

**NORMAL TOWNSHIP  
REGULAR BOARD MEETING MINUTES  
THURSDAY, July 24, 2025, at 6:00 pm  
304 MULBERRY, NORMAL, IL**

**1. Call to Order** - The meeting was called to order at 6:00 pm by Township Supervisor Krystle Able.

**2. Land Acknowledgement** – Supervisor Krystle Able read a statement acknowledging the ancestral history of the Township land.

**3. Roll Call:**

Trustee Nayoka Griffis - present  
Trustee Natasha Syed - present  
Supervisor Krystle Able - present  
Trustee Dylan Hile-Broad - present  
Trustee Tanner Starr - present

**Additional Elected/Appointed Township Officials Present:**

Becca Rice	Deputy Clerk
Arin Rader	Road Commissioner (via Zoom)
Kent DePew	Township Assessor

**Others Present:**

Lori Kerns	ARC Director of Operations (via Zoom)
Elicsha Sanders	ARC Member Services Manager (via Zoom)
Molly Strauch	ARC Director of Programming
Samantha Scott	ARC Communications Coordinator
Colleen Moore	Back to School Alliance representative

**4. Pledge of Allegiance**

**5. Public Comment** - None

## **6. Consent Agenda:**

- A. Approval of the April 17, 2025, Regular Meeting Minutes – tabled until available for review
- B. Approval of the May 22, 2025, Regular Meeting Minutes – tabled until available for review
- C. Approval of the June 18, 2025, Regular Meeting Minutes – tabled until available for review

Trustee Dylan Hile-Broad made a Motion to Approve, and Trustee Natasha Syed made a Second to the motion, for:

- D. General Township Expenditures from June 17<sup>th</sup>, 2025
- E. General Assistance Expenditures from June 17<sup>th</sup>, 2025
- F. Senior Citizen Fund Expenditures from June 17<sup>th</sup>, 2025
- G. Road and Bridge Fund Expenditures from June 17<sup>th</sup>, 2025

Those in favor of the motion: Trustees Dylan Hile-Broad, Natasha Syed, Nayoka Griffis, Tanner Star and Township Supervisor Krystle Able.

Those opposed: None

## **7. Proclamation honoring Back to School Alliance**

Natasha read a proclamation, from Normal Township, honoring the work of the Back to School Alliance. A printed form of this document was then presented to Colleen Moore, B2SA representative.

## **8. Reports**

**A. Assessor:** Kent DePew reported that staff is doing cross training regarding entry of valuation data and that the office is currently on track to submit the 2025 assessment year values, to the County Supervisor, on August 15. After the Supervisor runs the ratio studies, an equalization factor may be calculated to determine the taxable assessed values for 2025. Anticipated publication date is August 28 and property owners will then have 30 days to contest the property assessments.

**B. Clerk:** No report.

**C. Highway Commissioner:** Arin Rader reported that some road signs needed maintenance due to damage from high winds and being taken out by larger vehicles/equipment. Also, because of the closure of West College some roads, especially Raab, Ziebarth and 2000 N, have seen an increase in traffic as traffic reroutes itself for Rivian. Right now, those roads are in good shape, but Arin will continue to monitor them. Arin spoke with Mercy Davison and attended a recent McLean County

Board meeting about the McLean County Strategic Planned Use report. This report is a long-term planning tool and doesn't impact the township in the immediate future. However, there are several people available to answer any questions regarding the report. Krystle stated that the report is available on the McLean County Regional Planning Commission's website for public review and that this plan is not meant to be comprehensive but rather as a guide for other municipalities to make future planning decisions. The Planning Commission also has extended the timeline allowed for public comments and will have other community meetings on the matter.

**D. ARC Staff and Senior Advisory Committee:** Staff reports were distributed prior to the meeting.

**E. Policy and Procedure Working Group**

On June 30<sup>th</sup>, Elicssha Sanders gave the committee issues for consideration. The committee has had some changes in roles with Nayoka stepping down from the lead position and moving into a supporting role. Dylan will be taking the lead position and Natasha has joined the committee, as well.

**F. Supervisor:** Krystle Able reported that she has changed the way the Emergency Assistance/General Assistance reports are generated so that they report the state of the fiscal year, not the calendar year. So far, for the 2025-26 fiscal year, the office has averaged 45 GA clients, and disbursements of \$19-20,000 per month. Total GA expenses, for the past three months, totaled \$58,481, with \$20,299 of that coming in June. There was a notable increase in the number of EA applicants for the month of June (16 applicants) as compared to April (8 applicants) and May (4 applicants). The amount of funds paid out in June was also disproportionately higher than April and May, as over half of the total funds disbursed for April – June (\$29,277.26) were allocated in June (\$16,825.88). The majority of these allocations were for shelter and energy bills.

Krystal pointed out that the current budgeted revenue to expenses is not [sustainable](#). The Township is currently receiving \$126,100 in tax revenue for General Assistance, but we have budgeted \$430,500 (compared to the \$377,500 budgeted last year). The large budgets are due to the need to spend down reserves, which has been occurring for the past few years. However, the Township will get to the point where the reserves will be depleted so consideration needs to be given as to how to meet the needs of the GA budget through the tax levy. The Township is currently requesting a rate of .01% for General Assistance, which is 10 times lower than the maximum possible rate of .1%. By law, the Township is required to supply General Assistance. If the needs cannot be met

from the GA budget, money will have to come from other areas of the Township. Therefore, it is very important to bring in enough revenue to sustain the needs of the GA fund and should be considered when planning future budgets. Natasha asked if there was a certain amount of funding that the Township was required to provide each month and Krystal answered, "If someone applies for it, and qualifies, we have to give it to them." Natasha then inquired as to where the Township stood, with revenue, since energy costs have gone up so much. Krystal replied that the Township has plenty for this year's budget but anticipates that without changes, current revenue would cease to sustain the budget for fiscal year 2027-28. As such, a plan needs to be established so that the Township can continue to meet the needs of the General Assistance fund. Natasha concurred with Krystal's recommendation for establishing a plan for future needs.

## **9. Old Business**

**A.Update on Accounting-** The Township is waiting on a letter of engagement from SKCO Accounting for the bookkeeping services. However, Kellie is still working 2-3 times a week on the audit. Everything from March to the present, has to be redone before she can reconcile and complete the audit. Accounts payable are up to date and Kellie hopes to have the budget reports caught up by the end of next month. Then, all departments will be able to view these and have an accurate picture of where they stand. Kellie is also creating a handbook on the bookkeeping process for reference and to ease future staffing transitions. Krystle reminded the trustees that they have the right to inspect the financial records, and they are welcome to view all transactions if requested.

**B.Update on Staffing** - Tori has been hired to work with case management. She, along with Natasha and Krystal, attended training regarding GA and the Township Blue Book last Friday (July 18<sup>th</sup>) and she is currently working with Deb Skillrud, in the Bloomington Township office to gain valuable insight on how the GA program is supposed to be administered. Tori has a master's degree in organizational psychology and experience in workforce personnel development, which will be beneficial as the Township team grows. Her experience will also be beneficial in developing a workfare program for the Township, which GA clients are required to participate in as a condition of receiving assistance.

Adam has been hired as an intake specialist. He has a bachelor's degree from ISU and his case management experience, with DCFS, will be beneficial with his daily duties. These duties include answering calls, processing assistance applications and making sure clients have everything we need prior to their appointment. Hopefully, now that the Supervisor's office is fully staffed, by the end of August the office can go back to being open on Fridays. Consideration is also being given to expanding hours, including being open one Saturday a month. This will allow the Township to meet the needs of those who cannot come in during the week. Additionally, with the hiring of Adam and Tori, Ruby will be returning to work at the ARC. Krystal also reminded the Trustees that they are eligible to become members of the ARC.

## **10. New Business**

### **A. Resolution to Appoint Designated FOIA Officer**

Motion made by Tanner Starr, seconded by Natasha Syed to appoint new FOIA Officers. Krystal named herself as the primary officer, and Dayna Schickendanz as the alternate, for the Supervisor's office. For the Assessor's office, she named Kent DePew as the primary officer and Becca Rice as the alternate.

Designees have 30 days from the date of the meeting (July) to complete training and submit the completion certificate and certification is good for 365 days.

Krystal called for a vote: all members were in favor of the motion.

### **B. Approval of Engagement Letter from SKCO Accounting for bookkeeping services**

Motion made by Tanner Starr, Seconded by Nyoka Griffis, to table the approval as the letter of engagement has not been received.

Krystal called for the vote: all members were in favor of the motion

### **C. Approval of Budget Amendment to Contract for Services**

Motion made by Tanner Starr, seconded by Dylan Hile-Broad, to table the approval as the letter of engagement has not been received.

Krystal called for the vote: all members were in favor of the motion

### **D. Approval of renewal with Blue Cross Blue Shield for Insurance:**

Discussion: Van Gundy serves as the Township broker to find the best insurance plan. The Township has been utilizing Blue Cross Blue Shield since 2008 and Van Gundy recommended that this continues. Due to the geographic area in which the Township falls, rates have decreased 11% with health premiums decreasing approximately \$150/mo. and Dental going down approximately \$10/month. There are 8 current employees enrolled and an additional 3 employees need to be added (Krystal, Torri and Adam). This will require a budget amendment, since the budget was based off the original 8

Motion to approve the renewal of Blue Cross Blue Shield as the Township Insurance provider was made by Natasha Syed and seconded by Tanner Starr. Krystal called for the vote with all members in favor of the motion.

## 11. Other Communication

- A. The next Township Board Meeting will be at 6 p.m., on August 21st, at 304 East Mulberry, Normal.
- B. Other
  - a. October 3 from 8 am - 3pm: there will be an education event for Township officials at the ARC. Topics covered will include building a budget and levy, the FOIA and Open Meeting Act, how to build an agenda, and "Board Meetings Gone Bad". The Township will cover the cost of attendance, and it is highly recommended that the Trustees attend, if possible.
  - b. November 10-12: Township Officials of Illinois meeting at the Crowne Plaza in Springfield. August 1st is the deadline for early bird registration, with room block preference going to those who register by that deadline. The schedule is as follows:
    - i. Monday 3-7pm: exhibit hall and welcome reception
    - ii. Tuesday 7:30 am - 10:00pm: programming and President's reception
    - iii. Wednesday finished by Noon: breakfast, early riser programming, annual meeting
  - c. Good and Welfare
    - i. Natasha mentioned that Pridefest was taking place this weekend, in downtown Bloomington
    - ii. Dylan attended the soft opening for the Normal Public Library. The redesign was 'really cool' with a lot more light and open space. The official opening is on July 25.

**The meeting adjourned at 6:46 pm.**

*Becca Rice*

Becca Rice - Normal Township Deputy Clerk

Date: July 24, 2025