251.62	\$ 1,234.99	41%	\$ 242.14
\$	27,000.00	\$ 2,120.84	\$ 10,431.75	39%	\$ 2,319.81
\$	5,500.00	\$ 258.63	\$ 1,299.98	24%	\$ 257.34
\$	3,000.00	\$ 175.86	\$ 686.21	23%	\$ 182.03
\$	800.00	\$ 58.86	\$ 262.50	33%	\$ 56.64
\$	6,500.00	\$ 496.00	\$ 2,439.75	38%	\$ 542.54
\$	79,800.00	\$ 5,219.68	\$ 24,735.08	31%	\$ 5,479.22
\$	2,000.00			0%	
\$	81,800.00	\$ 5,219.68	\$ 24,735.08	30%	\$ 5,479.22
					\$ 106,141.45
\$	75,000.00	\$ 12,952.24	\$ 51,255.92	68%	
\$	5,000.00	\$ 625.99	\$ 2,694.28	54%	
\$	80,000.00	\$ 13,578.23	\$ 53,950.20		
					\$ 114,500.00

GENERAL TOWN
2023-2024

BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPENT THRU	PERCENT OF BUDGET	Proposed Bills/Income
2024-2025	Aug-24	8.31.24	8.31.24	7/19 - 8/15

IMRF

RETIREMENT CONTRIBUTION

40511-17	1. Administration GT	\$ 478.09	\$ 2,221.71	12%	\$ 436.68
40512-17	2. Assessor	\$ 281.20	\$ 939.82	11%	\$ 281.20
40521-17	3. General Assistance	\$ 41.41	\$ 371.10	15%	\$ 82.82
40513-17	4. Senior Citizens	\$ 890.30	\$ 4,402.60	23%	\$ 983.10
	TOTAL EXPENSES	\$ 1,691.00	\$ 7,935.23	16%	\$ 1,783.80

50511-17

CONTINGENCIES

\$ 1,000.00	0%
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GRAND TOTAL

\$ 50,000.00	\$ 1,691.00	\$ 7,935.23	16%	\$ 1,783.80
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BALANCE AS OF 7.31.2024

\$ 106,985.38

INCOME FOR IMRF FUND

30514-17	PROPERTY TAX	\$ 9,508.10	\$ 37,626.36	68%
70511-17	INTEREST INCOME	\$ 459.86	\$ 1,979.34	66%

TOTAL INCOME

\$ 58,000.00	\$ 9,967.96	\$ 39,605.70	68%
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BALANCE AS OF 8.31.2024

\$ 115,262.34

GENERAL TOWN
2023-2024

AUDIT FUND

	BUDGET AMOUNT 2024-2025	AMOUNT SPENT Aug-24	AMOUNT SPENT THRU 8.31.24	PERCENT OF BUDGET 8.31.24	<i>Proposed</i> <i>Bills/Income</i>
43211-18 ANNUAL AUDIT	\$ 7,500.00			0%	
TOTAL EXPENSES	\$ 7,500.00	\$ -	\$ -	0%	\$ -
BALANCE AS OF 7.31.2024					\$ 5,333.39
INCOME FOR AUDIT FUND					
30515-18 PROPERTY TAX	\$ 6,500.00	\$ 1,117.61	\$ 4,422.74	68%	
70511-18 INTEREST	\$ 400.00	\$ 53.54	\$ 230.39	58%	
TOTAL INCOME	\$ 6,900.00	\$ 1,171.15	\$ 4,653.13	67%	
BALANCE AS OF 8.31.2024					\$ 6,504.54
TOTAL EXPENSES GENERAL TOWN & ALL		\$ 62,448.64	\$ 329,013.37		
TOTAL INCOME GENERAL TOWN & ALL		\$ 301,297.97	\$ 1,214,042.08		
FOR GENERAL TOWN, INSURANCE, IMRF, SOCIAL SECURITY AND AUDIT					
BALANCE AS OF 8/31/2024					\$ 3,311,422.90

Road & Bridge Fund

Check Register

For the Period From Aug 16, 2024 to Sep 19, 2024

Check #	Date	Payee	Amount
5206	9/19/24	ILLINI FIRE EQUIPMENT	43.00
5208	9/19/24	NICOR GAS	48.76
5209	9/19/24	Cattle	51.00
5205	9/3/24	TOWN OF NORMAL, WATER	61.55
5204	9/3/24	REPUBLIC SERVICES #368	71.66
5210	9/19/24	Frontier	169.66
5207	9/19/24	U.S. BANK	476.29
5211	9/19/24	MCLEAN COUNTY HIGHWAY FUND	8,503.85
online	8/30/24	Ameren IP Kerrick	156.79
online	8/31/24	8.31 RB payroll	2,172.09
online	9/3/24	Ameren IP Northtown Rd	83.70
online	9/15/24	9.15 RB payroll	1,974.93
Total			13,813.28

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ROAD & BRIDGE BUDGET
2023-2024

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT THRU	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Aug-24	8.31.24	8.31.24	8/15 - 9/16
GENERAL ROAD FUND ADMINISTRATION					
PERSONNEL					
40231-01	\$ 75,000.00	\$ 3,955.03	\$ 20,340.15	27%	\$ 3,771.86
40331-01	\$ 20,000.00			0%	
40431-01	\$ 5,000.00	\$ 245.21	\$ 1,261.11	25%	\$ 233.86
40731-01	\$ 1,500.00	\$ 57.35	\$ 294.99	20%	\$ 54.70
40631-01	\$ 1,500.00	\$ 13.97	\$ 75.07	5%	\$ 12.42
40531-01	\$ 2,500.00	\$ 74.18	\$ 369.47	15%	\$ 74.18
TOTAL	\$ 105,500.00	\$ 4,345.74	\$ 22,340.79	21%	\$ 4,147.02
CONTRACTUAL SERVICES					
43131-01	\$ 3,000.00			0%	
45531-01	\$ 100.00			0%	
51031-01	\$ 2,250.00	\$ 169.66	\$ 1,183.85	53%	\$ 169.66
46031-01	\$ 1,000.00		\$ 72.00	7%	
46531-01	\$ 500.00			0%	
47531-01	\$ 200.00			0%	
48031-01	\$ 500.00			0%	
48531-01	\$ 100.00		\$ 250.00	250%	
TOTAL	\$ 7,650.00	\$ 169.66	\$ 1,505.85	20%	\$ 169.66
OTHER EXPENDITURES					
50031-01	\$ 1,000.00			0%	\$ 51.00
55031-01	\$ 50,000.00	\$ 924.27	\$ 13,789.02	28%	
55131-01	\$ 1,000.00			0%	
TOTAL	\$ 52,000.00	\$ 924.27	\$ 13,789.02	27%	\$ 51.00
TOTAL ADMINISTRATION	\$ 165,150.00	\$ 5,439.67	\$ 37,635.66		\$ 4,367.68

ROAD & BRIDGE		BUDGET	AMOUNT	AMOUNT	PERCENT	<i>Proposed</i>
2023-2024		AMOUNT	SPENT	THRU	OF BUDGET	<i>Bills</i>
		2023-2024	Aug-24	8.31.24	8.31.24	8/15 - 9/16
MAINTENANCE						
CONTRACTUAL SERVICES						
44632-02	1. Maintenance Service-Building	\$ 10,077.00	\$ 1,671.66	\$ 2,996.09	30%	\$ 114.66
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	\$ 138.79	\$ 476.91	5%	
87032	7. Engineering-Service	\$ 3,000.00			0%	
44931-02	8. Utilities	\$ 10,000.00	\$ 603.96	\$ 2,994.61	30%	\$ 350.80
51532-01	9. Rentals	\$ 3,000.00			0%	
87532	10. Freight & Hauling	\$ 2,000.00			0%	
	TOTAL	\$ 93,077.00	\$ 2,414.41	\$ 6,921.80	7%	\$ 465.46
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		\$ 13,622.26	227%	
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		\$ 798.22	16%	
84032-02	9. Automotive Fuel/Oil	\$ 12,000.00	\$ 283.77	\$ 2,341.67	20%	\$ 476.29
	TOTAL	\$ 58,000.00	\$ 283.77	\$ 18,027.26	31%	\$ 476.29
OTHER EXPENDITURES						
50032-02	1. Miscellaneous Expense-Maintenance	\$ 20,000.00			0%	

ROAD & BRIDGE								
2023-2024								Proposed
	BUDGET	AMOUNT	AMOUNT	AMOUNT	PERCENT	PERCENT	OF BUDGET	Bills
	AMOUNT	SPENT	SPENT THRU	SPENT	OF BUDGET	OF BUDGET	THRU	8/15 - 9/16
	'2023-2024	Aug-24	8.31.24	8.31.24	8.31.24	8.31.24	8.31.24	
CAPITAL OUTLAY								
87331	\$ 125,000.00				0%	\$	8,503.85	
87731	\$ 50,000.00				0%			
87631	\$ 100,000.00	\$ 182.87	\$ 17,532.46		18%			
	\$ 275,000.00	\$ 182.87	\$ 17,532.46		6%	\$	8,503.85	
	\$ 446,077.00		\$ 42,481.52		10%			
	\$ 20,000.00				0%			
	\$ 631,227.00	\$ 8,320.72	\$ 80,117.18		13%	\$	13,813.28	
INSURANCE FUND								
44131-03	\$ 7,000.00		\$ 2,814.00		40%			
44231-03	\$ 5,000.00		\$ 4,783.00		96%			
44431-03	\$ 1,500.00		\$ 687.00		46%			
	\$ 13,500.00	\$ -	\$ 8,284.00		61%	\$	-	
EQUIPMENT & BUILDING FUND								
45332-02	\$ 100,000.00				0%			
45331-02	\$ 50,000.00				0%			
	\$ 150,000.00	\$ -	\$ -		0%	\$	-	
AUDIT FUND								
43531-05	\$ 2,750.00				0%			
	\$ 2,750.00	\$ -	\$ -		0%	\$	-	
	\$ 797,477.00	\$ 8,320.72	\$ 88,401.18		11%	\$	13,813.28	

**ROAD & BRIDGE
2023-2024**

	BUDGET AMOUNT	AMOUNT RECEIVED	AMOUNT REC'D THRU	PERCENT OF BUDGET	<i>Proposed Bills</i>
	'2023-2024	Aug-24	8.31.24	8.31.24	
BALANCE 6/30/2024					
GENERAL ROAD					\$ 898,824.54
INSURANCE FUND					\$ 3,202.23
EQUIPMENT & BUILDING AUDIT FUND					\$ 444,821.33
					\$ 2,944.45
TOTAL ROAD & BRIDGE					\$ 1,349,792.55

INCOME FOR ROAD & BRIDGE FUND

GENERAL ROAD					
PROPERTY TAX	\$ 366,627.00	\$ 64,550.60	\$ 255,445.14	70%	
REPLACEMENT TAX	\$ 75,000.00	\$ 1,946.64	\$ 28,872.12	38%	
INTEREST	\$ 41,000.00	\$ 5,380.48	\$ 25,034.70	61%	
MISCELLANEOUS	\$ 12,000.00	\$ 85.70	\$ 14,321.61	119%	

TOTAL \$ 494,627.00 \$ 71,963.42 \$ 323,673.57 65% \$ -

INSURANCE FUND

PROPERTY TAX	\$ 5,000.00	\$ 861.07	\$ 3,407.49	68%	
INTEREST	\$ 500.00	\$ 71.90	\$ 334.48	67%	
TOIRMA DIVIDEND	\$ 1,400.00			0%	

TOTAL \$ 6,900.00 \$ 932.97 \$ 3,741.97 54% \$ -

EQUIPMENT & BUILDING FUND

PROPERTY TAX	\$ 15,500.00	\$ 2,674.74	\$ 10,584.74	68%	
INTEREST	\$ 1,000.00	\$ 222.57	\$ 1,029.06	103%	
SALE OF ASSETS	\$ 500.00				

TOTAL \$ 17,000.00 \$ 2,897.31 \$ 11,613.80 68% \$ -

**ROAD & BRIDGE
2022-2023**

	BUDGET AMOUNT	AMOUNT RECEIVED	AMOUNT REC'D THRU	PERCENT OF BUDGET	<i>Proposed Bills</i>
	'2023-2024	Aug-24	8.31.24	8.31.24	
30531-05	\$ 2,210.00	\$ 384.69	\$ 1,522.38	69%	
70531-05	\$ 300.00	\$ 31.96	\$ 148.13	49%	
TOTAL	\$ 2,510.00	\$ 416.65	\$ 1,670.51	67%	\$ -
TOTAL INCOME	\$ 521,037.00	\$ 76,210.35	\$ 340,699.85	65%	\$ -

BALANCE 7/31/2024

GENERAL ROAD	\$ 962,467.24
INSURANCE FUND	\$ 4,135.20
EQUIPMENT & BUILDING	\$ 447,718.64
AUDIT FUND	\$ 3,361.10
GRAND TOTAL ROAD & BRIDGE	\$ 1,417,682.18

Senior Citizens
 Check Register

For the Period From Aug 16, 2024 to Sep 19, 2024

Check #	Date	Payee	Amount
4507	9/19/24	Gregory Sirotzke	30.00
4491	9/19/24	Charlotte Black	70.40
4494	9/19/24	Lana F Kinser	80.00
4512	9/19/24	Barbara Dallinger	83.53
4501	9/19/24	ANITA L NAFZIGER	144.00
4510	9/19/24	Pavlov Media	160.17
4514	9/19/24	Comcast	175.77
4508	9/19/24	QUICKSILVER	189.12
4504	9/19/24	BRAD OLSON	200.00
4502	9/19/24	Susan Palmer	216.00
4499	9/19/24	AMY BROICH	270.00
4492	9/19/24	Christina Perhai	288.00
4500	9/19/24	CONNIE STEFL	288.00
4496	9/19/24	Blm-Normal Pickleball Club	304.00
4513	9/19/24	Sam's Club	368.07
4509	9/19/24	NICOR GAS	391.13
4516	9/19/24	Limelight Communications	400.00
4511	9/19/24	KOLDAIRE EQUIPMENT CO	407.66
4495	9/19/24	Connie Dearborn	672.00
4493	9/19/24	Miriam Haltom	676.00
4505	9/19/24	TOWN OF NORMAL	766.16
4497	9/19/24	ADA REDIGER	848.00
4506	9/19/24	BALANCE SOLAR FUND I LLC	1,050.00
4515	9/19/24	U.S. BANK	1,175.29
4503	9/19/24	Scott Richardson	1,215.50
4498	9/19/24	LUCY CROFT	2,924.80
online	8/31/24	8.31 SC payroll	14,018.39
online	9/3/24	Ameren IP	5,590.67
online	9/3/24	CC fees	611.34
online	9/13/24	9.15 SC payroll	17,338.21
Total			50,952.21

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	Aug-24	8.31.24	8.31.24	8/16 - 9/19

\$ 420,000.00 \$ 28,185.73 \$ 137,510.49 32.74% \$ 31,356.60

Total

\$ 420,000.00 \$ 28,185.73 \$ 137,510.49 32.74% \$ 31,356.60

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	\$ 160.17	\$ 800.85	40.04%	\$ 160.17
\$ 3,000.00	\$ 191.50	\$ 906.66	30.22%	\$ 189.12
\$ 37,600.00	\$ 4,354.41	\$ 16,780.97	44.63%	\$ 6,640.67
\$ 10,000.00	\$	\$ 2,122.81	21.23%	\$ 391.13
\$ 7,000.00	\$ 635.96	\$ 2,638.01	37.69%	\$ 766.16
\$ 500.00	\$	\$	0.00%	\$
\$ 2,000.00	\$	\$	0.00%	\$
\$ 90,000.00	\$ 7,325.90	\$ 43,116.30	47.91%	\$ 7,996.70
\$ 5,000.00	\$ 92.60	\$ 853.76	17.08%	\$ 400.00
\$ 4,000.00	\$ 175.77	\$ 951.99	23.80%	\$ 175.77

Total

\$ 161,100.00 \$ 12,936.31 \$ 68,171.35 42.32% \$ 16,719.72

COMMODITIES

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

\$ 5,000.00	\$ 568.39	\$ 1,654.37	33.09%	\$ 755.81
\$ 9,500.00	\$ 533.01	\$ 3,530.09	37.16%	\$ 376.25
\$ 5,200.00	\$ 373.75	\$ 2,084.00	40.08%	\$

Total

\$ 19,700.00 \$ 1,475.15 \$ 7,268.46 \$ 1,132.06

SENIOR CITIZENS FUND
2024-2025

	BUDGET AMOUNT	AMOUNT SPENT	AMOUNT SPEND THRU	PERCENT OF BUDGET	Proposed Bills
	2024-2025	Aug-24	8.31.24	8.31.24	8/16 - 9/19
OTHER EXPENDITURES					
49113-03 1. Program Supplies	\$ 18,000.00	\$ 1,143.36	\$ 4,017.12	22.32%	\$ 752.49
46813 2. Credit Card Fees	\$ 8,000.00	\$ 840.23	\$ 3,507.85	43.85%	\$ 611.34
47313-04 3. Program Entertainment	\$ 1,500.00	\$ 550.00	\$ 550.00	36.67%	\$ 350.00
48013 4. Mileage	\$ 500.00	\$	\$ 22.11	4.42%	
50013-04 5. Miscellaneous	\$ 2,000.00	\$ 97.89	\$ 97.89	4.89%	
Total	\$ 30,000.00	\$ 2,631.48	\$ 8,194.97		\$ 1,713.83
50513-01 CONTINGENCIES	\$ 40,000.00			0.00%	\$ -
TOTAL ADMINISTRATION	\$ 670,800.00	\$ 45,228.67	\$ 221,145.27	32.97%	

BALANCE 7/31/2024

\$ 713,394.63

INCOME FOR SENIOR CITIZENS FUND

30513-01 Real Estate Taxes	\$ 294,850.00	\$ 50,928.97	\$ 201,541.17	68.35%	
70513 Interest	\$ 20,000.00	\$ 3,050.08	\$ 14,202.62	71.01%	
71413 Membership fees	\$ 70,000.00	\$ 5,218.00	\$ 30,175.50	43.11%	
71313 Program fees	\$ 100,000.00	\$ 11,774.50	\$ 58,302.50	58.30%	
71113 Health Partners	\$ 45,000.00	\$ 5,124.00	\$ 27,768.50	61.71%	
71913 COBT	\$ 40,000.00			0.00%	
71513 Misc Income	\$ 16,000.00	\$ 88.02	\$ 12,555.62	78.47%	
71213 Sponsorships	\$ 10,000.00	\$ 1,200.00	\$ 7,950.00	79.50%	
71713 Grants	\$ 15,000.00	\$ 20.00	\$ 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	\$ 77,403.57	\$ 355,121.91	55.72%	\$ -

BALANCE 8/31/2024

\$ 745,569.53

RESOLUTION
SETTING COMPENSATION OF TOWNSHIP OFFICIALS
FOR THE FOUR-YEAR TERM BEGINNING MAY 19, 2025
NORMAL TOWNSHIP, MCLEAN COUNTY, ILLINOIS

WHEREAS, according to 60 ILCS 1/65-20, the compensation of township officers shall be set by the township board at least 180 days before the beginning of the terms of office.

WHEREAS, according to 60 ILCS 1/65-20, the compensation for the road district treasurer shall be fixed by the township board and shall not be less than \$100 or more than \$1,000 per year'.

WHEREAS, according to 605 ILCS 5/6-207, the compensation of the highway commissioner shall be fixed by the township board at an annual salary of not less than \$3,000 to be paid in equal monthly installments, or a per diem amount for each day he or she is necessarily employed in the discharge of official duties;

WHEREAS, according to 35 ILCS 200/2-70, the compensation the township assessor and collector shall be set by the township board at the same time the board sets the compensation of its township supervisor.

NOW, THEREFORE, BE IT ORDAINED BY Board of Trustees of Normal Township that the compensation of the township officials for the four-year term beginning May 19, 2025 and ending May 21, 2029 (January 1, 2026- January 1, 2030 for assessors and collectors) shall be as follows:

SECTION 1: The salaries for township officials shall be as follows: Supervisor's

Salary: Effective for each of the following years:

May 19, 2025 - May 18, 2026 \$ 84,000 May 18, 2026 - May 17, 2027 \$ 85,000

May 17, 2027 - May 15, 2028 \$ 86,000 May 15, 2028 - May 21, 2029 \$ 87,000

Road District Treasurer: \$ 1,000 ANNUALLY

Township Clerk: Effective for each of the following years:

May 19, 2025 - May 18, 2026 \$ 7,000 May 18, 2026 - May 17, 2027 \$ 7,000

May 17, 2027 - May 15, 2028 \$ 7,000 May 15, 2028 - May 21, 2029 \$ 7,000

Trustees: Effective for each of the following years:

May 19, 2025 - May 18, 2026 \$ 2,496 May 18, 2026 - May 17, 2027 \$ 2,496

May 17, 2027 - May 15, 2028 \$ 2,496 May 15, 2028 - May 21, 2029 \$ 2,496

Assessor: Effective for each of the following years:

January 1, 2026 - January 1, 2030

2026 \$ 108,775.16 2027 \$ 110,950.66 2028 \$ 113,169.67 2029 \$ 115,433.06

Highway Commissioner: Effective for each of the following years:

May 19, 2025 - May 18, 2026 \$ 56,568.62 May 18, 2026 - May 17, 2027 \$ 57,699.99

May 17, 2027 - May 15, 2028 \$ 58,853.98 May 15, 2028 - May 21, 2029 \$ 60,031.05

SECTION 2: The following township offices in addition to the compensation outlined in Section 1, will received the following benefits:

Highway Commissioner:

- A vehicle for daily use in patrolling the roads.
- A mobile phone.
- Health Insurance. While in office the Highway Commissioner may choose to be covered by Normal Township's health insurance and the township will pay 100% of the monthly premium. If covered by Normal Township health insurance they may also choose dependent coverage, the cost of dependent coverage for eligible dependents will be paid by the Highway Commissioner.
- Dental Health Plan. While in office the Highway Commissioner may choose to be covered by Normal Township's dental insurance and the township will pay 100% of the monthly premium. If covered by Normal Township dental insurance they may also choose dependent coverage, the cost of dependent coverage for eligible dependents will be paid by the Highway Commissioner. This benefit does not extend into retirement.
- Accidental Death & Disability (ADD) and Life Insurance. While in office the Highway Commissioner may choose to be covered by Normal Township's ADD & Life insurance program and the township will pay 100% of the monthly premium. This benefit does not extend into retirement.
- Vision Health Plan. If the Township adds/has a vision plan for employees, the Highway Commissioner will have the opportunity to opt into the plan at the same rate as full time employees. If covered by Normal Township vision insurance program they may also choose dependent coverage if offered, the cost of dependent coverage for eligible dependents will be paid by the Highway Commissioner. This benefit does not extend into retirement.
- Illinois Municipal Retirement Fund (IMRF). So long as the position meets IMRF eligibility requirements the township will contribute at the same rate as that it provides employees.
- Normal Township 457(b) Deferred Compensation Plan. The Highway Commissioner has the option to participate in the plan.
- Membership in Normal Township's Activity and Recreation Center.
- Membership in The Township Officials of Illinois Organization.
- Travel and business expense reimbursement. Reimbursement for reasonable expenses for business, education and training related to Township duties. This includes travel, lodging, food and fees. Travel: All commercial travel expenses will be reimbursed, if personal transportation is used then automobile mileage is reimbursed at the rate approved by the IRS per mile for education and training programs. Lodging: The township will pay for overnight hotel/motel expenses at the single-room rate. Food: The township will pay for the cost of food as well as 20% tip. No alcoholic beverages will be paid for by the township.

Assessor:

- Health Insurance. While in office the Assessor may choose to be covered by Normal Township's health insurance and the township will pay 100% of the monthly premium. If covered by Normal Township health insurance they may also choose dependent coverage, the cost of dependent coverage for eligible dependents will be paid by the Assessor.
- Dental Health Plan. While in office the Assessor may choose to be covered by Normal Township's dental insurance and the township will pay 100% of the monthly premium. If covered by Normal Township dental insurance they may also choose dependent coverage, the cost of dependent coverage for eligible dependents will be paid by the Assessor. This benefit does not extend into retirement.
- Accidental Death & Disability (ADD) and Life Insurance. While in office the Assessor may choose to be covered by Normal Township's ADD & Life insurance program and the township will pay 100% of the monthly premium. This benefit does not extend into retirement.
- Vision Health Plan. If the Township adds/has a vision plan for employees, the Assessor will have the opportunity to opt

into the plan at the same rate as full time employees. If covered by Normal Township vision insurance program they may also choose dependent coverage if offered, the cost of dependent coverage for eligible dependents will be paid by the Assessor. This benefit does not extend into retirement.

- Illinois Municipal Retirement Fund (IMRF). So long as the position meets IMRF eligibility requirements the township will contribute at the same rate as that it provides employees.
- Normal Township 457(b) Deferred Compensation Plan. The Assessor has the option to participate in the plan.
- Membership in Normal Township's Activity and Recreation Center.
- Membership in The Township Officials of Illinois Organization.
- Travel and business expense reimbursement. Reimbursement for reasonable expenses for business, education and training related to Township duties. This includes travel, lodging, food and fees. Travel: All commercial travel expenses will be reimbursed, if personal transportation is used then automobile mileage is reimbursed at the rate approved by the IRS per mile for education and training programs. Lodging: The township will pay for overnight hotel/motel expenses at the single-room rate. Food: The township will pay for the cost of food as well as 20% tip. No alcoholic beverages will be paid for by the township.

Supervisor

- Health Insurance. While in office the Supervisor may choose to be covered by Normal Township's health insurance and the township will pay 100% of the monthly premium. If covered by Normal Township health insurance they may also choose dependent coverage, the cost of dependent coverage for eligible dependents will be paid by the Supervisor.
- Dental Health Plan. While in office the Supervisor may choose to be covered by Normal Township's dental insurance and the township will pay 100% of the monthly premium. If covered by Normal Township dental insurance they may also choose dependent coverage, the cost of dependent coverage for eligible dependents will be paid by the Supervisor. This benefit does not extend into retirement.
- Accidental Death & Disability (ADD) and Life Insurance. While in office the Supervisor may choose to be covered by Normal Township's ADD & Life insurance program and the township will pay 100% of the monthly premium. This benefit does not extend into retirement.
- Vision Health Plan. If the Township adds/has a vision plan for employees, the Supervisor will have the opportunity to opt into the plan at the same rate as full time employees. If covered by Normal Township vision insurance program they may also choose dependent coverage if offered, the cost of dependent coverage for eligible dependents will be paid by the Supervisor. This benefit does not extend into retirement.
- Illinois Municipal Retirement Fund (IMRF). So long as the position meets IMRF eligibility requirements the township will contribute at the same rate as that it provides employees.
- Normal Township 457(b) Deferred Compensation Plan. The Supervisor has the option to participate in the plan.
- Membership in Normal Township's Activity and Recreation Center.
- Membership in The Township Officials of Illinois Organization.
- Travel and business expense reimbursement. Reimbursement for reasonable expenses for business, education and training related to Township duties. This includes travel, lodging, food and fees. Travel: All commercial travel expenses will be reimbursed, if personal transportation is used then automobile mileage is reimbursed at the rate approved by the IRS per mile for education and training programs. Lodging: The township will pay for overnight hotel/motel expenses at the single-room rate. Food: The township will pay for the cost of food as well as 20% tip. No alcoholic beverages will be paid for by the township.

Clerk:

- Membership in Normal Township's Activity and Recreation Center.
- Membership in The Township Officials of Illinois Organization.
- Travel and business expense reimbursement. Reimbursement for reasonable expenses for business, education and training related to Township duties. This includes travel, lodging, food and fees. Travel: All commercial travel expenses will be reimbursed, If personal transportation is used then automobile mileage is reimbursed at the rate approved by the IRS per mile for education and training programs. Lodging: The township will pay for overnight hotel/motel expenses at the single-room rate. Food: The township will pay for the cost of food as well as 20% tip. No alcoholic beverages will be paid by the township.

Trustees:

- Membership in Normal Township's Activity and Recreation Center.
- Membership in The Township Officials of Illinois Organization.
- Travel and business expense reimbursement. Reimbursement for reasonable expenses for business, education and training related to Township duties. This includes travel, lodging, food and fees. Travel: All commercial travel expenses will be reimbursed, If personal transportation is used then automobile mileage is reimbursed at the rate approved by the IRS per mile for education and training programs. Lodging: The township will pay for overnight hotel/motel expenses at the single-room rate. Food: The township will pay for the cost of food as well as 20% tip. No alcoholic beverages will be

paid by the township.

Should the Highway Commissioner, Assessor, and Supervisor have served the Township for fifteen continuous years or more at the time of their retirement and who are also age 55 or older at time of their retirement, can continue to participate in the Township's health insurance plan at retirement until they are eligible for Medicare insurance coverage. The retiree shall be responsible for paying 75% of the monthly premium and must submit payment to the Township by the 15th of the month prior to the month of coverage (for example, premiums for June coverage must be received by May 15th). A retiring official must notify the Township in writing in writing about the decision to continue coverage at least two weeks prior to the last day of service. Coverage may not be resumed once discontinued unless otherwise required by law.

PASSED THIS _____ day of _____, 2024 by the Board of Trustees of
_____ Township, _____ County, Illinois.

Township Supervisor

Town Clerk

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

TOWNSHIP ORDINANCE NO. 24/25 03 ROAD DISTRICT ORDINANCE NO. 24/25 03

An Ordinance Authorizing Execution of the

Illinois Public Works Mutual Aid Network Agreement (IPWMAN)

WHEREAS, the Constitution of the State of Illinois, 1970, Article VII, Section 10, authorizes units of local government to contract or otherwise associate among themselves in any manner not prohibited by law or ordinance; and,

WHEREAS, the "Intergovernmental Cooperation Act", 5 ILCS 220/1 et seq., provides that any power or powers, privileges or authority exercised or which may be exercised by a unit of local government may be exercised and enjoyed jointly with any other unit of local government; and,

WHEREAS, Section 5 of the "Intergovernmental Cooperation Act", 5 ILCS 220/5, provides that any one or more public agencies may contract with any one or more public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the contract is authorized by law to perform, provided that such contract shall be authorized by the governing body of each party to the contract; and,

WHEREAS, the Supervisor and the Highway Commissioner and the Board of Trustees of Normal Township in McLean County have determined that it is in the best interests of the Normal Township and its residents to enter into an intergovernmental agreement to secure to each the benefits of mutual aid in public works and the protection of life and property from an emergency or disaster and to provide for public works assistance, training and other necessary functions to further the response and recovery from said emergency or disaster. The principal objective of the public works mutual aid assistance being the response to and recovery from any emergency or disaster and the return of the community to as near normal as quickly as possible.

BE IT ORDAINED by the Board of the Normal Township and the Highway Commissioner of the Normal Township Road District, McLean County, Illinois as follows:

SECTION ONE: That the Normal Township Supervisor and the Normal Township Board be and are hereby authorized to execute an Agreement for participation in the Illinois Public Works Mutual Aid Network (IPWMAN), a copy of said Agreement being attached hereto and being made a part hereof.

APPROVED this day of September 19, 2024 , by a roll call vote as follows:

AYES:

NAYS:

ABSENT:

Jess Ray, Supervisor (Authorized Signature)

Arin Rader, Highway Commissioner (Authorized Signature)

ATTEST:

Dayna Schickedanz, Clerk (Authorized Signature)

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, September 19, 2024 AT 8:15 AM
304 MULBERRY, NORMAL, IL**

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

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

3. Roll Call

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

Additional Elected Township Officials Present

Dayna Schickedanz	Clerk
Arin Rader	Road Commissioner

Others Present

Elicsha Sanders	ARC Member Services Manager
Molly Camper	ARC Director of Programming (Via Zoom)
Sammi Scott	ARC Communications Coordinator
Steve Kloss	ARC Member, Advisory Board Member

4. **Pledge of Allegiance**

5. **Public Comment**

6. **Approval of August 15, 2024 Regular Meeting Minutes**
Vote to Approve: Sally, Arlene, Art, Floyd, Jess
Nay: None

7. **Approval of August 22, 2024 Special Meeting Minutes**
Move to Approve: Sally
Second: Floyd
Vote to Approve: Sally, Arlene, Art, Floyd, Jess
Nay: None

8. Approval of General Town Expenditures of \$88,409.85 from August 15, 2024 – September 19, 2024

Motion: Sally

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

9. Approval of General Assistance Expenditures of \$35,641.03 from August 15, 2024 – September 19, 2024

Motion: Art

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

10. Approval of Senior Citizen Fund Expenditures of \$50,952.21 from August 15, 2024 – September 19, 2024

Motion: Sally

Second: Art

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

11. Approval of Road and Bridge Expenditures of \$13,813.28 from August 15, 2024 – September 19, 2024

Motion: Sally

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

12. Reports

A. Community Engagement

Sally suggested a flu/COVID vaccine clinic at the ARC, which is already being planned.

Art discussed the new NAACP nursing scholarship, his meeting with Rep. Chung about her cosponsored veteran's bills, and that the American Legion may be sponsoring some ARC memberships.

Floyd mentioned that at the American Legion meeting someone brought up that there would be a room dedicated solely to veterans, membership for veterans would be reduced to \$5, and the age limit would be waived. Molly said none of that was in the works, but that in November,

through a partnership with Traditions healthcare group, they would be starting a social group for veterans to meet and have coffee.

Jess said that on 8/19 he facilitated a meeting with ISU faculty from the Center for Inclusive Intergenerational Environments and McLean County Regional Planning Commission, he attended a luncheon at the Sugar Creek Alzheimer's Special Care Center and attended a meeting with the Central IL Continuum of Care which focused on homelessness and housing insecurity. He was able to attend a presentation at ISU's Schroeder Hall, "Let the War Come Home", about returning relics of war to their countries of origin so that they may be reunited with family members. He attended the McLean County Housing Coalition meeting and reported that they are seeking new co-chairs. He reported also that he attended the ECIAA annual luncheon, where they changed the name of the Reducing Social Isolation committee to Social Connectedness committee. Additionally, Barb Dallinger and Eliccsha Sanders received certificates of appreciation for promoting healthy aging in our service area.

B. Assessor

Kent reported that his office was beginning to receive appeals in. The current count is 122. The deadline is the upcoming Monday. On the previous Tuesday, Kent attended the County Supervisor of Assessment's community meeting.

C. Clerk

Nothing new to report.

D. Highway Commissioner

The culvert project on Airport Rd. has been completed with assistance from the county. The county also repainted around 5 miles of yellow and white striping on roads. Sally asked if Arin knew what the cost of road salt would be this year. Arin explained that the bid takes place in April, but that he won't know the price per ton until October.

E. ARC Staff and Senior Advisory Committee

Deb was unable to attend but had nothing additional to report.

The new Director Lori Kerns shared information about herself, her work history, and her plan to grow ARC from an operations standpoint.

Sammi reported that the brick wall project in the north hallway, Brick by Brick, was well underway and in the finishing stages of painting and staining.

Eliccsha reported that membership is steady currently, but that they are preparing for heavier crowds as the weather gets colder.

Molly announced that Peace Meal will no longer be serving meals on Wednesdays, but there will be an option on Tuesday to pick up an additional meal.

F. Supervisor

Jess Ray reported on investments.

IL Fund Account Portfolio Total - \$5,357,438.08
New Building Fund - \$853,383.83
General Township Fund - \$2,168,884.30
Road and Bridge Fund - \$1,256,616.06
Senior Center Fund - \$671,433.93
General Assistance Fund - \$407,111.90

Current Liquid Assets Total - \$1,014,122.09
General Township - \$551,922.13
Road and Bridge - \$220,800.73
Senior Center - \$161,191.70
General Assistance - \$80,399.61

GA: 34 Constituents receiving a total of \$14,041.47
EA: 19 Constituents receiving a total of \$17,548.88 for housing and utilities

Employee Handbook manual is now publicly available on the Township website under the Clerk section.

Welcome Lori as new Director.
Still an open position on ARC Advisory Board.

13. Old Business

Old Business is paused due to visitors presenting to the Board.

14. New Business

A. Guest Speaker: Youth Build

Tracey Polson from Youth Build attended the meeting to discuss how grant funds from Township were used in the creation of the Youth Build sensory room, and the benefits that provides for students in their programs. The sensory room has been shown to increase attendance by decreasing cases of emotional dysregulation.

13. Old Business - continued

A. Action Item: IPWMAN Ordinance

Motion: Art

Second: Sally

Discussion: Legal counsel reviewed Normal Township joining. Sally asked if it is \$250/year. Jess confirmed it is \$250/year after the first year, which is not charged.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

B. Action Item: Set Township salaries for new term of office

Motion: Arlene

Second: Art

Discussion: Added based on last meeting was to add the option of cell phone (pay-per-use cell phone) for Road Commissioner. Sally asked if the Trustee benefit of ARC Membership is new, but it is not new. It was already reflected in the Employee Handbook. Multiple Trustees noted that they pay for their memberships. Sally then mentioned that she did not believe that Trustees should receive an unpaid ARC Membership. The clarification here is between elected officials and employees. Sally proposes striking Trustees from free memberships. Floyd pointed out that as elected officials, all members of the township board should have access to the ARC. Sally does not believe there should be compensation or the reward of a free ARC membership for board members. Jess then mentioned that township board members may be under 55 years old, therefore unable to join the ARC on their own. Additionally, he mentioned that those township board members would not be able to drop in and visit the ARC without official township business.

Proposed Amendment: Sally proposed that ARC membership as a benefit should be struck for all elected officials.

Second: Art

Floyd spoke against the proposed amendment, with the expectation that all township board members be members of the ARC. Sally said the expectation is that they would be paid members, which requires them to be a minimum of 55 years of age.

Floyd called for the question on Amendment.

Aye: Sally

Nay: Arlene, Art, Floyd

Motion remains on the table to pass as written.

Discussion: Floyd discussed the Supervisor position getting a raise of \$10,000 plus a full slate of benefits which equals around \$10,000-\$11,000. He is concerned that this would bring the position close to \$100,000 in the future.

Proposed Amendment: Floyd suggested moving the Supervisor increase to \$500/year (as opposed to \$1,000/year), and moving the Clerk pay to \$8,000 salary/year (Up from \$7,000/year). Other trustees suggest moving the Supervisor to flat over the next four years, which Floyd did not support due to inflation. All other Township salaries would remain the same/flat.

Second: Arlene

Art proposes \$0 pay for Trustees, which Clerk Schickedanz replied that is not possible according to the state of Illinois law.

Sally called for the question on the Amendment.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

Motion remains on the table to pass as written, with Floyd's Amendment as passed.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

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

Motion: Jess is still looking to gather additional information on salary range and asked that the board review and consider the job description with duties assigned. Arlene asked what the final job title be. Sally asked if this would include the newly created part-time role. Floyd asked if this role would be salary or hourly. Art and Floyd agreed that they support the position being salary moving forward. Arlene asked how Kent's office is aligned with salary/hourly. He responded that his team is salary, apart from one person who is required to keep their hours below a specific amount annually. All trustees agreed that getting this role posted sooner rather than later is in the best interest of the township.

14. New Business - continued

B. Discussion and/or Action Item: Filling Facilities Manager

Motion: Floyd

Second: Art

Discussion: Jess mentioned that we had a candidate who decided not to start. ARC would like the role filled as soon as possible. Arlene suggested keeping the process streamlined as before. Jess recommended that Lori, the new ARC Director, be involved in the process. Who would be the committee involved in hiring? Art suggested the ARC Director and one Trustee. Art volunteered to be the Trustee involved in this search and hiring process. Arlene also asked if Kent would like to be involved. The team will be Art, Kent, Lori, and Jess for communications and assistance as needed. Several recommendations are on the table regarding what the committee should do first in the process. Will begin interviews to move toward hiring no later than Oct. 1st.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

C. Discussion and/or Action Item: Township Hiring Process

Discussion: Jess asked the board to consider how the board would like to move forward with hiring decisions in the future. He would like to have a formal process in place. Should the manager of a specific area bring the top 3 candidates to the board for recommendation? Arlene suggested that support staff be hired by their supervisors, but that the leadership roles should be hired through a decision by the township board. Floyd asked for a present flow chart for all current positions to see who reports to who.

D. Discussion and/or Action Item: Employee Manual Updates

Discussion: Jess sent the entire manual to legal for review. John responded that the manual was in good condition but had some recommendations. One recommendation was employee classifications under Section 1.3. He mentioned that we did not have any Seasonal employees listed. Jess pointed out that we do not currently have any Seasonal employees, so this may not be something township needs to consider. Under Wage and Salary Administration section,

“manager” is not defined, and needs to be. Under ARC Membership, should Township retirees have complimentary ARC membership? John noted no opposition but could be challenged in the future. IL Paid Leave for All Workers: Jess will forward the suggested verbiage from John to all Township board members so they can review it fully. Section 2.7: Jess recommends considering review and possible change of maximum sick hours at current 675 hours, due to IMRF. John suggested removing multiple acknowledgement forms in favor of just one. IL Department of Human Rights contact information must be included in Sexual Harassment policy. John suggested adding a general statement on disciplinary procedures. Lori asked for clarification about staff taking meals. All Trustees agreed this policy needed clarification.

15. Suggested Items for Next Agenda

None

16. Adjournment

Motion: Sally

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

Meeting adjourned at 10:40 am.

Next Regular Normal Township Board Meeting: Thursday, October 17, 2024 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, October 3, 2024 – 9:30 AM

Dayna Schickedanz - Normal Township Clerk

____/____/_____
Date