

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, August 21, 2025, AT 6:00 PM
304 MULBERRY, NORMAL, IL**

1. Call to Order - The meeting was called to order at 6:01 pm by Township Supervisor Krystle Able.

2. Land Acknowledgement - Trustee Griffis read a statement acknowledging the ancestral history of the Township land.

3. Pledge of Allegiance

4. Roll Call

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

Additional Elected Township Officials Present

Dayna Schickedanz	Clerk
Arin Rader	Road Commissioner
Kent DePew	Assessor

Others Present

Eliccsha Sanders	ARC Member Services Manager (via Zoom)
Molly Camper	ARC Director of Programming
Sammi Scott	ARC Communications Coordinator
Lori Kerns	ARC Director (via Zoom)

5. Public Comment

Leslie, a volunteer for the SHIP program at the ARC, spoke in support of SHIP and the grants they receive. It is a federal program, and grants are given to the state. Funding comes from the ECIAA. Last year, the SHIP counselors saw 522 from 10/15-12/7. The average savings per person was \$1,312, for a total of \$238,000. She requests the ongoing support of the Township Board. SHIP counselors can not accept money and refer them to the ARC. She spoke highly of the quality of the ARC. Molly noted she was volunteer of the year last year for all townships in IL. She asks that the Board continues to support SHIP and the ARC.

Clerk Schickedanz spoke about the historical significance of the SHIP program for the ARC members and community members, and spoke directly about their experience with their parents and in-laws in the ins and outs of navigating the Medicare program offerings.

6. Consent Agenda

- A. Approval of the April 17, 2025, Regular Meeting Minutes**
- B. Approval of the May 22, 2025, Regular Meeting Minutes**
- C. Approval of the June 18th, Regular Meeting Minutes**
- D. Approval of the July 24th, Regular Meeting Minutes**
- E. Approval of General Township Expenditures from July 25th, 2025**
- F. Approval of General Assistance Expenditures from July 25th, 2025.**
- G. Approval of Senior Citizen Fund Expenditures from July 25th, 2025.**
- H. Approval of Road & Bridge Fund Expenditures from July 25th, 2025.**

Clerk Schickedanz reported to the Board that the minutes for April and June on the consent agenda are not fully prepared. The May and July minutes are ready for review and approval.

Motion to Approve All Presented Items: Tanner

Second: Nayoka

Discussion: Supervisor Able asked that Clerk Schickedanz prioritize completing the minutes and sending them to the Board.

Aye: All

Nay: None

7. Reports

A. Assessor

Kent updated the Board that the multiplier is 1.09%, applied by the county, publication by the 28th of August, deadline to file Board of Review complaints about thirty days after that. There will be a five-fold post card sent out. Property assessments will be on there as well as the deadline date for complaints. Tax rates won't be posted until next April. Market inventory has slowed; homes are sitting longer. Flipping homes are still occurring at a higher rate. Supervisor Able commented that the county assessor will be doing engagement sessions with the community, which Kent said he will be attending at the ARC.

B. Clerk

Nothing new to report at this time.

C. Highway Commissioner

Arin is working on the sign inventory and will be ordering backup signs to have at the shop. He is also ensuring equipment is in good repair.

D. ARC Staff and Senior Advisory Committee

Updates provided in writing to the Board prior to the meeting. Supervisor Able noted there is a vacant van driver position, working with the ARC on wage administration concerns, met with the NAACP to discuss the AVID Book Club resolution, and are exploring time keeping through the Gym Master system to address payroll practices (getting people clocked in and out, sick time reported correctly, et al). Krystle also mentioned upcoming fundraising for the ARC's green

space. Arin mentioned that a landscaping company may donate the service in trade for advertising with a “provided by” sign. Krystle then noted that she and Sammi attended a session on naming rights and suggested Board members and ARC staff consider soliciting for fundraising through naming rights agreement or advertisement trade.

E. Policy and Procedure Working Group

Dylan, Elicsha, and Lori met and agreed to limit the scope of their work to the personnel manual for now, with the express goal of eliminating items that cause confusion, could be clarified, or are outdated to current labor laws. He let Kent and Arin know that he will be setting a meeting with them as well to seek their feedback. Elicsha is seeking feedback from ARC colleagues and staff.

F. Supervisor

40 GA requests = \$17,485.67

16 EA requests = \$11,924.29

8. Old Business

A. Update on Accounting

Discussion: Supervisor Able updated the Board on the Board’s use of Kelly as our temporary Office Worker. Township paid her roughly \$4,000 for July for working on the audit, reconciliation, payroll, and regular bookkeeping. The audit is almost completed at this time, which means the cost for her services will decrease over the next couple of months because her work will take less time due to past issues reaching resolution. The \$4,000 per month for Kelly’s services are still lower than the salary and benefits Township was paying for a full-time bookkeeper, while also keeping Township in legal compliance. Kelly brought in a new bookkeeper from Township’s accounting firm named Dawn, who start taking over payroll processes. Eventually, Kelly will phase out and it will just be Dawn, after Kelly feels she has been sufficiently trained for the processes Township will require her to do. Township will also be switching to the QuickBooks platform next year – allowing Township to have direct deposits for staff, direct bill pay for some repetitive bills, and other modernizations that will be more efficient.

B. Update on Staffing

Discussion: Supervisor Able introduced Tori and Adam to the Board. Tori is the new Case Manager for the Township and Adam is the new Intake Specialist. They will be full-time office staff at the Township office. Tori trained at the Bloomington Township. Adam noted they have reduced a major backlog of requests already. Their onboarding allows Ruby to return to her work at the ARC, which she has been requesting to do. The Township thanks her for her time and commitment to the community through her work in the GA/EA programs.

9. New Business

A. Adoption of Loss Control Policy from TOIRMA

TOIRMA visited and asked that Normal Township read this policy at their next Board meeting and adopt the policy.

Motion to Adopt: Tanner

Second: Dylan

Discussion: Krystle read the TOIRMA policy aloud for the Board.

Aye: Tanner, Dylan, Nayoka, Krystle

Nay: None

B. Appointment to Senior Advisory Committee

Motion: Nayoka

Second: Tanner

Discussion: Krystle notified the Board that Normal resident Gretchen Knapp is applying to fill the remainder of a three year vacancy on the Senior Advisory Committee at the ARC. She went on to read aloud a letter of application from the candidate. There were no questions from the Board.

Aye: All

Nay: None

10. Other Communication

A. Updates to Township Office Hours

Krystle is happy to announce that the office has been closed on Fridays since at least COVID, and now the office will be open due to having the office fully staffed. The office will be open 8-4:30 on Fridays now, closed from 12-1 for staff lunches. She is also exploring opening one Saturday a month for clients who are unable to make it in on weekdays.

B. Discussion on Budget Levy Process for Information

Budget levy must be filed with the county clerk in November, which means it must be approved in October. There will be more information next meeting. The levy is how much the Township asks for from taxpayers. The budget work has already begun. If there are questions or concerns, now is the right time to address those with the Supervisor. There is a training in October offered by TOIRMA that will cover budgeting. If interested, please let Krystle know. It is being held at the ARC. Krystle recommended getting more input from department heads regarding their needs into account before setting the budget.

C. Board Good and Welfare

Dylan attended a Town Hall meeting for Senators Koehler and Chung and had the opportunity to talk to them about Township

Tanner spoke about an event on September 24th. There is a Dine to Donate for Bloomington-Normal Land Trust at Avanti's. BNLT's goal is to purchase properties and make those properties affordable for people in Bloomington-Normal. The fundraiser will give a portion of proceeds from the event to BNLT.

11. Adjournment

Meeting adjourned at 7:06 pm.

Next Normal Township Board Meeting: September 18th, 6pm at 304 E Mulberry, Normal

Next Senior Advisory Committee Meeting: Thursday, October 2, 2025 – 9:30 AM at Normal Township’s Activity and Recreation Center (ARC)

Dayna Schickedanz - Normal Township Clerk

____/____/_____
Date