

**Rantoul Village Board of Trustees
Regular Study Session**

July 5, 2016

Order of Business

Board Packet Page(s)

- 
- 1. Call to Order – Mayor Smith**
Roll Call
 - 2. Public Participation**
Citizens wishing to address the Village Board with respect to any item of business listed upon the agenda or any matter not appearing on the agenda are asked to complete a public participation form and submit it to the Village Clerk prior to the meeting. Comments will be limited to three minutes for each speaker.
 - 3. Items from the Mayor**
 - A) Discussion of Ancillary Benefits for Elected Officials
 - 4. Items from Trustees**
 - 5. Items from the Clerk**
 - A) Review of Closed Meeting Minutes 1-4
 - 6. Items for the Consent Agenda**
 - A) Approval of Minutes, Special Board Meeting, June 7, 2016
 - B) Approval of Minutes, Regular Study Session, June 7, 2016
 - C) Approval of Minutes, Regular Board Meeting, June 14, 2016
 - D) Approval of Bills and Monthly Financial Reports
 - 7. Administrator Report**
 - A) New guidelines for Micro Loan Committee and eligibility 5-6
 - 8. Items from Police Department**
 - A) Purchase of vehicles 7-10
 - 9. Items from Comptroller**
 - A) Budget Amendment BA-FY #17-01 – Police Dept. 11
 - 10. Items from Public Works**
 - A) Establish a Load Limit on Cemetery Road 12
 - 11. Items from Counsel**
 - 12. Adjournment**

Statement Regarding Compliance with the Americans with Disabilities Act (ADA)

The Village of Rantoul wishes to ensure that its programs, services, and activities are accessible to individuals with disabilities. All Village Board meetings are wheelchair accessible. Persons who require an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the Village of Rantoul should contact the ADA Coordinator at (217) 892-6821. TTY users should dial 7-1-1 or call the Illinois Relay Center at 1-800-526-0844 (TTY) or 1-800-526-0857 (V). TTY users requiring Spanish language assistance should call 1-800-501-0864 (TTY).

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM	PAGE	OF
ITEM: Semi-Annual Review of Closed Meeting Records	DEPARTMENT: Village Clerk	
AGENDA SECTION:	AMOUNT:	
ATTACHMENTS: () ORDINANCE () RESOLUTION (X) OTHER (See Summary) () SUPPORTING DOCUMENTS	DATE: July 5, 2016	
SUMMARY HIGHLIGHTS:		
<p>In accordance with the Open Meetings Act, the Village conducts a semi-annual review of the closed session records of the Village Board in January and July of each year to determine which records, if any, are appropriate for release.</p> <p>See attached sheet.</p> <p>Formal action will be taking at the July 12, 2016 Board Meeting</p> <p>Any member of the Board who wishes to review Closed Session records in advance of the Study Session may do so by making an appointment with the Clerk's office.</p>		
RECOMMENDED ACTION:	Enter into Closed Session to approve the previous closed session minutes and review all closed session records for content and possible release	
DEPARTMENT HEAD APPROVAL	VILLAGE ADMINISTRATOR	
AGENDA PAGE NUMBER:		

CLOSED MEETINGS
June 30, 2016

<u>Tape #</u>	<u>Date</u>	<u>Subject</u>	<u>Confidentiality Still Exists</u>	<u>To Be Released</u>
	Feb. 8, 1996	FOP negotiation matters	X	
	June 6, 1996	FOP negotiation matters	X	
	Sept. 25, 1996	Specific employee matter - Comptroller	X	
	Dec. 14, 1996	Specific employee matter - Administrator	X	
	Jan. 14, 1997	Specific employee matter - Administrator	X	
	Feb. 28, 1997	Specific employee matter - Administrator	X	
	June 3, 1997	FOP negotiation matters	X	
	July 1, 1997	FOP negotiation matters	X	
	Dec. 2, 1997	IBEW negotiation matters	X	
	Jan. 13, 1998	Specific employee matter - Elec. Supt.	X	
	May 12, 1998	IBEW negotiation matters	X	
81	Oct. 6, 1998	IBEW negotiation matters	X	
109	April 19, 1999	FOB Negotiations	X	
182	Sept. 12, 2000	FOB Negotiations	X	
210A	June 12, 2001	Specific employee matter - Exec. Sec.	X	
	March 5, 2002	Specific employee matter - Exec. Sec.	X	
242	March 18, 2002	Specific employee matter - Econ. Dev. Dir.	X	
246	May 14, 2002	Specific employee matter - Fire Chief	X	
257	June 4, 2002	Specific employee matter - Fire Chief	X	
259	June 27, 2002	Specific employee matter - Econ. Dev. Dir.	X	
268	August 26, 2002	IBEW negotiation matters	X	
270	Sept. 3, 2002	IBEW negotiation matters	X	
270	Dec. 3, 2002	Specific employee matter - IMS Manager	X	
280	Jan. 7, 2003	Specific employee matter-Sr Computer Tech	X	
284	Feb. 4, 2003	Specific employee matter - IMS employee	X	
291	March 11, 2003	Specific employee matter - CD employee	X	
291	April 1, 2003	Specific employee matter - CD employee	X	
291	April 8, 2003	Specific employee matter - CD employee	X	
295	Nov. 4, 2003	FOP negotiation matters	X	
332	Feb. 3, 2004	FOP negotiation matters	X	
337	Feb. 17, 2004	FOP negotiation matters	X	
354	June 8, 2004	Specific employee matter - Econ. Dev. Dir.	X	
366	August 12, 2004	Specific employee matter - Administrator	X	

<u>Tape #</u>	<u>Date</u>	<u>Subject</u>	<u>Confidentiality Still Exists</u>	<u>To Be Released</u>
368	August 25, 2004	Special Board Meeting - Administrator	X	
370	August 25, 2004	Specific employee matter - Administrator	X	
370	Sept. 2, 2004	Specific employee matter - Administrator	X	
373	Sept. 7, 2004	Specific employee matter - Administrator	X	
374	Sept. 14, 2004	Specific employee matter - Administrator	X	
375	Sept. 14, 2004	Specific employee matter - Administrator	X	

485	Aug. 8, 2006	Specific employee matter - Econ. Dev. Dir.	X	
493	Oct. 16, 2006	Specific employee matter - Econ. Dev. Dir.	X	
494	Oct. 16, 2006	Specific employee matter - Econ. Dev. Dir.	X	
495	Oct. 18, 2006	Specific employee matter - Econ. Dev. Dir.	X	
496	Oct. 18, 2006	Specific employee matter - Econ. Dev. Dir.	X	
497	Oct. 18, 2006	Specific employee matter - Econ. Dev. Dir.	X	
499	Nov.2, 2006	Specific employee matter - Econ. Dev. Dir.	X	
500	Nov.2, 2006	Specific employee matter - Econ. Dev. Dir.	X	
502	Nov. 7, 2006	Specific employee matter - Attorney	X	
503	Nov. 13, 2006	Specific employee matter - Econ. Dev. Dir.	X	
506	Dec. 5, 2006	Specific employee matter - Administrator	X	
509	Dec. 14, 2006	Appointment of legal counsel	X	
509	Dec. 14, 2006	Appointment of legal counsel	X	

511	Jan 2, 2007	Specific employee matter - Administrator	X	
516	Feb. 6, 2007	Specific employee matter - Econ. Dev. Dir.	X	
524	March 13, 2007	Specific employee matter - Administrator	X	
560	Nov. 6, 2007	IBEW Negotiations	X	
560	Nov. 6, 2007	Specific employee matter - IT Director	X	

569	Jan 16, 2008	Specific employee matter - Administrator	X	
576	March 4, 2008	Specific employee matter - HR Manager	X	
578	March 11, 2008	FOP Negotiations	X	
583	April 8, 2008	Specific employee matter - HR Manager	X	
586	April 16, 2008	Specific employee matter - Administrator	X	
587	April 16, 2008	Specific employee matter - Administrator	X	
588	April 17, 2008	Specific employee matter - Administrator	X	
589	April 17, 2008	Specific employee matter - Administrator	X	
593	May 13, 2008	Specific employee matter - Administrator	X	
595	May 22, 2008	Specific employee matter - Administrator	X	
606	July 15, 2008	Specific employee matter - Administrator	X	
611	Aug. 12, 2008	Specific employee matter - Administrator	X	
617	Sept. 9, 2009	FOP Negotiations	X	
619	Oct. 7, 2008	FOP Negotiations	X	
625	Dec. 2, 2008	FOP Negotiations	X	

<u>Tape #</u>	<u>Date</u>	<u>Subject</u>	<u>Confidentiality Still Exists</u>	<u>To Be Released</u>
657	Nov. 3, 2009	Specific employee matter - Fire Dept.	X	
657	Nov. 3, 2009	FOP Negotiations	X	
671	March 2, 2010	Specific employee matter - Police Dept.	X	
676	April 6, 2010	FOP Negotiations	X	
689	Aug. 17, 2010	FOP Negotiations	X	
689	Aug. 17, 2010	Specific employee matter - HR Manager	X	
696	Oct. 12, 2010	FOP Negotiations	X	
700	Nov. 9, 2010	Specific employee matter - Fire Dept.	X	
700	Nov. 9, 2010	Pending litigation	X	
719	June 7, 2011	Collective Bargaining	X	
730	Sept. 6, 2011	Personnel	X	
749	May 1, 2012	FOP	X	
760	Oct. 10, 2012	IBEW & FOP Sgts.	X	
763	Nov. 6, 2012	FOP Negotiations	X	
763	Nov. 13, 2012	FOP Negotiations	X	
766	Jan. 8, 2013	Personnel	X	
766	Jan. 8, 2013	FOP Negotiations	X	
792	Jan. 7, 2014	Review of Closed Minutes	X	
794	Feb. 4, 2014	Litigation	X	
797	March 11, 2014	Personnel	X	
798	March 11, 2014	Personnel	X	
800	April 8, 2014	Personnel	X	
809	Aug. 5, 2014	Review of Closed Minutes	X	
812	Aug. 21, 2014	Personnel - Administrator Interview	X	
813	Aug. 21, 2014	Personnel - Administrator Interview	X	
825	July 7, 2015	Reviewed Closed Minutes	X	
	August 11, 2015	Real Estate		
	December 1, 2015	Litigation		
	December 21, 2015	Employment		
	January 5, 2016	Reviewed Closed Minutes		
	April 5, 2016	Real Estate		
	May 10, 2016	Real Estate		

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

PAGE 1 OF 2

ITEM: Micro Loan Program Changes	DEPARTMENT: Administration/Economic Development
AGENDA SECTION:	AMOUNT: N/A
ATTACHMENTS: (X) ORDINANCE () RESOLUTION (X) OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	DATE: 0705/16
<p>SUMMARY HIGHLIGHTS: The micro loan program was established in 1995 to assist in the expansion, retention and creation of new businesses in the downtown area. Aside from expanding the program area to the entire community, no significant changes have been made to the program since its inception.</p> <p>Attached to this staff report is the proposed changes to the program guidelines. The most significant changes being recommend deal with the appointments being made to the program board. The current guidelines were taken from the EDA Revolving Loan Program, which is a completely different program governed by the EDA. The micro loan program is funded by local dollars and does not require the same stringent criteria.</p> <p>The proposed changes include replacing the appointment of an environmental expert (which we don't have) to the appointment of an at-large member and changing the appointment of two trustees to the Mayor or his/her designee and the Village Administrator or his/her designee. This allows for someone from the staff who is here full-time to attend the meetings. The total number of committee members will remain the same at seven (7).</p> <p>Other recommended changes include designating only businesses located in commercially or industrially zoned districts would qualify for the program. Finally furniture and fixtures are now longer considered an allowable expense. The program was established to support the creation of jobs and to add property value to the community. Furniture and fixtures don't necessarily do that.</p> <p>Last month the micro loan committee voted to recommend these changes to the board.</p>	
RECOMMENDED ACTION: Approve the ordinance amending the micro loan program to include the new guidelines as recommended by the committee	
DEPARTMENT HEAD APPROVAL:	VILLAGE ADMINISTRATOR: Jeffrey Fiegenschuh, Administrator

MICRO-LOAN PROGRAM GUIDELINES
2016-2018

- PROGRAM BOARD:** The board shall consist of 7 members. They include; two (2) members having lending experience with a commercial lending institution; one (1) member having significant experience with retail or service commercial business; one (1) member having significant experience with an industrial business; one (1) at-large member; two (2) members from the municipality-The Mayor or his/her designee and the Village Administrator or his/her designee. The Mayor or his/her designee shall chair the board meetings.
- WHERE:** The program area will cover any commercial or industrial business located within a commercial or industrial zoning classification within the corporate limits of the Village of Rantoul.
- INTEREST RATE:** Not less than 2% nor more than 10% with a term of 5 to 7 years
- PROGRAM CRITERIA:** Acquisition, construction, installation, renovation, repair or other improvements to real estate and buildings for commercial business. Machinery and equipment may be included; however furniture, fixtures, working capital, inventory or refinancing of debt are NOT eligible for funding.
- COLLATERAL:** Collateral is required. The amount required will be determined on a case by case basis by the program board.

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

PAGE 1 OF 3

ITEM: Police Vehicles	DEPARTMENT: Police
AGENDA SECTION:	AMOUNT: \$76,350.00
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: June 8, 2016
<p>SUMMARY HIGHLIGHTS: The police department is requesting the purchase of two (2) Administration Vehicles and one (1) marked Patrol Vehicle.</p> <p>The current year fiscal budget (16/17) contains \$61,000.00 for the purchase of new squad cars. During budget planning the goal was to purchase one (1) Administration Vehicle for \$24,000 and one (1) Patrol Vehicle for \$37,000. These price estimates were based on state bid for police package vehicles.</p> <p>However, upon further research, we found where 2016 Ford Taurus SE vehicles (non-police package vehicles) can be purchased through state bid for \$17,671.00. The typical use for Administrative Vehicles is such that a non-police package vehicle will suit our needs.</p> <p>Of the \$61,000.00 budgeted for police vehicles this year, \$30,000.00 was to come from police special funds, funds derived from fines and forfeitures that are required to be used specifically for law enforcement purposes.</p> <p>At the same time, it was our intention to bring into the Administration fleet a 2008 Dodge Charger that was recently acquired through a drug seizure. This vehicle would have replaced an aging Administration Vehicle, a 2001 Chevrolet Impala.</p> <p>The police department recently concluded a narcotics investigation where another vehicle and the currency that was associated with the case was awarded to the police department. The vehicle was sold at auction and the police department received \$4,618.90 for the vehicle. The police department was also awarded 65% of the \$24,109.25, or \$15,671.01.</p>	

We have decided to let the Illinois State Police auction the 2008 Dodge Charger that was originally was going to be added to our Administration fleet. Once sold, the proceeds the police department will receive should be approximately \$4,000 to \$5,000.

So, with approximately \$25,000 being added to the police special funds, with the auction of both vehicles and the cash award, this would enable the police department to update its aging Administration Fleet without utilizing tax payer funds.

The two Administrative Vehicles are available through State Bid for \$17,671.00 each. In an attempt to purchase locally, Shields Auto has offered to sell the same vehicles for \$18,025.00 each. Additional costs for these vehicles includes registrations and title work, emergency lighting, sirens, and trunk lockers, will add approximately \$1,400.00 to each vehicle. Purchase and accessories for the two (2) 2016 Ford Taurus SE vehicles not to exceed \$38,850.00.

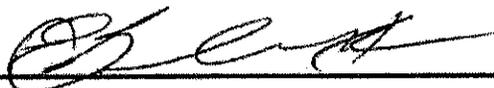
The marked Patrol Vehicle will be a 2017 Ford Interceptor SUV. The state bid price for this vehicle is \$27,490.00. To have the marked vehicle completely equipped, or "Road Ready", approximately \$10,000.00 is needed for all accessories. Purchase and accessories for the 2017 Ford Interceptor SUV not to exceed \$37,500.00.

Total for all three vehicles not to exceed \$76,350.00.

A budget amendment to transfer an additional \$15,350.00 from police special funds to account # 0522-420.75.50 (Vehicle Purchase account) will provide sufficient funding for the purchase of the three vehicles.

RECOMMENDED ACTION: APPROVAL

DEPARTMENT HEAD APPROVAL:



VILLAGE ADMINISTRATOR:



AGENDA PAGE NUMBER:



2016 Ford Taurus SE

STATE CONTRACT # 4017635

Call Steve Decker (800) 798-9912

Email steve.decker@landmarkauto.com

STANDARD PACKAGE

\$17,621.00

+ 50^{00*}

#17,671

6 SPEED AUTOMATIC
 4-WHEEL DISC BRAKES
 ELECTRIC POWER ASSISTED STEERING
 AUTOMATIC HALOGEN PROJECTOR
 HEADLAMPS WIPER-ACTIVATED
 3.5L TI-VCT V6 FFV
 LED TAILLAMPS
 SOLAR TINTED GLASS
 17" PAINTED ALUMINUM WHEELS
 TIRES P235/60R17 ALL SEASON
 AIR CONDITIONING
 CONSOLE FRONT CENTER w/ARMREST
 9 CUP HOLDERS
 FRONT & REAR FLOOR MATS
 CRUISE CONTROL
 CRUVE CONTROL
 TILT/TELESCOPING STEERING WHEEL
 w/SPEED CONTROLS/AUDIO CONTROLS
 6-WAYPOWER DRIVER & PASSENGER
 SEAT

ADVANCE TRAC (ESC)
 KEYLESS ENTRY SYSTEM
 SLIDING SUN VISORS
 POWER WINDOWS
 KEYLESS-ENTRY KEYPAD
 AM/FM STEREO/SINGLE-CD/MP3
 6 SPEAKERS
 AUDIO INPUT JACK
 CAPLESS FUEL-FILLER
 MESSAGE CENTER
 MYFORD 4.2" CENTER STACK SCREEN
 3 POWER POINTS 12V
 REAR WINDOW DEFROSTER
 TORQUE VECTORING CONTROL
 WIPERS-FRONT SPEED-SENSITIVE
 INTERMITTENT
 POWER MIRRORS
 REMOTE PERIMETER LIGHTING

*50⁰⁰ DAY Time Running Lights

"YOU ALWAYS DO BETTER AT LANDMARK!"

ORDER CUT OFF DATE ?????



Shields Auto Mart
Route 9 & Interstate 57, 580 John Street
Paxton, Illinois 60957
217-379-2393 • 1-800-243-2393 • FAX 217-379-4142

Shields Auto Center
225 S. Meyers, Rantoul, IL 61866
217-892-2155 • 1-800-373-4193 • FAX 217-892-4009

June 1, 2016

Village of Rantoul
ATTN: Erman Blevins, Chief of Police
200 W. Grove Ave.
Rantoul, IL 61866

Dear Chief Blevins,

Thank you for the opportunity to place a bid for a new 2016 Ford Taurus SE. The selling price for this vehicle is \$18,025 plus Municipal license and title fees. This vehicle is equipped the same as the state bid with the standard equipment and daytime running lights. *(This is subject to order cut off date.)*

Once again, I would like to thank you for the opportunity. Please let me know how I can be of further assistance.

Sincerely,

Rick Shields
General Manager

www.shieldsautogroup.com



BUDGET AMENDMENT

BA-FY #17-01

REQUESTED BY:	DEPARTMENT/FUND	DEPT. PRIORITY
Police Dept.	FUND <u>001 & 221</u> DEPT	

THIS BUDGET INCREASE IS:
 FOR A RECURRING EXPENSE FOR CAPITAL OUTLAY
 FOR A ONE-TIME EXPENDITURE FOR O&M EXPENSE

COST DETAIL

ACCOUNT CODE	FY 16-17 BUDGET	AMENDED BUDGET	DIFFERENCE
001-0000-399-0221 Transfer In to Corporate	\$30,000	\$45,350	\$15,350
001-0522-420-7550 Police Vehicles	\$98,040	\$113,390	\$15,350
221-0000-362-0000 Forfeits	\$6,000	\$31,000	\$25,000
221-0520-420-9001 Transfers Out to Corp	\$30,000	\$43,350	\$15,350

DESCRIPTION: This budget amendment increase the transfer in to the Corporate Fund from the Police Special Investigation Fund. It also increases the forfeiture revenue into the Special Investigation Fund and increase the Vehicle expense account in the Police Department.

JUSTIFICATION:

PREPARED BY: <u>SB</u>	DATE: <u>6/28/16</u>	COMPTROLLER REVIEW: <u>SD</u>	DATE: <u>6/28/16</u>
BUDGET OFFICER REVIEW: <u>JF</u>	DATE: <u>6-21-16</u>	ORD. #	DATE:
MAYOR/BOARD APPR.	DATE	INPUT INTO SYSTEM	DATE

wp\budget\forms7

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM	PAGE _____ OF _____
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ITEM: Cemetery Road - Load Limit	DEPARTMENT: Public Works
AGENDA SECTION:	AMOUNT: \$150
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: June 29, 2016
SUMMARY HIGHLIGHTS: <p>This Agenda provides for establishing a Load Limit on Cemetery Road from Ohio Avenue to N. Murray Road. A portion of this roadway was recently reconstructed and repaired and in an effort to protect and extend the life of the roadway, it is recommended that a load limit of twelve (12) tons be established.</p> <p>Signs will be posted to inform truck traffic of these limitations.</p>	
RECOMMENDED ACTION: Authorize the establishment of a Load Limit of twelve (12) tons on Cemetery Road (CR) from Ohio Avenue to N. Murray Road.	
DEPARTMENT HEAD APPROVAL: G. Gregory Hazel, P.E. 	VILLAGE ADMINISTRATOR: 
AGENDA PAGE NUMBER:	