

**RANTOUL VILLAGE BOARD OF TRUSTEES
REGULAR STUDY SESSION
MARCH 2, 2010**

LOUIS B. SCHELLING MEMORIAL BOARD ROOM
RANTOUL MUNICIPAL BUILDING, 333 S. TANNER, RANTOUL, IL

A Regular Study Session of the Board of Trustees of the Village of Rantoul was held at 6:15 P.M., President Neal Williams presiding. President Williams called the proceeding to order.

Roll Call

The Clerk called the roll, finding the following members physically present:

President Neal Williams and Trustees Tony Brown, Margurette Carter, Joe Bolser, Charles Smith, and Jim Stubblefield – 6.

The following member was found to be absent:

Trustee Roger Jones – 1.

The following representatives of Village departments were also present:

Bruce W. Sandahl, Administrator; Paul Farber, Police Chief; Robert Bruce, Economic Development; Kenneth Beth, Attorney; Scot Brandon, Comptroller; William Clayton, Aviation; Ken Waters, Fire Chief; Rich Thomas, Recreation; David Coffey, Human Resources; Greg Hazel, Public Works Director; Pete Passarelli, Assistant Public Works Director; Mike Loschen, Community Development; Dan Culkin, Inspection; and Village Clerk Jeremy Reale.

Items from the Mayor

(A) President Williams presented a proposed resolution expressing the support of the Village Board for the efforts of the citizen's committee that had been working toward the development of a permanent veterans memorial within the Village. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

Items from the Village Clerk

(A) Mr. Reale presented a proposed policy for the routine maintenance and disposal of verbatim records of all Village Board and subsidiary committee meetings. He noted that the Village Board had begun the practice of audio recording all of its open meetings in August 1997 and it had become virtually impossible to store the entire collection of tapes in one central location in which those tapes could be securely monitored by the Clerk's office. As those tapes would be subject to the provisions of the Local Records Act, they would have to be maintained in accordance with the Village's minimum record retention schedule from the State and then the Village would be required to apply to the State for permission to dispose of the tapes. He stated that the State required a minimum retention period of 30 days after the approval of the meeting minutes.

Mr. Reale suggested that he preferred to maintain the verbatim records for a significantly longer period than required by the State, as it was sometimes helpful to review the full content of Board discussions from prior meetings when those discussions relate to ongoing items of business. He stated that it had not been uncommon for staff to request to review tapes two or three years after the particular meeting, so he had

proposed a minimum local retention period of four years for the tapes. The policy also contained a provision whereby the Board would be required to formally authorize the Village Clerk to apply for permission to dispose of any open meetings tapes that met all criteria necessary to be eligible for disposal. He asked if the Board members had any feedback or concerns regarding the proposed local retention period of four years.

During discussion, the consensus of the trustees present was that four years would be an appropriate amount of time to maintain these tapes. Noting that the Board periodically authorized the destruction of closed meeting tapes, Trustee Smith asked if it was the practice of the Village to send these tapes to an outside contractor to be destroyed. Mr. Reale responded that he personally destroyed meeting tapes by hand, as this method allowed him to witness each tape being destroyed and did not require the expenditure of any additional funds by the Village. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

Items from the Administrator

(A) Mr. Sandahl reported that he had been soliciting input from various civic groups and organizations as to preferences for new signage to be installed at the major entrances to the Village. It appeared likely that any new signs would include a combination of standard "welcome" signage and an electronic message board; however, there remained uncertainty as to how the message board could be effectively utilized to share information with visitors. He stated that he would continue to seek feedback from the community and hoped to have a recommendation to the Board within 60 days. During subsequent discussion, it was suggested that the Village might use the public information kiosk located at the southeast corner of the intersection of U.S. Route 136 and Tanner Street to display some of the organizational decals and signs that tended to clutter the main entrance signage.

Monthly Department Reports

1) Police

Chief Farber reported that he had recently attended a session of ILEAS (Illinois Law Enforcement Alarm System) Homeland Security training in Springfield. He also discussed the likelihood of future grant funding from the federal government, which he described as being bleak in light of the present economic situation. He noted that the Citizens Police Academy through the Police Training Institute was scheduled to begin on March 4, 2010 and four Rantoul residents had enrolled in the program.

2) Economic Development

Mr. Bruce reported that the Village had secured leases for an additional 1,600 square feet of bay space at the Rantoul Business Center. He also stated that the department had hosted a delegation from an educational institution exploring the possibility of expansion of its facilities to sites in Rantoul as well as two deconstruction experts to evaluate the potential for buildings on the former base. Finally, he noted that he had followed his typical monthly meeting schedule for various local organizations and, in addition, had addressed the Rantoul Rotary Club and attended an awards ceremony hosted by the Champaign County Economic Development Commission.

3) Comptroller

Mr. Brandon reported that the annual budget documents were in the process of being finalized and should be made available to the trustees before the end of the current week. He reminded the trustees that staff would be making a formal presentation of the budget proposal at a special meeting scheduled on March 15, 2010. He also provided

an update on the status of state-shared income tax receipts, which he mentioned were now four months behind schedule. The State owed approximately \$320,000.00 to the Village for its share of income tax receipts. He reported that "intent to lien" notices had been mailed to all Village customers that were past due on their storm drainage fee payments. Finally, Mr. Brandon announced that Standard & Poor's had upgraded the Village's bond rating from A to A+, which could potentially impact the pending general obligation bond issue for the Westside development project.

4) Inspection

Mr. Culkin reported that contracts had been signed with Meuser Construction and Midwest Construction Services for asbestos abatement and demolition of the building located at 521 Hartigan Avenue (Building P-16). The contractors were currently working to get performance bonds, insurance and notification to the Illinois Environmental Protection Agency (IEPA), within the required 14-day notice period. He stated that a pre-demolition meeting was scheduled for March 10, 2010. Mr. Culkin also reported that a new federal law regarding the handling of lead-based paint would have an impact upon residential construction and improvements in the Village. The new law would require special handling of projects on any residence constructed prior to 1978, any window replacements regardless of year, and any day care and child care facilities. It was mandated that any of these projects would now require treatment by contractors who have been certified through EPA training sessions. Finally, Mr. Culkin stated that a new state law supplementing the Americans with Disabilities Act (ADA) had placed a requirement upon the Village to designate an ADA Coordinator and put into place a formal policy for handling ADA-related complaints. He reported that staff had developed a set of ADA procedures that were now in place, with Mr. Loschen being designated as ADA Coordinator. He added that he had been working with Mr. Reale to add ADA compliance language to all agendas and notices for the various open meetings of the Village Board and other committees.

5) Community Development

Mr. Loschen reported that the Citizens Advisory Committee had met on February 18, 2010 to make a final recommendation on appropriations for the CDBG budget for the upcoming fiscal year, despite the fact that the Village had not yet been provided with a specific grant allocation amount from the U.S. Department of Housing and Urban Development. He also stated that the department had completed an environmental assessment of property identified for acquisition by the Octave Chanute Aerospace Museum for future construction. In discussing the new lead-based paint regulations previously mentioned by Mr. Culkin, Mr. Loschen added that employees from both Community Development and Inspection had attended a training session on these new requirements. Finally, he noted that he had been working with the University of Illinois Extension Office to create a proposal that would allow graduate students to complete an update of the Analysis of Impediments to Fair Housing Choice report.

6) Public Works

Mr. Hazel reported that the Public Works and Recreation Departments had cooperated in developing a seasonal mailing that was distributed to all Village residents. Included in the mailing were: a brush and leaf collection schedule for 2010; a coupon toward the purchase of an energy-efficient compact fluorescent light (CFL); natural gas public awareness information for gas customers; and program information from Recreation. Mr. Hazel also reported that the Village had received notification from the IEPA that the Brownfield project for the former One-Hour Martinizing property on Garrard Street was now completed and closed. The Village could expect to receive final reimbursement for

the project in the near future. He also announced that the Village had been recognized by the Arbor Day Foundation as a Tree Line USA Utility for the ninth consecutive year. Finally, he discussed the Illinois Energy Star appliance rebate program, which offered a 15 percent discount on appliances bought for residences through participating retailers. This program was funded by federal American Recovery and Reinvestment Act (ARRA) funds and would begin during the month of April.

7) Human Resources

Mr. Coffey reported that the annual employee performance evaluation process was continuing and was expected to be completed by the end of March. He also mentioned that the Village had begun advertising for part-time summer positions in the Recreation Department.

8) Recreation

Mr. Thomas reported that the co-rec volleyball program was starting this week. Youth basketball was now finished, with sign-ups for the baseball program ongoing. It was expected that 700 to 800 youth would be participating in the baseball program this year. He also noted that pre-season maintenance and preparation work was underway at the aquatic center, while department crews were also preparing for spring sports programs with seasonal maintenance to the ball diamonds, equipments, and park areas. He added that the department had a significant number of ball diamond rentals for the upcoming summer season. Finally, he reported that fleet maintenance crews had completed several major projects, including repairs to the dump truck and electrical box work on a fire truck.

9) Fire

Chief Waters reported a total of twenty calls during the month of February, including eleven carbon monoxide calls. He also reported that two officers from the Fire Department were attending National Incident Management System (NIMS) training. He added that the Village would be ordering sixteen new SCBA air pack tanks to replace older units that were unable to be hydro tested because they had exceeded the maximum 15-year lifespan.

10) Aviation

Mr. Clayton reported that winter weather conditions had affected airport operations during the month of February, with 33 hours being used for snow removal from the airport and apron. A total of six NOTAMs had been issued during the previous month, primarily due to snow and icing conditions that had made the runways dangerous. He also discussed the several upcoming special events that would be held in and around the airport property during the coming months. Finally, he provided the Board with an update on the potential closings of several radar sites, including the site at the University of Illinois-Willard Airport in Savoy.

Items from the Comptroller

(A) Mr. Brandon presented a proposal for the increase in the home rule sales tax rate from 1 percent to 1.25 percent. The municipal sales tax was a relatively common mechanism through which communities could increase revenue streams and applied to all purchases except items requiring title or registration and qualifying food, drugs or medical appliances. By implementing the proposed quarter-cent increase, he noted that it would put Rantoul's sales tax rate on an equal level with Champaign, Urbana, Danville, and Normal. He stated that, if the increase was passed in March and the State notified prior to April 1, 2010, merchants would begin collecting the tax in July 2010. The Village

would receive its first distribution of sales tax revenue from the State in October, which would provide six months of receipts for fiscal year 2011. Mr. Brandon estimated that the proposed increase would generate between \$190,000.00 and \$200,000.00 in additional revenues to the Village each year. It was noted that this increase would help to offset losses in the Corporate Fund due to increased pension funding costs and lost revenues from the State. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

Items from Public Works

(A) Mr. Hazel presented a draft resolution seeking a permit from the Champaign County Highway Department for the temporary closure of North Maplewood Drive during the annual soap box derby. The Soap Box Derby Committee had requested that the roadway be closed on May 29, 2010 for time trials and on June 5, 2010 for the race. June 13, 2010 would be reserved as a rain date, if needed. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(B) Mr. Hazel presented the Village's annual Motor Fuel Tax (MFT) resolution, which would allocate and permit the Village to use IDOT MFT funds for eligible street and highway maintenance expenses. Locally, these funds would be used to support the operations of the Street and Systems Division, classified as "day labor and equipment". The resolution was based on the Village's annual budget allocation of \$215,000.00. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(C) Mr. Hazel presented a request for approval of a modification update to the Village's agreement with IDOT for the Flessner Avenue resurfacing project. This update would reflect the amount of the contract with Cross Construction (\$335,000.00) and would also eliminate the local matching fund amount of \$20,259.00 that had initially been anticipated in completing the project. Mr. Hazel further presented a proposed construction engineering contract with Phoenix Consulting Engineers for oversight of the construction activities and documentation required for the Flessner project. He noted that engineering staff associated with the initial project design had formed this firm and would ensure continuity of the project. The engineering agreement was proposed for an amount not to exceed \$20,000.00, and federal funds obtained through the American Recovery and Reinvestment Act (ARRA) would be available to cover this expense. Following discussion, the consensus of the Board was to place these items upon the formal agenda for its regular meeting.

(D) Mr. Hazel presented a request for the sole-source purchase of an S&C Switch Cabinet and fiberglass foundation from HD Supply, for a total amount of \$21,415.00. This equipment was necessary to establish an alternate primary distribution feed to Prominic, Inc., a growing full-service internet hosting provider operating out of a facility on International Avenue. As this work was being done to meet a specific customer need beyond the scope of traditional service requirements, Mr. Hazel noted that the material costs incurred by the Village would be reimbursed by Prominic. He added that this cabinet would be compatible with other cabinets in the Village's electric system and could be easily utilized elsewhere, should the customer no longer require this particular unit in the future. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

Items from Community Development

(A) Mr. Loschen presented a request for the award of bid for the installation of two sets of handicapped-accessible doors at the Rantoul Business Center, 601 S. Century Boulevard. Bacon & Van Buskirk Glass Co. had submitted the lowest responsive bid, in the amount of \$14,275.00 and was not shown on the Department of Housing and Urban Development list of contractors debarred from participating in federally funded projects. He noted that this project would meet the goals and objectives stated in the Village's Consolidated Plan. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(B) Mr. Loschen presented the proposed Community Development Block Grant (CDBG) budget for FY 2010-11, as recommended by the Citizens Advisory Committee. It was anticipated that the Village would receive approximately \$365,340.00 in CDBG funds for the upcoming fiscal year. With \$30,000.00 in funds carried over from projects in the current fiscal year and \$4,194.00 in program income, the total budget was expected to be \$399,534.00. The budget proposal included \$73,068.00 for planning and administrative costs; \$54,800.00 in grants to various social service programs and agencies; and \$271,666.00 for the housing rehabilitation program. He noted that the funding allocated to the housing program would provide for 4 full-home and 15 emergency rehabilitation projects, including lead-based paint activities. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

Closed Session: Personnel

Trustee Bolser moved to enter into Closed Session pursuant to 5 ILCS 120/2 (C) 1, to consider the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity. Trustee Smith seconded the motion.

The Clerk called the roll:

YEAS: Bolser, Smith, Stubblefield, Brown, and Carter – 5.

NAYS: None – 0.

ABSENT: Jones – 1.

The motion carried by roll call vote of **5 to 0, with 1 member absent.**

The Board entered into Closed Session at 7:00 P.M. With the consent of the Board, the following individuals were permitted to remain present during the Closed Session: Bruce Sandahl, Kenneth Beth, Paul Farber, and Jeremy Reale.

Trustee Bolser moved to adjourn the Closed Session and reconvene in open session.

Trustee Smith seconded the motion.

The Clerk called the roll:

YEAS: Bolser, Smith, Stubblefield, Brown, and Carter – 5.

NAYS: None – 0.

ABSENT: Jones – 1.

The motion carried by roll call vote of **5 to 0, with 1 member absent.**

The Study Session was reconvened at 7:28 P.M.

Adjournment

There being no further business to come before the Board, President Williams declared the proceeding adjourned.

MEETING ADJOURNED AT 7:28 P.M.

Jeremy A. Reale
Village Clerk

APPROVED APRIL 13, 2010

Neal Williams
Village President

ATTEST:

Jeremy A. Reale
Village Clerk

I, Jeremy A. Reale, Village Clerk of the Village of Rantoul, Illinois, do hereby certify that the foregoing minutes are a true and correct copy of the Regular Study Session of the Board of Trustees held March 2, 2010, as the same appears on the records of the Village now in my custody and keeping.

Jeremy A. Reale
Village Clerk