

**RANTOUL VILLAGE BOARD OF TRUSTEES
REGULAR STUDY SESSION
MARCH 3, 2009**

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 6:15 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:

Bruce W. Sandahl, Administrator; Paul Farber, Police Chief; 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, Asst. Public Works Director; Mike Loschen, Community Development; Dan Culkin, Inspection; and Village Clerk Jeremy Reale.

Items from Trustees

(A) Trustee Carter, noting the approach of warmer weather in the spring and summer months, asked if the Police Department had any plan in place to address bike safety, noise, and other seasonal issues. Chief Farber responded that the department was prepared to begin a public information campaign to highlight relevant Village ordinances and safety issues through various local media during the upcoming weeks and months.

(B) Trustee White reminded the members of the Board and staff to speak directly into their microphones, as citizens had been experiencing difficulties in hearing certain speakers during the internet broadcasts of Village Board meetings.

(C) Trustee Smith reported that he had received a request from residents in the South Pointe area to have staff investigate certain problems with the recently-completed paving project on South Pointe Drive. Mr. Hazel stated that staff would look into these issues and report back.

Items from the Village Clerk

(A) The Clerk reminded those in attendance that the last day of voter registration in advance of the April consolidated election would be March 10, 2009. He noted that Deputy Village Clerk Janet Gray served as a deputy registrar and would be available to assist citizens with voter registration in the Municipal Building during regular business hours.

(B) The Clerk reported that staff had completed all necessary revisions to the draft manuscript of the Village Code and had turned over all materials to Municipal Code Corporation for editing and proofing. He estimated that this process would take approximately three months to complete, after which the Village would be provided with a final manuscript of the Code that incorporates all additions, deletions, and corrections. The Village Board would then be required to adopt the revised Village Code in its entirety. After adoption, Municipal Code Corporation would complete publication of the final recodified document – in both hard copy and internet forms – within roughly six weeks.

The Clerk noted that the recodification process had taken longer than originally anticipated due to the fact that numerous sections of the current code had required substantial unforeseen revisions, including the updating of many provisions to eliminate discrepancies between the language of the code and the longstanding actual practices employed by the Village. Mr. Beth added that the new code would also contain a subject index to assist staff and citizens in more easily locating information without the need for a comprehensive search of the document. With the substantial changes and addition of new features, the Clerk hoped that the final product would result in a more technically accurate and “user-friendly” version of the Village Code.

(C) The Clerk also reported that his office was beginning its next major project, which concerned updating and improving the Village’s records management and disposal program. As the first phase of this process, he had arranged for representatives from the Local Records Unit of the Illinois Secretary of State’s office to perform an audit of the files of all Village departments so that an accurate village-wide inventory of records can be prepared. He reported that a staff meeting to discuss the project with the local representative from the Local Records Unit was scheduled for March 18, 2009.

Items from the Administrator

(A) Mr. Sandahl presented a proposal for the increase of the Village’s animal impoundment fee, as established under Chapter 5, Section 5.7.3 of the Village Code. While the current fee was set at \$25.00, he noted that this figure was at the lower end for municipalities that contract with Champaign County Animal Control services. As such, it was recommended that the initial impoundment fee be raised to \$50.00, while maintaining the current daily impoundment fee of \$10.00.

Trustee Carter inquired as to how often the Village would transport animals to the county animal control facility. Mr. Sandahl responded that the Village’s animal control officer would transport any animals to the county once each weekday. Given that fact, he suggested that there should be no need to temporarily house any animal at the Village’s pound facility for more than three days, including weekends and holidays. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(B) Mr. Sandahl reported that the Village had received notification from the Illinois Department of Transportation (IDOT) that Rantoul was to be allocated \$390,000.00 in transportation funds from the federal stimulus package. He told the Board that staff was investigating potential uses for those funds in order to identify the project for which the Village would likely obtain the best return on its investment.

Monthly Department Reports

1) Police

Chief Farber reported that the Village had entered into a grant-supported project with the “A Child Is Missing” Organization, whereby the Village of Rantoul was now registered on the organization’s website and had the capability of entering data on missing persons at no cost to the municipality. He noted that this presented one more avenue for local authorities to distribute information about missing persons cases on a regional and national basis. He also reported that staff had recently completed the ILEAS Homeland Security training program in Springfield, which provided important information and updates on various domestic security issues and compliance with the National Incident Management System (NIMS) requirements. Finally, he informed the trustees that the department was beginning a public information campaign designed to highlight various Village ordinances (noise, vehicle impoundments) and promote summer safety.

2) Economic Development

Mr. Bruce reported that the department had hosted a marketing development study regarding the potential location of a new hotel facility in the commercial section of the Warner West Murray Road development area. He also informed the Board that the demolition of Building No. 54 on the former base was now complete. Finally, he reported that his department had represented the Village of Rantoul at the recent meetings of various organizations and local government units, including: the Chanute-Rantoul National Aviation Center Redevelopment Commission, Regional Planning Commission, Economic Development Commission, Rantoul Area Chamber of Commerce, and Champaign County Airport Committee.

3) Comptroller

Mr. Brandon reported that the final budget proposal for FY 2009-2010 was nearly completed and should be available to the trustees and the public by the end of the present week. A Special Meeting to discuss the budget proposal was scheduled for March 17, 2009 at 6:15 P.M. He also reported that staff was working to develop a bid packet for the Village's boiler and electric equipment insurance policy, as the current three-year policy was set to expire on May 1, 2009. Finally, Mr. Brandon announced that Amanda Huston had resigned from the position of Accounting Specialist, effective March 13, 2009. While the position would remain in the budget for the next fiscal year, he did not plan to advertise to fill the vacancy in the short term.

4) Inspection

Mr. Culkin reported that the Village had served legal notices to the owners of Building No. 16 (521 Hartigan Avenue) and forwarded the case to the attorney for legal action regarding the condemnation of the building. He also reported that the house located at 420 S. Chanute Street was scheduled to be demolished within the current week. He told the Board that the department had received two separate requests for zoning text changes, which would be considered by the Plan Commission at its March 12, 2009 meeting. A Special Village Board Meeting had been scheduled for March 13, 2009 to act upon the recommendation of the Plan Commission. Finally, he stated that the Village had received an annexation proposal regarding thirty-five (35) acres of land east of the wastewater treatment plant. While staff was currently reviewing the proposal, he anticipated that it could be brought forward for Board action as soon as April.

5) Community Development

Mr. Loschen reported that the Citizens Advisory Board had met on February 19, 2009 to finalize a Community Development budget recommendation to the Village Board. He also reported that the U.S. Department of Housing and Urban Development (HUD) had notified the Village that it was scheduled to receive \$98,625.00 in CDBG funds from the federal stimulus package. Finally, he mentioned that the department had completed two rehabilitation projects during the month of February, with three additional projects currently in progress. Staff was reviewing and verifying information in five more applications for housing rehabilitation assistance.

6) Public Works

Mr. Hazel reported that the Village was soliciting quotes for the repair of the turbocharger for generator no. 8, which had been taken offline in late February due to a bearing failure and the disintegration of the metal fan blades. He also stated that the Village had received notice that the Illinois Commerce Commission (ICC) had approved the exempt labeling of railroad crossings on Maplewood Drive, Sheldon Street, High Street, and U.S. Route 45. The exempt signage would remain in place until the removal of the rails and the resurfacing of the roads at the sites of the former crossings. Mr. Hazel also reported that the Village would be mailing out seasonal informational door hangers to all residents during the next few weeks. These items would include schedules for brush and leaf collection. Finally, he announced that the west water treatment plant was expected to be online and operational by the end of the week.

7) Human Resources

Mr. Coffey reported that approximately 75% of all Village employees had thus far participated in the series of group meetings with administration. He remarked that participants were finding the meetings to be very productive, with all parties given the opportunity to share information, concerns, and experiences. He noted that meetings with the various department heads and supervisors were now beginning, with those sessions scheduled to conclude by March 16, 2009. During the next few weeks, he anticipated introducing the new performance management and evaluation process for Village employees.

8) Recreation

Mr. Thomas reported adult basketball and volleyball programs were winding down, while youth baseball enrollment was beginning this week. He also mentioned that the "Junior High Night" program at the Youth Center continued to be successful, with typical attendance of about 100 youth each Friday evening. Fifteen children were participating in the youth wrestling program, which would be hosting its first home meet with teams from Mahomet and Gibson City. He also reported that maintenance crews were continuing spring cleanup of Village parks and recreation facilities. Finally, he announced that the Champaign County Sports Commission would be holding a fundraiser event on April 3, 2009 at the Holiday Inn in Urbana. Mr. Thomas had tickets available for anyone interested.

9) Fire

Chief Waters reported a total of thirty-four (34) calls during the month of February, including two mutual aid calls and a house fire on Locust Street that resulted in roughly \$75,000.00 in damages. The department had received 13 carbon monoxide calls, including four calls in which high levels were detected. One such call had resulted in the fatality of a child in a house on Briarcliff Drive. Finally, he reported that the department would be hosting Emergency Vehicle Operator Course (EVOC) training on April 28-29, 2009.

10) Aviation

Mr. Clayton reported 1,718 gallons of fuel sold for the month of February, a total which exceeded monthly sales receipts in both 2008 and 2007. He also reported that he had been working with officials at Lincoln's Challenge Academy to arrange for cadets to assist in the cleanup of winter-related debris from airport property. He announced that March 11, 2009 marked the start of the runway lighting project, which would require the temporary closure of Runway 927. Finally, he reported that staff continued to work on the possible transition of airport management from private FBO to public control. As part of this process, he would be traveling with Mr. Sandahl to visit the publicly-controlled municipal airport in Rochelle, Illinois, on March 5, 2009.

Items from Aviation

(A) Mr. Brandon presented a request to authorize the payment of \$58,800.00 to Burns & McDonnell for the engineering design work on airport runway lighting project performed by Crawford, Murphy & Tilly (CMT). Prior to the Village entering into a five-year agreement with Burns & McDonnell in October 2007, CMT had been the engineering firm for the airport and had already begun the design work on the runway lighting project. As the design work initiated by CMT was used by Burns & McDonnell to complete their design work on the project, CMT had submitted a bill to Burns & McDonnell in the amount of \$58,800.00. Burns & McDonnell had, in turn, billed that amount to the Village. Mr. Brandon reported that he had received verbal and written confirmation from the Illinois Department of Aeronautics (IDA) that these charges would be eligible for a 97.5% reimbursement from the state. He told the Board that the Village would submit a request for reimbursement to the state once the bill had been paid to Burns & McDonnell. 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 the FY 2009-2010 Community Development Block Grant (CDBG) Budget proposal, as recommended by the Citizens Advisory Board. He anticipated that the Village would receive roughly \$308,600.00 in new CDBG funds from HUD during the upcoming fiscal year. With the addition of funds carried over from FY 2008-2009 projects and a small amount of program income, the total CDBG budget was \$820,111.00. Highlights of the budget proposal included: \$342,025.00 for housing rehabilitation programs to cover 6 full-home and 21 emergency rehabs; \$160,815.00 for the demolition of one building on the former base; \$54,552.00 to install handicap-accessible doors at the Rantoul Business Center; \$130,075.00 for the installation of a water line from Tanner Street to Century Boulevard; and \$46,290.00 to fund nine different social service programs. 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 request for the approval of an ordinance to allow the members of the Illinois Municipal Electric Agency (IMEA) additional time to evaluate the provisions of a new Federal Energy Regulatory Commission (FERC) rule and to develop an appropriate policy. The FERC rule mandated the implementation of a new Demand Response Program, which would allow a third party "aggregator" to enter into a direct contract with Village utility customers that have the ability to shed load and then to sell that electric capacity into the Regional Transmission Organization (RTO) market. Both the aggregator and the customer would presumably share in any revenues generated by the selling this demand reduction. Mr. Hazel noted that this program could adversely impact the Village and substantially increase customer costs. As such, he proposed that the Village take advantage of a provision in the FERC rule that allows a municipality to pass an ordinance by mid-April 2009 to block the initial implementation of this program until its provisions are more completely understood. Once an appropriate IMEA policy can be developed, this ordinance can be revisited and/or rescinded. 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 request to authorize the admission of the Village of Riverton as a member of the IMEA. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(C) Mr. Hazel presented the annual Motor Fuel Tax (MFT) Resolution required by IDOT, which allocates and permits the Public Works Street Division to use IDOT MFT funds for eligible street and highway maintenance expenses identified as "day labor and equipment". The proposed resolution was based on the Village's annual budget allocation of \$175,000.00 for these services. 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 request for the approval of Change Order No. 5 associated with the Wastewater Treatment Plant renovation project. This change order provided for two small deductions to reflect the deletion of an exhaust fan relocation in the influent pump room as well as to correct a contractor error in not deducting the 5% mark-up for overhead and profit for work that was deducted from the project. The third component included an additional cost of \$1,575.00 for the extension of a 12" ventilation duct to allow for the removal of an exhaust fan in the grit room. The total amount of the change order was \$347.62. 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 a proposed budget amendment in the Public Works Landfill Fund, to provide for fees associated with additional testing that was required for post-closure sampling at the landfill. The increase of \$6,500.00 would come from the cash balance, which was presently \$165,000.00. 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 7:15 P.M.

Respectfully submitted,

Jeremy A. Reale
Clerk of the Village of Rantoul

APPROVED APRIL 14, 2009

ATTEST:

Neal Williams
Village President

Jeremy A. Reale
Village Clerk