

**Village of Tolono Board of Trustees
Regular Meeting
December 2, 2025**

The Village of Tolono Board of Trustees ("Board") met on December 2, 2025 in the Police Station, located at 205 E. Main St., Tolono, IL. Village President Terrence Stuber called the meeting to order at 6:31pm. Roll call found the following trustees present Mark Adair, Vicki Buffo, Craig Goad, Dan Grady, Jared Robbins, and Tom Swigart. Also present were Clerk Brandy Dalton, Police Chief Justin Levingston, and Treasurer Heather Manint.

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

PUBLIC COMMENTS

Jeanene Edmison thanked everyone for the downtown project meeting last night. She feels it was very productive.

John McDade was present to talk about his displeasure of things not getting done in a timely manner, namely the snow plowing of alleys. President Stuber gave McDade his phone number and said he would answer any questions he has.

REPORTS

Events – December 13 is the tree lighting event with sleigh rides, cookies and hot chocolate, 2 dances being put on by the library, and other events being held at the churches.

Park Board – Bree Ocasio discussed her upset at the East Side Park parking lot not being plowed and the Village saying on Facebook that it was the Park District's responsibility. She said that the July joint meeting it was verbally agreed that we would do it, but President Stuber said that it is not indicated in the minutes as one of the things we were going to do. Trustee Robbins said that the agreement that the Park Board has updated and sent specifically had snow plowing removed.

Planning and Zoning Board – Jeanene Edmison said she requested a paper copy of the Zoning Ordinance from Clerk Dalton, and she has started reading them online but doesn't know what to focus on. She was told Chapter 154 in its entirety and a lot of Chapter 150 is where she needs to focus.

Engineers – Larry Johnson needs an agreement approved for the Tolono II TIF drainage study.

Public Works – President Stuber said that the salt box jammed on the first day of the storm and the cable broke on the Can-Am but both have been fixed.

Police Department – Chief Levingston said that things have been going smooth and there were no accidents in town during the winter storm.

Office – Clerk Dalton said they have been working on a lot of FOIA requests lately.

Retail Strategies – Trustee Robbins said there was a meeting December 1, 2025 to discuss projects. The team will be purchasing 4 trash cans and 3 benches to place on Main Street from the \$10,000 budget for these.

CONSENT AGENDA

Clerk Dalton read the items to be voted on: A. minutes of the November 17 & 18, 2025 regular session board meetings; B. minutes of the November 17 & 18, 2025 executive

session board meetings; C. bills/warrants as presented; D. November 21, 2025 payroll; E. budget vs actual report; F. posting job vacancy for Police Officer; G. posting job vacancy for Public Works General Laborer; H. 2026 Annual Meeting Schedule.

Motion by Robbins, second by Grady to approve the Consent Agenda. Roll call: Adair, aye; Buffo, aye; Goad, aye; Grady, aye; Robbins, aye; Swigart, aye. Motion passed.

OLD BUSINESS

The Board decided to remove an Intergovernmental Agreement for Public Works services. With Sadorus for now.

Trustee Buffo said she has nothing for the new Vision and Mission Statements right now.

Brian Booher is getting pricing for electronic door entries to compare to the manual locks proposal.

The Board discussed the pre-annexation agreement. There may possibly have to be a special meeting.

NEW BUSINESS

The Board discussed the ordinance violation letters at length. Everyone agrees that they should be changed to make them more complete and explain what the problem is, as well as add pictures. The Board will look at ordinances from other towns and discuss ordinance changes that need to be made.

Motion by Robbins, second by Grady to approve the creation and posting of a Request For Proposal for web design services. Motion passed via voice vote, and Trustees will send their ideas to Clerk Dalton by December 15, 2025 to create the RFP in January.

Motion by Grady, second by Adair to approve the Tolono Park District grant application for updating the ballfields at West Side Park in the amount of \$60,000. Roll call: Adair, aye; Buffo, aye; Goad, aye; Grady, aye; Robbins, aye; Swigart, aye. Motion passed.

Motion by Adair, second by Goad to approve the Fehr Graham Engineering Agreement for the drainage opinion letter report for the proposed Tolono II TIF District. Roll call: Adair, aye; Buffo, aye; Goad, aye; Grady, nay; Robbins, aye; Swigart, aye. Motion passed.

Motion by Buffo, second by Robbins to enter into executive session at 8:46pm for the limited purpose of discussing the hiring, performance, compensation, and/or employment of one or more specific Village employees (5 ILCS 120/2(c)(1)). Roll call: Adair, aye; Buffo, aye; Goad, aye; Grady, aye; Robbins, aye; Swigart, aye. Motion passed.

The Board returned to regular session at 10:05 pm.

Motion by Buffo, second by Robbins to increase compensation for all employees by 1.5% effective December 3, 2025. Roll call: Adair, aye; Buffo, aye; Goad, aye; Grady, aye; Robbins, aye; Swigart, aye. Motion passed.

Motion by Buffo, second by Robbins to approve one-time year end wage adjustments of \$300.00 for full-time employees and \$150.00 for part-time employees. Roll call: Adair, aye; Buffo, aye; Goad, aye; Grady, aye; Robbins, aye; Swigart, aye. Motion passed.

Motion by Adair, second by Grady to adjourn the meeting at 10:14pm. Motion passed via voice vote.

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

xc: File
Village Board