

**RANTOUL VILLAGE BOARD OF TRUSTEES  
SPECIAL BOARD MEETING  
MARCH 17, 2008**

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

A Special Meeting of the Board of Trustees of the Village of Rantoul was held at 6:30 P.M., President Neal Williams presiding. President Williams called the meeting to order at 6:32 P.M.

**Roll Call**

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

President Neal Williams; and Trustees Herman Fogal, Margurette Carter, Joe Bolser, Charles Smith, and Jim Stubblefield – 6.

The following member was found to be absent:

Trustee Clifford White – 1.

The following representatives of Village departments were also present:

Paul Farber, Police Chief; Robert Bruce, Economic Development; Scot Brandon, Comptroller/Interim Administrator; William Clayton, Aviation; Ken Waters, Fire Chief; Rich Thomas, Recreation; Larry Madalon, Human Resources; Greg Hazel, Public Works Director; Mike Loschen, Community Development; Dan Culkin, Inspection; Don Early, Budget Analyst; and Village Clerk Jeremy Reale.

**Annual Budget Presentation & Review**

President Williams announced that the special meeting had been called to allow the Board to review the proposed budget document for fiscal year 2008-2009. He then turned the meeting over to Mr. Brandon for the presentation of the budget.

After a brief review of the budget preparation process, Mr. Brandon outlined the revenue trends and key itemized expenditures for the various funds within the proposed \$40,185,706 budget. He noted that the Corporate Fund anticipates a deficit of approximately \$492,000, while other significant deficits are expected in the Waste Water Fund (\$863,068) and the Airport Fund (\$295,463).

**Corporate Fund**

Mr. Brandon noted that staff had undertaken a series of measures designed to reduce expenditures in the Corporate Fund, which covers the operations of the Recreation, Planning & Zoning, Fire, Police, and Government Administration divisions. These measures had included: deferring or eliminating a total of \$222,656 in requested capital projects; deferring roughly \$150,000 of street projects; reducing non-union employee salary increases from 3.5% to 3.0%; deferring the hiring of one patrolman and one part-time dispatch position in the Police Department; and eliminating a General Fund transfer of \$17,500 to the Landfill Fund. He stressed that the Corporate Fund continued to be hamstrung by rising health insurance and Police pension costs, increases in energy costs, and flat or declining levels of revenue. Although a deficit was projected, he also reassured the Board that the conservative budgeting approach adopted by staff had traditionally meant that expenditures come in less than budgeted. As such, Mr. Brandon felt that the fund should essentially break even in 2008-2009.

He told the trustees that staff had considered several options as a means of trying to improve the financial situation in the Corporate Fund through either increasing the revenue stream or further reducing expenditures. Among the options discussed were: raising taxes and rates; further cutting key projects; reducing service levels and personnel; delaying the maintenance and replacement of assets; and increasing transfers-in from other funds. Traditionally, the Village had employed the method of transfers-in to improve the Corporate Fund balance and the amount of transfers proposed for 2008-2009 would be the highest level since FY 2003-2004. On the subject of taxes, he explained that staff had projected that a possible increase of 0.25% in the local sales tax could generate an additional \$200,000 in revenue.

In addressing the deferral of staff replacements for the Police Department, Chief Farber expressed concern about the effects of operating well below the approved full staffing level for the department. He informed the Board that it was expected that the department expected to be short three or four officers beginning in the summer of 2008, with the retirement of Lt. Glenn Williams, a twelve-month military service deployment for one officer, and one officer off duty for surgery. The Board then discussed the possibility of reinstating the one patrol hire for FY 2008-2009 by reducing expenditures in other areas. Trustee Smith voiced concern that a long-term period of inadequate staffing in the department could be counterproductive to the cost saving measure of deferring a new hire by significantly increasing overtime costs. Following discussion, the consensus of the Board was to direct Chief Farber and his staff to prepare a financial justification for reinstating the patrol position.

#### Contributions to Other Agencies – Hotel-Motel Tax Revenue

Mr. Brandon highlighted the level of funds proposed to be given to other agencies out of the hotel-motel tax revenues received by the Village. He noted that all agencies had requested the same amount of contribution as provided in FY 2007-2008, with the exceptions of the Community Center (\$1,000 additional) and the Chamber of Commerce (\$6,000 additional). He also pointed out that three agencies that had previously requested assistance had not filed requests for contributions during FY 2008-2009 as of yet. Following discussion, the consensus of the Board was to reinstate funding for these three agencies: Become Unity (\$5,000); Student Recognition program (\$5,000), and United Way (\$4,000).

#### 911 Surcharge Fund

Mr. Brandon noted that only one major capital project would be utilizing 911 funds (\$25,000 for the 800 Mhz radio upgrade for police and fire). Revenues continue to decline and the fund balance is depleted, likely due to the popularity of converting from land-lines to cellular phones.

#### Motor Fuel Tax Fund

The major project for the MFT Fund was the \$150,000 overlay of streets in the Gleason/Carolina/Eater/Gates Drives area.

#### TIF Fund

##### Community Development Fund

#### Restricted Reserve Fund

There were two major projects earmarked for Restricted Reserve Funds for FY 2008-2009: \$50,000 for the development of a downtown park at the former Martinizing Building site and \$120,000 for the repair of the roof at the Forum Fitness Center. It was discussed that the Forum roof would be a TIF-eligible expense. As such, the consensus of the Board was to pay for the roof repair from the TIF Fund and to restore the \$150,000 of funding for the deferred street repair projects from the Restricted Reserve Fund.

Gas Fund  
Water Fund  
Waste Water Fund  
Electric Fund  
Storm Water Drainage Fund  
Airport Fund  
Public Works Administration Fund  
IMS Fund  
Central Maintenance Fund  
Internal Building Maintenance Fund

Following the presentation, the Board discussed the budget proposal. Trustee Carter noted that the proposed pay plan included a substantial salary adjustment for the Network Administrator position that far exceeded the 3.0% adjustment proposed for all employees. Mr. Brandon explained that the number included in the pay plan proposal was an error. Because the Network Administrator was also handling the website development and maintenance duties, it had been proposed that his salary be adjusted to compensate for this additional work. However, the proposed adjustment listed in the pay plan had been a mistake that would be corrected before a final plan was brought to the Board for approval.

Following discussion, the consensus of the Board was to bring the proposed budget forward for public hearing on April 1, 2008, with official Board action to be taken on April 8, 2008.

**Adjournment**

There being no further business to come before the Board, Trustee Fogal moved to adjourn the meeting. Trustee Smith seconded the motion. Motion carried viva voce vote.

**MEETING ADJOURNED AT 8:57 P.M.**

Respectfully submitted,

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Jeremy A. Reale  
Clerk of the Village of Rantoul

APPROVED APRIL 8, 2008

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Neal Williams  
Village President

ATTEST:

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Jeremy A. Reale  
Village Clerk