

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, December 18, 2025, AT 6:00 PM
304 MULBERRY, NORMAL, IL**

1. **Call to Order** – The Board meeting was called to order by Supervisor Able at 6:01pm.
2. **Land Acknowledgement** – The Land Acknowledgement was read by Trustee Hile-Broad
3. **Pledge of Allegiance**
4. **Roll Call**

Trustee Dylan Hile-Broad	Present (via Zoom)
Trustee Tanner Starr	Present
Trustee Natasha Syed	Absent
Trustee Jodie Slothower	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** – There was no public comment.
6. **Consent Agenda**
 - A. Approval of October 23rd regular meeting minutes
 - B. Approval of November 20th regular Meeting Minutes
 - C. Approval of Road and Bridge Expenditures November 20– December 15, 2025
 - D. Approval of General Assistance Expenditures November 20 – December 15 2025
 - E. Approval of Senior Fund Expenditures Nov 20 - December 15, 2025
 - F. Approval of General Town Expenditures November 20 – December 15, 2025

Motion to Approve All Presented Items: Tanner

Second: Jodie

Discussion: Oct/Nov Minutes tabled at this time

Aye: All

Nay: None

7. Reports

A. Highway Commissioner Report – Planted six trees at new building site. Lost one of the plow drivers. Will be adding two or three seasonal workers as needed to assist with plowing snow. Serviced trucks and equipment before the snow. Had an issue with one of the trucks and was able to fix it himself. Left to attend his son's game.

B. Assessor Report – Last Board of Review hearings tomorrow and then the public will be closing. Ready to start looking at new construction percentages and then check back on them monthly. The phone bill for the Assessor's office has been due prior to the next meeting. Dawn, the Assessor bookkeeper, would like to know if she can pay that earlier. Krystle said that bill paying is on the agenda further down. Kent also stated that he has hired a new CIAO Deputy Assessor.

C. Clerk Report – nothing to report

D. ARC Management Report – discussed the popularity of programming and how to better provide additional data to the board.

E. General Assistance Case Manager Report – Krystle discussed the necessity of the Township fulfilling the assistance to the community. That this is one of the most crucial roles of Township governance.

F. Supervisor Report – All grant awardees have been notified and checks sent. Working on aggressive fundraising plan for ARC. New receipt for donations to allow them a tax write-off. Looking to do a bake sale at the Bloomington Farmer's Market in May. Also looking to host a fishing derby over the summer with McLean County Parks and Rec. There will be registration fees and prizes. Also looking to do a trivia night at the ARC in October. ARC is having a lot of building issues like roof leaks, staffing van drivers, etc.

8. Presentations

A. Presentation of new website prototype – Collin Stokes

Current website is hosted on WordPress, created by ISU students several years ago. New iteration would allow site visitors to easily navigate the menu to find what they need to find. This would also offer a simple dashboard for the ARC to track time and attendance, manage employees and roles, and send notifications out to employees. Christy Starr will also be working with Collin to create a brand

logo for Township. The Board will have the option to work in a sandbox environment of the new website to demo test it and return to the next meeting with any comments, questions, or suggestions.

B. Presentation of Truth and Taxation Hearing presentation – Krystle presented to the Board the slide deck that will be present to the public at the Truth in Taxation hearing. There will be a 22.3% increase over the previous year.

9. New Business:

A. Policy on I-9 contractor reimbursements schedule -

Motion to Discuss: Tanner

Second: Jodie

Discussion: Board meetings running later in the month than previously has caused some contractors to be paid later than they had expected. The Supervisor asks the Board to consider paying GA in accordance with the public aid code, payments for Social Services to Township agency partners, obligations for Social Security taxes, wages subject to the wage payment collection act, contributions to IMRF fund, payments for utility services without limitation (as those for gas, electric, phone, internet, water, sewer, and garbage), payments on bonds in accordance, payments on insurance policies purchased and provided in accordance with code, expenses incurred as a result of an emergency or disaster, for other action that may infringe upon the operations of any building facilities owned by the Normal Township and/or the road district, including, without limitation, building maintenance, supplies, equipment, and payments to some i-9 contractors, including ARC instructors, interior and technical maintenance, and cleaning. Any and all payments made prior to examination and audit shall be presented for approval at the next board meeting. There is a severability and repealer section, needed to be included in anything like this, which says if we are inconsistent with other Township ordinances or resolutions this could be repealed.

Aye: Jodie, Tanner, Dylan, Krystle

Absent: Natasha

Nay: None

B. Policy on Bill Payments

Motion to Discuss: Tanner

Second: Jodie

Discussion: Krystle read the Board the code regarding the IL prompt payment act which states that bills have up to 60 days after receipt before they are required to

be paid. The Board must be able review the bills that were paid through Township funds at the following Township meeting. Trustee Slothower asked if there is the ability to set a dollar threshold which would keep a level of control in spending. Clerk Schickedanz asked Elicssha how the US Bank card is used monthly. There is not storage space to plan purchases ahead of time and store them in stock. Trustee Starr asked if it would be a headache to pay the minimum on time and then allow the Board to see the bill, then pay the remainder after approved. Supervisor Able suggested utilizing a system where ARC management staff would upload receipts and the Supervisor would review them in real time. Tabling moving forward on allowing the Supervisor to utilize the upload and review system until the time when Collin has that capability built out for the Board to review.

Motion to pay minimum payments when due and present the remainder balance to the Board: Tanner

Second: Jodie

Aye: All

Absent: Natasha

Nay: None

C. Policy for hazardous weather closures

Motion to discuss creation of Policy for hazardous weather closures: Tanner

Second: Dylan

Discussion: Would become 1.18 in the Handbook, Hazardous Weather Policies, because it is a new addition. Krystle read the new policy to the Board for their review and discussion.

Motion to Approve the Policy for hazardous weather closures, as amended:

Tanner

Second: Dylan

Aye: Jodie, Tanner, Dylan, Krystle

Absent: Natasha

Nay: None

D. Pay policy for employees on suspension

Motion to discuss creation of Policy for employees on suspension: Tanner

Second: Dylan

Discussion: Would become 1.16 in the Handbook, Policy for Employees on Suspension, because it is a new addition. Krystle read the new policy to the Board for their review and discussion.

Aye: Jodie, Tanner, Dylan, Krystle

Absent: Natasha

Nay: None

E. Update Parental Leave Policy

Motion to discuss creation of Policy for Parental Leave: Tanner

Second: Dylan

Discussion: This would be replacing specific language with more inclusive language. Krystle read the new policy to the Board for their review and discussion.

Aye: Jodie, Tanner, Dylan, Krystle

Absent: Natasha

Nay: None

F. Executive Session for Personnel Matters

Motion to Enter Executive Session: Tanner

Second: Jodie

Discussion: None

Aye: All

Nay: None

Motion to Exit Executive Session: Tanner

Second: Jodie

Discussion: None

Aye: All

Nay: None

10. Board Good and Welfare – None at this time.

11. Adjournment – The meeting was adjourned at 9:08pm.

Dayna Schickedanz - Normal Township Clerk

____/____/_____
Date