

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, February 20, 2025, AT 8:15 AM
304 MULBERRY, NORMAL, IL**

**Supervisor Ray requests that the Board holds a moment of silence in remembrance of long-time
Office Worker Jill Schaab who recently passed away.**

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

2. Land Acknowledgement – Trustee Sally Pyne 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	Absent
Supervisor Jess Ray	Present

Additional Elected Township Officials Present

Dayna Schickedanz	Clerk
Arin Rader	Road Commissioner
Kent DePew	Assessor

Others Present

Elicsha Sanders	ARC Member Services Manager
Molly Camper	ARC Director of Programming (Via Zoom)
Sammi Scott	ARC Communications Coordinator (Via Zoom)
Dylan Hile-Broad	Community Member
Ron Ulmer	Community Member
Randy Schaab	Community Member
Karl Sila	Community Member

4. Pledge of Allegiance

5. Public Comment

None

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

Motion: Sally

Second: Arlene

Discussion: Trustee Pyne verified that this agenda item was previously tabled due to a question about salaries, which Supervisor Ray confirmed and confirmed had been resolved. Trustee Aper mentioned that the verbiage "remain flat" needed to reflect that the salaries for Road and Bridge Commissioner and Assessor did not remain flat, they would receive an increase of \$1,000 per year.

Trustee Aper moves to amend the verbiage to "as presented".

Second: Sally

Discussion: None

Vote to Approve: Sally, Arlene, Floyd, Jess

Nay: None

Jess Calls for the Vote to Approve minutes as Amended

Discussion: None

Vote to Approve: Sally, Arlene, Floyd, Jess

Nay: None

7. Approval of January 16, 2024, Regular Meeting Minutes

Move to Approve: Arlene

Second: Sally

Discussion: Trustee Aper asked that Office Manager Tonya Watkins' name be corrected from Tanya to Tonya in the minutes to reflect the correct spelling.

Vote to Approve as Amended: Sally, Arlene, Floyd, Jess

Nay: None

8. Approval of General Town Expenditures of \$81,846.48 from January 17, 2025 – February 20, 2025

Motion: Sally

Second: Floyd

Discussion: None

Aye: Sally, Arlene, Floyd, Jess

Nay: None

9. Approval of General Assistance Expenditures of \$23,748.24 from January 17, 2025 – February 20, 2025

Motion: Sally

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Floyd, Jess

Nay: None

10. Approval of Senior Citizen Fund Expenditures of \$17,294.13 from January 17, 2025 – February 20, 2025

Motion: Sally

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Floyd, Jess

Nay: None

11. Approval of Road and Bridge Expenditures of \$15,270.05 from January 17, 2025 – February 20, 2025

Motion: Floyd

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Floyd, Jess

Nay: None

12. Reports

A. Community Engagement

Floyd attended the real estate summit and presented information in relation to the local housing market.

Jess attended the Annual Tax Increment Financing Annual Review Board meeting, McLean County Functional Needs meeting (partners with emergency management in the county for individuals who need additional assistance in emergency situations), and was the guest speaker about townships for Cub Scout pack 3933. He also attended a workshop at the Illinois medical reserve corps

B. Assessor

Kent discussed local home prices.

C. Clerk

Nothing new to report.

D. Highway Commissioner

Arin talked about the TOIRMA training he attended on safety in Heyworth. Safety equipment and standards were covered. January meeting minutes mentioned motor fuel tax and Arin mentioned saving that money for cape sealing with the county next year. He went on to discuss weight limits and partnering with county police for patrols. Trustee Pyne addressed the possibility of having an Open House at the new building. Arin mentioned that he would offer the option to the new board after the election. Sally pointed out that this could help people understand a little more about what Township does.

E. ARC Staff and Senior Advisory Committee

No updates.

F. Supervisor

Jess Ray reported on investments.

IL Fund Account Portfolio Total - \$5,302,658.38

New Building Fund - \$491,200.86

General Township Fund - \$2,252,389.63

Road and Bridge Fund - \$1,477,356.40

Senior Center Fund - \$736,604.66

General Assistance Fund - \$345,146.83

Current Liquid Assets Total - \$184,288.04

General Township - \$57,026.03

Road and Bridge - \$29,637.22

Senior Center - \$79,199.70

General Assistance - \$18,425.09

GA: 40 Constituents receiving a total of \$17,391.13

EA: 9 Constituents receiving a total of \$9,272.78 for housing and utilities

Received IL Sales Tax Exemptions renewals

Thank Pat Smith and Patrick Howard who are stepping down from being drivers. Keith Weatherspoon is transferring over to become a driver.

Would like to discuss what the Township could do in recognition of Jill's service. Jill enjoyed nature and ARC. The possibility of creating a plaque at the ARC's Green Space benches to memorialize Jill was brought before the board by Jess.

13. Old Business

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

Motion: Floyd

Second: Sally

Discussion: Jess explained how the hiring process will work with each office of Township being responsible for hiring their own direct reports, with the exception of Office Manager, Director of Operations, Director of Programing, Communications Coordinator, Member Services Manager, Facilities Manager, Sunshine Program Coordinator, Member Service Representative, and Custodian. The positions of Director of Operations, Director of Programing, Communications Coordinator, Member Services Manager, and Facilities Manager. He provided two options for the Board to consider. One option is by committee selected by the board. Option two is that the supervisor of the position would hire the roles beneath them and bring suggestions to the board.

Trustee Aper suggested accepting option two and adding additional specificity around the words supervisor and director in the final paragraph. He also suggested that the ARC should hire and supervise the ARC van drivers, not Arin.

Aye: Sally, Arlene, Floyd, Jess

Nay: None

B. Discussion and/or Action Item – Wage and Salary Administration

Stricken from the Agenda

14. New Business

A. Recognition of Jill Schaab

Discussed during Supervisor's Report

B. Discussion and/or Action Item – Approval of Normal Township Meeting Dates FY 2026 (April 2025-March 2026)

Motion: Arlene

Second: Sally

Discussion: Jess discussed that May 22nd is to coincide with the new term of office beginning May 19th, and June would need to be moved due to Juneteenth office closures. Floyd suggested moving the June meeting to Wednesday, June 18th.

Aye: Sally, Arlene, Floyd, Jess

Nay: None

C. Discussion and/or Action Item – Proposed FY 2026 (April 2025-2026) Normal Road District Budget

Motion: Arlene

Second: Floyd

Discussion: Changes from \$2,750 to \$3,000 for Accounting Services (audit work), Insurance Section: General Insurance from \$5,000 to \$5,500 due to how close the current budget is, Capital Outlay for Building Construction and Equipment \$150,000 decrease due to no longer needing since new building is complete. Arin noted that he will still need some funds for hoop buildings and other needs, but nowhere near that much. Jess recommends retaining the same accounting service through the Board transition.

Motion stricken – discussion only.

D. Discussion and/or Action Item – Proposed FY 2026 (April 2025-2026) Normal Township Budget

Motion:

Second:

Discussion: Administration section \$3,000 to \$3,500 in telephone costs, ARC Capital Outlay reduces from \$38,905 to \$30,000 due to reduction in principal. For Assessor - Contractual Services: Consultant/Appraisal increase from \$10,000 to \$15,000 due to anticipated need, Capital Outlay: Computer Software increase from \$10,000 to \$11,000 due to anticipated cost increases, Capital Outlay: Equipment increase from \$5,500 to \$11,000 due to anticipated cost increases. For General Assistance: General Assistance: Catastrophic Medical Premium increase from \$3,000 to \$6,000 due to increasing costs, General Assistance: Grocery increase from \$36,000 to \$45,000 due to changing requests, General Assistance: Miscellaneous Expense

increase from \$5,000 to \$6,000 due to changing requests, Emergency Assistance: Emergency Shelter increase from \$120,000 to \$125,000 due to additional requests. Audit Section: Annual Audit increase from \$6,500 to \$9,000 due to increasing costs. Senior Citizen Section: Revenues: Membership Fees decrease from \$70,000 to \$55,000 due to reduced revenue, Revenues: Program Fees increase from \$100,000 to \$110,000 due to more programs, Revenues: Grants decrease from \$15,000 to \$2,500 due to reduced grants, Operations: Utilities: Electric increase from \$37,600 to \$45,000 due to increased costs, Operations: Nursing Service Contract decrease from \$2,000 to \$0 not needed due to being a clinical lab site, Operations: Instructor Contracts increase from \$90,000 to \$110,000 due to more programs.

Aye: Sally, Arlene, Floyd, Jess

Nay: Floyd

15. Suggested Items for Next Agenda

Questions about contractual agreement with Township attorney

Budgets

Next set of meetings for the year – swearing in of new members

Van Driver Discussion

16. Adjournment

Motion: Sally

Second: Floyd

Meeting adjourned at 9:46 am.

Next Regular Normal Township Board Meeting: Thursday, March 20, 2025 – 8:15 AM

Next Senior Advisory Committee Meeting: Thursday, April 3, 2025 – 9:30 AM

Dayna Schickedanz - Normal Township Clerk

____/____/_____
Date