

**NORMAL TOWNSHIP
BOARD MEETING MINUTES
Monday, August 18, 2026, at 5:00 pm
600 E. Willow St., NORMAL, IL**

1. Call to Order - The meeting was called to order at 5:01 pm by Township Supervisor Krystle Able.

2. Pledge of Allegiance

3. Land Acknowledgement – read by Supervisor Able

4. Roll Call:

Elected Officials present:

Trustee Jodi Slothower - present
Trustee Natasha Syed - present
Supervisor Krystle Able - present
Trustee Dylan Hile-Broad - present
Trustee Tanner Starr - present

Additional Elected/Appointed Township Officials Present:

Becca Rice	Deputy Clerk
Kent DePew	Township Assessor

Others Present:

Kristen Chimack	ARC Executive Director
Emily Raschke	Director of Programming and Communication
Tori Lomelino	EA/GA Coordinator
Chrissy Fernandez	Human Resources Coordinator
Lauren Warnecke	WGLT
Alicia Whitworth	YWCA
Liz German	YWCA
Mike Chimack	
Diane Benjamin	
Reenie Bradley	
Torri Thompson	

5. Public Comment

Becca Rice addressed the Board regarding grant applications that the Township has received and the possibility of funding those requests. She commended the board for being diligent when setting the budget by finding ways to reduce the amount of funds levied for the 2026-27 fiscal year. She reminded the board that one of the actions they considered, to minimize the levy, was to eliminate

grant funding and when it was determined that some funding would be available, it was suggested it be applied to specific areas of use. One of the grant applications that the board will be considering is for a new initiative from a group that has not received funding before. Becca, therefor made a request that the board remember their original intent with grant funding and consider funding those initiatives and not the new grant applicant.

6. Consent Agenda

- a. Payment of General Town invoices
- b. Payment of Senior Fund invoices
- c. Payment of General Assistance invoices
- d. Payment of Road and Bridge invoices
- e. Minutes from March 2026 Regular Board Meeting
- f. Minutes from May 26 Regular Board Meeting
- g. Minutes from July Regular Board Meeting

Trustee Tanner Starr made the motion, which was seconded by Trustee Jodie Slothower, to table the approval of item 6f as the minutes were not available for review.

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

Those opposed: Trustee Sayed

7. Reports

- a. Highway Commissioner: Arin Rader reported that last week's storm damage was limited to flooded roads. "Water on roads" signs were placed to warn drivers of the hazard. Nicor Gas is updating a high-pressure gas main in the Township and Arin met with a NICOR representative about expanding the easement through the maintenance building property for installation of a new gas main. Parts of Northtown and Ziebarth Road have been seal-coated which will help prevent damage over winter. Arin also met with Sean from TOIRMA to update the values on Highway Department equipment and buildings.
- b. Assessor: Kent DePew reported that the assessment books have been submitted to the County Supervisor of Assessments and a Township Multiplier of 1.0530 has been assigned. That factor will be applied to all property in Normal Township except wind towers/farmland and farm buildings. Publication will be on Thursday, September 3, in The Normalite. The deadline for filing an assessment appeal will be determined by the Supervisor and will appear on the notices that are sent on the 3rd. There should be approximately 30 days, post mailing, to file for a review.

The 2026 value submitted to the county was \$1,502,059,86, which represents an increase of \$25,778,367 over the 2025 EAV. This amount does not represent the final assessed value as it does not consider the township multiplier or Board of Review rulings. The final 2026 EAV will be known after January 1, 2027.

Kent explained some of the exemptions available to homeowners who sustained damage to their property from the recent storms. If a structure/building/or other improvement, that is assessed for property tax was destroyed and rendered UNINHABITABLE or unfit for customary use, property owners can complete a "Destruction of Improvements" form. This form can be found on the website: mcleancountyil.gov-Assessor. Additional assistance may become available if the Governor declares the county as a disaster area.

The housing market appears to be slowing down, which is typical for this time of year. Our market may be starting to normalize; time will tell.

Jodie inquired about the value for 2026 and if it was a typical increase. Kent confirmed that last year showed an increase in value of approximately \$24 million, so, yes, that is an expected increase.

- c. General Assistance Office: Tori Lomelino reported that the free pantries continue to be well stocked. St. John's Lutheran Church donated \$1900 for hygiene supplies, of which \$892 has been utilized. There is a need for more shelf-stable food that can be placed in the 'little free food pantry' by the flagpole. The Township is in the process of developing a workfare program for GA recipients. The program will include a requirement that recipients either participate in Linked-In learning programs online or volunteer at the ARC. There were 60 intakes in the month of July, and both EA and GA saw a slight decrease in aid given. The highest portion of GA was issued in the form of rent assistance, followed by food assistance (Kroger cards). Goals for the GA Office remain to be community outreach, expansion of community networks and referrals, and the development of the workfare program.

Natasha inquired if LIHEAP was still open and if Tori anticipated an increase in need once it closed. Tori confirmed that it was still open and typically remains so through October. She also confirmed that there will most likely be an increase in utility assistance requested once the program closes. Natasha also asked if the township was prepared for the potential influx of utility assistance. Tori confirmed that there is still approximately \$30,000 in the GA fund which should cover needs.

- d. HR Manager: Chrissy Fernandez reported the basic workforce metrics. Over the past month, 4 employees have been hired, one employee will be returning from medical leave, and 3 employees have left Township employment. The Township currently employs 37 total employees, which is a YOY increase of 36.36%. There have been some updates to the employee handbook, which include:

- a. Updating the IRS standard mileage rate from 72.5 cents to 76 cents/gallon, effective July 1, 2026
 - b. Continued review and revision of ARC SOPs per department
 - c. Updates to the MSR scheduling policy. Shifts have been realigned to reflect three distinct shifts: morning, afternoon and evening.
- e. Senior Advisory Board: No report submitted. Krystle recommended having a member attend regular board meetings to provide a report. The next meeting is scheduled for the first Thursday in October @ 1:00 pm.
- f. ARC Management: Kristin Chimak reported “Over the next 90 days, my focus will be on creating stability, strengthening communication, listening to our members and staff, and building the operational foundation needed for ARC’s continued growth. These priorities reflect the areas I believe will have the greatest immediate impact while also positioning us well for the future.”

- **Priority 1: Staff Stability & Development achievements**

- I established a consistent operating and communication framework to create clarity, accountability and better coordination across the ARC team. By beginning regular leadership touchpoints designed to keep communication flowing without adding unnecessary meetings. These areas included the implementation of weekly staff meetings, weekly one on one leadership team meetings and ongoing daily communication to address operational needs and information.
- I increased communication with all ARC staff regarding organizational changes, upcoming activities and operational updates.
- I placed additional emphasis on recognizing successes and celebrating staff wins, particularly during a period of significant transition.
- We are continuing to clarify roles and responsibilities across the leadership team, so employees understand ownership, decision-making and escalation paths and focusing on providing the current team with stability, support and time to become established in their roles.

- **Priority 2: Member Listening & Experience achievements**

- I spent considerable time during my first week as Executive Director talking directly with members, answering questions, hearing concerns and learning what they value most about ARC.
- We opened the blinds to all leadership offices to make leadership more visible and accessible to members. We will also be removing the plexiglass at the front desk, as this will make conversations easier and help create a warmer, more welcoming first impression.

- I am launching Table Talks with Kristen in September. These informal conversations will give members an opportunity to join me around the table, ask questions, share what they love about ARC and offer ideas for how we can continue to improve. I am also hosting an ARC Leadership Open House on September 10 from 1:00–3:00 p.m., providing members an opportunity to meet and talk with the full leadership team. We are continuing to create more opportunities for members to interact directly with leadership rather than relying solely on surveys or formal feedback channels.
- We are using member feedback to inform operational changes, communication improvements and future programming decisions.
- **Priority 3: Membership & Programming Growth achievements**
 - Establishing membership and programming growth as a key organizational priority. Therefore, we are continuing to evaluate program participation, member interests and facility utilization to identify opportunities for growth. This includes expanding programming beyond traditional daytime offerings, including evening, family and intergenerational programming where appropriate.
 - We are continuing to develop community partnerships that can introduce new programming, sponsorship opportunities and audiences to ARC.
 - We are reviewing how new members are welcomed and engaged so membership growth is supported by strong retention and participation and are beginning to identify the baseline data needed to measure: Membership growth, New-member engagement, Program participation, Facility utilization, Member retention
- **Priority 4: Operational Documentation & Process Improvement achievements**
 - I am conducting a review of daily operating practices and administrative processes to identify opportunities to simplify work, eliminate unnecessary steps and improve consistency. This will allow me to make targeted process changes that maintain appropriate accountability while allowing employees to spend more time serving members.
 - I am documenting the new employee onboarding process, so every employee receives a more consistent introduction to ARC systems, procedures, member service expectations and responsibilities and developing training materials to support both new employees and existing staff.
 - An initial framework for an ARC Training Library has been created. This will eventually provide employees with a central resource for common processes and procedures and am reviewing key organizational processes to reduce reliance on information being held by only one employee and to create better continuity when staffing changes occur.

- Continuing to identify opportunities for cross-training so multiple employees understand essential ARC functions remains a goal.
- **Priority 5: Development, Community Engagement & Visibility achievements**
 - We are supporting Development Director Beth Theobald as we prepare for the Build the ARC Breakfast on September 25. She is continuing to strengthen relationships with local businesses, community organizations and potential sponsors and looking for opportunities to connect ARC programming with community partners who can provide expertise, volunteers, sponsorships or resources.
 - We are building greater community awareness of ARC and the breadth of services available to McLean County residents age 55+. For example, the recent storm response demonstrated ARC's ability to serve as more than a recreation center. During widespread outages and severe weather, ARC extended support to the community, welcomed individuals age 55+ who needed a safe place to spend the day and worked with local businesses to provide meals and we are continuing to identify opportunities for ARC to demonstrate its role as a community resource, gathering place and support system for older adults throughout McLean County.

People & Staffing

- New hires: Kim Ringle, MSR & Blair Broughton, Department Assistant
- Promotions or role changes: Kristen Chimack, Executive Director & Ursula Mussey, Lead MSR
- Current vacancies: MSR & Custodian

Operations & Member Experience

Member Experience

- Members have been generally supportive and appreciative of the communication surrounding recent leadership changes and several members have commented on the increased teamwork among staff and that employees appear happier and more engaged. Some members have also expressed understandable frustration with the pace and amount of change ARC has experienced over the past several months.

Operational Improvements

- Based on feedback from our Member Service Representatives, we have adjusted several front desk and administrative processes to simplify work while maintaining appropriate accountability.
- We have begun reviewing daily operating practices to identify opportunities to streamline processes, eliminate unnecessary steps and improve consistency.
- We are also reviewing system access and security levels to ensure employees have the appropriate access needed to perform their responsibilities.

- Administrative and insurance-related processes are being reviewed and documented to reduce reliance on institutional knowledge held by individual employees.

Programming & Communications

Programming Highlights

- Successful/recent programs include the USO Dance, with 53 members in attendance and the Fused Glass Birdhouse Yard Stakes program which had 31 participants total. The ARC Gives Back: Birthday Party Project is almost to capacity as well.
- New or expanded programming included line dancing to cover band music, Tuesday Night Trivia which had 18 members in attendance, and family/intergenerational programming of Family Karaoke (September 12 from 10 am -12pm) and Family Bingo with Chick fil a (September 19 from 10 am - 12pm)

Growth Opportunities

- Underused time periods have been identified as Saturday mornings & Friday nights.
- New program ideas include Bingo-cize, Monthly Dances open to the community, Showing Love for the ARC banners. Members have also expressed interest in an all-gender grief support group and more evening programming.
- Community partnerships: Synergy Ice Cream Social, PureSky Bingo
- New audiences or participation opportunities: Partner with Assisted Living facilities around the Bloomington Normal area that can provide transportation of their members/residents to our facility.

Communications

- **Newsletter Improvements** – Implemented several changes beginning with the September newsletter based on member feedback, including increased font size for readability, simplifying content, and moving detailed calendars and ongoing activity schedules to easy-to-access printable resources.
- **Weekly/Member Communications** – Continuing regular email communication to members with timely ARC updates, upcoming programs, important reminders and highlights of what is happening the following week.

- **Website & social media** – Increasing the use of ARC’s website and social media to provide timely operational updates, promote programs and events, recognize community partners, and share stories that demonstrate ARC’s impact.
- **Community Distribution & Outreach** – Expanded distribution of ARC information beyond the facility, with newsletters and materials being shared through 20+ community businesses and organizations, helping increase awareness of ARC and its programs throughout McLean County.
- **Communication Focus Going Forward** – Creating a more coordinated communication approach so members can easily understand what is happening, where to find information, and how to get involved, while also increasing ARC’s visibility in the broader community.

Development, Partnerships & Community Impact

Development

- **Fundraising activity:** Heartland Bank, CEFUCU, and Carle McLean County Orthopedics are all very interested in the proposal for the opportunity to tour the ARC and discuss annual funding. These tours and discussions will be ongoing for the next month as we discuss the type of partnership and monetary amount moving forward.
- **Sponsorships:** Currently working on sponsorships with Target, Ferrero, and Meijer
- **Donations:** We have had an abundance of sponsorships this past month from the following businesses: Jimmy Johns, Papa Johns, Portillos, Donny B's Popcorn, Dairy Queen, Pot Belly's, Hy-Vee, Jewel Osco, Fresh Thyme, Olive Garden, and Biaggi's
- **Grant opportunities:** Beth has spoken with the City of Bloomington Community Development Staff and will be applying for the CDBBG Grant in November, the John M Scott (Cat2) Grant in September, and the John M Scott Grant (CAT3) in January. She has also applied for the Target Foundation Fund Grant which opened in August and is working with the Ferrero Foundation for their aging community initiative which was submitted on August 3.
- **Development priorities:** Untapped resources in the area and one of Beth’s priorities is construction companies and car dealerships. Our members are their customer demographic so planning to discuss funding opportunities and naming right opportunities. Beth is also tapping into her ISU resources at the College of Business for interested sponsors. She has reached out to all our local Rotary chapters asking for a speaking opportunity and is sending information for our Build the ARC Breakfast. Beth will be speaking at the Thrive Rotary Club

Meeting on August 24 promoting the Breakfast and partnership opportunities and she is working closely with the Chamber.

- **Build the ARC Breakfast – September 25**
 - The breakfast is coming together. We will have 3 impact speakers to tell their stories of how the ARC has changed their lives.
 - We have secured sponsorship for all our printing materials to be donated free of charge and all awards have been ordered and recipients have been contacted. Programs and poster design will be completed by the end of next week and we are working to solidify linens, table decorations, and current donations.
 - Registration for table sponsorship will open to public on September 8. We are hoping spreading the word at Rotary clubs will help to drive table progress

Community Impact - Storm Response Overview

- ARC served as a safe and welcoming place for members during the severe storms and widespread power outages, with more than 750 member visits from Friday at 7:00 a.m. through Saturday at 5:00 p.m.
- On Friday, ARC remained open until 8:00 p.m. for the scheduled USO Dance, giving members an additional opportunity to gather and enjoy time together. Member traffic began to decline significantly Saturday afternoon, and after approximately 2:00 p.m. we had very few people remaining in the building, as power was restored to more of the community.
- Normal Township provided breakfast on Friday, and Domino's donated lunch and dinner. On Saturday, members were provided donuts and coffee cake for breakfast, with lunch generously donated by Biaggi's, Olive Garden, Jimmy John's, Annie's Eats, and The ARC at Normal, which also provided cookies. ARC also provided popcorn, snacks and bottled water throughout the two days.
- Members were overwhelmingly appreciative and grateful to have ARC available as a place to stay safe, cool and comfortable, charge their phones, enjoy meals and spend time with others during a difficult weekend.
- The response was a strong example of ARC's role not only as a recreation center, but as a trusted community resource for older adults when they need us most.

"In closing, ARC has experienced a significant amount of change in a very short period, but I am encouraged by where we are today. The team is working together, communication is improving, members are noticing the positive energy, and we are beginning to put the structure and processes in place to support long-term stability and growth. My focus moving forward is to continue listening, strengthen the member and staff experience, improve operational consistency, and build on the strong sense of community that makes ARC such an important resource."

ARC maintenance and IT updates for June 15 - August 15 – Collin Stokes reported:

- The 7/16 fire department inspection was the headline this month. The inspection noted 17 items that needed correction, most of which were non-functioning emergency lighting. The building is required to have enough overhead lights fitted with emergency drivers that will continue to power the lights when the building loses power. All corrections have been completed, and we're just waiting on the fire dept to reinspect. It is notable that most of the emergency lighting listed as non-functioning had never existed in the first place. Installing additional hardware was a significant labor item. It's unclear how the building has ever passed a previous inspection. 3
- The storm last week confirmed that our roof is in better shape than it was, but we still have some water getting through. I will be up on the roof for another round of patching this week. Water in the rec room caused a fire alarm pull station to malfunction. The fire alarm is back to regular function, and the leak will be addressed with the roof patches. Overall, the building held up very well during the storm, and we had a chance to confirm that the new emergency lighting does work properly.
- The ARC network stops operating at all whenever the connection to the Assessor's server at Township Hall is lost, even when the ARC internet connection is still working. This has happened several times recently. The cause has been identified, and appropriate hardware has been ordered to set up a failover system to prevent this in the future.
 - Jodie inquired why "we" are connected to the Assessor and Krystal explained that is where the server is located.

g. Supervisor: Krystle Able reported:

1. So that members can be heard regarding the recent changes, I am using the ARC conference room at the following times for drop-in office hours.
 - Monday the 17th : 1-2:30 pm
 - Thursday the 20th: 5-6:30pm
 - Saturday the 22nd: 10:30-12pm
 - Tuesday the 25th : 7:30am-9:00 am
 - Wednesday the 26th: 5-6:30pm
 - Friday the 28th: 1-2:30pm

Chrissy attended with me on Monday, and I would like to see a board member attend some as members have said they would like to see the trustees more

often. Six members dropped in on Monday, with the biggest concerns being the SHIP program grant processes, budget and ordering, not understanding the comprehensive vision of the ARC, and concern that changes are happening too quickly since our board came into office. We also discussed programming at length and how things have changed over the last decade. I discussed some of these comments with the Programming and Comms director immediately after the meeting and talked with the Development Director about SHIP immediately following the meeting.

2. The Department heads at the ARC have finished their transitions into new offices. The Township will maintain a township office in the smaller office across from the break room for Chrissy and myself, as well as trustees to spend time at ARC and if a workspace is needed.
3. In addition to the maintenance items listed on the report, on Monday morning the commercial coffee machine broke. We are looking at a replacement ASAP while the maintenance technician looks to repair the old one and perhaps sell it as surplus property. We had a group come in this morning for coffee and conversation and left when they saw we had no coffee available.
4. Our insurance rates with BCBS are dropping by 22%. This is shocking but wonderful. I don't know why the large decrease, but I am happy about it.
5. The Audit seems to be wrapping up but there are a few outstanding questions we are working to answer.
 - Natasha asked what the questions were, and Krystal explained that there were some questions pertaining to SKCO journal entries and with the sale of the former township building.
6. I am working with Art Rodriguez to set meetings with our local veteran's group, Greg Koos and the history museum, and the NAACP regarding a proposal for the marker at the flagpole. We are also partnered with Green Plastic Trees for plastic benches and may have donations of several hundred pounds of bottle caps coming to us soon. This will be an ongoing program, with priority of three benches being at the township building, and then looking at benches, planters, etc. for the ARC. I am very excited about this project and Beth will look for more community partnerships for collection sites after the breakfast.
 - Natasha asked if there would be an additional cost, outside of bottle cap collection, to secure benches. Krystal explained cost would vary depending on how many pounds of bottle caps were collected.
7. Embark tree service is going to give us a proposal regarding tree maintenance. Nearly every tree at Mulberry Street is diseased and the ARC trees have issues as well. The walnut tree and another tree at mulberry street are in process of being removed along with the west side of the fence. A large branch fell during the storm that Arin took care of on Monday. The locust tree in front (south side) of the building has significant damage and will need trimming ASAP but could take a few weeks with the community cleanup underway.

8. The Supervisor's office at Township has been converted to a shared space where Adam can do emergency assistance case management.
9. Chrissy and I are looking at consultants for strategic planning, but Kristen and I also feel like we can pull off the process ourselves for no cost (other than some food for the final day of the plan). More information is to come about this and if we end up wanting a contract with a consultant approved, we will discuss at September meeting or possibly need a short special meeting.
10. The clothing pantry at township is well stocked with business casual clothing. We are launching a fourth pantry—a lending library, with skill building and self-help type books for our clients.
11. We will be launching a workfare program in October, that will give clients a choice between doing Linked In learning classes at Township OR volunteering 5-8 hours per week at the ARC. We will give our clients through September to decide whether they wish to continue the GA program with the new requirements. We have 50% of our clients who will be exempt.
 - Natasha inquired why volunteering at the ARC was a component of the workfare program. Jodie asked whether the ARC leadership wanted volunteers. Krystal responded that this would allow the recipients to participate in a skills-based program while also filling the need for volunteers at the ARC. Tori would work with ARC staff to place clients appropriately. Any GA client choosing to volunteer would need to complete a minimum of 20 hours/month, which is in line with Public Aid requirements and Blake/Emily/Ursala would oversee the tracking of those hours. Tori commented that this is a pilot program and estimated that a maximum of 5 clients would utilize this option.
12. Youth Committee subcommittees are meeting this week and next week prior to our large group meeting on the 25th. This work is going pretty well with each subcommittee having research assignments they are responsible for.
13. I have met with Katie Buckley, from the U of I Extension Office, to discuss partnering with them to share a groundskeeper. The consideration is the extension office would employ, tax care of taxes, etc. for the groundskeeper and we would pay for 13 hours/week for services to the ARC and township grounds.
 - Jodie asked if the township would have any control over who gets hired. Krystal explained that this would be a collaborative process but that since U of I Extension would be the actual employer, they would have final say.

Krystal expressed her thanks to the ARC staff for their response to the weather event on the 13-15th. She also recognized the change in atmosphere at the ARC, that thanks to Kristin's leadership, the atmosphere is much more positive.

Jodie asked Emily if the township was looking into how instructors are paid. Emily responded that payment and contract renewal processes are under review. Specifically, being considered is a flat rate for classes, as it would allow a more accurate gage of profitability.

8. New Business

- a. Presentation from YWCA on McLean County childcare crisis: Alicia Whitworth and Liz German presented information on the current state of childcare availability in McLean County. In the last 7-8 months there have been 5 closures of childcare facilities in McLean County. The need for affordable childcare exceeds the supply of licensed providers and is forcing some parents to choose between working to afford childcare or staying home. Ways to help solve the current crisis could come from modifying zoning and certification regulations, improving licensing capacity and expanding subsidy access. The representatives appealed to the board to consider ways that the Township could partner with the Y to assist as well.
- b. Approval of Grant requested by McLean County Museum of History for Senior Programming

Dylan made a motion, which was seconded by Natasha, to open discussion on the Senior Reminiscence grant request from the McLean County Museum of History.

Jodie asked how much money had been budgeted for grant disbursement. Krystle confirmed that the board approved \$40,000 in funds and that the township has received 3 requests totaling \$30,000.

The Museum is requesting \$10,000 in funding, which is the same amount the City of Bloomington Township provides. Jodie pointed out that the Township has an established history with funding this program. Tanner commented that the Museum has a great track record with utilizing their funds, the purpose of the program coincides with the objectives of Township activities, and so he offered support for continued funding. Natasha requested that before voting, the board utilize the funding rubric to score this application. Doing this for each grant will allow for consistency in consideration. After going through the rubric, this grant scored a 30/30. The board voted unanimously to support funding the Senior Reminiscence program at the amount of \$10,000.

A voice vote was taken with all in favor.

- c. Approval of Grant requested by Community Health Care Clinic for Dental Clinic.
Krystle pointed out that the Township has funded this grant request in the past and that Township support is one of the only forms of funding that this program receives.

Tanner made a motion, which was seconded by Dylan, to open discussion on the Community Health Care Clinic Dental Clinic grant request.

Jodie pointed out that Chestnut Health Systems also offers dental care for those receiving Medicare and this program would give two points of care for the same service. Krystle stated that the application clearly explained how the program would be evaluated and that there was a belief that services would exceed expectations. She also stated that dental care aligns with medical services that could be provided by the Township. Tanner made the point that only 12% of those served were Township residents and Jodie questioned why so few Township residents were utilizing this. Krystle posited that it could be that 45% of the Township's population are students who may be unaware of or not have a need for the program. Dylan questioned what the total operating costs of the program were, and Natasha wondered how the request of \$20,000 was determined (i.e. is it because that is what has always been asked for/granted in the past)? She also made the request that a representative from the CHCC attend the next board meeting to answer any questions the board may have.

Natasha made a motion, which was seconded by Jodie, to table approval of the grant until the September board meeting, with the intent of having a CHCC representative available to answer questions.

A voice vote was taken with all in favor.

- d. Approval of Grant requested by Prairie Pride Coalition for training program

Tanner made a motion, which was seconded by Natasha, to open discussion on the grant application from Prairie Pride Coalition for a training program for those working with the LGBTQ+ senior population. This is a new grant request which has not previously been funded.

Considering points made in the public comment session, Tanner asked Krystle what the process was for notifying agencies that grant funding would be open, as it seems there was some miscommunication. He also asked if any groups were told that the Township would not be opening grant funding. Krystle responded there was not a lot of advertisement stating that grant funding was open but that those contacted were told grant funding was open. Prairie Pride heard about funding via word of mouth and reached out to the township. She did not recall telling any agencies that grant funding would be closed this year. Natasha commented that with full transparency, the board had discussed funding the two previous grant recipients and using any surplus grant

funding for youth programming. The township has formed a youth committee, and they are actively working to determine how best to utilize resources for the youth in the township. In fairness, funding additional grants would be outside the use of funding in which the board had already approved. She also stated concerns about unknown expenses, questioning that with only \$40,000 budgeted, should the board consider opening the funding up to other organizations?

Dylan spoke in favor of tabling any action until a more 'open call' was extended to other organizations. He expressed interest in the proposal and wondered if there were other, non-monetary ways, the township could support the program, such as offering free room rental for the program. Tanner also supported tabling action until October. Historically, the township has closed funding in October, but Krystle advised the board that they could choose to extend the funding timeline. Natasha requested putting discussion for grant funding on the September agenda, to get a feel for what other grant proposals might come in and to determine if the board would like to proceed with funding additional applicants.

Natasha made the motion, which was seconded by Tanner, to table approval of the Prairie Pride Grant until further discussion can be had.

Those in favor: Natasha, Tanner and Dylan

Those opposed: Jodie

Those abstaining: Krystle

e. Approval of revised MSR Scheduling Policy

Tanner made a motion, which was seconded by Dylan, to open discussion on the proposed revision to the MSR Scheduling Policy.

The proposed policy is as follows:

1. Overview & Operational Hours

Normal Township and the ARC operate from 6:30 AM to 7:30 PM, Monday through Saturday (13 operating hours per day). To ensure seamless coverage and equitable scheduling, part-time MSRs are hired for specific primary shift assignments and capped at a maximum of 19 hours per week.

2. Shift Structure

Part-time MSR shifts are divided into three primary time slots throughout the operating day:

- Morning Shift: 6:45 AM – 11:45 AM (5 hours)
- Afternoon Shift: 9 AM – 2:00 PM (5 hours)
- Closing Shift: 2:00 PM – 7:00 PM (5 hours)

Primary Shift Assignment

Upon hire, each part-time MSR is designated to a specific shift category (Morning, Afternoon, or Closing). Employees are expected to maintain availability for their assigned shift track.

3. Saturday Rotation & Weekly Maximums

- Maximum Weekly Hours: Part-time MSRs will be scheduled for a maximum of 19 hours per week.
- Saturday Rotation: Saturday operating hours (6:30 AM - 1:00 PM) are distributed among part-time staff on a rotating schedule.
- Shift Adjustments: during weeks when an MSR is scheduled for a Saturday rotation, weekday hours will be adjusted accordingly to ensure that total weekly hours do not exceed the 19-hour maximum.

4. Attendance and Scheduling Guidelines

1. Schedule and Publication: Schedules are posted in advance. Staff members are responsible for reviewing their assigned shifts upon release.
2. Shift Swaps & Coverage: If an employee is unable to work an assigned shift or Saturday rotation, they must notify management as soon as possible and offer the shift to fellow MSRs. It is not the responsibility of the MSR to fill the shift, but to communicate as much as possible to ensure the shift can be filled by another MSR or management in a timely manner.
3. Punctuality and Time keeping: Employees must clock in and out accurately for all assigned shifts using the designated time-tracking platform (ArcSense).

Kristin explained that previously, MSRs were required to work one evening a week and one Saturday a month, which many did not seem to like. Evaluating the availability of current staff and the building needs, along with employee input regarding current scheduling is what led to the proposed revisions. Jodie asked if the staff liked the proposed revisions better than the current schedule and Kristin replied that many appreciate that evening hours are no longer required. Krystle added that the previous director mandated staff having to find their own replacement if a shift needed to be missed. While employees are encouraged to find a replacement for any shifts that they cannot work, this revision transfers the responsibility of filling vacant shifts to the managers.

A voice vote was taken with unanimous approval.

- f. Approve renewal of Blue Cross Blue Shield Benefits Plan, starting in October 2026

Tanner made a motion, which was seconded by Dylan, to open discussion on approving the renewal of the Blue Cross Blue Shield Benefits plan, for the term starting in October 2026.

Krystle expressed surprise that premiums were dropping 22%. Dylan questioned why this was happening...not that he was complaining about it and Krystle said she did not know what prompted the reduction, but that the benefits offered would stay the same.

A voice vote was taken with unanimous approval.

- g. Approve the establishment of Weather Emergency Food Grant for Normal Township residents

Tanner made a motion, which was seconded by Dylan, to open discussion on approving the establishment of the Weather Emergency Food Grant.

Considering the recent weather emergency and what Bloomington Township offers through their GA program, Tori felt this grant would be an appropriate use of monies from the Emergency Shelter funds. The grant would include a funding level not to exceed \$40,000 and the program would run no later than August 31, 2026. The intention of the program would be to provide approximately one week's worth of food by way of Kroger Grocery cards. Dylan asked if she had a general estimate as to how much of the allotted \$40,000 might be used. Tori was uncertain, since there is such a short turnaround between approval and the expiration date of the program. Jodie asked if this relief would be limited to the most recent weather event (August 13-15) and would funding for additional events be considered? Krystle explained that this is in response to the disaster declaration, which allows the township to be more lenient in how long funding is available. Additionally, if not all the funds get disbursed before the end of the program, it would be up to the board to determine if the remaining funds go back to the shelter budget or if they are kept in an emergency grant for possible future needs. Tanner asked about giving an extension on the end date and Krystle confirmed that this would be allowed.

Tanner expressed support to establish this grant as it answers a call to recent struggles. Tori explained that the shelter budget expenditures are trending lower than anticipated. Even with the grant disbursement there should still be plenty of funding in the shelter budget, should it be needed, as we are not quite halfway through the budget year and have only used 12% of the shelter budget. Natasha asked what other circumstances would necessitate using funds from this budget and Tori explained that it serves a relatively small subset of township clients, such as those with no job or dependents, or those facing evictions. Additionally, the township is only seeing between 8-10 people a

month, currently. Natasha asked if there was any idea as to how many people might be served by this grant. Krystle said that there were 32,000 people without power and when the ARC stayed open as a place for people to charge their phones, enjoy the AC, many people took advantage of the opportunity.

A voice vote was taken, and approval was unanimous.

9. Board Good and Welfare

Natasha stated an ongoing concern with minutes not being ready for review and the need to continually table approval. Krystle said she had talked to Dayna regarding her current situation and that she was on employment leave through the end of September. Becca completed the March 2026 minutes from the Zoom recording, so the only outstanding minutes are from the May 2026 regular meeting. Unfortunately, Dayna does not have notes from that meeting. Natasha questioned how the board would be able to produce those minutes and at what point, legally, can the board “fix this”? Krystle explained that not approving minutes in the appropriate timeframe could lead to someone filing an Open Meeting Act violation. As for any action regarding the clerk, the only legal action the board could take would be after 3 consecutive absences, the board could vote to declare a vacancy of that position. Natasha requested that the September agenda include time for further discussion on this as the delinquency of minutes needs to be addressed. Tanner expressed his feeling that it would be respectful to extend Dayna the same leave from her clerking duties as she is receiving from her employer, as she continues to communicate her situation and intention to return to duties. However, if her leave ends and she still is unable to attend board meetings, the board should then consider filing a vacancy of position. Dylan agreed that Dayna has been a “good faith member” of the board and that a formal leave of absence would be appropriate while she works through her current situation. Natasha re-stated her concern that there has been a history of minutes not being ready for approval on time. She has nothing personal against Dayna, but some resolution needs to occur. The board has a duty to be transparent and cannot continue going back months to approve minutes. Krystle offered the idea of having both the clerk and deputy clerk/recording secretary sit in on every meeting. That way there would be a backup set of minutes that could be used. If this were done, not only would the clerk get paid, but the township would also have to pay the deputy/recording secretary. Natasha stated that would be a waste of money. Alternatively, Krystle said she could inquire with the attorney if pay could be withheld if duties are not performed. Tanner surmised that payment terms are likely set for this term, but the board could consider making a change in compensation for next term.

10. Adjournment

- Trustee Hyle-Broad made the motion and Trustee Starr seconded adjourning the meeting at 7:25 pm.

Becca Rice

Becca Rice - Normal Township Deputy Clerk

September 3, 2026

Date: September 3, 2026