

**Village of Tolono Board of Trustees
Regular Meeting
December 17, 2024**

The Village of Tolono Board of Trustees ("Board") met on December 17, 2024 in the Police Station, located at 205 E. Main St., Tolono, IL. President Rob Murphy called the meeting to order at 6:30pm. Roll call found the following trustees present Dan Grady, Ann Jack Haluzak, Jacob Naas, Jared Robbins, and Terrence Stuber. Trustee Vicki Buffo arrived at 6:57pm. 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.

PRESENTATIONS

Susan Monte with the Champaign County Environmental Stewards gave a presentation on the proposed Champaign County household hazardous waste collection facility in Urbana. She asked for a \$20,000 capital cost donation.

Jessica Robbins gave a presentation on the SWIFR Grant from the EPA to get recycling back up and running. The minimum grant is \$500,000, which would take care of a recycling program for approximately 3 years.

REPORTS

Public Works – Heath has been working on a salt brine set-up for the roads in inclement weather instead of salting like normal. The entire set-up new would cost \$70,000-\$80,000, but he has made one for approximately \$600. The Board took a short recess to go outside to look at the sprayer.

Police Department – Livingston said that the squad cameras were installed and running. He also said that he received the quote from Axon for the VR set-up. It will reduce the cost if we bundle it with our tasers.

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 December. President Murphy said there will be an employee holiday party January 18, 2025 4-8pm at Traxside for employees and their families.

Board Members – Trustee Robbins and Grady discussed the kick-off call they had with Retail Strategies on December 13, 2024.

Fun Days Committee – Brian Booher said that the tree lighting was on December 14. Attendance was down, probably because of the weather, and carriage rides were cancelled.

CONSENT AGENDA

Clerk Dalton read the items to be voted on: A. minutes of the December 3, 2024 regular session board meeting; B. minutes of the November 19 and December 3, 2024 executive session minutes; C. bills/warrants as presented; D. December 6, 2024 payroll; E. budget vs actual report; F. November 2024 bank statements and reconciliations; G. Village Clerk's attendance at IIMC Annual Conference in May 2025.

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

OLD BUSINESS

The Board discussed the Public Works Lead position. The grade levels will be removed from all job descriptions. The pay for the Public Works Lead will be at least 5% over the highest paid Public Works Laborer under them. Motion by Buffo, second by Robbins to approve the job description for the Public Works Lead position. Motion passed via voice vote.

NEW BUSINESS

The Board discussed the request for creating a new TIF District. They would like to have more conversations before deciding. They would also like to have the TIF Advisor come to a meeting after the first of the year and discuss this and closing the current TIF District and answer questions.

Motion by Stuber, second by Robbins to approve the payment of \$45,000 to Retail Strategies, with 90% from TIF Fund and 10% from General Fund, instead of 100% from TIF Fund as originally voted on. Roll call: Buffo, aye; Grady, aye; Haluzak, aye; Naas, aye; Robbins, aye; Stuber, aye. Motion passed.

OLD BUSINESS

The Board discussed Employee Policy Manual changes. They would like to talk to the Village attorney regarding 5.6 health coverage compensation for those who elect not to take the health insurance. Compensatory Time will remain 40 hours. They will revisit 6.9 vacation leave, 6.10 personal days, and 6.145 holidays at the next meeting to discuss changing it to PTO. Under 7.3.7 documentation of expenses the wording needs to be changed so that you don't have to turn in receipts. The wording needs to be changed in 7.14 nepotism to the wording that Trustee Stuber provided in an email. The Police Employee Policy Manual will mirror the other Employee Policy Manual in regards to compensatory time, vacation time, personal time, holidays, discipline and termination. Reimbursable Expenses for personal equipment will be changed from \$100 to reasonable market value. Exempt employees will be taken out. It was decided to combine the Police Policy Manual with the regular Employee Policy Manual to avoid having 2 policy manuals.

Motion by Haluzak, second by Buffo to adjourn the meeting at 9:54pm. Motion passed via voice vote.

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

xc: File
Village Board