

Trustee Tanner Starr made the motion to table the approval of items 6 e and 6 g of the Consent Agenda and Trustee Dylan Hyle-Broad seconded it.

Those in favor: Trustees Starr, Hyle-Broad, Jodie Slothower and Supervisor Able.

Those opposed: None

Trustee Hyle-Broad made the motion to approve the consent agenda as amended and Trustee Starr seconded it.

Those in favor: Trustees Starr, Hyle-Broad, Slothower and Supervisor Able

Those opposed: Trustee Sayed

## **7. Reports**

- a. Highway Commissioner: Arin reported that last week's storms caused some debris and standing water on the roadways. Township equipment was used to clear the debris and signs were posted indicating "Water on Roadway" until the roads were sufficiently dry. The sealcoat project, in partnership with the McLean County Highway Department, should begin in the next couple of weeks, weather permitting. The coating will encompass approximately 4 miles of Northtown and Ziebarth Roads. Arin is also working on replacing deteriorating wood signposts with steel posts and new signage where needed.  
Krystle asked for an update on the third ARC van. Arin needs to contact the State of Illinois buyer group to begin the process.  
Tanner inquired about any assistance the Township might be able to offer if storm clean-up is necessary in the township. Krystle stated that the township is a member of Illinois Public Works Mutual Aid and, if needed, the township could contribute through that channel.
- b. Assessor: Kent reported that assessment employees are currently working on valuing properties for 2026. The tentative timeline is to have values submitted to the County by August 15<sup>th</sup> and for them to be published around August 23rd (date to be determined by the Supervisor of Assessments). Next year will be a quadrennial reassessment year and that will result in more detailed analysis of property assessments. Right now, sales are still trending higher than assessments and Kent is anticipating another equalization factor being issued for the current assessment year.  
Krystle inquired whether there is still a large gap between assessments and sale prices or has that difference become smaller. Kent's response was that the variance has been getting smaller, but it still exists. He and his staff have also identified that the lower valued properties seem to have lower sales ratios than the higher valued properties. This could indicate that the lower valued properties are under assessed and the higher valued properties are over assessed. Some of these instances have been identified and are being addressed this year. All others will be reviewed with the Quad work.
- c. General Assistance Office: Tori reported that she is actively soliciting donations for the hygiene pantry and that the clothing pantry is in great shape. Clients have been utilizing the clothing pantry when they come in for appointments. Krystle pointed out that EA clients are at the lowest they have been since April 2025 and that EA disbursements have been lower as well. Tori explained that LIHEAP is still open, which may be impacting on the amount disbursed by the Township for utility assistance. She also pointed out that the number of

- intakes (51) included not only those who received assistance, but also those whom she and Adam helped find means for assistance, even if they did not end up receiving it from the Township. For example, some people do not complete the application process because they do not qualify for assistance. Others fail to complete the application due to its length and the amount of information required for it. Natasha asked Tori if she or Adam follow up with those who did not complete the application, and the answer was yes, if that client qualifies for services. Tori and Adam are working to find ways to make the application process less intimidating, as it requires a lot of personal information to be documented.
- d. GA Committee: Tori and Natasha have met to discuss ways to increase visibility of the GA office. Outreach materials, including branded pens and a tablecloth for tabling events have been received. Krystle commented that the Senior Advisory Board had expressed interest in expanding the “Little Free Pantry” to include items that work with the dietary needs of older adults (i.e. lower sodium or meal replacements) and Elicssha commented that someone had recently donated some Ensure product to the ARC. To this, Natasha responded that there are opportunities for the ARC and GA office to work together.
  - e. Committee on Youth: Natasha reported that the first committee meeting would be on June 23. There has been a lot of interest in this committee, and 3 subcommittees have been established to address ideas. Jody asked if the committee had a budget as she was concerned about the number of organizations/people that may come with higher ticket requests. She would like to see a tier system considered for funding projects. Natasha commented that the committee is in the exploration phase and the initial focus will be to see how this committee can address the needs of the Township and there isn’t a need to discuss funding and disbursement until needs are assessed. Krystle made the point that once needs are identified, they can be presented to the board for approval. Funds could be disbursed from the General Town budget and then worked into the next fiscal year’s budget.
  - f. HR Manager: Chrissy submitted a written report which was included in the board packet. Items she highlighted were that there have been 6 employees hired by the Township in the past 25 days and that the Indeed job postings have been paused. She also noted that the Township is compliant with both DEI and Sexual Harassment training. Beginning in 2027, sexual harassment training will run from Jan 1 – 30 so that the Township will meet the new compliance date of February 1.
  - g. ARC Management: A comprehensive written report was included in the board packet. Highlighted items from each area include:
    - a. Communications: report included that almost all the bingo sponsorships, through 2027, have been filled. Sponsorship opportunities for both coffee and card tournaments remain available. Several opportunities for tabling and outreach have been scheduled including Pack the Park Day (One Normal Plaza), Young at Heart Day (McLean County Fair) and participation in the Walk to End Alzheimer's event. Planning continues for the Build the ARC breakfast including securing sponsorships and identifying award recipients. To date, 9 “table captains” have been secured and registration for the remaining tables will open on July 15. Results from the community member survey indicated that the biggest factor in keeping the

respondents from becoming ARC members is due to most of the programming happening during working hours. Krystle suggested that this point would support “beefing up” evening programming and extending Saturday hours. She encouraged the board members to review the survey results and think about how the township could move forward with ARC programming.

- b. Outreach focused on three main areas:
  - i. Fundraising and Outreach - included gathering table leaders and community partners for the ARC breakfast, distribution of newsletters to local businesses and meeting w/ local Chick-Fil-A leadership on ways to work together.
  - ii. New member onboarding - included implementation of a new member outreach program for those who haven’t made their first visit to the ARC as well as an introductory handout for new members.
  - iii. Evening programming - included a night where members colored pictures for the nonprofit organization, Color a Smile. Over 50 pictures were colored for distribution to nursing homes, hospitals, etc. A trivia night was held on May 19. Both activities are scheduled for June, also.
- c. Member Services reported that 62% of memberships that were set to expire in May have been renewed and thanks go to the staff who called members and reminded them of their expiring membership. There have been several staffing changes, including the retirement of a long-time employee, the hiring of 2 MSRs and the transfer of a coordinator into a different role.
- d. Custodial and maintenance activities included Blake creating a custodial handbook for standard operating procedures and the training of employees. He reported that he is very satisfied with how well things are going and how hard his staff is working. Collin reported that he has continued working on the infrastructure to support the security cameras, including completion of running new CAT6 cable. He was also able to repair a non-functioning carpet cleaner and trained Blake on how to use it. Collin signed up for HVAC training through Trane and that training, in combination with the overhauling of the HVAC customizations, will allow the ARC to maintain optimal HVAC performance and have a favorable impact on energy costs.
- e. Programming reported a slight decrease in the average class participation for the month of May, likely due to seasonal changes and members increasing their outdoor activities. The most heavily utilized free activities include pickleball/ping pong, fitness center and the walking track. Exercise programming continues to show consistently strong participation, with programs regularly operating near capacity. Modified and chair yoga shows lower enrollment and smaller class size but provides an important accessibility option. The greatest class participation occurs between 10 am and Noon, and there are some concerns about space constraint, while 8-9 am and 2-3 pm show the lowest overall participation. Tanner asked about utilizing vacant rooms for exercise programs and Krystle commented that while there are some vacant spaces available, the size and set up of those spaces may not be conducive to exercise equipment and programming. Elicssha

also made the point that the logistics of class placement needs to be considered (i.e. locating cardio and weight equipment in relative proximity to each other).

- f. Operations reported that the increase in membership fees has had no negative effect on membership renewals and positive feedback continues to be submitted regarding the extension of Friday hours. Old Tyme Ice Cream food truck was at the ARC on June 10 and has additional dates in June (24) and July (8<sup>th</sup> and 29<sup>th</sup>) scheduled. There will be an all staff meeting on Saturday, July 18<sup>th</sup>.
- h. Supervisor: Krystle was on vacation the week of June 14-21, during which time Natasha Sayed acted as Deputy Supervisor. During that week, there was the indication of a severe weather event, so Natasha made the decision to close the ARC and Township offices early. The weather event was not as severe as expected but appreciation was expressed to both Natasha and Elicssha for being proactive in taking precautions. This event also sparked conversations about the vulnerability of the ARC in relation to tornadoes and it was suggested that an emergency weather plan and storm shelter location be considered for that building.  
Krystle submitted a written report for the board packet. Highlights included announcing that the Little Free Pantry has been delivered and will be installed this week. The Township will have an intern starting in the spring at the township offices. She will be learning the EA/GA intake process and managing the free pantries that the township provides (hygiene, clothing and food). Krystal informed the board that she consulted the township attorney on concerns regarding timely completion of meeting minutes. Natasha asked what the discussion entailed and the gist was that aside from the board making it “very clear” that the minutes must be turned in within the required timeline, the township does not have a lot of recourse in the matter. Failing to complete, approve and post meeting minutes, according to Open Meeting Act standards, could result in a violation being filed and fine. Lastly, concern has been expressed about combining the programming and communication director/coordinator positions at the ARC, so consideration has been given to naming a communications/programming assistant. This will be brought to the board for approval at the July or August meeting. Currently, ARC salaries are trending over budget for the year, but a reevaluation will be done once the restructuring is complete.

## **8. Old Business**

- a. Updates on America 250 Projects
  - a. ARC programs – Krystle shared with the board a flyer announcing the special events taking place, at the ARC, to celebrate America’s 250<sup>th</sup> birthday. Special events will run, on various days, from June 11 – August 14<sup>th</sup>.

## **9. New Business**

- a. Approval of Offer letter and Start Date for Development Director: Tanner made the motion to open discussion on approving the offer letter, for Development Director, to Beth Theobald and Dylan seconded it.
  - a. Discussion – Of all the candidates interviewed, Beth was the strongest candidate pertaining to outreach and fundraising. She was willing to accept a lower base

salary for the position with the understanding that the salary could increase based on her performance. Chrissy felt that Beth would be the best candidate and the interview team chose to forgo a second interview in hopes of expediting Beth's acceptance. If Beth accepts the offer, the start date would be July 1, and Beth would work out of Krystle's office until space at the ARC is set up for her. Sammi Scott would also assist in transitioning Beth into her position. Natasha inquired as to how the hiring of Beth might affect the grant writing portion of Adam's duties to which Krystle confirmed that responsibility would transfer to Beth.

- b. Natsha made the motion to approve the offer letter and Dylan accepted it. The motion passed unanimously.

#### **10. Board Good and Welfare**

Jodie commented that Mollie Camper was going to do a reading of the Declaration of Independence on the Bloomington town square. A sign-up genius has been created and many board members have already signed up to participate.

#### **11. Adjournment**

- Trustee Hyle-Broad made the motion and Trustee Starr seconded adjourning the meeting at 6:31 pm.

Becca Rice

Becca Rice - Normal Township Deputy Clerk

June 28, 2026

Date: June 28, 2026