

**NORMAL TOWNSHIP
REGULAR BOARD MEETING MINUTES
TUESDAY, MAY 19, 2026 AT 4:45 PM
304 E. MULBERRY, NORMAL, IL**

1. Call to Order - The meeting was called to order at 4:46 pm by Township Supervisor Krystle Able

2. Land Acknowledgement – Trustee Dylan Hile-Broad read a statement acknowledging the ancestral history of the Township land.

3. Roll Call

Trustee Tanner Starr	Present
Trustee Natasha Syed	Present
Trustee Dylan Hile-Broad	Present
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 Management team
Molly Camper	ARC Management team (Via Zoom)
Sammi Scott	ARC Management team (via Zoom)

4. Pledge of Allegiance

5. Public Comment - None

6. Public Hearing on Normal Township and Normal Road District Budgets for FY 26-27

Draft copies of the budget were provided to the Board for review. Supervisor Able and Road and Bridge Commissioner Rader explained an overview of both and then answered questions from Board members.

7. Consent Agenda

- a. Minutes from March 19th Board Meeting**
- b. Minutes from April 20th Board Meeting**
- c. Minutes from May 6th Special Board Meeting**
- d. Approve Bill Payments from General Town Fund**
- e. Approve Bill Payments from General Assistance Fund**

- f. Approve Bill Payments from Senior Fund**
- g. Approve Bill Payments from Road and Bridge Fund**

Consent Agenda items a and c were **tabled** until the following Board meeting by Tanner Starr and seconded by Dylan Hile-Broad, at the request of Clerk Schickedanz. The vote to approve the remaining items on the consent agenda was motioned by Tanner Starr and seconded by Natasha Syed. The vote was unanimously **approved**.

8. Reports

A. Highway Commissioner

Arin reported he was currently working on maintaining road shoulders. There are 4 miles of road he is looking at for seal coating, but no time table with the County Highway Department as of yet. He has also been focusing on spray patching, mowing and cleaning up around guard rails. He agreed to the purchase of another ARC van and is looking to do so without entering into the bidding process.

B. Assessor

Tax bills are due June 10th, which was extended due to an error of the tax bills being sent a week later than necessary. Kent explained that next year is a Quad, so the Assessor's office reassesses township properties. There are over 90 residential neighborhoods which have to be split into ratios. Kent went on to explain this process and answered questions from the Trustees.

C. Policy and Procedure Work Group

Dylan, who has been chairing this group, mentioned he would be happy to hand off policy and procedure review and generation to Chrissy moving forward, since she has a greater breadth of knowledge.

D. General Assistance Committee

Elicsha, Tori, Adam, Krystle, Tanner, and Natasha met on May 11th at 3:30p. They discussed assisting seniors and homeless people in procuring state IDs, branding updates, work fair programs, outreach planning, and service expansion review. Transient Assistance and the new Clothing Pantry partnership with the organization Gender Euphoria were discussed in other business. A large donation of athletic shoes was received from Fleet Feet. ISU students have been making donations to the hygiene pantry.

E. Finance Committee

Tanner reported that this week will begin the new audit process.

F. General Assistance Case Management

Tori and Adam attended the ITAGAC Annual Conference and the Housing and Resource Fair. There were 6 emergency fund clients equaling a disbursement of \$5,485.90, and 18 general

fund clients who received a total of \$8,104.08. Rent remained the highest category for assistance, followed by groceries. The program goals remain to be community outreach, expanding community networks and referrals, and developing a workfare program. There was a total of 52 intakes in April.

G. HR Manager

Chrissy developed a draft of a new employee handbook. She is also creating new job descriptions where needed. She is working towards rolling out Sage HR and digitalizing employee compliance documents. Scheduling and attendance procedures have been improved, onboarding and training have been expanded, and policies are now in line with modern workplace operations and technology use. Future goals include Board alignment on hiring metrics, performance updates, and other KPIs as designated by the Board.

H. ARC Management

ARC managers provided a report showing which classes were being offered and their enrollment rates. The Board asked how this data was being used to drive decisions of future class plans, or even what threshold had to be met to keep a class. Molly explained that the classes were planned far in advance and would be canceled if the space was needed for something else or had zero enrollment. This was the first time they had started tracking data regarding classes so they had not been using it to drive decision making yet. There has been work on creating a Build the ARC breakfast in September. A community member survey will run on Facebook mid-May. The ARC report showed several items had been in non-working condition but not reported. Clerk Schickedanz asked if there was a “red tag” process to show that the item was out of service and dated with it’s out of service date. The ARC staff said there was not. Collin has been repairing items regularly as he finds them. He has also created a preventative maintenance schedule. There has been no need to partner with outside contractor during the time Collin has been working on making repairs.

I. Clerk

Nothing to report at this time.

J. Supervisor

Krystle provided many updates in a handout, including: upgraded SAGE and HRIS systems, vending machines installed at the ARC, America 250 partnership with Art Rodriguez, capital improvement project for next year to address landscaping issues, Little Free Pantry updates, Festival ISU tabling to recruit interns, creation of an ARC merch store, potentially taking over transient program from NPD with grant assistance, and final tax payments from FY 25/26 have been deposited.

9. Old Business

a. Review Branding

The Board continued to review the color and design options. A decision was made to allow one additional meeting to see the final draft of the option chosen. The Board again thanked the designer, Kristi Starr, for her extensive efforts in this work.

10. New Business

a. Adopt Normal Township and Normal Road District Budgets for FY 26-27

Arin moves to amend the Road and Bridge budget due to the pricing of a new van and additional driver increase. He would like to increase the salary line by \$10,000 and the capital outlay equipment line also to see an increase of \$25,000. Jodie put the amendment forth and Tanner seconded. Natasha motioned to approve the budget as amended, Dylan seconded. All Board members voted Aye. The Road District budget passed.

In the Township budget, a general fund amendment was presented. The senior program increases for assistance in registration line after grants, to add senior license plates at \$500. Natasha placed the amendment and Tanner seconded. Tanner then motioned to adopt the budget as amended, Dylan seconded. All Board members voted Aye. The Township budget passed.

b. Approve members of the Committee on Youth

Applicants included: Mike Donnelly, Jessica Pippin, Mark Kotte, Madelyn Kaufman, Tracey Polson, Andie Coston, Carley Cotner, Dara Johnson, and Jenni Grigsbey-Rogal. Tanner put the motion forward to approve all members except Mark, because the Board had not heard back from him. Natasha seconded the motion. The Board voted to Approve.

c. Adopt Policy on Professional Development Time

Handbook page 60. The Board was given copies of the new policies and handbook to review ahead of the meeting. Dylan thanked Chrissy for her tenacious work on creating necessary policies and an updated Handbook.

Dylan motioned to Adopt the new policy, Tanner seconded. The Board unanimously passed the new policy by individual vote.

d. Adopt Policy on Mileage Reimbursement

The new policy updates the reimbursement to \$0.70 per mile. The Board was given copies of the new policies and handbook to review ahead of the meeting. Natasha also thanked Chrissy for her quick turnaround on creating necessary policies and an updated Handbook. Natasha motioned to Adopt the new policy, Jodie seconded. The Board unanimously passed the new policy by individual vote.

e. Adopt Policy on Per Diem

The Board was given copies of the new policies and handbook to review ahead of the meeting.

Dylan motioned to Adopt the new policy, Tanner seconded. The Board unanimously passed the new policy by individual vote.

f. Adopt Normal Township Handbook

The Board was given copies of the new policies and handbook to review ahead of the meeting.

Jodie motioned to Adopt the new Handbook, Tanner seconded. The Board unanimously passed the new Handbook by individual vote.

g. Set date for special meeting – Capital Improvement Plan and Tour of the ARC Maintenance Needs and Updates

This item was tabled by Supervisor Able at this time.

11. Executive Session to discuss Personnel matters: (5 ILCS 120/2©(1) Personnel

Motion to move to Closed Session: Natasha Syed

Second: Tanner Starr

Aye: All

Nay: None

Closed Session Meeting Minutes are maintained separately.

Return to Regular Meeting

Motion to move to Open Session: Tanner Starr

Second: Natasha Syed

Aye: All

Nay: None

12. Board Good and Welfare

13. Adjournment at 8:32 pm.

Dayna Schickedanz - Normal Township Clerk

____/____/_____
Date