

**RANTOUL VILLAGE BOARD OF TRUSTEES  
REGULAR STUDY SESSION  
APRIL 1, 2008**

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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 at 6:16 P.M.

**Roll Call**

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

President Neal Williams; and Trustees Herman Fogal, Clifford White, Margurette Carter, Joe Bolser, Charles Smith, and Jim Stubblefield – 7.

The following representatives of Village departments were also present:

Paul Farber, Police Chief; Kenneth Beth, Attorney; 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; Pete Passarelli, Asst. Public Works Director; Mike Loschen, Community Development; Dan Culkin, Inspection; and Village Clerk Jeremy Reale.

**Public Participation**

Mr. George Blalock, 631 Willow Pond Road, addressed the Board to express his concern about the lack of a movie theater in the community. The speaker wondered why Village officials were not working to attract this type of establishment, as it could be beneficial to Rantoul. President Williams assured Mr. Blalock that the development of a theater complex was indeed a priority for local leaders, as it had been since the closure of the previous cinema building.

Mr. Gary Evans addressed the Board to register his disapproval of the proposed tax increment financing (TIF) district for areas of proposed residential and commercial development on the west side of Rantoul. He noted that he had been in attendance at the reconvened meeting of the Joint Review Board, during which the TIF Redevelopment Plan had been recommended for approval by a vote of five to two. Mr. Evans was concerned that the community had effectively turned its back to the school districts by advancing a proposal that he believed would place a financial burden upon the local education systems.

**Items from the Clerk**

(A) The Clerk presented a request for the authorization of an additional deputy village clerk position. He noted that a recent change in Illinois state statutes had given municipalities the authority to create multiple deputy clerk positions as a means of handling the full responsibilities of the clerk's office. Given that the position of Village Clerk is a part-time elected role, the Clerk emphasized the importance of having a deputy clerk present in the Municipal Building to assist the public during regular business hours. He noted that several periods of absences of the incumbent deputy clerk had left the clerk's office without any staff present for lengthy periods of time—a situation he believed as unacceptable for a full-service municipality. As such, he had proposed creating a second deputy position to serve as a substitute when the Clerk and other deputy clerk are unavailable to carry out the official duties of the office. Mindful of the limited

resources available, he had suggested that the duties of the deputy clerk be split between the two, with each employee being given a \$1,000 annual stipend in addition to his or her regular salary.

Trustees Carter and Smith questioned the necessity of creating an additional position, particularly given the fact that full job descriptions had not been created in which the duties of each deputy clerk were clearly delineated. Trustee Carter also suggested that other employees could assist citizens in the absence of the Clerk and deputy clerk. The Clerk agreed that other clerical staff were willing to be of assistance; however, he stressed that only an officially appointed deputy clerk would have the authority to execute documents and affix the Village seal. He added that the proposal had been based upon his perceived need to improve the quality and efficiency of customer services provided by the clerk's office. Following discussion, the consensus of the Board was to defer this item to a later date, directing the Clerk to prepare a more detailed proposal in consultation with the incumbent deputy clerk.

### **Monthly Department Reports**

#### *1) Economic Development*

Mr. Bruce informed the Board that staff in his department had been preparing to represent the Village in two upcoming events. On April 2, 2008, he would be present during the Champaign County business expo at Assembly Hall to promote the Rantoul Business Center to commercial and retail businesses seeking more space. The following day, the department would also present information during the Rantoul Area Chamber of Commerce business expo. He also reported that his staff was busy pursuing other potential lessees for Village properties on the former base. He noted that the Village had recently closed a deal for the lease of an additional 1,900 square feet of space to another tenant in the Rantoul Business Center.

#### *2) Police*

Chief Farber reported that some members of the department command staff had recently completed homeland security training in Springfield. Work also continued on the National Incident Management System (NIMS) project, as well as the development of policies and procedures for an internal operations update project. Finally, he also announced that the Police Department would be represented at the RACC business expo on April 3, 2008.

#### *3) Aviation*

Mr. Clayton reported 896 gallons of fuel sold at the airport during the month of March, down approximately 400 gallons from sales figures from March 2007. He also reported that he had been working in conjunction with Mr. Bruce to explore the possibility of allowing agricultural crop dusting companies to establish a service based out of the Rantoul airport. He noted that work continued on an update of the rules and regulations for the airport operations, and that repair of the runway lights was underway. He also reported that a series of dome-shaped "blowups" had presented itself on the airport runway. Staff was working with Burns & McDonnell to address the problem, while they continued to monitor the situation in the interim. Finally, he told the trustees that the FAA and IDOT had used airport facilities to provide aircraft maintenance training.

#### *4) Fire*

Chief Waters reported that the department had responded to a fire at 407 S. Steffler on Easter Sunday, resulting in approximately \$50,000 in damages. The department had also burned a house on North Tanner Street as a training exercise. Finally, he noted that local firefighters would be undergoing NIMS training.

5) *Recreation*

Mr. Thomas reported that the department was busy preparing for the upcoming summer season, with baseball signups now completed and cleanup of the aquatic center beginning in advance of the Memorial Day weekend opening. He also informed the audience that the Prairie Pines campground was now open. He reported that staff had received bids for the purchase of a new batwing mower, with all bids coming in well below the \$10,000 threshold for administrative approval. Finally, he stated that his staff would also be present during the RACC business expo to highlight the programs and services of the Recreation Department.

6) *Human Resources*

Mr. Madalon reported that the Village would be taking applications for the vacant Youth Center Supervisor position through April 4, 2008. He also reported that he had been soliciting quotes from various providers for next year's employee health and dental insurance benefits. Finally, he announced that the Village of Rantoul had been recognized by the United Way for having had the highest percentage increase in donations from the previous year's campaign.

7) *Public Works*

Mr. Hazel reported that the South Evans Road project had begun during the previous week, with workers presently boring under Route 136. He added that the preconstruction meeting with the contractor for the Waste Water Treatment Plant improvements had been scheduled for the following week. He also reported that employees from the Street Division had completed the fence removal and ditch area cleanup along South Perimeter Road. Finally, he reminded the public that the month of April marked the beginning of seasonal brush pickup.

8) *Community Development*

Mr. Loschen reported that Sarah Lorbiecki had left the department two weeks ago after receiving an employment offer at the University of Illinois. He also announced that the Village would be participating in Money Smart Week, a public awareness campaign designed to teach adults and young people how to responsibly manage their finances. Finally, he reported that Community Development staff would be participating in a housing fair in Champaign during the month of April.

9) *Inspection*

Mr. Culkin reported that annual rental registration was underway, with applications having been sent to the owners of all rental properties in the Village. Staff also continued to work with Century 21 to address the issue of the crumbling wall on the building's south side. At this point, the insurance company had not yet come into agreement with the property owner on the damages. Inspection staff had also been busy working in cooperation with other Village departments to address building and structural issues, including the roof of the Forum Fitness Center and several Aviation properties. Finally, he noted that the Village was aggressively pursuing code enforcement issues, citing a number of offenders.

10) *Comptroller*

Mr. Brandon reported that the process of replacing the Forum roof would begin the following week if the budget was approved. It was anticipated that this project would be completed during the summer. He also reported that the Village would be preparing for an additional property transfer involving the Heritage Lake area sometime after the start of the next federal fiscal year. Other areas

identified for future property transfer included land west of Century Boulevard and the so-called 900 Area on the former base. He also informed the Board that the U.S. Air Force had approved a demolition schedule for a number of smaller buildings on the former base. Finally, he told the trustees that the Chanute Commission had approved a \$59,000 contract with Foth & Van Dyke for filling in areas south of Heritage Lake.

### **Items from Public Works**

(A) Mr. Hazel presented a request to authorize the purchase of a new pad-mount transformer to service the new HVAC chiller being installed at Lincoln's Challenge Academy. The existing electrical service lacks sufficient voltage and size and is not conveniently located to serve the expected load from the new chiller unit. Under the proposed arrangement, Lincoln's Challenge would be responsible for the purchase and installation of the new service disconnect, wiring and other materials. The Village would provide the equipment, labor, and tools required to perform the installation. While the Village would initially pay for the materials necessary for the second point of service, this amount would be reimbursed by the customer. Mr. Hazel reported that bids had been received on March 31, 2008. Staff was recommending that the Board authorize the purchase of either a 300 KVA transformer or a 500 KVA transformer from Solomon Corporation, for an amount not to exceed \$11,500. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(B) Mr. Hazel presented a proposal to authorize the award of a contract for the sale of surplus materials to Mathews Developers, effective from April 30, 2008 to April 30, 2010. Bids for the contract had been received on March 19, 2008, with Mathews providing the most favorable bid to the Village: \$0.06 per pound for scrap metals; \$1.57 per pound for scrap copper wire; and \$0.55 per pound for scrap aluminum wire. The contract would also specify that the contractor would be responsible for furnishing the necessary scrap trailers on site for the sorting and disposal of surplus materials. He noted that the bid price for scrap copper did represent a \$0.40 per pound increase from the previous contract. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(C) Mr. Hazel then presented a proposed engineering agreement with Donohue & Associates to perform a Long-Range Water Distribution Study for the area included within the Village Comprehensive Plan, as adopted in 2006. While an initial study authorized in 2000 had addressed only the areas of potential concern within the corporate limits of Rantoul, this new study would expand upon the model and evaluation developed in that earlier study to incorporate areas immediately outside of the corporate limits. Following an RFQ process, the Village Engineering Review Committee had reviewed the five proposals received and had recommended that a contract be negotiated with Donohue. Once the project was completed, the Village would have a long-range plan for water distribution that would adequately correspond to the land uses provided for in the Comprehensive Plan and identify future system improvement needs. Mr. Hazel requested that the Board authorize the approval of an engineering contract with Donohue for an amount not to exceed \$29,500. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(D) Mr. Hazel presented a proposal to enter into a Highway Authority Agreement with SARUS Oil, to cover the site of the former Clark Service Station at the intersection of Congress Avenue and Century Boulevard. This agreement would permit contamination from a former underground fuel storage tank to remain in place, while protecting public health by prohibiting the use of wells and limiting access to any contaminated soil. The agreement would further provide that SARUS Oil would be responsible for any costs in the event that the Village would

need to perform any right-of-way maintenance or construction that would require treatment or disposal of contaminated material. He noted that the Village had previously used this type of agreement to address other past fuel station sites. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

#### **Items from Human Resources**

(A) Mr. Madalon presented the proposed Pay Plan for FY 2008-2009, including compensation structure and position information chart for Village employees. The proposal would provide for a salary range adjustment of 2.3% in accordance with the annual Cost of Living Adjustment (COLA) established by the Social Security Administration. Total actual wages would increase by a total of 3.0% for most non-union employees, with Police Department command staff seeing a 3.5% increase in order to address a compression problem between first-line supervisory staff and senior patrol officers. Fire call compensation would be increased from \$18 per call to \$20 per call, with additional increases provided for fire meeting attendance.

Noting past issues regarding the handling of employee job reevaluations, Trustee Carter suggested that the Village should consider the possibility of placing a freeze on all job reevaluations for a two- or three-year period. Mr. Beth responded that, although he understood the concerns raised by the Board with respect to reevaluations resulting in unusually large salary adjustments, he felt somewhat uncomfortable with the legal issues that might be raised if such a freeze was to be enacted. In particular, the reevaluation process could be necessary to ensure that the Village was fully compliant with federal statutes mandating, for example, equal pay for equal work. In response to a question from Trustee Stubblefield, Mr. Beth affirmed that the policies set forth in the Pay Plan could be revised and amended during the course of the year, if the Board felt such revision was necessary. Responding to an inquiry from Trustee Smith, Mr. Brandon noted that the overall budgetary impact of reevaluations would vary depending upon the salary of the particular job and the extent to which the job had changed.

Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

#### **Items from the Comptroller**

(A) Mr. Brandon presented the proposed budget for FY 2008-2009, highlighting some of the changes made to the proposed budget since the original Board review of March 17, 2008. The total budget would be \$38,993,819 – approximately \$11.5 million less than the previous fiscal year. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(B) Mr. Brandon reported that new auditing standards would be requiring additional auditing services outside of the scope of the Village's original contract with Crowe Chizek and Company, LLC. These new standards would require an additional 80 hours of work, totaling \$8,700 in fees—which had already been included in the FY 2008-2009 budget. Without the additional work, the Village would no longer be compliant with generally accepted auditing standards and could not receive an unqualified opinion from the auditors. He requested that the Board approve the additional fees and authorize the Mayor to sign an engagement letter with Crowe Chizek. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(C) Mr. Brandon then presented a series of proposed budget amendments for FY 2007-2008. The first amendment would provide for an additional \$16,500 in grounds maintenance at the Airport, including mowing and snow removal. Because above average snowfall had required greater use of the contracted snow plowing service for the runways than expected, the amount originally budgeted had not been sufficient to cover all costs. The second amendment provided

for an additional \$24,000 in the legal expense account of the Public Works Administration Fund, which would cover expenses incurred in defense of the “preference payment” suit filed as part of the Collins & Aikman bankruptcy case. The final amendment would provide for a \$15,000 transfer from Police Administration to cover overtime salaries within the Police Communications Division. Following discussion, the consensus of the Board was to place these items upon the formal agenda for its regular meeting.

**Items from Community Development**

(A) Mr. Loschen presented a request for approval to cede the Village’s 2008 volume cap bond allocation to Stern Brothers & Co. so that the Village could be included in their “Assist First-Time Homebuyers Program”. This program would allow borrowers to receive a grant in the amount of 4.25% of the loan amount as a grant to purchase their first home. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

**Adjournment**

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

**MEETING ADJOURNED AT 8:00 P.M.**

Respectfully submitted,

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Jeremy A. Reale  
Clerk of the Village of Rantoul

APPROVED MAY 13, 2008

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Neal Williams  
Village President

ATTEST:

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Jeremy A. Reale  
Village Clerk