

**RANTOUL VILLAGE BOARD OF TRUSTEES
REGULAR STUDY SESSION
JULY 6, 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 Roger Jones, Tony Brown, Margurette Carter, Joe Bolser, and Jim Stubblefield – 6.

The following member was found to be absent:

Trustee Charles Smith – 1.

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; Greg Hazel, Public Works Director; Mike Loschen, Community Development; Dan Culkin, Inspection; and Village Clerk Jeremy Reale.

Presentation: National Night Out Committee

Ms. Angie Hertel addressed the Board regarding the events being planned for the upcoming “National Night Out” on August 3. Several neighborhoods throughout the community would be hosting programs on that evening, including food, games, music, and other activities. The National Night Out program was designed to heighten crime and drug prevention awareness, general support for local anti-crime programs, and strengthen relationships between the citizens and law enforcement. Ms. Hertel encouraged the Board members, staff, and other residents to attend one of the various neighborhood functions to demonstrate support for this program. For more information, residents were told to contact Peter Pogwizd at the Rantoul Police Department.

Presentation: Center for Community Adaptation

Mr. Mike Royse, president of One Main Development, LLC, and Mr. Dick Warner, director of the Center for Community Adaptation (CCA), addressed the Board to present a proposal to conduct a feasibility study on behalf of the Village of Rantoul. The Center for Community Adaptation was a newly-formed, non-profit organization based out of Champaign that would specialize in fostering collaborative efforts between universities, government bodies, non-profit groups and private entities within communities. Noting that Rantoul continued to experience the negative effects and economic impact of the closure of Chanute, the CCA had applied for a \$50,000.00 grant through the Illinois Department of Commerce and Economic Opportunity (DCEO) to help fund a study to identify ways to promote quality growth and direction for Rantoul. This study would assess, among other things: how Rantoul fits into the regional economy, what types of business opportunities are available for the community, and how the Village can foster stronger relationships with other communities, organizations, and economic

development groups in the county and regional area. This process would assist Village officials in moving toward the goals and objectives outlined in the Village Strategic Plan by identifying strengths and opportunities for Rantoul. The partnership between the CCA and the Village of Rantoul would represent something of a pioneering venture that would be used as a template for future clients seeking to address community problems and achieve growth through a multi-party collaborative effort. It was noted that the Board would first need to approve a consultant services agreement with CCA in order to utilize the grant funding from DCEO. 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 for consideration a draft of revised Rules of Order for the Village Board of Trustees. He noted that each local government body was responsible for determining its own rules for governing the conduct of its proceedings and that staff had identified these rules as an area for improvement during the process of recodifying the municipal code. As the previous Rules of Order had been eliminated from Chapter 2 during the recodification, Mr. Reale and Mr. Beth had co-authored a revised series of rules that more appropriately reflected and incorporated the traditional practices employed by the current and previous Boards.

If adopted, these rules would formally put into place a number of previously unwritten practices that had long been used by the Board, including:

- 1) prohibiting remote participation in meetings and study session by members who are unable to be physically present;
- 2) specifying that all voting shall begin with the trustee by whom the pending motion has been made;
- 3) specifying the procedures for omnibus voting via Consent Agenda;
- 4) establishing the procedures for audience participation at meetings

Mr. Reale stressed that it was particularly important for the Board to formally adopt rules for audience participation in light of upcoming changes in state law that would give citizens the right to speak at public meetings within the guidelines established by each government body. He noted that under existing laws, the public had never been granted a guaranteed right to address the Board. 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 received an official copy of the Champaign County Land Resource Plan from the Regional Planning Commission. The plan contained a significant amount of information about future land use in the county as well as issues facing the specific communities of Champaign County. He told the Board that a copy of the plan would be available to them for their review.

(B) Mr. Sandahl also noted that staff was in the process of selecting legal counsel to assist the Village with the early property transfer of parcels on the former Chanute property. Participating firms had been interviewed and their proposals reviewed, with a final recommendation expecting to be made for the Board's consideration at a later date. He stressed the importance of selecting a firm with specialized knowledge and experience working with these issues to guide the Village through the process and gain a full understanding of the terms of the Air Force proposals before the Village commits to accepting the deeds to parcels associated with the pending early transfer and future transfers.

Monthly Department Reports

1) Police

Chief Farber reported that the department was participating for the seventh year in the University of Illinois Principal Scholars Program, hosting a student intern from Rantoul Township High School during the month of July. The insurance and stipend for the student intern are covered by the program, giving the student an opportunity to learn about law enforcement by assisting Community Service Officer Danny Russell on various projects around the department.

2) Comptroller

Mr. Brandon reported that the Village had agreed to participate in the "Put Illinois to Work" program, a state program designed to match unemployed workers with prospective employers on a temporary basis. The State of Illinois would be responsible for payment of all wages through the conclusion of the program period on September 30, 2010; however, the goal would be to encourage employers to continue to employ these workers beyond that deadline. He noted that it was unlikely that the Village would be able to continue to employ any of these workers past the program period because of lack of funding in the budget, but suggested that it would provide skills training that these individuals could use in their search for employment elsewhere. The Village would be interviewing five prospective candidates from a list provided by the State. He also reported that the State continued to lag behind on income tax payments to municipalities. Now five months behind on payments, the State of Illinois currently owed the Village approximately \$450,000.00. Finally, Mr. Brandon reminded the public that the new sales tax rate of 8.75% went into effect in the Village on July 1. The Village would begin receiving its share of payments under the new rate starting in October.

3) Inspection

Mr. Culklin reported that employees from the Inspection Department had been assisting in inspecting and overseeing the work on several property demolitions around the Village. Job specifications had also been prepared for additional potential demolition projects to utilize additional remaining funds that had been set aside for these activities. He also stated that a list of unregistered rental properties had been forwarded to the Village attorney for further action, with 35 rental property owners presently in violation of registration requirements. Finally, he reported that the summer months had seen an increase in building improvement activities around the community, detailing several permits that had been recently issued for projects in Rantoul.

4) Community Development

Mr. Loschen reported that, although the Village had not yet received its funding allocation from the Department of Housing and Urban Development (HUD), staff had submitted its environmental review record and related reports so that the department could immediately begin spending its funding upon receipt. He also reported that the Village's Enterprise Zone certification had been submitted to Champaign County for property tax abatements for those affected businesses. The Village had hosted a one-day HUD labor relations training seminar at the Recreation Administrative Offices, which had been well-attended. Mr. Loschen also mentioned that the Citizens Advisory Board would be meeting in July to discuss the department's annual performance report. The public comment period for that report would begin July 7, 2010.

5) Public Works

Mr. Hazel reported that the Village had completed its annual water quality report and mailed copies to all residents, as required by the Illinois Environmental Protection Agency. He noted that the Village had met all state and federal standards related to water quality again this year. He also stated that the pre-construction meeting regarding the resurfacing of U.S. Route 136 had been held during the previous week. Cross Construction would be the contractor for the IDOT project and was prepared to begin installing traffic control signage along Route 136 during the week of July 12. He also reported that the Village was working with the University of Illinois ATREL laboratory on a project involving the testing of LED streetlights, with four experimental lights being installed along South Perimeter Road. Mr. Hazel mentioned that the Street Division had finished removing the railroad track materials from the former crossings on Sheldon and High Streets. Finally, he remarked that Public Works officials had made significant progress in the design of the stormwater and roadway improvement project for the Gleason Drive area. It was expected that the project would be advertised for bids in the fall of 2010, with work commencing in spring 2011.

6) Recreation

Mr. Thomas reported that the Youth Center had served 1,733 meals for the Free Lunch program during the month of June. Baseball and softball programs had been running smoothly and would be coming to an end during the current week. Property maintenance crews had been busy mowing and trimming at Village properties in preparation for Independence Day activities and would be beginning major renovations of Village park playground equipment. The department had secured three major field rentals for baseball and softball tournaments for the month of July, which would bring a significant amount of people into the community. Finally, Mr. Thomas noted that the hot weather had been beneficial to attendance at the Aquatic Center, with an average daily attendance rate of 350.

7) Fire

Chief Waters reported a total of 25 calls during the month of June, including 6 carbon monoxide-related calls and an apartment fire resulting in \$25,000.00 in damages. He also stated that the department had hired three new firefighters during the previous month, with two others having left the department.

8) Aviation

Mr. Clayton reported that the airport had hosted a very successful community Independence Day celebration on July 2, including fireworks, music and entertainment. He also stated that he and representatives from Burns & McDonnell had met with IDOT officials in Springfield on June 7 to discuss the airport apron area fencing project. He noted that Rantoul community design standards prohibited the use of chain link fencing for this project, so officials were investigating the options and related costs of installing metal ornamental fencing in the area to comply with the ordinance. He also reported that officials from the Federal Aviation Administration (FAA) had been on site on June 29 to conduct a land use compliance inspection of the airport area. The Village was still awaiting receipt of the final inspection report from the FAA.

Items from the Police Department

(A) Chief Farber reported that the Rantoul Police Department had become eligible for a direct allocation of grant funding from the Department of Justice through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The allocation for Rantoul, which is calculated using UCR crime data, would be \$19,376.00. Chief Farber stated that it was the intent of the department to apply these JAG funds toward the

purchase of a new, marked patrol vehicle, as all funding for new vehicles had been deferred in the FY 2010-11 budget. Any additional funds that would be required to complete the purchase of a fully-equipped vehicle would be paid through local asset forfeiture funds. The department was requesting approval of the grant proposal for the purchase of a new patrol vehicle through the State of Illinois bid process. 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 award of contract to GA Rich & Sons, Inc., for the installation of an 8" HPDE water main on Wabash Avenue, between Tanner Street and the alley west of South Century. He noted that this improvement had been identified in the 2008 Water Distribution System Master Plan as a means to provide adequate fire flow for the surrounding residential area in accordance with International Standardization Organization (ISO) recommendations. Because this project fell within an area of the Village for which Housing and Urban Development (HUD) funds could be utilized, the Community Development Department would be providing the funding for the water main installation. When bids for the project were opened June 23, GA Rich had been found to have submitted the low bid for the amount of \$88,435.00.

Mr. Hazel also requested approval of a 10% contingency fund (\$8,843.50) to address any possible unforeseen ground or project conditions that might be encountered during the project. Additionally, a 5% base number (\$4,421.75) was being requested to address a HUD requirement that the contractor develop and implement an Action Plan for notifying and soliciting Section 3 qualifying labor support from among the residents of Rantoul. This mandate could feasibly require additional training or soliciting above and beyond what would be typically required for a Village or IDOT-related construction project. With the contingency fund and the HUD "escalator", the total project cost would be \$101,700.25 – well under the original budgeted amount of \$117,000.00. 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 for the authorization of a sole-source purchase of a Model TIS Dimminutor Open Channel Communitor from Franklin Miller, Inc., for the amount of \$21,950.00. The Dimminutor is equipment that protects sanitary pumps by grinding solids and debris contained in the sanitary flow. This unit would replace the failed Dimminutor at the Northwest Sanitary Sewer Pump-station on County Road 3100 North. He noted that Public Works employees had attempted to repair the existing unit; however, due to the age and condition of the equipment, internal repair efforts had been unsuccessful. He added that quotes to repair, re-fabricate and service the existing unit had been as much as the cost of an entirely new Dimminutor. 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 the award of contract to U.S. Hoist for the inspection, testing and certification of the personnel/freight hoists at the Waste Water Treatment Plant. Quotes had been obtained from three vendors with the experience and certification necessary to work on this equipment, with U.S. Hoist, based out of Chicago, providing the low quote of \$11,800.00. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(D) Mr. Hazel discussed the review of proposals associated with the legal services for the Economic Development Conveyance (EDC) of 470 acres of property on the former base, as previously referenced by Mr. Sandahl. He stated that staff hoped to complete the review by the end of the present week, with a recommendation for action being made to the Board at its regular meeting. Once a legal firm had been selected, staff would negotiate a contract for services that would be brought to the Village Board for approval at a later date.

Items from the Comptroller

(A) Mr. Brandon presented a request to authorize the purchase of 40 personal computers (PCs) and monitors from Dell, for the amount of \$28,621.20. He noted that the Village's current Dell desktop workstations were over four years old and lacked sufficient processing speed and memory to properly operate the HTE software and other applications. As such, it was recommended that half of the current desktop PCs be replaced with new units, with the remainder being replaced during the next fiscal year. The proposed equipment would have four times the current memory, nearly twice the current processing speed and double the hard drive capacity. The PCs and monitors would be purchased directly from Dell at a per-unit cost of \$715.53, which was less than the state bid per-unit cost of \$790.00 through Hewlett-Packard (HP). He noted that \$26,000.00 had been budgeted for the PC replacements and \$22,500.00 budgeted for the monitor replacements, which had been carried over for the last two budget cycles. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

(B) Mr. Brandon also presented a request for the approval of a professional services contract with Gorski Reifsteck for work associated with the repair and replacement of the roofs at the Rantoul Business Center, Forum Fitness Center (phase II), and the Electric Department garage. The proposal solicited from Gorski Reifsteck would provide for professional services to develop the scope of work, bidding and construction administration related to the projects at the Forum and the Electric garage. It would also include an assessment of the roof condition at Rantoul Business Center to determine the extent of repair needed for that facility. Once that assessment was completed, Gorski Reifsteck would provide an amended proposal for the total cost for professional services for all three projects. The total cost for these services would be \$31,000.00. Following discussion, the consensus of the Board was to place this item upon the formal agenda for its regular meeting.

Closed Session: Semi-Annual Review of Closed Meeting Minutes

Trustee Bolser moved to enter into Closed Session pursuant to 5 ILCS 120/2 (C) 21, to discuss the minutes of meetings lawfully closed under the Act, whether for the purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06. Trustee Carter seconded the motion.

The Clerk called the roll:

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

NAYS: None – 0.

ABSENT: Smith – 1.

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

The Board entered into Closed Session at 7:37 P.M. With the consent of the Board, the following individuals were permitted to remain present: Bruce Sandahl, Kenneth Beth, and Jeremy Reale.

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

The Clerk called the roll:

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

NAYS: None – 0.

ABSENT: Smith – 1.

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

The Study Session was reconvened at 7:41 P.M.

Adjournment

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

MEETING ADJOURNED AT 7:41 P.M.

Jeremy A. Reale
Village Clerk

APPROVED AUGUST 10, 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 July 6, 2010, as the same appears on the records of the Village now in my custody and keeping.

Jeremy A. Reale
Village Clerk