

**MINUTES OF THE REGULAR MEETING OF THE  
BOARD OF TRUSTEES  
December 2, 2014**

A meeting of the Village of Tolono Board of Trustees (“Board”) was held on Tuesday, December 2, 2014. Trustees present: Beth Erwin, Mike Golish (left at 7 p.m.), Beth Hewing, Greg Kingston, and Ryan Perry; Trustee Kent Plackett was absent. Others present were Mayor Holt, Attorney Marc Miller, Clerk Dixie Phillips, Larry Johnson from Farnsworth, Tony Battaglia, Village Building Inspector, Denny Davis from the Tolono Fire District (“TFD”), TIF representatives: Tom Jacobs and Gwen Crawford from Jacob & Klein, Ltd & the Economic Development Group, Ltd., and Dan Schuering of Schuering Law, Ltd.

Mayor Holt called the meeting to order at 6:30 p.m. and Clerk Phillips took roll call. The Pledge of Allegiance was recited.

**Public Comments - None**

**Public Works Department** – Mr. Golish reported on the Hampton Equipment Inc. invoice for the Total Patcher for \$57,340.23, purchased under a five-year lease with interest at 3.99% paid in arrears at the end of each year. Clerk Phillips asked why the Village would want to pay for accrued interest when it could pay it upfront each year or purchase it outright with no interest. Mr. Kingston agreed and Mr. Golish said the lease made sense since a leaf vacuum could be purchase as well rather than waiting. Following discussion, it was decided that Mr. Miller will talk with the Hampton representative and see if a change in the payment schedule could be obtained, as well as seeing what a bank would do for a loan to purchase the Total Patcher. The information will be brought back to the next meeting for a decision.

**Reports**

Gwen Crawford and Tom Jacobs, representatives for the TIF District advised the Village that it might be worthwhile to look into extending the TIF and that in order to extend it; it must be in writing and include the other districts. Other issues such as the retention pond in the Kinderwood Subdivision and a traffic light on Route 45 and Holden Street were discussed. Following further investigation, the matters will be discussed again.

Mr. Johnson reported that the proposals from banks were due today but the only ones the Village received were from Hickory Point Bank and Midland State Bank. Mr. Miller disclosed that Jan Miller from Hickory Point Bank is his brother; therefore, Jacob & Klein will review the proposals and report back to the Board.

Denny Davis, representing the TFD, asked if there had been a decision made by the TIF attorneys as to whether or not the TFD’s retention pond. Trustee Kingston stated that he feels the Board should make a decision so that the TFD can move forward with its project but is against giving them anymore money. Following further discussion, a straw poll was taken: Trustees Golish – No; Erwin – Yes; Hewing – wants more information; Trustee Perry – Not at this time. Mr. Davis will provide additional information concerning the cost of the unexpected removal of the school foundation left by the school tax district. He also informed the Board that Busey Bank wanted a letter from the Village saying the Village will pay \$50,000 to the bank if the TFD defaults. The Village does not want to do that; the TFD needs to assign their contract to Busey Bank. Mr. Davis and Mr. Jacobs will meet to discuss the matter further.

Mr. Battaglia reported that the variance for 315 No Vorcey will be addressed at the next meeting when the parties can attend. He also stated that the conditions at 313 Philips Drive are still being assessed and that he will meet with Mr. Johnson and Mike Woodworth to formulate a solution with costs to be presented at the next meeting.

Trustee Kingston asked if it was possible for the Village to establish a Zoning Board of Appeals by the 1<sup>st</sup> of the year. Mr. Battaglia will present a summary of what a Zoning Board of Appeals should include.

A status list of the properties for which letters were sent for violation of ordinances was presented and discussed. Mr. Miller reported on the status of 610 N Bourne Street saying that the most recent deed does not match the tax records. He also stated that he will send a letter to the party of record for taxes and provide a copy of the ordinance concerning sanitary and health problems if there is no water.

### **Minutes:**

Trustee Erwin made a motion, seconded by Trustee Perry to approve the November 28, 2014 minutes as corrected. Motion carried.

### **Old Business:**

Trustee Erwin reported that she and Trustee Hewing had reworked the job descriptions for the Treasurer and the Accounting Clerk to make them part-time positions, making three positions for the Village office, and that all could be cross-trained in the event of an emergency with staff having to be absent. Mayor Holt wants to hire someone from 10 a.m. to 2 p.m. to assist in the front office. Trustee Kingston said the job description for the Treasurer is by State statues, codes and regulations. He said people needed to be hired and Trustee Perry agreed. The notices will be published once finalized. Mayor Holt asked for a meeting with all employees to go over the job descriptions; no meeting was set, but it will be discussed at the next meeting of the Board.

Further information is being gathered on a camera or cameras for the office. The options of placing a camera so you could see who comes in the door and one to see the cash drawer were discussed. Trustee Erwin: Yes, Trustee Kingston – No, Trustee Perry – No, Trustee Hewing – Yes, adding that she believed the Village was waiting for information from the Park District. A camera was discussed for the dump but Trustee Kingston said he felt the dump would be better served if it were open at specific hours rather than having a camera. Mayor Holt will have Rob Murphy meet with Randy Grace of the Park District and get some figures.

### **New Business:**

No sewer credits.

Trustee Perry suggested to the Board that the Police Department and School build a relationship with each other and that the Police Department should have keys they would be the first respondent if something happened at the school. Mayor Holt will check with Chief Rainey because it was believed that the Police Department did have a relationship with the school but keys were not sure certain. Trustee Perry reported that the Village did not even have kits in the event a door needed to be broken down to get in to get students and teachers out in the event of an emergency.

Mayor Holt reported that the stump was being removed at Whitehead and Strong streets.

**Pay Bills:**

Trustee Perry made a motion, seconded by Trustee Erwin to pay the bills. A roll call vote was taken and the following votes were cast passing the motion:

Beth Erwin – Yes	Mike Golish – Absent	Beth Hewing – Yes
Greg Kingston – Yes	Ryan Perry – Yes	Kent Plackett – Absent

Mayor Holt asked if we could continue this meeting into an Executive Session concerning the employees' job descriptions and manual. Mr. Miller said an alternative way would be to meet with the employees and have a Trustee join him and bring concerns from the Board. He then said if someone had a personal issue, they could be invited to attend an Executive Session. Mayor Holt and either Trustee Erwin or Hewing will meet with the employees and bring the employees' questions back to the Board.

**Executive Session:**

At 9:22 p.m. Trustee Perry made a motion, seconded by Trustee Erwin to enter into Executive Session to discuss the performance, compensation, and/or employment of one or more Village employees. A roll call vote was taken and the following votes were cast passing the motion:

Beth Erwin – Yes	Mike Golish – Absent	Beth Hewing – Yes
Greg Kingston – Yes	Ryan Perry – Yes	Kent Plackett – Absent

At 9:45 p.m. Trustee Perry made a motion, seconded by Trustee Kingston to leave Executive Session and return to Open Session. A roll call vote was taken and the following votes were cast passing the motion:

Beth Erwin – Yes	Mike Golish – Absent	Beth Hewing – Yes
Greg Kingston – Yes	Ryan Perry – Yes	Kent Plackett – Absent

There being no further business to discuss, Trustee Perry made a motion, seconded by Trustee Erwin to adjourn the meeting. The meeting adjourned at 9:46 p.m.

Respectfully submitted,  
Dixie L. Phillips, Clerk