

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
THURSDAY, October 23, 2025, AT 6:00 PM
304 MULBERRY, NORMAL, IL**

1. **Call to Order** – The Board meeting was called to order by Supervisor Able at 6:00pm.
2. **Land Acknowledgement** – The Land Acknowledgement was read by Supervisor Able
3. **Pledge of Allegiance**
4. **Roll Call**

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

Additional Elected Township Officials Present

Dayna Schickedanz	Clerk
Arin Rader	Road Commissioner (exited at 7:28pm)
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 September 2025, Regular Meeting Minutes**
 - B. **Approval of September 2025, Special Meeting Minutes**
 - C. **Approval of General Township Expenditures from September 19, 2025**
 - D. **Approval of General Assistance Expenditures from September 19, 2025.**
 - E. **Approval of Senior Citizen Fund Expenditures from September 19, 2025.**
 - F. **Approval of Road & Bridge Fund Expenditures from September 19, 2025.**

Motion to Approve All Presented Items: Tanner

Second: Nayoka

Discussion: None

Aye: All

Nay: None

7. Reports

A. Assessor – Kent reported on the current status of valuations and submission of reporting. Additional conversation was centered around the general growth and expanse of properties in the Township.

B. Clerk – The Clerk had no news to report at this time.

C. Highway Commissioner – Arin reported on the progression of establishing the order of supplies in the new building as well as where things stand on several projects. The sale of the prior building is complete, and he is happy to move forward. He also discussed future hoop building that would be utilized for the storage of road salt for the winter weather months.

D. ARC Staff and Senior Advisory Committee – Eliccsha reported on membership and answered questions from the Board regarding concentration of when members are present and whether staffing is appropriately spread throughout the day.

E. Policy and Procedure Working Group – The group has been working on reviewing policies line by line.

F. Supervisor Report – General and Emergency Assistance discussion centered around a Bryan Smith conversation about levy. Bryan will attend meeting via zoom to offer legal understanding about the levy and budget. Bryan was previously the Director of TOI and now serves as a consultant. The last several years the levy has been flat, and the reserves were spent down through budget increases. If the levy is not increased, the Township would need to cut services. There is very little wiggle room in the Senior budget. Budget for ARC is \$752,200/yr. At the end of this FY the balance would be \$487,243. With that balance, plus keeping the levy flat would not be enough to cover the ARC past next year. Revenue is only \$294,000/yr. By statute the max rate Township can tax is 1.5%. General funds are taxed at .12% and the maximum is .25%. If the general levy continues at the current rate, we would be short in 2027-2028. Future projections are very conservative. General Assistance, we are currently taxing at .01% and able to tax at .1%. The budget for GA is \$542,900. If kept at the same rate, the amount would only have enough funds for the first 4-6 months of the next year. Krystle explained to the Board that raising the levy above a certain percentage would require a public hearing and that the Board is required

to offer certain services throughout the year. We were not charged for Bryan's consultancy call with Krystle today. She appreciates his advice and asks the Board to continue utilizing his knowledge going forward. Krystle also explained that excess funds can be moved along budget lines by Board vote. Trustee Starr asked about surplus funds being moved and Krystle explained how that action works. Krystle let the Board know that she would provide updates. Arin mentioned that prior Supervisor Grammar was concerned about surplus reserves and didn't want it to seem as though the Township was hoarding funds. Clerk Schickedanz agreed. The Clerk asked if Assessor DePew would be able to review the numbers behind the levy. He responded that he may not be the best person to review since he rarely sees these.

8. Old Business

A. Update on Accounting and Audit – Budget to Actual reports have been received but have not been analyzed at this time due to being received the same day as the Board meeting. There are things from Payroll that are incorrect (from the prior Bookkeeper). There may need to be forensic auditing on it. Krystle will share additional information as it becomes available. There are two forms left to fill out for the Audit. One was for the attorney, the other was for the keeper of the loan on the ARC. The legal paperwork has already been signed. The bank paperwork is in process.

9. New Business

A. Adoption of 2025 Grants Proposal Rubric – Krystle created a rubric based upon the feedback from the Board at previous Board meetings, allowing them to create an overall score for grant applications. The rubric will guide decisions in grant proposal acceptance or denial. Trustee Starr and Trustee Hile-Broad both noted appreciation for creation of the rubric. Trustee Syed asked if the Board would provide the rubric to organizations requesting grant funding. She noted the importance of organizations understanding how they are being assessed.

Motion to Approve: Natasha

Second: Tanner

Discussion: No additional discussion

Aye: All

Nay: None

B. Adoption of 2025 Holiday Schedule for ARC and Township – Krystle noted that the ARC schedule was created by Lori. Molly spoke about the fact that New Year's Eve was no longer included as a holiday, and requested that if left off of the list, an early closure be considered by the Board because otherwise the building would be open until 7pm.

Motion to Approve:

Second:

Discussion: No additional discussion

Aye: Natasha, Tanner, Dylan, Krystle

Nay: None

C. Discussion and Adoption of Saturday Pay Policy – Historically there have been two employees who have been paid a \$2 shift differential on Saturdays. Dylan asked how much this costs Township per year. Molly explained it is a custodial person and an MSR. If the two specific people approved for the differential, those covering their shifts are not paid the differential. Natasha asked how the pay differential came into existence. Elicsha explained this was a post-COVID incentive for employees to work weekends. Krystle asked if there was an expectation in place, prior to COVID, for employees to work weekends. Elicsha confirmed that there was. The Board agreed that the expectation to work Saturdays has returned post-COVID. The Board supported returning to pre-COVID pay, with pay differentials no longer necessary. Lori asked when this change would go into effect. Krystle asked the Board to decide. Lori asked the Board to consider making the change effective January 1st, 2026. Elicsha noted that this may lead to short staffing for a brief period. Krystle asked ARC management staff if they wanted to open a job posting for potential staff loss. They noted that they would prefer to begin a candidate pool.

Motion to Approve: Natasha

Second: Tanner

Discussion: No additional discussion

Aye: All

Nay: None

D. Executive Session pursuant to the Open Meetings Act (5 ILSC/120, 2(c) personnel matters)

Board Good and Welfare – Board G&W was purposefully moved prior to the Executive Session above so the Board could adjourn following resuming open session after executive session.

- Krystle invited everyone to attend the ARC Craft Show and thanked everyone for their support and input in Township changes.

Motion to Approve moving to a closed Executive Session: Natasha

Second: Dylan

Discussion: No additional discussion

Aye: All

Nay: None

10. Other Communication

A. Board Good and Welfare – Board G&W was purposefully moved prior to the Executive Session above so the Board could adjourn following resuming open session after executive session.

B. Special Township Board Meeting Tuesday, Oct 28th: Budget and Levy Working Session.

C. Next Normal Township Board Meeting: November 20th, 6pm at 304 E Mulberry, Normal

11. Adjournment – The meeting was adjourned at 8:07pm

Motion to Approve: Natasha

Second: Tanner

Discussion: No additional discussion

Aye: All

Nay: None

Dayna Schickedanz - Normal Township Clerk

____/____/_____
Date