

**Village of Tolono Board of Trustees
Regular Meeting
December 3, 2024**

The Village of Tolono Board of Trustees ("Board") met on December 3, 2024 in the Police Station, located at 205 E. Main St., Tolono, IL. President Rob Murphy called the meeting to order at 6:31pm. Roll call found the following trustees present Dan Grady, Ann Jack Haluzak, Jared Robbins, and Terrence Stuber. Trustees Vicki Buffo and Jacob Naas were absent. Also present was Clerk Brandy Dalton, Public Works Superintendent Todd Heath, and Police Chief Justin Livingston.

All stood for the Pledge of Allegiance. Trustee Stuber gave the invocation.

PUBLIC COMMENTS

Gary Mitchell said the Tolono Community Development meeting that's normally the 4th Tuesday of the month will be the 2nd Tuesday of the month because of Christmas. It will be 12/10/24 at 6:30pm at 108 E Main Street. There will be a guest speaker from Experience C-U.

REPORTS

Public Works –Heath said that leaf pick-up and brush pick-up are done for the winter. One of the salt spreaders broke. It's over \$2,000 to fix it, but we can trade it in for a bigger and newer one for \$5,000.

Police Department – Livingston said that the cameras will be installed in the squads next week. Murphy told Livingston to ask the rep to bring VR set to demo while he is here. Livingston also said that the mounts are in for the e-citation printers, but they are still waiting on the printers.

Office – Clerk Dalton said that she has been working on prior years executive session minutes that were never done. The auditors plan on being done with the audit by the end of November.

Board Members – President Murphy discussed nuisance letters. The new process will be that 2 Board members (Trustees Grady and Robbins volunteered) will review the complaints coming from community members. Then they will have the office send a letter. Trustee Grady said the ordinances don't make sense and contradict themselves. President Murphy said that a landlord is not keeping up on properties and an older tenant doesn't have heat. There was discussion about Ordinance 150.38, and an ordinance violation should be written. Trustee Haluzak said all 120+ names were taken from the Hero Tree at the Fire Department. Trustee Robbins said that we are waiting on a kick-off call with Retail Strategies.

Fun Days Committee – Brian Booher discussed all of the activities that will happen December 14, including the tree lighting.

CONSENT AGENDA

Clerk Dalton read the items to be voted on: A. minutes of the November 19, 2024 regular session board meeting; B. November 19, 2024 executive session minutes was

removed; C. bills/warrants as presented; D. November 22, 2024 payroll; E. budget vs actual report.

Motion by Haluzak, second by Robbins to approve the Consent Agenda. Roll call: Grady, aye; Haluzak, aye; Robbins, aye; Stuber, aye. Motion passed.

OLD BUSINESS

The Board discussed the Employee Policy Manual. 3.8 review period will not be changed from 6 months to 3 months. The Overtime calculation in 5.9.3 and 6.5 need to match. There was discussion about compensatory time off and pay-out. There was discussion about work hours changing, but they will remain the same. The Board discussed 6.15 Holidays. They will add Martin Luther King Day the 3rd Monday in January. Presidents Day and Columbus Day will be taken away with 2 floating holidays added. There will be 3 discretionary days added for the Village President to gift. Patriots Day will not be added. Reimbursable Expenses and Travel Expenses need their own sections. Cannabis and vaping will be added to 7.5 Smoking Ban. Trustee Stuber feels something needs to be done with 7.13 Nepotism.

NEW BUSINESS

Motion by Stuber, second by Robbins to approve the creation of a Public Works Lead position with the job description to be presented and approved at the next meeting. Motion passed via voice vote.

Motion by Stuber, second by Robbins to enter into executive session at 9:00pm for the limited purpose of discussing the hiring, performance, compensation, and/or employment of one or more specific Village employees (5ILCS 120/2(c)(1)). Roll call: Grady, aye; Haluzak, aye; Robbins, aye; Stuber, aye. Motion passed.

The Board returned to open session at 9:33pm.

Motion by Robbins, second by Stuber to remove John Myers off of probationary period and approve his wage adjustment of \$1/hour, and to extend the probationary period of Andy Roth until March 18, 2025. Roll call: Grady, aye; Haluzak, aye; Robbins, aye; Stuber, aye. Motion passed.

Motion by Robbins, second by Grady to adjourn the meeting at 9:34pm. Motion passed via voice vote.

Respectfully Submitted,
Brandy Dalton, RMC, CMC, MMC
Village Clerk

xc: File
Village Board