



Village of Bourbonnais

REGULAR VILLAGE BOARD MEETING - AGENDA -

January 19, 2016

5:30 p.m.

CALL TO ORDER: President Paul Schore

PLEDGE OF ALLEGIANCE

1. **ROLL CALL:** Clerk Simeur

2. **APPROVAL OF MINUTES:** January 4, 2016

a. Regular Board Minutes

3. **REPORTS FROM COMMISSIONS AND ADVISORY BOARDS**

4. **BIDS AND QUOTES**

5. **CORRESPONDENCE**

6. **FINANCE COMMITTEE**

Trustee Vera Amiano, Chair

a. Consideration to Approve Accounts Payable January 19, 2016

7. **POLICE COMMITTEE**

Trustee Bruce Greenlee, Chair

8. **COMMUNITY & ECONOMIC DEVELOPMENT**

Trustee Vera Amiano, Chair

a. Ordinance No. 16-2013 (An Ordinance Authorizing and Approving the Bourbonnais Parkway I-57 Development Feasibility Study) First Reading.

9. **PUBLIC WORKS COMMITTEE**

Trustee Bruce Greenlee, Chair

10. **PARKS & RECREATION COMMITTEE**

Trustee Jeff Keast, Chair

11. **FRANCHISE, LICENSE & ADMINISTRATION**

Trustee Rick Fischer, Chair

This notice posted
this 15th day of
January 2016 in
accordance with the
Open Meetings Act.

12. **ANNEXATION, BUILDING & ZONING COMMITTEE**
Trustee Rick Fischer, Chair
13. **COMMUNITY AFFAIRS & SERVICES COMMITTEE**
Trustee Vera Amiano, Chair
14. **UTILITY COMMITTEE**
Trustee Jack Littrell, Jr., Chair
15. **BUILDINGS & GROUNDS COMMITTEE**
Trustee Randy King, Chair
16. **COMMITTEE MEETINGS SET** – See Calendars
17. **VILLAGE ADMINISTRATOR’S REPORT**
Michael Van Mill, Village Administrator
 - b. Olivet Nazarene University Presentations
18. **VILLAGE ATTORNEY’S REPORT**
Patrick Dunn, Attorney
19. **VILLAGE PRESIDENT’S REPORT**
Paul Schore, Village President
20. **OLD BUSINESS**
21. **NEW BUSINESS**
22. **PUBLIC COMMENTS**
23. **ADJOURNMENT**

VILLAGE OF BOURBONNAIS, ILLINOIS

ORDINANCE NO. 16-2013

**An Ordinance Authorizing and Approving the Bourbonnais Parkway I-57
Development Feasibility Study**

**ADOPTED BY THE
BOARD OF TRUSTEES OF THE
VILLAGE OF BOURBONNIAS
THIS ____ DAY OF _____, 2016**

Published in pamphlet form by authority of the Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois this ____ day of _____, 2016.

ORDINANCE NO. 16-2013

**An Ordinance Authorizing and Approving the Bourbonnais Parkway I-57
Development Feasibility Study**

WHEREAS, , there has been presented to and there is now before the meeting of the President and the Board of Trustees, (the "Corporate Authorities"), the form of a "Bourbonnais Parkway I-57 Development Feasibility Study" (the "Agreement") concerning a feasibility study for the real estate at and surrounding the new interchange at I-57 and Bourbonnais Parkway"; and

WHEREAS, pursuant to Article VII, Section 10, of the Constitution of the State of Illinois, which permits units of local government to contract with individuals, associations or corporations in any manner not prohibited by law or by ordinance; and

WHEREAS, pursuant to the Illinois Municipal Code in general, and more specifically pursuant to the Tax Increment Allocation Redevelopment Act at 65 ILCS 5/11-74.4-4 the Village of Bourbonnais has authority to enter into the Agreement; and

WHEREAS, the Corporate Authorities hereby determine that it is valuable to have the study done so as to assist the Village in planning for possible uses in the study area as well as make plans for future public improvements needed to serve the future uses at the location; and

WHEREAS, the Village's share of the study's cost should not exceed forty-three thousand dollars (\$43,000), and

WHEREAS, the Corporate Authorities of the Village believe it is in the best interests of the Village and its citizens to approve the Agreement and to authorize the Village President and Clerk to execute said agreement in substantially the same form as attached hereto.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND THE BOARD OF TRUSTEES OF THE VILLAGE OF BOURBONNAIS, KANKAKEE COUNTY, ILLINOIS, AS FOLLOWS:

SECTION ONE: The Corporate Authorities of the Village hereby find that all of the recitals contained in the preamble to this Ordinance are true, correct and complete, and are hereby incorporated by reference hereto and made part hereof as if fully set forth in this Section One.

SECTION TWO: The Village President and Clerk are hereby authorized and directed to execute a document entitled "Bourbonnais Parkway I-57 Development Feasibility Study" (the "Agreement") by and between the Village

and Ratio, in substantially the same form as is attached hereto as Exhibit "A". The Corporate Authorities hereby further understand that negotiations between the interested parties and village are continuing, and the total share of costs of the Village may change based on which entities participate in cost sharing, and therefore the Village President is authorized hereby to enter into any agreement for the study up to forty-three thousand dollars (\$43,000) for the Village of Bourbonnais' share of costs and expenses concerning said study.

SECTION THREE: Should any provision or section of this Ordinance be declared invalid by any Court of competent jurisdiction, such declaration shall not affect the validity of this Ordinance as a whole or any part hereof other than the part so declared to be invalid.

SECTION FOUR: That this Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form as required by law.

PASSED AND APPROVED by the President and Board of Trustees of the Village of Bourbonnais, Kankakee County, Illinois this _____ day of _____, 2016 by the following vote:

Trustee Amiano	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Greenlee	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Fischer	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee King	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Keast	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
Trustee Littrell	Aye	_____	Nay	_____	Absent	_____	Abstain	_____
TOTAL:	Aye	_____	Nay	_____	Absent	_____	Abstain	_____

PAUL SCHORE, Village President

ATTEST:

BRIAN SIMEUR, Village Clerk

STATE OF ILLINOIS)
)
COUNTY OF KANKAKEE) SS.

CERTIFICATION OF ORDINANCE

I, the undersigned, do hereby certify that I am the duly qualified and acting Village Clerk for the Village of Bourbonnais, Kankakee County, Illinois (the "Municipality"), and that as such official I am the keeper of the records and files of the Municipality and its President and Board of Trustees (the "Corporate Authorities").

I do further certify that the foregoing is a full, true and complete excerpt from the proceedings of the meeting of the Corporate Authorities held on the _____ day of _____ 2016, insofar as the same relates to the adoption of an ordinance numbered and entitled:

ORDINANCE NO. 16-2013

**An Ordinance Authorizing and Approving the Bourbonnais Parkway I-57
Development Feasibility Study**

a true, correct and complete copy of which ordinance as adopted at such meeting appears in the proceedings of such meeting.

I do hereby further certify that the deliberations of the Corporate Authorities on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly and was preceded by a public recital of the matter being considered and such other information as would inform the public of the business being conducted, that such meeting was held at a specified time and place, convenient to the public, that notice of such meeting was duly given to all news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the open meetings laws of the State of Illinois, as amended, and that the Corporate Authorities have complied with all of the procedural rules of the Corporate Authorities and this was published in pamphlet form on the date written on the face of this Ordinance.

IN WITNESS WHEREOF, I hereunto affix my official signature, and the Municipality's seal, this _____ day of _____, 2016.

(SEAL)

Village Clerk

Exhibit A



RATIO

Architecture Preservation Interior Design Landscape Architecture Urban Design + Planning Graphic Design

November 30, 2015

Ms. Laurie Cyr
Director, Community and Economic Development
Village of Bourbonnais
600 Main Street N.W.
Bourbonnais, IL 60914

Re: Bourbonnais Parkway I-57 Development Feasibility Study with Reduced Fee

Dear Laurie:

Once again, thank you for the opportunity to collaborate with you and the three municipalities on development planning for the Bourbonnais Parkway I-57 Development Area. The RATIO team will coordinate with the Village of Bourbonnais to prepare a process aimed at building consensus on the economic development opportunities and physical site planning needs for prioritized real estate or properties often referred to as "Shovel-Ready" or "Near Shovel-Ready" sites anticipated for near term development within the Bourbonnais Parkway I-57 Development Area. RATIO will refer to this development planning process as the Bourbonnais Parkway I-57 Development Feasibility Study. While our initial proposed scope of services regarding how to prioritize real estate development within the overall Bourbonnais Parkway I-57 Development Area remain the same, this proposal reflects a reduced fee of \$2,160.00 based on a smaller overall study area to analyze received from you on November 20th.

Scope of Services

This Proposed Scope of Services is provided to create a Bourbonnais Parkway I-57 Development Feasibility Study that will generate new private commercial and industrial investment and employment focused on Shovel-Ready / Near Shovel-Ready real estate. In order to accomplish that goal, the RATIO Team will conduct a detailed and comprehensive review of existing conditions, including physical, market, and economic conditions within the Bourbonnais-Manteno-Bradley communities, Kankakee County, and the greater Midwest regional market. This will provide critical market information to determine the economic strengths and weaknesses of potential targeted industrial clusters relative to other competitive business industrial/commercial centers within the Midwest and the nation as a whole. Our process will guide the development planning process to provide the Village of Bourbonnais and other project stakeholders with a Bourbonnais Parkway I-57 Development Feasibility Study. This Study will include a *work program with specific action steps* to immediately begin preparing development opportunities for the Shovel-Ready / Near Shovel-Ready real estate within Bourbonnais Parkway I-57 Development Area.

1.0 Project Meetings: Kick-off, Steering Committee, and Steering Committee Workshop

Project meetings are designed to create meaningful engagement with staff and the project Steering Committee who will inform the development planning process. Given our understanding of the budget and scheduling goals, we will conduct an initial set of key stakeholder interviews followed by a steering committee planning workshop to gather development insights and goals before full development scenarios are created.

Kick-off Meeting: This meeting will identify key project participants, Steering Committee members, and confirm project scope and schedule with the Village of Bourbonnais staff. Discussion will also include identification of key stakeholders for follow up interviews. We will also discuss what real estate should be considered initially as Shovel-Ready / Near Shovel-Ready properties.

Project Steering Committee: Working with the Village of Bourbonnais, the RATIO Team will develop a Project Steering Committee that is representative of the local governmental units and the private sector stakeholders who have influence and interest in the development of the study area. There are three (3) planned Steering Committee meetings. These meetings are focused around key planning milestones and are designed to receive input and guidance from the Steering Committee members before moving to the next phase of the development study.

Stakeholder interviews: Private sector stakeholder interviews are critical to “ground-truth” the market data. In particular, the interviews will help us analyze data generated from local, state, and national databases that may be a year or two out of date. Influential and knowledgeable leaders will be interviewed, including representatives from local corporate and labor leadership, private land developers, real estate agents, community organizations, Key public officials , IDOT, local Aqua Illinois water personnel and municipal sewer utility staff who would likely be involved in servicing the Shovel-Ready areas within the Bourbonnais Parkway development area. . We are anticipating that the stakeholder interviews will occur over a period of up to three days.

Steering Committee Planning Workshop: Informed by the market analysis and stakeholder interviews, RATIO proposes holding a planning workshop with the project Steering Committee (see below Schedule Week 7). It will be important to engage the Steering Committee before final development scenario recommendations are made for the Shovel-Ready / Near Shovel Ready sites. This allows for critical consensus to form before final Shovel-Ready/Near Shovel-Ready development scenarios are finalized.

2.0 Market Analysis and Economic Opportunities

Research and analysis will be conducted for the core market segments that may influence how the three jurisdictions can leverage the market to achieve their shared economic development goals. This research will identify underserved demand within the marketplace, determine key competitors and competitive centers in the Midwest regional market, and provide basic estimates for market absorption that will influence eventual business, industrial, retail, office and residential development. This analysis will include four specific sections for the Market Analysis and Economic Opportunities Findings:

- *Industrial Cluster Analysis by Targeted Industrial Cluster and Growth Potential*
- *Commercial Development and Retail Gap Analysis*
- *Residential Housing Development Opportunities*
- *Development Patterns, Absorption Rate, and Scenario Growth Patterns based on Market Analysis*

DELIVERABLE: *Presentation of Market Analysis and Economic Opportunities Findings to Steering Committee (see below schedule Week 5)*

3.0 Preliminary Site Plan

RATIO Team supported by Piggush Engineering will assess and evaluate physical conditions and infrastructure needs of the Bourbonnais Parkway I-57 Interchange Area as well as the immediate connectivity to Shovel-Ready / Near Shovel Ready sites.

Transportation: As part of the development of a comprehensive road network plan, a transportation analysis will be prepared for existing and proposed conditions in the Bourbonnais Parkway I-57 Interchange Area. In order to provide a baseline analysis, existing conditions in the study area will be assessed for:

- vehicular, pedestrian, bicycle, and bus level of service
- AADT count data from the Village of Bourbonnais and Kankakee County
- Future traffic volumes

Recommendations for future conditions will be provided to accommodate all modes of travel, but special consideration will be made to how best accommodate semi-truck traffic into and out of the study area to and from I-57, other key truck routes that will likely influence traffic flows in and around the Shovel-Ready / Near Shovel Ready sites and advantages and constraints related to Canadian National Rail. The transportation recommendations will be categorized for short-term and long-term implementation. In addition, potential changes to land use and development policies needed to protect right-of-way and access in the study area will be investigated.

Water Resources Analysis: The team will analyze water and sanitary sewer capacities, volumes, pipe sizing, and service areas to determine how best to service the Bourbonnais I-57 Development Area. Based on this research and consultation with the local sanitary service providers, the team will provide a recommendation for how it appears the Shovel-Ready / Near Shovel-Ready sites can be best served. Storm Water Drainage will focus on using best management practices while planning to minimize footprint of the storm water detention areas. The RATIO Team will study how to potentially use storm water detention areas as potential signature recreational amenities to the development area to attract future employers and employees. Finally, utilities will be reviewed to determine whether it appears that they are violating any IEPA/USEPA regulations that may limit their ability to service the development area, especially the Shovel-Ready / Near Shovel-Ready properties.

Gas, Electric, and Telecom Capacities: Projected capacity demands will be calculated for the Shovel-Ready / Near Shovel-Ready sites. It will be important to confirm that gas, electric and telecom utilities will be able to supply adequate and redundant service to the entire developable portions of the study area beyond the more immediate Shovel-Ready / Near Shovel-Ready properties.

Estimated Infrastructure Improvements Estimated costs will be calculated for potential infrastructure improvements necessary to support the immediate and long term development of the Bourbonnais Parkway I-57 Development Area. Potential utility easements, right of way expansions and extensions will be laid out to support short- and long-term development concepts. The infrastructure improvements will be reviewed, prioritized and phased to support the optimal expansion to meet private industry cluster development.

Development and Build-Out Recommendations: The Bourbonnais Parkway I-57 Development Feasibility Study will outline business development by targeted industrial clusters, property development scenarios, transportation, infrastructure and general public realm improvement projects. This development and build-out planning will be informed by the market analysis and economic opportunities findings. Special consideration will be given to "Return on Investment" (ROI) scenarios of potential public investment and incentives that will likely be necessary to "set the table" to attract and support private investment and development in the Bourbonnais Parkway I-57 Interchange Area. The Study will identify and document critical development goals and an implementation framework with a detailed work program, conceptual plans and land use maps that will assist with visualizing the

desired development. Site-specific industrial, commercial, and residential development options will be identified that best meet the overall vision, goals, and objectives for the Bourbonnais Parkway I-57 Development Feasibility Study.

Fiscal Impact Analysis: Because this development is economically and physically transformational to Bourbonnais and Kankakee County, a fiscal impact analysis will be completed. The intent of the fiscal impact analysis would be to understand what the return on investment (ROI) may be for public improvements in and around the prioritized Shovel-Ready/Near Shovel-Ready properties to support private development. This analysis will inform what optimal development patterns may enhance revenue generation from industrial and commercial development. A discussion of potential local, state and federal incentives will be prepared to document how economic incentives, such as Tax Increment Financing, may leverage other state and/or federal resources to supplement public infrastructure investments.

DELIVERABLE: Presentation of Preliminary Site Plan to Steering Committee (see below schedule Week 9)

4.0 Bourbonnais Parkway I-57 Development Feasibility Study

Our team will complete the Draft Bourbonnais Parkway I-57 Development Feasibility Study for project Steering Committee review. Upon completion of the review, we will revise the draft and submit a Final Study that incorporates staff and Steering Committee comments.

DELIVERABLE: Draft and final Bourbonnais Parkway I-57 Development Feasibility Study

ASSUMPTIONS AND CLARIFICATIONS

- Topographic survey services are not included in the scope. The team assumes that all existing condition base information will be provided by the Villages of Bourbonnais, Bradley, and Manteno and Kankakee County.
- Architectural, landscape architecture, and engineering design services will be limited to general character and massing studies typical of master planning efforts. The design team can provide additional design services in the event the Village wishes to more thoroughly develop any of the conceptual ideas predicted in the generation of the Bourbonnais Parkway I-57 Development Feasibility Study.
- The utility service evaluations and recommendations of proposed utility enhancements will be general in nature. Utility service layouts will be conceptual in location, capacity and sizing to service the identified priority areas.

PROJECT TEAM

RATIO proposes the following project team for the Project:

RATIO	Urban Design, Planning, Market / Economic Development
Piggush Engineering	Civil Engineering and Transportation Analysis

PRELIMINARY SCHEDULE

RATIO is able to initiate project immediately upon proposal authorization. The below project schedule anticipates a 12 week process. This general time frame can serve as an initial framework:

Scope Items	Weeks	1	2	3	4	5	6	7	8	9	10	11	12
Phase 01 Project Meetings (1-Kickoff, then 3-Steering Committee)		■				■		▲		■			
Phase 02 Market Analysis and Economic Opportunities Findings		■	■	■	■	■							
Phase 03 Preliminary Site Plan		■	■	■	■	■	■	■	■				
Phase 04 Bourbonnais Parkway I-57 Development Feasibility Study										■	■	■	■

Steering Committee Planning Workshop ▲

COMPENSATION

In consideration of the Project Scope, Design Services, and Schedule we propose to provide these services for the following lump sum fee of \$ 57,340.00, broken out by Phase and Task:

Phase 01 Project Meetings	\$ 10,400
Phase 02 Market Analysis and Findings	\$ 14,700
Phase 02 Preliminary Site Plan.....	\$ 29,240
Phase 03 Bourbonnais Parkway I-57 Development Feasibility Study	\$ 2,000

REIMBURSABLE EXPENSES

Expenses attributable to the project will be invoiced as a Reimbursable Expense at 1.10 times the item’s expense. Expenses may include:

- A. Drawing Reproduction/Photographic Reproduction
- B. Copying
- C. Supplies
- D. Mailing/Express Mail
- E. Mileage/Lodging/Meals/Auto Rental/Airline tickets/Travel per Diem
- F. Renderings
- G. Agency reviews and fees
- H. Geotechnical testing
- I. Other, approved, miscellaneous expenses

We estimate reimbursable expenses will not exceed One Thousand Dollars (\$1,000.00). We will only invoice for expenses incurred in the interest of the project and will provide back-up receipts with our invoicing as may be required. Any monies remaining within this estimate at the completion of the project will revert back to the client in full.

ADDITIONAL SERVICES

Any additional services beyond the identified Design Services, which you may request, will be invoiced at the hourly rate of the personnel assigned to the task.

Firm Titles	2015 Hourly Rates (Subject to annual adjustment)
1. Principal 1	\$235.00
2. Principal 2	\$210.00
3. Associate Principal 1	\$200.00
3. Associate Principal 2	\$175.00
4. Senior Associate	\$160.00
5. Associate	\$150.00
6. Senior Professional	\$140.00
7. Professional	\$115.00
8. Graduate Professional	\$ 100.00
9. Intern	\$ 75.00
10. Administrative	\$ 75.00

These rates are subject to annual adjustment. If an additional service is requested, we will prepare a written proposal, identifying our services and compensation, for your review and approval prior to initiating the requested services.

PAYMENT SCHEDULE

Invoices will be sent monthly and shall be in proportion to services performed. Payment is due upon receipt. Amounts unpaid thirty (30) days after being received will bear interest at one and one half percent (1 1/2%) per month accrued.

INSURANCE

In consideration of the Project Scope, Design Services and Compensation, RATIO Architects will maintain insurance coverage for this project with the following limits:

General Liability

\$1,000,000 each Occurrence Limit, \$2,000,000 Aggregate

Automobile Liability

\$1,000,000 CSL each accident, \$1,000,000 for Hired and Non-Owned Liability

Worker's Compensation

\$500,000 each Accident, \$500,000 Disease Policy Limit

Professional Liability

\$5,000,000 per Claim, \$5,000,000 Aggregate

ABANDONMENT

If the project is abandoned, in part or in whole, payment on account of the services performed will be made upon presentation of a final accounting of services rendered and expenses incurred since the last paid invoice to the date of such action.

Please review this revised proposal and if all is in order, return an executed original for our file, at which time we will draft an AIA agreement for your review. If you have any questions, do not hesitate to contact me directly. Thank you for considering RATIO Architects for your interesting project.

Sincerely,



John D. Jackson, PLA, LEED AP
Principal | Director of Landscape Architecture, Urban Design + Planning

cc:

AUTHORIZATION TO PROCEED:

Designated Representative
Village of Bourbonnais

Date