

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, April 17, 2024 AT 8:15 AM
304 MULBERRY, NORMAL, IL**

PUBLIC HEARING ON TOWNSHIP AND ROAD AND BRIDGE BUDGETS FOR FISCAL YEAR 2026, which is April 1, 2025 – March 31, 2026. They have been on display to the public, per requirements, for the past thirty days. After finishing the end of the year, there are some suggestions Supervisor Ray placed in the Board's packet for review. Suggestions include increasing the telephone from \$4,000 to \$4,500 in the Assessor's budget, instead of having a publishing and a printing line for the Assessor they be merged into an outreach line, create a new line in Assessor's contractual services known as technology with the amount being \$28,000 which is moving funds from four previous lines into one and adding \$950, under capital outlay for Assessor - there were two lines miscellaneous and equipment at \$11,900 – merging those two lines into one; for General Assistance: renaming fuel to transportation and renaming miscellaneous expense making personal and household, restore the incidental line in GA from \$0 back to \$1,000; for Road and Bridge: increasing the equipment line from \$10,000 to \$14,000.

Trustee Aper reminds Supervisor Ray to call to order.

- 1. Call to Order** - The meeting was called to order at 8:18 am by Township Supervisor Jess Ray.

No further discussion on public hearing of township and road and bridge budgets. No public comment on either.

- 2. Land Acknowledgement** - Trustee Sally Pyne read a statement acknowledging the ancestral history of the Township land. Sally also noted that HB 1237 which prohibits public K-12 schools from using Native American names, mascots, or imagery passed with a 71-40 vote in the House and moves on to the State Senate.

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

Eliccsa Sanders	ARC Member Services Manager
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Molly Camper	ARC Director of Programming (Via Zoom)
Lori Kerns	ARC Director (via Zoom)
Sammi Scott	ARC Communications Coordinator
Krystle Able	Community Member
Nayoka Griffis	Community Member

4. Pledge of Allegiance

5. Public Comment

None

6. Approval of the February 20, 2025 Regular Meeting Minutes

Supervisor Ray tables this item due to the minutes not being available because of a technological issue.

7. Approval of the March 20, 2025, Regular Meeting Minutes

Motion: Sally

Second: Floyd

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

8. Approval of General Township Expenditures of \$115,614.44 from March 21, 2025- April 16, 2025.

Motion: Sally

Second: Floyd

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

9. Approval of General Assistance Expenditures of \$22,953.86 from March 21, 2025- April 16, 2025.

Motion: Art

Second: Arlene

Discussion: Trustee Aper asked about the increase in the amount of expenditures in this category and Supervisor Ray explained that there has been an increase in people coming in. Floyd went on to ask if it was mostly food. Supervisor Ray said it was mostly for rental assistance and incidentals like groceries. Supervisor Ray went to his office to pull the breakdown of the numbers. Upon return, he stated that the majority were for rental assistance. Trustee Pyne asked how much is allotted for rental assistance. Supervisor Ray stated that it is \$430.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

10. Approval of Senior Citizen Fund Expenditures of \$56,783.76 from March 21, 2025- April 16, 2025.

Motion: Arlene

Second: Floyd

Discussion: Trustee Aper asked questions regarding the balance of the solar fund. Supervisor Ray stated that there was an issue that while the solar array was down, it was not adding into the power bank. Floyd wants to know why Township paid them and not receiving a rebate. Supervisor Ray agreed to check into the matter further.

Aye: Sally, Arlene, Art, Jess

Nay: Floyd

11. Approval of Road and Bridge Expenditures of \$2,862.50 from March 21, 2025- April 16, 2025.

Motion: Art

Second: Sally

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

12. Reports

A. Community Engagement

Sally suggested others attend events with Senior Professionals at Illinois State University. She mentioned that there are several classes and seminars that tend to inform her decisions in things that effect township. For instance, over the past month there were programs on climate change, jazz as a form of protest, and an anti-racist ally class offered through Heartland.

Arlene passed out a flyer. She is working with Women United through United Way to improve childhood literacy in the state of Illinois. This program is open to children ages 0-5. She asks other board members to consider sharing the information with other organizations, churches, or clubs. She then noted that the books are free.

Art mentioned that there will be an upcoming Vivian Stockdale endowment for nurses at Heartland (by AM Vets post 270) and that he is working with the NAACP for the Charles Halbert nursing scholarship. He said there was one application. He explained that smaller counties who do not have veteran assistance commissions will be able to partner with larger counties who do, if the current bill passes, which he has been actively lobbying for.

Nothing from Floyd.

Arin reminded board members to submit economic interest statements to the county clerk.

Dayna mentioned there was an upcoming Open House for Midwest Food Bank to recruit and train new volunteers on April 22 from 10am-1pm.

Jess attended the McLean County Unhoused Task Force meeting, inclusive intergenerational environments at ISU to talk about ARC and township, and Oasis community outreach (formerly Center of Hope) ribbon cutting.

B. Assessor

Kent reported that his office has a new data server which is fairly loud and cycles every five minutes or so. Tax bills will be coming out first week of May or so from the Treasurer's office. Working on valuation process now. Kent noted the Township hall needs to be cleaned more frequently included the outside.

C. Clerk

Nothing new to report.

D. Highway Commissioner

The old building contract has been signed by all township parties necessary. Once the bidder signs, it can move forward to the attorney. The Phase 1 environmental study cost will be split evenly between the buyer and township. The study will take a few weeks to complete. A tractor broke down while working on shoulders. Needs an injection pump rebuild. Arin stated he will take it to Peru to have it worked on and was quoted that the work will cost a couple of thousand dollars.

E. ARC Staff and Senior Advisory Committee

Senior Advisory Committee not in attendance, nothing additional to share.

Trustee Pyne asked about the ARC intern who recently started, Quincy. Molly responded that Quincy is completed her PhD program at St. Ambrose University in Occupational Therapy and has an interest in outdoor programming. Sally asked if her programs have been well-received. Molly discussed how popular her programming has been. Sally asked how ARC found her or vice versa. Molly noted that Quincy is from the Washington-Eureka area and she found the ARC as an option while she completes some studies online. Sally also asked Elicsha about the doors at the ARC to ensure the doors all have card readers. Elicsha reported that the members are much more mindful of scanning in so ARC receives the reimbursement from programs like Silver Sneakers. Elicsha said she is trying to get the word out more for Silver and Fit and Active and Fit programs as well.

F. Supervisor

Jess Ray reported on investments.

IL Fund Account Portfolio Total - \$5,006,085.59

New Building Fund - \$494,753.58

General Township Fund – \$2,088,789.24

Road and Bridge Fund – \$1,468,253.87

Senior Center Fund – \$716,788.60

General Assistance Fund – \$297,500.30

Current Liquid Assets Total - \$204,624.07

General Township - \$24,943.40

Road and Bridge - \$36,765.99
Senior Center - \$35,334.21
General Assistance - \$24,943.40

Clerk Schickedanz noted that the separate amounts above do not add up to the total amount stated for the current liquid assets. Dayna went on to read her math aloud. Supervisor Ray stated he would send out an email later in the day with a correction. Trustee Pyne inquired which numbers were not adding up and Clerk Schickedanz again explained the current liquid assets total does not equal the separation of the four categories.

13. Old Business

None

14. New Business

A. Action Item – Adoption of the FY 2026 Road and Bridge Budget

Motion: Art

Second: Arlene

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

B. Action Item – Adoption of the FY 2026 Normal Township Budget

Motion: Sally

Second: Floyd

Discussion: None

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

C. Discussion and/or Action Item – Hiring Procedure

Motion: Sally

Second: Arlene

Discussion: Some changes were made based on recommendations. Procedural draft provided, not necessarily a policy. The Township attorney recommended removing some of the verbiage for clarity, and adding the final paragraph for legality/protections. Trustee Pyne asked about the possible removal of the word “unauthorized” as suggested by the attorney, in an effort to Americanize the procedure and alter it from the “King’s English”. Supervisor Ray responded that it would be for the security. Trustee Aper suggests the document is still confusing because many different types of people in the process are referred to in the same way, and the process itself is not clear in it’s steps. He asked for additional formality and stated the procedure is not detailed enough in structure. Trustee Pyne states that the clarity Floyd is requesting is somewhat implicit, but could have additional specificity. The suggestion on the table is made to add in the

second paragraph would add the phrase “a minimum of three people” after the words “a committee”. Floyd suggests removing “a minimum” and just saying “a committee of three” in the first and second paragraphs. Additional edits are suggested about the hiring of roles like the Office Manager.

Supervisor Ray recommends tabling this agenda item for the next meeting, which will have a new, incoming Board.

D. Discussion and/or Action Item – Grievance/Complaint Resolution Procedure 1.17

Supervisor Ray explains that some definitions and clarity have been added to this procedure as well as edits to verbiage for grammatical reasons.

Motion to Adopt: Sally

Second: Arlene

Discussion: Trustee Floyd explains this is written for employee’s to understand, but the titles are not clearly delineated. The procedure, he said, should be that the incident should be reported to the department head. And, that the levels of action taken should be drawn out in the procedure, which they currently are not. He asks if a supervisor has the authority to give someone the day off without pay, which Trustee Hosea mentions is more of a disciplinary procedure than this, the grievance/complaint procedure. Floyd went on to ask additional questions about potential scenarios that might occur. Suggested edit: “If an employee does not believe a conversation with their supervisor is appropriate (adding the words “or possible”)...” . Floyd noted that the verbiage “action taken, if any” may cause employees to wonder what could happen to them if they make a grievance. Floyd is concerned that there could be a lack of consistency in the way the procedure is applied. Suggested edits: Step 1, final sentence: The immediate Supervisor will provide, remove the words “if the subject is harassment or discrimination of any kind”, making the sentence then be “The immediate Supervisor will provide the documentation to the department head.” Supervisor Pyne recommends striking the words “if any” after “action taken”. ARC Director recommends not outlining progressive discipline for this procedure. She also notes that she has an anti-retaliatory statement written she can add at a later date.

Motion to Adopt procedure as Amended: Arlene

Second: Sally

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

E. Discussion and/or Action Item – Wage and Salary Administration 1.8

Supervisor Ray mentioned this draft was presented with some changes to the previous procedure for specificity.

Motion: Sally

Second: Floyd

Discussion: Floyd asks if this is a change or addition. Supervisor Ray explains it is a change. Floyd went on to state that the road and bridge commissioner is responsible for full and part time employees within the road and bridge line item of the road and bridge budget, as approved by the Board of Trustees, which he states is false. The reason he provides is that the commissioner

also pays the salary for the ARC van drivers, which do not fall under that budget line item. Commissioner Rader stated he has historically signed off on who is hired for the van driver role and that they are paid under his budget line. Floyd is concerned about the potential liability because van drivers are not supervised by the road and bridge commissioner.

Aye: Sally, Arlene, Art, Floyd, Jess

Nay: None

F. Discussion Item – Security Policy (New Appendix D)

PCI compliance check because ARC accepts credit cards. Supervisor Ray has provided the Board with a version of this policy which has been recommended by the Township attorney. Jess then recommended tabling this item to pass to the incoming Board.

15. Suggested Items for Next Agenda

Floyd suggests Arin check with his insurance rider to see if anything needs to change given the way the van drivers are paid through the road and bridge budget. He also asks the Supervisor if Township maintains a certificate of insurance for each of the van drivers. Jess explains that the vans are covered under TOIRMA, under a blanket policy covering the vans and drivers. Kent reminds everyone that May 19th will be the next meeting. Arlene suggests a clear performance improvement process discussion. Hiring Procedure, Security procedure, update on phase 1 environmental study of old property.

16. Adjournment

Meeting adjourned at 10:02 am.

Next Normal Township Board Meeting: Thursday, May 22, 2025 – 8:15 AM at Normal Township Hall

Next Senior Advisory Committee Meeting: Thursday, July 3, 2025 – 9:30 AM at Normal Township's Activity and Recreation Center (ARC)

Dayna Schickedanz - Normal Township Clerk

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Date