

**Rantoul Village Board of Trustees  
Regular Study Session  
September 1, 2009**

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*Order of Business*

*Board Packet Page(s)*

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**1. Call to Order – Mayor Williams**  
Roll Call

**2. Public Participation**

*Citizens wishing to address the Village Board with respect to any pending item of business listed upon the agenda or any matter not appearing on the agenda are asked to complete a public participation form and submit it to the Village Clerk prior to the meeting. Public comments will be limited to three minutes for each speaker.*

**3. Items from the Mayor**

**4. Items from Trustees**

**5. Presentation of Comprehensive Annual Financial Report – Todd Buikema**

**6. Items from the Village Clerk**

- A) Freedom of Information Policy Revisions
- B) Presentation of any Addendum Items for the Agenda

1-14

**7. Items from the Administrator**

**8. Monthly Department Reports**

**9. Items for the Consent Agenda**

*Items placed upon the Consent Agenda for the Regular Board Meeting are considered by the Board of Trustees to be routine and non-controversial in nature, and are to be enacted by a single motion and subsequent roll call vote.*

- A) Approval of Minutes, Regular Study Session, August 4, 2009
- B) Approval of Minutes, Regular Board Meeting, August 11, 2009
- C) Approval of Bills & Monthly Financial Reports

**10. Items from Inspection**

- A) Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan
- B) Demolition Bids – 1301 Briarcliff, 11/12 Charles & 438 S. Steffler
- C) Rental Inspection Program Registration Fee

15-27  
28  
29

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*Order of Business*

*Board Packet Page(s)*

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**11. Items from Public Works**

- |  |       |
|--|-------|
| A) Replacement of Damaged Transformer  | 30    |
| B) Electric Utility Cost Study         | 31-41 |
| C) Veterans Parkway Fence Installation | 42    |

**12. Items from Counsel**

**13. Adjournment**

**Next Meeting Date:**  
**Regular Monthly Meeting – September 8, 2009**

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*The Rantoul Village Board of Trustees meets in Study Session on the first Tuesday of each month at 6:15pm and in Regular Session on the second Tuesday of each month at 6:15pm. Unless otherwise noted, all proceedings are held in the Louis B. Schelling Memorial Board Room of the Rantoul Municipal Building, 333 S. Tanner Street, Rantoul, Illinois.*

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**Statement Regarding the Americans with Disabilities Act (ADA)**

*The Village of Rantoul wishes to ensure that its programs, services, and activities are accessible to individuals with disabilities. All Village Board meetings are wheelchair accessible. Persons with hearing difficulties may obtain auxiliary hearing aids available at each meeting upon request. Persons requiring additional assistance regarding accessibility issues should contact the Village Administrator's office at (217) 892-6802. TTY users should call the Illinois Relay Center at 1-800-526-0844.*

*Citizens may visit our website at [www.village.rantoul.il.us](http://www.village.rantoul.il.us) to view live and archived video of all Village Board meetings. Citizens may also download complete Board packets containing information on all ordinances, resolutions and departmental requests under consideration by the Village Board each month.*

**BOARD OF TRUSTEES  
VILLAGE OF RANTOUL**

**AGENDA ITEM 1 OF 1**

<b>ITEM:</b> Revisions to Village Freedom of Information Policies/Procedures	<b>DEPARTMENT:</b> Village Clerk
<b>AGENDA SECTION:</b>	<b>AMOUNT:</b> N/A
<b>ATTACHMENTS:</b> <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	<b>DATE:</b> 17-Aug-09
<b>SUMMARY HIGHLIGHTS:</b>	
<p>Earlier this summer, the Illinois General Assembly passed SB 189, which included several changes to the Illinois Open Meetings Act and Illinois Freedom of Information Act. In preparation for this legislation to become effective January 1, 2010, the Village will need to realign its local FOIA policies and procedures to comply with new standards. (Gov. Quinn signed this bill into law as PA 96-0542 on August 17th.)</p> <p>Among the proposed changes to the current policy (adopted in August 2007) are the following:</p> <ul style="list-style-type: none"> <li>(1) reduction in the amount of time allowed to comply with a FOIA request, from 7 working days to 5 working days;</li> <li>(2) reduction in the amount of time that the Village is permitted to extend the initial compliance deadline, from 7 additional working days to 5 working days;</li> <li>(3) reduction of copying fees from \$0.20/page to \$0.15/page, with the first 50 pages provided to the requestor at no charge for black-and-white copies;</li> <li>(4) elimination of internal appeals process for citizens whose FOIA requests have been denied by the Village (now subject to review by the Illinois Attorney General or judicial review);</li> <li>(5) addition of Freedom of Information Officer position, to be designated by the Village Board and subject to statutory training requirements</li> <li>(6) provision allowing the Freedom of Information Officer to appoint deputies, as needed to expedite the FOIA process. Deputy FOI Officers will also be subject to state training requirements</li> </ul>	
<b>RECOMMENDED ACTION:</b> Adopt revised FOIA policies and procedures, as proposed, to be effective January 1, 2010.	
<b>DEPARTMENT HEAD APPROVAL</b> 	<b>VILLAGE ADMINISTRATOR</b>
<b>AGENDA PAGE NUMBER:</b>	

Village of Rantoul  
Request for Inspection or Copying of Public Records  
Rules & Regulations in Accordance with the Freedom of Information Act  
(5 ILCS 140)  
**REVISED AUGUST 2009**

**Sec. 1 Introduction**

The Illinois Freedom of Information Act (5 ILCS 140 et. seq.), as supplemented and amended since its effective date of July 1, 1984, requires all public bodies in the state to make non-exempt public records available for inspection and copying. The Village of Rantoul not only strives to comply with this law, but also fully endorses the fundamental concept that all persons are entitled to full, accurate, and complete information regarding the affairs of the Village and the official acts and policies adopted by Village officials and public employees. The Village of Rantoul recognizes that its desire for the active and informed participation of its citizens in the public policy process necessitates as full and as free an access to this information as possible. In determining the parameters of public access to information, the Village of Rantoul also understands its obligations to protect legitimate privacy interests and maintain the efficiency of its administrative operations. ~~The following rules and regulations have thus been established by the Village, in accordance with the Freedom of Information Act, pertaining to the availability of public records and the proper procedures to be followed in obtaining access to such records.~~

**Pursuant to Section 3 of the Act, the Rantoul Village Board shall have the authority to promulgate rules and regulations pertaining to the availability of records and procedures to be followed in conformity with the provisions of the Freedom of Information Act. The rules and regulations contained herein have thus been established by the Village of Rantoul to ensure that its obligations under the law and its philosophical obligation to its citizens to promote openness and accountability are satisfactorily met. These rules are intended to serve as procedural guidelines for citizens and employees and officers of the Village in expediting the process of obtaining access to public records. In any instance in which these procedures shall conflict with language contained in the Illinois Freedom of Information Act as now existing or hereafter amended, the terms of the Act shall prevail.**

**Sec. 2 Procedures for the Request of Inspection or Copying of Records**

Requests for the inspection and copying of non-exempt public records pursuant to FOIA may be made in person at the ~~office of the Village Clerk, Room 202,~~ Rantoul Municipal Building, 333 S. Tanner Street, Rantoul, Illinois, Mondays through Fridays, between the hours of 8:00 A.M. and ~~4:30~~ **5:00** P.M., except on holidays. Requests for the inspection and copying of Village Police Department records may be made in person at the Rantoul Police Department, 109 E. Grove Avenue, Rantoul, IL.

The Village of Rantoul shall also accept FOIA requests received via facsimile (~~217-892-4794~~), electronic mail, and through the United States mail. The Village is only responsible

for responding to requests that it actually receives and is not responsible for transmission or delivery errors for FOIA requests that are submitted through these alternative means. Any requests received by the Village after normal business hours shall be considered received on the following business day.

All requests for public records must be made in writing, preferably upon a Village of Rantoul Freedom of Information Request Form, ~~available from the office of the Village Clerk~~. If a requesting party is unable to obtain one of these forms, the Village will accept any legible written request, provided that such written request is clearly and concisely stated and contains the name, address, and telephone number of the requestor.

To ensure that each FOIA request is acted upon in a complete and timely fashion, the requestor should ensure that the public record being sought is clearly identified in his/her request. Requestors should provide as much known information about the requested record as possible (e.g. type of record, approximate date of record, department where record may be located, etc.). The request should indicate whether the records are to be inspected, copied, and/or certified. The Village of Rantoul is not obligated to respond to requests that are overly broad or that would place an undue burden upon its operations; **nor is the Village obligated to interpret or advise requestors as to the meaning or significance of public records that may be provided.**

**If the request is being made for a commercial purpose, the requestor must disclose that fact to the Village at the time the request is made. It is a violation of the Act to knowingly obtain a public record for a commercial purpose without such disclosure.**

### Sec. 3 Fee Schedule

Pursuant to 5 ILCS 140/6, the Village of Rantoul is given the authority to charge reasonable fees for the duplication and/or certification of public records produced in compliance with FOIA requests. The ~~Village Clerk~~ **Freedom of Information Officer** is given the authority to grant a waiver or reduction of fees for copying records if the requestor's stated purpose is to obtain information regarding the health, safety, and welfare of the general public and is not for the principal purpose of personal or commercial benefit. In determining the amount of any such waiver or fee reduction, the Village will also consider the number of records requested and the actual costs of copying.

Unless otherwise waived, copying fees must be paid in advance of the records being made available to the requestor. Fees are as follows:

8 1/2" x 11" documents:	<del>\$0.20/page</del>	<b>\$0.15/page</b>
8 1/2" x 14" documents:	<del>\$0.20/page</del>	<b>\$0.15/page</b>
11" x 14" documents:	<del>\$0.20/page</del>	<b>\$0.15/page</b>
Audio Tape:	\$5.00/unit	

Compact Disc:	\$5.00/unit	
Microfilm:	\$1.00/page	
Certification:	<del>\$2.00/document</del>	<b>\$1.00/document</b>
Accident Reports:	<del>\$5.00/report</del>	
All Police Reports:	<del>\$5.00/report</del>	

For each ~~non-Police Department~~ request form filed, citizens shall be furnished with the first ~~five (5)~~ **fifty (50) pages of standard, black and white copies** at no charge. **Fees will not be waived for the first fifty (50) pages of colored copies or copies exceeding 11" x 14" in area.** Copies of all police department reports shall be provided for a flat fee of \$5.00.

Fees to copy blueprints, oversized documents, pamphlets, manuals and any other records which are to be copied by an outside service shall be based on the actual costs incurred by the Village. Information regarding these fees will be provided to the requestor before copying. Additional fees for accident records may apply, as allowable by law.

**Sec. 4 Village Response to Requests for Inspection or Copying of Records**

In accordance with the law, the Village of Rantoul will respond to all **non-commercial** requests within ~~seven (7)~~ **five (5)** working days of receipt. **Responses will be provided to any commercial requests within twenty-one (21) working days of receipt. In processing requests for information made under the Act, the Village shall give priority first to any non-commercial requests pending before it.** The Village must respond in one of the following methods:

A. Approval of Request

If the requested records are available and determined to be non-exempt, the Village will advise the requestor of the documents which are available and the cost to copy the records. **For commercial requests, the Village response will include an estimate of the time required to locate and compile the records requested, as well as the estimated fees to be assessed to the requestor.**

If the requestor has asked to inspect the documents, the Village will provide the requestor with notice of a time and location in which the records will be made available for inspection. Any inspection of public records will be conducted during normal business hours at the Rantoul Municipal Building, unless another location is otherwise agreed upon by the Village and the requesting party. The Village may require that an officer or employee of the Village be present during any inspection of public records. A requestor may also be prohibited from bringing bags, brief cases, or other containers into the room in which the inspection takes place. Documents made

available for inspection will be held for fourteen (14) working days from the date of the Village's response and, thereafter, will be re-filed.

Fees for copies of records, unless waived, must be paid in advance. All copying of documents shall be done by an officer or employee of the Village of Rantoul. Upon written request, the Village will mail copies of public records, ~~provided that advance payment of the copying fees and actual cost of postage have been made by~~ to the requestor.

#### B. Notice of Extension

Under certain circumstances, the Freedom of Information Act allows the Village to provide notice of an extension of time for response to a request. This time period shall not exceed an additional ~~seven (7) working days, or a total of fourteen (14) working days from the receipt of the original request~~ **five (5) working days, or a total of ten (10) working days from the receipt of the original request.** Any notice of extension must cite the reason why the extension is necessary.

#### C. Denial of Request

Any denial of any part of a request shall be made in writing and shall state the reason(s) for the denial in accordance with Section ~~3(f)~~, **3(g)** or if the record is determined to be exempt, pursuant to Section 7 of the Freedom of Information Act.

Section ~~3(f)~~ **3(g)** of the Act allows the Village to deny a request for a category of records if compliance with the request would place an undue burden upon the Village and there is no way to narrow the scope of the request, and/or the burden on the Village outweighs the public interest in the information. Before denying a request on the basis of this exemption, the Village will contact the requestor to offer him/her an opportunity to confer with the Village in an attempt to reduce the scope of the request to a manageable proportion. Any denial pursuant to Section ~~3(f)~~ **3(g)** shall specify the reason(s) why it would be unduly burdensome to the Village and the extent to which compliance with the request would burden the operation of the Village. Repeated requests for the same public records by the same person shall be deemed unduly burdensome and shall be denied accordingly.

Section 7 of the Act enumerates a series of records that are considered exempt from public disclosure and, therefore, need not be produced by the Village.

All denials shall include the name and title of the individual or individuals responsible for the denial of the request, **and shall include a detailed factual basis for the application of any exemption claimed.** Any denial must also include a notice of the requestor's statutory right to ~~appeal said denial to the head of the public body~~ **petition the office of the Public Access Counselor in the office of the Illinois Attorney General for review of the denial, as well as the right to judicial review under Section 11 of the Act.** In accordance with the provisions of the Act, copies of all

denials shall be retained ~~in the office of the Village Clerk~~ by the **Freedom of Information Officer** and will be indexed according to the type of exemption asserted and, to the extent feasible, according to the type of records requested.

**If the Village determines that a FOIA request should be denied by claiming an exemption under subsection (1) (c) or (1) (f) of Section 7 of the Act, the Freedom of Information Officer shall provide written notice to both the requestor and the Public Access Counselor of the Village's intent to deny the request in whole or in part. This notice shall include: a copy of the original FOIA request; the proposed response from the Village; and a detailed summary of the Village's basis for asserting the exemption. Upon receipt of the notice of intent to deny, the Public Access Counselor shall determine whether or not further inquiry is warranted. Within five (5) working days after receipt of the notice of intent to deny, the Public Access Counselor shall notify the Village and the requestor whether further inquiry is warranted.**

#### **Sec. 5 Appellate Procedures Administrative & Judicial Review Procedures**

**Any requestor whose request for information has been denied by the Village may exercise his/her statutory right to petition the Public Access Counselor in the office of the Illinois Attorney General for review of said denial. A request for review must be filed with the Public Access Counselor not later than sixty (60) days after the date of the final denial. Any such request for review must be in writing, signed by the requestor, and include copies of the original FOIA request and any responses received from the Village.**

**Upon receipt of a request for review, the Public Access Counselor shall determine whether further action is warranted. If the Public Access Counselor determines that the alleged violation of the Act is unfounded, he/she shall so advise the requestor and the Village and no further action will be taken with respect to the complaint. In all other cases, the Public Access Counselor shall forward a copy of the request for review to the Village within seven (7) working days after receipt and shall specify the records or other documents that the Village shall furnish to facilitate the review. Within seven (7) working days after receipt of the request for review, the Freedom of Information Officer must provide copies of the records requested and shall otherwise fully cooperate with the Public Access Counselor. To the extent that records produced by the Village for the purposes of review contain information that is claimed to be exempt, the Public Access Counselor shall not further disclose that information.**

**Within seven (7) working days after it receives the request for review and request for production of records from the Public Access Counselor, the Village may provide an answer to the allegations of the request for review in the form of a letter, brief, or memorandum. The Public Access Counselor shall forward a copy of any such written answer to the person submitting the request for review and the requestor may respond in writing to such answer within seven (7) working days. If the requestor chooses to file**

**a written response to the Village's answering of the allegations, he/she must also provide a copy of that response to the Village.**

**The Attorney General shall examine the issues and records submitted in conjunction with any request for review and shall, within sixty (60) days, issue to the requestor and to the Village an opinion in response to the request for review. The opinion shall be binding upon both the requestor and the Village, subject to administrative review under Section 11.5. The Public Access Counselor may opt to extend the 60-day time period by up to twenty-one (21) additional working days, provided that he/she sends written notice of such extension to both the requestor and the Village. The Attorney General may exercise his/her discretion and choose to resolve a request for review by mediation or by a means other than the issuance of a binding opinion.**

**Upon receipt of a binding opinion concluding that a violation of the Act has occurred, the Freedom of Information Officer shall either take necessary action immediately to comply with the directive of the opinion, or shall initiate administrative review under Section 11.5. If the opinion concludes that no violation occurred, the requestor may initiate administrative review under Section 11.5.**

**Any person denied access to inspect or copy any public record shall also have the right to file suit for injunctive or declaratory relief in the Circuit Court of Champaign County.**

~~A requestor whose request has been denied by the Village may exercise his/her statutory right to appeal the denial to the head of the public body. For the purposes of compliance with the Act, the Village President (commonly referred to as "Mayor") shall be designated as the head of the public body for the Village of Rantoul. All appeals shall be made in writing and should include a copy of the original request, a copy of the denial, and should clearly and concisely set forth any legal or factual reasons as to why the appeal should be granted.~~

~~The Village President shall provide a written response to any FOIA appeal within seven (7) working days of receipt of the appeal notice. If denying the appeal, the Village President must also inform the requestor of his/her right to judicial review under Section 11 of the Act. Once an FOIA appeal has been denied by the Village President, the requestor shall be deemed to have exhausted his/her administrative remedies within the Village of Rantoul.~~

#### **Sec. 6 Village of Rantoul FOIA Administrative Procedures**

**In accordance with Section 3.5 of the Act, the Village Board shall designate an employee or officer of the Village to serve as Freedom of Information Officer. The designated Freedom of Information Officer may, from time to time, designate additional employees or officers to serve as deputy freedom of information officers for particular departments or divisions of the Village as necessary to expedite the FOIA process. Freedom of Information officers and deputies shall be charged with the responsibility for implementing these policies and procedures and processing all requests for information in accordance with the terms of the Act. Each individual designated as a freedom of**

**information officer or deputy freedom of information officer shall successfully complete an annual training curriculum through the State of Illinois, as provided in the Act.**

~~The Village Clerk shall be designated as the principal FOIA officer for the Village of Rantoul and authorized to implement these policies and procedures to ensure that the Village operates in compliance with the terms of the Act. All requests for public records, except those requests for Police Department records, shall be processed through the office of the Village Clerk. The Police Department Information Specialist's office shall be responsible for processing requests for any records which fall under its purview. The Police Department, with the approval of the Village Clerk, shall have the authority to promulgate its own FOIA policies and procedures, provided that such rules are consistent with the provisions of the Act and those local policies stated herein.~~

All FOIA requests shall be date stamped upon receipt by the Village. Upon receipt, the ~~Village Clerk or Deputy Clerk~~ **Freedom of Information Officer** shall forward a copy of the request to the appropriate contact employee for the department in which the records are located. Upon forwarding the request to the appropriate department, the ~~Village Clerk or Deputy Clerk~~ **Freedom of Information Officer** shall also indicate the date by which the request must be approved or denied (**seven five** working days from the date of receipt).

The employee responsible for providing the information on behalf of his/her department shall promptly either comply with or deny the request. The employee shall notify the ~~Village Clerk or Deputy Clerk~~ **Freedom of Information Officer** of his/her action on the request no later than ~~seven (7)~~ **five (5)** working days after its receipt. The ~~Village Clerk Freedom of Information Officer or his/her designee~~ shall then respond in writing to the requestor accordingly. If denying the request, the official responsible for the denial must include, in writing, the following information:

1. The statutory exemption used as the basis for the denial **and the specific reasons for the denial, including a detailed factual basis and citation to supporting legal authority;**
2. The names/titles of each person responsible for the denial;
3. The notice of the requestor's statutory right to ~~appeal the denial to the Village President~~ **petition the Public Access Counselor for review of the denial;** **and**
4. **The notice of the requestor's statutory right to judicial review under section 11 of the Act.**

If any public record exempt from disclosure contains material which is not exempt, the Village shall delete the exempt information and make the remaining information available for inspection and copying.

If the responsible employee determines that there is not adequate time to gather the requested information, the time limit may be extended by an additional ~~seven (7)~~ **five (5)** working days.

Extensions should be reserved only for extenuating circumstances. Appropriate reasons for extension include:

1. The requested record is in a place other than the office at which the record is being requested
2. The request requires the collection of a substantial number of specified records
3. The request is understood in categorical terms and requires an extensive search for the records responsive to it
4. The requested records have not been located in the course of routine search and additional efforts are being made to locate them
5. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if the records are exempt from disclosure under Section 7 of the Act, or should be revealed only with appropriate deletions
6. The request for records cannot be complied with by the public body within the time limits prescribed by Section 3 of the Act without unduly burdening or interfering with the operations of the public body
7. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of a public body having a substantial interest in the determination or in the subject matter of the request

When additional time is required for any of the aforementioned reasons, the responsible employee shall notify the ~~office of the Village Clerk~~ **Freedom of Information Officer as soon as possible, but** no later than ~~seven (7)~~ **four (4)** working days after receipt of the request. The ~~Village Clerk Freedom of Information Officer or his/her designee~~ shall then immediately send written notice of extension to the requestor, stating the reasons for the extension and the date by which the records will be available or that a denial will be forthcoming. ~~Under no circumstances will an extension~~ **Extensions will not** be granted for a period exceeding ~~seven (7)~~ **five (5)** working days, **except in the most unusual circumstances; provided that any such extraordinary period for extension will first be agreed upon in writing by both the requestor and the Freedom of Information Officer.**

~~If a requestor who has been denied access to records chooses to exercise his/her appellate rights, a written notice of appeal will be filed with the office of the Village President. Upon receipt of such appeal, the Village President shall promptly review the public record to determine whether it is open to inspection and copying. The Village President shall then, in writing, notify the appellant of his/her decision within seven (7) working days of the receipt of the appeal notice. If upholding the denial, the Village President must also include in his/her response a notice of the appellant's right to judicial review under Section 11 of the Act.~~

All requests for public records made under the FOIA shall be maintained in a file in ~~the office of the Village Clerk~~ **an office designated by the Freedom of Information Officer** and preserved in accordance with the provisions of the Local Records Act. **Documents maintained in this file shall include, but not be limited to, the following: the original**

**request, a copy of the written response, a record of written communications with the requestor, and a copy of all other communications.** Additionally, all denials of FOIA requests shall, by law, be indexed according to the statutory basis for the individual denial. To the extent practicable, these records should be further subdivided by type or category of record requested.

In accordance with the provisions of Section 4 ~~and 5~~ of the Act, the ~~Village Clerk~~ **Freedom of Information Officer** shall be responsible for publishing and maintaining a local FOIA manual, pamphlet, or other substantially similar document containing the following information:

1. A brief description of the Village of Rantoul, including, but not limited to:
  - a. a short summary of its purpose
  - b. a block diagram of its functional subdivisions
  - c. the total amount of its operating budget
  - d. the number and location of each of its separate offices
  - e. the approximate number of full- and part-time employees
  - f. the identification and membership of any board, commission, committee or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures
2. A brief description of the methods whereby the public may request information and public records
3. A directory designating by titles and addresses those employees to whom requests for public records should be directed
4. A schedule of local fees, as allowable under Section 6 of the Act
5. A reasonably current list of all types or categories of records maintained by the Village of Rantoul
6. **A listing of all documents or categories of records that the Village shall immediately disclose upon request**
7. A description of the manner in which public records stored by means of electronic data processing may be obtained in a format comprehensible to persons lacking knowledge of computer language or printout format.

**All of the foregoing general information shall also be made available for public access on the Village of Rantoul website.**

~~Pursuant to Section 3(g) of the Act, the Rantoul Village Board shall have the authority to promulgate rules and regulations pertaining to the availability of records and procedures to be~~

~~followed in conformity with the provisions of the Freedom of Information Act. (NOTE: moved to Section 1 introduction)~~

~~VII.—Addendum: Typical FOIA Section 7 Exemptions~~

~~Under the terms of Section 7 of the Act, the following records shall be exempt from inspection and copying:~~

- ~~1.—Information specifically prohibited from disclosure by federal or State law or rules and regulations adopted under federal or State law.~~
- ~~2.—Information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the individual subjects of the information. The disclosure of information that bears on the public duties of public employees and officials shall not be considered an invasion of personal privacy. Information exempted under Section 7 of the Act shall include:
  - ~~a.—files and personal information maintained with respect to individuals receiving social, medical, educational, vocational, financial, supervisory or custodial care of services directly or indirectly from federal agencies or public bodies;~~
  - ~~b.—personnel files and personal information maintained with respect to employees, appointees or elected officials;~~
  - ~~c.—files and personal information maintained with respect to any applicant, registrant or licensee by any public body cooperating with or engaged in professional or occupational registration, licensure or discipline;~~
  - ~~d.—information required of any taxpayer in connection with the assessment or collection of any tax unless disclosure is otherwise required by State statute;~~
  - ~~e.—information revealing the identity of persons who file complaints with or provide information to administrative, investigative, law enforcement or penal agencies; provided, however, that identification of witnesses to traffic accidents, traffic accident reports, and rescue reports may be provided, except in a case for which a criminal investigation is ongoing, without constituting a clearly unwarranted per se invasion of personal privacy under the Act.~~~~
- ~~3.—Records compiled by any public body for administrative enforcement proceedings and any law enforcement or correctional agency for law enforcement purposes or for internal matters of a public body, but only to the extent that disclosure would:~~

- a. ~~interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by any law enforcement or correctional agency;~~
  - b. ~~interfere with pending administrative enforcement proceedings conducted by any public body;~~
  - c. ~~deprive a person of a fair trial or impartial hearing;~~
  - d. ~~unavoidably disclose the identity of a confidential source or confidential information furnished only by a confidential source;~~
  - e. ~~disclose unique or specialized investigative techniques other than those generally used and known or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct;~~
  - f. ~~constitute an invasion of personal privacy under subsection (b) of this Section;~~
  - g. ~~endanger the life or physical safety of law enforcement personnel or any other person; or~~
  - h. ~~obstruct an ongoing criminal investigation~~
4. ~~Criminal history record information maintained by State or local criminal justice agencies, except the following which shall be open for public inspection and copying:~~
- a. ~~chronologically maintained arrest information, such as traditional arrest logs or blotters;~~
  - b. ~~the name of a person in the custody of a law enforcement agency and the charges for which that person is being held;~~
  - c. ~~court records that are public;~~
  - d. ~~records that are otherwise available under State or local law; or~~
  - e. ~~records in which the requesting party is the individual identified, except as provided under part (7) of subsection (c) of this Section.~~

~~“Criminal history record information” means data identifiable to an individual and consisting of description or notations of arrests, detention, indictments, information, pre trial proceedings, trials, or other formal events in the criminal justice system or descriptions or notation of criminal charges (including criminal violations of local municipal ordinances) and the nature of any disposition arising therefrom, including sentencing, court or correctional supervision, rehabilitation and release. The term does not apply to statistical records and reports in which individuals are not identified and from which their identities are not ascertainable, or to information that is for criminal investigative or intelligence purposes.~~

5. ~~Records that relate to or affect the security of correctional institutions and detention facilities~~
6. ~~Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the public body.~~
7. ~~Trade secrets and commercial or financial information where disclosure may cause competitive harm, although a person or business may consent to disclosure~~
8. ~~Proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into an agreement with the body, until award or final selection is made. Also information prepared for a bid solicitation shall be exempt until an award or final selection is made.~~
9. ~~Valuable formulae, computer geographic systems, designs, drawings and research data obtained or produced by any public body when disclosure could reasonably be expected to produce private gain or public loss~~
10. ~~Test questions, scoring keys or other examination data used to administer an academic examination or determine the qualifications of an applicant for a license or employment~~
11. ~~Architects' and/or engineers' plans for projects not constructed or developed in whole or in part by public funds to the extent that disclosure would compromise security~~
12. ~~Minutes of meetings of public bodies closed to the public as provided in the Open Meetings Act, until the public body makes the minutes available to the public under Section 2.06 of the Open Meetings Act~~
13. ~~Communication between the public body and an attorney or auditor representing the public body that would not be subject to discovery in litigation, and materials prepared or compiled by or for a public body in anticipation of a criminal, civil, or administrative proceeding upon the request of an attorney advising the public body, and materials prepared or compiled with respect to internal audits of public bodies~~
14. ~~Administrative or technical information associated with data processing operations, documentation pertaining to all logical and physical design~~

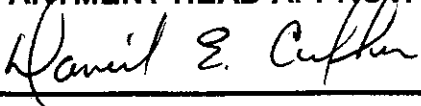
~~of computerized system, employee manuals, and any other information that would jeopardize the security of the system or its data~~

- ~~15. Documents or materials relating to collective negotiating matters between public bodies and their employees or representatives, except any final contract or agreement shall be subject to inspection and copying~~
- ~~16. Drafts, notes, recommendations and memoranda pertaining to the financing and marketing transactions of the public body~~
- ~~17. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated~~
- ~~18. All proprietary information and records related to the operation of an intergovernmental risk management association, self insurance pool or jointly self-administered health and accident cooperative or pool~~
- ~~19. Information related solely to the internal personnel rules and practices of a public body~~
- ~~20. Insurance or self insurance (including any intergovernmental risk management associated or self insurance pool) claims, loss or risk management information, records, data, advice or communications~~

**BOARD OF TRUSTEES  
VILLAGE OF RANTOUL**

**AGENDA ITEM**

**PAGE OF 1 Of 13**

<b>ITEM: Adoption of the Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan</b>	<b>DEPARTMENT: Inspection</b>
<b>AGENDA SECTION:</b>	<b>AMOUNT: -0-</b>
<b>ATTACHMENTS:</b> <input type="checkbox"/> <b>ORDINANCE</b> <input checked="" type="checkbox"/> <b>RESOLUTION</b> <input type="checkbox"/> <b>OTHER (See Summary Highlights)</b> <input type="checkbox"/> <b>SUPPORTING DOCUMENTS</b>	<b>DATE: August 13, 2009</b>
<p><b>SUMMARY HIGHLIGHTS:</b>  It has been over a year ago since the Village Board appointed me to be on a Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan committee. The Federal Emergency Management Agency (FEMA) is encouraging each municipality or multi-jurisdictions to plan for disasters before they occur. An approved mitigation plan that addresses the specific natural hazard threats to our local jurisdiction makes the Village and other Champaign County jurisdictions eligible to apply for mitigation funding through the following FEMA programs:</p> <ul style="list-style-type: none"> <li>▪ Pre-disaster Mitigation Program</li> <li>▪ Hazard Mitigation Grant Program</li> <li>▪ Flood Mitigation Assistance</li> </ul> <p>The Plan identifies local hazard mitigation goals and objectives and specific hazard mitigation actions to implement over long term that will result in reduction in risk and potential future losses associated with the occurrence of natural hazards.</p> <p>This is all about funding. Without such a plan, the Village will be unable to obtain any funding from FEMA.</p>	
<b>RECOMMENDED ACTION:</b> Highly recommend adoption of the Plan.	
<b>DEPARTMENT HEAD APPROVAL:</b> 	<b>VILLAGE ADMINISTRATOR:</b>
<b>AGENDA PAGE NUMBER:</b>	

**Dan Culkin**

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**From:** Susan Monte [smonte@ccrpc.org]  
**Sent:** Thursday, August 06, 2009 4:20 PM  
**To:** mayor@stjosephillinois.org; plackett@prairieinet.net; milt.kelly@gmail.com; jwcnanmoore@yahoo.com; cmeckert@comcast.net; PelicanDisplays@wrightlight.com; anfelectric@hotmail.com; juDoBouse@AOL.COM; ogdmayor@comcast.net; bethvo@comcast.net; bpb61@hotmail.com; bpb61@hotmail.com; rjvilven@aol.com; bkeller101@gmail.com; bmahrt@mahomet-il.gov; bburgess@parkland.edu; Dan Culkin; jameshaake@sbcglobal.net; jleevey@savoyfd.com; barkerji@ci.champaign.il.us; jdwyer@c-uphd.org; rob.kowalski@ci.champaign.il.us; ramyers@city.urbana.il.us; clarkssd@ci.champaign.il.us; tshort@uiuc.edu; trfoster@city.urbana.il.us  
**Subject:** Adoption of the Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan  
**Attachments:** Draft HMP Adoption Resolution Text.doc; HMP Executive Summary\_08012009.pdf

**Attention: Key Representatives of Municipal Jurisdictions Participating in the HMP**

The time has arrived to request the governing body of each participating jurisdiction to adopt the Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan (HMP). Formal approval of this Plan is contingent upon the adoption by the participating jurisdictions of this Plan. Once FEMA Region V receives documentation of adoption from Champaign County and other participating jurisdictions, a letter of official approval of the Plan will be provided.

**Please bring the request to adopt the HMP forward to your Council or Board of Trustees during this August, 2009 or September, 2009.**

The final version of the HMP dated August 1, 2009 is available online at <http://www.ccrpc.org/HMP/documents.html>

A draft resolution for the adoption of the HMP by each participating jurisdiction is located in Appendix 1 of the HMP. The content of this draft adoption resolution should be included as part of the adoption resolution for each governing body of the HMP participating jurisdictions (with exception of the University of Illinois and Parkland College). A Word copy of the Draft Adoption Resolution text is provided as an attachment to this email.

<<Draft HMP Adoption Resolution Text.doc>>

As you bring the request forward to your respective governing body, you may choose to provide Trustees or Council Members with a copy of the 8-page Executive Summary included as part of the HMP. For your convenience, a PDF copy of the Executive Summary is provided as an attachment to this email.

<<HMP Executive Summary\_08012009.pdf>>

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For your reference, here is an update regarding recent HMP project activity and recent revisions to the final version of HMP dated August 1, 2009.

**FEMA Review Completed**

FEMA Region V conducted their preliminary review of the HMP Final Draft during May and June, 2009. FEMA requested that some additional information be added to the HMP Final Draft (see below\*). This was done, and on June 25, 2009, FEMA indicated that the HMP met the required criteria for a multi-jurisdictional hazard mitigation plan.

\*Per FEMA's request, the information added to the final version of the HMP includes:

- 1) An explanation of how the project staff represented the smaller jurisdictions during the HMP development process entitled "*Authorized Representation of Smaller Jurisdictions on Planning Team*" added to Chapter 2 on pp. 5-6.
- 2) A section entitled '*Measuring Drought Trends*' and Figure 3-6 Palmer Drought Severity Index added to Chapter 3 on pp. 23-24.

**Participating Jurisdictions represented by Project Staff Open Review Period Completed**

During June and July, 2009, the 18 participating municipal jurisdictions represented by project staff on the Planning Team were provided additional review time of the HMP Final Draft. Based on review by these jurisdictions, and additional review by project staff during this review period, the following corrections were made to the HMP and appear in the final version of the HMP dated 08/01/2009:

- 1) Based on the non-presence of 100-year floodplain within the corporate boundaries of the Village of Foosland, the following additional corrections were made:
  - a) A correction regarding Foosland floodplain status was made to: tables located on pp. 3 and 4 of the Executive Summary; Table 4-21 on p. 25 of Chapter 4, and Table 4-22 on p. 4-27.
  - b) Foosland was added to the list of jurisdictions that do not contain land that is within the 100-year floodplain in the second paragraph of p. 31 in Chapter 3,
  - c) Former p. A3-12 regarding Foosland was removed from Appendix 3 (Jurisdiction Specific Vulnerability Assessments)
- 2) A more readable version of Figure 6-1 was provided on p. 6-8 in Chapter 6.
- 3) Note 4 added to Table 4-1 regarding incorrect Building count figures for the Village of Royal were adjusted on pp. \_\_\_\_\_
- 4) A Boundary Definition map of the Unincorporated Champaign County (showing Census Blocks in the 100-Year Flood Plain and the 100-Year Flood Plain) was added on p. A3-37.

Please forward any questions or comments you may have regarding the HMP final approval stage.

Thanks!

Susan Monte

Champaign County Regional Planning Commission

1776 E. Washington Street  
Urbana IL 61802

Phone: (217) 328-3313 Fax: (217) 328-2426

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(name of jurisdiction) \_\_\_\_\_

(governing body) \_\_\_\_\_

(address) \_\_\_\_\_

**Adoption Resolution (Draft)**

WHEREAS, *(insert name of jurisdiction)*, with the assistance from the Champaign County Regional Planning Commission, has gathered information and prepared the Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan; and,

WHEREAS, the Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan has been prepared in accordance with FEMA requirements at 44 C.F.R. 201.6; and

WHEREAS, *(insert the name of jurisdiction)* is a local unit of government that has afforded the citizens an opportunity to comment and provide input in the Plan and the action in the Plan; and

WHEREAS, *(insert the name of the governing body)* has reviewed the Plan and affirms that the Plan will be updated no less than every five years;

NOW, THEREFORE, BE IT RESOLVED by *(insert the name of the governing body)* that *(insert the name of jurisdiction)* adopts the Champaign County Multi-Jurisdictional Natural Hazard Mitigation Plan as this jurisdiction's Multi-Hazard Mitigation Plan, and resolves to execute the actions in the Plan.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at the meeting of the *(insert the name of the governing body)*.

Insert appropriate signature lines and dates

\_\_\_\_\_  
*(Mayor, Village Clerk, County Board Chair, etc...)*



## Executive Summary

### **Purpose**

The Champaign County Hazard Mitigation Plan (HMP) is intended to meet the planning requirements established in Section 104 of the *Disaster Mitigation Act of 2000* (42 USC 5165) and 44 CFR Part 201. The *Disaster Mitigation Act of 2000* (DMA 2000) encourages planning for disasters before they occur. DMA 2000 is administered by the Federal Emergency Management Agency (FEMA). An approved local mitigation plan that addresses the specific natural hazard threats to local jurisdictions makes jurisdictions eligible to apply for mitigation funding through these FEMA programs:

- Pre-Disaster Mitigation Program
- Hazard Mitigation Grant Program
- Flood Mitigation Assistance

### **Scope**

The Champaign County Natural Hazard Mitigation Plan identifies local hazard mitigation goals and objectives, and specific hazard mitigation actions to implement over the long term that will result in reduction in risk and potential for future losses associated with the occurrence of natural hazards.

The plan was developed to be useful to each participating jurisdiction. The Plan can be used to facilitate an increased awareness of potential natural hazards and a better understanding of potential losses from natural hazard events.

The development and ultimate adoption of the Plan by each jurisdiction identifies and prioritizes mitigation actions that can occur in each jurisdiction, in advance, to reduce or eliminate long-term risk to life and property from potential natural hazard events.

### **Planning Process**

The HMP development process included four major stages, with opportunities for public participation throughout: 1) organizing resources; 2) assessing risks; 3) developing the mitigation plan; and 4) implementing the plan and monitoring progress.

Each of the 24 municipal jurisdictions located wholly or partially within the County agreed to participate in development of a multi-jurisdictional HMP. The major higher education institutions in the County (University of Illinois at Urbana-Champaign and Parkland College) also agreed to participate in developing the HMP. In total 27 jurisdictions, including the County, participated in developing the HMP.

A 'combination' approach was used to represent all participating jurisdictions on the HMP Planning Team. This approach allowed for the direct representation of the seven largest populated jurisdictions and two higher education institutions on the Planning Team, and for the authorized representation of the 19 smaller municipalities on the Planning Team. The combination approach allowed for the direct representation on the Planning Team of approximately 90 percent of the population of all participating jurisdictions.

A broad-based HMP Advisory Group was recruited to support the Planning Team in their review of the draft HMP document and to provide their additional input at key stages during the project. Advisory Group members recruited during the Organization Stage included representatives of



each school district in Champaign County, key area-wide public and private service providers, and selected government agency representatives.

### **Public Participation**

Ongoing opportunities for public input were an essential component of the HMP development process. Efforts to inform the public and to allow for their effective participation in HMP decision-making included: initial publicizing of the HMP to representatives of all municipalities in the County; establishment of an interactive HMP website; public notice of Planning Team meetings; information displays and press releases about HMP development; conducting a public preference survey; and holding a public meeting.

### **Hazards Profiles**

Based on the *Illinois Natural Hazards Mitigation Plan* natural hazard ratings for Champaign County, the Planning Team selected the following natural hazards to profile for the HMP planning area:

- Severe Storms (including: tornados, damaging lightening, and hail)
- Severe Winter Storms
- Floods
- Extreme Heat
- Drought
- Earthquakes

All jurisdictions in the HMP planning area are at risk for all of the natural hazards profiled in the HMP, except for one type of flooding, commonly referred to as 'riverine flooding' or 'overbank flooding', which is flooding that occurs when the waters rise above the normal water line and overflow the banks of a river, stream, or channel. The jurisdictions of Allerton, Broadlands, Gifford, Homer, Longview, Ludlow, Ogden, Pesotum, Philo, Savoy, Thomasboro and Tolono do not contain land that is within the 100-year flood plain. There is very little chance that normally dry areas within those jurisdictions will become inundated with water from riverine flooding that results in significant damage. However, these jurisdictions may experience less damaging flooding phenomena such as ponding or flash floods.

### **Assessing Vulnerability to Natural Hazards**

The data collection and analysis methods used to assess the vulnerability of HMP planning area jurisdictions to the profiled natural hazards included:

- Inventorying categories of property that could potentially be damaged;
- Determining average cost per square foot and the replacement cost for potentially damaged structures;
- Considering potential damage caused by each type of hazard including a general description of the economic impacts; and
- Ranking the vulnerability to each threat by jurisdiction.

HAZUS software was used to assess HMP planning area vulnerability to earthquake and flood hazards (specifically, riverine flood hazard). Specific hazard event scenarios were analyzed with HAZUS to provide a more detailed vulnerability assessment. Additional information regarding the procedures followed in assessing vulnerability with HAZUS software for the riverine flood and earthquake hazards are available in Appendix 3.



The ranking of six natural hazards based on the vulnerability assessments for each hazard is indicated in the following table:

**Ranking of Hazards Based on Vulnerability Assessment**

Natural Hazard	Hazard Rank	Annual Probability	Property & Crop Damage	Safety Hazard	Critical Facility Vulnerability	Potential Economic Disruption	Jurisdictions Affected
Severe Storm	1	81% 47% Tornado 62% Hail 7% Damaging Lightning	Moderate	High	High	Medium	All
Flood	2	67%	Major	Medium	Medium	Medium	<b>By Riverine Floods:</b> <ul style="list-style-type: none"> <li>▪ Unincorporated Champaign County</li> <li>▪ Bondville</li> <li>▪ Champaign</li> <li>▪ Fisher</li> <li>▪ Ivesdale</li> <li>▪ Mahomet</li> <li>▪ Rantoul</li> <li>▪ Royal,</li> <li>▪ Sadorus</li> <li>▪ Sidney</li> <li>▪ St. Joseph</li> <li>▪ Urbana</li> <li>▪ Parkland College</li> <li>▪ UIUC</li> </ul> <b>By Ponding and Flash Floods:</b> All
Severe Winter Storm	3	87%	Minor	High	Medium	Medium	All
Extreme Heat	4	-	Minor	High	Low	Low	All
Drought	5	-	Moderate	Low	Low	Medium	All
Earthquake	6	-	Minor	Low	Low	Low	All



- **Severe storms**, which include tornados, hail, and lightning, are the highest ranking natural hazard threat of the HMP. The large probability of severe storms, along with the potential threat to not only property, but the health and safety of the jurisdictions' citizens, make severe storms dangerous. The damage that occurs in a large severe storm tends to be more localized than a large flooding event, though tornados can damage property and cause injury across a large area.
- **Flooding** is the second highest ranking threat of the HMP. Although not all jurisdictions are threatened by riverine flooding, the frequency, high potential damage to property, and wide damage area of a flooding event make it a hazard which is likely to cause widespread, significant damage.
- **Severe winter storms** are the third ranking threat of the HMP. Severe winter storms can pose safety risks, particular associated with vehicular travel, because of the reduced visibility, and the slippery road conditions that they cause. Severe winterstorms not only have the capability of making travel dangerous, but can disrupt transportation altogether if roads become impassable. Ice storms can cause property damage and interruption of power service.
- **Extreme heat** is the fourth ranking threat of the HMP. Extreme heat is not usually associated with property damage, but poses serious health risks, especially to vulnerable populations. An extreme heat event is likely to affect the whole County, putting many people at a health risk.
- **Drought** is the fifth ranked hazard of the HMP. Droughts do threaten crops in the county. However, drought is ranked on the lower end of the hazards because it does not pose a significant threat to structures or critical facilities, nor does it pose a health and safety hazard.
- **Earthquake** is ranked last in the HMP. The lack of historical damage caused by earthquakes in Champaign County, and the modest damage that is predicted by the HAZUS model suggest that earthquakes are the hazard that are least likely to impact the HMP planning area.

The following key contains a description of categories used to rate overall vulnerability to natural hazards for each jurisdiction:

<b>Key</b>	na	Not a hazard to the jurisdiction
	L	Low Risk - little damage potential (e.g., minor damage to less than 5% of the jurisdiction)
	M	Medium Risk - moderate damage potential (e.g., causing partial damage to 5-10% of the jurisdiction; infrequent occurrence.
	H	Significant Risk - major damage potential (e.g., destructive, damage to more than 10% of the jurisdiction; regular occurrence.)

Using the above Key, a summary of vulnerability to natural hazards by jurisdiction is provided in the table below:



Summary of Vulnerability to Natural Hazards by Jurisdiction

Profiled Natural Hazards: ►  Jurisdictions: ▼	<b>Severe Storms</b> includes <b>Tornados, Hail, Damaging Lightning</b>	<b>Severe Winter Storms</b>	<b>Riverine Floods</b>	<b>Flash Floods or Ponding</b>	<b>Extreme Heat</b>	<b>Drought</b>	<b>Earthquake</b>
Village of Allerton	H	H	na	L	M	L	L
Village of Bondville	H	H	M	L	M	L	L
Village of Broadlands	H	H	na	L	M	L	L
Unincorporated Champaign County	H	H	M	L	M	L	L
City of Champaign	H	H	M	L	M	L	L
Village of Fisher	H	H	M	L	M	L	L
Village of Foosland	H	H	na	L	M	L	L
Village of Gifford	H	H	na	L	M	L	L
Village of Homer	H	H	na	L	M	L	L
Village of Ivesdale	H	H	M	L	M	L	L
Village of Longview	H	H	na	L	M	L	L
Village of Ludlow	H	H	na	L	M	L	L
Village of Mahomet	H	H	M	L	M	L	L
Village of Ogden	H	H	na	L	M	L	L
Village of Pesotum	H	H	na	L	M	L	L
Village of Philo	H	H	na	L	M	L	L
Village of Rantoul	H	H	M	L	M	L	L
Village of Royal	H	H	M	L	M	L	L
Village of Sadorus	H	H	M	L	M	L	L
Village of Savoy	H	H	na	L	M	L	L
Village of Sidney	H	H	M	L	M	L	L
Village of St. Joseph	H	H	M	L	M	L	L
Village of Thomasboro	H	H	na	L	M	L	L
Village of Tolono	H	H	M	L	M	L	L
City of Urbana	H	H	M	L	M	L	L
University of Illinois at Urbana-Champaign	H	H	M	L	M	L	L
Parkland College	H	H	na	L	M	L	L

**Developing Mitigation Strategy**

Planning Team Members identified four goals that broadly describe the long-term ideals and intentions of the HMP and objectives for each goal, consistent with those of the current *State of Illinois Natural Hazard Mitigation Plan* and the adopted *City of Urbana Hazard Mitigation Plan*.

The HMP goals and accompanying objectives follow:

**Goal 1. Minimize avoidable deaths and injuries due to natural hazards.**

- Objectives
- 1-a Educate population regarding methods of protecting self and property from natural hazard impacts
  - 1-b Establish adequate warning systems.
  - 1-c Protect critical facilities and services from impacts of natural hazards.
  - 1-d Arrange for provision of storm shelters and cooling centers for population.

**Goal 2. Protect existing and new infrastructure from impacts of natural hazards.**

- Objectives
- 2-a Monitor condition of infrastructure for needed maintenance.
  - 2-b Ensure that water is available in the event of a drought.

**Goal 3. Include natural hazard mitigation in local government plans and regulations.**

- Objectives
- 3-a Improve the information base regarding vulnerability to impacts of natural hazards.
  - 3-b Review local programs and ordinances to determine how they can better address the impacts of natural hazards.

**Goal 4. Coordinate natural hazard mitigation efforts of participating jurisdictions.**

- Objective
- 4-a Update the multi-jurisdictional HMP every five years.

**Specific Mitigation Actions For Each Hazard** Planning Team members and HMP project staff reviewed a comprehensive range of specific mitigation actions for each hazard for each jurisdiction by reviewing groups of mitigation actions as identified by FEMA:

- preventive
- property protection
- natural resource protection
- structural projects
- public education and awareness

**Mitigation Action Preference Survey** The *Champaign County HMP Mitigation Measures Survey* was designed to gather public input about potential hazard mitigation actions. The survey was placed online at the HMP website ([www.ccrpc.org/HMP](http://www.ccrpc.org/HMP)) and paper copies of the survey were provided to the primary contact of each participating jurisdiction. The Survey was available online over an eight-week period, November 24, 2008 through January 16, 2009.

The survey contained 40 questions. Participants were asked to indicate whether they "strongly agree," "agree," "disagree," or "strongly disagree" with a series of natural hazard mitigation actions. Fifty-seven responses to the survey were received. Respondents most preferred implementing public awareness and public education mitigation actions; actions to protect critical facilities; and adopting building codes to require safe rooms and other standards to strengthen structures to be wind resistant.



**Mitigation Action Prioritization Method** Planning Team members agreed to a prioritizing method that involved a 3-step analysis of each mitigation action. Each mitigation action was scored using the 3-step method, with each step yielding up to 14 points each. The maximum total score for any one mitigation action could be 42.

**STEP 1.** The first analysis is one that assesses an 'action scope' for the mitigation action. Up to 14 points were allocated based on which category fits the subject mitigation action. Members determined which level each mitigation action fit into to: Level 1, Level 2, or Level 3. Next, if the mitigation action was determined to be a Level 1 or a Level 2 action, points were assigned based on Planning Team members' expertise and judgment as to the effectiveness of the mitigation action. Because Level 3 actions permanently eliminate or reduce property damages, injuries, or deaths in a specific area, Level 3 actions were assigned the highest amount of 14 points automatically.

A description of the 'action scope' levels and the points to be assigned to each 'action scope' level follows:

**Level 1 Actions** *Potential Score: 1 to 14 points*

- Eliminate or reduce property damages, injuries and deaths from less significant natural hazards; or
- Educate the public on disaster preparedness and mitigation related to the less significant natural hazards (e.g., drought, or earthquake)

**Level 2 Actions** *Potential Score: 8 to 14 points*

- Reduce property damages in a specific area; or
- Have the potential to reduce property damages, injuries and deaths across a wide area; or
- Educate the public on disaster preparedness and mitigation

**Level 3 Actions** *Score: 14 points*

- Permanently eliminate property damages and/or eliminate or reduce injuries and deaths in a specific area; or
- Have a high probability to systematically reduce property damages, injuries and deaths across a wide area.

**STEP 2 Cost Effectiveness Rating** *Potential Score: 1 to 14 points*

Members ranked each mitigation action qualitatively and subjectively, based on perceived cost-effectiveness of the mitigation action. In rating 'cost-effectiveness', a score of 14 points was possible, with lower scores denoting less cost-effectiveness and higher scores denoting greater cost-effectiveness.

**STEP 3 Feasibility Rating:** *Potential Score: 1 to 14 points*

Each action was assessed along 14 dimensions using a portion of FEMA's STAPLEE framework. If the action was generally positive in a certain dimension, it was given a point. The total points available for feasibility range from 1 to 14.

**Total Score** A total score was assigned to each mitigation action based on the 3-step prioritization process described above.

Total Score: 0-27 = Priority 3  
28-35 = Priority 2  
36-42 = Priority 1



Mitigation actions receiving the highest scores were rated as a Priority 1; those receiving mid-range scores were rated as a Priority 2; and mitigation actions receiving the lowest range of scores were rated as Priority 3.

***Hazard Mitigation Actions Prioritized by Jurisdiction*** Chapter 6 includes a table that lists hazard mitigation actions, as prioritized, for each participating jurisdiction. Included for each mitigation action is information about the party responsible for implementing the mitigation action, funding source, and a suggested timeframe for implementation.

***Monitoring, Evaluating, and Updating the Plan***

To remain eligible for mitigation project funding opportunities, a FEMA requirement is that the Champaign County HMP be reviewed and revised as necessary to reflect changes in development, progress in mitigation efforts, and changes in its priorities, and resubmitted for FEMA approval every five years.


Chapter 7 describes the HMP maintenance procedure. The Planning Team recommends that the HMP be reviewed on an annual basis beginning one year after FEMA acceptance. The annual review will facilitate a means of tracking and recording progress of participating jurisdictions toward implementation of mitigation efforts, and allow an opportunity for Planning Team members to evaluate opportunities to better coordinate mitigation actions across participating jurisdictions. The annual review schedule will enable an easier, more efficient five-year update.

Ongoing opportunities for public participation will remain an essential component of the HMP maintenance process. Efforts to inform the public and allow for public input as the HMP is reviewed and updated will include: continuation of the HMP website; public notice of future Planning Team meetings; release of public service announcements and press releases; and holding a public meeting prior to the end of the five-year HMP update cycle to review updated information, modifications, and proposed mitigation actions at that time.

**BOARD OF TRUSTEES  
VILLAGE OF RANTOUL**

**AGENDA ITEM**

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<p><b>ITEM: Demolition bids for the demolition of three separate buildings located at: 1301 Briarcliff Dr., 11/12 Charles Dr. and 438 S. Steffler St.</b></p>	<p><b>DEPARTMENT: Inspection</b></p>
<p><b>AGENDA SECTION:</b></p>	<p><b>AMOUNT:</b> To be presented to the Village Board at Study Session</p>
<p><b>ATTACHMENTS:</b>  <input checked="" type="checkbox"/> <b>ORDINANCE</b>  <input type="checkbox"/> <b>RESOLUTION</b>  <input type="checkbox"/> <b>OTHER</b> (See Summary Highlights)  <input type="checkbox"/> <b>SUPPORTING DOCUMENTS</b></p>	<p><b>DATE: August 13, 2009</b></p>
<p><b>SUMMARY HIGHLIGHTS:</b>          As I have stated in previous Village Board meetings, the owners of the buildings located at the above addresses, have been legally served Notices to Demolish those buildings. Failure to do so, allows the Village the right to do the demolition and place liens on the properties. The Village liens have priority over all other liens and mortgages on the properties. The property at 1301 Briarcliff Drive consists of a single-family home; the property located at 11/12 Charles Drive consists of a duplex and the property located at 438 S. Steffler St. consists of a small four-plex apartment building.</p> <p>Funding is available from several sources – the Inspection Department's corporate budget or a combination of the Inspection budget and TIF funds which is what the Comptroller, Scot Brandon, and I prefer using.</p> <p>Bids for demolition are going out very soon and I will be bringing the results back to this Board after the Comptroller, Administrator and I have had the opportunity to review them.</p>	
<p><b>RECOMMENDED ACTION:</b> Staff recommends approval.</p>	
<p><b>DEPARTMENT HEAD APPROVAL:</b>  </p>	<p><b>VILLAGE ADMINISTRATOR:</b></p>
<p><b>AGENDA PAGE NUMBER:</b></p>	

**BOARD OF TRUSTEES  
VILLAGE OF RANTOUL**

**AGENDA ITEM**



**PAGE OF\_\_ Of**

<b>ITEM: Registration fee structure for the Rental Inspection program</b>	<b>DEPARTMENT: Inspection</b>
<b>AGENDA SECTION:</b>	<b>AMOUNT:</b>
<b>ATTACHMENTS:</b> <input checked="" type="checkbox"/> <b>ORDINANCE</b> <input type="checkbox"/> <b>RESOLUTION</b> <input type="checkbox"/> <b>OTHER (See Summary Highlights)</b> <input type="checkbox"/> <b>SUPPORTING DOCUMENTS</b>	<b>DATE: August 13, 2009</b>
<p><b>SUMMARY HIGHLIGHTS:</b>  When the Rental Inspection/Registration program started as a result of the passing of Village Ordinance back in May 2007. The Village Board agreed to waive the registration fees at that time and to pay for the program using left over money from the Community Development Department's old rental rehabilitation program. At that time, Mike Loschen received permission from the Illinois Department of Commerce and Economic Opportunity to use the money for the Rental Inspection program but that was a one time only allowance. No additional funding could be transferred from this Community Development Fund.</p> <p>Dan has reviewed with the Comptroller, Scot Brandon, and Community Development director, Mike Loschen, several different fee proposals. Some are very complicated and could be a problem in collection of the fees. Because of this, it was determined that a simpler fee structure is needed. The recommendation is to create an annual registration fee of \$40.00 per unit or residence to be paid at the time of annual registration with one exception – landlords who have over 100 units may make two payment installments. First at the time of registration and the second by October 1 of each year.</p> <p>The amount of money needed to cover the cost of the Rental Inspection program last year was \$99,839. Because of increases in various Village expenses (IMRF, cost of living, administrative fees, postage, etc) this is why we are recommending this fee structure.</p>	
<b>RECOMMENDED ACTION:</b> Staff recommends approval.	
<b>DEPARTMENT HEAD APPROVAL:</b> <i>Daniel E. Coffman</i>	<b>VILLAGE ADMINISTRATOR:</b>
<b>AGENDA PAGE NUMBER:</b>	

**BOARD OF TRUSTEES  
VILLAGE OF RANTOUL**

AGENDA ITEM



PAGE \_\_\_\_ OF \_\_\_\_

<b>ITEM: Replacement of Damaged Transformer</b>	<b>DEPARTMENT: Public Works</b>
<b>AGENDA SECTION:</b>	<b>AMOUNT:</b>
<b>ATTACHMENTS:</b> <input type="checkbox"/> <b>ORDINANCE</b> <input type="checkbox"/> <b>RESOLUTION</b> <input checked="" type="checkbox"/> <b>OTHER (See Summary Highlights)</b> <input checked="" type="checkbox"/> <b>SUPPORTING DOCUMENTS</b>	<b>DATE: August 21, 2009</b>
<b>SUMMARY HIGHLIGHTS:</b> <p>This Agenda Item provides for the purchase of a replacement step-down pad-mounted transformer which failed during the storm of August 19<sup>th</sup> apparently due to lightning damage. The failed unit provides service to the east side customers of Heritage Estates and serves as the back-up source for the customers on the west side. The primary distribution system within the neighborhood operates at 4kv but is served at two points from the underground 12.kv system along Veterans Parkway. There are two step-down (from 12.5kv to 4kv) pad mount transformers that serve the area.</p> <p>The Village maintains a spare transformer (from an earlier project), but it is under-sized at 300kva to handle the summer peak load. The failed unit is a 1000kva, but it is proposed to purchase a 750kva unit as the permanent replacement and trade in the damaged 1000kva.</p> <p>To expedite the replacement process and to make the September Agenda, the Village has been seeking quotes (in lieu of a local advertisement) as the transformer manufacturers are not in this region. The Village has received two (2) quotes as of Friday the 21<sup>st</sup> and are expecting to receive at least 3 or 4 more early next week.</p> <p>Thus far, the best price value for a replacement unit has been \$11,400.00. This includes the purchase of a rebuilt 750kva (12.5kv – 4kv) step-down pad mount transformer, trading in the damaged 1000kva for scrap, and associated delivery costs.</p> <p>Once additional quotes are received, Public Works will provide a tabulation of pricing for final consideration.</p>	
<b>RECOMMENDED ACTION:</b> Authorize the waiving of the formal bidding process and award the purchase of a rebuilt 750kva step-down (12.5kv - 4kv) pad-mounted transformer to the firm providing the lowest responsible pricing.	
<b>DEPARTMENT HEAD APPROVAL:</b> G. Gregory Hazel, P.E. 	<b>VILLAGE ADMINISTRATOR:</b> 
<b>AGENDA PAGE NUMBER:</b>	

**BOARD OF TRUSTEES  
VILLAGE OF RANTOUL**

AGENDA ITEM

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<b>ITEM: Electric Utility Cost Study</b>	<b>DEPARTMENT: Public Works</b>
<b>AGENDA SECTION:</b>	<b>AMOUNT: \$14,400.00</b>
<b>ATTACHMENTS:</b> <input type="checkbox"/> <b>ORDINANCE</b> <input type="checkbox"/> <b>RESOLUTION</b> <input checked="" type="checkbox"/> <b>OTHER (See Summary Highlights)</b> <input checked="" type="checkbox"/> <b>SUPPORTING DOCUMENTS</b>	<b>DATE: August 21, 2009</b>
<p><b>SUMMARY HIGHLIGHTS:</b></p> <p>This Agenda Item provides for an agreement with Utility Financial Solutions (UFS) to perform a cost of service study for the Village's electric utility. Such a review is conducted every three (3) years to ensure that customer rates properly reflect energy and operational costs. The schedule of this review is timely due to the outlook of the electric energy market, the potential impact of emissions legislation, and changes in the local customer usage. The proposal will evaluate the current financial outlook for the Village's electric costs and recommend any modifications that might be necessary.</p> <p>UFS (Mark Beauchamp) has performed various recent utility rate reviews for the Village. Utilizing the listing of the associate members of the Illinois Municipal Utility Association (IMUA), Public Works requested qualifications and proposals from three (3) additional qualified firms. Each provided their qualifications, experience, references and proposals of the work. UFS provided the better value for the Village investment in part to their experience and understanding of the Village rate &amp; customer / accounting data and as a smaller firm with minimal overhead.</p> <p>The proposed price for the electric cost of service study is only slightly more than was quoted three (3) years ago.</p>	
<p><b>RECOMMENDED ACTION:</b> Authorize the approval of an electric cost of service study with Utility Financial Solutions in the not-to-exceed amount of \$14,400.00.</p>	
<p><b>DEPARTMENT HEAD APPROVAL:</b> G. Gregory Hazel, P.E. </p>	<p><b>VILLAGE ADMINISTRATOR:</b> </p>
<b>AGENDA PAGE NUMBER:</b>	

**VILLAGE OF RANTOUL**  
**PROPOSAL FOR ELECTRIC**  
**COST OF SERVICE STUDY UPDATE**  
*August 12, 2009*

## **PROPOSED WORK PLAN AND PROJECT APPROACH ELECTRIC COST OF SERVICE STUDY**

Our approach to this project was developed to meet the objectives of the Village of Rantoul and our prior experience in preparing Electric Cost of Service and Rate Design studies for the Village of Rantoul and publicly-owned utilities around the nation.

### ***Understanding of Project Requirements***

The Village of Rantoul is requesting an update to the comprehensive cost of service and rate design study conducted in 2007. The Village is specifically requesting an update to reflect the current cost of providing electric services to the community. Our study is designed to update the following:

- Cost of providing services to each customer class and compare the cost with projected revenues
- Long-term financial plan to identify current and projected rate adjustments and assist the utility in identifying the amount and timing of future rate adjustments
- Cost of local distribution, metering and energy services provided by the electric system.
- Rates to move the utility toward cost of service rates while minimizing the impact on utility customers.
- Minimum cash reserve levels the utility should maintain to ensure funds are available to maintain reliability of the electric system.
- Current rate structure and its ability to meet cost of service requirements.

## **PROPOSED WORK PLAN AND PROJECT APPROACH ELECTRIC COST OF SERVICE STUDY**

To meet the requirements identified above, we propose the following approach to the project and work plan.

### **Preliminary Tasks for Electric Cost of Service and Rate Design Study**

#### **Task One - Review of Relevant Reports**

- Review outstanding bond issues
- Review ordinances related to the Village
- Review current rate structures
- Review availability of data to complete study in a timely manner
- Prepare information request for Village to complete

#### **Task Two - Collect and Verify Data**

Meeting with utility management is critical to ensuring the final reports will meet the objectives of the Village and the information request prepared by Utility Financial Solutions is understood. The specific objectives of the meeting will be to identify the following:

- Clarify the scope of services and specific expectations of management.
- Discuss any changes in customers, including major industries and customer make-up.

#### **Task Three - Preparation of Data Request**

Based on discussion with management and staff, we will prepare an information request that will include the necessary information to complete the study. This will include the following types of information:

- Customer billing and usage statistics by month for latest fiscal year
- Monthly production statistics from the electric department
- Trial balances for latest three years
- Audited trial balances for last three years
- Debt Service Schedules
- Current work-in-process
- Future capital addition plan
- Copies of rate schedules and special contracts

## **PROPOSED WORK PLAN AND PROJECT APPROACH ELECTRIC COST OF SERVICE STUDY**

### **Develop Test Year Sales and Power Requirements**

Through review of historical sales we will project future energy sales, number of customers, billing demands and revenue derived from the projected sales. A critical portion of the projection is the estimated power requirements and costs. We will work with utility staff to estimate power supply expenses to meet projected energy and demands of the Village. As part of this process, we will discuss with staff potential changes in power supply costs in future years. This information will be factored into the long-term financial plan.

### **Develop Test Year Revenue Requirements**

Revenue requirements and the cost of service analysis will be completed on the embedded cost of service basis with a long range cash flow projection using normalized capital additions to project cash reserves. Revenue requirements will be determined using a base year adjusted for known changes in expenses. If management prefers, the cost of service study can be completed on the cash basis using normalized capital additions.

- **Expenses**  
We will review expenses over the past three years, noting significant changes. We will discuss with management significant changes and exclude non-recurring expenses from the test year projection.
- **Power Supply Projection**  
Power Supply costs typically represent over 60% of an electric utilities total revenue requirement. We will work with staff to estimate power supply costs based on the projected monthly loads.
- **Debt Service**  
Based on review of bond issues and debt service schedules, the principal and interest expense will be identified and incorporated into the analysis.
- **Rate of Return**  
We will discuss with management appropriate rates of return for the utility based on industry standards.

## **PROPOSED WORK PLAN AND PROJECT APPROACH ELECTRIC COST OF SERVICE STUDY**

### **Development of Customer Class Demands and Allocation Factors**

#### **Load Profile Information**

Load profile information identifies how customers use electricity at various times of the day and is critical to ensure the cost of service study is accurate and defensible.

We will analyze information from the following sources:

- Electronic meters installed on time of use and other customers
- Load research information available from other sources
- Analysis of substation feeders
- Utilize our data base of existing load research, or use information available from public service commissions or other organizations

#### **Development of Allocators:**

The load profile information will be used to allocate expenses based on cost-causation and will be used to identify customer class peak usages and usages at the time of the system peak.

The allocators will be developed on a monthly and annual basis and used to determine the following costs for each customer class.

- Power supply demand cost by month or season
- Power supply energy cost by month or season
- Distribution related costs for primary metered customers
- Distribution related costs for secondary metered customers

#### **System Losses:**

Losses can vary substantially depending on system loading and temperature. We will identify the system loss factor to use in the distribution rates. This will be done in one of two ways:

- If completed, we will use an existing system loss analysis.
- We will estimate the appropriate system loss factor during peak loss times through analysis of billing and usage data and applying engineering estimates to determine loss factors.

## **PROPOSED WORK PLAN AND PROJECT APPROACH ELECTRIC COST OF SERVICE STUDY**

### **Prepare Cost of Service Analysis**

Customer classes are typically established based on difference in load and usage patterns of customers. How customers use electricity dictates the cost of providing many of the utility services.

The cost of service portion of the model will determine the following:

- Rate adjustment necessary to meet rate of return requirements of utility
- Cost to serve each class compared with projected revenues
- Rate adjustment necessary for class to meet cost of service requirements
- Monthly customer charge by class
- Energy charges for each customer class
- Demand charge for demand metered customers

### **Electric Unbundling Scope of Services**

As part of the study we will update the unbundled electric rates for Village of Rantoul in the following manner.

- 1) Power supply cost broken down between billing parameters.
- 2) Transmission-related costs for any transmission or sub transmission facilities owned by Village of Rantoul.
- 3) Distribution related costs for substation, distribution system, transformer, services, and meter operation and maintenance.
- 4) Customer service costs for meter installation, meter reading, billing and collections, customer service and any direct cost for specific customer classes.
- 5) Peak system losses estimated on a seasonal basis.

Unbundled cost-based rates will be established for each class on the following potential billing basis:

- a) Customer charge
- b) Monthly kW billing demand
- c) kWh's (Recommended only when demand recording meters are not available)

## **PROPOSED WORK PLAN AND PROJECT APPROACH ELECTRIC COST OF SERVICE STUDY**

### **Electric Rate Design**

Cost of service results are one factor in design of electric rates for customers. Other factors must be considered such as impact on customers, social and environmental issues and philosophy of the Village. We will work with management and staff in the design of electric rates based on cost of service results, current rates, and impact on customer classes. We will make recommendations on rates for each class; identify potential new rate classifications, and weaknesses in current rate designs.

### **Development of Financial Plan**

Update of the long-term financial plan is critical to help ensure the utility remains financially stable. The financial plan includes development of a ten-year projection to assist the utility with the following:

- Long-term rate track and a plan, if necessary, to phase in rate adjustments to minimize rate impacts on utility customers
- Projected cash balances of utility over the planning period
- Identify appropriate cash reserve requirements of the utility and make recommendations on minimum level of cash reserves
- Identify the utility's ability to meet bond covenants specified in the ordinances.
- Projected revenues and expenses over a five year planning period
- Project purchase power costs and perform, if requested, sensitivity analysis on changes in wholesale power costs

UFS will work with the Village in the update of the long-term financial plan. To ensure the integrity of the model, we typically perform the following tasks:

- Develop a forecasting model for system growth and sales
- Adjust the model for known changes in sales, such as the addition of a large manufacturing company or recently closed facilities
- Adjust operating costs based on historical expenses adjusted for inflation or changes in operations

**PROPOSED WORK PLAN AND PROJECT APPROACH  
DELIVERABLES ELECTRIC RATE STUDY**

- 1) Electric Cost of Service Study Report
- 2) Rate design recommendation
- 3) Long-term financial plan
- 4) Revenue proof of proposed rates

We are anticipating two conference calls to complete the analysis. The following meetings are anticipated:

- 1) Initial meeting – Clarify scope and expectations of management (Conference Call)
- 2) Review draft reports with management (conference call)
- 3) Review report with Village Council (Optional – On site)

## PROJECT SCHEDULE

Following is the tentative project schedule for completion of the electric cost of service update and rate design. This schedule will be finalized during the initial project kick-off meeting with management.

Task	Expected Completion – Eleven Weeks
Initial Meeting	Week One
Planning/Set-up Models	Week Two & Three
Review and Development of Revenue Requirements	Week Four - Six
Fieldwork	Week Seven
Cost of Service Analysis Component/Functional Costs	Week Eight
Cost based Rate Design and alternatives	Week Nine
Report & Recommendations	Week Ten
Presentation of Draft Report	Week Eleven
Final Report	One week after draft review

THE COMPLETION OF THE PROJECT ON THE PROPOSED SCHEDULE IS DEPENDENT ON THE COOPERATION OF VARIOUS DEPARTMENTS WITHIN THE VILLAGE TO PREPARE THE INFORMATION REQUEST IN A TIMELY MANNER.

## Project Fees – Electric Cost of Service and Rate Design Study

Project Task	Amount
Electric Cost of Service Study	\$12,500
Each Presentation to Village Board	1,400
Out of Pocket Estimate for Presentation	400

Prices, terms, and conditions are good for a period of 90 days from this date.  
Payment will be made through submission of invoice which itemizes the work performed. "Total not to exceed amount" includes all out of pocket expenses.

**Additional Service will be provided at the following hourly rates:**


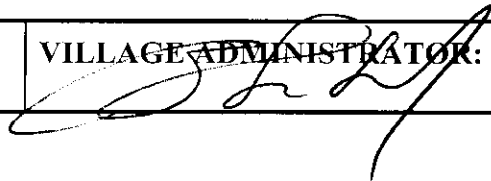
President	\$215.00
Project Manager	\$173.00
Rate Analyst	\$85.00 - \$95.00

Out of Pocket expenses are billed at cost, mileage is at the IRS approved rate

**BOARD OF TRUSTEES  
VILLAGE OF RANTOUL**

**AGENDA ITEM**

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<b>ITEM: Veterans Parkway Fence Installation</b>	<b>DEPARTMENT: Public Works</b>
<b>AGENDA SECTION:</b>	<b>AMOUNT:</b>
<b>ATTACHMENTS:</b> <input type="checkbox"/> <b>ORDINANCE</b> <input type="checkbox"/> <b>RESOLUTION</b> <input checked="" type="checkbox"/> <b>OTHER (See Summary Highlights)</b> <input checked="" type="checkbox"/> <b>SUPPORTING DOCUMENTS</b>	<b>DATE: August 20, 2009</b>
<p><b>SUMMARY HIGHLIGHTS:</b></p> <p>The Agenda Item provides for the formal rejection of the initial round of bids associated with the Veterans Parkway fence installation. The project had been advertised and assembled using standard IDOT forms that inadvertently included a section that was not applicable to the work being performed. This apparently created a level of uncertainty for those bidding and those that elected not to submit a bid due to the included section, which focused on an apprentice program that was not directly applicable to the work being requested. To provide clarity for those interested in the project, it was determined the best course of action was to reject the initial bids and re-advertise the project.</p> <p>The project is currently being re-advertised and bids will be opened on August 28, 2009 at 3:00PM. The bids and a formal recommendation will be forwarded to the Board for consideration at the September 1, 2009 Study Session. The contract provides that the work will be completed by December 15, 2009 and will serve to enhance the security of the Village's property, facilities, materials, equipment and personnel.</p> <p>This improvement is financed using the bonds funds that were not used during the WWTP improvements. A formal reallocation of those bonds proceeds occurred during the April Board meeting and requires that they be expended by the end of the 2009 calendar year.</p>	
<p><b>RECOMMENDED ACTION:</b> Authorize the rejection of the initial bids received for the construction of the Veterans Parkway fence installation. Authorize the award of a contract for the Veterans Parkway fencing installation to the lowest responsible bidder submitting a responsive bid.</p>	
<b>DEPARTMENT HEAD APPROVAL:</b> G. Gregory Hazel, P.E. 	<b>VILLAGE ADMINISTRATOR:</b> 
<b>AGENDA PAGE NUMBER:</b>	