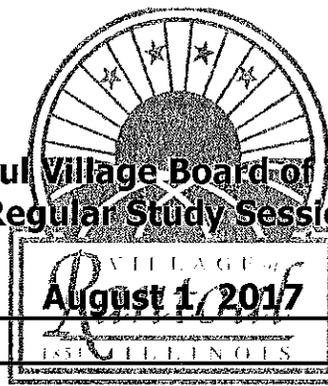


**Rantoul Village Board of Trustees
Regular Study Session**



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 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) Swearing in of new Police Chief, Anthony Brown
 - B) Appointment to Citizens Advisory Committee - Sherry Johnson
- 4. Items from Trustees**
- 5. Items from the Clerk**
- 6. Items for the Consent Agenda**
 - A) Approval of Minutes, Special Board Meeting, July 5, 2017
 - B) Approval of Minutes, Regular Study Session, July 5, 2017
 - C) Approval of Minutes, Regular Board Meeting, July 11, 2017
 - D) Approval of Bills and Monthly Financial Reports
- 7. Administrator Report**
 - A) Approval of Village Leadership Policy 1
 - B) Update of Sick Leave Policy to include siblings 2-3
 - C) Update of Housing Incentive Program 4-5
 - D) Approval of updated EDA Revolving Loan Guidelines 6-43
- 8. Items from Economic Development**
 - A) Approval of Micro Loan Request – Perry Johnson, \$10,000 44-47
- 9. Items from Public Works**
 - A) Change Order on Elevated Tank project - \$48,125.00 48-77
 - B) Declare three cranes/lifts as surplus property 78-79
 - C) Change in property conveyance method for Parcel A1b-7 80-82
- 10. Items from Inspection**
 - A) Contract with Owens Excavating for Rantoul Motel demolition – \$39,250.00 83-89

11. Items from Comptroller

- A) IMRF Resolution certifying eligibility for certain elected positions 90-93
- B) Approve proposal from Bravo Services, Inc. for cleaning services for Seven buildings - \$63,840.00 annually 94-95

12. Items from Community Development

- A) Approval of CDBG Annual Action Plan

13. Items from Counsel

14. Public Participation for non-agenda items

Citizens wishing to address the Village Board with respect to any matter not 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.

15. 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).

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 1 OF 2

ITEM: Village of Rantoul Leadership Philosophy	DEPARTMENT: Administration/Human Resources
AGENDA SECTION:	AMOUNT:
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: 08/01/2017
<p>SUMMARY HIGHLIGHTS:</p> <p>As part of our effort to continue to operate as a high performing organization, Mayor Smith and I asked a group of employees to formulate a leadership philosophy. The purpose of the philosophy is to guide the organization in our continued efforts to improve our services to and relationships with our residents. This group collaborated to bring together results from five individual groups and create a cohesive leadership philosophy, representative of the entire organization. The group is comprised of Eric Vences, Airport Manager, Katie Johnston, HR Manager, Luke Humphrey, Parks and Recreation Supt., Brenda Runyon, Neighborhood Services Coordinator and Alyssa Frye, Parks and Recreation Office Supervisor.</p> <p>We are asking the board to support this effort by formally approving the philosophy/statement below. If approved, this statement will be included in future official village correspondence and be hung in all village buildings as a reminder of where we hope to take this organization in the future.</p> <p>We are Rantoul, a high-performing community united in vision to serve our residents.</p> <p>We are motivated by the knowledge that the work we do enhances the quality of life in our community.</p> <p>We value integrity and creativity and we respect individual differences.</p> <p>When challenged and given ownership of processes and products, we will make significant contributions to the greater good of the organization.</p> <p>We hold ourselves mutually accountable to promote and sustain continuous learning and to develop the leadership potential that exists in every member of our team.</p> <p>We strive to live by these ideals, through inclusivity and transparency.</p>	
<p>RECOMMENDED ACTION: Approve the leadership philosophy via a roll call vote.</p>	
DEPARTMENT HEAD APPROVAL:	VILLAGE ADMINISTRATOR: Jeffrey Fiegenschuh, Administrator

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM	PAGE	OF
ITEM: Sick Leave Policy	DEPARTMENT: Administration	
AGENDA SECTION:	AMOUNT:	
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary) <input type="checkbox"/> SUPPORTING DOCUMENTS	DATE: 7/28/2017	
SUMMARY HIGHLIGHTS:		
<p>At the January Study Session I presented a request to update our Personnel Code so it would be in compliance with the newly adopted HB 6162. This bill authorized the use of sick leave for grandparents and siblings.</p> <p>On January 10, 2017 the Board approved Ordinance No. 2507 amending Section 24-177(a) in connection with the Sick Leave Allowance. The Ordinance added the provision for grandparents but inadvertently left out the provision for siblings.</p> <p>In order to be in compliance with the law we need to add the provision for siblings to our sick leave policy.</p>		
RECOMMENDED ACTION: I recommend approving an ordinance amending the personal code to mirror the language contained in the Employee Sick Leave Act to include siblings.		
DEPARTMENT HEAD APPROVAL	VILLAGE ADMINISTRATOR	
		
AGENDA PAGE NUMBER:		

ORDINANCE NO. 2507

**AN ORDINANCE
SUPPLEMENTING AND AMENDING SECTION 24-177(a) OF
THE RANTOUL CODE IN CONNECTION WITH SICK LEAVE ALLOWANCE**

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

Section 1. Amendment. That subsection (a), entitled "Allowance", of Section 24-177, entitled "Sick Leave", of Chapter 24, entitled "PERSONNEL", as supplemented and amended, be and the same is hereby supplemented and amended to provide as follows:

Sec. 24-177. – Sick Leave.

(a) *Allowance.* Subject to the applicable provisions of this article any full-time employee (and any part-time employee on a prorated basis) covered by this article shall accrue 3.70 hours of sick leave for each completed pay period of employment, provided that the number of sick leave hours that may be accumulated by any such full-time employee (and part-time employee on a prorated basis) shall not exceed 2,080 hours at any one time. Sick leave shall be allowed for: the personal illness, injury or medical appointment of any such full-time employee or of any such part-time employee, or the illness, injury or medical appointment of his spouse or child (including stepchild), parent (including stepparent and spouse's parents), grandchild (including a child of any stepchild) or grandparent if the care of any such person by any such full-time employee or any such part-time employee is medically necessary.

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

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 10th day of January, 2017.

Village Clerk

APPROVED this 10th day of January, 2017.

Village President

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

PAGE 1 OF 2

ITEM: Housing Incentive Program	DEPARTMENT: Administration/Economic Development
AGENDA SECTION:	AMOUNT: N/A
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: 08/01/17
<p>SUMMARY HIGHLIGHTS:</p> <p>They Mayor and staff have made presentations to the RTHS and RSC boards regarding the proposed housing incentive program. The ordinance this board adopted in June stipulated that both school boards would need to approve the same program by August 31, 2017 for this proposal to go into effect.</p> <p>Recently the RCS board voted unanimously to move forward with this program. However, the RTHS board decided to hold off. Based on this information, I would like the board to consider amending the original ordinance to include the following two changes:</p> <ul style="list-style-type: none"> • The program participants will include the Village of Rantoul and the Rantoul City Schools. If the RTHS board chooses to participate at a later time then they are welcome to do so. • Add language that allows someone who purchases a speculation home within one year of its construction to participate in the property tax rebate program. The home buyer would only be able to utilize the remaining time left with the incentive, which would be a total of 4 years. This ensures the program still ends after the 5th year and that a developer does not construct a home that sits vacant, while receiving a rebate. <p>As a reminder, the goal of this program is to stimulate new residential housing construction and home improvements in Rantoul. The plan offers a 5-year property tax rebate on a decreasing percentage for new home construction and remodeling that exceeds 25% of the baseline fair market value. The property tax amount is based on the EAV increment and the property owner will still have to pay the original base line tax. The proposed amount to be refunded includes:</p> <p>Years 1-3: 100 percent of the village and both school district levies Year 4: 66% of the village and both school district levies Year 5: 33% of the village and both school district levies</p> <p>This program applies to single-family or multi-family residential dwellings in the Village of Rantoul.</p>	

Program Details:

1. Tax refunds will not be issued advance of property taxes being paid.
2. Property owner must present proof of payment of the tax bill to the County Assessor to each taxing entity to receive the refund from that entity.
3. Refunds will be issued after the second installment has been paid, in December.
4. The program applies to all property owners of residential dwelling units that are taxable, regardless of zoning, housing style or income of property owner.
5. The increase in assessed value must be the result of construction, improvements or rehabilitation of the property as evidenced by a building permit. The value of the building permit is not to be used to determine the value of the tax refund.
6. Tax refunds will not be issued if any delinquency exists for property taxes, special assessments or utility payments to the Village.
7. Tax refunds will not be issued for property that violates applicable building, zoning or subdivision regulations.
8. Properties are not eligible if the owner(s) have received any other types of Village development assistance, including but not limited to tax increment, tax abatement, reduced or waived special assessments.

RECOMMENDED ACTION: Amend the ordinance creating the Village of Rantoul Housing Incentive program.

DEPARTMENT HEAD APPROVAL:

VILLAGE ADMINISTRATOR:
Jeffrey Fiegenschuh, Administrator

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

PAGE 1 OF 2

ITEM: Approval of updated EDA Revolving Loan Guidelines	DEPARTMENT: Administration/Economic Development
AGENDA SECTION:	AMOUNT: NA
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: 08/01/17
<p>SUMMARY HIGHLIGHTS:</p> <p>For our new board members the village offers a revolving loan program through the Economic Development Administration. This program is set up to offer low interest loans to new and existing businesses for the sole purpose of job creation and retention. A brief history is below:</p> <p>In September, 1993, the United States Air Force closed Chanute Air Force Base which is located entirely within the boundaries of Rantoul, Illinois. The Air Force hired civilian personnel- from the area for over 75 years. The impact on the Rantoul economy included the loss of 2,665 base employees, of which 1,040 lived off base. This loss translated into a 10% increase in local unemployment at the time of base closure. In addition, the University of Illinois estimated that Chanute Air Force Base contributed directly to 25% of the total economy. Many additional service sector jobs were lost and never returned due to this loss, especially in the retail restaurant, construction and automobile sales establishments. These industries depended on military and civilian personnel and their dependents for reoccurring business. Decreased activity for these industries has eroded and not returned to their previous 1993 levels. This has caused a large erosion of property values in Rantoul. These stagnant values continue to erode the tax base for the school districts and other taxing bodies, which has led to a stagnant economy in Rantoul with higher than average poverty rates and the highest consolidated property tax rate in the county.</p> <p>The Village of Rantoul was approved for an EDA revolving loan in the amount of \$1,200,000 in 1993, with an emphasis on recruiting and retaining industrial and commercial jobs. As part of its original grant agreement, the village was required to update its Revolving Loan Fund (FLD) guidelines every 5 years. Unfortunately, the village never did this and was at risk of losing the program all together if several tasks were not met. These included marketing and actually utilizing the program and updating the original guidelines.</p> <p>Last year the village seriously considered pulling out of the program and transferring its share of the loan proceeds (up to \$450,000) into the micro loan program. Ultimately, we decided to the best option was to keep the program, update the guidelines and devise a new marketing plan. Since 2010, the village has had 4 loans funded for a total of \$888,000. The most recent loan was to Noble Hospitality in the amount of \$250,000. Although this sounds like a significant amount, the loan requires that at any given time the village have at least 75% of the original amount loaned out. The village has not been able to meet this requirement and continues to have about 60% of the funds lent out.</p>	

As part of our efforts to secure this loan for another five years the village board hired the Regional Planning Commission to oversee the needed updates. The RPC spent the past 60 days updating the plans and including new language to make the overall program more accessible to smaller business. They also included needed language the EDA requested geared toward future marketing of the program. The guidelines you are being asked to approve have been reviewed and approved by the EDA. The recommended plans are attached to this staff report for your review. Highlights of key changes are below:

- Page 6 of the document includes new commercial and industrial goals for the program.
- Page 7 #3 is new language based on the CEDS (Comprehensive Economic Development Strategy) report that was completed in 2013 for this region. If this was not completed, the EDA would have required the village to take part in a new study before the guidelines could be approved.
- Page 10 #1 our team added some additional objectives for economic development in Rantoul.
- Page 11 #2 the targeted business section was updated based on the Village Comprehensive Plan and the survey previously conducted in 2015 by the Retail Coach. The major employers section was also updated.
- Pages 12-14 were added and all the programs offered by the Village of Rantoul were included into the plan.
- Page 17 the loan size maximum was increased from \$250,000 to \$500,000 to ensure more of the EDA dollars are being lent out. Also on page 17 the terms were changed to allow for repayment in some cases to extend to 10 years.
- Page 20 the Job Cost Ratio section was amended to allow for \$30,000 in loan funds for every 1 full-time job created. The previous language was \$10,000 for every 1 full-time job created. This was changed to allow for more EDA funds to be lent out and to assist our smaller undercapitalized businesses.

This new plan, if implemented by the board, will ensure more EDA dollars get lent and out in a timely manner. More importantly, however, these updates ensure the program meets the requirements set forth by the EDA along with the village’s community and economic development priorities.

RECOMMENDED ACTION: Approve the resolution updating the Village of Rantoul’s EDA Revolving Loan Fund guidelines

DEPARTMENT HEAD APPROVAL:

VILLAGE ADMINISTRATOR:
Jeffrey Fiegenschuh, Administrator



Village of Rantoul, Illinois EDA Revolving Loan Fund Plan

TABLE OF CONTENTS

PART I: REVOLVING LOAN FUND STRATEGY.....	1
A. Economic Adjustment Overview	1
1. Cause, Nature, and Scale of Economic Adjustment Problem(s).....	1
2. Plan(s) or Strategies Developed.....	4
3. Support of Specific Activities of CEDS	7
B. BUSINESS DEVELOPMENT STRATEGY.....	10
1. Objectives.....	10
2. Targeted Businesses	11
3. Business Needs.....	12
4. Other Programs and Activities	13
C. FINANCING STRATEGY.....	15
1. Financing Needs.....	15
2. Local Capital Market.....	15
3. RLF Financing Niche.....	16
D. FINANCING POLICIES	16
1. Eligible Lending Area.....	16
2. Allowable Borrowers.....	16
3. Allowable Lending Activities	17
4. Prohibited Lending Activities	17
5. Loan Size.....	17
6. Interest Rates.....	17
7. Terms	17
8. Fees	18
9. Equity and Collateral.....	18
10. Moratoria.....	19
11. Start-ups	19
12. Working Capital.....	19
13. Credit Not Otherwise Available	19
E. PORTFOLIO STANDARDS AND TARGETS.....	19

1.	Target Percentages	19
2.	Private Sector Leverage	20
3.	Job Cost Ratio	20
F.	RLF LOAN SELECTION CRITERIA	20
G.	PERFORMANCE ASSESSMENT PROCESS	21
1.	Evaluation of the RLF Performance.....	21
2.	Intergradation Process	21
PART II: REVOLVING LOAN FUND OPERATIONAL PROCEDURES		22
A.	ORGANIZATION STRUCTURE	22
1.	Critical Operational Functions	22
2.	Loan Administration Board.....	22
3.	Conflicts of Interest	23
B.	LOAN PROCESSING PROCEDURES	24
1.	Standard Loan Application Requirements.....	24
2.	Credit and Financial Analysis	24
3.	Environmental Review	25
4.	Loan Write-Up	26
5.	Procedures for Loan Approvals.....	26
C.	LOAN CLOSING AND DISBURSEMENT PROCEDURES	27
1.	Loan Closing Documents	27
2.	Loan Agreement Provisions	27
3.	Loan Disbursement	28
D.	LOAN SERVICING PROCEDURES	28
1.	Repayment.....	28
2.	Monitoring	29
3.	Loan Files.....	29
4.	Job Creation	30
5.	Defaulted Loans	30
6.	Write-Offs.....	30
E.	ADMINISTRATIVE PROCEDURES.....	31
1.	New RLF's: N/A.....	31

2. Accounting..... 31

3. Administrative Costs 31

4. EDA Reporting 31

5. Audits..... 32

Reference Documents List 32

A. ECONOMIC ADJUSTMENT OVERVIEW

1. Cause, Nature, and Scale of Economic Adjustment Problem(s)

Rantoul is located in Champaign County, Illinois and occupies seven square miles; half of which comprised the former military installation Chanute Air Force Base ("Chanute") until its closure in 1993. The population of Rantoul has steadily declined since 1970; from a population of 25,562 in 1970 to 12,941 in 2010.

The Air Force hired civilian personnel from the area for over 75 years and had 2,665 employees at Chanute; of which 1,040 lived off base. The effects of the base closure continue to elevate economic distress due to a variety of property vacancies, challenges with ownership changes, arduous process to coordinate with the United States Government via the Air Force, along with property contamination and blight. As its military members and civilians left town in the 1990's, the Village of Rantoul ("Village") revenue decreased dramatically. In addition, the number of streets now under Village maintenance doubled; as did the Village's street and police department budgets. The Village also had to assume responsibility for antiquated gas and steam systems at Chanute, as well as many buildings in desperate need of repair or demolition.

At the time of the base closing, the University of Illinois estimated that Chanute had contributed directly to 25% of the total economy in Rantoul. Many additional service sector jobs were lost as a result of the loss of Chanute population; in particular retail, restaurant, construction, and auto businesses that depended upon military and civilian personnel.

The Village has faced the challenge of locating new employers in every sector to its economy to offset those directly or indirectly lost by the base closing. Decreased activity in these industries continue to erode the tax base for the school districts and other taxing bodies, which has led to a stagnant economy in Rantoul; with higher than average poverty rates and the highest consolidated property tax rate in the county. This challenge continues, along with the need to financially support commercial and industrial development in Rantoul.

Rantoul's Economic Development Administration ("EDA") Revolving Loan Fund ("RLF") Program was created in 1993 in response to the Chanute closure. The RLF has provided financial leverage for businesses to start-up and expand, in a challenging economic climate. As the challenges continue, so do the needs for providing alternative financing and gap financing.

A survey of Rantoul citizens in 2014 reported challenges viewed that included negative community image; above average ratio of rental units and low-income housing; dilapidated buildings; negative media attention; lack of downtown activities; limited downtown shopping hours; negative perception of schools/school report card; slow economy; focus on the past; lack of ownership and pride in the community; and Chanute maintenance and redevelopment.

The Comprehensive Economic Development Strategy ("CEDS") for the area was completed in 2013 for the East Central Illinois Economic Development District ("District"), which included the counties of Champaign, Douglas, Ford, Iroquois, Piatt, and Vermilion. Although the official designation of the district is no longer active, the same regional municipalities, agencies, and services are still active and partnering on economic development initiatives.

Per the CEDS, the District is distinguished by: lower than State average population below the poverty level; higher than State average educational attainment level; lower than State average unemployment rates; diverse yet stable employment structure that has strengths in education, health services, and manufacturing; extensive interstate and railroad system connectivity; significant acreage of highly productive soil; and geographic proximity to many major national markets.

The District has goal themes for furthering quality economic development. These goals reflect national and state interests and accentuate the unique qualities of the six-county area. Key concepts of the CEDS goals include:

- a. **Collaboration**
- b. **Strengthening workforce and community**
- c. **Increasing global competitiveness**
- d. **Strengthening infrastructure and services**
- e. **Leveraging resources**
- f. **Environment**
- g. **Disaster recovery**

According to U.S. Census Bureau data used in the CEDS, the poverty rate for the District is below the national average and very close to the state average. Champaign County has the largest number of people in poverty, with 21.8 percent of its 201,081 residents falling below the 2011 level. Between 1970 and 2000, the largest decreases in District employment were a 92.7% decrease in military employment, a 41.2% decrease in federal and civilian government employment, and a 39.9% decrease in farm employment.

From the CEDS, the largest industry clusters in the District are Education, Agribusiness, Biomedical, Manufacturing, Business, Information Tech, and Transportation. Star clusters

in Champaign County include Agribusiness/Food Processing & Technology, Biomedical/Biotechnical (Life Sciences), and Chemicals & Chemical Based Products. Emerging clusters in Champaign County include Education and Knowledge Creation, Manufacturing Supercluster, Business and Financial Services, Information Technology and Communications, and Energy (Fossil & Renewable).

Challenges related to the CEDS goals of the District have included:

a. Collaboration

- i. Many layers of government make economic development difficult to coordinate
- ii. Many agencies do not hear about funding and data sources, especially smaller communities
- iii. Often economic development is competitive among local agencies rather than cooperative
- iv. Related industries that use same skill set (clusters) are not fully understood
- v. Having a regional strategy that covers both small and large communities and rural and urban interests
- vi. Need to continue to develop relationships between businesses, community colleges, and K-12 schools
- vii. Data distribution centralized source is lacking
- viii. Raising awareness about branding and tourism
- ix. Raising awareness about available technical and financial assistance to smaller private businesses

b. Workforce Strengthening

- i. Availability of short-term housing leases for executives coming into the community
- ii. Need to improve awareness regarding available housing for all levels of employees
- iii. Difficult to find lower cost and/or rental housing in smaller communities
- iv. Difficult to match population with available jobs
- v. Aging workforce retiring brings in younger workers with little or no experience
- vi. Older workforce sometimes does not know how to use emerging technologies; need training
- vii. Few people in rural areas for labor force potential
- viii. Challenge to hold on to younger population
- ix. New GED guidelines that require higher fees to take the test, which is electronic based (some who are not technologically savvy will have to prepare more)
- x. Difficult for high-tech companies to find employees
- xi. Lack of training opportunities to start a business, especially in rural areas

c. Global Competitiveness

- i. Lack of adequacy with local airport
- ii. Market for Bloomington or other airports outside the region provides better service
- iii. Other states do a better job of helping businesses understand their place in the global market

d. Infrastructure and Services Strengthening

- i. Catching up with developers in building adequate and connective roadways
- ii. Lack of infrastructure in some areas
- iii. Need to increase capacity for electrical distribution
- iv. Lack of broadband/internet service in some rural locations
- v. Medical services lacking in rural areas
- vi. Fire protection-response times in rural areas, ISO ratings
- vii. Need to raise awareness of how municipal codes impact affordable housing and its development

e. Leveraging Resources

- i. Perception of Illinois being high tax, high cost; difficult to compete
- ii. Lack of local matching funds to match federal/state grants
- iii. Cost of business compared to other locations in the world
- iv. Local budgets are very tight
- v. Reduced opportunities for Federal and State funding

f. Environment

- i. Water quantity and quality
- ii. Aquifer protection and expending more than can be recharged
- iii. Negative impact of some energy resources that could be "greener"
- iv. High energy prices affect where businesses do business and locate employment centers

g. Disaster Recovery

- i. Flooding is principal natural disaster that can affect the District
- ii. Regional collaboration and planning – most efforts are locally based

2. Plan(s) or Strategies Developed

The Village continues to update municipal plans and strategies to further economic development and commercial success in the community. Strategies have included improving infrastructure, continuing transference of Chanute properties to the Village,

assisting business development and improvements, increasing aesthetics and beautification especially in the downtown, and improving marketing efforts.

The Village has invested in bonds for streets and sidewalks, storm sewer, water and facilities upgrades. Continued investments in Village electric, gas, water, sanitary and storm sewer systems-investments now keeps rates lower long-term. The Village is also expanding recreation programming and reinvesting in Village facilities. In addition, the Village is collaborating with the Champaign County Regional Planning Commission and Champaign-Urbana Mass Transit District to operate a fixed bus route busing system that will connect neighborhoods within the community to area retailers, the downtown, major employers, and the cities of Champaign and Urbana in the future. The route addresses opportunities of mobility within Rantoul to expand job recruitment; increase the quality of life for Rantoul residents; and provide reliable, affordable public transportation to workers.

The Village is investing in neighborhoods by using new and existing programs to promote home ownership, and increasing the amount of high-quality rentals. Rantoul is working on building the education curriculum that will focus on providing Rantoul students with the tools they need to be critical thinkers, giving them an edge in the job market of tomorrow.

The Village offers façade improvement and microloan programs for downtown businesses. Recent improvements in the downtown include restoration and maintenance of Constitution Grove; working to drive traffic to the downtown area farmer's market; design and creation of a new downtown mural; and implementing phases of the "Doing Downtown Differently" project. The Downtown Association is focusing on beautification and clean-up; updating ordinances and streamlining codes; instilling pride in ownership and marketing; and conversion of downtown into an event venue.

Recent downtown public investments have included extension of the downtown bike path, downtown lighting improvements, downtown streetscape, downtown farmer's market, and downtown façade program. Short-term strategies for increasing the viability of downtown Rantoul include creating "pop-up" shops; allow for interim uses of vacant lots; bring in food trucks; invite artists to create installations; install outdoor kiosks; and install a bike path to connect to downtown. Long-term strategies for downtown include eliminating regulatory barriers to redevelopment; creating more flexible zoning code definitions of building use; waiving local development fees; and making underutilized public land available for private sector development.

Recent private investment and development in Rantoul has included the JELD-WEN University Expansion; BRG Expansion; new Subway restaurant; remodels of Jimmy John's

and McDonald's; new assisted living facility; new Holiday Inn Express; growth at Taylor Studios; continued redevelopment at Chanute; and opening of C & C Kitchen in downtown.

Rantoul Township High School has been emphasizing early college and career academy; increasing percentage of students on track to graduate after freshman year; developing individualized career plans for every incoming freshman; and expanding partnerships with industry. The school district would like community businesses and organizations to provide opportunities for high school students to job shadow in different areas.

The Village has additional strategies to counteract economic development challenges in Rantoul.

Commercial goals include:

- a. Enhance the economic strength of retail shopping and service areas in clusters of existing areas including parts of the Chanute redevelopment area
- b. Strengthen existing business areas through the addition of approved mixed-used opportunities and cultural facilities
- c. Improve accessibility, convenience, and safety of retail activity in shopping areas
- d. Prevent and reduce undesirable strip commercial development
- e. Support further development near the I-57 interchange
- f. Improve the aesthetic quality of all commercial developments
- g. Accommodate needed types of business facilities
- h. Increase employment opportunities within Rantoul
- i. Maximize the use of the Chanute Air Force base properties

Industrial goals include:

- a. Expand industrial uses in the Village to broaden the tax base and to increase local employment opportunities
- b. Consider improvement of aesthetic quality of existing and proposed developments and thereby encourage additional industrial uses
- c. Evaluate and monitor the environmental impact of new industrial developments prior to approval
- d. Protect industrial use and zones from encroachment by incompatible uses
- e. Protect the environment and surrounding ecosystems from all forms of pollution

The Village continues to work with the United States Air Force on transference of remaining acres of land and facilities at Chanute. The Air Force has recommended that properties be conveyed to the Village using a combination of public benefit conveyance, economic development conveyance, donation, and negotiated sale methods. Much of the property

was contaminated and is in the process of being cleaned up, which takes several years in some cases. Land use restrictions and institutional controls are established prior to transfer. The Village intends to sell off or continue to lease parcels; operate recreational and public works facilities; utilize the landfill and encumbered properties in new ways; minimize additional costs; and enable some of the parcels to be added back on to the property tax rolls.

The purpose of the economic development conveyance agreement with the Air Force is to complete the transfer of the remaining properties, in order to maintain the jobs that the community has worked diligently to create over the past twenty years. Though the opportunity exists that additional new jobs will be created over the longer term as part of a larger regional economic development initiative, the Village's primary focus is on maintaining the existing jobs on the site.

The Village provides assistance to encourage the private sector, including local property owners and businesses, to undertake redevelopment projects and other improvements that are consistent with the goals of the Tax Increment Finance (TIF) District redevelopment plans. The Village provides assistance to support businesses that may include but is not limited to financial and other assistance for building rehabilitation, façade improvements, leasehold improvements, and construction of facilities. The TIF Districts provide resources for commercial development, rehabilitation for existing buildings, and redevelopment of vacant and underutilized parcels.

Strategies for the District in achieving goals include implementing projects that foster quality of life and further investment in the community; enhancing relationships with agencies and all levels of government; and continually seeking funding for research, new technologies and construction of essential infrastructure.

3. Support of Specific Activities of CEDS

The CEDS for the region was completed in 2013 for the East Central Illinois Economic Development District, which included the counties of Champaign, Douglas, Ford, Iroquois, Piatt, and Vermilion. There are sixteen colleges and universities in or near the District. The University of Illinois is the largest school in the District, with over 40,000 students in 2013. Parkland College covers parts of 13 counties, including all six counties of the District. Parkland enrolls 18,000 students per year. The Rantoul EDA RLF supports development projects in Rantoul, which are also assisted by the following CEDS activities:

a. Workforce Development

The Workforce Investment Act provides framework for a unique national workforce preparation and employment system designed to meet both the needs of the nation's

businesses and the needs of job seekers and those who want to further their careers. The most important aspect of the Act is its focus on meeting the needs of businesses for skilled workers and the training, education, and employment needs of the individual. The Champaign County Regional Planning Commission administers the Local Workforce Investment Act (LWIA) center #17.

The Academy for Entrepreneurial Leadership (AEL) at the University of Illinois offers entrepreneurship programs, services and resources to faculty, students and community members. AEL's mission is to encourage entrepreneurial awareness and initiatives across all disciplines at the University. Drawing on the strengths of all fields across the Illinois campus, AEL helps to initiate, build and connect an understanding, appreciation and inclusion of entrepreneurship. AEL sponsors events for faculty, student entrepreneurs and staff throughout the year, including workshops, public discussions, business plan competitions, symposia, professional FastTrac courses and lectures.

The East Central Illinois University Center is a partnership among local educational institutions and business development resources to promote and foster entrepreneurship in the region. The program's mission is to create a growing pipeline of long-term innovative and vibrant business activity within the region through entrepreneur education, start-up assistance, incubation, growth support and investment. The East Central Illinois University Center's offerings for entrepreneurs include: FastTrac NewVenture course offered through Parkland College's Community Education programs; FastTrac TechVenture course; iOS mobile application development course; Entrepreneur in Residence consulting services at the Research Park; Rantoul Business Incubator facility at the Rantoul Business Center; Small Business Development Center consulting services at the Rantoul Business Incubator; ESRI Business Analyst studies and reports through the Champaign County Regional Planning Commission; Shared Services Program support at EnterpriseWorks and Rantoul Business Incubator; SBIR and STTR Technical Assistance Program at EnterpriseWorks for east central Illinois entrepreneurs.

By continually seeking new industry partnerships with state, regional, and national workforce resources, Parkland College strives to boost its communities' access to higher-paying jobs and advancing technologies, and to meet the needs of district employers. Parkland Business Training provides customized, short-term, intensive training and consulting based on the current needs of working and transitioning professionals and businesses. This is accomplished through corporate and customized training and consulting for business and industry, government, non-profit agencies, schools, and universities; public offerings targeting individuals who want to upgrade their skills in their current positions or future positions, receive training and education

for a new career, and the underemployed and unemployed; and traffic safety programs.

The Champaign County Economic Development Corporation (EDC) is a public-private partnership dedicated to fostering a cooperative, county-wide approach to economic and workforce development. EDC coordinates with a number of key organizations in the area to promote an environment in which business thrives. EDC facilitates local educational opportunities for businesses and their employees.

b. Collaboration

The communities within the District work with other jurisdictions, agencies, and interested parties to achieve regional and local impacts. This includes regular communication; involvement on committees and boards of local agencies; meetings with stakeholders; and collaborating on projects and plan updates.

c. Strengthening Workforce and Community

Local municipalities and businesses partner with WIOA, Parkland College, and the University of Illinois in providing educational and training opportunities that are compatible with industries well suited to the District. There are also efforts to establish programs connecting K-12 schools and community colleges to local businesses.

The District helps entrepreneurs and small business owners find resources to grow their businesses and create jobs, by assisting at the municipality level, county, and regional agencies. Information is made available regarding educational programs, mentoring opportunities, and financing programs for small businesses.

d. Increasing Global Competitiveness

The District developed an inventory of the region's resources that can affect the area's success in the global market. Agencies within the District regularly link businesses and partners to existing innovation or research and development networks.

e. Strengthening Infrastructure and Services

The District maintains an inventory of existing transportation, sewer, water, electricity, and internet infrastructure. The District also maintains a list of potential funding sources.

f. Leveraging Resources

The District maintains a listing of potential angel investment groups, venture capital, in-kind opportunities with other agencies, and other collaborative funding mechanisms. Smaller and disadvantaged communities and businesses are informed

of available funding sources. The District also supports local jurisdictions to adopt transparency and disclosure protocols for publicly funded projects.

g. Environment

The District looks at critical components of the natural environment that need special consideration from an economic development perspective, and promotes sustainable manufacturing protocols. Agencies within the District also promote the protection of the Mahomet Aquifer and other water sources.

h. Disaster Recovery

The District works with affected communities to seek funding, assist in writing applications for funding, and pursue other agencies' support in their recovery. The Champaign County Regional Planning Commission provides this assistance, and facilitates assistance to displaced workers when feasible.

The Village EDA RLF will more widely promote financing with the District partners in order to assist the financial start-ups and expansions of Rantoul businesses that are working on expanding and training their employment base; building commercial and industrial infrastructure; researching and developing high-tech products and services; and expanding economic development.

B. BUSINESS DEVELOPMENT STRATEGY

1. Objectives

It is the mission of the Village to enhance the economic, physical, cultural, and spiritual qualities of life for citizens, businesses, and industries of Rantoul by meeting today's challenges and focusing on the future. The Village strives to stimulate sustainable growth for the community and improve quality of life for all residents. A primary objective is to retain and attract private sector investment that will directly increase and further diversify the economic base of Rantoul.

The Village strives to further economic development in Rantoul by:

- a. **Attracting new businesses**
- b. **Managing current employer relations, for retention and growth opportunities**
- c. **Offering developer incentives and financing for construction and improvements**
- d. **Providing customized support for each of the business districts**
- e. **Coordinating assistance for workforce development needs**
- f. **Revising Village plans/policies as needed to support zoning, planning, and development**

The Village encourages many types of business development, including creation of products and services that are innovative and sustainable; entrepreneurial revitalization; quality employment opportunities for Rantoul residents and the region; and public-private partnerships between the Village, organizations, and businesses.

Marketing initiatives include promotion of incentives and financing programs on the Village website; development of marketing materials for electronic and manual distribution; and direct communication with industrial and commercial businesses to discuss incentive and financing options for business development and expansion.

2. Targeted Businesses

The Village intends to continue utilizing the EDA RLF to assist start-up and expanding industrial businesses, commercial business, small businesses, and micro-businesses. Focused areas include the downtown/central business district, Chanute properties, I-57 area, Route 136 corridor, and Route 45 corridor. Rantoul has four TIF districts that provide incentives for business development, construction, rehabilitation, streetscape, and façade improvements. The Village also has an Enterprise Zone to target additional areas for development incentives.

Examples of business types that are proposed for future development and prospective EDA RLF financing include a downtown microbrewery; additional downtown restaurants; a new hotel; expansion of industrial park businesses; commercial development at Chanute; and development and expansion of industrial, commercial, and high tech businesses throughout the business districts.

The Village continues to work with existing major employers in Rantoul to facilitate retention and expansion needs. The major employers include:

Rantoul Foods	380
BRG (Easton-Bell) Sports	367
AT&T Call Center	250
Conair Corporation	340
JELD-WEN	280
Eagle Wings Industries	130
Combe Laboratories	100
SourceHOV Services	100
Engineered Plastic Components	100
Charles Industries	50
Poly Conversions	40
Taylor Studios	40

Prospective borrowers have a full range of businesses characteristics:

- a. Numbers of employees currently range from 1 to 500 employees
- b. Age ranges from 18 and up
- c. Ownership includes individuals and entities who have their primary business office and business loan project located within Rantoul corporate boundaries
- d. Management structures range from small proprietors to large corporations
- e. Products range from research and services to commercial, retail, industrial, and high-tech equipment
- f. Existing markets include sports, personal care products, high-tech solutions, food processing, industrial manufacturing, and display exhibits
- g. Industry cluster participation includes Agribusiness/Food Processing & Technology, Biomedical/Biotechnical (Life Sciences), and Chemicals & Chemical Based Products
- h. Competitiveness factor is stable due to many of the prominent existing businesses having establishment in Rantoul for many years with continued focus on innovative sustainability
- i. Production process includes large facility space with access to major transportation routes
- j. Capital usually requires additional incentive when possible
- k. Types of jobs range from service to production and high-tech development

The Rantoul EDA RLF is able to offer additional financing to highly valued existing companies when expansion needs arise, and also offer financing to start-up businesses as well. The Village is focused on projects that provide community benefit, such as blight reduction, increased equalized assessed value, employment, increased sales tax base, sustainability, and creation of value in Rantoul. Additional factors that the Village is seeking are small businesses, minority business enterprises, and women's business enterprises that benefit Village growth and infill plans.

3. Business Needs

Businesses in Rantoul continue to need qualified employees, access to transportation, access to capital, marketing, technical training, appropriate facility space, increased customer base, and site readiness. These needs have been determined by multiple approaches:

- a. The Village of Rantoul staff regularly communicates with existing and prospective businesses through retention and recruitment visits.
- b. The Champaign County Economic Development Corporation coordinates with the Village to communicate with existing and prospective businesses.
- c. The Illinois Small Business Development Center located in Champaign County consults with and advises start up and expanding businesses throughout the region, including Rantoul.

- d. The CEDS document involved surveying various stakeholders in Rantoul regarding business needs.
- e. The recent development plans for TIF projects and local development have included surveying businesses and individuals in Rantoul.
- f. The Mayor and Village Board regularly communicate with residents and business owners in Rantoul regarding development and business needs.

4. Other Programs and Activities

In addition to the Rantoul EDA RLF, the following programs and activities are undertaken by the Village, public agencies, and/or local economic development organizations to address the needs of the targeted businesses in Rantoul:

a. TIF Districts

The Village has four TIF Districts to assist redevelopment of properties in specific targeted areas including: along I-57 corridor, downtown, Route 45 corridor, Route 136 corridor, and Chanute properties. Each district is intended to reduce blight, foster improvement, and enhance the tax base of each district. Eligible project expenses generally include land acquisition, financing costs, and site improvements.

b. Enterprise Zone

The Village has an Enterprise Zone which includes the Chanute properties. The current Enterprise Zone will terminate on December 31, 2017 and a new replacement Enterprise Zone will commence on January 1, 2018 for a minimum of 15 years. Incentives include sales tax exemption on building materials and real estate tax abatements for qualifying projects.

c. Micro Loan Fund

The Village has a Micro Loan Fund program to lend qualifying borrowers up to \$50,000 at low interest rate over 5 to 7 years. Eligible projects include equipment, real estate acquisition, and real estate improvement.

d. Foreign Trade Zone

The Village has a general purpose Foreign Trade Zone on the Chanute properties that is a subzone of the Peoria-based Foreign Trade Zone. Incentives in this zone offer the importation, manufacturing, assembling, or re-exportation of products with lowered duties on foreign goods.

e. Historically Underutilized Business (HUB) Zone

The HUB Zone program in Rantoul is certified by the Small Business Administration to help small businesses gain preferential access to federal procurement opportunities.

- f. Chanutte-Rantoul National Aviation Center Redevelopment Commission**
The formation of the Chanutte-Rantoul National Aviation Center Redevelopment Commission was established with the power to acquire, own, sell, lease or dispose of property and to issue revenue bonds.
- g. Rantoul Business Center**
The Rantoul Business Center is managed by the Village and offers high-tech office and laboratory space at low costs. The building has multiple tenants and offers free parking, auditorium, conference rooms, kitchens, lobby seating, and excellent location.
- h. Champaign County Economic Development Corporation (EDC)**
The EDC is a public-private partnership dedicated to fostering a cooperative, county-wide approach to economic development. EDC brings together community leaders to support Champaign County economic development by aligning interests through productive relationships, open dialogue, and advocacy that supports primary employer job growth and retention. Their partners include local and state government; education leaders including the University of Illinois, Parkland College, and K-12 schools; utility providers; business leaders and other organizations that plan an important part in the development and growth of Champaign County.
- i. Illinois Small Business Development Center (SBDC)**
The SBDC in Champaign County provides advisory support and training assistance to small businesses throughout the region at no charge.
- j. Champaign County Chamber of Commerce Business Advisors' Council (BAC)**
The BAC provides experienced advisors who offer complimentary business counseling, workshops, and seminars.
- k. Champaign County Regional Planning Commission (RPC)**
RPC provides gap financing programs for businesses throughout Champaign County and East Central Illinois. RPC also houses the local Workforce Development Services branch that provides education support and work experiences for youth; job search assistance, supportive services and training assistance for adults and dislocated workers; job search assistance, supportive services and re-training assistance for displaced workers; and employee training.

C. FINANCING STRATEGY

1. Financing Needs

The types of financing needs and opportunities for target businesses identified in the business development strategy include:

- a. **Access to start-up capital:** Need for financing to new businesses when surplus collateral is not available
- b. **Access to micro-financing:** Need for micro-loans to small businesses for smaller projects
- c. **Access to construction financing:** Need for financing of construction phases of development
- d. **Access to affordable financing:** Need for flexible rates and terms, along with longer-term affordable financing
- e. **Access to site financing:** Need financing for site remediation, infrastructure improvements, and overall site preparation and readiness
- f. **Access to varied:** Need for financing to assist with multiple uses including working capital, equipment, inventory, and real estate improvements

2. Local Capital Market

Currently, the availability of private financing can be limited in flexible terms, amounts, and require high levels of collateral and owner equity. Commercial lending is restricted by risk level and requirements imposed from bank restrictions and guaranty program restrictions. Many banks are not interested in considering gap financing from other resources to assist on projects.

Public financing is available in Champaign County through the Village programs and RPC programs. In addition to the Rantoul EDA RLF, the Village has the Micro Loan Fund for businesses; Enterprise Zone for business development incentives; TIF Districts for reimbursing qualified development costs; a Façade Improvement Grant Program for downtown business property improvements; and a Foreign Trade Zone in parts of the Chanute area to help companies save costs on duty payments on foreign merchandise.

The RPC has a Community Development Corporation financing program that provides gap financing to businesses within Champaign County and surrounding communities; a Community Development Assistance Program that provides financing to businesses within Champaign County; and an Intermediary Relending Program that provides financing to businesses and other projects in rural areas of East Central Illinois. Each of the RPC programs are intended to fill a financing gap of up to 50% of the project cost.

The Village programs and RPC programs allow businesses to complete the financing needed for projects that traditional bank financing may be unable to offer due to risk, collateral, and federal requirements. Both the Village and RPC subordinate their collateral positions to the bank involved on a project, and provide flexible terms and interest rates.

Currently, there are challenges in fulfilling the financing needs due to the public financing requirements of filling a percentage gap versus the full amount of financing needed for the project. Many start-ups and less collateralized expansions have a difficult time finding the remaining financing. Opportunities exist for public lenders to continue communication with traditional lenders in efforts to partner on joint financing of business start-ups and expansions.

3. RLF Financing Niche

The Rantoul EDA RLF can assist with gap financing on amounts up to \$500,000. Types of businesses include start-ups, expansions, commercial, service, retail, industrial, high-tech, and office. The size of business is generally smaller in scale, ranging from 1 employee to 500 employees at the local level. Types of financing include working capital, inventory, machinery, equipment, construction, installation, and renovation of commercial and industrial development that intends to increase permanent jobs in the region. Terms of financing include monthly payments for up to 10 years depending upon the type of project; collateral to reflect financing needs with a subordinated position utilized when needed; flexible interest rates with minimum EDA requirements and reflective of current economic climate.

D. FINANCING POLICIES

1. Eligible Lending Area

The eligible lending area for the Rantoul EDA RLF includes all locations within Village corporate limits, for any business located with a business/commercial/industrial zoning classification.

2. Allowable Borrowers

Allowable borrowers for the Rantoul EDA RLF include for-profits, start-up businesses, business expansions, business retention, retail, commercial, service, industrial, high-tech, and office. Borrowers must be operating legally in accordance with all federal, state, and local laws and regulations; and must be current with all Village taxes, fees, and licenses. Allowable borrowers must be unable to obtain the full financing with conventional methods.

3. Allowable Lending Activities

Allowable lending activities for the Rantoul EDA RLF support economic development purposes including: working capital, inventory, machinery, equipment, construction, installation, and renovation of commercial and industrial development that intends to increase permanent jobs in the region.

4. Prohibited Lending Activities

Prohibited lending activities of the Rantoul EDA RLF include;

- a. Acquisition of an equity position in a private business
- b. Subsidization of interest payments on an existing RLF loan
- c. Providing a borrower's required equity contribution under other Federal loan programs
- d. Enabling borrowers to acquire an interest in a business, unless sufficient economic benefit is documented that aligns with the RLF and governing regulations
- e. Providing a loan for purpose of investment capital unrelated to the RLF
- f. Refinancing existing debt, unless 'sound economic justification' or purchase rights of prior lien holder are achieved under alignment with the RLF and governing regulations

5. Loan Size

Loan size will range from \$5,000 to \$500,000 for a single borrower, with maximum loan size not to exceed 25% of the RLF Capital Base.

6. Interest Rates

Interest rates will be determined in relation to current market rates and shall consider economic conditions, Village administrative costs, bank terms, and project details. The minimum interest rate will be four percentage points below the lesser of the current money center prime interest rate quoted in the Wall Street Journal, or the maximum interest rate allowed under State law. In no event shall the interest rate be less than the lower of four percent or 75 percent of the prime interest rate listed in the Wall Street Journal. Should the prime interest rate listed in the Wall Street Journal exceed 14 percent, the minimum RLF interest rate is not required to be raised above 10 percent if doing so compromises the ability of the Village to implement its financing strategy.

7. Terms

The driving force behind the analysis and loan structure will be the minimization of risk to the RLF through appropriate cash flow requirements and collateralization. Repayment terms will consider the useful life of the collateral, projected cash flow to cover debt service,

and terms that a participating bank utilizes for the project. Standard terms include 3 to 7 years for working capital, 5 to 10 years for equipment, and 10 years for real estate. A balloon term may be utilized if necessary to keep the debt service payment low, preserve cash for the business operations, and to extend the 10-year term on real estate. Fixed asset and real estate based loan amortizations will be directly tied to the estimated useful life of the asset. Working capital loan amortizations will be established after reviewing the cash flow and profitability outlook of the borrower.

8. Fees

Standard loan fees will include:

- a. \$100 application fee
- b. UCC lien filing fees when applicable
- c. Title work fees when applicable
- d. Mortgage filing fees when applicable
- e. Attorney closing fees when applicable
- f. Other fees when applicable

9. Equity and Collateral

The Village does not require a certain amount of equity from the borrower, but will require that the borrower secure twice as much investment or financing as the RLF amount for the project. Collateral is required. The Village will look at collateral value and seek first position on collateral if a participating bank loan is not part of the financing. If the client is utilizing bank financing, then the Village will secure a subordinate position on collateral behind the bank. Collateral could include a UCC blanket lien on business assets, a specific UCC lien on certain equipment or assets, a mortgage on real estate, an assignment of life insurance, and CDs or cash/investment collateral. Fixed asset and real estate based loans will require at least a security interest in the property acquired.

Standard collateral requirements will also include personal guarantees from appropriate individuals such as the borrowers, principals, and investors. Additional collateral requirements will be determined on a case-by-case basis. Working capital loans will require the pledging of all available collateral of the business and individual. Each loan will be reviewed to determine risk of loss, especially in relation to collateral value. In making the capital determination, the Village Administrator and/or his or her designee will consider assets available to the borrower; the historical profitability and cash flow if an existing business; jobs to be created and retained; collateral value; utilization of alternative financing; and credit references of the principals involved.

Each loan will be reviewed individually for equity capital requirements, which may be easier for an established business to meet. Accordingly, the Village Administrator and/or his or her designee and the Loan Administration Board will assess start-ups to determine if all

available personnel and business equities are utilized in the project and will factor this analysis into the ultimate equity requirement of the borrower.

10. Moratoria

Factors to be considered in a moratorium will include the cause of the cash flow problem; likelihood of change in cash flow; personal income sources to supplement business cash flow; current and future value of collateral; economic impact on the community if the moratorium is not extended. Payments may be temporarily modified to allow interest-only payments, followed by re-amortizing the loan upon returning to principal and interest payments.

11. Start-ups

Start-up financing will undergo the same credit analysis and review as expanding companies, with the following additional considerations:

- a. The business owner/principal must have experience in the industry and/or partner principals who have experience in the industry.
- b. The principals' personal financial statements, business plan, business financial projections, and principal resumes will be thoroughly reviewed for sound experience, history, planning, impact, and projections.
- c. Additional collateral will be considered when a participating bank has secured first position.

12. Working Capital

Working capital loans are permitted in the program and will carefully consider the business experience, history, financials, employment, impact, equity, principals, and collateral.

13. Credit Not Otherwise Available

The Village will determine and clearly demonstrate in the loan documentation for each RLF loan that credit is not otherwise available. A signed bank turn-down letter will be required, demonstrating that credit is not otherwise available on terms and conditions that permit the completion or successful operation of the activity to be financed. Alternate documentation can include a fully documented traditional bank referral notification.

E. PORTFOLIO STANDARDS AND TARGETS

1. Target Percentages

Land Use: Commercial 60%, Industrial 40%

Business Status: Start-ups 50%, Expansions 50%

Loan Type: Fixed Assets 50%, Working Capital 50%

2. Private Sector Leverage

Each loan is expected to be leveraged by at least 2 to 1. The Village will ensure that the private investment of the whole RLF portfolio is leveraged by at least 2 to 1 private investment to RLF investment ratio.

3. Job Cost Ratio

Each project should create or retain at least 1 full time job for every \$30,000 that is lent out.

F. RLF LOAN SELECTION CRITERIA

1. The Rantoul EDA RLF capital shall be used for the purpose of making RLF loans that are consistent with the RLF plan or such other purposes approved by EDA. To ensure that RLF funds are used as intended, each loan agreement clearly states the purpose of each loan.
2. The Village Administrator and/or his or her designee and the Loan Administration Board will ensure that each proposed loan application capitalizes on existing regional assets. The Village Administrator and/or his or her designee will work with local and regional agencies to partner on resources, data, and financial assistance available.
3. The Village Administrator and/or his or her designee and the Loan Administration Board will consider whether the proposed loan supports and advances innovation, and increases productivity in a particular industry or emerging sector of the economy.
4. The Village Administrator and/or his or her designee will consider if the potential borrower is part of an existing industry cluster, and will provide supporting data in the credit analysis.
5. The Village Administrator and/or his or her designee will provide data to support the extent to which the project's private investment would not otherwise come to fruition without the RLF investment.
6. The Village Administrator and/or his or her designee will consider if the proposed loan will result in the creation or retention of higher-skilled, higher-wage jobs.

7. In reviewing the loans, consideration will be given to the enhancement of the community; Chanute properties; diversification of employment base; employment of low and moderate-income persons; women and minority owned businesses; infill redevelopment; and expansion in targeted areas. Loans will not be made if full financing is determined to be otherwise available.

G. PERFORMANCE ASSESSMENT PROCESS

1. Evaluation of the RLF Performance

The Village Administrator and/or his or her designee will monitor the loan portfolio on a monthly basis at minimum to determine the level of consistency with the policies and procedures in this plan and in the strategy. The Village Administrator and/or his or her designee will advise the Village Comptroller and the Loan Administration Board of actual performance with the policies and procedures, along with any changes in the plan or strategy. The Village Administrator and/or his or her designee will review all reports, EDA monitoring, and audits in assessing the need for changes. Factors in the assessment will include, but not be limited to:

- a. Deviations from the primary goal and objectives of the strategy
- b. Deviations from the financing policies, portfolio standards and operational procedures herein
- c. Loan default rates
- d. Changes in the economic base of the community
- e. National and regional economic trends
- f. EDA mandates

The Loan Administration Board will make any changes needed on the recommendation of the Village Administrator and/or his or her designee.

2. Intergradation Process

The Village Administrator and/or his or her designee and the Loan Administration Board will modify procedures as indicated from the performance reviews, and will update the RLF Plan accordingly. The Village will update the RLF Plan as necessary in accordance with changing economic conditions in the region and will submit an updated plan to EDA for approval every five years at a minimum.

PART II: REVOLVING LOAN FUND OPERATIONAL PROCEDURES

A. ORGANIZATION STRUCTURE

1. Critical Operational Functions

The critical operational functions of the Rantoul EDA RLF will be overseen by the Village Administrator and/or his or her designee, and the Loan Administration Board. Specific functions will be conducted by staff as follows:

- a. Marketing the RLF, identification and development of appropriate financing opportunities will be conducted by the Village Administrator and/or his or her designee. The Village Administrator and/or his or her designee will communicate the program to local lending institutions, businesses, and agencies.
- b. Connection of business assistance and advisory services available will be coordinated by the Village Administrator and/or his or her designee, which includes partnering with agencies such as the Illinois Small Business Development Center located in Champaign County, Parkland College, Champaign County Economic Development Corporation, Champaign County Regional Planning Commission, and Champaign County Chamber of Commerce Business Advisors' Council.
- c. Environmental Reviews for each loan, as required by EDA, will be conducted by the Village Administrator and/or his or her designee who has experience in conducting Environmental Reviews.
- d. Loan processing including review of applications, conducting credit analysis, preparing loan documentation and recommendations will be conducted by the Village Administrator and/or his or her designee.
- e. Loan closings will be conducted by the Village Attorney.
- f. Loan servicing including monitoring repaying activities, referring troubled loans to the appropriate technical assistance provider, administering loan collections, and handling defaulted loans and foreclosures will be handled by the Village Administrator and/or his or her designee, Village Comptroller, and Village Attorney.
- g. Organizational administration including financial record keeping and ensuring compliance with all EDA requirements will be handled by the Village Comptroller and Village Administrator and/or his or her designee.

2. Loan Administration Board

The Loan Administration Board consists of seven members appointed by the Mayor of Rantoul, and shall be responsible for making all final loan decisions. They include: two members having lending experience with a lending institution; one member having significant experience with a retail or service commercial business; one member having significant experience in industrial business; one at-large member; two 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 will have terms ranging from three to five years, with reappointment possible. A quorum will be represented by a minimum of four out of seven Board Members. Approvals will require a majority vote of the quorum. In addition to the Loan Administration Board, the Village Board approves the financial disbursements of loans at its regular meetings.

3. Conflicts of Interest

The Village will ensure that no Interested Party is using their position for a purpose that constitutes or presents the appearance of personal or organizational conflicts-of-interest or of personal gain. An "Interested Party" is defined in 13 CFR 300.3 as "any officer, employee or member of the board of directors or other governing board of the Recipient, including any other parties that advise, approve, recommend or otherwise participate in the business decisions of the Recipient, such as agents, advisors, consultant, attorneys, accountants or shareholders."

An Interested Party also includes the Interested Party's "Immediate Family", defined as a person's spouse, parents, grandparents, siblings, children and grandchildren; but does not include distant relatives, such as cousins, unless the distant relative lives in the same household as the person, and other persons directly connected to the Interested Party by law or through a business organization. In addition, "Immediate Family" includes a person's "Significant Other" or partner in a domestic relationship with an "Interested Party."

The Village will ensure that no Interested Party receives any direct or indirect, financial or personal benefits in connection with the EDA RLF for payment or reimbursement of costs by or to the Village. An Interested Party shall not receive, directly or indirectly, any personal or financial benefits resulting from the disbursement of RLF loans. The Village will not lend RLF funds to an Interested Party. The Village will ensure that former board members of the Village and members of his or her immediate family shall not receive a loan from the RLF for a period of 2 years from the date that the board member last served on the RLF Board.

No member of the governing body of the Village and no other officer, employee, or agent of the Village who exercises any functions or responsibilities in connection with the planning and carrying out of the RLF program, shall have any personal financial interest, direct or indirect, in any loan agreement or financing contract; and the borrowers shall take appropriate steps to assure compliance.

B. LOAN PROCESSING PROCEDURES

1. Standard Loan Application Requirements

All loan applications will be submitted to the Village Administrator and/or his or her designee. Staff will evaluate each application and provide an analysis to the Loan Administration Board for consideration. The Rantoul EDA RLF application requirements include:

- a. Loan application
- b. Business plan
- c. Sources and uses of funds
- d. Two years of business federal tax returns/financial statements for existing businesses
- e. Two years of personal federal tax returns for all principals
- f. Current balance sheet for existing businesses
- g. Current profit and loss statement for existing businesses
- h. Financial projections
- i. Personal financial statement and resume for all principals

Additional data is required as applicable to the project: lease agreement, purchase agreement, site plan, estimates, existing debt terms and schedules, appraisal. Certain situations may require additional items not on these lists.

2. Credit and Financial Analysis

- a. The credit and financial analysis will be conducted by the Village Administrator and/or his or her designee who has experience in credit and financial analysis. The Village Administrator and/or his or her designee will obtain personal credit reports for principal applicants. Dun & Bradstreet will be checked when appropriate. Credit references supplied by the borrower will be thoroughly considered. The principals' personal financial statements, business plan, business financial statements, and resumes will be thoroughly reviewed for sound experience, history, planning, impact, and projections. Financials will be analyzed for details, trends, and ratios in sales, cost of goods sold, gross income, expenses, net income, assets, liabilities, and equity as part of the financial analysis.
- b. Standard collateral requirements will include personal guarantees and a security position on the collateral being financed by the loan. Additional collateral may also be required.
- c. Standard equity requirements include proof of the equity being provided, such as a bank account statement or signed documentation of funds being injected.
- d. Appraisal reports are generally required when real estate is being purchased.

- e. A signed bank turn-down letter will be required, demonstrating that credit is not otherwise available on terms and conditions that permit the completion or successful operation of the activity to be financed. Alternate documentation can include a fully documented traditional bank referral notification.

3. Environmental Review

The Environmental Review will be conducted by the Village Administrator and/or his or her designee who has experience with Environmental Reviews; who will ensure compliance with applicable environmental laws and regulations, including EDA regulations, the National Environmental Policy Act of 1969, and all other Federal environmental mandates.

For all construction projects being considered for financing by the RLF, the Village Administrator and/or his or her designee will conduct the following assessments:

- a. Determine whether the project will result in a significant adverse environmental impact. Additional documentation may be needed from the applicant. The project will not be approved that would result in a significant adverse environmental impact unless that impact will be mitigated to the point of insignificance. When necessary to ensure compliance, any required mitigation will be made part of the loan conditions.
- b. Determine whether the project involves new above-ground development within a floodplain based on a review of the proposed development against FEMA Flood Insurance Rate Maps. No activity will be financed which would result in new above-ground development in a 100-year floodplain, per E.O. 11988. This determination will be made by reviewing the proposed development against FEMA Flood Insurance Rate Maps.
- c. Determine whether the project will be located within or adjacent to any wetland area. The applicant may be required to provide wetland delineation information as necessary. No activity will be financing which would result in alternation of any wetland or in any adverse impact on any wetland without consultation with the U.S. Department of the Interior Fish and Wildlife Service and, if applicable, a Section 404 Permit with the Army Corp of Engineers will be obtained.
- d. The Village Administrator and/or his or her designee will notify the State Historic Preservation Officer (SHPO) of each approved loan that involves significant new construction and expansion; and will request and receive comments on the effect of the proposed activity on historic and archaeological resources prior to closing of the loan. In cases where SHPO has recommended actions or has determined an adverse impact, the Village Administrator and/or his or her designee and the loan applicant will work with SHPO and EDA to address any issues identified before the loan is closed.

- e. The Village will require all loan applicants to provide information regarding whether or not there are any hazardous materials such as EPA listed hazardous substances, leaking underground storage tanks, asbestos, polychlorinated biphenyls (PCB), or other hazardous materials present on or adjacent to the affected property that have been improperly handled and have the potential of endangering public health. If necessary, the loan applicant will be required to perform or provide evidence of performance of a Phase I Site Assessment to identify possible sources of contamination, a Phase II Site Assessment to test soil and/or groundwater samples, and a Phase III Site Remediation involving mitigation of applicable contaminants. Financing will not be approved which involves unresolved site contamination issues. The loan applicant will be responsible for working with the appropriate state environmental agency office to resolve any outstanding issues before any loan can be approved for the affected site.

4. Loan Write-Up

The loan write-up will be provided by the Village Administrator and/or his or her designee to the Loan Administration Board. The write-up will summarize key components of the proposed loan including: business history, management, product, production capability, market conditions, financing, collateral, repayment ability, consistency with the RLF financing policy, and whether any environmental issues exist.

5. Procedures for Loan Approvals

Completed loan application and all appropriate supporting documentation will be presented by the Village Administrator and/or his or her designee with recommendation to the Loan Administration Board. Meetings will be scheduled as needed. Detailed minutes of the Loan Administration Board's deliberations shall be kept for each meeting. In addition to the Loan Administration Board, the Village Board approves the financial disbursements of loans at its regular meetings.

The Loan Administration Board consists of seven members appointed by the Mayor of Rantoul, and shall be responsible for making all final loan decisions. They include: two members having lending experience with a lending institution; one member having significant experience with a retail or service commercial business; one member having significant experience in industrial business; one at-large member; two 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 Loan Administration Board will have terms ranging from three to five years, with reappointment possible.

A quorum will be represented by a minimum of four out of seven Loan Administration Board Members. Approvals will require a majority vote of the quorum. In addition to the

Loan Administration Board, the Village Board approves the financial disbursements of loans at its regular meetings.

The Village Administrator and/or his or her designee will inform all applicants of the board's decision and shall not make commitments to a borrower without formal board approval. The Village Administrator and/or his or her designee will ensure that the Loan Administration Board reviews and approves loans in accordance with the approved financing policies, targeting criteria, and loan selection criteria of the RLF Plan.

C. LOAN CLOSING AND DISBURSEMENT PROCEDURES

1. Loan Closing Documents

The Village Administrator and/or his or her designee and the Village Attorney will prepare all necessary loan documents for closing. The Village Administrator and/or his or her designee shall utilize the approved checklist to insure all necessary documents have been prepared and shall review the documents with the Village Attorney. After review by the Village Attorney and fulfillment of any pre-closing terms, the Village Administrator and/or his or her designee along with the Village Attorney will proceed with closing the loan. At a minimum, the loan closing documents will include:

- a. Original, signed loan application
- b. Loan agreement
- c. Meeting minutes documenting the approval of the RLF loan request
- d. Promissory note
- e. Security agreement
- f. Deed of trust or mortgage (as applicable)
- g. Agreement of prior lien holder (as applicable)
- h. A signed turn-down letter demonstrating that credit is not otherwise available on terms and conditions that permit the completion or successful operation of the activity to be financed, or a fully documented conventional bank referral

2. Loan Agreement Provisions

- a. The Village Administrator and/or his or her designee will ensure that RLF funds are used as intended by disbursing the funds according to the Loan Disbursement procedure. Evidence of the activity being financed will be required, through methods including site visit, invoices, receipts, and other documentation as needed. The Village Administrator and/or his or her designee will follow up with each borrower at least annually to review business financial statements and status. Each borrower will sign a detailed loan agreement outlining the requirements under which the loan will be made and covenants to which the borrower will conform to.

- b. All RLF loan documents and procedures shall protect and hold the Federal government harmless from and against all liabilities that the Federal government incur as a result of providing the RLF grant to assist directly or indirectly in site preparation or construction, as well as the direct or indirect renovation or repair of any facility or site.
- c. Prospective borrowers, consultants, or contractors will be made aware of and comply with the Federal statutory and regulatory requirements, including the Davis-Bacon Act, that apply to activities carried out with RLF loans. All RLF loans will include loan call stipulations for instances of non-compliance.

3. Loan Disbursement

Disbursement of the loans will vary with the type of loan approved, and will protect RLF assets. Following are general guidelines for each type of loan, assuming all other documentation requirements have been fulfilled:

- a. **Fixed Asset Purchase Money:** Proceeds directly payable to vendor upon receipt of invoice
- b. **Fixed Asset Non-Purchase Money:** Proceeds payable to borrower
- c. **Real Estate Purchase Money:** Proceeds directly payable to seller at closing
- d. **Real Estate Non-Purchase Money:** Proceeds payable to borrower
- e. **Real Estate Construction Money:** Proceeds payable to contractors or subcontractors as work is completed and inspected with appropriate lien waivers provided
- f. **Working Capital:** Proceeds payable to borrower or accounts payable vendors depending on loan agreement language

D. LOAN SERVICING PROCEDURES

1. Repayment

All loans will require monthly payments based on an amortization schedule provided to the borrower at the loan closing. The Village Administrator and/or his or her designee will review all loans regularly to determine their status and provide updates to the Loan Administration Board. Additionally, the Village Administrator and/or his or her designee will provide data regarding undisbursed RLF funds to the boards, along with commitments outstanding and applications pending.

The Village Administrator and/or his or her designee will contact a borrower when a payment is 15 days past due. When a payment is 30, 45, or 60 days past due, the Village

Administrator and/or his or her designee will send notice to the borrower. All communications shall be documented in the loan file. The Village Administrator and/or his or her designee will keep the Loan Administration Board updated on loan status. The Village Administrator and/or his or her designee and the Loan Administration Board shall review each delinquency in detail to ensure the RLF's position is not being eroded or that non-action on the part of the RLF is the prudent course of action. Loan payments that are 90 days past due or beyond are addressed in the Defaulted Loans section.

2. Monitoring

The Village Administrator and/or his or her designee will require periodic submission of financial statements from the borrowers such as quarterly or annually; annual insurance renewals; UCC lien extensions if needed; site visits with the borrower annually and as needed, depending upon the status of the loan; and will schedule additional monitoring activity as appropriate per loan. The Village Administrator and/or his or her designee will ensure that any Federal requirements of the RLF are adhered to. The Village Administrator and/or his or her designee will review and document job creation/retention projections for each loan on an annual basis until the requirement is fulfilled and monitoring period has ended.

3. Loan Files

The Village will maintain all loan files, which include all required data, communications, and signed original loan documents. These files will be kept in a fireproof filing cabinet or fireproof facility. Specific documentation includes, but is not limited to:

- a. Loan application
- b. Loan agreement
- c. Board meeting minutes approving the loan
- d. Promissory note
- e. Security agreement
- f. Deed of trust or mortgage (as applicable)
- g. Agreement of prior lienholder (as applicable)
- h. Signed turn-down letter demonstrating that credit is not otherwise available on terms and conditions that permit the completion or successful operation of the activity to be financed, or a fully documented conventional bank referral
- i. Copy of private lender loan agreement (as applicable)
- j. Financial statements
- k. Annual insurance certifications (as applicable)
- l. Annual site visit reports
- m. General correspondence
- n. Job reports

The Village will also maintain closed loan files and all related documents, books of account, computer data files and other records over the term of the closed loan and for a three-year period from the date of final disposition of the closed loan. The date of final disposition of a closed loan is the date:

- a. Principal, interest, fees, penalties, and all other costs associated with the closed loan have been paid in full; or
- b. Final settlement or discharge and cessation of collection efforts of any unpaid amounts associated with the closed loan have occurred

4. Job Creation

The initial job creation claims will be reviewed to ensure the project will create or retain at least 1 full time job for every \$30,000 that is lent out. The Village Administrator and/or his or her designee will provide a job data form to the borrower on an annual basis after the loan is disbursed in order to track employment by the borrower. The employment requirement will be documented in the loan agreement.

5. Defaulted Loans

The Village Administrator and/or his or her designee will attempt to reach the loan client for collection of loan payments and possible loan modification. The Village Administrator and/or his or her designee will coordinate with the Village Attorney to handle any civil cases for collection, collateral seizure, and settlement negotiations that may be needed.

When proceeds are received that are not subject to liquidation pursuant to 13 CFR Ch. 111, Part 307.20, the proceeds will first be applied toward any costs of collection, second towards outstanding penalties and fees, third toward any accrued interest to the extent due and payable, and fourth towards any outstanding principal balance due. If a loan reaches 90 or more days past due, the Village Administrator and/or his or her designee will coordinate with the Village Attorney to determine the best course of action for maximum loan collection. The Village Administrator and/or his or her designee will keep the Loan Administration Board up to date on defaulted loans.

6. Write-Offs

Once the Village Administrator and Loan Administration Board determine that a loan is unable to be collected further payment from, the loan will be charged off. All collection efforts will have been exhausted; or the client will have a discharged bankruptcy and is no longer required to pay the loan. The Village Administrator, the Village Attorney, and the Loan Administration Board will diligently pursue all prudent avenues of collection prior to write-off, in order to preserve the RLF funds.

E. ADMINISTRATIVE PROCEDURES

1. New RLF's: N/A

2. Accounting

The Village Comptroller manages the accounting for the RLF and will operate in accordance with generally accepted accounting principles ("GAAP") as in effect from time to time in the United States and the provisions outlined in OMB Circular A-133 and the Compliance Supplement, as applicable. A separate bank account is established that houses the RLF funds, including repayments and interest income. The EDA RLF portfolio and funds are clearly distinguishable from any other Village loan program.

3. Administrative Costs

The source of RLF administrative costs is generated from the interest charged on the loans. The anticipated maximum percentage of income to be used for eligible and reasonable administrative costs is 10%. If expenses exceed RLF income, the Village will utilize General Funds to cover remaining costs. When charging costs against RLF income, the Village will comply with applicable Federal cost principles and audit requirements found in 2 CFR part 225, part 230, part 220; and OMB Circular A-133. RLF administrative costs will be tracked via the Village employee timekeeping database, invoices paid from the RLF fund, and entries by the Village Comptroller's office to the RLF fund.

The Village will maintain adequate accounting records and source documentation to substantiate the amount and percent of RLF income expended for eligible RLF administrative costs. The Village will retain records of administrative costs incurred for activities and equipment relating to the operation of the RLF for three years from the actual submission date of the last semi-annual or annual report that covers the period that such costs were claimed, or for five years from the date the costs were claimed, whichever is more. The Village will make available for inspection any retained records, including those retained for longer than the required period.

4. EDA Reporting

The Village Administrator and/or his or her designee will coordinate with the Village Comptroller to prepare EDA's required RLF financial reporting and will submit the same in a manner designated by EDA. The Village will update the RLF plan a minimum of every 5 years or sooner if changing economic conditions warrant.

5. Audits

The Village acknowledges that the EDA's federal RLF funds are subject to an annual audit requirement in compliance with 2 CRF Part 200 "Uniform Guidance" and the full value of the RLF (outstanding loans and available cash) will be shown every year on the Schedule of Federal Expenditures. If the dollar amount of the RLF qualifies the EDA RLF as a major federal program, the Village will ensure that the auditor performs the required federal audit procedures.

Reference documents used in the update of this plan include:

- a. Code of Federal Regulations (CFR): 13 CFR Chapter III
- b. East Central Illinois Economic Development District Comprehensive Economic Development Strategy (CEDS) July 2013
- c. Economic Development Conveyance Agreement for the former Chanute Air Force Base
- d. Economic Development Conveyance Application for the former Chanute Air Force Base
- e. EDA RLF Operators Memo RE Guidance for Updating/Creating Revolving Loan Fund (RLF) Plans
- f. Rantoul National Aviation Center Airport Master Plan Update
- g. Rantoul Tomorrow Plan
- h. U.S. Census Bureau Data
- i. U.S. Department of Commerce EDA RLF Financial Assistance Award Standard Terms and Conditions
- j. Village of Rantoul Community Experience Plan
- k. Village of Rantoul Comprehensive Plan
- l. Village of Rantoul Ordinances, Memos, Financial Statements, Policies, Procedures
- m. Village of Rantoul Redevelopment and Incentive Plans
- n. Village of Rantoul Zoning Code



Village of Rantoul

Charles Smith
Mayor

333 S. Tanner Street
P.O. Box 38
Rantoul, IL 61866

Phone 217.892.6854
Fax 217.892.5501

Item: Approval of Microloan Request
Department: Economic Development
Amount: \$10,000
Attachments: Other (loan application)
Date: August 1, 2017

Summary Highlights:

Mr. Johnson owned a fish market in Rantoul in 2007, which closed when he experienced some health problems. The store will be open for retail business and he will also be marketing his product to area restaurants.

He is applying for \$10,000 for equipment and plumbing improvements to open the store on E. Champaign Avenue. He has \$5,000 in his own funds for the total start-up of \$15,000. He is creating 3 total jobs, including his own as manager of the business. The monthly payment for the loan at 2% over 7 years is \$130.

This loan fits the priority criteria of a minority-owned business and also will occupy a currently vacant building on a prominent corner, addressing some blight issues.

The Village Microloan Committee met on July 27 to discuss this loan request and unanimously voted to recommend approval of this loan to the Village Board.

Recommended Action: Approve Microloan Request in the amount of \$10,000

Department Head Approval: Jeff Fiegenschuh, Village Administrator

Program Application

Applicant Information

Name	Business	Tax ID # or SSN	
Perry Johnson	Fish Market	-	
Street Address	City	State	Zip
209 Naples	Rantoul	Ill.	61866
Phone Number	Email		
217-649-7214			

Business Location (if different)

620 E Champaign St

Type and History of Business-

Had a Fish Market in Rantoul in 2007

Amount of Loan Requested & Intended Use

\$ 10,000 For restaurant equipment and plumbing

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

Number of Jobs Created or Retained 3

Description of Collateral

Restaurant equipment / 2004 Truck - Ford /

Other Committed Funding Sources

my own \$ 5000

Business References, including phone numbers

Anchelikia Smith 217-550-6246
Sarajemie Johnson 217-778-5379

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

Applicant Disclosure Statement

I Perry Johnson (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.

Perry Johnson 07/13/17
Applicant (please print name) Date

Perry Johnson
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

**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM	PAGE ____ OF ____
ITEM: Elevated Tank Coating & Structural Rehabilitations Project - Change Order #1	DEPARTMENT: Public Works
AGENDA SECTION:	PROJECT AMOUNT: <u>\$904,525.00 – Total</u> \$449,100.00 – Base Bid - approved \$59,000.00 – Alternate Bid #1b - approved \$246,800.00 – Alternate Bid #1c - approved \$101,500.00 – Alternate Bid #2b - approved \$48,125.00 – Change Order #1
ATTACHMENTS: (X) SUPPORTING DOCUMENTS	DATE: July 26, 2017

SUMMARY HIGHLIGHTS:

This Agenda Item provides for the consideration of Change Order #1 to the Elevated Tank Coating & Structural Rehabilitations Project to include the Village's name and logo on the North Maplewood Elevated Tank; and to replace the interior wet ladder and enlarge the interior wet roof hatch on the Campbell Avenue Tank.

This project was advertised in March and awarded at the April 2017 Board meeting to Maxcor, Inc. for the base bid amount of \$449,100.00. This work included the painting, maintenance, and servicing of two (2) Village of Rantoul elevated tanks. The tanks involved are the one million gallon tank at Campbell & Tanner (which will be cleaned, serviced, and painted both inside and out); and the one-half million gallon tower on North Maplewood (which will be cleaned, painted inside, and serviced).

The base bid included the Village's name and logo being placed on the Campbell Avenue elevated tank. With the pricing of the exterior coating of North Maplewood Elevated Tank being so attractive, the recommendation was to include this additional work in the overall project. With the approval of Alternate Bids 1b, 1c & 2b, the contract value totals \$856,400.00. What was not initially requested was a stand-alone price for including the Village's name and logo on the second tower should the alternate bids be awarded. The contractor has now provided that price (\$38,625.00) for the Village's consideration.

The contractor has also encountered a worn, corroded, and bent interior ladder on the Campbell Avenue Elevated Tank. Replacement over attempted repair is recommended at an additional cost of \$7,500.00. Requirements call for a 30" wet interior roof hatch, which to accommodate, will need to be adjusted from the current 24' location due to beams and bracings. This adjustment is in the amount of \$2,000.00.

It is believed that adding the name and logo to this second tank will make the tower's new exterior coating more complete and serve as a landmark for the community. The servicing of these two elevated tanks was included in the 2017/18 budget. Project priorities are being adjusted to accommodate the expense of the additional work.

RECOMMENDED ACTION: Authorize the approval of Change Order #1 in the amount of \$48,125.00 to include the Village's name and logo on the North Maplewood elevated tank; and to replace the interior wet ladder and enlarge the wet interior roof hatch on the Campbell Avenue Tank.

DEPARTMENT HEAD APPROVAL:
G. Gregory Hazel, P.E.

VILLAGE ADMINISTRATOR:

AGENDA PAGE NUMBER:



CHANGE ORDER NO. 1
For Contract between Owner and Contractor

Project Name: Campbell and Maplewood Elevated Tank BMcD Project No. 98989
Owner: Village of Rantoul Client Project No.
Contractor: Maxcor, Inc. Contract No. N/A

The below noted modification(s) to subject Contract are directed by Owner and accepted by Contractor (any applicable attachments are specifically identified):

- 1. The addition of painting a logo on the 500,000 gallon Maplewood Tank. A rendering of the proposed logo is attached for reference. This logo will match the proposed logo on the 1,000,000 gallon Campbell Tank. The total cost of the addition of the logo to the Maplewood Tank will result in an addition of \$38,625.00 to the project.
2. The proposed 30-inch wet interior roof hatch must be relocated. The proposed 30-inch hatch is replacing an existing 24-inch hatch that is bound by the beams on the ceiling of the wet interior of the tank. The proposed 30-inch hatch must be relocated to allow installation of the larger hatch. The total cost of the relocation of the 30-inch wet interior hatch for the Campbell Tank will result in an addition of \$2,000.00 to the project.
3. The interior wet ladder of the 1,000,000 gallon Campbell Tank must be replaced and relocated. The ladder is corroded, bent, and in need of replacement. The ladder also must be relocated to connect to the new location of the 30-inch wet interior roof hatch. The total cost for the relocation and the replacement of the interior wet ladder will result in an addition of \$7,500.00 to the project.

As a result of the modification(s) described above:

The revised Contract Price is:

Table with 2 columns: Description and Amount. Rows include Original Contract Price (\$856,400.00), Total net amount of all previous Change Orders (+ or -) \$0.00, Total net amount of all previous variable quantity adjustments (+ or -) \$0.00, Total net amount of this Change Order (+ or -) \$48,125.00, and Current Contract Price, including this Change Order \$904,525.00.

The revised Contract Time is:

Table with 3 columns: Description, Substantial Completion, and Ready for Final Payment. Rows include Original Completion Date(s) (11/04/17, 12/19/17), Total net time adjustment* of all previous Change Orders (+ or -) 0, Total net time adjustment* of this Change Order (+ or -) 0, and Current Completion Date(s), including this Change Order (11/04/17, 12/19/17).

The price and/or time extension set forth in this Change Order is full compensation for all costs and delays, direct and indirect, incurred in connection with the conditions giving rise to this Change Order, the work specified herein, and any consequential costs, delays, or effects on unchanged work resulting therefrom.

BURNS MCDONNELL

01-05-2015 Form CO-2

This Change Order, when executed, constitutes a modification to the Contract and all provisions of the Contract, except as modified above and by any previous Change Orders, shall apply hereto.

OWNER

CONTRACTOR

MAXCOR INC

By _____

By *Amalio B...*

Date _____

Date 7/26/17

The conditions of the Change Order are noted for compliance and payment.

BURNS & MCDONNELL

By _____

Date _____



July 26, 2017

Greg Hazel
Director of Public Works
Village of Rantoul
200 West Grove Avenue
Rantoul, IL 61866

Re: Campbell and Maplewood Elevated Tank
Change Order No. 1

Dear Greg:

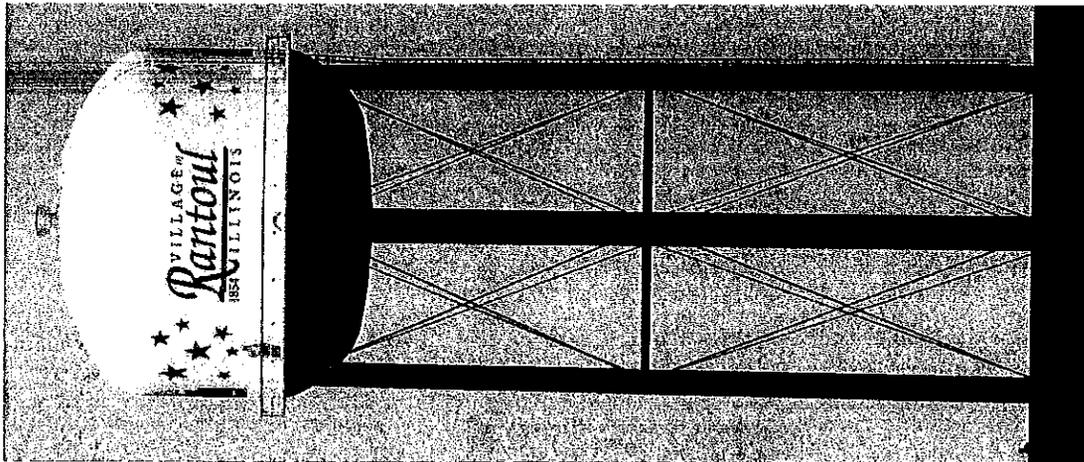
Maxcor, Inc. has provided me with quotes for additional work that has been proposed to be added to the Contract. It has been proposed to add a logo to the Maplewood Tank to match the logo on the Campbell Tank. The total additional cost for the logo is \$38,625. Maxcor, Inc. has also provided me with costs for the repair and relocation of the wet interior ladder as well as the relocation of the proposed 30-inch wet interior roof hatch. The proposed 30-inch wet interior roof hatch must be relocated due to a conflict with the beams on the ceiling of the wet interior. The relocation of the hatch involves cutting a new hole for the proposed 30-inch hatch and plating over the hole for the existing 24-inch hatch. The total additional cost for the relocation of the 30-inch wet interior roof hatch is \$2,000. The wet interior ladder has severe corrosion on at the high water level and the side rails are bent near the bottom of the ladder. The wet interior ladder will also need to be relocated to the new location of the 30-inch hatch. The total additional cost for replacing the wet interior ladder is \$7,500. The combined cost of this additional work will result in an addition of \$48,125 to the project. Burns & McDonnell recommend that the Village of Rantoul accept the submittal from Maxcor, Inc. for the additional work. Included with this letter is Change Order No. 1 which was prepared to include this additional work in the Campbell and Maplewood Elevated Tank Project.

Sincerely,

A handwritten signature in cursive script that reads "Matthew Dunlop".

Matthew Dunlop
Resident Engineer

MJD



Village of Rantoul, IL
Maplewood Elevated Tank
500,000 Elevated Tank
 Revision Date: 7/9/17

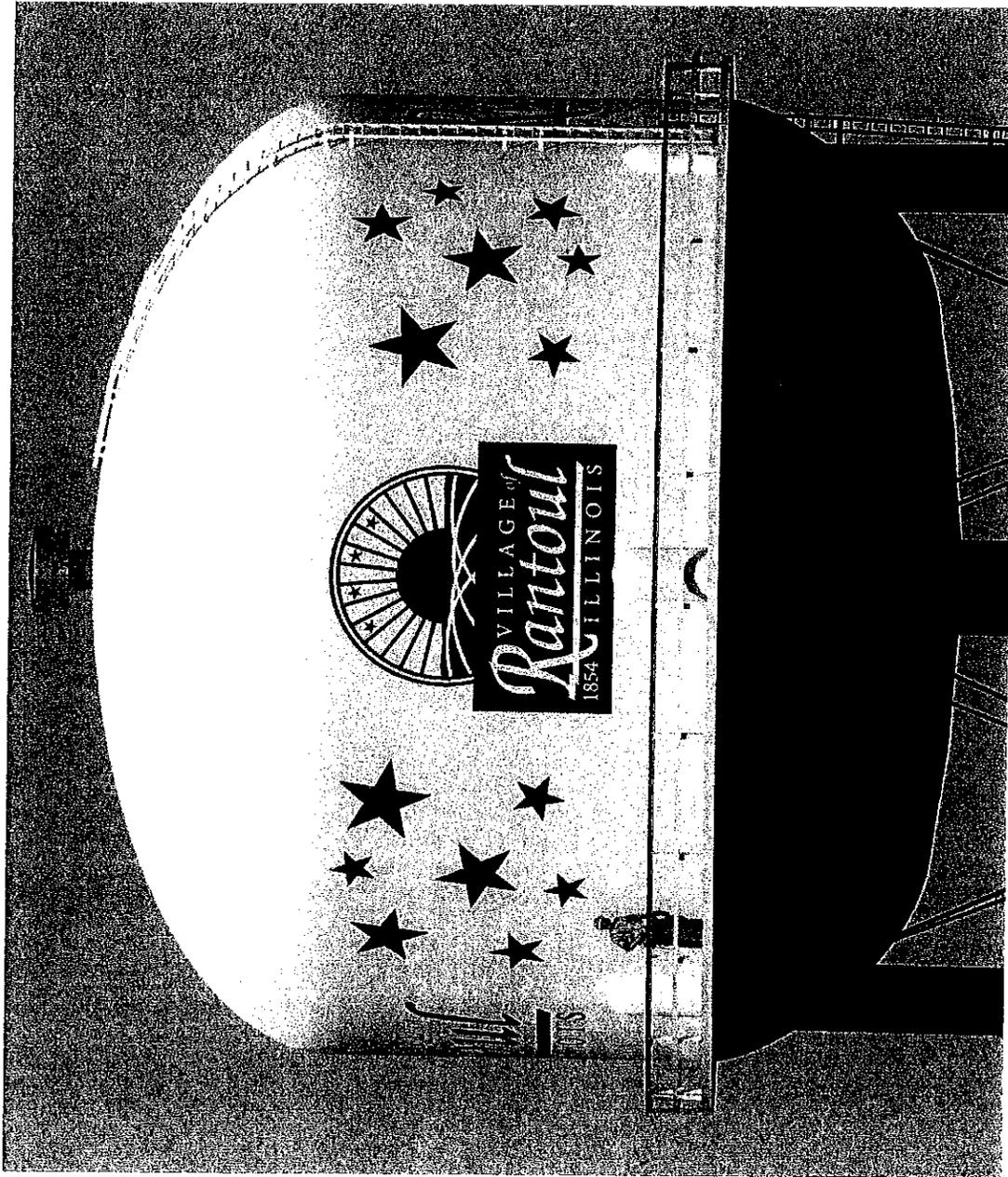
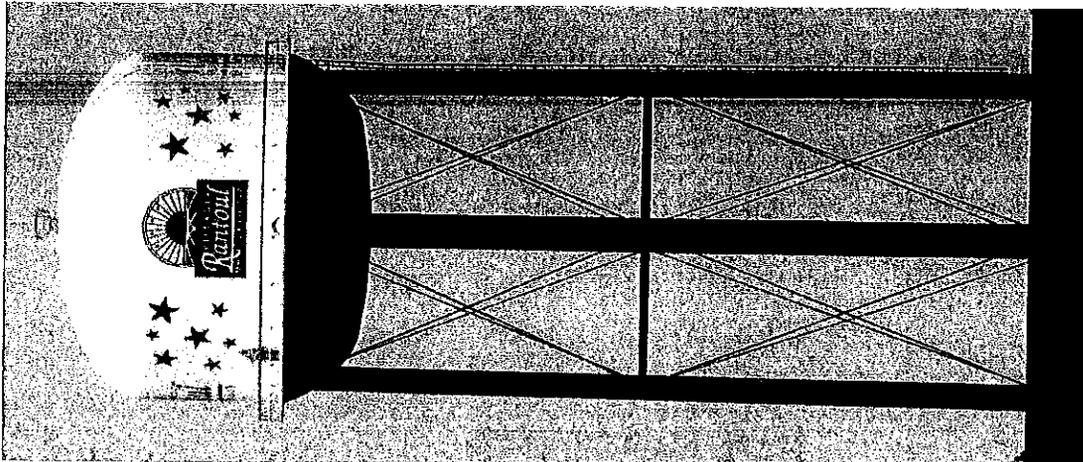
Approval

Signature _____ Date _____
 Name _____

PAGE **1** OF **2**



Maxcor, Inc
New Lenox, IL



Village of Rantoul, IL
Maplewood Elevated Tank
500,000 Elevated Tank
 Revision Date: 7/9/17

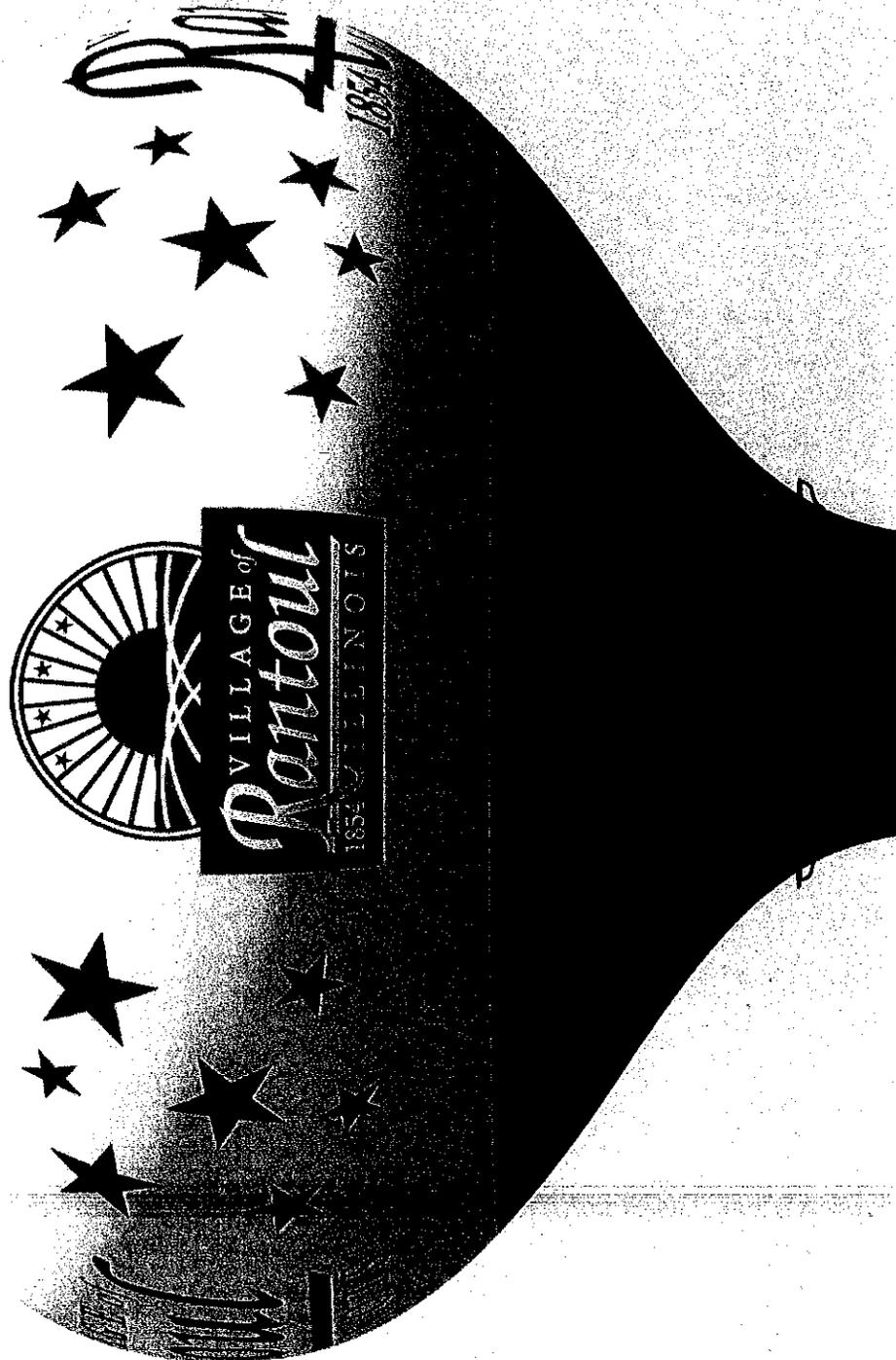
Approval

Signature _____ Date _____
 Name _____

PAGE **2**
 OF **2**



Maxcor, Inc
New Lenox, IL



REFERENCE

BOARD OF TRUSTEES
VILLAGE OF RANTOUL

AGENDA ITEM	PAGE _____ OF _____
ITEM: Elevated Tank Coating & Structural Rehabilitations Project – Maxcor, Inc.	DEPARTMENT: Public Works
AGENDA SECTION:	PROJECT AMOUNT: <u>\$856,400.00 – Total</u> \$449,100.00 – Base Bid \$59,000.00 – Alternate Bid #1b \$246,800.00 – Alternate Bid #1c \$101,500.00 – Alternate Bid #2b
ATTACHMENTS: <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: March 31, 2017

SUMMARY HIGHLIGHTS:

This Agenda Item provides for the painting, maintenance, and servicing of two (2) Village of Rantoul elevated tanks. Included in this project are the one million gallon tank at Campbell & Tanner which will be cleaned, serviced, and painted both inside and out and the one-half million gallon tower on North Maplewood which will be cleaned, a fresh exterior coating and serviced.

The one million gallon elevated tank at Campbell & Tanner was initially constructed in 1969 by CB&I and was painted in 1996. In this project, the structure will be serviced, cleaned and painted both inside and out. A community logo is being incorporated into the painting design.

The North Maplewood elevated tank was fully painted in 2004. Under the proposed contract, the structure will receive an internal cleaning, exterior coating, and have interior / exterior maintenance performed.

The Village's third elevated tank is located on Galaxy Drive and is a 300,000 gallon tank which was received in conjunction with the south Rantoul water system. The Air Force painted this structure in 2015. These tanks are inspected every five (5) years to verify their condition.

This project was advertised in mid-March and bids were opens at 2:00pm on March 30, 2017. Three (3) bids were received and Maxcor, Inc. was the apparent low bidder with a Base Bid amount of \$449,100.00. In addition to awarding the Base Contract, the following actions are recommended for the Alternate Items:

Campbell Elevated Tank

1a: Reject – (Deduct \$23,300.00) Exterior Coating with Acrylic Polyurethane Finish Coat

1b: Award – (\$59,000.00) Interior Wet Coating with a complete Blast and Recoat

1c: Award – (\$246,800.00) Exterior Coating with a Complete Blast and Recoat

North Maplewood Elevated Tank

2a: Reject – (\$126,000.00) Exterior Overcoat with a Fluoropolymer Polyurethane Finish Coat

2b: Award – (\$101,500.00) Exterior Overcoat with an Acrylic Polyurethane Finish Coat

These Awards would provide a contract value of \$856,400.00. Monies in the amount of \$811,000.00 were included in the 2017/18 budget. Alternate 2b for the refreshing of N. Maplewood Tank would be the one item that could be deferred, but the bid amount is an excellent value & opportunity to refresh and extend the tank's coating as opposed to a complete blasting and painting sooner in the future.

RECOMMENDED ACTION: Authorize the award of a contract with Maxcor, Inc. in the base bid amount of \$449,100.00; Alternate Bid Items 1b (\$59,000.00); Item 1c (\$246,800.00); Item 2b (\$101,500.00) for the painting, maintenance, and servicing on two (2) Village of Rantoul Elevated Tanks.

DEPARTMENT HEAD APPROVAL:
G. Gregory Hazel, P.E. *GH*

VILLAGE ADMINISTRATOR:

AGENDA PAGE NUMBER:

BURNS MCDONNELL

March 31, 2017

Mr. Greg Hazel, P.E.
 Director of Public Works
 Village of Rantoul
 333 South Tanner
 Rantoul, Illinois 61866

Re: Campbell and Maplewood Elevated Tanks Coating & Structural Rehabilitations
 Letter of Recommendation to Award

Dear Mr. Hazel:

This letter is regarding the Bid Opening that was held for the subject project at the Village of Rantoul Municipal Building on Thursday, March 30, at 2:00 pm. Three (3) bids were received, opened and publicly read aloud. The Bids were then given to Burns & McDonnell for review for completeness and accuracy.

Items making up the Base Bid for the project are presented in the table below.

Item No.	Campbell Elevated Tank	Maplewood Elevated Tank
1a	Mobilization	-
1b	Steel Work	-
1c	Interior Wet Coating Repair	-
1d	Interior Dry Coating Complete Blast & Recoat	-
1e	Exterior Coating Overcoat & Village Logo	-
2a	-	Mobilization
2b	-	Steel Work with Coating Repair
2c	-	Interior Wet Coating Repair

Based on our review, the apparent low bidder was Maxcor, Incorporated (Maxcor) with a Base Bid of \$449,100.00. A summary of the Base Bid prices submitted is provided in the table below.

CONTRACTOR NAME	BID PRICE
Maxcor, Inc.	\$449,100.00
Tecorp, Inc.	\$648,400.00
Jetco, Ltd.	\$670,000.00

The engineer's opinion of probable cost (EOPC) for the Base Bid was \$680,350.00.

The project also includes several Alternate Bid items. The Village may choose to award any or all the alternate bid items as desired. A summary of the Alternate Bid items is presented in the table below.

Mr. Greg Hazel, P.E.
 Village of Rantoul
 March 31, 2017
 Page 2

Item No.	Campbell Elevated Tank	Maplewood Elevated Tank
1a	Exterior Coating with Acrylic Polyurethane Finish Coat	-
1b	Interior Wet Complete Blast and Recoat	-
1c	Exterior Complete Blast and Recoat	-
2a	-	Exterior Overcoat with Fluoropolymer Polyurethane
2b	-	Exterior Overcoat with Acrylic Polyurethane Finish Coat

A summary of the prices submitted by each bidder for the Alternate Bid prices is presented in the attached Bid Tabulation table.

It should be noted that the bid documents submitted by Maxcor, Inc. at the public bid opening did not include a required bid bond. Burns & McDonnell contacted Maxcor, Inc. to inquire about why a bid bond was not submitted. Maxcor, Inc. stated that a bid bond had been obtained from their surety but was inadvertently left out of the bid submittal package. They provided a copy of the bid bond to Burns & McDonnell along with a letter from their surety stating the bid bond is genuine. The letter also states that if the Village decides to award the contract to Maxcor, Inc., the required performance and payment bonds will be issued. A copy of the bid bond and the letter from their surety is attached.

Based on the information above and our review of all the Bids and accompanying documents, Burns & McDonnell recommends that the Village of Rantoul award the Contract for the Campbell and Maplewood Elevated Tanks Coating & Structural Rehabilitations to Maxcor, Inc. for the Base Bid plus Alternate Bid Items 1b, 1c, and 2b, for a total contract value of \$856,400.00.

Should you have any questions or require additional information, please feel free to contact me at jdarlington@burnsmcd.com or (630) 724-3809.

Sincerely,



Joseph M. Darlington, P.E.
 Civil Engineer

Mr. Greg Hazel, P.E.
Village of Rantoul
March 31, 2017
Page 3

cc: Pete Passarelli, Village of Rantoul
Randy Patchett, P.E., BMcD
Stephen Crede, BMcD
Claus Dunkelberg, P.E., BMcD

Village of Rantoul, Illinois
Campbell and Maplewood Elevated Tank Coating & Structural Rehabilitations
Bid Tabulation
Bid Date: Thursday, March 30, 2017

BASE BID

ITEM NO.	ITEM DESCRIPTION	EOPC *	MAXCOR, INC.	TECORP, INC.	JETCO, LTD.	AVERAGE
1	Campbell Elevated Tank					
1a	Mobilization	\$ 11,000	\$ 16,100	\$ 20,000	\$ 5,000	\$ 13,700
1b	Steel Work	\$ 24,750	\$ 27,600	\$ 39,400	\$ 56,800	\$ 41,267
1c	Interior Wet Coating Repair and Recoat	\$ 104,500	\$ 65,400	\$ 105,000	\$ 142,720	\$ 104,373
1d	Interior Dry Complete Blast/Three coat System	\$ 154,000	\$ 64,100	\$ 75,000	\$ 168,100	\$ 102,400
1e	Exterior Coating/Logo w/ Fluoropolymer Polyurethane finish coat	\$ 264,000	\$ 183,600	\$ 275,000	\$ 175,680	\$ 211,427
	SUB-TOTAL	\$ 558,250	\$ 356,800	\$ 514,400	\$ 548,300	\$ 473,167
2	Maplewood Elevated Tank					
2a	Mobilization	\$ 11,000	\$ 11,800	\$ 4,000	\$ 2,000	\$ 5,933
2b	Steel Work w/ Coating Repair	\$ 28,600	\$ 22,100	\$ 40,000	\$ 27,700	\$ 29,933
2c	Interior Wet Coating Repair, blast, prime areas, recoat all	\$ 82,500	\$ 58,400	\$ 90,000	\$ 92,000	\$ 80,133
	SUB-TOTAL	\$ 122,100	\$ 92,300	\$ 134,000	\$ 121,700	\$ 116,000
TOTAL BASE BID		\$ 680,350	\$ 449,100	\$ 648,400	\$ 670,000	\$ 589,167

ALTERNATE BID ITEMS

Item 1 - Campbell Elevated Tank						
1a	Exterior Coating Acrylic Polyurethane Finish Coat	\$ (10,000)	\$ (23,300)	\$ (15,000)	\$ (9,000)	\$ (15,767)
1b	Interior Wet Coating w/ Full Blast SP10	\$ 105,000	\$ 59,000	\$ 90,000	\$ 110,000	\$ 86,333
1c	Exterior Coating w/ Full blast	\$ 350,000	\$ 246,800	\$ 105,000	\$ 158,560	\$ 170,120
Item 2 - Maplewood Elevated Tank						
2a	Exterior Overcoat w/ Fluoropolymer Polyurethane Finish Coat	\$ 130,000	\$ 126,000	\$ 370,000	\$ 127,920	\$ 207,973
2b	Exterior Overcoat w/ Acrylic Polyurethane Finish Coat	\$ 120,000	\$ 101,500	\$ 350,000	\$ 120,000	\$ 190,500

COMBINATIONS

Campbell Elevated Tank Combinations						
1	Base Bid + Alt 1a	\$ 548,250	\$ 333,500	\$ 499,400	\$ 539,300	\$ 457,400.00
3	Base Bid + Alt 1b	\$ 663,250	\$ 415,800	\$ 604,400	\$ 658,300	\$ 559,500.00
2	Base Bid + Alt 1c	\$ 908,250	\$ 603,600	\$ 619,400	\$ 706,860	\$ 643,286.67
4	Base Bid + Alt 1a + Alt 1b	\$ 653,250	\$ 392,500	\$ 589,400	\$ 649,300	\$ 543,733.33
5	Base Bid + Alt 1b + Alt 1c	\$ 1,013,250	\$ 662,600	\$ 709,400	\$ 816,860	\$ 729,620.00

Maplewood Elevated Tank Combinations						
1	Base Bid + Alt 2a	\$ 252,100	\$ 218,300	\$ 504,000	\$ 249,620	\$ 323,973.33
2	Base Bid + Alt 2b	\$ 242,100	\$ 193,800	\$ 484,000	\$ 241,700	\$ 306,500.00

Total Contract Price with Combinations						
1	Base Bid + Alt 1a + Alt 2a	\$ 800,350	\$ 551,800	\$ 1,003,400	\$ 788,920	\$ 781,373.33
3	Base Bid + Alt 1b + Alt 2a	\$ 915,350	\$ 634,100	\$ 1,108,400	\$ 907,920	\$ 883,473.33
2	Base Bid + Alt 1c + Alt 2a	\$ 1,160,350	\$ 821,900	\$ 1,123,400	\$ 956,480	\$ 967,260.00
4	Base Bid + Alt 1b + Alt 2a	\$ 905,350	\$ 610,800	\$ 1,093,400	\$ 898,920	\$ 867,706.67
5	Base Bid + Alt 1b + Alt 1c + Alt 2a	\$ 1,265,350	\$ 880,900	\$ 1,213,400	\$ 1,066,480	\$ 1,053,593.33
6	Base Bid + Alt 1a + Alt 2b	\$ 790,350	\$ 527,300	\$ 983,400	\$ 781,000	\$ 763,900.00
7	Base Bid + Alt 1b + Alt 2b	\$ 905,350	\$ 609,600	\$ 1,088,400	\$ 900,000	\$ 866,000.00
8	Base Bid + Alt 1c + Alt 2b	\$ 1,150,350	\$ 797,400	\$ 1,103,400	\$ 948,560	\$ 949,786.67
9	Base Bid + Alt 1a + Alt 1b + Alt 2b	\$ 895,350	\$ 586,300	\$ 1,073,400	\$ 891,000	\$ 850,233.33
10	Base Bid + Alt 1b + Alt 1c + Alt 2b	\$ 1,255,350	\$ 856,400	\$ 1,193,400	\$ 1,058,560	\$ 1,036,120.00

* Engineer's Opinion of Probable Cost

ATTENDANCE SHEET
BID OPENING
March 30, 2017

PROJECT: Elevated Tank Coating & Structural Rehabilitations

OWNER: Village of Rantoul

By: Village of Rantoul, Department of Public Works

<u>Name</u>	<u>Company</u>	<u>Contact Information</u>
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Greg Hazel	Village of Rantoul	(217) 892-6526 g-hazel@myrantoul.com
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Pete Passarelli	Village of Rantoul	(217) 892-6592 PPassar.village.rantoul.il.us
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Scot Brandon	Village of Rantoul	(217) 892-6828 SBrandon@village.rantoul.il.us
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NICK VISVARDIS	TECORP, INC	815-726-9192
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Joe Darlington	Burns & McDonnell	630-724-3809
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Erik Otten	Taylor County	708 387 0305 EOTTEN@Tnemec.com
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Telly Visvardis	TECORP, INC.	815-726-9192
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Village of Rantoul
Campbell and Maplewood Elevated Tank Coating & Structural Rehabilitations
Bid Holders List

Contact Name	Email	Company Name	Phone #	Address	City	State	Zip Code
Dexter Davis		Buddy's Grounds Maint., Inc.	309-824-9211	1418 Courtland Ave.	Normal	IL	61761
Lisa Pineda	lismariapineda@deltek.com	Deltek	800-456-2009	2291 Wood Oak Drive	Herridon	VA	20171
Melinda Jones	bjds@pttg.com	Pittsburg Tank & Tower Maint.	270-869-9400	P.O. Box 1849	Henderson	KY	42419
Melanie Mann	mmann@pttg.com	Pittsburg Tank & Tower Maint.	270-869-9400	One Watertank Place	Henderson	KY	42420
Sheila Smith	thwbonds@outlook.com	THWilson Bonds	559-872-6105	4586 E Copper Ave.	Clovis	CA	95619
Harry Martin	hittle707@frontier.com	Martin Bros. Logistics, LLC	217-202-2038	513 N. Ohio Ave	Rantoul	IL	61866
Tammy Johnson	socialtalktime@gmail.com	SEDivng	864-220-3481	220 N Washington Ave	Greenville	SC	29611
Dennis Chinn	dennis@mygbi.com	Great Basin Industrial	219-381-0111	1721 Bentridge Dr	Kennesaw	GA	30144
Source Management	sourceman@onvia.net	Onvia, Inc.	206-373-9500	509 Olive Way, 4th Floor	Seattle	WA	98101
John Duke	johnduke@elitenationaltank.com	Elite National Coatings & Inspections	812-484-8439	726 SE Second Street	Evansville	IN	47713
Leah	leah.sabir@constructconnect.com	ConstructConnect	800-364-2059	3825 Edwards Rd STE 800	Cincinnati	OH	45209
Leah Sabir		ConstructConnect	800-364-2059	30 Technology Pkwy S	Norcross	GA	30092
Carolyn Kostaroff	carolyn@gkpainting.com	George Kountoupes Painting Co.	313-388-9400	661 Southfield Road	Lincoln Park	MI	48146
Richard Belliveau	rebelliveau@induron.com	Induron Coatings	715-401-1961	4245 Oak Drive	Rhineland	WI	54501
Thomas Tyrakowski Jr.	tommycoat@am-coatpainting.com	Am-Coat Painting, Inc.	815-485-3731	17201 S. Parker Road	Homer Glen	IL	60491
Tom Street	tom_wrtpr@mchsi.com	Maguire Iron	563-320-4879	1610 N. MN Ave	Sioux Falls	SD	57101
Stan Wagner	swagner@alpine.com.net	K&W Coatings	563-245-2086	28898 HWY 13	Elkader	IA	52043
John Sullivan		Maxcor, Inc.	815-838-4370	900 Country Creek Dr.	New Lenox	IL	60451
Kenneth	k.brend@jetcoltd.com	Jetco, Ltd.	847-438-4550	P.O. Box 908	Lake Zurich	IL	60047
Katie Czappa	kczappa@newmannco.com	Neumann Company Contractors, Inc.	715-333-2282	W9450 State Road 95	Merrillan	WI	54754
Erik Otten	eotten@tnemec.com	Taylor Coating	708-387-0305	8520 Brookfield Ave.	Brookfield	IL	60513
Greg Bairaktaris	gbairaktaris@eravaldivia.com	Era-Valdivia Contractors, Inc.	773-447-6658	11909 South Avenue O	Chicago	IL	60617
Leonard Lulaj	lulaj82@yahoo.com	L&T Painting, Inc.	586-873-0761	50502 Hunters Creek Trl	Shelby Township	MI	48317

INVITATION TO BID

Burns & McDonnell Engineering Company
1431 Opus Place Suite 400
Downers Grove, IL 60515

Project Name: Campbell and Maplewood Elevated Tank Coating & Structural Rehabilitations
Project No. 93196
Date: March 2017

DESCRIPTION OF WORK OF THIS CONTRACT

You are invited to bid on a general contract. The Village of Rantoul owns and operates one (1) one-million gallon potable water elevated storage tank located at the intersection of West Campbell Avenue and North Tanner Street and one (1) five-hundred thousand gallon potable water elevated storage tank located near the intersection of North Maplewood Drive and Pine Avenue (the Tanks). The Project includes blasting and recoating of the exterior and interior of the one-million gallon tank at Campbell, spot blasting and over-coating of the interior of the five-hundred thousand tank at Maplewood, various improvements to the Tanks' safety measures, steel work, and site improvements and restoration.

The project is located in the Village of Rantoul, Champaign County, Illinois 61866.

BID INFORMATION

Bids will be received by the Village of Rantoul (the Owner) until 2:00 p.m., local (central) time, March 30th, 2017. Bids received after this time will not be accepted. Bids will be received at the following location:

Village of Rantoul
333 South Tanner
Rantoul, IL 61866

All forms are included in the bidding documents and are available at the above address or on the Village website at <http://www.myrantoul.com/government/purchasing/index.html>. Bidders shall comply with all requirements of bidding documents and shall submit all pertinent supplemental documentation per instructions.

A prebid conference will not be held for this project.

Bids will be publicly opened and read aloud immediately after the time stated above.

ADDITIONAL PROVISIONS

The Bid shall be conditioned upon compliance with all labor related requirements including the regulations and stipulations concerning equal employment opportunity, affirmative action requirements, and prevailing wage rates.

OWNER'S RIGHT TO REJECT

The Owner reserves the right to reject any or all Bids and to waive irregularities therein, and all Bidders shall agree that such rejection shall be without liability on the part of the Owner for any damage or claim

brought by any Bidder because of such rejections, nor shall the Bidders seek any recourse of any kind against the Owner because of such rejections. The filing of any Bid in response to this invitation shall constitute an agreement of the Bidder to these conditions.

END OF DOCUMENT

ARTICLE 4 - BID PRICE

4.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

A. **UNIT PRICE SCHEDULE:**

1. Complete Bid Table as Indicated:

Item No.	Item & Description	Unit	Approximate Number of Units	Price Per Unit \$	Extension \$
1	Campbell Elevated Tank (One Million Gallon Tank)				
1.a	Mobilization	Each	1		
1.b	Steel Work	Lump Sum	1		
1.c	Interior Wet Coating w/ Spot Blast and SSP7 Brush-off Blast	Lump Sum	1		
1.d	Interior Dry Coating w/ SP10 Blast to Near White	Lump Sum	1		
1.e	Exterior Coating and Village Logo w/ Spot Clean and Power Wash	Lump Sum	1		
Item No. 1 Total =					
2	Maplewood Elevated Tank (Five-hundred Thousand Gallon Tank)				
2.a	Mobilization	Each	1		
2.b	Steel Work w/ Coating Repair	Lump Sum	1		
2.c	Interior Wet Coating w/ Spot Blast and SSP7 Brush-off Blast	Lump Sum	1		
Item No. 2 Total =					
SUM OF BID ITEM NOS. 1 AND 2 PRICES =					

Bid Item Nos. 1 and 2 Total Price -

_____ dollars (\$_____).

2. The Owner has the ability to add any or all of the following alternates to the Total Bid, or each Bid Item independently. Complete Alternate Bid Items Table as Indicated:

Item No.	Item & Description	Unit	Approximate Number of Units	Price Per Unit \$	Extension \$
1	Campbell Elevated Tank (One Million Gallon Tank)				
1.a	Interior Wet Coating w/ Full Blast SP10: add to base bid 1.c	Lump Sum	1		
1.b	Exterior Coating w/ Full Blast: add to base bid 1.c	Lump Sum	1		
2	Maplewood Elevated Tank (Five-hundred Thousand Gallon Tank)				
2.a	Exterior Coating w/ Spot Blast and SSP7 Brush-off blast	Each	1		

- B. SUBCONTRACTORS: This Bid is based upon use of the following Subcontractors:

No.	Trade	Subcontractor
1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____

ARTICLE 5 - CONTRACT TIMES

- 5.01 Bidder agrees that the Work will be completed within the following time(s):
- A. All Work will be Substantially Completed within 180 calendar days of the date of the Notice to Proceed. Substantial Completion shall be defined as the completion of all items other than the punch list. Final Completion shall be within 225 calendar days of the date of the Notice to Proceed.
 - B. Bidder accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified in the Agreement.

SECTION 012000 – MEASUREMENT AND PAYMENT

PART 1 - GENERAL INFORMATION

1.01 MEASUREMENT AND PAYMENT:

- A. This Section describes the measurement and payment for the Work to be done under the items included in this Contract.
- B. Each unit or lump-sum price stated in the Bid shall constitute full compensation as herein specified for each item of work completed in accordance with the Contract Documents. The price shall be full compensation for furnishing all materials and for all labor, equipment, fees, tools and incidentals necessary to complete the item as included in the Contract Documents.
- C. No separate measurement and payment shall be made for Work not specifically listed in this Section. It shall be understood that all Work necessary to complete the Contract as included in the Contract Documents shall be included in cost of the unit and lump sum items included in the Contract.
- D. Pay Item 1 of the Bid Form Section 004000 includes all work to be completed for the Campbell one-million gallon elevated tank. Pay Item 2 of the Bid Form Section 004000 includes all work to be completed for the Maplewood five-hundred thousand gallon elevated tank. Alternate bid items for each tank are included in the Bid Form and may be added to the bid by the Owner. Descriptions of sub-pay items and alternates are provided below.

1.02 CAMPBELL ELEVATED TANK – PAY ITEM NO. 1:

- A. Mobilization
 - 1. Mobilization will be paid for at the contract price per each for the mobilization and demobilization of all equipment to and from the site in accordance with Article 671 of the IDOT Standard Specifications for Road and Bridge Construction and the restoration of the project site. The unit price for this item shall constitute full compensation for all equipment, materials, labor, fees, tools and incidentals necessary to complete this item for the Campbell Tank. No additional compensation will be given for re-mobilization to and from the site due to any reason.
- B. Steel Work
 - 1. Steel Work will be paid for at the contract lump sum price. This work shall include all equipment, materials, labor, fees, tools and incidentals required to complete the structural work and miscellaneous work in the Campbell Tank as specified and indicated in the construction drawings.
- C. Interior Wet Coating w/ Spot Blast and SSP7 Brush-off Blast
 - 1. Interior Wet Coating w/ Spot Blast will be paid for at the contract lump sum price. This work shall include all equipment, materials, labor, fees, tools and incidentals required to complete the appropriate surface preparation and over-coat of the wet interior of the Campbell Tank as specified. This work shall also include all equipment, materials, labor, fees, tools and incidentals required to disinfect and test the Campbell Tank as specified.
- D. Interior Dry Coating w/ SP10 Blast to Near White
 - 1. Interior Dry Coating w/ Blast to Near White will be paid for at the contract lump sum price. This work shall include all equipment, materials, labor, fees, tools and incidentals required to complete the appropriate surface preparation and complete recoat of the dry interior of the Campbell Tank as specified.
- E. Exterior Coating and Village Logo w/ Spot Clean and Power Wash
 - 1. Exterior Coating and Village Logo w/ Spot Clean will be paid for at the contract lump sum price. This work shall include all equipment, materials, labor, fees, tools and incidentals required to complete the proper surface preparation, spot prime, and over-coat the exterior of the Campbell Tank per the shop drawings of the logo selected by the

SECTION 012000 – MEASUREMENT AND PAYMENT: continued

Owner as specified. Submit shop drawings of the Village logo per Section 013300 and Section 099000 of the Specifications.

1.03 MAPLEWOOD ELEVATED TANK – PAY ITEM NO. 2

A. Mobilization

1. Mobilization will be paid for at the contract price per each for the mobilization and demobilization of all equipment to and from the site in accordance with Article 671 of the IDOT Standard Specifications for Road and Bridge Construction and the restoration of the project site. The unit price for this item shall constitute full compensation for all equipment, materials, labor, fees, tools and incidentals necessary to complete this item for the Maplewood Tank. No additional compensation will be given for re-mobilization to and from the site due to any reason.

B. Steel Work w/ Coating Repair

1. Steel Work will be paid for at the contract lump sum price. This work shall include all equipment, materials, labor, fees, tools and incidentals required to complete the structural work and miscellaneous work in the Maplewood Tank as specified and indicated in the construction drawings.

C. Interior Wet Coating w/ Spot Blast and SSP7 Brush-off Blast

1. Interior Wet Coating w/ Spot Blast and SSP7 Brush-off Blast will be paid for at the contract lump sum price. This work shall include all equipment, materials, labor, fees, tools and incidentals required to complete the appropriate surface preparation and over-coat of the wet interior of the Maplewood Tank. This work shall also include all equipment, materials, labor, fees, tools and incidentals required to disinfect and test the Maplewood Tank as specified.

1.04 CAMPBELL TANK ALTERNATE BID PAY ITEMS

A. Interior Wet Coating w/ Full Blast

1. Interior Wet Coating w/ Full Blast will be paid for at the contract lump sum price as an addition to the cost of Bid Item 1.c. This work shall include all equipment, materials, labor, fees, tools and incidentals required to complete the appropriate surface preparation and re-coat the interior wet of the Campbell Tank.

B. Exterior Coating w/ Full Blast

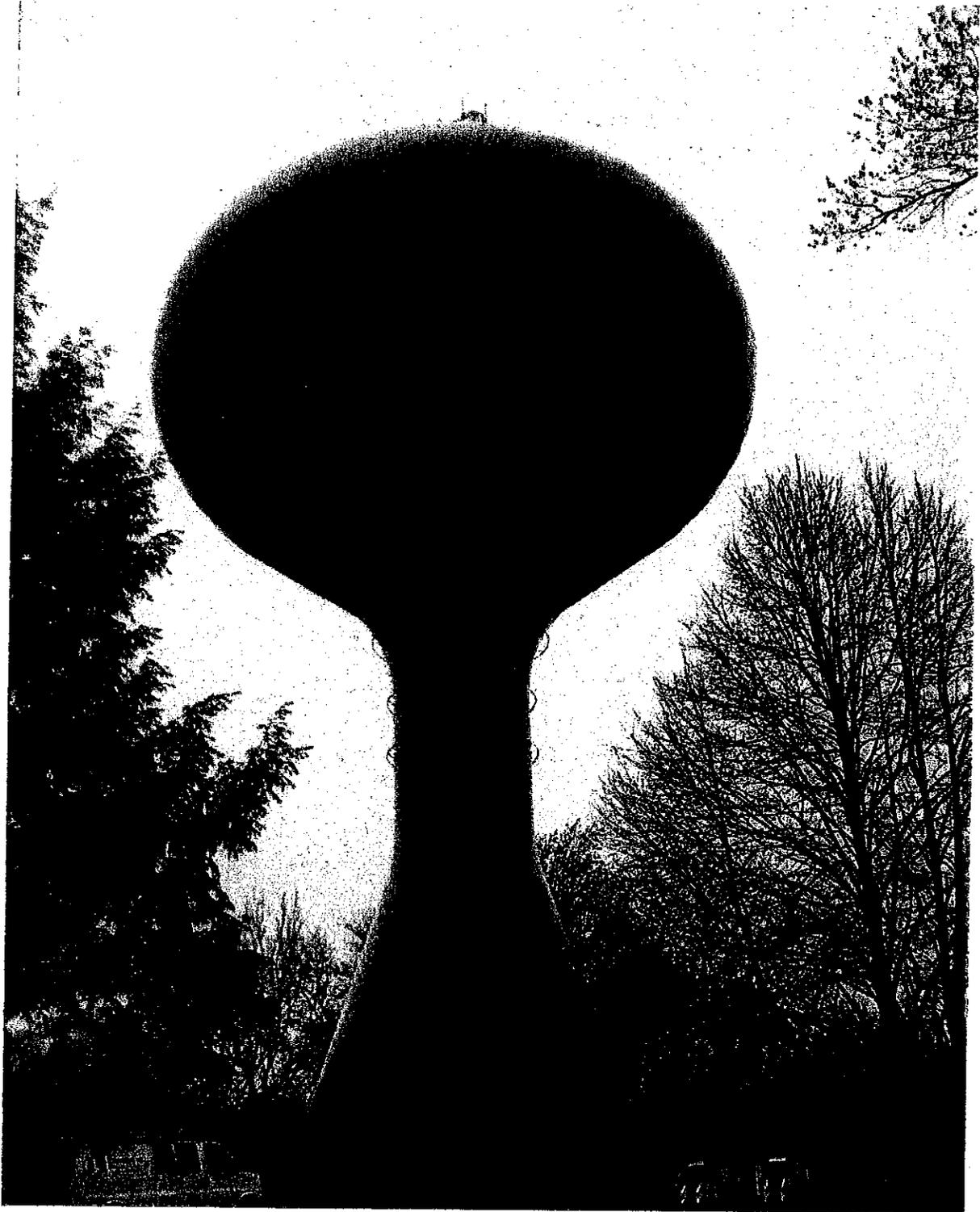
1. Exterior Coating w/ Full Blast will be paid for at the contract lump sum price as an addition to the cost of Bid Item 1.e. This work shall include all equipment, materials, labor, fees, tools and incidentals required to complete the appropriate surface preparation and re-coat of the exterior of the Campbell Tank.

1.05 MAPLEWOOD TANK ALTERNATE BID PAY ITEMS

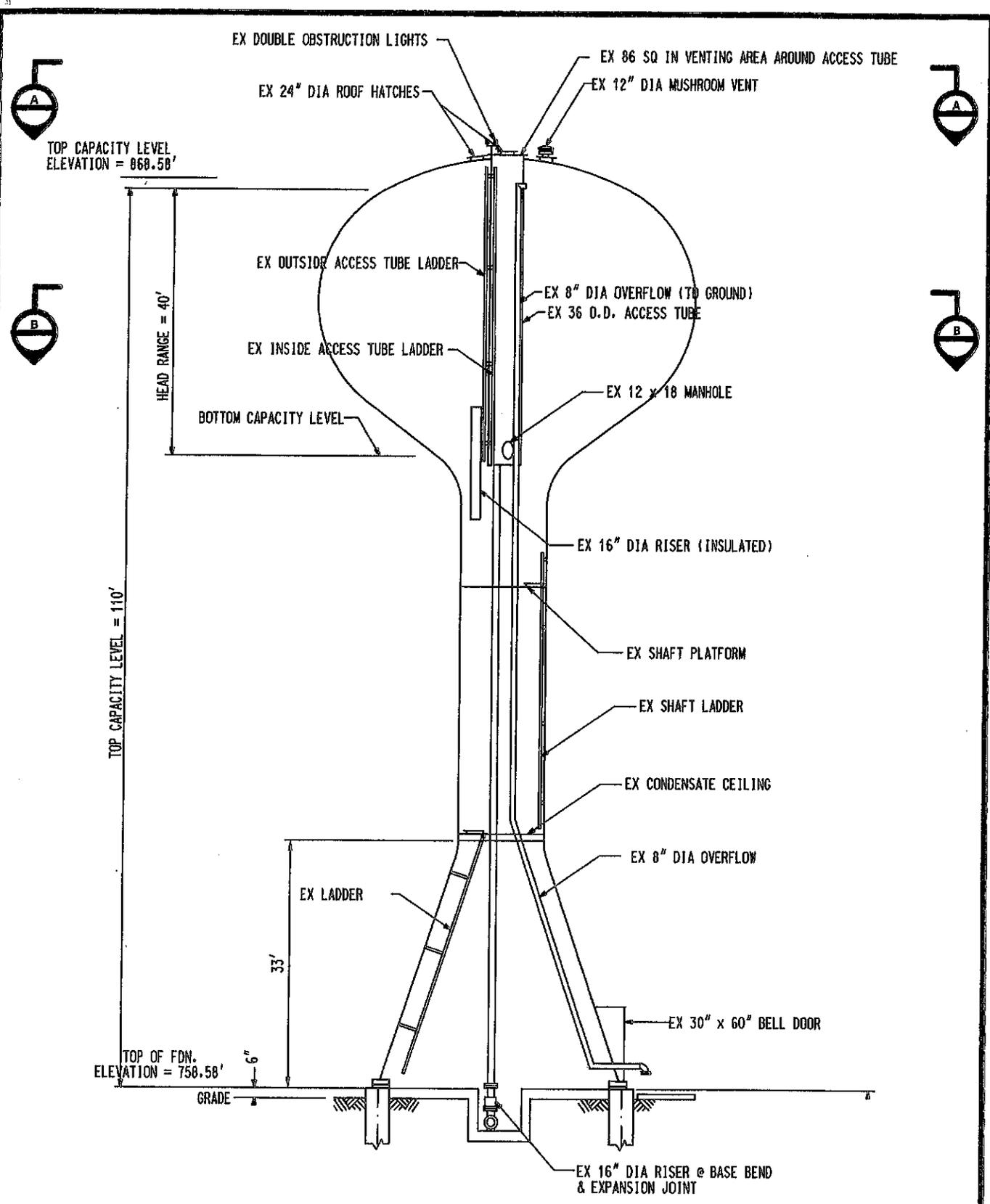
A. Exterior Coating w/ Spot Blast

1. Exterior Coating w/ Spot Blast will be paid for at the contract lump sum price. This work shall include all equipment, materials, labor, fees, tools and incidentals required to complete the appropriate surface preparation, spot prime and over-coat the exterior of the Maplewood Tank.

END OF SECTION 012000



The Rantoul, Illinois 1,000,000-gallon Campbell Street tank is in good condition.

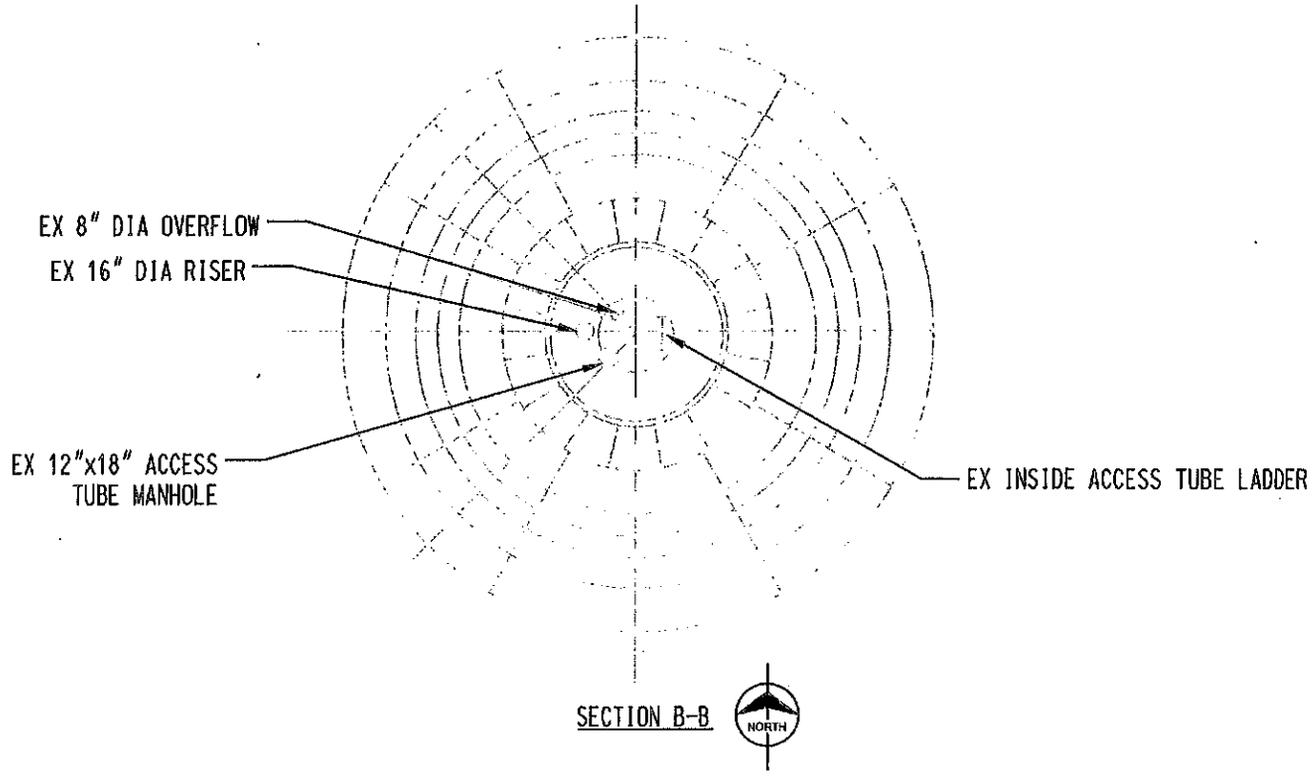
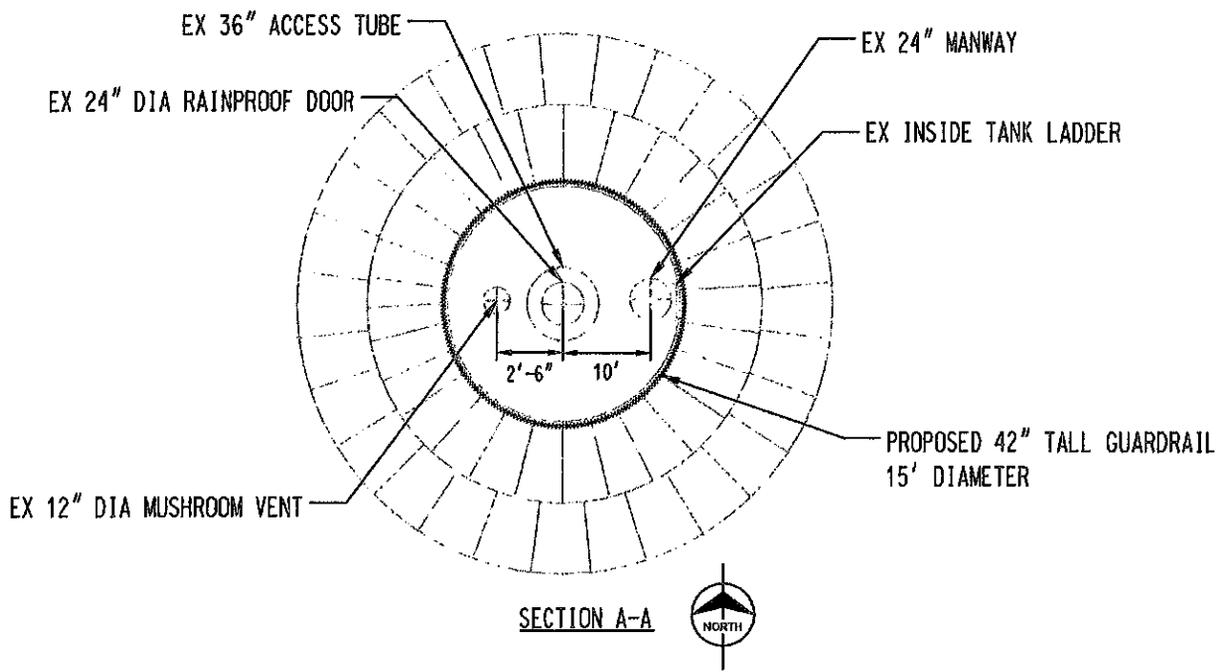


SUMMARY OF PROPOSED STEEL WORK:

1. REMOVE AND REPLACE EXISTING ROOF VENT.
2. REMOVE AND REPLACE EXISTING 24" DIA MANWAYS WITH 30" DIA MANWAYS.
3. INSTALL NEW 42" TALL GUARDRAIL ON ROOF.
4. INSTALL NEW SCREEN FOR OVERFLOW PIPE.
5. INSTALL FALL PREVENTION DEVICE FOR INTERIOR LADDER.
6. REPLACE LIGHTBULB GLOBES IN THE DRY INTERIOR.
7. RE-TAPE THE LOOSE INSULATION ON FILL PIPE.

**BURNS
MCDONNELL**

VILLAGE OF RANTOUL
CAMPBELL ELEVATED TANK
PROFILE VIEW



	<p>VILLAGE OF RANTOUL</p> <p>CAMPBELL ELEVATED TANK SECTION VIEWS</p>
	<p>PAGE 2 OF 5</p>

EX DOUBLE
OBSTRUCTION LIGHTS

REPLACE MUSHROOM VENT WITH
NEW FROST-FREE, SCREENED
PRESSURE VACUUM VENT

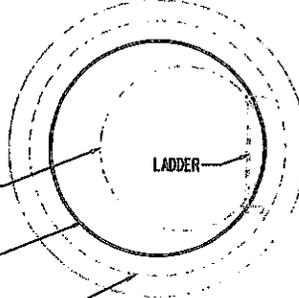
INSTALL NEW 42" TALL GUARD RAIL



ROOF PROFILE

REMOVE EXISTING 24" DIA ACCESS MANWAYS
REPLACE WITH NEW 30" DIA ACCESS MANWAYS

EX STEEL ROOF EDGE
AROUND ACCESS TUBE



PROPOSED 30" DIA MANWAY

EX 24" DIA MANWAY

PROPOSED 30" DIA MANWAY

EX 36" DIA ACCESS TUBE

EX 16" DIA
BASE BEND

EX COMMUNICATIONS PANEL

EX 16" DIA M & H GATE
VALVE 67-F

EX ELECTRICAL PANEL

PROPOSED CATHODIC
PROTECTION PANEL

EX LADDER RUNG

EX SUMP

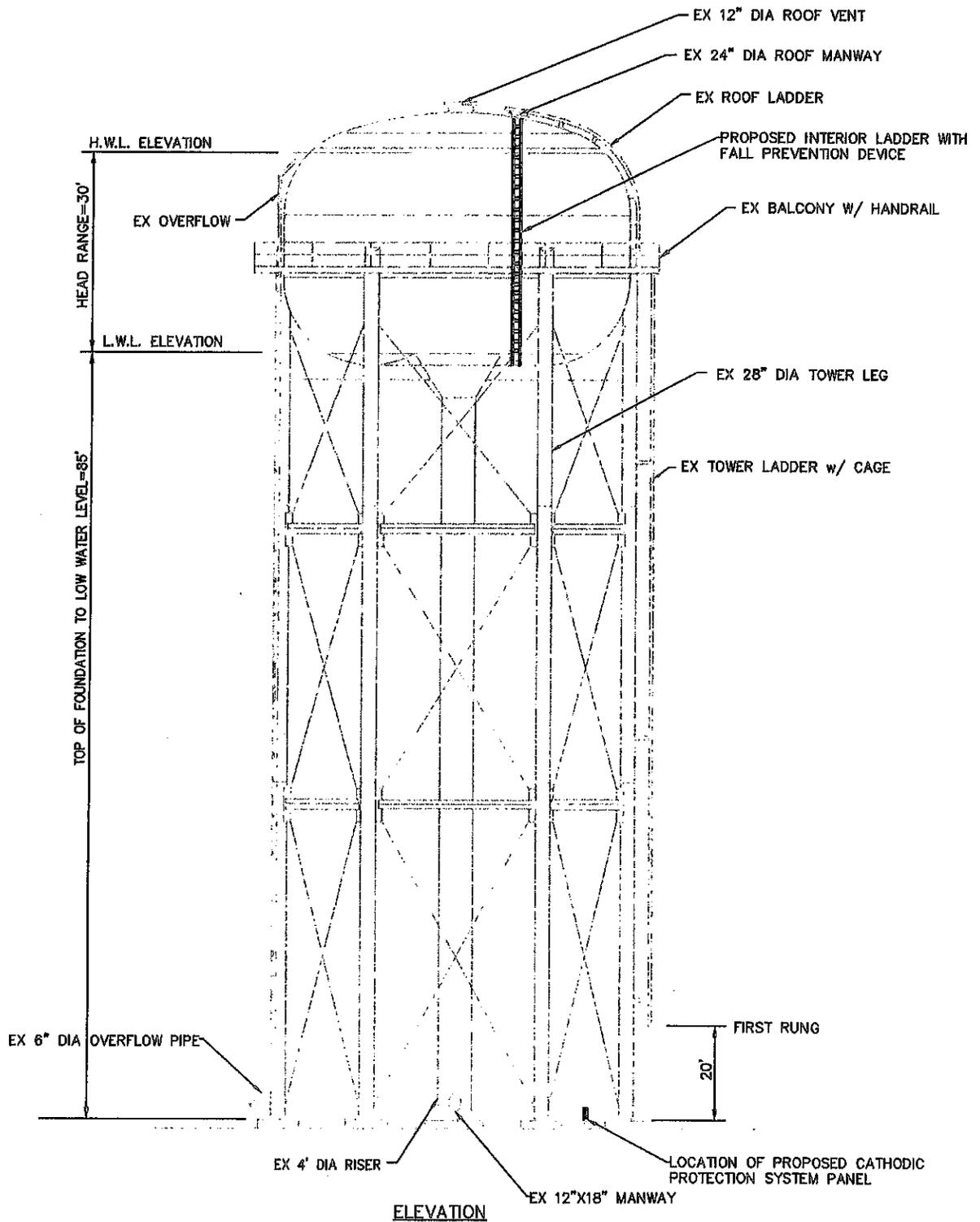
FOUNDATION PLAN



**BURNS
MEDONNELL**

VILLAGE OF RANTOUL
CAMPBELL ELEVATED TANK
ROOF AND FOUNDATION

PAGE 3 OF 5



SUMMARY OF PROPOSED STEEL WORK:

1. REMOVE AND REPLACE EXISTING ROOF VENT.
2. REMOVE AND REPLACE EXISTING 24" DIA MANWAYS WITH 30" DIA MANWAYS.
3. INSTALL NEW SCREEN FOR OVERFLOW PIPE.
4. INSTALL NEW INTERIOR LADDER WITH FALL PREVENTION DEVICE.



VILLAGE OF RANTOUL
 MAPLEWOOD ELEVATED TANK
 PROFILE VIEW

REMOVE EXISTING 24" DIA ACCESS MANWAY
REPLACE WITH NEW 30" DIA ACCESS MANWAY

EX BALCONY w/ HANDRAIL

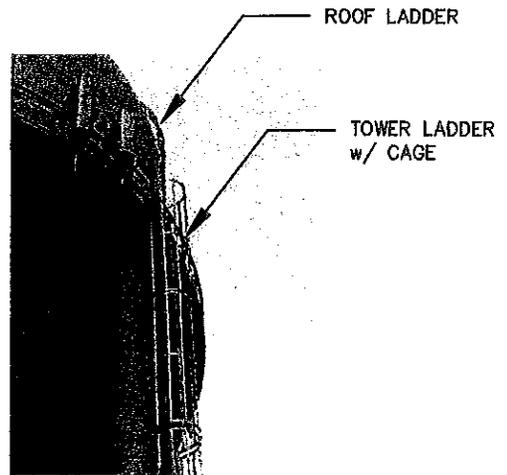
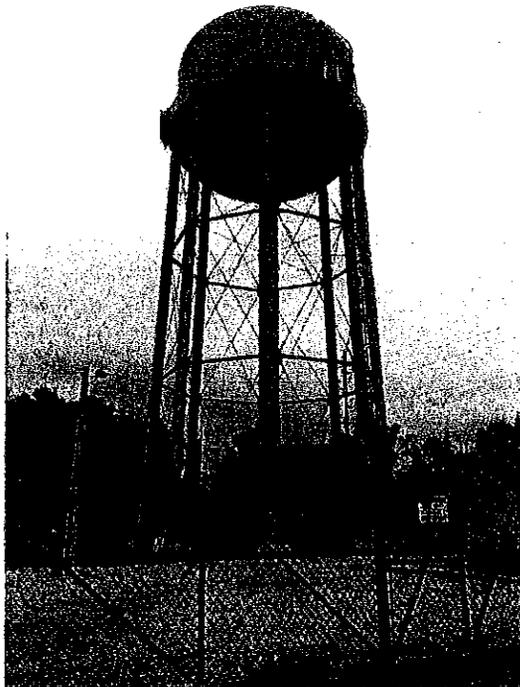
EX 6" OVERFLOW

EX EXTERIOR ROOF LADDER

REPLACE 12" DIA VENT WITH
NEW FROST-FREE, SCREENED
PRESSURE VACUUM VENT

EX TOWER LEG

ORIENTATION

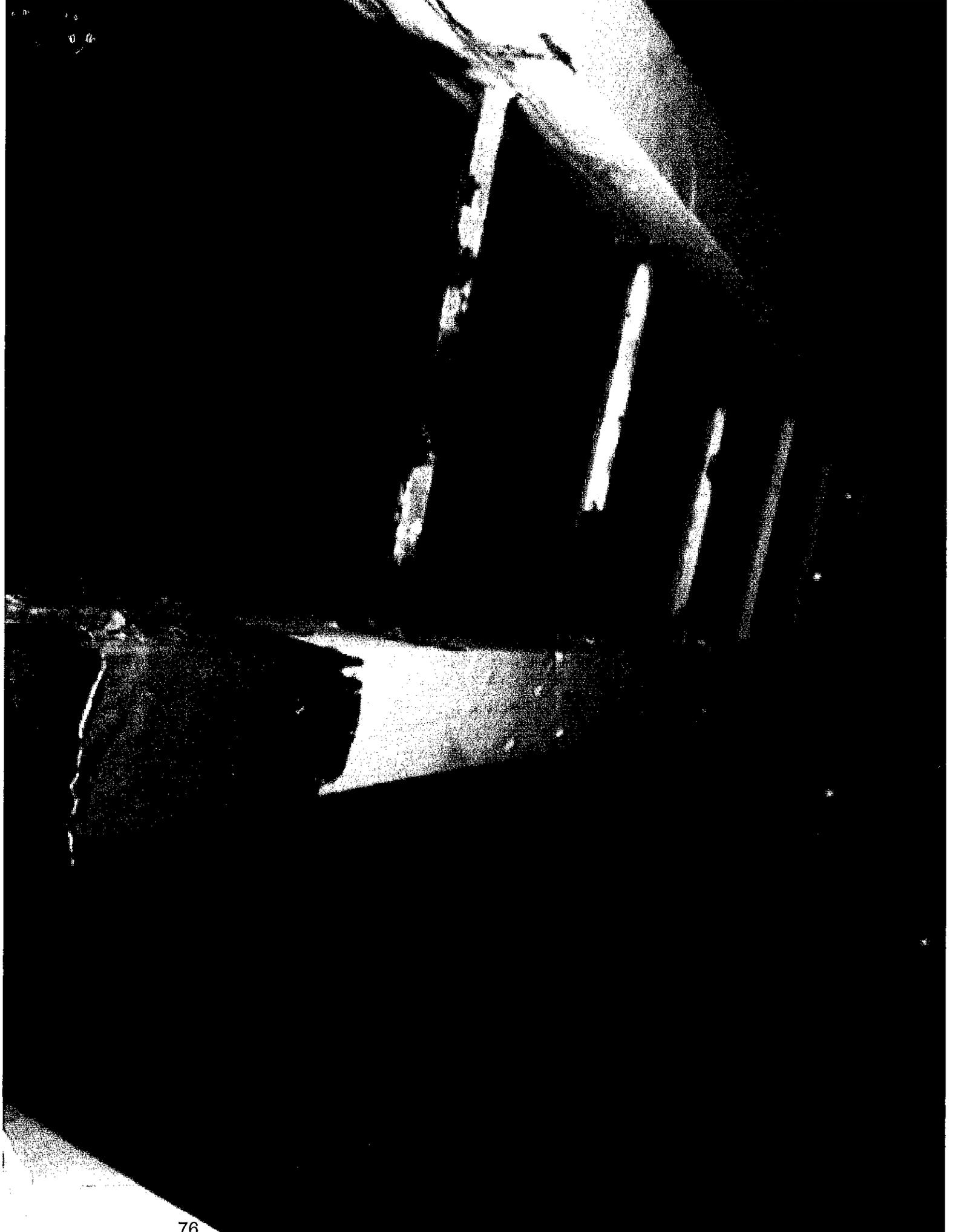


INSTALL NEW SCREEN OVER
OPENING OF 6" OVERFLOW PIPE



VILLAGE OF RANTOUL
MAPLEWOOD ELEVATED TANK
PROFILE VIEW

PAGE 5 OF 5

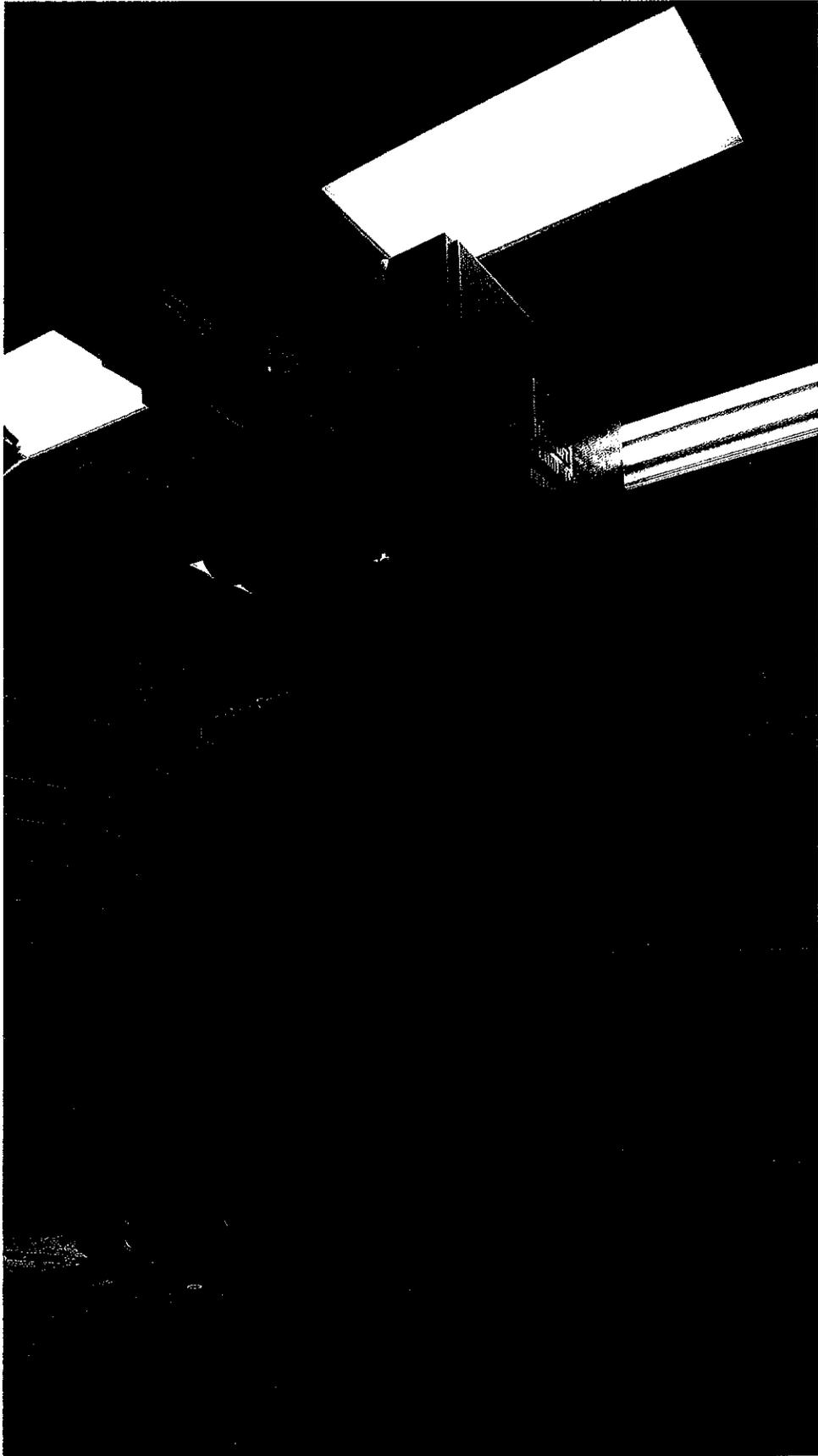




**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

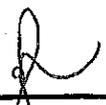
AGENDA ITEM	PAGE ___ OF ___
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ITEM: Declare and Sale of Surplus Property	DEPARTMENT: PW - Airport
AGENDA SECTION:	AMOUNT:
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: July 27, 2017
SUMMARY HIGHLIGHTS: <p>This Agenda Item provides for the declaration of three (3) cranes/lifts in Grissom Hall as surplus items to the Village of Rantoul and provides for Analog Outfitters to represent the Village in the on-line auction/disposal of these items. A portion of Analog's business is representing customers in the on-line sale of equipment.</p> <p>Analog will be working on a commission basis (30% of sale value), so they will be motivated to maximize the sale price of this equipment. The potential sale value is greater than \$5,000.00 which requires Village Board approval before the items are sold.</p>	
RECOMMENDED ACTION: Authorize and declare three (3) cranes/lifts as surplus items and allow for their sale through the services of Analog Outfitters.	
DEPARTMENT HEAD APPROVAL: Eric Vences G.Gregory Hazel, P.E. 	VILLAGE ADMINISTRATOR: 
AGENDA PAGE NUMBER:	



**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM	PAGE ___ OF ___
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ITEM: Change in Property Conveyance Method of Parcel A1b-7	DEPARTMENT:
AGENDA SECTION:	AMOUNT:
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: July 27, 2017
<p>SUMMARY HIGHLIGHTS: This Agenda item provides for a change in the property conveyance method in which the Air Force will dispose of parcel A1b-7 (0.95 acres). While a portion of this parcel falls within the fence line of the Village of Rantoul Airport, most of the parcel is outside the fence on private property (Willow Pond Golf Course). This parcel was initially identified as an environmental area of concern, but has since been tested, evaluated, and cleared for transfer.</p> <p>Initially, this parcel was to be transferred through the Federal Aviation Administration (FAA) and a Public Benefit Conveyance (PBC) to the Village of Rantoul and then the portion outside the fence into private hands. Due to the lengthy FAA process when seeking to release Airport property into private ownership, alternate options were considered. The Air Force has since recommended (and the FAA agrees), that the "public sale" methodology of property conveyance would be the appropriate approach. As long as the Village concurs, the Air Force will move forward in this manner and sell the portion outside of the airport property directly to private ownership.</p> <p>Village staff will continue to work closely with the Air Force to ensure this process moves forward in a timely manner.</p>	
<p>RECOMMENDED ACTION: Authorize the approval of the change in property conveyance method of parcel A1b-7 to "public sale" from a FAA Public Benefit Conveyance (PBC) in an effort to transfer the property in a more efficient and timely manner.</p>	
<p>DEPARTMENT HEAD APPROVAL: Eric Vences G. Gregory Hazel, P. E. </p>	<p>VILLAGE ADMINISTRATOR: </p>
<p>AGENDA PAGE NUMBER:</p>	

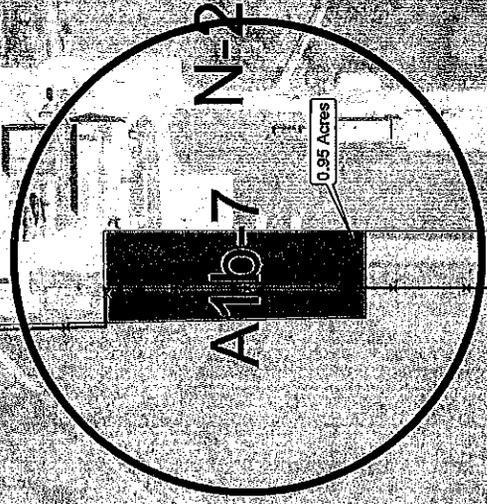
Chamute Parcels

A1b-6

A2a-1
2014

A2a-2
2014

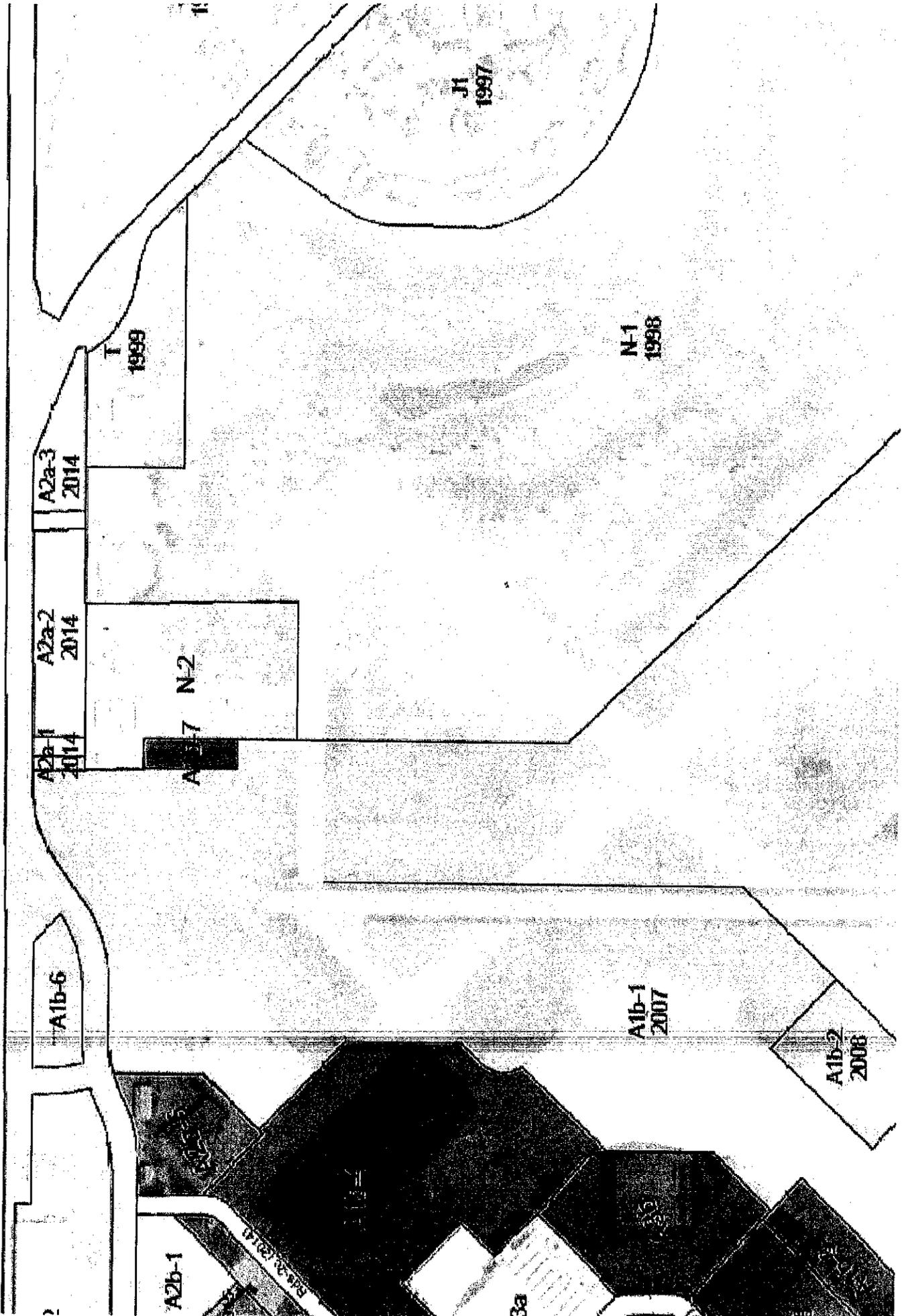
A2a-3
2014



- Transfers
- EDC Phase 1 (2014)
 - Deeded to Village (1991-2008)
 - Public Sale
 - Dept. of Interior Public Benefit
- Future Transfers
- EDC Future Transfers
 - FAA
 - Existing ROW
 - Airport Fence

Date: 7/27/2017





**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM	PAGE ___ OF ___
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ITEM: Contract for demolition of the former Rantoul Motel	DEPARTMENT: Inspection/Accounting
AGENDA SECTION:	AMOUNT: \$39,250.00
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input checked="" type="checkbox"/> OTHER (See Summary Highlights) <input checked="" type="checkbox"/> SUPPORTING DOCUMENTS	DATE: July 26, 2017
SUMMARY HIGHLIGHTS: <p>FOR THE CLOSED BID ON THE DEMOLITION OF THE RANTOUL MOTEL</p> <p>Presenting the winning bid out of 10 submittals, Owens Excavating & Trucking, LLC came in at \$39,250.00, nearly \$20,000 below the closest competitor.</p> <p>Included in this bid is the complete removal of the motel structure and a large portion of the parking lot. Additionally, the signage is to be preserved through the Rantoul Historical Society, and the bid requires the safe crating and storage of the sign in Hangar 3 until the Rantoul Historical Society can repair the item. Jim Cheek is agreeable to this and in writing, has committed to its preservation.</p> <p>Additionally, curb cuts will be made to preserve pedestrian foot traffic by saw-cutting the existing surface of the parking lot in a manner that leaves a contiguous path along the site that matches existing sidewalks. The bid also leaves 15' of pavement for the ingress and egress of neighboring traffic. This was an agreement between Inspections and the neighboring properties. The benefit is to provide a safe way to enter public streets for a duplex that is island off by the existing structure and lot, and reduces our cost of demolition.</p> <p>It is estimated that the total removal and site preparation, to be top-filled with black dirt and seeded to IDOT standards, will be completed in less than 45 days from initiation.</p>	
RECOMMENDED ACTION: Authorize the award of a contract with Owens Excavating & Trucking LLC in the amount of \$39,250.00 for the demolition of the former Rantoul Motel.	
DEPARTMENT HEAD APPROVAL: Dave Silver 	VILLAGE ADMINISTRATOR: 
AGENDA PAGE NUMBER:	

BID DRESSING FABRICATIONS SUMMARY
 PROJECT: DEMOLITION 301 N. CENTURY BLVD

VENTL-18-B-01
 OWNER: Village of Pantouf
 DEPARTMENT: INSPECTION

BID DATE: JULY 26, 2017



BIDDER	BASE BID	ALTERNATE BID	TOTAL BID	ACKNOWLEDGE ADDENDUM	BID BOND	INSURANCE CERTIFICATE
1. MARTIN BROS. LOGISTICS, LLC	\$61,884			✓	✓	
2. SCANTON EXCAVATING SERVICES, LLC	\$117,000			✓	✓	
3. RAZMUS DEMOLITION SERVICES, LLC	\$94,146			✓	✓	
4. STEVE'S TRUCKING, INC	\$63,000			✓	✓	
5. SA'S EXCAVATING	\$159,500			✓	✓	
6. JCS UNCOVERS	\$267,470			✓	✓	
7. OWENS EXCAVATING AND TRUCKING, LLC	\$34,250			✓	✓	
8. MILLER ENTERPRISES	\$68,500			✓	✓	
9. JCD IRONHORSE, INC	\$51,000			✓	✓	
10. DICK OF CHAMPAIGN, INC	\$87,000			✓	✓	

INVITATION FOR BID

VRNTL-18-B-01

Village of Rantoul, Illinois

BUILDING DEMOLITION AT 301 N. CENTURY BLVD., RANTOUL, IL

The Village of Rantoul, Illinois invites prospective contractors to bid on the demolition and disposal of the one-story motel with isolated second-story manager's quarters and all of its contents along with the concrete foundation, including the building footings and concrete floor slab located at 301 North Century Blvd., Rantoul, Illinois 61866.

Sealed bids must be received no later than 2 p.m. prevailing time, Wednesday, July 26, 2017, at the Village of Rantoul Municipal Building, 333 South Tanner Street, Rantoul, IL 61866. Bids received after the closing time, at the discretion of the Village may be rejected and returned unopened. Bids submitted should be identified on the outside of the Envelope or Package as a Bid for "VRNTL-18-B-01 "BUILDING DEMOLITION,301 NORTH CENTURY BLVD., RANTOUL, IL." and should be addressed to: The Village of Rantoul, Comptroller's Office, 333 South Tanner Street, Rantoul, Illinois 61866. The Bid opening will occur immediately after the closing time in room 218 of the Municipal building at 333 S Tanner St, Rantoul IL.

A site visit will be available on Wednesday, July 12, 2017 at 10 a.m. The IFB will be available on July 3, 2017 and can be obtained on our website <http://www.village.rantoul.il.us/Bids> The Village of Rantoul, Illinois reserves the right to reject any or all bids and to waive any informality in the bids. No bid shall be withdrawn after bids are opened without the consent of the Village of Rantoul, Illinois for a period of sixty (60) days.

Attachment A
Scope of Work

Date: July 2, 2017
Address: 301 S. Century Blvd., Rantoul, IL 61866

Scope of Work for Demolition Contract:

1. Structure :

- A. Demolish and dispose of the one-story motel with isolated second-story manager's quarters and all of its contents located at 301 North Century Blvd, Rantoul, Illinois 61866.
- B. Remove and dispose of the concrete foundation, including the building footings concrete floor slab and basement walls.

2. Exterior:

- A. All municipal and State of Illinois sidewalks are to remain. It is the contractor's responsibility to replace any sidewalks damaged during demolition.
- B. Remove the private sidewalks and stoop at the front, side and rear of the structure.
- C. Dispose of all junk and debris from all yards, including, but not limited to, concrete, brick and wood.

1. Remove and dispose of all parking except the following: The 15' width of pavement of the Western lot line the entire length of the property between the North and South lot lines including the right of way. (See Example A). Will be marked by Village previous to demolition. The edge of remaining pavement must be clean, saw cut from the rest of the pavement.

2. The 'sidewalk', to be created via sawcut, from the West end of the property across to the East, the sawcut not to interfere with the existing ADA sidewalk on the SouthEast side of the property heading North from the South lot line. Will be marked by the Village prior to removal. (approximately 100')

3. The existing width of the sidewalk on the East side of the property, sawcut to match existing width, the entire length of the property South to North, without interfering with existing sidewalk. Will be marked by the Village prior to start. (approximately 4' wide by 150' long)

4. Saw cut the interior side of the East side drives two (2) feet from road grade inward, the area between the sidewalk and this cut to be removed and comply with section 3D. Will be marked by Village prior to start.

D. The SouthEast apron is to be fully removed and comply with section 3D, and curb installed to match existing.

E. Remove existing pole and any and all electrical connections. Dispose of pole. Integrity of sign to be maintained in current condition, stored in crate on a pallet, moved off site at Airport Hangar 3, 909 Pacesetter Dr., Rantoul IL 61866 in the designated area of the low bay.

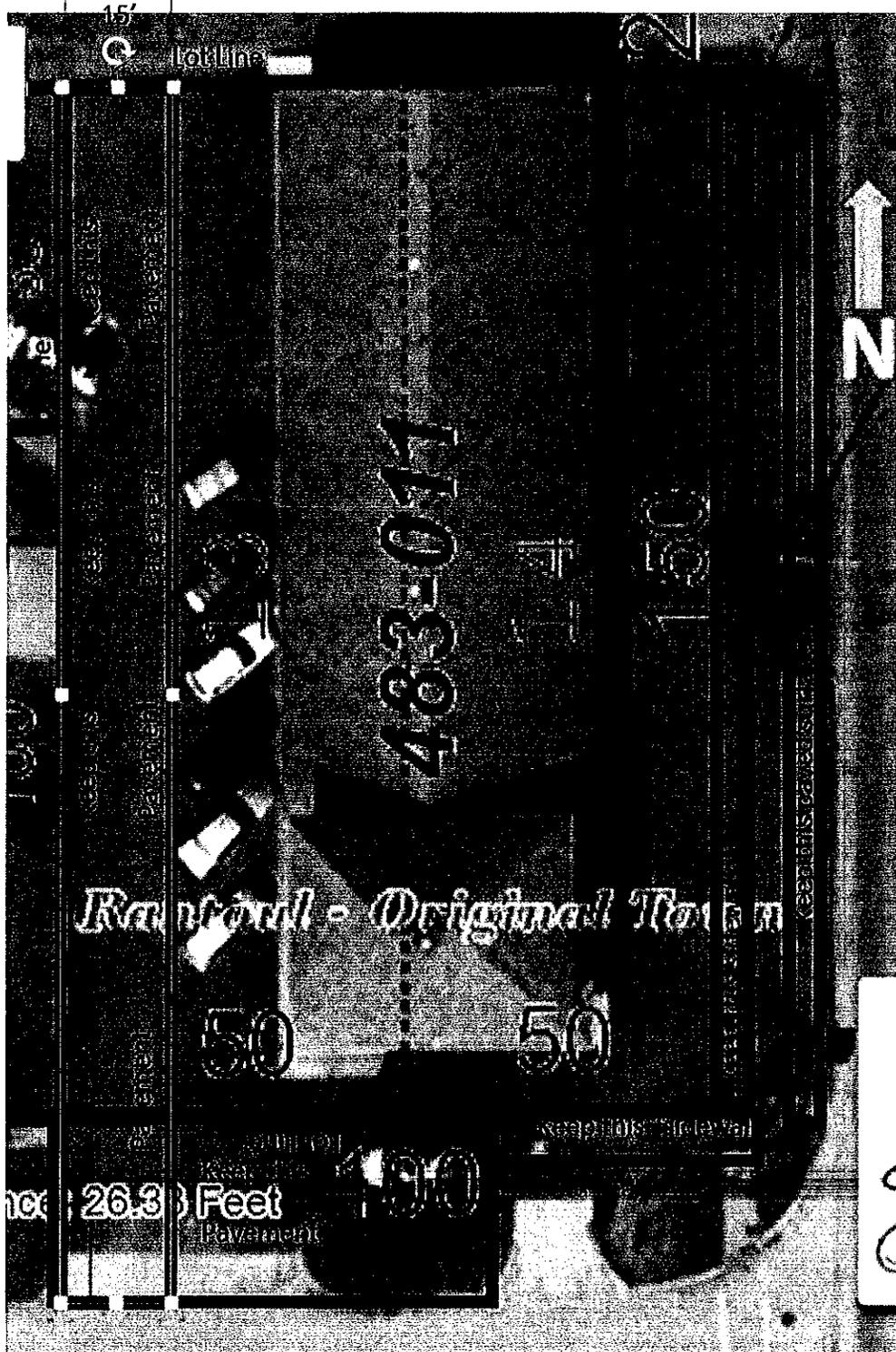
3. Miscellaneous:

A. All water and sewer utility service lines into the building must be capped. The water line must be capped at the main line valve in the alley. The sanitary sewer line must be cut and capped at the main which is located in the Village alley. PRIOR TO DEMOLITION, THE CONTRACTOR MUST CONTACT THE PUBLIC WORKS DEPARTMENT TO DISCUSS CAPPING THE SANITARY SEWER AND WATER LINES. Contractor is responsible to make repairs to the alley per requirements of the Village. (217/892-2178)

B. Contractor responsible for contacting gas utility for proper turn off and disconnection prior to demolition.

- C. Backfill using dirt in all excavated areas, open pits and holes caused by the demolition.
- D. The site must be graded smooth to the contours existing prior to the demolition. The topsoil, Six inches deep, must be clean dirt that is fertile, friable and typical for the area free from stones, plants, roots and other extraneous materials.
- Prepare sub-grade to receive topsoil
 - Spread topsoil evenly and graded flush with walks, curbs and paving.
 - IDOT standards shall be Class 1 "Lawn mixture" seeding type specified in Article 250-07 in IDOT's Standard Specifications.
 - Must water seeding appropriately for 3 days post completion.
- E. All demolition debris must be removed from the site in a timely manner and disposed of in accordance with Illinois State Laws. Receipts from the disposal site must be presented to the Purchasing Department.
- F. If the Contractor wants or needs water or electrical in order to remove this building, the Contractor must contact the Village of Rantoul Public Works department, fill out all necessary paperwork and pay all utility bills on contractor consumption through meters.
- G. It is the Contractor's responsibility to repair any alley pavement damage during demolition per Village requirements.
- H. Contractor is to give IEPA ten (10) day notice prior to the demolition. Village will seek asbestos inspection. Contact person for the Village will be David Silver at 217/8926816 for building questions, Scot Brandon for all other inquires. 2178926800
- I. **NOTE:** Building currently has Village water, sewer & electrical which needs to be capped or disconnected.

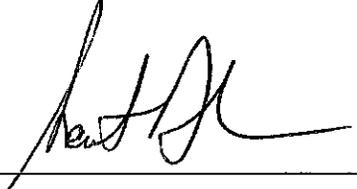
Example A



**BOARD OF TRUSTEES
VILLAGE OF RANTOUL**

AGENDA ITEM

PAGE 1 OF 1

ITEM: IMRF RESOLUTION	DEPARTMENT: COMPTROLLER
AGENDA SECTION:	AMOUNT:
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input checked="" type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary Highlights) <input type="checkbox"/> SUPPORTING DOCUMENTS	DATE: 7/26/2017
<p>SUMMARY HIGHLIGHTS: The Illinois Municipal Retirement Fund (IMRF) has adopted a resolution that requires governing bodies to certify the eligibility for all elected positions participating in IMRF. The Village has two participating positions, the Mayor and the Clerk. The Village must pass a resolution that certifies that these positions meet the required IMRF minimum hours of 1,000 hours worked per year. This resolution must be passed and submitted to IMRF before September 1. If not, the positions will no longer be eligible to participate in IMRF.</p> <p>The memo from IMRF and a sample resolution are attached.</p>	
RECOMMENDED ACTION:	
DEPARTMENT HEAD APPROVAL: 	VILLAGE ADMINISTRATOR: 



**A RESOLUTION RELATING TO PARTICIPATION BY ELECTED OFFICIALS
IN THE ILLINOIS MUNICIPAL RETIREMENT FUND**

IMRF Form 6.64 (Rev. 03/17) (Income tax information can be found on the reverse side of this resolution)

PLEASE ENTER Employer IMRF I.D. Number

RESOLUTION

Number _____

WHEREAS, the _____ EMPLOYER NAME

is a participant in the Illinois Municipal Retirement Fund; and

WHEREAS, elected officials may participate in the Illinois Municipal Retirement Fund if they are in positions normally requiring performance of duty for ~~600~~ 1000 hours or more per year; and
600 OR 1,000

WHEREAS, this governing body can determine what the normal annual hourly requirements of its elected officials are, and should make such determination for the guidance and direction of the Board of Trustees of the Illinois Municipal Retirement Fund;*

NOW THEREFORE BE IT RESOLVED that the _____ BOARD, COUNCIL, ETC.

finds the following elected positions qualify for membership in IMRF.

TITLE OF ELECTED POSITION	DATE POSITION BECAME QUALIFIED
President/Mayor	2/9/82
Clerk	2/9/82

CERTIFICATION

I, _____, the _____ CLERK OR SECRETARY OF THE BOARD

NAME

of the _____ of the County of _____

EMPLOYER NAME

COUNTY

State of Illinois, do hereby certify that I am keeper of its books and records and that the foregoing is a true and correct copy of a resolution duly adopted by its _____ at a meeting duly convened and held on the _____ of _____ 20____.

BOARD, COUNCIL, ETC.

DAY MONTH YEAR

SIGNATURE CLERK OR SECRETARY OF THE BOARD

* Any person who knowingly makes any false statement or falsifies or permits to be falsified any record of the Illinois Municipal Retirement Fund in an attempt to defraud IMRF is guilty of a Class 3 felony (40 ILCS 5/1-135).

Illinois Municipal Retirement Fund
2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337
Employer Only Phone: 1-800-728-7971
www.imrf.org



SPECIAL MEMORANDUM #337

Date: March 3, 2017
To: Authorized Agents of Employers with Compensated Elected Officials
Participating in IMRF
Subject: IMRF Board Resolution 2017-02-13 for Elected Officials' Participation in IMRF

The IMRF Board of Trustees has adopted Board Resolution 2017-02-13, requiring recertification of IMRF eligibility every two years for all elected positions.

This new Board rule requires all governing bodies of units of government with elected positions participating in IMRF to pass new resolutions re-affirming that the positions meet the IMRF hourly standard (either 600 or 1,000 hours per year). Hours spent at meetings, preparing for meetings, in the office, and actually conferring with constituents are counted as performance of duty and may be included in the IMRF hourly standard. Hours spent on-call or otherwise informally available to constituents **do not** count as performance of duty and should not be included in the IMRF hourly standard.

Regardless of the date of any existing IMRF resolution regarding eligibility of elected officials, a recertifying resolution must be passed by your employer's governing body before September 1, 2017. The governing body may use IMRF Form 6.64, "A Resolution Relating to Participation by Elected Officials in The Illinois Municipal Retirement Fund" (enclosed), or your governing body may draft and adopt its own resolution that is consistent with IMRF Form 6.64. After the resolution is adopted, it must be filed with IMRF. If IMRF does not receive a recertification, the unit of government's elected officials will no longer be eligible to participate in IMRF and will be administratively terminated by IMRF.

This IMRF Board rule was adopted because of issues related to the difficulty of determining how many hours of duty an elected position requires. Previously, IMRF required no recertification of eligibility for elected positions. If the governing body adopted a resolution for an elected position, any person holding the position could participate in IMRF, regardless of the date the resolution was passed. After IMRF began conducting employer audits, it became clear that many of the resolutions for elected positions on file with IMRF were no longer accurate statements of the hours required for the position.

The IMRF Board adopted its new rule requiring recertification of IMRF eligibility for elected positions for several reasons. First, the recertification process will give governing bodies the opportunity to review the IMRF eligibility rules that will ultimately aid their unit of government with compliance and avoid costly mistakes in enrollment. Additionally, recertification will streamline the IMRF audit process because IMRF's auditors will be able to rely on the accuracy of the recertification without requiring additional documentation. Finally, recertification will take into account modernization and legislative enactments as it recognizes that required hours of duty of an elected position can—and do—change over time as technology and legal requirements evolve.

To comply with Board Resolution 2017-02-13, **all governing bodies with elected officials participating in IMRF must adopt the initial recertification before September 1, 2017, and file it with IMRF.** Afterward, the process of recertifying and filing the resolution should take place every two years. ***Failure to recertify will end IMRF eligibility for any elected position not recertified.***

Contact IMRF with questions

If you have questions about your elected officials' participation in IMRF, please contact IMRF's General Counsel, Kathy O'Brien, at 630-368-5352.

Sincerely,



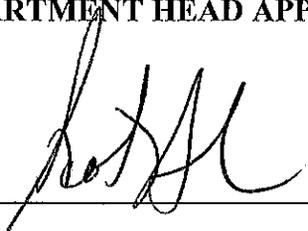
Louis W. Kosiba
Executive Director

0210V3

BOARD OF TRUSTEES
VILLAGE OF RANTOUL

AGENDA ITEM

PAGE 1 OF 1

ITEM: CLEANING SERVICES	DEPARTMENT: COMPTROLLER
AGENDA SECTION:	AMOUNT: \$63,840
ATTACHMENTS: <input type="checkbox"/> ORDINANCE <input type="checkbox"/> RESOLUTION <input type="checkbox"/> OTHER (See Summary Highlights) <input type="checkbox"/> SUPPORTING DOCUMENTS	DATE: 7/26/2017
SUMMARY HIGHLIGHTS: The Village requested proposals for cleaning service for seven Village buildings. We received four proposals. The low proposal was from Bravo Services, Inc., Des Plains, IL in the amount of \$63,840 annually. The proposal pricing tabulation sheet is attached.	
RECOMMENDED ACTION: Authorize Administrator to sign a cleaning contract with Bravo Services, Inc.	
DEPARTMENT HEAD APPROVAL: 	VILLAGE ADMINISTRATOR: 

RFP TABULATION SUMMARY

PROJECT: CLEANING SERVICES

JOB #: VRNTL-17-R-01

OWNER: Village of Rantoul

DEPARTMENT: MULTIPLE

RFP DATE: 5/25/2017

PRICING PER MONTH

PROPOSER	MUNICIPAL BUILDING	RBC	RECREATION ADMIN BLDG	FORUM FITNESS CENTER	POLICE DEPARTMENT	FIRE STATION #1	FIRE STATION #2	TOTAL	ANNUALLY
1 Bravo Services, Inc.	\$1,200.00	\$1,525.00	\$695.00	\$425.00	\$1,100.00	\$250.00	\$125.00	\$5,220.00	\$63,840.00
2 ESS Clean, Inc.	\$1,515.00	\$890.00	\$600.00	\$955.00	\$1,470.00	\$275.00	\$200.00	\$5,905.00	\$70,860.00
3 Kirby Building Services	\$1,462.50	\$1,950.00	\$877.00	\$585.00	\$1,462.50	\$292.00	\$97.00	\$6,726.00	\$80,712.00
4 Clean as a Whistle	\$1,700.00	\$1,200.00	\$800.00	\$400.00	\$1,700.00	\$500.00	\$500.00	\$6,800.00	\$81,600.00

Items to Review

9:15-10:15

1. IML Clerks' Program

- 2 1 1/2 hour programs
- Keri-Lyn; HR law to include police pension, disabilities, transgender , FOIA
- Toublesome Employees – Jeff Jurgens, Sorling Northrup

FIRST ACTION: *Contact Keri-Lyn to confirm program* ✓
 ✓ *Contact Lori Harlan to set times and second program*

kkrafthefer@
ancelglink.com

10:30-11:30

2. 2017-18 Officers and Boards

- Vice President – Skip Bradshaw?
FOURTH ACTION: *Call Skip as for copy of District Members;
Any interest in VP position?*
- Secretary – Tammy Beasley (~~must submit resignation as Director~~)
THIRD ACTION: *As for Tammy's resignation*
- District 1 – D'Lorah Catizone, Hickory Hills - nominated from floor
- District 3 – Asked Karla for suggestions
FIFTH ACTION: *Ask for copy of District Members*
- District 5 – Melanie Schroeder, Morrison – nominated from floor
- District 7 – Asked Skip for suggestions
- District 8 – Deborah Muller is considering
SECOND ACTION: *Is she interested in being District Director for 1 year*
- District 9 – Bethany Wunderlich, Evansville – nominated from floor
- ITC – 4 Yr.
- ITC – 2 Yr. – Complete Rodney's term – Patty Burns

REMINDER THOSE BEING NOMINATED FROM THE FLOOR TO FIND SOMEONE TO NOMINATE, POSSIBLE SECOND

3. Seminars for 2018

- Winter – Districts 1, 2 and 3 - Schaumburg
- Spring – Districts 4, 5 and 6
- Summer – Districts 7, 8 and 9 – in conjunction with IIMC Region 7 (Petie can help with this.

4. President's Position

Contact at Governor's office for Lobby Day

Megan Kirk Kirik, Megan Megan.Kirik@illinois.gov

IML Contact Lori Harlan harlan@iml.org