



Rantoul Village Board of Trustees
Regular Board Meeting
March 14, 2017

Order of Business

Board Packet Page(s)

1. **Call to Order – Mayor Smith**
Invocation – Pastor Maxine Rixman, Bethany Park Christian Church
Pledge of Allegiance
Roll Call
2. **Approval of Agenda**
3. **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.
4. **Recognition of Mike Loschen and Tony Peyton**

Section A – Consent Agenda

5. **Approval of Consent Agenda by Omnibus Vote**
All items under the Consent Agenda are considered to be routine in nature and will be enacted by a single motion and subsequent roll call vote. There will be no separate discussion of these items unless a Village Board member so requests, in which event the item will be removed from the Consent Agenda and considered as the first item after approval of the Consent Agenda.
 - (A) Approve Minutes of: Regular Study Session of February 7, 2017; Regular Board Meeting of February 14, 2017
 - (B) Approve Bills and Monthly Financial Reports
 - (C) Affirmation of appointments to new Planning and Zoning Commission 1
 - (D) Contribution of \$20,000.00 to Big Brother/Big Sister program
6. **Approval of Any Items Removed from Consent Agenda**

Section B – Consideration of Bids, Contracts & Other Expenditures

7. Motion to authorize and approve Design Engineering Agreement with BHMG for 69kv transmission line - \$74,400.00 13-19
8. Motion to approve purchase of new water meters from HD Supply Waterworks - \$186,211.00 20-24

Section C – Consideration of Ordinances & Resolutions

9. Motion to pass Ordinance No. 2514, AN ORDINANCE SUPPLEMENTING AND AMENDING DIVISION 2 OF ARTICLE XII OF CHAPTER 10 OF THE RANTOUL CODE 26--33

Order of Business

Board Packet Page(s)

- 10.** Motion to pass Ordinance No. 2515, AN ORDINANCE SUPPLEMENTING AND AMENDING SECTION 14.80 OF ARTICLE III OF CHAPTER 14 OF THE RANTOUL CODE 34-36
- 11.** Motion to pass Ordinance No. 2516, AN ORDINANCE AMENDING THE MICRO-LOAN PROGRAM 3-10, 37-43
- 12.** Motion to pass Ordinance No. 2517, AN ORDINANCE REVISING THE ANNUAL BUDGET 25, 44-46
- 13.** Motion to pass Resolution No. 3-17-1229, A RESOLUTION ADOPTING AN EARLY RETIREMENT INCENTIVE PROGRAM FOR EMPLOYEES OF THE VILLAGE OF RANTOUL 2, 47
- 14.** Motion to pass Resolution No. 3-17-1230, A RESOLUTION AUTHORIZING AND APPROVING AN INTERGOVERNMENTAL AGREEMENT FOR THE COMPLETION OF A REGIONAL ANALYSIS OF FAIR HOUSING 11-12, 48

Section D – New Business

Discussion of any items of new business not listed upon the formal agenda. No formal action will be taken on these items during this proceeding.

Section E – Public Announcements

Section F – Adjournment

- 15.** Motion to Adjourn

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).

We would appreciate advance notice of at least 48 hours for any requests to receive an agenda in an alternate format or other types of auxiliary aids and services.

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

PAGE OF 1 Of 1

ITEM: Modification to Section 10 Rental Registration Ordinance	DEPARTMENT: Inspections
AGENDA SECTION:	AMOUNT: No Fee
ATTACHMENTS: <input checked="" type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: March 7, 2017
<p>SUMMARY HIGHLIGHTS: With the help of Village Attorney, Ken Beth, some changes to Section 10 of the Rental Property Regulations are being submitted for Board Approval.</p> <p>Changes include:</p> <p>Section 10-413 – Eliminating the confusing and time consuming Grading Scale of the property being inspected. No more Class A's, B's, C's or D's. The proposed change is now Pass or Fail with improvements needed. If a unit has violations, the Inspector will prepare a report for the Property Owner/Manager or Agent, identifying the violations and allowing ample time to correct the violations. Inspection Notices, Results and Certificates are sent to Property Owners/Managers or Agents. They are ONLY sent to Tenants upon request.</p> <p>Section 10-410 – Include Mitchell Courts in the Rental Registration & Inspection Program. They must register their rental property and be scheduled for inspections. Mitchell Courts was exempt under the current ordinance because it was perceived that they were operating under the Champaign County Housing Authority.</p>	
RECOMMENDED ACTION: Staff	
DEPARTMENT HEAD APPROVAL: 	VILLAGE ADMINISTRATOR: 
AGENDA PAGE NUMBER:	

ORDINANCE NO. 2514

**AN ORDINANCE
SUPPLEMENTING AND AMENDING DIVISION 2
OF ARTICLE XII OF CHAPTER 10 OF THE RANTOUL CODE**

**VILLAGE OF RANTOUL
CHAMPAIGN COUNTY, ILLINOIS**

CERTIFICATE OF PUBLICATION

Published in pamphlet form this 14th day of March, 2017, by authority of the President and Board of Trustees of the Village of Rantoul, Champaign County, Illinois.

Village Clerk

ORDINANCE NO. 2514

**AN ORDINANCE
SUPPLEMENTING AND AMENDING DIVISION 2
OF ARTICLE XII OF CHAPTER 10 OF THE RANTOUL CODE**

BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, ILLINOIS, as follows:

Section 1. Adoption. Division 2, entitled “RENTAL PROPERTY REGULATIONS” of Article XII, entitled “PROPERTY MAINTENANCE CODE”, of Chapter 10, entitled “BUILDINGS AND BUILDING REGULATIONS”, of the Rantoul Code, as supplemented and amended, be and the same is hereby further supplemented and amended as set forth in the title, headings and text thereof as attached hereto and hereby incorporated herein by this reference thereto.

Section 2. Effective Date. The provisions of this Ordinance shall become effective following its passage, approval and publication as required by law.

Section 3. Conflict. All other ordinances or parts of other ordinances which are in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby repealed.

Section 4. Publication. The Village Clerk is hereby authorized and directed to cause this Ordinance to be published in pamphlet form.

This ordinance is hereby passed, the “ayes” and “nays” being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office at a regular meeting on the date set forth below.

PASSED this 14th day of March, 2017.

Village Clerk

APPROVED this 14th day of March, 2017.

Village President

DIVISION 2. - RENTAL PROPERTY REGULATIONS

Sec. 10-407. - Purpose.

The purpose of this division is to improve and maintain the residential rental housing stock of the village by the enforcement of the property maintenance code through annual registration and periodic inspections.

Sec. 10-408. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Certificate of inspection means the certificate issued after an inspection of a rental residential premises pursuant to this division.

Dwelling unit means any single unit providing complete, independent living facilities for one or more occupants, including permanent provisions for living, sleeping, eating, cooking and sanitation. For the purposes of this division, a dwelling unit also includes a "mobile home" as defined in the Mobile Home Act.

Occupant means any person who is living or sleeping in a dwelling unit or having possession of any space within a dwelling unit.

Owner means any person or legal entity having a legal or equitable property interest in a dwelling unit, including, as applicable, any agent, heir, beneficiary, executor, administrator, legal representative, successor or assign thereof.

Rental residential premises means any residential premises in which any one or more of the dwelling units contained therein is a rental residential unit.

Rental residential unit means any dwelling unit which is occupied or used, or available for occupation and use, by any occupant or occupants for money or other consideration paid or given to any owner.

Residential premises means the land and any building or structure located thereon which contains one or more separate dwelling units. For the purposes of this division, a residential premises also includes an individual condominium unit.

Village inspector means the inspector of the village, including such other employee of the inspection department of the village who is designated by the village inspector to exercise some or all of the powers, duties and functions of the village inspector in this division.

Sec. 10-409. - Registration required.

It shall be unlawful and a violation of this section for the owner of any residential premises to fail to file the annual registration statement required to be filed under and pursuant to section 10-410, to provide any false statement or information in connection with any such annual registration statement or to fail to notify the inspection department of any material change in the information required to be included in any such annual registration statement which may affect the ability of the village to enforce the provisions of this division.

Sec. 10-410. - Registration.

- (a) Except as otherwise provided in this section, the owner of any residential premises shall, on or before May 1 of each year, file a registration statement with the inspection department of the village for each individual residential premises on forms provided by the village inspector. Any such registration statement shall be prima facie proof of the statements therein contained in any administrative enforcement proceeding or court proceeding instituted by the village against the owner of any such residential premises. Upon the initial registration, a temporary certificate of inspection shall be deemed issued for each rental residential premises and such temporary permit shall remain in force and effect until the first inspection.
- (b) The owner of any residential premises containing only a single dwelling unit shall be exempt from the annual registration requirements of this section if such owner has filed a sworn statement with the village attesting to the fact that such single dwelling unit is owner-occupied and is not intended to be rented. The owner of any residential premises shall also be exempt from the requirements of this Section if such owner has filed a sworn statement that such residential premises is vacant and not intended to be rented. If any such residential premises containing only a single dwelling unit ceases to remain owner-occupied and not intended to be rented or if any such residential premises ceases to remain vacant and not intended to be rented, such residential premises shall be registered and the registration fee paid at that time.
- (c) The provisions of this section shall not apply to any of the following:
 - (1) Hotels and motels (as defined in the Rantoul Zoning Ordinance);
 - (2) Nursing homes (as defined in the Rantoul Zoning Ordinance), including any assisted living care facility licensed by the state;
 - (3) Any dwelling owned or operated by the Champaign County Housing Authority or any agency of the state;
 - (4) Boardinghouse or Rooming house (as defined in the Rantoul Zoning Ordinance);
 - (5) Bed and breakfast establishments; or
 - (6) Community residence; Community residence, family, Community residence, group (as defined in the Rantoul Zoning Ordinance).
- (d) Transfer of ownership. The registration of any residential premises under this section is not transferable. Except as otherwise provided in this section, any residential premises shall be registered and the registration fee paid by any new owner within 30 days of any transfer of ownership.
- (e) Information required. The registration statement of any residential premises under this section shall include, but not be limited to, the following:
 - (1) Address of the residential premises;
 - (2) Type of building or structure and number of rental residential units and the addresses for each dwelling unit (e.g., "1," "A," "upper");
 - (3) Name, address and telephone number of the owner;
 - (4) Name, address and telephone number of the manager or agent of the residential premises;
 - (5) If the owner is a corporation or a limited liability company, the name and address of its registered agent;

- (6) If there is a mortgage on the residential premises, the name and address of the mortgage holder; and
- (7) If the residential premises is being sold or transferred under a contract for deed, a true, complete and accurate copy of the contract by and between the seller and the buyer (redacted at the option of the seller to protect any confidential or proprietary information).
- (f) The village inspector may, at any time, require additional relevant information of the owner or any manager or agent on behalf of such owner to clarify any item on the registration statement.
- (g) Any material change in the information included within any registration statement that affects the ability of the village to enforce the provisions of this division shall be reported to the inspection department by the owner or any manager or agent on behalf of such owner within 30 days of any such change.
- (h) Each owner required to file a registration statement under this section shall pay a fee as indicated in this division. No registration statement will be considered filed unless accompanied by the required fee. Any registration statement filed more than 30 days after the applicable date when due shall be assessed a late filing fee in the amount provided in section 10-414.

Sec. 10-411. - Certificate of inspection required.

Except as otherwise provided in this division, it shall be unlawful and a violation of this section for the owner of any rental residential premises to permit any rental residential unit located therein to be occupied or to rent or lease any rental residential unit located therein without having a valid certificate of inspection issued by the inspection department of the village for each such rental residential premises.

Sec. 10-412. - Inspection.

- (a) All rental residential premises required to be registered under section 10-410 shall be periodically inspected by the inspection department of the village for the purpose of determining whether such rental residential premises complies with the applicable provisions of the property maintenance code.
- (b) The village inspector shall establish a schedule of such periodic inspections by systematic zones throughout the village. The village inspector may exempt the requirement for an inspection of any rental residential premises under circumstances where a certificate of occupancy has been issued upon the new construction of any such rental residential premises within the most previous five-year period.
- (c) The village inspector shall send notice to the owner of each rental residential unit within the rental registration premises to be inspected of the date and time that the inspection is scheduled to take place at least 15 calendar days prior to the scheduled inspection date. Such notice shall be mailed by first class mail, postage prepaid, to the owner at the address of the owner or the manager or agent, if any, specified in the registration statement. Any owner who fails to register a rental residential premises as provided in this division shall be deemed to consent to receiving such notice by means of having a copy of such notice posted at the rental residential premises. Any such notice to one or multiple persons or legal entities as owner shall be effective as to all persons or legal entities as owner. The notice shall advise that any owner may object to any such inspection by mail, telephone, facsimile transmission, e-mail or in person at the office of the village inspector. It shall be the responsibility of the owner to notify the

occupant of each rental residential unit of the date and time that such inspection hereunder is to take place at least 5 calendar days prior to the scheduled inspection.

- (d) If the owner does not have the right to enter any rental residential unit for the purposes of inspection under the terms of any applicable lease or other agreement, it shall be the responsibility of the owner or the manager or agent on behalf of the owner to obtain the consent of an occupant of any such rental residential unit to enter such rental residential unit for the purposes of such inspection. The owner, or any manager or agent on behalf of the owner, shall be present at the time and date of any scheduled inspection to provide applicable access for such inspection. If any such owner, or any manager or agent on behalf of the owner, fails to be present at the time and date of any such scheduled inspection or fails to reschedule any such scheduled inspection at least 5 calendar days prior to the date of any such scheduled inspection, such rental residential premises shall be scheduled for another inspection and such owner shall be subject to a reinspection fee in the amount specified in section 10-414. If the owner, including any manager or agent on behalf of the owner, or any occupant objects to a scheduled inspection of any rental residential premises or of any rental residential unit within such rental residential premises, or if the owner does not have the right to enter the rental residential premises under the terms of any applicable lease or other agreement or with the consent of an occupant for the purposes of such inspection, the village inspector may apply to the circuit court for an administrative search warrant to conduct any such inspection. Any occupant providing consent for the purpose of an inspection under this Section shall be at least 18 years or more of age.

Sec. 10-413. - Issuance of certificate of inspection.

- (a) Upon the first and each subsequent inspection, the village inspector shall cause written notice to be given to the owner, or to any manager or agent on behalf of such owner, of the results of such inspection, including a list of deficiencies of all such applicable violations of the property maintenance code found to exist, if any, within 5 business days of the inspection. Such notice shall be personally delivered or mailed by first class mail, postage prepaid, to:
- (1) The owner and the manager or agent, if any, at the address specified in the registration statement; and
 - (2) Any occupants who have requested a copy of such notice at the address of each applicable rental residential unit.

Any owner who fails to register a rental residential premises as provided in this division shall be deemed to consent to receiving such notice by means of having a copy of such notice posted at the rental residential premises.

- (b) If, upon completion of an inspection, a rental residential premises has no violations and provided the registration statement for such rental residential premises is on file with the inspection department and the applicable registration fee and any other applicable reinspection fee as provided in this division have been paid to the village, then the village inspector shall issue a certificate of inspection for such rental residential premises.
- (c) If, upon completion of an inspection, a rental residential premises has violations, the owner, upon receipt of the notice specified in this section, shall:
- (1) When the rental residential premises has no violations that pose a threat to the life, health and safety of any occupant, correct all such deficiencies and advise the inspection

department in writing that all such deficiencies will be completed within a timetable that is acceptable to the village inspector but does not exceed a period of 90 days (any such timetable may include multiple timelines such that those more serious deficiencies which require a shorter period of time shall be corrected first while the owner is allowed more time to correct less urgent deficiencies); upon notice to the inspection department that all remedial action addressing such deficiencies noted in the notice has been completed within such timetable, accompanied by any applicable reinspection fee as provided in this division, the village inspector shall cause the rental residential premises to be reinspected.

- (2) If, upon a finding that all deficiencies have been corrected upon a reinspection of a residential premises, and provided the registration statement for such rental registration premises is on file with the inspection department and the applicable registration fee and any applicable reinspection fees have been paid to the village, then the village inspector shall issue a certificate of inspection for the rental residential premises.
- (3) When the rental residential premises has critical violations and is either unsafe, contains unsafe equipment, is unfit for human occupancy or is unlawful under section 108 of the property maintenance code, the village inspector shall take such action as may be required under the applicable provisions of the property maintenance code to cause such residential rental premises to be condemned, and shall not issue any certificate of occupancy until all deficiencies have been corrected.

Sec. 10-414. - Fees.

The fee for each registration or reinspection as required under this division, including any late registration fee or inspection cancellation fee, shall be paid in accordance with the respective schedules of fees set from time to time by the village board.

Sec. 10-415. - Penalties.

- (a) If any such violations of the property maintenance code continue for more than 14 days after the timetable specified in this division, any such violations shall be referred for prosecution under the applicable provisions of this Code.
- (b) Any owner or other person who violates any provision of this division shall be guilty of an offense and, upon conviction thereof, shall be subject to penalties as set forth in section 1-23.

Sec. 10-416. - Appeals.

Any owner or other person affected by a decision of the village inspector, including the issuance of any notice which includes a list of deficiencies, may appeal such decision before the board of code appeals.

Sec. 10-417. - Other remedies.

Nothing in this division shall prevent the village from taking any action under any other applicable section of this code or any other ordinance or code for any violation thereof or limit the authority of the village to seek injunctive relief or any other appropriate legal remedy for any violation of any such other section of this code or any other ordinance or code.

ORDINANCE NO. 2515

**AN ORDINANCE
SUPPLEMENTING AND AMENDING SECTION 14.80
OF ARTICLE III OF CHAPTER 14 OF THE RANTOUL CODE**

**VILLAGE OF RANTOUL
CHAMPAIGN COUNTY, ILLINOIS**

CERTIFICATE OF PUBLICATION

Published in pamphlet form this 14th day of March, 2017, by authority of the President and Board of Trustees of the Village of Rantoul, Champaign County, Illinois.

Village Clerk

ORDINANCE NO. 2515

**AN ORDINANCE
SUPPLEMENTING AND AMENDING SECTION 14.80
OF ARTICLE III OF CHAPTER 14 OF THE RANTOUL CODE**

**BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF
THE VILLAGE OF RANTOUL, ILLINOIS, as follows:**

Section 1. Adoption. Section 14-80, entitled “Change orders” of Article III, entitled “PURCHASING”, of Chapter 20, entitled “FINANCE”, of the Rantoul Code, as supplemented and amended, be and the same is hereby further supplemented and amended as set forth in the title, headings and text thereof as attached hereto and hereby incorporated herein by this reference thereto.

Section 2. Effective Date. The provisions of this Ordinance shall become effective immediately following its passage, approval and publication as required by law.

Section 3. Conflict. All other ordinances or parts of ordinances which are in conflict with the provisions of this Ordinance are, to the extent of such conflict, hereby superseded.

Section 4. Publication. The Village Clerk is hereby authorized and directed to cause this Ordinance to be published in pamphlet form.

This ordinance is hereby passed, the “ayes” and “nays” being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office at a regular meeting on the date set forth below.

PASSED this 14th day of March, 2017.

Village Clerk

APPROVED this 14th day of March, 2017.

Village President

Sec. 14-80. - Change orders.

The village shall be bound by and liable for only those change orders executed in the following manner:

- (1) The purchasing director is hereby empowered to execute the following change orders:
 - a. Any change order for any purchase or contract work authorized to be made under this article, provided that the total cost of the purchase or contract work, authorized by the change order does not exceed \$10,000.00;
 - b. Any change order which does not alter the scope or cost of the purchase or contract work;
 - c. Any change order that results in a reduction in cost, but does not alter the scope or quality of the purchase or contract work; or
 - d. Any change order for any purchase or contract work which does not exceed the amount authorized by the president and board of trustees as a contingency in connection with the approval of any such purchase or contract work.
- (2) The village president is hereby empowered to execute any change order which results from emergency situations without prior approval by the board of trustees; provided, however, the village president shall report any such change order to the board of trustees at the next regular meeting of the president and board of trustees. For the purposes of this subsection, any change order which results from emergency situations is defined as:
 - a. Any clear and present danger or hazard to health, safety or welfare; or
 - b. Any condition which would require the cessation of work on the contract, if not immediately executed.
- (3) Any change order not included within the provisions of subsection (1) or (2) of this section shall be effective only upon prior approval of the president and board of trustees.

ORDINANCE NO. 2516

**AN ORDINANCE
AMENDING THE MICRO-LOAN PROGRAM**

**VILLAGE OF RANTOUL
CHAMPAIGN COUNTY, ILLINOIS**

CERTIFICATE OF PUBLICATION

Published in pamphlet form this 14th day of March, 2017, by authority of the President and Board of Trustees of the Village of Rantoul, Champaign County, Illinois.

Village Clerk

ORDINANCE NO. 2516

**AN ORDINANCE
AMENDING THE MICRO-LOAN PROGRAM**

WHEREAS, under and pursuant to Ordinance No. 2089, passed and approved on May 8, 2007, the President and Board of Trustees (the “**Corporate Authorities**”) of the Village of Rantoul, Champaign County, Illinois (the “**Village**”) established a Micro-Loan Program (the “**Program**”), which such Program was subsequently amended and restated under and pursuant to Ordinance No. 2488, passed and approved on July 12, 2016; and

WHEREAS, the Corporate Authorities of the Village now find it necessary and desirable to amend the Program and to establish new guidelines for the Program.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. Adoption of Amendment. The Program be and the same is hereby amended to provide as set forth in the attached provisions which are incorporated herein by this reference thereto.

Section 2. Effective Date. This Ordinance shall become effective immediately following its passage, approval and publication as required by law.

Section 3. Superseder and Repeal. Upon the effective date of this Ordinance, all ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby superseded and repealed.

Section 4. Publication. The Village Clerk is hereby authorized and directed to cause this Ordinance to be published in pamphlet form.

This Ordinance is hereby passed, the “**ayes**” and “**nays**” being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office on the date set forth below.

PASSED this 14th day of March, 2017.

Village Clerk

APPROVED this 14th day of March, 2017.

Village President

VILLAGE OF RANTOUL LOAN PROGRAM GUIDELINES
2017-2019

- Intent:** To provide gap financing to new and existing businesses within Rantoul for the creation and retention of jobs.
- Staff Role:** All loan applications will be submitted to the Village Administrator or his/her designee. Staff will evaluate each application and provide an analysis to the micro loan committee for further consideration. See attached sheet for the application process.
- 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. **The board is a recommendation body only. The group will recommend loans for approval by the Village Board of Trustees at the following regularly scheduled board meeting.**
- 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:** Interest rate shall be no less than 2% and no greater than 10% and may be adjusted from time to time by the loan committee.
- Loan Terms:** **Minimum loan shall be \$7,500 with a maximum loan of \$100,000.**
- PROGRAM CRITERIA:** Acquisition, construction, installation, renovation, repair or other improvements to real estate and buildings for commercial business. Machinery and equipment may be included along with furniture, fixtures, working capital and inventory. Existing debt refinancing is **NOT** eligible for funding.
- COLLATERAL:** Collateral is required. The amount required will be determined on a case by case basis by the program board.

Application Process:

An application will only be reviewed after receipt of all application materials listed below. The approval letter must be issued before loan proceeds can be disbursed.

1. Meet with Village Economic Development staff to review the scope of the project and receive a copy of the program application.
2. Submit completed application in its entirety in hard copy or digital version to the Village Economic Development Department. Items included in the application are:
 - a. Business Plan, including detailed sources and uses of all funds
 - b. Business financial statements, including 3 years of projections showing loan repayment capacity
 - c. Resume, Personal financial statement and most recent tax return for all principals
3. Once an application is received, the Loan Committee will review the application for compliance with the program. Following that review, they will either:
 - a. Approve the application as submitted. If approved by the Committee, an award letter and notice to proceed will be issued.
 - b. Issue a letter requesting more information be provided
 - c. Issue a letter of denial explaining the review committee's actions (applicant may revise the plan and resubmit)
4. If the project requires a building permit, applicants must receive that permit before work can begin.

Payment Process:

All loan documentation will be prepared by the Bank of Rantoul for the benefit of the Village. Funds will be disbursed upon written request of borrower. Depending on the use of funds, if real estate related, a title company may be used to ensure bills are paid and liens are waived.

Additional Notes

- Funds are awarded on a first-come, first-served basis until the total program budget is exhausted.
- The amount the program is able to approve for reimbursement will not always be equal to the maximum amount due to the availability of funds.
- This loan program is a use of Village funds and, as such, is subject to an open, public process. The Loan Committee meetings are public, as are Village Board meetings where the application may be discussed. Applicants should be aware that their personal and business information could be subject to FOIA requests.

Loan Committee Decision Criteria

BORROWER

- Willingness to repay: credit references and background experience
- Ability to repay: cash flow from other outside income

BUSINESS/USE OF FUNDS

- Community Benefit (blight reduction, increased EAV, increased sales tax base Etc.)
- Sustainability of business
- Creation of value within Rantoul

ADDITIONAL FACTORS

- Minority-owned business
- Benefit to Village growth and infill plans

Program Application

Applicant Information

Name Business Tax ID # or SSN

Street Address City State Zip

Phone Number Email

Business Location (if different)

Type and History of Business-

Amount of Loan Requested & Intended Use

Principals (include resumes of principals, co-signors & guarantors)

Number of Jobs Created or Retained _____

Description of Collateral

Other Committed Funding Sources

Business References, including phone numbers

Statement of Community Benefit (i.e. provide needed goods/services, increase traffic to a shopping area)

Applicant Disclosure Statement

I _____ (Applicant) assert that the preceding information is true and correct and that the loan funds will be used as stated by me in this Application.

Applicant (please print name) Date

Applicant Signature

Owner Disclosure Statement

(Required if Applicant is not the property owner of the parcel being improved)

I _____ (Owner) certify that I, as owner of the property at _____, give _____ (Applicant) authority to implement the described improvements at the property. I further acknowledge that the Village of Rantoul assumes no liability in the event of any dispute between the Owner and Applicant concerning any building improvement work undertaken by the Applicant.

Owner (please print name) Date

Owner Signature

Property Address

ORDINANCE NO. 2517

**AN ORDINANCE
REVISING THE ANNUAL BUDGET
(Public Works Admin. Fund)**

**VILLAGE OF RANTOUL
CHAMPAIGN COUNTY, ILLINOIS**

CERTIFICATE OF PUBLICATION

Published in pamphlet form this 14th day of March, 2017, by authority of the President and Board of Trustees of the Village of Rantoul, Champaign County, Illinois.

Village Clerk

ORDINANCE NO. 2517

**AN ORDINANCE
REVISING THE ANNUAL BUDGET
(Public Works Admin. Fund)**

WHEREAS, the annual budget for the fiscal year beginning May 1, 2016 and ending April 30, 2017 (the “**Annual Budget**”) of the Village of Rantoul, Champaign County, Illinois (the “**Village**”) was duly approved by the President and Board of Trustees (the “**Corporate Authorities**”) of the Village under and pursuant to Ordinance No. 2478, passed and approved at a regular meeting on April 12, 2016; and

WHEREAS, the Corporate Authorities now desire to supplement and amend the Annual Budget in order to add to, delete, change or otherwise revise the Annual Budget by providing for certain transfers between or among the funds or accounts so designated or for certain authorized expenditures from unexpended balances or other additional revenues so designated; and

WHEREAS, funds are available to effectuate such revisions.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. Revision(s) to Annual Budget. The Annual Budget, as heretofore supplemented and amended, is hereby further supplemented and amended in order to add to, delete, change or otherwise revise the Annual Budget by providing for such transfers between or among the funds or accounts so designated or such authorized expenditures from the unappropriated balances or other additional revenues so designated, all as set forth in the form of the Budget Amendment documents (BA-FY-17-04, a copy of which is attached hereto and hereby incorporated herein by this reference thereto.

Section 2. Effective Date. The provisions of this ordinance shall become effective ten (10) days after its passage, approval and publication as provided by law.

Section 3. Publication. The Village Clerk is hereby authorized and directed to cause this ordinance to be published in pamphlet form.

This ordinance is hereby passed, the “ayes” and “nays” being called, by the vote of two-thirds of the members of the Corporate Authorities then holding office at a regular meeting duly called for such purpose on the date set forth below.

PASSED this 14th day of March, 2017.

Village Clerk

APPROVED this 14th day of March, 2017.

Village President

BUDGET AMENDMENT

BA-FY #17-04

REQUESTED BY:	DEPARTMENT/FUND	DEPT. PRIORITY
PUBLIC WORKS	FUND <u>604</u> DEPT	
THIS BUDGET INCREASE IS:		
<input checked="" type="checkbox"/> FOR A RECURRING EXPENSE <input type="checkbox"/> FOR CAPITAL OUTLAY		
<input type="checkbox"/> FOR A ONE-TIME EXPENDITURE <input checked="" type="checkbox"/> FOR O&M EXPENSE		

COST DETAIL

ACCOUNT CODE	FY 16-17 BUDGET	AMENDED BUDGET	DIFFERENCE
604-1110-430-5051 Education & Training	\$21,080	\$39,080	\$18,000
604-1110-430-5010 Insurance	\$595,100	\$577,100	(\$18,000)

DESCRIPTION: The Education & Training budget needs to be adjusted in the Public Works Fund because of additional training needs in various divisions. The general insurance account budget can be adjusted down to offset this additional expense, so there is no impact to the fund's total expenditures.

JUSTIFICATION:

PREPARED BY:	DATE:	COMPTROLLER REVIEW:	DATE:
BUDGET OFFICER REVIEW:	DATE:	ORD. #	DATE:
MAYOR/BOARD APPR.	DATE	INPUT INTO SYSTEM	DATE

RESOLUTION NO. 3-17-1229

**A RESOLUTION
ADOPTING AN EARLY RETIREMENT INCENTIVE PROGRAM
FOR EMPLOYEES OF THE VILLAGE OF RANTOUL, ILLINOIS**

WHEREAS, the goal of adopting an early retirement program is to realize a substantial savings in personnel costs by offering early retirement incentives to employees who have accumulated many years of service credit; and

WHEREAS, implementation of the early retirement program will provide a budgeting tool to aid in controlling payroll costs; and

WHEREAS, the Village of Rantoul, Champaign County, Illinois (the “**Village**”) has determined that the adoption of an early retirement incentive program is in the best interests of the Village.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. The Village hereby adopts the early retirement incentive program as provided in this Resolution. The early retirement incentive program shall take effect on May 1, 2017 (the “**Effective Date**”).

Section 2. The effective date of each employee’s retirement under this early retirement program shall be no earlier than the August 1, 2017, and no later than April 30, 2018.

Section 3. To be eligible for the early retirement incentive under this Resolution, the employee must have attained age 60, have at least 20 years of creditable service by his or her retirement date and have notified the Administrative Officer of the Village in writing of his or her election to participate in the early retirement incentive program established by this Resolution no earlier than the Effective Date and no later than August 1, 2017.

Section 4. The incentive provided by the early retirement incentive program established by this Resolution shall consist of the Village providing health insurance benefits for two (2) years from and after the date of the employee’s date of retirement as follows:

- a. For employee only insurance coverage, the Village shall pay 100% of the premium amount; and
- b. For employee plus one and family insurance coverage, the Village shall pay 40% of the premium amount.

This Resolution is hereby passed, the “**ayes**” and “**nays**” being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office at a regular meeting held on the date set forth below.

PASSED this 14th day of March, 2017.

Village Clerk

APPROVED this 14th day of March, 2017.

Village President

RESOLUTION NO. 3-17-1230

**A RESOLUTION
AUTHORIZING AND APPROVING AN INTERGOVERNMENTAL AGREEMENT
FOR THE COMPLETION OF A REGIONAL ANALYSIS OF FAIR HOUSING**

WHEREAS, there has been presented to and there is now before this meeting of the President and the Board of Trustees (the **“Corporate Authorities”**) of the Village of Rantoul, Champaign County, Illinois (the **“Village”**) at which this Resolution is adopted, the form of a certain Intergovernmental Agreement for the Completion of a Regional Analysis of Fair Housing (the **“Agreement”**) by and among the Village and certain other regional HUD funded agencies for the purpose of undertaking a regional fair housing analysis required by HUD.

NOW THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF RANTOUL, CHAMPAIGN COUNTY, ILLINOIS, as follows:

Section 1. That the Agreement by and among the Village and the other regional agencies, in substantially the form thereof which has been presented to and is now before the meeting of the Corporate Authorities of the Village at which this Resolution is adopted, be and the same is hereby authorized and approved.

Section 2. That for and on behalf of the Village, the Village President is hereby authorized to execute and deliver the Agreement, with such insertions, changes and revisions in the form of such Agreement as may be approved by such Village President, such execution or acceptance thereof, as the case may be, to constitute conclusive evidence of such approval of any and all such insertions, changes or revisions therein from the form of the Agreement now before the meeting of the Corporate Authorities at which this Resolution is adopted.

This Resolution is hereby passed, the “ayes” and “nays” being called, by the concurrence of a majority of the members of the Corporate Authorities then holding office at a regular meeting held on the date set forth below.

PASSED this 14th day of March, 2017.

Village Clerk

APPROVED this 14th day of March, 2017.

Village President