

Co-Chairs Alderman Jeffries & Alderman Smith

- a. Discussion and Consideration to Approve the Invoice in the Amount of \$16,088 Submitted by A.R. Brown Construction for the City Hall Rehab Project
- b. Other Pertinent Information

11. Water, Sewer, Streets & Alleys

Co-Chairs Alderman Vice & Alderman Holmes

- a. Director of Public Works Monthly Summary Report
- b. Discussion and Consideration to Approve the Wesa Automation Proposal for \$20,312 to Reconfigure and Install the SCADA Improvements to the North Island Lift Station
- c. Discussion and Consideration to Approve the Wesa Automation Proposal for \$8,950 for Improvements to the Riverwood Lift Station SCADA System
- d. Other Pertinent Information

12. Personnel & Collective Bargaining

Co-Chairs Alderman Mietzner & Alderman Holmes

- a. Other Pertinent Information

13. Adjournment

The next Committee of the Whole meeting is scheduled for Tuesday, September 12, 2023, at 5:30 PM.

Minutes of the Committee of the Whole
Wilmington City Hall
1165 South Water Street
July 11, 2023

Call to Order

The Committee of the Whole meeting on July 11, 2023, was called to order at 5:30 p.m. by Mayor Dietz in the Council Chamber of Wilmington City Hall.

Roll Call

Upon Roll Call by the Clerk the following members of the corporate authorities answered “Here” or “Present”:

Alderspersons Present Kirwin, Jeffries, Vice, Allred, Mietzner, Holmes, Smith

Alderspersons Absent Knight

Quorum

There being a sufficient number of members of the corporate authorities in attendance to constitute a quorum, the meeting was declared in order.

Other Officials in Attendance

Also, in attendance were the City Administrator Jeannine Smith, Finance Director Nancy Gross, Chief of Police Adam Zink, Waste Water Operator Patrick Nugent, ESDA Director Dennis Housman, Deputy City Clerk Joie Ziller

Approve Previous Meeting Minutes

Aldersperson Smith made a motion and Aldersperson Kirwin seconded to approve the June 13, 2023 meeting minutes and have them placed on file. Upon the voice vote, 5 yes, 1 abstain by Aldersperson Jeffries, 1 pass by Alderman Mietzner, the motion carried.

Public Comment

No public comment was made.

Mayor’s Report

Nothing to report at this time.

Administrator’s Report

Downtown Wall Mural

Administrator Smith presented updated renderings of the mural. The consensus of the Committee was to the horizontal, sepia rendering and to make the Route 66 logo larger.

EV Charging

Administrator Smith requested direction from the Committee on the charging rates for the EV charge port in the N. Water Street parking lot. The consensus of the Committee was that the first hour is free and \$2 per hour after.

Comprehensive Plan

From our recent RFQ for a Comprehensive Plan and Master Park Plan we received one in the amount of \$268,000. We budgeted this project at \$100,000. Administrator Smith is in discussion with a planning firm out of Naperville that typically provides Comprehensive Planning in the range of \$120,000 to \$150,000. The City’s current plan dates back to 2008. Administrator Smith explained to the Committee how important it is to have an updated Comprehensive Plan, especially in grant writing. The Committee was in favor of changing the scope of the RFQ for the Comprehensive Plan only.

Kankakee Street Bridge

Administrator Smith updated the Committee on the Kankakee Street Bridge over Forked Creek. She is conversing with the engineers and IDOT on the historical meaning and requirements of the existing bridge and those of a new one. Administrator Smith will keep the Committee updated on this project.

CMAP

Regarding the CMAP Pavement Preservation Grant the City received, the meeting with the consultants will be on Monday, July 13th.

Cyber Training

Together with Deputy Chief Dole and Gary Fuqua the all-employee lunch and learn on Cyber Security will be held on July 12th from 12 pm to 1 pm.

Building Inspector's Report

No report was provided.

Police & ESDA

Co-Chairs Alderpersons Mietzner & Alderman Allred

Chief of Police Monthly Summary Report

Chief Zink briefed the Committee on the happenings within the department and addressed his report that was included with the agenda packet.

Discussion and Consideration to Purchase a Drone for the Police Department

Chief Zink requested that this topic be tabled until the August 2023 meeting.

Director of ESDA Monthly Summary Report

The Committee reviewed the ESDA Report that Director Housman distributed at the meeting. No further discussion was had regarding the report.

Other Pertinent Information

No other pertinent information was discussed.

Ordinance & License Committee

Co-Chairs Alderpersons Kirwin & Alderman Knight

Discussion and Consideration to Approve the Draft Ordinance Amending Title XI Business License Regulations

The Committee reviewed the draft ordinance provided in the agenda packet. The Committee was in favor of moving this ordinance to the July 18th Council meeting for a full vote. The Committee did question what surrounding communities charge for food trucks. A summary of charges will be provided at the August meeting for review.

Discussion and Consideration to Approve the Draft Ordinance Amending the Liquor License Ordinance to Include a Class J Liquor License for Live Events at Movie Theater Establishments

The Committee reviewed the draft ordinance provided in the agenda packet. The Committee was in favor of moving this ordinance to the July 18th Council meeting for a full vote.

Other Pertinent Information

No other pertinent information was discussed.

Buildings, Grounds, Parks, Health & Safety Committee

Co-Chairs Alderpersons Jeffries & Alderman Smith

Consideration to Approve the Quote from National Business Furniture in the amount not to exceed \$63,586.12

The Committee reviewed the quote for new furniture for the Council Chambers. After some discussion, the Committee decided against the proposed updates and denied the quote.

Other Pertinent Information

No other pertinent information was discussed.

Water, Sewer, Streets and Alleys Committee

Co-Chairs Alderpersons Vice & Alderman Holmes

Director of Public Works Monthly Summary Report

The Committee reviewed Director Gretencord's monthly report included in the agenda packet.

Consideration to Approve Gaskill & Walton Construction Company Proposal to Rehabilitate North Island Lift Station for a cost of \$289,000

The Committee reviewed the memo prepared by Director Gretencord regarding the North Island Lift Station. The Committee agreed to move forward with accepting the proposal from Gaskill & Walton Construction Company and move it to July 18, 2023, City Council agenda for full approval.

Consideration to Approve the Purchase of 2,500 gallons of Aluminum Sulfate from Alexander Chemical Corp for a total cost of \$5,480.63

The Committee reviewed the memo prepared by Director Gretencord. Operator Nugent informed the Committee that the actual cost was \$5,522.10. The Committee agreed to move forward with the purchase from Alexander Chemical Corp in the amount of \$5,522.10 and move it to the City Council agenda for July 18, 2023, for full approval.

Consideration to Approve the KDI Diving Invoice for a Total of \$9,256

The Committee reviewed the memo prepared by Director Gretencord. The Committee agreed to move forward with accepting the quote from KDI Diving in the amount of \$9,256 and move it to July 18, 2023, City Council agenda for full approval.

Other Pertinent Information

No other pertinent information was discussed.

Personnel & Collective Bargaining Committee

Co-Chairs Alderpersons Mietzner & Alderman Holmes

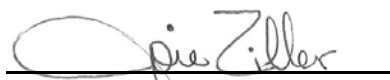
Other Pertinent Information

No other pertinent information was discussed.

Adjournment

The motion to adjourn the meeting was made by Alderperson Mietzner and seconded by Alderperson Holmes. **Upon the voice vote, the motion carried.** The Committee of the Whole Meeting held on July 11, 2023, adjourned at 6:42 p.m.

Respectfully submitted,



Joie Ziller, Deputy City Clerk



MEMO

Date: August 2, 2023

To: Honorable Mayor Dietz and City Council Members

From: Jeannine Smith, City Administrator 

Cc: Joie Ziller, Deputy Clerk
Nancy Gross, Finance Director

Re: Direction to Place the Heritage Corridor Destinations Convention and Visitors Bureau Contract Renewal on the August 15, 2023 Agenda

Budget Impact: \$5,000

History: “Illinois tourism saves the average Illinois household \$500 in taxes each year” (Heritage Corridor flyer attached). Wilmington, Illinois sits on several tourist attractions being Midewin National Tall Grass Prairie, the Kankakee River, and of course Historic Route 66. National, state and local advertising is what drives tourists to Wilmington. How do small communities like Wilmington afford to advertise these amenities? Through places like convention and visitors bureaus.

The fundamental mission of a convention and visitor bureau (“CVB”) is the promotion of visitor and business travel, which generates overnight lodging for a destination; otherwise known as destination marketing. CVBs are directly responsible for travel and tourism location awareness to visitors. Billions of direct and indirect revenue, and taxes are generated into the state and local economy due to the marketing efforts of our local CVBs. When a visitor finds Wilmington through CVB advertising, they do things like fill up their gas tanks, stop for a bite to eat and visit our historic downtown. All of these activities help our local economy.

In addition to helping us drive the local economy, our partnership with the Heritage Corridor Destinations CVB has garnered grants nearing \$300,000 to the City of Wilmington in the last year alone providing much needed N. Water Street parking, the current wall mural project and the RT 66 monument sign.

Staff Request: Staff is in receipt of the annual renewal invoice for the Heritage Corridor in the amount of \$5,000 and respectfully request placement of this invoice on the August 15, 2023 for approval.

Serving the communities and counties along the I&M Canal National Heritage Corridor since 1984



I&M CANAL TOWNS



THE FIRST HUNDRED MILES OF ROUTE 66



STARVED ROCK COUNTRY

ILLINOIS TOURISM SAVES THE AVERAGE ILLINOIS HOUSEHOLD \$500+ IN TAXES EACH YEAR



Travel Expenditures



Payroll



Employment



State Tax Receipts



Local Tax Receipts

	Travel Expenditures	Payroll	Employment	State Tax Receipts	Local Tax Receipts
State of Illinois	\$46.9 BILLION	\$9.23 BILLION	207,918 JOBS	\$1.430 BILLION	\$1.136 BILLION
I&M Canal Heritage Corridor (without Cook County)	\$1.079 BILLION	\$317.6 MILLION	9,749 JOBS	\$59.4 MILLION	\$37.8 MILLION
Cook County	\$12.8 BILLION	\$6.223 BILLION	110,412 JOBS	\$779.0 MILLION	\$746.6 MILLION
Will County	\$680.3 MILLION	\$235.2 MILLION	6,800 JOBS	\$33.3 MILLION	\$25.8 MILLION
LaSalle County	\$226.2 MILLION	\$52.1 MILLION	1,868 JOBS	\$13.2 MILLION	\$6.6 MILLION
Grundy County	\$82.9 MILLION	\$14.3 MILLION	554 JOBS	\$6.4 MILLION	\$2.3 MILLION
Bureau County	\$51.3 MILLION	\$7.5 MILLION	252 JOBS	\$4.1 MILLION	\$1.2 MILLION
Livingston County	\$30.2 MILLION	\$7.1 MILLION	238 JOBS	\$1.9 MILLION	\$1.1 MILLION
Putnam County	\$8.2 MILLION	\$1.4 MILLION	37 JOBS	\$.5 MILLION	\$.8 MILLION



TRAVEL EXPENDITURES

Money spent on travelers such as public transportation, food service, auto transportation, lodging, retail, entertainment and recreation.



EMPLOYMENT

The actual number of jobs supported by Illinois tourism. Jobs vary from executive / management to service-oriented occupations.



PAYROLL

Wages and salaries paid directly to employees serving travelers, in areas like: transportation, food service, lodging, entertainment / recreation, travel planning, and retail.



TAX RECEIPTS

Travel tax receipts are the taxes generated from revenues attributed to travel spending in Illinois. Travel-generated tax revenues are a significant economic benefit.

Information compiled by the Heritage Corridor Convention and Visitors Bureau. Information contained in studies prepared for the Illinois Bureau of Tourism by the US Travel Data Center, Travel Industry of America and US Travel Association which reviewed the Economic Impact of Travel on Illinois Counties.

Partnership with Heritage Corridor



EXTEND YOUR MARKETING REACH

Working with the Heritage Corridor CVB allows you to cost-effectively reach local, regional, state, national and international visitors that would



MARKETING EXPERTISE

CVB brings trade and media tours/influencers to the area. CVB staff also work with regional and national media outlets to expand paid and PR exposure.



CONNECTIONS AND NETWORKING

Collaborate with CVB staff on networking & educational opportunities that contribute to success - generate new ideas, solve problems, learn from colleagues and educate others about your business.



illinois

TOURISM DEVELOPMENT

Support tourism development efforts that will positively impact businesses and residents.



2701 Black Road Suite 201, Joliet, IL 60435
www.HCDestinations.com
Toll-free: 800-926-CANAL (2262)
Phone: 815-216-9960
Fax: 815-582-4642

INVOICE

Jeannine Smith
City of Wilmington
1165 S. Water St.
Wilmington, IL 60481

Date: 07/18/2023
Invoice #: 12805
Due: 08/20/2023
Sales Manager: Bob Navarro

Description	Amount
Partnership Investment (Rt66)	\$5,000.00

AMOUNT DUE: **\$5,000.00**

Keep this portion for your records

Please return this portion with your payment

Description: Partnership Investment (Rt66)

**Jeannine Smith
City of Wilmington
1165 S. Water St.
Wilmington, IL 60481**

Member Number: 39

AMOUNT PAID:

**Date: 07/18/2023
Invoice #: 12805
Due: 08/20/2023
Sales Manager: Bob Navarro
Payment Type: Membership
Invoice Amount: \$5,000.00**

2701 Black Road, Suite 201, Joliet, IL 60435

Contributions or gifts to Heritage Corridor are not deductible as charitable contributions for federal income tax purposes. However, dues payments are deductible by members as an ordinary and necessary business expense. Questions about your invoice? Call the Heritage Corridor CVB at 815-216-9960 Corrections noted in name and address? Please mark changes on this form and return. **MAKE CHECKS PAYABLE TO Heritage Corridor CVB**


Thank you for your support!



MEMO

Date: August 2, 2023

To: Honorable Mayor Dietz and City Council Members

From: Jeannine Smith, City Administrator 

Cc: Joie Ziller, Deputy Clerk
Bryan Wellner, General Counsel
Department Directors

Re: Direction to place the 2023 Powering Safe Communities Grant Acceptance Form on the August 15, 2023 Agenda

Budget Impact: \$3,950 matching in kind services (staff labor, tools, etc...)

History: On July 20, 2023, the City was notified it received a Powering Safe Communities Grant from the Metropolitan Mayors Caucus (see attached award letter).

The associated project is for placement of solar warning lights/signs at crosswalks along Route 53 at North/South Island Parks as well as Joliet Street (see attached application).

Once authorized, the City may begin the project. The City Engineer has already submitted a sign permit request to IDOT. Staff will order the equipment on Council's acceptance of this grant, and install the signs on IDOT's permit approval.

Staff Request:

Staff respectfully requests placement of the 2023 Powering Safe Communities Grant Acceptance Form on the August 15, 2023 agenda for approval.



July 17, 2023

Jeannine Smith
City Administrator
City of Wilmington
1165 S. Water Street
Wilmington, IL, 60481

Dear Jeannine Smith,

Congratulations! The *Powering Safe Communities* proposal submitted by the City of Wilmington has been selected for funding. You are awarded \$3,600 to complete your project, "City of Wilmington Solar Cross Walk Safety Signage". You have proposed to match this grant with \$3,950 of additional expenditures and/or in-kind services. ComEd and the Metropolitan Mayors Caucus are pleased to partner with you.

ComEd provides these grant funds and the Metropolitan Mayors Caucus is the grant program administrator. The Caucus will establish a contract with you, monitor your work over the grant period, and reimburse you for eligible expenses to complete your project up to \$3,600. Of course, we will work with you to successfully administer and complete your project.

Attached are documents needed to accept the grant and the detailed terms that will qualify you for payment at the conclusion of your project. Executing the grant agreement involves these simple steps:

- The proposal you submitted online is the *Scope of Work* for your project. Proceed with your work as proposed, revising the budget and scope to adapt to your actual award amount budget. No further work plan is needed.
- The terms of the grant are detailed in the *Recipient Assurances and Requirements*. Keep these for you records.
- Accept these terms and agree to perform your Scope of Work by signing and returning the Acceptance Form.

→**Promptly sign the Acceptance Form and return via email to bschnelle@mayorscaucus.org**

The **Grant Project Period will conclude on March 31, 2024**, or sooner if you complete your project earlier. You may complete your project at any time before this date. Your grant will close-out once we receive your *Final Report*, satisfactory documentation of work and expenses, and reimburse you for eligible expenditures.

City of Chicago · DuPage Mayors and Managers Conference · Lake County Municipal League · McHenry County Council of Governments
Metro West Council of Governments · Northwest Municipal Conference · South Suburban Mayors and Managers Association
Southwest Conference of Mayors · West Central Municipal Conference · Will County Governmental League

433 W. Van Buren Street, Suite 450, Chicago, Illinois 6067
Tel: 312.201.4505 Fax: 312.454.0411
www.mayorscaucus.org

You will be required to submit a *Progress Report* by October 31, 2023, unless your project is completed and closed-out before that date.

When you **complete your project**, which must be **on or before March 31, 2024**, you must submit a *Final Report* and *Reimbursement Request*. Documentation of expenses and match must be provided in the Reimbursement Request. The reporting schedule and forms are attached.

The competition for Powering Safe Communities grants was robust. You are to be commended for your excellent proposal. Please complete your Powering Safe Communities project with the same care and professionalism.

Ben Schnelle oversees the administration of the Powering Safe Communities program. Please feel free to contact him at 417-366-1684 or bschnelle@mayorscaucus.org with any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'N. James', with a stylized flourish at the end.

Neil James
Executive Director
Metropolitan Mayors Caucus



**Powering Safe Communities Grant 2023
Recipient Assurances and Requirements**

Cooperating Agencies

Administrator: Metropolitan Mayors Caucus (Caucus)

Funder: ComEd

Recipient Project Implementation Terms

A. Scope of Work

The grant application submitted by the recipient serves as the *Scope of Work* for the grant project. You must complete the work as proposed. Prior approval is required for any change such as:

- change in the scope or the objective of the project (even if there is no associated budget revision);
- change in a key person specified in the application or award document;
- significant changes in local match

B. Budget Revisions

Revisions to the budget proposed in the *Scope of Work* greater than 10% are not allowed without prior approval by the Metropolitan Mayors Caucus.

C. Grant Period

The Grant Period begins when the *Award Acceptance Form* is signed by the Recipient and returned to the Metropolitan Mayors Caucus. Recipients may incur eligible grant-related costs after that date. Matching expenses incurred after that date are eligible for reporting.

The Grant Period ends when the project is complete and Final Report and Reimbursement Requests are submitted by **no later than March 31, 2024.**

D. Use of Funds

Funds are to be expended only for services and goods described in the Scope of Work and Budget, submitted at the time of application. All expenditures must support improved public safety directly.

E. Notification

The recipient shall immediately notify the Caucus of changes that impact the timely completion of activities supported under this grant. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

F. Reporting Requirements

You are required to submit one *Progress Report* to the Caucus describing activities on your grant project by **October 31, 2023**. If you finish your project on or before this date, only a *Final Report* is due.

G. Close-Out Procedure

All work for this grant project, the *Final Report* and *Reimbursement Request* must be completed and submitted to the Metropolitan Mayors Caucus by March 31, 2024.

Recipients must submit a completed *Final Report* describing accomplishments relative to the *Scope of Work* is due at project completion. A *Reimbursement Request* detailing the expenditures related to the grant project must accompany the *Final Report*. The *Reimbursement Request* must also contain documentation of accomplishments, grant expenditures, and matching expenditures. Please use the forms provided.

Please familiarize yourself with this form and keep careful records of all costs related to the grant project. For each expense you must provide evidence of:

- The nature of the good or service and cost;
- the date(s) it was acquired or performed;
- the provider of the good or service (employees or vendors);
- and proof of payment.

H. Payment Procedures

The Metropolitan Mayors Caucus will reimburse grant recipients for successful completion of the *Scope of Work* as documented by the *Final Report*. Recipients may only receive one payment at the successful conclusion of the project for actual expenditures (not-to-exceed the Grant Award). An invoice and financial documents must be submitted to the Metropolitan Mayors Caucus no later than **March 31, 2024** addressed to (e-mail is preferred):

Ben Schnelle
Metropolitan Mayors Caucus
433 W. Van Buren Street, Suite 450
Chicago, IL 60607
bschnelle@mayorscaucus.org
417-366-1684

Retain this agreement for your records. You agree to these terms by signing the Award Acceptance Form.



2023 Powering Safe Communities Grant Acceptance Form

Recipient organization: City of Wilmington

Name of Project: City of Wilmington Solar Cross Walk Safety Signage

The Powering Safe Communities **Recipient Assurances and Requirements** document has been reviewed and approved for signature. Signature below certifies that the individuals listed in this document are authorized to act in their respective areas for matters related to this agreement.

For recipient organization:

Signature of AUTHORIZED REPRESENTATIVE

DATE

Print Name

TITLE

For the Metropolitan Mayors Caucus:

NEIL JAMES
EXECUTIVE DIRECTOR
METROPOLITAN MAYORS CAUCUS

DATE

Send to:

Ben Schnelle
Metropolitan Mayors Caucus
bschnelle@mayorscaucus.org

Please send signed acceptance form to bschnelle@mayorscaucus.org. One countersigned original will be returned to you.



City of Wilmington

1165 S. Water Street ■ Wilmington, IL 60481-1633
Phone: 815-476-2175 ■ Fax: 815-476-9782 ■ www.wilmington-il.com

March 24, 2023

Mr. Neil C. James
Executive Director
Metropolitan Mayors Caucus
433 W. Van Buren Street, Suite 450
Chicago, IL 60607

Re: 2023 Powering Safe Communities

Dear Mr. James,

The City of Wilmington respectfully submits this application for consideration of grant funding. Wilmington is in need of additional safety signage along IL Route 53 (Route 66) at two crosswalk locations. The proposed project includes the installation of 2 northbound safety signs and 2 southbound safety signs to allow for safe passage across this heavily trafficked roadway.

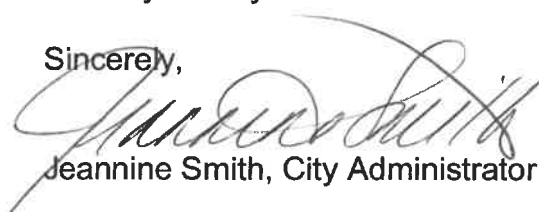
The City of Wilmington plans to install solar warning lights/signs at crosswalks along Route 53 (see attached cut sheet and location maps). City staff will install the equipment and cover more than 50% of the total costs which includes an estimated \$1,700 per sign and labor at \$760 assuming 2 laborers at 2 hours of work per sign. There are two crosswalks over Route 53 (Route 66) of main concern. They are both located in areas where pedestrians, bicyclists and electric golf carts traverse to access shopping, restaurants, parks and recreational centers. Route 53 is a truck route. Safety is our primary concern for residents and visitors trying to cross at these two locations.

Additionally, while there are 5,664 people who reside in Wilmington as of the 2020 Census, there is another estimated 3,000 people who work in Wilmington. The City and other non-profit organizations host events within close proximity to these intersections and can receive upwards of 10,000 people per day per event. A flashing sign will draw motorists' attention to yield to the people and vehicles in the crosswalks, and will assist our already constrained police force with safely moving the same across Route 53 at these intersections.

Finally, we are preparing for what is going to be an additional year long festival celebrating 175 years since the I&M Canal was built (April 2023 to April 2024) and in 2026 when the Country celebrates the 100-year anniversary of Route 66. These two intersections are absent safety signage. It is an immediate need and being a small City, we are constrained by the available funds for all of our safety projects. These grant funds will allow us to program this project a year earlier than originally anticipated.

Thank you for your consideration of our project and this application.

Sincerely,


Jeannine Smith, City Administrator

LED Enhanced Sign

Customized Data Sheet and Solar Power Report



crosswalk	
Region: Custer Park, IL 60481, USA	
ID: 521445	Model: R247-E

FEATURES:

Embedded with high-intensity LEDs and equipped with the most efficient solar-powered engine on the market, Carmanah's LED Enhanced Sign is a cost-effective safety countermeasure proven to increase safety. Our purpose-built, durable design and capable energy management system ensures your sign will operate reliably for years to come.

STANDARDS, COMPLIANCE & WARRANTY:

- Fully MUTCD-compliant LED enhanced sign
- LEDs meet MUTCD optical requirements (color, flash rate, dimming)



Buy America compliant



MUTCD compliant



5-year solar engine warranty*



3-year LED sign warranty*

*Limited warranty: 5-year on solar engine, 3-year on LED sign, 1-year on battery



SYSTEM OPERATING PROFILE:

Flash pattern: 0.25 sec on / 0.75 sec off

Light intensity = 1,000,000 mcd min. daytime

Activation: 24/7 flashing

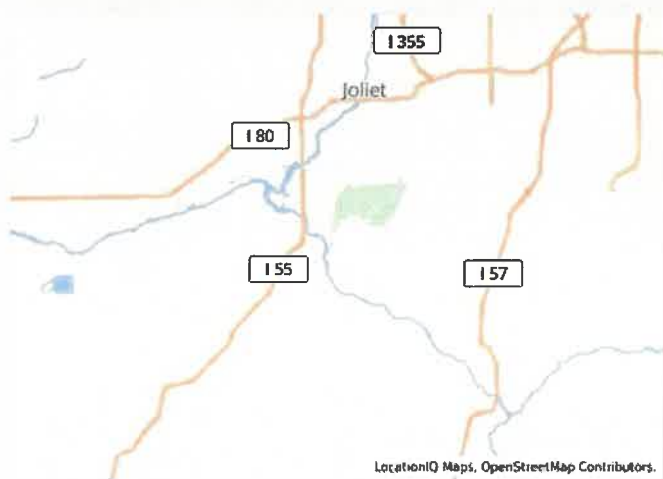
Nighttime dimming: YES

NEXT STEPS:

For quotes or more sign options, contact our sales team:

[1-844-218-8395](tel:1-844-218-8395) | traffic@carmanah.com

LOCATION PROFILE:



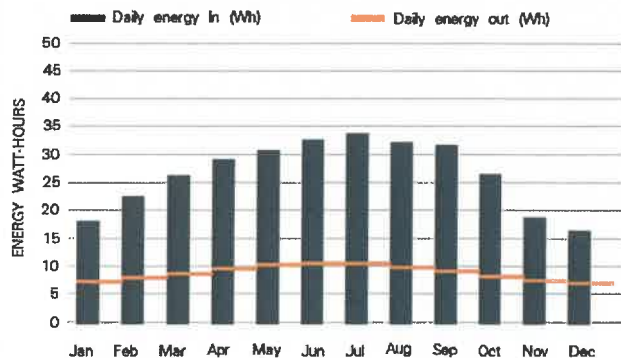
Your Location:

- Shading: 30% reduction applied to insolation to account for typical site shading
- Minimum average temp: 28.4° F (-2° C)
- Minimum peak sun hours: 2.6

SOLAR POWER REPORT: (Based on your location profile)

This custom report demonstrates that our solar-powered sign is sustainable and reliable year-round at your location.

12-Month Energy Budget



System Performance:

- Battery autonomy (recommended > 7 days): 15.1 days
- Array-to-load ratio (recommended > 1.2) : 2.2
- **Your system will be sustainable year-round!**

LED Enhanced Sign

Customized Data Sheet and Solar Power Report

1-844-218-8395 | traffic@carmanah.com | carmanah.com



SOLAR ENGINE SPECS

Arriving preconfigured from the factory, our durable, weatherproof solar engine is built with corrosion-resistant aluminum and stainless steel hardware.

Solar panel: 15 Watts

System voltage: 12 volts DC

Battery capacity: 14 Amp Hours

Weatherproof: NEMA 3R

This compact engine uses a vandal-resistant design with a lockable, hinged lid to house the batteries, controller and wiring.

A digital on-board user interface allows for quick profile settings and status monitoring.

Engine color: Black

Weight: 19 lbs (8.6 kg) (with batteries)

Size: 13.5 x 14.6 x 4.0 inches (37.1 cm x 34.2 cm x 10.2 cm)

SOLAR ENGINE MOUNTING:



2.0" - 2.5"
Perforated
Square Pole



2.38" - 2.88"
Diameter Round
Pole



4.0" - 4.5"
Diameter Round
Pole



Side of Pole
Mount

LED ENHANCED SIGN SPECS:

Constructed from aluminum, this sign features high-intensity LEDs embedded in waterproof housings and a fully integrated junction box made from UV-resistant polycarbonate.

Sign type: BIKE/PEDESTRIAN (W11-15)

Size: 30 Inch

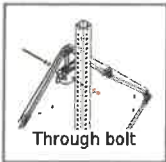
LED color: Yellow

Sheeting Color: Yellow

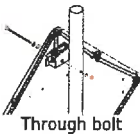
Sheeting Grade: High Intensity Prismatic (HIP)

SIGN MOUNT SPECS:

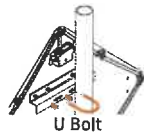
Pole size: 2 - 2.25" Square



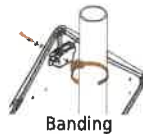
Through bolt



Through bolt



U Bolt



Banding

Poles not provided by Carmanah



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Document: Carmanah LED enhanced sign data sheet 521445.pdf






Rt 53 at Joliet Street



MEMO

Date: August 3, 2023

To: Honorable Mayor Dietz and City Council Members

From: Jeannine Smith, City Administrator 

Cc: Joie Ziller, Deputy Clerk
Bryan Wellner, General Counsel
Department Directors

Re: Direction to Place American Rescue Plan (ARP) Intergovernmental Agreement with Will County on 8-15-23 Agenda

Budget Impact: TBD – Total Project Cost is estimated at \$5.76 million

History: The City of Wilmington has been exploring options for dam modification for over a decade due to risks associated with loss of life and the protection of the City's potable water source being the Kankakee River. The costs associated with the Wilmington Dam Modification are prohibitive and increase annually making it impossible for the City to undertake such a project without the financial contribution and support of others.

In 2021 the Illinois Department of Natural Resources made a presentation to Wilmington at the September 9, 2021 City Council Meeting. After considerable discussion of their study of the Wilmington Dam, they provided three options for consideration: Complete Dam Removal, Rock Ramp Modification, Rock Ramp with Riffle Pool Modification.

If the City chooses complete removal, the State will cover 100% of the cost. If the City chooses Rock Ramp Modification, the State will cover 40% of the cost of removal toward the project; and if the City chooses Rock Ramp with Riffle Pool Modification, the State will cover 50% of the cost of dam removal toward the project.

Staff Analysis: the Mayor and I have been in the process of reaching out to various heads of state, the IDNR, and other agencies in an attempt to raise enough funds to cover the costs of dam modification. To date we have received confirmation of the following:

State Legislative Member Initiatives:	\$750,000
Will County ARP Grant:	\$500,000
Illinois Department of Natural Resources:	\$2,115,414 estimated toward construction

We are still in the process of seeking grants and other initiatives which may include public private agreements; however, we are at a point that we can begin the process toward activities associated with dam modification including dredging and shoreline stabilization.

First, I would need City Council authorization to accept the \$500,000 from Will County in the form of an Intergovernmental Agreement which is attached for your review and approval.

Next, we would need conveyance of property from a private party to the City.

Finally, we would need to enter into a Memorandum of Understanding with the Illinois Department of Natural Resources to begin design and engineering services which they would provide to the City at no charge.

Staff Request: In consideration of the information before you and in anticipation of a lively discussion on the matter, Staff respectfully requests and recommends placing this request on the August 15, 2023 City Council Agenda for approval of the American Rescue Plan (ARP) Intergovernmental Agreement with Will County.

Thank you for your consideration of this request. As always, please feel free to contact me with any questions you may have.

American Rescue Plan (ARP) INFRASTRUCTURE APPLICATION

Will County received \$134 million in American Rescue Plan (ARP) funds, of which up to \$16 million will be made available to agencies for eligible water, sewer, and broadband infrastructure projects.

Will County received nearly 100 Letters of Intent (LOI) which enabled Will County to develop a plan for the use of the funds and, to be considered for funding, must complete this grant application.

Infrastructure projects funded through this program should primarily benefit residents of Will County. The funding request is capped at \$500,000 but the total project cost may be in excess if the project has secured funds and does not incur debt.

All questions must be submitted in writing to arpinfo@willcounty.gov. Technical assistance may be available through the open application period. The last day to submit questions is Friday, February 24 at 4:30 pm CST.

Awards for a funded project, if selected, will be provided on a cost reimbursable basis for eligible activities undertaken after execution of a grant agreement with the subrecipient. Work that is contracted for prior to the execution of the agreement with the County or that has not been competitively procured cannot be funded with ARP. All items purchased with ARPA funds must be competitively procured in compliance with 2CFR200, whether by bid or quote, as specified in the grant agreement.

Scoring Considerations: Applications will be evaluated based on the criteria below.

Impact of Project and Clientele Served
Organizational Capacity and Experience
Budget & Leveraged Funds
Feasibility
Alignment with Treasury-allowable fund uses
Project Evaluation

A. APPLICANT INFORMATION

Applicant: City of Wilmington

Address: 1165 S. Water Street, Wilmington, Illinois 60481

DUNS #: 034091496

Contact: Jeannine Smith

Title: City Administrator

Phone #: (815) 476-2175

Fax #: (815) 476-9782

Email: jsmith@wilmington-il.com

- Applicant Type:
- Local Government
 - Special Purpose District
 - Public Works Commission
 - Joint Municipal System
 - Other: _____
 - Applicant is submitting on behalf of a not-for-profit water/sewer/broadband company or other eligible entity (provide name)
Name: _____

Please list below the information for any partner organizations that will be involved in the implementation of this grant.

Firm/Organization Name: Illinois Department of Natural Resources

Contact Person: Rick Pohlman, P.E. Title: Manager, Division of Capital Programs

Phone #: (217) 782-4732 Fax #: _____

Email: rick.pohlman@illinois.gov

Firm/Organization Name: _____

Contact Person: _____ Title: _____

Phone #: _____ Fax #: _____

Email: _____

B. GENERAL INFORMATION

1. Project Name and Location:

Name: Wilmington Dam Modification Project

Physical Location: City of Wilmington South Island Park PIN No 03-17-36-117-015-0000

Service Area: City of Wilmington and unincorporated areas receiving water/sewer service

2. Infrastructure project type (please select category and subcategory)

a) Water

- Energy conservation
- Water conservation
- Non-point source
- Treatment
- Transmission and distribution
- Transmission and distribution: Lead remediation
- Drinking water source
- Drinking water storage
- Other water infrastructure (Please specify, _____)

b) Sewer

- Centralized wastewater treatment
- Centralized wastewater collection & conveyance
- Decentralized wastewater
- Combined sewer overflows
- Other sewer infrastructure (Please specify, _____)

c) Broadband

- New broadband network
- Expansion of an existing broadband network
- Improvements/Upgrades to an existing broadband network
- Modernization of cybersecurity
- Other broadband infrastructure (Please specify, _____)

3. Is the applicant receiving or expecting to be awarded State or Federal funds (FEMA, CDBG, etc.) for this specific project or project phase?

Yes No

If so, please list dates and amounts.

Date	Source & Amount
On Request	Phase I & Construction Engineering IDNR – OWR, In-Kind
Ongoing at Project Start	Construction - Dam Modification, \$2,115,414

4. If this is a phased project, please list prior phases and funding amounts.

Project Phase	Date	Funding	
Preliminary Study	9/9/21	<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Received: In-Kind
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Received:
		<input type="checkbox"/> Yes <input type="checkbox"/> No	Amount Received:

C. PROJECT BENEFICIARIES

Infrastructure projects must consist of water, sewer and/or broadband improvements. All water and sewer projects must be categorized as a necessary investment under U.S. Treasury rules ([SLFRF-Final-Rule-Overview.pdf \(treasury.gov\)](#)). All broadband project providers MUST be enrolled in a low-income subsidy program and be designed to meet or exceed 100 Mbps download speeds.

Project Benefit

Total Customers/Taps (existing and new) to be served by the project:

Residential: 2,101 Commercial: 173

Public (school/fire): 51 Other: 9

Benefits to Low and Moderate-Income (LMI) Persons

Please identify if your project will provide infrastructure to any areas where a percentage of the residents are low and moderate-income persons (LMI) (minimum 50%) (check the statement that applies - check only one):

- The area is 8834.01, 8834.02 Census Tract(s), 1 & 3, 2 Block Group(s) that is 52.28 & 51.22, 52.92 Percent LMI; OR
- Benefits a low to moderate income service area, as evidenced through surveying
- Does not provide benefits to any low to moderate income service areas,

Urgent Need

- If this project addresses a critical public health need, please describe below

The City of Wilmington has been exploring options for dam modification for over a decade due to risk of life loss and the protection of the City's potable water source being the Kankakee River. The costs associated with the Wilmington Dam Modification project are prohibitive and increase annually making it impossible for the City to undertake such a project without the financial contribution and support of others.

COVID-19 impacts

Describe how the community to be served by this project has suffered disproportionate negative impacts due to the COVID-19 pandemic. If applicable

[Empty text box for COVID-19 impacts]

D. PROJECT COSTS

Provide the financial data requested below. Costs should be based on the best information available. More exact figures will be requested, if needed. When preparing this data, consider the following:

- A project should be completed in one phase if feasible;
- Cost estimates must be as detailed as possible; and
- It is likely that most projects will not begin construction until mid-to-late 2023.

1. Total Project Costs: (Note: a + b must = c)
 - a) Amount of ARP Funds Requested: \$3,644,586
 - b) Amount of Non-ARP Funds: \$2,115,414
 - c) Total Project Cost: \$5,760,000

2. Breakdown of Non-ARP Funds:

Fund Type	Fund Name	Amount
State	Low Head Dam Mitigation	\$2,115,414

G. PROJECT NARRATIVE AND OBJECTIVES

Please include a narrative on separate pages as Exhibit D (not to exceed 3 pages, single spaced, exclusive of exhibits).

- I. Definition of the Problem and Need:
 - a. Explain the need for this project including summary of current condition, capacity, and deficiencies of existing systems. Provide detailed specific information on the urgency and severity of the need for this project such as health and safety problems, substandard conditions, public facility problems, lack of essential services, etc.
 - b. Explain why the proposed project cannot be undertaken without ARP funds
2. Project Description
 - a. Scope of Work – Include a description of the specific project activities that will be undertaken.
 - b. Service Area - Include the exact street location, the geographical boundaries, characteristics, and nature of the neighborhood/community of the project. You may include photos as additional attachments.

- c. **Feasibility** – Identify how the project will solve the problem or improve conditions. If the project does not completely solve a systemic or area-wide problem, indicate plans and proposed funding for the remaining need and timeframe. Address the proposed project schedule and any anticipated or potential delays. Provide a plan for project sustainability, including the applicant’s ability to operate and maintain system improvements.
- d. **Evaluation** – Provide a plan to measure the success of the project and service provided to local clientele.

H. ENGINEERING REQUIREMENTS

- 1. *List all applicable federal, state, and local permits and/or approvals required for this project and list the status of each permit or approval in the space provided.*

Permit or Approval Required	Application Date	Status
IDNR – OWR	On Will County ARP gap funding approval	Hold til Will County ARP gap funding approval
Comprehensive Environmental Review Process (CERP) (needed for state funding)	On Will County ARP gap funding approval	Hold til Will County ARP gap funding approval

- 2. *If the need for permits or approvals has not been identified and/or if the application submission process for permits has not been started, please explain why not. If application for permits has not begun, provide a schedule for application.*

Applications for permits will begin on notice of Will County ARP gap funding approval. Since the IDNR – OWR is our partner in this project, they will be obtaining the necessary permits for the project.

I. APPLICANT CERTIFICATION

THE APPLICANT CERTIFIES THAT:

To the best of its knowledge and belief, the data and statements presented in this application are true and correct; the governing body of the applicant has duly authorized the document; and the applicant will comply with the certifications listed above if the application is approved.

Certifying Representative

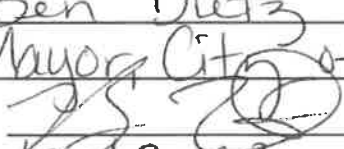
Name: Ben Dietz
Title: Mayor City of Wilmington
Signature: 
Date: 3/21/2023

EXHIBIT B – FUNDING COMMITMENT LETTERS

- Please provide any letters of funding commitments received.

EXHIBIT C - COST ESTIMATE

- It is recommended that a copy of the preliminary plans and specifications be submitted with the Construction Cost Estimate.
- Construction Estimate (prepared within last 12 months):
- Source of Estimate: ex: Engineering Firm

EXHIBIT D – PROJECT NARRATIVE

- Please answer all questions in Section G.
- Please do not exceed 3 pages.

EXHIBIT E – LOCATION/SERVICE AREA MAPS

- Attach a map of the entire County showing the general project location.
- Attach a map showing the specific project location.
- Attach at least one map showing the boundaries of the service area. All street names and reference points must be clearly labeled. If the project will be constructed in several phases, both the overall service area and individual service area for each phase of the project must be described and identified.

EXHIBIT F – PROJECT TEAM INFORMATION, COMMITMENT LETTERS, AND BUDGETS

- Program/Project Manager (Project Lead) Resume
- Provide a list of any and all partners who are participating in project implementation
- Specify the role(s) of each partner in project implementation.
- Please provide commitment letters and budgets (if required) for all partners and subrecipients participating in the project .

EXHIBIT G - CURRENT YEAR BUDGET

- Please provide the current year budget for your organization. (should include your annual budget, capital improvements budget, anticipated operating reserve)

EXHIBIT H - MOST RECENT AUDITED FINANCIAL STATEMENTS

- Please provide a copy of your organization's most recent audited financial statements.

EXHIBIT I – ADDITIONAL SUPPORTING DOCUMENTATION

- Attach documents and current data including such items as surveys, reports, feasibility studies, letters, traffic/pedestrian counts, well/on-lot sewage disposal system test data, newspaper articles, petitions, preliminary site plans/drawings/technical specifications, zoning/tax maps, inter-municipal agreements, letters from residents, letters of support from organizations, and other descriptive information.
- Attach photographs that will help visually show the problem and need.
- Please provide all preconstruction documentation including water, sewer, DHEC, Army Corps of Engineers, local building code approval, planning, zoning, and permitting if necessary for the project.



**WILL COUNTY
ARP INFRASTRUCTURE APPLICATION
EXHIBIT A**

Project Implementation Schedule

List of Exhibits

EXHIBIT A - PROJECT IMPLEMENTATION SCHEDULE

	<u>Task/Activity</u>	<u>Completion Date</u>
1.	Submit Preliminary Plans and Specs	May 1, 2024
2.	Publish Notice to Bidders	August 16, 2024
3.	Public Bid Opening	September 20, 2024
4.	Award Construction Contract	October 15, 2024
5.	Preconstruction Meeting	January 21, 2025
6.	Issue Notice to Proceed	February 17, 2025
7.	Start Construction	March 24, 2025 (pending weather)
8.	Project Construction Must be 50% Completed	August 1, 2025
9.	Project Construction Must Be 100% Completed	October 1, 2025
10.	Complete "Punch List" Items	June 1, 2026
11.	Submit Final Change Order and Final Invoice	July 6, 2026
12.	Execute Certificate of Acceptance for Project	September 14, 2026



WILL COUNTY
ARP INFRASTRUCTURE APPLICATION
EXHIBIT B

Funding Commitment Letters



Jeannine Smith <jsmith@wilmington-il.com>

Wilmington Dam Modification Project

Pohlman, Rick <Rick.Pohlman@illinois.gov>

Wed, Mar 1, 2023 at 2:37 PM

To: Jeannine Smith <jsmith@wilmington-il.com>

Cc: "Cattoor, Wes" <Wes.Cattoor@illinois.gov>, "Wobig, Loren" <Loren.Wobig@illinois.gov>

Good Afternoon Jeannine,

Regarding your recent request, the IDNR/OWR stands ready to partner on a dam removal project and has capacity to provide associated construction funding, in addition to engineering planning, construction plan production, bid advertisement and construction inspection services, in support. While the Office of Water Resources has already completed quite a bit of planning work at this dam and is willing to do more, state financial participation in a construction project to modify the dam will be ratioed to the level of benefits achieved by the work to accomplish public safety, aquatic species connectivity and recreational boat passage. Any remaining funding would need to be provided by the local community.

Additionally, please be advised that the dams (main stem and mill race) must be fully in public ownership before OWR can proceed with any manner of project.

As requested, the following permits will be needed, in addition to those not mentioned in your email below:

- IDNR-OWR permit
- Comprehensive Environmental Review Process (CERP) (needed for state funding)

This does not include any local or county level permits such as a potential Soil & Water Conservation District approval.

If OWR can be of any further assistance, please advise.

Thank you.

Rick Pohlman, P.E.

Manager, Division of Capital Programs
Office of Water Resources
(217) 782-4732
rick.pohlman@illinois.gov

[Quoted text hidden]

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**WILL COUNTY
ARP INFRASTRUCTURE APPLICATION
EXHIBIT C**

Cost Estimate

City of Wilmington

Wilmington Dam Modification

Cost Estimate (based on IDNR Preliminary Study in 2021 - Current Assumptions include 14.1% CPI in 2022 and 3% in 2023)

	Rock Ramp w/Riffles	
Total Cost	5.76 Million	
OWR Participation %	50%	
OWR Participation \$	\$2.12 Million	(50% of cost of full removal)
City Participation	\$3.64 Million	



**WILL COUNTY
ARP INFRASTRUCTURE APPLICATION
EXHIBIT D**

Project Narrative

City of Wilmington

Wilmington Dam Modification

Project Narrative for Will County ARP Infrastructure Application

1. Definition of the Problem and Need:

- a. The City of Wilmington has been exploring options for dam modification for over a decade due to risk of life loss and the protection of the City's potable water source being the Kankakee River. The costs associated with the Wilmington Dam Modification project are prohibitive and increase annually making it impossible for the City to undertake such a project without the financial contribution and support of others.
- b. Explain why the proposed project cannot be undertaken without ARP funds:
 - The Wilmington Dam Modification project is cost prohibitive for this small City given its existing budget constraints even with the assistance of the State of Illinois. The total project is estimated at \$5.76 million (the equivalent of the City's water and sewer division's combined budget) The Illinois Department of Natural Resources maintains it will contribute approximately 50% of the cost associated with complete dam removal (estimated at \$4.23 million) or \$2.12 million leaving the City with a funding gap of \$3.64 million.

2. Project Description

a. Scope of Work –

- The Wilmington Dam Modification project is proposed to improve public safety, water quality, aquatic habitat, fish passage, recreation and economic benefits for the City of Wilmington and all who enjoy the Kankakee River. Working in collaboration with the Illinois Department of Natural Resources, the scope of work includes removal of the hydraulic roller beneath the dam to improve public safety and installation of a rock ramp to decrease water detention times and turbidity currents that carry sand and sediment to our potable water intake system.

b. Service Area – (photo on page 2)

- The Wilmington Dam and Mill Race are located within the boundaries of the South Island Park located at Approximately 201 Bridge Street, Wilmington Illinois 60481 (PIN 0317361170150000)

c. Feasibility –

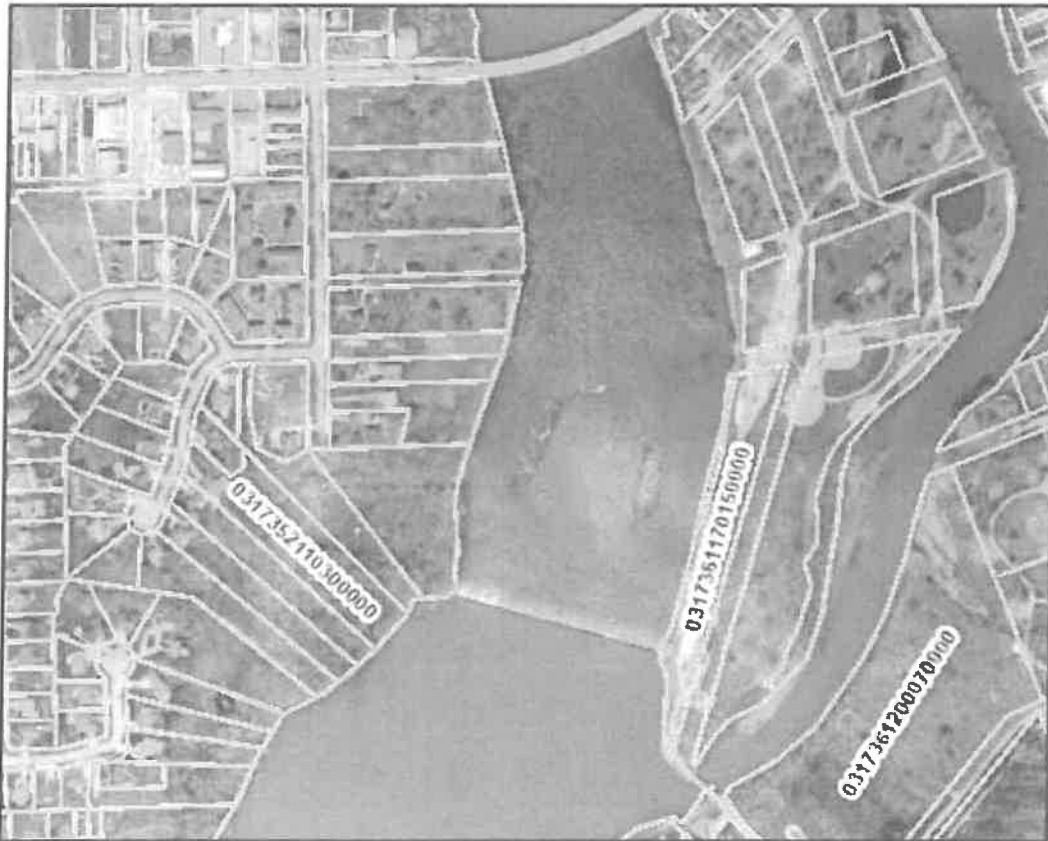
- The Wilmington Dam Modification Project will immediately improve the associated hydraulic safety issues.
- The Kankakee River is the potable water source for the City's customers which include incorporated and unincorporated addresses.
- A modification of the dam will improve the ecology of the river.

- Increased detention time upstream increases algal bloom which in turn produces cyanotoxins. Dam modification will reduce detention times.
- Sand and sedimentation is increasing in greater amounts along the banks of the river which affects our water intake system. Dam modification will reduce turbidity currents that carry the sand and sediment downstream.
- The proposed project schedule is reasonable for project completion with the exception of any significant weather events occurring during construction.
- The City has maintained all City owned public improvements since its incorporation in 1865 and continues to do so in perpetuity.

d. Evaluation –

- Success will be measured by improved water quality reports, aquatic habitat, fish passage, decreased algal growth, reduced erosion due to turbidity currents, and improved safety for recreational activities

Aerial photo location of the Wilmington Dam



(Source: <https://gisapp.willcountyillinois.com/>)



Jeannine Smith <jsmith@wilmington-il.com>

Will County ARPA Grant Approval

1 message

Timothy M. King <TKing@chiconunes.com>

Fri, Jul 14, 2023 at 12:13 PM

To: "jsmith@wilmington-il.com" <jsmith@wilmington-il.com>

Cc: "Kendall R. Maddix" <KMaddix@chiconunes.com>, "Robertha C. Medina" <RMedina@chiconunes.com>, "Timothy M. King" <TKing@chiconunes.com>

Good afternoon, Ms. Jeannine Smith:

We are writing to inform you that your American Rescue Plan Act submission to Will County has been accepted. Chico & Nunes, P.C. represents Anser Advisory, the consulting firm for Will County, and will ensure the process runs smoothly.

Please see attached subrecipient grant agreement awaiting signature between you and Will County. If you have any questions or comments regarding the subrecipient grant agreement, please send them to us. If necessary, we will communicate with Will County and Anser Advisory to resolve the issue.

After reviewing the subrecipient grant agreement, please (1) sign the signature page and (2) return to us the signed signature page. You may either e-sign or print and physically sign the signature page. You may return to us a scan, picture or print-out of the signed signature page via email, fax, or mail. We will then send the agreement to Will County for their signature. Once both parties have executed the agreement, you will receive a copy via email to retain for your records

Please do not hesitate to contact us with any questions. We look forward to assisting you in receiving your grant money.

Thank you,

Timothy King, Partner (tking@chiconunes.com)

Kendall Maddix, Associate Attorney (kmaddix@chiconunes.com)

Robertha Medina, Paralegal (rmedina@chiconunes.com)

Timothy M. King

Partner

Chico & Nunes, P.C.

(a minority business enterprise)

333 West Wacker Drive

Suite 1420

Chicago, IL 60606

Phone: 312-884-5092

Mobile: 312-907-0010

Email: TKing@chiconunes.com

Website: www.chiconunes.com

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 **Will County and City of Wilmington Subrecipient Agreement.pdf**
1254K



SUBRECIPIENT GRANT AGREEMENT

Summary of Key Subrecipient Grant Terms

1. Subrecipient Entity Name: City of Wilmington
2. Supervisor Name: Jeannine Smith, City Administrator
3. Subrecipient Unique Entity Identifier: FJNLGB8J3EE5
4. Point of Contact Email Address: jsmith@wilmington-il.com
5. Address Line 1: 1165 S. Water St.
6. Address Line 2 (optional):
7. City, State, Zip: Wilmington, IL 60481
8. Subrecipient SAM.gov Registration: FJNLGB8J3EE5
9. Type of Grant (select all that apply):
 - 1. Funds to cover direct expenses related to Covid-19 (e.g., purchase of PPE, staff cost related to increased demand of services)
 - 2. Funding for new programs/services for people disparately impacted by the pandemic and its economic impacts
 - 3. Funds to cover household assistance
 - 4. Funds to cover costs associated with the implementation of preventing or mitigation measures to contain the spread of the virus
 - Other: Infrastructure
10. Detailed description of what the grant funds will be used for:
Drinking water: Source
11. Formula Allocation Amount: \$500,000.00
12. ARPA Eligible – Agreement Total: \$500,000.00
13. Expenditure Category (From Attachment A): 5.13

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SUBRECIPIENT AWARD AGREEMENT BETWEEN WILL COUNTY AND CITY OF WILMINGTON

This Subrecipient Award Agreement (the "Agreement") dated as of May 26, 2023 is made and entered into by and between Will County (the "County"), and the City of Wilmington (the "Subrecipient"), a City (collectively the "Parties" and individually the "Party"); and

RECITALS

WHEREAS, the County has received grant funds from the United States Department of the Treasury (the "Treasury") under the State and Local Fiscal Recovery Funds program ("SLFRF") which is outlined in the ARPA Award Background attached hereto as Attachment D; and

WHEREAS, the County is committed to utilizing the grant funds provided to it under the State and Local Fiscal Recovery Fund program (the "Grant Funds") to support target populations, industries, sectors, and specific businesses or agencies affected by the COVID-19 pandemic, and

WHEREAS, the County desires to use the Grant Funds to reimburse the Subrecipient for certain expenses ("Expenses") incurred due to the effects of the Covid-19 pandemic; and

WHEREAS, failure to adhere to these terms and conditions can result in a denial of reimbursements, recoupment of funds, and immediate termination of this Agreement; and

WHEREAS, the County desires to reimburse the Subrecipient in an amount not to exceed \$500,000.00 in Grant Funds for the period of March 3, 2021 to December 31, 2026; and

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree as follows:

TERMS AND CONDITIONS

I. INCORPORATION OF RECITALS

The recitals set forth above are incorporated herein by reference and made a part hereof.

II. INCORPORATED DOCUMENTS

This Agreement incorporates the following documents, which are attached hereto and are made a part of this Agreement:

- a) Summary of Key Subrecipient Grant Terms

- b) Attachment A: Expenditure Allowability Plan
- c) Attachment B: Reimbursement Request Process
- d) Attachment C: Reimbursement Request Form
- e) Attachment D: ARPA Award Background [For informational purposes only]

III. TERM OF AGREEMENT

The term of this Agreement shall begin on May 26, 2023 and end on December 31, 2026 (“Termination Date”) subject to any extensions later agreed upon.

IV. CONFLICT OR INCONSISTENCY

In the event of any conflict or inconsistency between the terms and conditions of this Agreement and applicable Federal law, Federal law will prevail.

V. TERMINATION FOR CONVENIENCE

Notwithstanding anything in this Agreement to the contrary, the County, or its designee(s) may terminate this Agreement for convenience and without cause upon not less than thirty (30) days prior written notice to the Subrecipient. If the County, or its designee(s) exercises this right to terminate this Agreement for convenience and without cause, the Subrecipient shall not be entitled to any reimbursement or financial recovery/remedy as a result of the Termination for Convenience.

VI. TERMINATION FOR CAUSE

Notwithstanding anything in this Agreement to the contrary, the County, or its designee(s) may terminate all or part of this Agreement for cause. If the Subrecipient shall willfully or negligently fail to fulfill in a timely and proper manner, or otherwise violate, any of the covenants, agreements or stipulations of this Agreement, the Federal Rules governing this agreement, or any other provision therewith, the County shall thereupon have the right to terminate this Agreement by giving written notice to the Subrecipient of its intent to terminate this Agreement specifying the grounds for termination. The Subrecipient shall have thirty (30) days after receipt of the notice to cure the default. If the default is not cured, then this Agreement shall terminate without further notice.

VII. SUBRECIPIENT APPLICATION DEADLINE

Notwithstanding anything in this Agreement to the contrary, if the Expense has not been identified, established or begun on or before January 1, 2024, then this Agreement shall be null and void and of no further force or effect and no Party shall have any further liability under this Agreement.

VIII. SCOPE OF WORK

The SLFRF is intended to directly support costs related to health, economic development, unmet needs, infrastructure, and revenue replacement. The Expenditure Allowability Plan, as provided on Attachment A, describes the costs approved by the County. Grant Funds are to be used only for those expenditures that are specifically listed therein.

IX. COMPENSATION

Subject to the terms and conditions of this Agreement, the County shall pay the Subrecipient, on a cost reimbursement basis, up to a maximum of \$500,000.00 under this Agreement. It is understood and agreed that any additional funds necessary in connection with the projects and/or activities described in the EAP above and beyond this amount are the sole responsibility of the Subrecipient. Advance payment of funds to the Subrecipient under this Agreement shall not be permitted unless expressly described in the EAP.

1. The Subrecipient shall be reimbursed on a cost reimbursement basis for eligible and allowable costs incurred by Subrecipient in the implementation of the projects and/or activities described in the EAP as such costs are incurred. Eligible and allowable costs are defined as costs that:
 - i. Are necessary expenditures incurred due to the public health emergency with respect to the COVID-19.
 - ii. Were not accounted for in the Subrecipient's budget most recently approved as of March 3, 2021.
 - iii. Were incurred during the Covered Period, March 3, 2021, through December 31, 2026
 - iv. Are described in the EAP; and
 - v. Are otherwise in accordance with the terms and conditions of this Agreement and all other applicable laws, rules, regulations, and guidance.

Costs that do not satisfy all the above-required conditions shall be ineligible for reimbursement under this agreement.

2. All reimbursement requests shall be submitted to Anser Advisory: Anna Sitton, anna.sitton@anseradvisory.com as further described in Section X. Terms of Payment hereof. To be eligible for reimbursement under this Agreement, Subrecipient shall submit sufficient documentation to the satisfaction of the County, in its sole discretion, demonstrating that Subrecipient is legally obligated to pay the costs for which reimbursement is sought. All reimbursement requests must include a certification, signed by an official who is authorized to legally bind the Subrecipient, that reads as follows:

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (18 U.S.C. § 1001 and 31 U.S.C. §§ 3729-3730 and §§ 3801-3812).

3. All requests for reimbursement under this Agreement shall be submitted in detail sufficient for a proper pre-audit and post-audit thereof. All costs must be obligated on or before December 31, 2024, and expended on or before December 31, 2026, and a final payment request should be submitted to the County no later than such date to ensure the County has adequate time to process the request. The Treasury defines "obligated" as an order or purchase made for goods or services. For the expenditure of funds, performance or delivery must occur during the Covered Period, with payment of funds made during that time. In the case of a lease of equipment or other property, irrespective of when payment occurs, the cost of a lease payment shall be considered to have been obligated for the period of the lease that is within the Covered Period, but not otherwise. Furthermore, in all cases it must be necessary that performance or delivery take place during the Covered Period.
4. The County requires detailed documentation of all costs for which reimbursement is sought under this Agreement ("Supporting Documentation"). The minimum requirements regarding such Supporting Documentation are set forth in Attachment B, Reimbursement Request Process. Each Reimbursement Request submitted by the Subrecipient shall be accompanied by sufficient Supporting Documentation substantiating all costs incurred and for which reimbursement is sought, to the satisfaction of the County, in its sole discretion. In the event the County determines the Supporting Documentation submitted by the Subrecipient is insufficient to enable it to evaluate the allowability and eligibility of costs, the Subrecipient shall furnish additional Supporting Documentation to the satisfaction of the County, in its sole discretion.
5. Notwithstanding anything to the contrary, Subrecipient is only entitled to reimbursements for which they have provided adequate Supporting Documentation. If the County determines the Subrecipient has only provided Supporting Documentation for a portion of the reimbursement request, the County will issue reimbursement for that portion and ask Subrecipient to issue another reimbursement request with Supporting Documentation for the remainder.

X. TERMS OF PAYMENT

1. Beginning on program start date, the Subrecipient may request reimbursement from the County for costs incurred by Subrecipient under this Agreement for which actual payment has been made. All payment requests shall be submitted using the Reimbursement Request Form in accordance with the process noted in Attachment B. Included as Attachment C is a copy of the Reimbursement Request Form that can be submitted to Anser Advisory: Anna Sitton, anna.sitton@anseradvisory.com and shall be accompanied by sufficient Supporting Documentation (collectively the Reimbursement Request Form and any Supporting Documentation shall hereinafter be referred to as the "Payment Request").
2. Within thirty (30) business days after receipt of the complete Payment Request, the County shall, in its sole discretion, determine if the Payment Request, or any portion thereof, is acceptable and in strict compliance with the terms of this Agreement. If it is determined there are any errors in the Payment Request or if additional Supporting Documentation is required, the County shall notify the Subrecipient of such Payment Request. The Subrecipient shall submit a revised Payment Request within ten (10) business days of receipt of notice from the County. The County reserves the right to delay or deny any Payment Request containing errors or lacking sufficient Supporting Documentation until such deficiencies are corrected to the satisfaction of the County, in its sole discretion.
3. Upon determination by the County that the Payment Request is sufficient, the County shall, at its sole discretion, transmit the funds by predetermined methodology subject to the Payment Request to the Subrecipient within thirty (30) business days.

XI. REPORTING AND MONITORING REQUIREMENTS

1. **Financial and Performance Reports.** Subrecipients shall submit financial and performance reports as required by Part 2 of Treasury's Compliance and Reporting Guidelines, and supporting documentation related to this Agreement and Subrecipient's implementation of the projects and/or activities described in the Expenditure Allowability Plan ("EAP") (Attachment A). Subrecipients shall submit reports once by the 15th of every month during the Covered Period (March 3, 2021, through December 31, 2026) if funds are expended.
2. **Final Project Report.** The Subrecipient shall describe the status of the implementation of the projects and/or activities described in the EAP. The Final Project Report shall further include an accounting of all costs and expenses incurred by Subrecipient and such other information as the County deems necessary to facilitate closeout of this Agreement and permit the County to meet all of its obligations and requirements under same.
3. **Non-consumable and/or nonexpendable personal property** or equipment that costs \$5,000 or more purchased by Subrecipient is subject to the requirements set forth in 30 ILCS 708 and 2 C.F.R. Part 200, as applicable. The Subrecipient shall be responsible

for maintaining appropriate property records for any subcontracts that include the purchase of equipment as part of the delivery of services. The Subrecipient shall comply with this requirement and ensure its subcontracts issued under this Agreement, if any, impose this requirement, in writing, on its subcontractors.

4. **Accounting.** Subrecipient's accounting and financial management system shall be sufficient to permit the preparation of reports required in connection with this Agreement and the tracing of funds to a level of expenditures adequate to establish that such funds have been used pursuant to the terms of this Agreement. All Payments to Subrecipient contemplated under this Agreement may be contingent upon certification of the Subrecipient's financial management system in accordance with this requirement. Subrecipient must ensure that all sub-subrecipients (as defined in 2 C.F.R. §§ 200.92-93) comply with the provisions of this paragraph.
5. **Duplication of Benefit.** Subrecipient hereby certifies and affirms that the projects and/or activities to be funded under this Agreement shall not result in a prohibited duplication of the benefits obtained by Subrecipient, any sub-subrecipient (as defined in 2 C.F.R. § 200.1), or any individual or entity that is a beneficiary of such projects and/or activities from other Non-State and Local Fiscal Recover Fund programs, other local, state, or federal funding sources (e.g. the Stafford Disaster Relief and Emergency Assistance Act, etc.), private insurance, or other private organizations. It is Subrecipient's responsibility and obligation to implement processes and procedures to select and subsequently monitor all sub-subrecipients, individuals, and entities receiving funds under this Agreement to ensure compliance with this paragraph. All agreements entered into between Subrecipient and any sub-subrecipient, individual, or entity providing for the subaward or payment of funds under this Agreement shall contain provisions permitting the Subrecipient to recapture funds provided under this Agreement in the event an impermissible duplication of benefit is discovered. Subrecipient acknowledges and agrees that it has an affirmative obligation to promptly identify and report any duplication of benefits to the County. If the Subrecipient recovers from another source any costs incurred under this Agreement and reimbursed by the County, the Subrecipient shall reimburse the County for all recovered funds originally provided under this Agreement. Interest on any refund shall be calculated based on the prevailing rate used by the County. Interest shall be calculated from the date(s) the payment(s) are recovered by the Subrecipient to the date repayment is made to the County by the Subrecipient.
6. **Audits.** If the Subrecipient expends Seven Hundred Fifty Thousand Dollars (\$750,000.00) or more in Federal awards in its fiscal year, the Subrecipient must have a single or program-specific audit conducted within nine (9) months of the end of the Subrecipient's audit period, in accordance with the provisions of 2 C.F.R. Part 200. In determining the Federal awards expended in its fiscal year, the Subrecipient shall consider all sources of Federal awards, including Federal financial assistance received from the County under this Agreement. The determination of amounts of Federal awards expended should be in accordance with the guidelines established by 2 C.F.R.

Part 200. An audit of the Subrecipient conducted by an external auditor in accordance with the provision of 2 C.F.R. Part 200 will meet the requirements of this part.

7. If the Subrecipient expends less than Seven Hundred Fifty Thousand Dollars (\$750,000.00) in Federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 C.F.R. Part 200, as revised, is not required for that year, except as noted in 2 C.F.R. § 200.503. If the Subrecipient expends less than Seven Hundred Fifty Thousand Dollars (\$750,000.00) in Federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 C.F.R. Part 200, as revised, the cost of the audit must be paid from non-Federal resources. In accordance with 2 C.F.R. § 200.501(d), records must be available for review or audit by appropriate officials of the County, the Department of the Treasury, and the U.S. Government Accountability Office (GAO).
8. Upon completion of the audit required in this Section, Subrecipient shall promptly transmit a copy of the Subrecipient's audit report to the County. Subrecipient's failure to have an audit conducted in accordance with this Section or failure to implement corrective action in response to any audit findings may result in the County's termination of this Agreement.
9. In addition to reviews of audits conducted in accordance with 2 C.F.R. Part 200, monitoring procedures under this Agreement may include, but not be limited to, on-site visits by the County; limited-scope audits as defined by 2 C.F.R. Part 200; submittal and review of financial management statements; and/or other procedures. By entering into this Agreement, the Subrecipient agrees to comply and cooperate with any reasonable monitoring procedures/processes deemed appropriate by the County. In the event the County determines that a limited-scope audit of the Subrecipient is appropriate, the Subrecipient agrees to comply with any additional instructions provided by the County to the Subrecipient regarding such audit. The Subrecipient further agrees to comply and cooperate with any inspections, reviews, investigations, or audits deemed necessary by the County and/or Treasury.

XII. SUBCONTRACTS; PROCUREMENT; SUBAWARDS

1. In procuring goods and services under this Agreement, the Subrecipient shall use its own documented procurement procedures, provided that such procurements conform to applicable state (30 ILCS 500) and federal (2 C.F.R. Part 200) law.
2. The Subrecipient may subcontract work under this Agreement as necessary without the prior written consent of the County, subject to any conditions or limitations imposed by applicable state and federal law and Section XIX. hereof concerning debarred/suspended contractors. Regardless of any subcontract, the Subrecipient is ultimately responsible for all projects, programs, activities, and services undertaken by subcontractors under this Agreement. The Subrecipient agrees to be responsible for the

fulfillment of all work elements included in any subcontract and agrees to be responsible for the payment of all monies due under any subcontract.

- 3. Subcontractor Determinations and Monitoring.** In selecting and monitoring subcontractors, the Subrecipient shall comply with 2 C.F.R. §§ 200.330-332. The Subrecipient shall monitor all subcontracted services on a regular basis to ensure contract compliance. Results of monitoring efforts shall be summarized in written reports maintained by the Subrecipient and supported with documented evidence of follow-up actions taken to correct areas of noncompliance, where applicable. Such summaries and documents shall be submitted, at no cost, to the County upon request.
- 4. Affirmative Action.** The County supports diversity in its procurement program and requires that all subcontracting opportunities afforded by this Agreement embrace and encourage diversity. The Subrecipient's award of subcontracts should reflect the diversity of the citizens of the State of Illinois. In accordance with 2 C.F.R. § 200.321, the Subrecipient and its subcontractors must take all necessary affirmative steps to ensure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. The Subrecipient agrees to use affirmative steps, and to require its subcontractors and sub-subrecipients to utilize affirmative steps, to ensure that minority businesses and women's business enterprises are used when possible. Such affirmative steps shall at a minimum include:

 - i. Placing qualified small and minority businesses and women's business enterprises on solicitation lists.
 - ii. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
 - iii. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises.
 - iv. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, or women's business enterprises.
 - v. Utilizing services and assistance, as appropriate, of such organizations as the Small Business Administration, the Minority Business Development Agency of the U.S. Department of the Commerce, the Illinois Department of Central Management Services (Office of Supplier Diversity), the Illinois Department of Transportation, Minority Business Development Center, and Local Government M/DBE programs.
 - vi. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed above in subparagraphs (i) through (v).

- vii. As used herein, the term "minority and women business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. Prior to award of any subcontract under this Agreement, Subrecipient shall document its efforts made to comply with the requirements of this paragraph. The Subrecipient shall state that it is an Equal Opportunity or Affirmative-Action employer in all solicitations or advertisements for subcontractors or employees who shall perform work under this Agreement.
- viii. The requirements outlined in subparagraphs (i) through (vi) above do not impose an obligation to set aside either the solicitation or award of a contract to these types of firms. Rather, the requirements only impose an obligation to carry out and document the six affirmative steps identified above in subparagraphs (i) through (vi).
- ix. The requirements described in subparagraphs (i) through (vi) above outline the affirmative steps that the Subrecipient must take; the requirements do not preclude the Subrecipient from undertaking additional steps to involve small and minority businesses and women's business enterprises.
- x. The requirement to divide total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises, does not authorize the Subrecipient to break a single project down into smaller components in order to circumvent the micro-purchase or small purchase thresholds so as to utilize streamlined acquisition procedures (e.g. "project splitting").

5. Equal Opportunity. During the performance of this Agreement, the Subrecipient agrees as follows:

- a. The Subrecipient will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Subrecipient will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer, recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Subrecipient agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

- c. The Subrecipient will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the Subrecipient's legal duty to furnish information. This provision shall not apply to conduct that violates the Illinois Equal Pay Act, 820 ILCS 112.
- d. The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice advising the labor union or workers' representative of the Subrecipient's commitments under section 202 of U.S. Order 11246 of September 24, 1965. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- e. The Subrecipient will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the U.S. Secretary of Labor.
- f. The Subrecipient will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the U.S. Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
- g. In the event of the Subrecipient's non-compliance with the nondiscrimination clauses of this Agreement or with any of such rules, regulations, or orders, this Agreement may be canceled, terminated or suspended in whole or in part and the Subrecipient may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- h. The Subrecipient shall include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or

orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each sub-subrecipient or vendor. The Subrecipient will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event the Subrecipient becomes involved in, or is threatened with, litigation with a sub-subrecipient or vendor as a result of such direction, the Subrecipient may request the United States to enter into such litigation to protect the interests of the United States.

- i. No person, on the grounds of race, creed, color, religion, national origin, age, gender, or disability, shall be excluded from participation in, be denied the proceeds or benefits of, or be otherwise subjected to discrimination in performance of this Agreement. Subrecipient and its subcontractors shall comply with all federal and state laws, rules, regulations, policies and executive orders relating to non-discrimination, including but not limited to those contained in 28 C.F.R. Part 42, Nondiscrimination; Equal Employment Opportunity.

6. **Sub-Awards.** The Subrecipient may enter into subaward agreements to provide for the distribution of funds under this Agreement to eligible sub-subrecipients (as defined in 2 C.F.R. §§ 200.92-93) without the prior written consent of the County. Regardless of any subaward, the Subrecipient is ultimately responsible for all projects, programs, services, and activities undertaken by sub-subrecipients under this Agreement. All such sub-subrecipients shall be subject to the same performance, financial, and reporting requirements as the Subrecipient. In selecting, monitoring, and contracting with sub-subrecipients, the Subrecipient shall comply with 2 C.F.R. §§ 200.330-200.332. The Subrecipient shall monitor all sub-subrecipients on a regular basis to ensure compliance with this Agreement and all applicable laws, rules, and regulations. Results of monitoring efforts shall be summarized in written reports maintained by the Subrecipient and supported with documented evidence of follow-up actions taken to correct areas of noncompliance, where applicable. Such summaries and documents shall be submitted, at no cost, to the County upon request.

XIII. INDEMNIFICATION HOLD-HARMLESS AGREEMENT

The Subrecipient agrees to indemnify and hold the County, or its designee(s), its officers and employees, harmless from and against any losses, costs, damages, liabilities, claims, suits, actions, causes of action and expenses, including, without limitation, reasonable attorney's fees and court costs suffered or incurred by the Subrecipient arising from or in connection with (i) the Subrecipient's failure to comply with any of the terms, covenants and conditions contained in this Agreement; or (ii) the Subrecipient's failure to pay any contractors or subcontractors, vendors, laborers, employees or any potential sub-subrecipient or subordinate relation, or any party in privity of contract or agreement therewith in connection with the ARPA or SLFRF grant(s) or any other Federal funding or reimbursable expenses associated with this program.

- 1. Cooperation.** Both Parties agree to cooperate in good faith and provide any and all information necessary for the defense of any claim or action.

XIV. FORCE MAJEURE

Neither party shall be liable in damages for any delay or default in performing its respective obligations under this agreement if the delay or default is caused by conditions beyond its control. Such conditions include, but are not limited to, acts of God, government restrictions, strikes, fires, floods, work stoppages, pandemics, or acts or failures to act of third parties. So long as any such delay or default continues, the party affected by the conditions shall fully inform the other party at all times concerning the matters causing the delay or default and the purposes of their ending. If a delay occurs under this section, the affected party shall immediately notify the other of such delay and keep the party fully informed until the issue that caused the delay has been resolved. If a delay requires that the term of this Agreement be extended, such extension shall only occur upon the approval of the U.S. Department of the Treasury and the County and written modification of this Agreement.

XV. CLOSEOUT

The County will close out this Agreement when it determines that all projects and/or activities and all applicable administrative actions have been completed. Unless an extension is approved by the County, within twenty (20) business days after the Termination Date pursuant to Section III, the Subrecipient must submit any outstanding reports, including the Final Project Report, as well as any required reporting on sub-awards, and must refund to the County any balances of unobligated cash that the County paid in advance or paid and that is not authorized to be retained by the Subrecipient entity for use in other projects. Within thirty (30) business days after receipt of all outstanding reports, the County will make upward or downward adjustments to the allowable costs, and then make prompt payments to Subrecipient for remaining allowable reimbursable costs. The closeout of this Agreement does not affect any of the following:

- a. The right of the County to disallow costs and recover funds on the basis of a later audit or other review;
- b. The obligation of the Subrecipient to return any funds due as a result of later refunds, corrections, or other transactions including final indirect cost rate adjustments; or
- c. The Subrecipient's obligations regarding audits, property management and disposition (if applicable), and records retention.

Unless an extension is approved by the County, the Subrecipient must liquidate all obligations incurred under this Agreement within ninety (90) business days after the Termination Date.

XVI. LOBBYING PROHIBITION; CONFLICTS OF INTEREST

The Subrecipient agrees to comply with, and include in subcontracts and subawards, the following provisions:

- a. The Subrecipient certifies that no Federal appropriated funds have been paid or will be paid, by or on behalf of the Subrecipient, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. The Subrecipient certifies that no funds provided under this Agreement have been used or will be used to engage in the lobbying of the Federal Government or in litigation against the United States unless authorized under existing law.
- c. Pursuant to 2 C.F.R. § 200.450 and 2 C.F.R. § 200.454(e), the Subrecipient is hereby prohibited from using funds provided by this Agreement for membership dues to any entity or organization engaged in lobbying activities.
- d. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the Subrecipient shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities."
- e. In accordance with the provisions of the Hatch Act (5 U.S.C. §§ 1501-1508 and §§ 7324-7328), no funds provided, nor personnel employed under this Agreement, shall be in any way or any extent engaged in the conduct of political activities.

XVII. REAL PROPERTY; EQUIPMENT

If Subrecipient acquires an interest in real property utilizing funds under this Agreement, Subrecipient acknowledges and shall comply with 2 C.F.R. § 200.311 and other applicable laws, rules, and regulations, including, but not limited to ARPA guidance issued by the County and its designees and/or the Department of the Treasury. Pursuant to same, except as otherwise expressly authorized by the County, real property acquired under this Agreement must be used for the originally authorized purpose as long as needed for that purpose, during which time the Subrecipient entity must not dispose of or encumber its title or any other interest therein.

Subrecipient's acquisition, use, management, and disposition of equipment under this Agreement shall be in compliance with 2 C.F.R. §§ 200.313 and 200.439 and other applicable laws, rules, and regulations, including, but not limited to ARPA guidance issued by the County and its designees and/or the Department of the Treasury.

XVIII. UNAUTHORIZED EMPLOYMENT

The employment of unauthorized aliens by any Subrecipient/sub-subrecipient/subcontractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the Subrecipient/sub-subrecipient/subcontractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of this Agreement. The Subrecipient shall be responsible for including this provision in all subcontracts with private organizations issued as a result of this Agreement.

XIX. DEBARMENT/SUSPENSION

In accordance with Presidential Executive Order 12549, Debarment and Suspension (2 C.F.R. Part 180), the Subrecipient agrees and certifies that neither it, nor its principals, is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and, that the Subrecipient shall not enter into any lower tier contract, or other covered transaction, with a person who is similarly debarred or suspended from participating in this covered transaction. The Subrecipient is responsible for reviewing the status of all proposed subcontractors and subawardees in the System for Award Management (SAM) at <https://sam.gov/SAM/> before entering into any subcontract or sub-award under this Agreement. The Subrecipient shall include language incorporating the requirements of this section in all subcontracts or lower tier agreements executed under this Agreement.

XX. PHYSICAL ACCESS AND INSPECTION

As applicable, County and Treasury agents and personnel shall be given access to and may observe and inspect projects, activities, and work being performed with funds provided under this Agreement.

XXI. PERMITS

The Subrecipient expressly acknowledges that receipt of the financial assistance provided for under this Agreement does not imply nor guarantee that a federal, state or local permit will be issued for a particular project or activity. Further, the Subrecipient agrees to ensure that all necessary permits are obtained prior to implementation of any activity funded under this Agreement that may fall under applicable federal, state or local laws.

XXII. ACCESS TO RECORDS AND PERSONNEL

1. Subrecipient shall retain all records generated under this Agreement in accordance with 2 C.F.R. § 200.333.
2. Subrecipient shall comply with the Illinois Freedom of Information Act, codified at 5 ILCS 140. Records made or received in conjunction with this Agreement are public records under Illinois law. Subrecipient shall keep and maintain public records generated by the Subrecipient in association with its performance of this Agreement.
3. This Agreement may be unilaterally canceled by the County for refusal by the Subrecipient to either provide to the County upon request, or to allow inspection and copying of, all public records made or received by the Subrecipient in conjunction with this Agreement and subject to disclosure under 5 ILCS 140.
4. The Subrecipient acknowledges and agrees that the County, the U.S. Department of the Treasury, the Treasury Office of Inspector General, the Comptroller General of the United States (Government Accountability Office (GAO)), or their authorized representatives, shall have timely and unrestricted access to any pertinent books, documents, papers, and records, whether written, printed, recorded, produced, or reproduced by any electronic, mechanical, magnetic, or other process or medium, in order to make audits, inspections, investigations, excerpts, transcripts, or other examinations as authorized by law. This also includes timely and reasonable access to the Subrecipient's personnel for the purpose of interview and discussion related to such documents. In the event any work is sub awarded or subcontracted, the Subrecipient shall similarly require each sub-subrecipient and subcontractor to maintain and allow access to such records for audit purposes.
5. The County, the U.S. Department of the Treasury, the Treasury Office of Inspector General, the Comptroller General of the United States (GAO), or their authorized representatives shall have the right during normal business hours to conduct announced and unannounced onsite and offsite physical visits of the Subrecipient and their subcontractors corresponding to the duration of their records retention obligation for this Agreement.
6. The rights of access in this Section are not limited to the required retention period for the applicable records but last as long as the records are retained.
7. The Subrecipient agrees that if any litigation, claim, or audit is started before the expiration of the record retention period established above, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved and final action taken.

XXIII. MISCELLANEOUS

1. **HEADINGS.** The headings of the articles, paragraphs and sections contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.
2. **SEVERABILITY.** If any provision of this Agreement is held to be unenforceable, the provision shall be severed and the remainder of this Agreement will continue in full force and effect.
3. **AMENDMENT.** This Agreement may not be altered, modified or amended except by written instrument signed by all of the parties hereto.
4. **COMPLIANCE WITH LAWS.** The Subrecipient shall comply with all applicable federal, state, and local laws, rules, and regulations, and County policies and regulations in performing under this Agreement, including but not limited to the federal laws, regulations, rules, policies, and executive orders described herein. The failure of this Agreement to specifically reference a particular federal or state law or regulation, or policy or regulation shall not excuse Subrecipient from compliance with same to the extent such law, regulation, or policy is applicable to Subrecipient's performance under this Agreement. The Subrecipient further agrees to include this provision in all subcontracts entered into under this Agreement.
5. **GOVERNING LAW AND FORUM.** This Agreement shall be interpreted under, and governed by, the laws of the State of Illinois, without regard to conflict of laws principles. Any claim, suit, action, or proceeding brought in connection with this Agreement shall be in the Circuit Court of Will County and each party hereby irrevocably consents to the personal and subject matter jurisdiction of such court and waives any claim that such court does not constitute a convenient and appropriate venue for such claims, suits, actions, or proceedings.
6. **COUNTERPARTS.** This Agreement may be executed in counterparts, each of which shall be deemed an original.
7. **ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement of the County and the Subrecipient with respect to the subject matter hereof and supersedes all other prior and contemporary agreements, understandings, representations, negotiations, and commitments between the County and the Subrecipient with respect to the subject matter hereof.
8. **ASSIGNMENT.** This Agreement, or any portion thereof, shall not be assigned by either party without the prior written consent of the other.
9. **DISCLAIMER OF RELATIONSHIP.** Nothing contained in this Agreement, nor any act of either the County or the Subrecipient, shall be deemed or construed by any of the parties hereto

or by third persons, to create any relationship of third-party beneficiary, principal, agent, limited or general partnership, joint venture, or any association or relationship involving the County and the Subrecipient.

- 10. CONSTRUCTION OF WORDS.** The use of the singular form of any word herein shall also include the plural, and vice versa. The use of the neuter form of any word herein shall also include the masculine and feminine forms, the masculine form shall include feminine and neuter, and the feminine form shall include masculine and neuter. The invalidity of any one or more phrases, sentences, clauses, or sections contained in this Agreement shall not affect the remaining portions of this Agreement or any part hereof. A reference to the Subrecipient includes the Subrecipient's officers, commissioners, employees, attorneys, agents and assigns; a reference to the County includes its officers, members, employees, attorneys, agents and assigns.
- 11. NO PERSONAL LIABILITY.** No member, official, employee or agent of either the County or the Subrecipient shall be individually or personally liable in connection with this Agreement.
- 12. GOVERNMENTAL IMMUNITY.** Notwithstanding anything to the contrary set forth elsewhere in this Agreement, neither the Subrecipient nor the County has, and in no event shall either of them be construed to have, waived any rights or defenses of governmental immunity that it may have with respect to any matters arising out of this Agreement or performance hereunder.
- 13. WAIVER.** No term or provision of this Agreement shall be deemed waived, and no breach or default shall be deemed excused, unless such waiver or consent shall be in writing and signed by the party claimed to have waived or consented. No consent by any party to, or waiver of, a breach or default by the other, whether express or implied, shall constitute a consent to, waiver of, or excuse for any different or subsequent breach or default by or on the part of any party.
- 14. NO THIRD-PARTY BENEFICIARIES.** This Agreement shall inure to the benefit of and shall be binding upon the County, the Subrecipient and their respective successors and permitted assigns. This Agreement is intended to be and is for the sole and exclusive benefit of the parties hereto and such successors and permitted assigns.
- 15. NOTICES.** All notices and written communication between the Parties shall be sent by electronic mail, U.S. Mail, a courier delivery service, or delivered in person. Notices shall be considered delivered when reflected by an electronic mail read receipt (or when receipt is otherwise acknowledged), a courier service delivery receipt, other mail service delivery receipt, or when receipt is acknowledged by recipient. Any and all notices required by this Agreement shall be delivered to the Parties' respective contact persons at the addresses identified below. This Section shall not preclude routine communication by the Parties by other means.

Notice to the County's designee shall be addressed to:

Will County – Executive Office
302 N. Chicago Street
Joliet, IL 60432

Attention: Ms. Jennifer Bertino-Tarrant

Notice to the Subrecipient shall be addressed to:

City of Wilmington
1165 S. Water St.
Wilmington, IL 60481

Attention: Jeannine Smith, City Administrator

Either Party may change the above-described contact information by giving notice of such change to the other party pursuant to the notice section hereof.

16. REPRESENTATIVES. Immediately upon execution of this Agreement, the following individuals will represent the parties as a primary contact in all matters under this Agreement.

For the County: Name: Jennifer Bertino-Tarrant, Will County Executive
 Address: 302 N. Chicago Street, Joliet, IL 60432
 Phone: 815-740-4601
 Fax: 815-740-4600
 Email: jbertinotarrant@willcountyillinois.com

For the Subrecipient: Name: City of Wilmington
 Contact: Jeannine Smith, City Administrator
 Address: 1165 S. Water St., Wilmington, IL 60481
 Phone: 815-476-9782
 Email: jsmith@wilmington-il.com

Each party agrees to promptly notify the other party of any change in its designated representative, which notice shall include the name, address, telephone number and fax number of the representative for such party for the purpose hereof.

17. AUTHORITY. The County has authority to enter into this Agreement pursuant to the American Rescue Plan Act, P.L. 117-2 (2021) (“ARPA”) and the Coronavirus State and Local Fiscal Recovery Funds (“SLFRF”) passed by the U.S. Department of Treasury on March 11, 2021 and May 17, 2021 respectively.

The Subrecipient represents that it has full power and authority to enter into and perform its obligations under this Agreement and the execution and delivery of this Agreement and the performance of its obligations hereunder have been duly authorized by all requisite corporate action.

[Signature page to follow]

IN WITNESS WHEREOF, this Agreement is hereby executed on behalf of the parties through their authorized representatives as set forth below.

County of Will, ILLINOIS

Jennifer Bertino-Tarrant, Will County Executive
302 N. Chicago Street, Joliet, IL 60432

By: _____

City of Wilmington

Jeannine Smith, City Administrator
1165 S. Water St., Wilmington, IL 60481

By: _____

Attachment A: Expenditure Allowability Plan

The Expenditure Categories (EC) listed below must be used to categorize each project. The term “Expenditure Category” refers to the detailed level (e.g., 1.1 COVID-10 Vaccination). When referred to as a category (e.g., EC 1) it includes all Expenditure Categories within that level.

Expenditure Category	EC ²⁸
1: Public Health	
COVID-19 Vaccination [^]	1.1
COVID-19 Testing [^]	1.2
COVID-19 Contact Tracing [^]	1.3
Prevention in Congregate Settings (Nursing Homes, Prisons/Jails, Dense Work Sites, Schools, Child care facilities, etc.) ^{*^}	1.4
Personal Protective Equipment [^]	1.5
Medical Expenses (including Alternative Care Facilities) [^]	1.6
Other COVID-19 Public Health Expenses (including Communications, Enforcement, Isolation/Quarantine) [^]	1.7
COVID-19 Assistance to Small Businesses [^]	1.8
COVID 19 Assistance to Non-Profits [^]	1.9
COVID-19 Aid to Impacted Industries [^]	1.10
Community Violence Interventions	
Community Violence Interventions ^{*^}	1.11
Behavioral Health	
Mental Health Services ^{*^}	1.12
Substance Use Services ^{*^}	1.13
Other	
Other Public Health Services [^]	1.14
Capital Investments or Physical Plant Changes to Public Facilities that respond to the COVID-19 public health emergency	-
2: Negative Economic Impacts	
Assistance to Households	
Household Assistance: Food Programs ^{*^}	2.1
Household Assistance: Rent, Mortgage, and Utility Aid ^{*^}	2.2
Household Assistance: Cash Transfers ^{*^}	2.3
Household Assistance: Internet Access Programs ^{*^}	2.4
Household Assistance: Paid Sick and Medical Leave [^]	2.5
Household Assistance: Health Insurance ^{*^}	2.6
Household Assistance: Services for Un/Unbanked ^{*^}	2.7
Household Assistance: Survivor's Benefits [^]	2.8
Unemployment Benefits or Cash Assistance to Unemployed Workers ^{*^}	2.9
Assistance to Unemployed or Underemployed Workers (e.g. job training, subsidized employment, employment supports or incentives) ^{*^}	2.10
Healthy Childhood Environments: Child Care ^{*^}	2.11
Healthy Childhood Environments: Home Visiting ^{*^}	2.12
Healthy Childhood Environments: Services to Foster Youth or Families Involved in Child Welfare System ^{*^}	2.13
Healthy Childhood Environments: Early Learning ^{*^}	2.14

Long-term Housing Security: Affordable Housing*^	2.15
Long-term Housing Security: Services for Unhoused Persons*^	2.16
Housing Support: Housing Vouchers and Relocation Assistance for Disproportionately Impacted Communities*^	2.17
Housing Support: Other Housing Assistance*^	2.18
Social Determinants of Health: Community Health Workers or Benefits Navigators*^	2.19
Social Determinants of Health: Lead Remediation*^	2.20
Medical Facilities for Disproportionately Impacted Communities^	2.21
Strong Healthy Communities: Neighborhood Features that Promote Health and Safety^	2.22
Strong Healthy Communities: Demolition and Rehabilitation of Properties^	2.23
Addressing Educational Disparities: Aid to High-Poverty Districts^	2.24
Addressing Educational Disparities: Academic, Social, and Emotional Services*^	2.25
Addressing Educational Disparities: Mental Health Services*^	2.26
Addressing Impacts of Lost Instructional Time^	2.27
Contributions to UI Trust Funds^	2.28
Assistance to Small Businesses	
Loans or Grants to Mitigate Financial Hardship^	2.29
Technical Assistance, Counseling, or Business Planning*^	2.30
Rehabilitation of Commercial Properties or Other Improvements^	2.31
Business Incubators and Start-Up or Expansion Assistance*^	2.32
Enhanced Support to Microbusinesses*^	2.33
Assistance to Non-Profits	
Assistance to Impacted Nonprofit Organizations (Impacted or Disproportionately Impacted)^	2.34
Aid to Impacted Industries	
Aid to Tourism, Travel, or Hospitality^	2.35
Aid to Other Impacted Industries^	2.36
Other	
Economic Impact Assistance: Other*^	2.37
Household Assistance: Eviction Prevention*^	-
Education Assistance: Other*^	-
Healthy Childhood Environments: Other*^	-
Social Determinants of Health: Other*^	-
3: Public Health-Negative Economic Impact: Public Sector Capacity	
General Provisions	
Public Sector Workforce: Payroll and Benefits for Public Health, Public Safety, or Human Services Workers	3.1
Public Sector Workforce: Rehiring Public Sector Staff	3.2
Public Sector Workforce: Other	3.3
Public Sector Capacity: Effective Service Delivery	3.4
Public Sector Capacity: Administrative Needs	3.5
4: Premium Pay	
Public Sector Employees	4.1
Private Sector: Grants to Other Employers	4.2

5: Infrastructure	
Water and Sewer	
Clean Water: Centralized Wastewater Treatment	5.1
Clean Water: Centralized Wastewater Collection and Conveyance	5.2
Clean Water: Decentralized Wastewater	5.3
Clean Water: Combined Sewer Overflows	5.4
Clean Water: Other Sewer Infrastructure	5.5
Clean Water: Stormwater	5.6
Clean Water: Energy Conservation	5.7
Clean Water: Water Conservation	5.8
Clean Water: Nonpoint Source	5.9
Drinking water: Treatment	5.10
Drinking water: Transmission & Distribution	5.11
Drinking water: Lead Remediation, including in Schools and Daycares	5.12
Drinking water: Source	5.13
Drinking water: Storage	5.14
Drinking water: Other water infrastructure	5.15
Water and Sewer: Private Wells	5.16
Water and Sewer: IJJA Bureau of Reclamation Match	5.17
Water and Sewer: Other	5.18
Broadband	
Broadband: "Last Mile" projects	5.19
Broadband: IJJA Match	5.20
Broadband: Other projects	5.21
6: Revenue Replacement	
Provision of Government Services	6.1
Non-federal Match for Other Federal Programs	6.2
7: Administrative	
Administrative Expenses	7.1
Transfers to Other Units of Government	7.2
Transfers to Non-entitlement Units (States and territories only)	-

Attachment B: Reimbursement Request Process

Pursuant to this agreement, subrecipients must submit a Request for Reimbursement in order to receive funding for eligible activities. This document offers guidelines in preparing a submittal for County reimbursement of eligible ARPA expenditures. While changes may still follow as the process evolves, for now the following guidelines may be helpful in completing each of the fields on the form. Please complete all requested fields and print, sign and date prior to submission. Attach documentation for expenditure and submit with the Reimbursement Form.

Section 1: Reimbursement Request Information

Agency: Name of Organization

Date of Request: Enter the date of your submission to the County

Agency Address: Organization's mailing address (use main location if multiple offices)

Contact Name and Title: Name and title of individual who can answer questions, if needed.

Contact Phone Number and E-Mail: Phone number and email address of individual above.

Amount of Reimbursement Requested: Amount requested for goods or services.

Date of Purchase: Date purchase order was made.

Date Cost Paid: If the costs were paid upon purchase, use same date as above. In the event the payment was made at a different time, enter that date here. This is needed to confirm payments fall within the ARPA eligible costs period of March 3, 2021, to December 31, 2026

Date Received: For the expenditure to be considered eligible, the funds must have been expended and the agency must be in possession of the item, good or service being submitted for reimbursement.

Expenditure Category: Subrecipients should indicate which expenditure category in the EAP is being claimed for this project.

Project Description: Use this area and additional sheets to describe the cost being submitted for reimbursement from County ARPA funding. This should include a brief description of the project in its entirety, and if applicable, the specific portion of the project that is being funded. In this narrative, subrecipients should also describe how the project responds to COVID-19, and specifically, how the project aligns with the expenditure category listed in the previous section. This section may be used to also provide general breakdown of costs, referring to the supporting documents included in the request. The following are some suggested description examples:

“Public Health costs of \$XXX for a capital project to expand customer service counters and add Plexiglas shields and dividers, all procured by an RFP for construction services pursuant to agency and federal procurement requirements. This project is directly related to addressing COVID impacts and there was no such construction included in the original budget. These safeguards have a ten-year useful life. This project will help mitigate COVID in dense work sites such as the County Courthouse, and County Administrative Offices.

Public Health Compliance costs of \$XXX for telework facilitation specifically to acquire 15 laptops, 2 servers, and a router. All of this equipment was purchased from State of Illinois bids

available to all state agencies. This will allow 15 additional staff to telework, and upgrade response times for another 20 staff already teleworking. The original budget had the typical 10 laptop annual replacement which has already occurred, while these additional 15 laptops were not contemplated in the budget. There was no budget to acquire servers or routers. These technology assets usually have a three-year useful life. This will satisfy the administrative needs of all telework employees, assisting to mitigate the spread of COVID by allowing employees to work from home”

Has this project previously received funding from other Federal sources, or does your entity anticipate receiving funding from other Federal sources?: Yes or no confirmation. Is yes, please describe.

Section 2: Reimbursement Request Term and Conditions

Information regarding reimbursement criteria and deadline for submittal of reimbursement – December 31, 2026. No action required.

Section 3: Supporting Documentation

This is the area to describe the supporting documents submitted to substantiate the cost reimbursement. Use this area and additional sheets to describe the supporting information being submitted for reimbursement from County ARPA funding. At a minimum - where appropriate - the documentation should include:

- Vendor Procurement and Executed Contracts
- Purchase Orders
- Invoices
- Proof of Payment

Proof of payment, vendor contracts or state bid info, invoices, payroll and attendance data (take precautions related to shielding or redacting non-public information and HIPPA requirements), pictures of projects (before and after), sign-in sheets or daily counts of COVID responses like meals and tests administered, are also examples of supporting documents.

Section 4: Certification Regarding Use of Funds

Agency affirmation regarding reimbursement criteria. Official representative of the requestor signs the certification.

Attachment C: Reimbursement Request Form

[Form on the following page]

SLFRF Reimbursement Request Form

Section 1: Reimbursement Request Information

Agency:		Date of Request:	
Agency Address:			
City:		State:	IL
		ZIP Code:	
Contact Name and Title:		Contact Email Address:	
Contact Phone Number:			
Amount of Reimbursement Requested:			
Date of Purchase:		Date Cost Paid:	
Date Received:		Expenditure Category:	
Project Description:			

Has this project previously received funding from other Federal sources, or you're your entity anticipate receiving funding from other Federal sources?	Yes or No:	If Yes, explain:

Section 2: Reimbursement Request Term and Conditions

Deadline for Submittal of Reimbursement:	December 31, 2026
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Section 3: Supporting Documentation (Use additional sheets of this form if needed)

Document type:		Description:	
Document type:		Description:	
Document type:		Description:	
Document type:		Description:	
Document type:		Description:	

Section 4: Certification Regarding Use of Funds. By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise.

Authorized Representative Signature:		Date:	
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Attachment D: ARPA Award Background

[For informational purposes only]

Background

From Treasury's Compliance and Reporting Guidance, June 17, 2022

Treasury adopted an interim final rule in May 2021 and the final rule on January 6, 2022, to implement these eligible use categories and other restrictions on the use of funds under the State and Local Fiscal Recovery Funds program. The final rule took effect on April 1, 2022, and the interim final rule remained in effect until that time, although recipients could choose to take advantage of the final rule's flexibilities and simplifications prior to April 1, 2022. Recipients may consult the Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule for more information on compliance with the interim final rule and the final rule.

It is the recipient's responsibility to ensure all SLFRF award funds are used in compliance with the program's requirements. In addition, recipients should be mindful of any additional compliance obligations that may apply – for example, additional restrictions imposed upon other sources of funds used in conjunction with SLFRF award funds, or statutes and regulations that may independently apply to water, broadband, and sewer infrastructure projects. Recipients should ensure they maintain proper documentation supporting determinations of costs and applicable compliance requirements, and how the requirements have been satisfied since they suggest the recipients have been satisfied as part of their award management, internal controls, and subrecipient oversight and management

Treasury's Final Rule

From Treasury's Compliance and Reporting Guidance, June 17, 2022

Treasury's Final Rule details recipients' compliance responsibilities and provides additional information on eligible and restricted uses of SLFRF award funds and reporting requirements. Your organization should review and comply with the information contained in Treasury's Interim Final Rule, and any subsequent final rule when building appropriate controls for SLFRF award funds.

- 1. Eligible and Restricted Uses of SLFRF Funds.** As described in the SLFRF statute and summarized above, there are four enumerated eligible uses of SLFRF award funds. As a recipient of an award under the SLFRF program, your organization is responsible for complying with requirements for the use of funds. In addition to determining a given project's eligibility, recipients are also responsible for determining subrecipient's or beneficiaries' eligibility and must monitor use of SLFRF award funds.

To help recipients build a greater understanding of eligible uses, Treasury's Interim Final Rule establishes a framework for determining whether a specific project would be eligible under the SLFRF program, including some helpful definitions. For example, Treasury's Interim Final Rule establishes:

- A framework for determining whether a project “responds to” a “negative economic impact” caused by the COVID-19 public health emergency.
- Definitions of “eligible employers”, “essential work,” “eligible workers”, and “premium pay” for cases where premium pay is an eligible use.
- A definition of “general revenue” and a formula for calculating revenue lost due to the COVID-19 public health emergency.
- A framework for eligible water and sewer infrastructure projects that aligns eligible uses with projects that are eligible under the Environmental Protection Agency’s Drinking Water and Clean Water State Revolving Funds.
- A framework for eligible broadband projects designed to provide service to unserved or underserved households, or businesses at speeds sufficient to enable users to generally meet household needs, including the ability to support the simultaneous use of work, education, and health applications, and sufficiently robust to meet increasing household demands for bandwidth.

Treasury’s Final Rule also provides more information on four restrictions on use of SLFRF award funds: recipients may not deposit SLFRF funds into a pension fund; recipients that are States or territories may not use SLFRF funds to offset a reduction in net tax revenue caused by the recipient’s change in law, regulation, or administrative interpretation; and recipients may not use SLFRF funds as non-Federal match where prohibited. In addition, the Final Rule clarifies certain uses of SLFRF funds outside the scope of eligible uses, including that recipients generally may not use SLFRF funds directly to service debt, satisfy a judgment or settlement, or contribute to a “rainy day” fund. Recipients should refer to Treasury’s Interim Final Rule for more information on these restrictions.

Treasury’s final rule outlines that funds available under the “revenue loss” eligible use category (sections 602(c)(1)(C) and 603(c)(1)(C) of the Social Security Act) generally may be used to meet the non-federal cost-share or matching requirements of other federal programs. However, the final rule notes that SLFRF funds may not be used as the non-federal share for purposes of a state’s Medicaid and CHIP programs because the Office of Management and Budget (“OMB”) has approved a waiver as requested by the Centers for Medicare & Medicaid Services pursuant to 2 C.F.R. § 200.102 of the Uniform Guidance and related regulations. If a recipient seeks to use SLFRF funds to satisfy match or cost-share requirements for a federal grant program, it should first confirm with the relevant awarding agency that no waiver has been granted for that program, that no other circumstances enumerated under 2 C.F.R. § 200.306(b) would limit the use of SLFRF funds to meet the match or cost-share requirement, and that there is no other statutory or regulatory impediment to using the SLFRF funds for the match or cost-share requirement. SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. For example, the Infrastructure Investment and Jobs Act provides that SLFRF funds may be used to meet the non-federal match requirements of authorized Bureau of Reclamation projects and certain broadband deployment projects.

2. **Eligible Costs Timeframe.** Your organization, as a recipient of an SLFRF award, may use SLFRF funds to cover eligible costs that your organization incurred during the period that begins on March 3, 2021, and ends on December 31, 2024, as long as the award funds for

the obligations incurred by December 31, 2024 are expended by December 31, 2026. Costs for projects incurred by the recipient State, territorial, local, or Tribal government prior to March 3, 2021, are not eligible, as provided for in Treasury’s Interim Final Rule.

Recipients may use SLFRF award funds to aid households, businesses, nonprofits, and individuals within the eligible use categories (subrecipients) described in Treasury’s Interim Final Rule for costs that those households, businesses, nonprofits, and individuals incurred prior to March 3, 2021. For example,

- a) Public Health/Negative Economic Impacts: Recipients may use SLFRF award funds to assist households, small businesses, and nonprofits – such as rent, mortgage, or utility assistance – for costs incurred by the household prior to March 3, 2021, provided that the recipient state, territorial, local or Tribal government did not incur the cost of providing such assistance prior to March 3, 2021.
- b) Premium Pay: Recipients may provide premium pay retrospectively for work performed at any time since the start of the COVID-19 public health emergency. Such premium pay must be “in addition to” wages and remuneration already received and the obligation to provide such premium pay must not have been incurred by the recipient prior to March 3, 2021.
- c) Revenue Loss: Treasury’s Interim Final Rule gives recipients broad discretion to use funds for the provision of government services to the extent of reduction in revenue. While calculation of lost revenue begins with the recipient’s revenue in the last full fiscal year prior to the COVID-19 public health emergency and includes the 12-month period ending December 31, 2020, use of funds for government services must be forward looking for costs incurred by the recipient after March 3, 2021.
- d) Investments in Water, Sewer, and Broadband: Recipients may use SLFRF award funds to make necessary investments in water, sewer, and broadband. Recipients may use SLFRF award funds to cover costs incurred for eligible projects planned or started prior to March 3, 2021, provided that the project costs covered by the SLFRF award funds were incurred by the recipient after March 3, 2021.

Any funds not obligated or expended for eligible uses by the timelines above must be returned to Treasury, including any unobligated or unexpended funds that have been provided to subrecipients and contractors as part of the award closeout process pursuant to 2 C.F.R. § 200.344(d). For the purposes of determining expenditure eligibility, Treasury’s Interim Final Rule provides that “incurred” has the same meaning given to “financial obligation” in 2 C.F.R. § 200.1.

- 3. **Expenditure Categories.** Treasury’s final rule provides greater flexibility and simplicity for recipients to fight the pandemic and support families and businesses struggling with its impacts, maintain vital services amid revenue shortfalls, and build a strong, resilient, and equitable recovery. As such, recipients report on a broader set of eligible uses and associated Expenditure Categories (“EC”), which began with the April 2022 Project and Expenditure Report.

Uniform Administrative Requirements

The SLFRF awards are subject to the requirements set forth in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 C.F.R. Part 200 (the “Uniform Guidance”). In all instances, Will County should review the Uniform Guidance requirements applicable to your organization’s use of SLFRF funds, and SLFRF-funded projects. Recipients should consider how and whether certain aspects of the Uniform Guidance apply.

The following sections provide a general summary of your organization’s compliance responsibilities under applicable statutes and regulations, including the Uniform Guidance, as described in the 2020 OMB Compliance Supplement Part 3. Compliance Requirements (issued August 18, 2020). Note that the descriptions below are only general summaries and all recipients and subrecipients are advised to carefully review the Uniform Guidance requirements and any additional regulatory and statutory requirements applicable to the program.

1. **Allowable Activities.** Each recipient should review program requirements, including Treasury’s Interim Final Rule and the Eligible Activities Plan to determine and record eligible uses of SLFRF funds. Per 2 C.F.R. § 200.303, your organization must develop and implement effective internal controls to ensure that funding decisions under the SLFRF award constitute eligible uses of funds, and document determinations.
2. **Allowable Costs/Cost Principles.** As outlined in the Uniform Guidance at 2 C.F.R. Part 200, Subpart E regarding Cost Principles, allowable costs are based on the premise that a recipient is responsible for the effective administration of Federal awards, application of sound management practices, and administration of Federal funds in a manner consistent with the program objectives and terms and conditions of the award. Recipients must implement robust internal controls and effective monitoring to ensure compliance with the Cost Principles, which are important for building trust and accountability.

SLFRF Funds may be, but are not required to be, used along with other funding sources for a given project. Note that SLFRF Funds may not be used for a non-Federal cost share or match where prohibited by other Federal programs, e.g., funds may not be used for the State share for Medicaid.

Treasury’s Interim Final Rule and guidance and the Uniform Guidance outline the types of costs that are allowable, including certain audit costs. For example, per 2 C.F.R. § 200.425, a reasonable proportionate share of the costs of audits required by the Single Audit Act Amendments of 1996 are allowable; however, costs for audits that were not performed in accordance with 2 C.F.R. Part 200, Subpart F are not allowable. Please see 2 C.F.R. Part 200, Subpart E regarding the Cost Principles for more information.

- a. **Administrative Costs:** Recipients may use funds for administering the SLFRF program, including costs of consultants to support effective management and oversight, including consultation for ensuring compliance with legal, regulatory, and other requirements. Further, costs must be reasonable and allocable as outlined in 2 C.F.R. § 200.404 and 2 C.F.R. § 200.405. Pursuant to the SLFRF Award Terms and Conditions, recipients are permitted to charge both direct and indirect costs to their SLFRF award as administrative costs. Direct costs are those that are identified specifically as costs of

implementing the SLFRF program objectives, such as contract support, materials, and supplies for a project. Indirect costs are general overhead costs of an organization where a portion of such costs are allocable to the SLFRF award such as the cost of facilities or administrative functions like a director's office. Each category of cost should be treated consistently in like circumstances as direct or indirect, and recipients may not charge the same administrative costs to both direct and indirect cost categories, or to other programs. If a recipient has a current Negotiated Indirect Costs Rate Agreement (NICRA) established with a Federal cognizant agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals, then the recipient may use its current NICRA. Alternatively, if the recipient does not have a NICRA, the recipient may elect to use the de minimis rate of 10 percent of the modified total direct costs pursuant to 2 C.F.R. § 200.414(f).

b. **Salaries and Expenses:** In general, certain employees' wages, salaries, and covered benefits are an eligible use of SLFRF award funds. Please see Treasury's Final Rule for details.

3. **Eligibility.** Under this program, recipients are responsible for ensuring funds are used for eligible purposes. Generally, recipients must develop and implement policies and procedures, and record retention, to determine and monitor implementation of criteria for determining the eligibility of beneficiaries and/or subrecipients. Your organization will need to maintain procedures for obtaining information evidencing a given beneficiary, subrecipient, or contractor's eligibility including a valid SAM.gov registration. Implementing risk-based due diligence for eligibility determinations is a best practice to augment your organization's existing controls.
4. **Equipment and Real Property Management.** Any purchase of equipment or real property with SLFRF funds must be consistent with the Uniform Guidance at 2 C.F.R. Part 200, Subpart D. Equipment and real property acquired under this program must be used for the originally authorized purpose. Consistent with 2 C.F.R. § 200.311 and 2 C.F.R. § 200.313, any equipment or real property acquired using SLFRF funds shall vest in the non-Federal entity. Any acquisition and maintenance of equipment or real property must also comply with relevant laws and regulations.
5. **Matching, Level of Effort, Earmarking.** There are no matching, level of effort, or earmarking compliance responsibilities associated with the SLFRF award. See Section C.1 (Eligible and Restricted Uses of SLFRF Funds) for a discussion of restrictions on use of SLFRF funds. SLFRF funds may only be used for non-Federal match in other programs where costs are eligible under both SLFRF and the other program and use of such funds is not prohibited by the other program.
6. **Period of Performance.** Your organization should also develop and implement internal controls related to activities occurring outside the period of performance. For example, each recipient should articulate each project's policy on allowability of costs incurred prior to award or start of the period of performance. All funds remain subject to statutory requirements that they must be used for costs incurred by the recipient during the period

that begins on March 3, 2021, and ends on December 31, 2024, and that award funds for the financial obligations incurred by December 31, 2024, must be expended by December 31, 2026. Any funds not used must be returned to Treasury as part of the award closeout process pursuant to 2 C.F.R. § 200.344(d).

7. **Procurement, Suspension & Debarment.** Recipients are responsible for ensuring that any procurement using SLFRF funds, or payments under procurement contracts using such funds are consistent with the procurement standards set forth in the Uniform Guidance at 2 C.F.R. § 200.317 through 2 C.F.R. § 200.327, as applicable. The Uniform Guidance establishes in 2 C.F.R. § 200.319 that all procurement transactions for property or services must be conducted in a manner providing full and open competition, consistent with standards outlined in 2 C.F.R. § 200.320, which allows for non-competitive procurements only in circumstances where at least one of the conditions below is true: the item is below the micro-purchase threshold; the item is only available from a single source; the public exigency or emergency will not permit a delay from publicizing a competitive solicitation; or after solicitation of a number of sources, competition is determined inadequate. Recipients must have and use documented procurement procedures that are consistent with the standards outlined in 2 C.F.R. §§ 200.317-200.320. The Uniform Guidance requires an infrastructure for competitive bidding and contractor oversight, including maintaining written standards of conduct and prohibitions on dealing with suspended or debarred parties. Your organization must ensure adherence to all applicable local, State, and federal procurement laws and regulations.
8. **Program Income.** Generally, program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under Federal awards and principal and interest on loans made with Federal award funds. Program income does not include interest earned on advances of Federal funds, rebates, credits, discounts, or interest on rebates, credits, or discounts. Recipients of SLFRF funds should calculate, document, and record the organization's program income. Additional controls that your organization should implement include written policies that explicitly identify appropriate allocation methods, accounting standards and principles, compliance monitoring checks for program income calculations, and records.

The Uniform Guidance outlines the requirements that pertain to program income at 2 C.F.R. § 200.307. Treasury intends to provide additional guidance regarding program income and the application of 2 C.F.R. § 200.307(e)(1), including with respect to lending programs.

9. **Reporting.** All recipients of federal funds must complete financial, performance, and compliance reporting as required and outlined in Part 2 of Treasury's Compliance and Reporting Guidelines. Expenditures may be reported on a cash or accrual basis, as long as the methodology is disclosed and consistently applied. Reporting must be consistent with the definition of expenditures pursuant to 2 C.F.R. § 200.1. Your organization should appropriately maintain accounting records for compiling and reporting accurate, compliant financial data, in accordance with appropriate accounting standards and principles.

In addition, where appropriate, your organization needs to establish controls to ensure completion and timely submission of all mandatory performance and/or compliance reporting. See Part 2 of this guidance for a full overview of recipient reporting responsibilities.

10. Subrecipient Monitoring. SLFRF recipients that are pass-through entities as described under 2 C.F.R. § 200.1 are required to manage and monitor their subrecipients to ensure compliance with requirements of the SLFRF award pursuant to 2 C.F.R. § 200.332 regarding requirements for pass-through entities.

First, your organization must clearly identify to the subrecipient: (1) that the award is a subaward of SLFRF funds; (2) any and all compliance requirements for use of SLFRF funds; and (3) any and all reporting requirements for expenditures of SLFRF funds.

Next, your organization will need to evaluate each subrecipient’s risk of noncompliance based on a set of common factors. These risk assessments may include factors such as prior experience in managing Federal funds, previous audits, personnel, and policies or procedures for award execution and oversight. Ongoing monitoring of any given subrecipient should reflect its assessed risk and include monitoring, identification of deficiencies, and follow-up to ensure appropriate remediation.

Accordingly, your organization should develop written policies and procedures for subrecipient monitoring and risk assessment and maintain records of all award agreements identifying or otherwise documenting subrecipients’ compliance obligations.

Recipients should note that non-entitlement units of local government (NEUs) are not subrecipients under the SLFRF program. They are SLFRF recipients that will report directly to Treasury.

Table 1: Internal Controls Best Practices

Best Practice	Description	Example
Written policies and procedures	Formal documentation of recipient policies and procedures	Documented procedure for determining worker eligibility for premium pay
Written standards of conduct	Formal statement of mission, values, principles, and professional standards	Documented code of conduct / ethics for subcontractors
Risk-based due diligence	Pre-payment validations conducted according to an assessed level of risk	Enhanced eligibility review of subrecipient with imperfect performance history
Risk-based compliance monitoring	Ongoing validations conducted according to an assessed level of risk	Higher degree of monitoring for projects that have a higher risk of fraud, given program characteristics
Record maintenance and retention	Creation and storage of financial and non-financial records.	Storage of all subrecipient payment information.

ARPA Award Terms and Conditions

From Treasury's Compliance and Reporting Guidance, June 17, 2022

The Award Terms and Conditions of the SLFRF financial assistance agreement sets forth the compliance obligations for recipients pursuant to the SLFRF statute, the Uniform Guidance, and Treasury's Interim Final Rule. Recipients should ensure they remain in compliance with all Award Terms and Conditions. These obligations include the following items in addition to those described above:

- 1. SAM.gov Requirements.** All eligible recipients are also required to have an active registration with the System for Award Management (SAM) (<https://www.sam.gov>). To ensure timely receipt of funding, Treasury has stated that Non-entitlement Units of Government (NEUs) who have not previously registered with SAM.gov may do so after receipt of the award, but before the submission of mandatory reporting.
- 2. Recordkeeping Requirements.** Generally, your organization must maintain records and financial documents for five years after all funds have been expended or returned to Treasury, as outlined in paragraph 4.c. of the Award Terms and Conditions. Treasury may request transfer of records of long-term value at the end of such period. Wherever practicable, such records should be collected, transmitted, and stored in open and machine-readable formats.

Your organization must agree to provide or make available such records to Treasury upon request, and to the Government Accountability Office ("GAO"), Treasury's Office of Inspector General ("OIG"), and their authorized representative in order to conduct audits or other investigations.

- 3. Single Audit Requirements.** Recipients and subrecipients that expend more than \$750,000 in Federal awards during their fiscal year will be subject to an audit under the Single Audit Act and its implementing regulation at 2 C.F.R. Part 200, Subpart F regarding audit requirements. Recipients and subrecipients may also refer to the Office of Management and Budget (OMB) Compliance Supplements for audits of federal funds and related guidance and the Federal Audit Clearinghouse to see examples and single audit submissions.
- 4. Civil Rights Compliance.** Recipients of Federal financial assistance from the Treasury are required to meet legal requirements relating to nondiscrimination and nondiscriminatory use of Federal funds. Those requirements include ensuring that entities receiving Federal financial assistance from the Treasury do not deny benefits or services, or otherwise discriminate on the basis of race, color, national origin (including limited English proficiency), disability, age, or sex (including sexual orientation and gender identity), in accordance with the following authorities: Title VI of the Civil Rights Act of 1964 (Title VI) Public Law 88-352, 42 U.S.C. §§ 2000d-1 et seq., and the Department's implementing regulations, 31 C.F.R. § 22.504 of the Rehabilitation Act of 1973 (Section 504), Public Law 93-112, as amended by Public Law 93-516, 29 U.S.C. § 794; Title IX of the Education Amendments of 1972 (Title IX), 20 U.S.C. §§ 1681 et seq., and the Department's

implementing regulations, 31 C.F.R. Part 28; Age Discrimination Act of 1975, Public Law 94-135, 42 U.S.C. §§ 6101 et seq., and the Department implementing regulations at 31 C.F.R. Part 23.

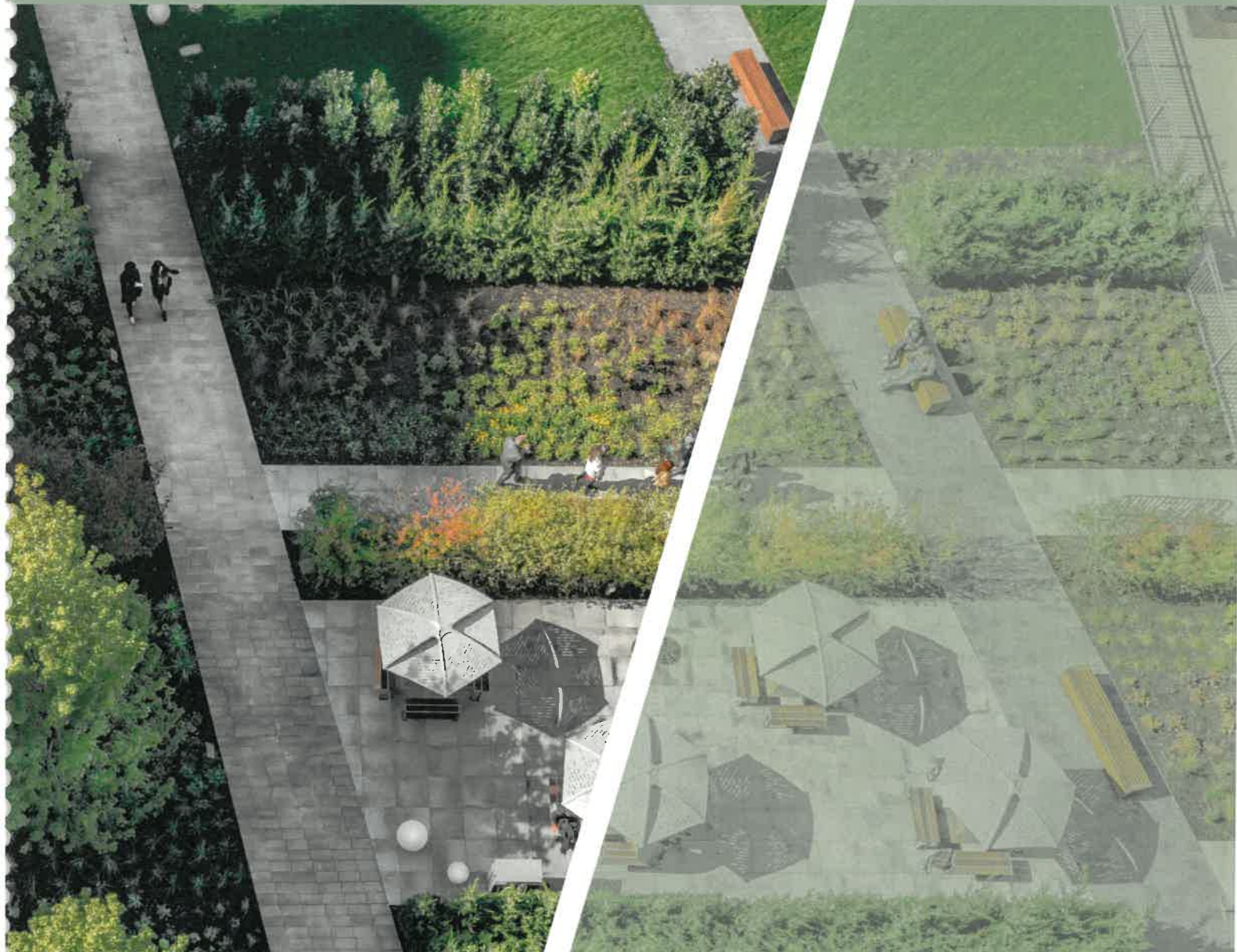
To carry out its enforcement responsibilities under Title VI of the Civil Rights Act, Treasury will collect and review information from non-Tribal recipients to ascertain their compliance with the applicable requirements before and after providing financial assistance. Treasury's implementing regulations, 31 C.F.R. Part 22, and the Department of Justice (DOJ) regulations, Coordination of Non-discrimination in Federally Assisted Programs, 28 C.F.R. Part 42, provide for the collection of data and information from recipients (see 28 C.F.R. 42.406). Treasury may request that recipients submit data for post-award compliance reviews, including information such as a narrative describing their Title VI compliance status. This collection does not apply to Tribal Governments.

COMPREHENSIVE CITY AND MASTER PARKS PLAN

REQUEST FOR QUALIFICATIONS

PREPARED FOR THE CITY OF WILMINGTON

JUNE 23, 2023



CONFLUENCE²⁵

307 N. Michigan Avenue, Suite 601
Chicago, Illinois 60601
thinkconfluence.com

IN ASSOCIATION WITH:

PRIMERA ENGINEERS, LELAND CONSULTANTS, AND PROS CONSULTING

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June 23, 2023

City of Wilmington
Administration Department
RFQ Comprehensive Plan and Master Parks Plan
1165 S. Water Street
Wilmington, IL 60481

CONFLUENCE

RE: RFQ - CITY OF WILMINGTON COMPREHENSIVE PLAN AND MASTER PARKS PLAN

Dear Members of the Selection Committee:

On behalf of the Confluence team, thank you for the opportunity to submit our response to your Request for Qualifications to create a new Comprehensive Plan and Master Parks Plan for the City of Wilmington. For this proposal, we have reassembled the following team:

CONFLUENCE: Project Leader, Community Visioning and Engagement, Land Use Planning and Placemaking, Parks and Recreation Inventory, Implementation, and GIS Analysis and Mapping.

LELAND CONSULTING GROUP: Market Analysis, Economic and Development, Trends and Forecasting.

PRIMERA: Transportation and Infrastructure Analysis and Planning.

PROS CONSULTING: Parks and Recreation Analysis and Recommendations.

Our team brings decades of proven experience in comprehensive planning, land use analysis, development and redevelopment master planning, parks and recreation planning and development, plan implementation, community visioning, public outreach, and stakeholder engagement. We have created plans for numerous communities throughout the Midwest. Each community we work in is unique and so are the plans we create for them. Our plans are individually tailored to meet the needs and priorities of the community we are serving.

We are excited about this opportunity to become your partner in progress, and we look forward to discussing our qualifications and approach with you in further detail. Thank you in advance for your consideration.

Respectfully,
Confluence



Terry Berkbuegler, PLA LEED AP, ASLA
Principal-in-Charge
307 N. Michigan Ave #601
Chicago, IL 60601
terryb@thinkconfluence.com



Craig Soncrant, PLA, ASLA, SCUP
Project Manager
307 N. Michigan Ave #601
Chicago, IL 60601
csoncrant@thinkconfluence.com



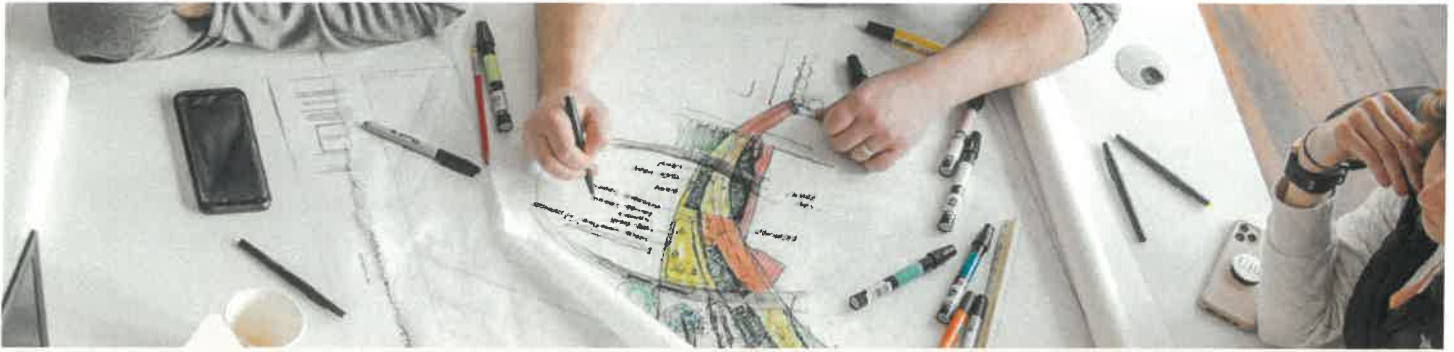
CONSULTANT PROFILE

CONFLUENCE, INC. is a planning, urban design, and landscape architecture firm with over 75 professional planners and landscape architects with offices in Chicago, Des Moines, Omaha, Kansas City, Cedar Rapids, Sioux Falls, Fargo, Minneapolis, and Denver. Founded in 1998, Confluence has been providing design and planning services to a wide variety of public and private sector clients for nearly 25 years. We are industry leaders in stakeholder participation and public engagement and experts in comprehensive planning, land use analysis and planning, urban design, parks and recreation master planning and design, and plan implementation. Confluence will lead the planning effort and will be supported by Leland Consulting Group, Primera Engineers, and PROS Consulting.

LELAND CONSULTING GROUP is a nationally recognized market research and economic development firm from Portland, Oregon. They are a frequent collaborative partner with Confluence in the creation of several comprehensive plans, corridor plans, master plans, and land use plans throughout the Midwest. They have served more than 200 communities across the country to shape long term plans, and to build the projects that immediately improve residents' quality of life: thriving downtowns, bustling shopping districts, inviting neighborhoods, and productive employment centers.

PRIMERA ENGINEERS, LTD. is full-service, woman-owned (WBE) engineering firm with a staff of over 250 professionals. Founded in 1987, Primera has been a longstanding leader in the engineering industry, with projects ranging from schools and roadways to healthcare facilities and utility infrastructure. Primera has offices in Lisle and Chicago, as well as in Indiana, Iowa, Pennsylvania, Virginia and Texas.

PROS CONSULTING is a small firm with a big presence in the field of management consulting for parks and recreation public entities and non-profit organizations. With a small team of 14 highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS has tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation.



CONFLUENCE | FIRM PROFILE

WHO WE ARE

Confluence is a professional consulting firm comprised of landscape architects, urban designers and planners. Our staff of 75+ includes 40 licensed landscape architects and AICP certified planners—and our firm is comprised of energetic, creative, and passionate people who are involved in making our communities better places to live. We assist our clients on a wide range of public, educational, institutional and private sector projects. Our landscape architects are licensed to practice in Alaska, Arkansas, California, Colorado, Connecticut, Georgia, Kansas, Idaho, Illinois, Iowa, Michigan, Minnesota, Missouri, Montana, Nebraska, New Mexico, Nevada, North Dakota, Ohio, Pennsylvania, South Dakota, Tennessee, Texas, Utah, Wisconsin, and Wyoming—and this list continues to grow to meet our clients' needs.

WHAT WE DO

Simply stated—we create places full of life. The diversity of our work and expertise has become a hallmark of our firm, and it's a big reason why our clients engage us again and again to help establish their next creative vision for the future. We offer a wide array of design and planning capabilities, handling everything from stakeholder and community engagement activities, to crafting urban design and community planning solutions, to representing our clients during construction implementation. With over twenty years of award-winning experience and hundreds of completed projects, Confluence has shaped the practice of landscape architecture, planning and urban design across the Midwest, and we love what we do. *What can we do for you?*

HOW WE WORK

Our creative process is focused on collaboration and insightful interaction with our clients, consultants and the community in which we work. We begin by gaining an insightful and objective understanding of each project, including how it fits into the surrounding context. From vision to completion, our team excels in collaborating to shape and achieve your "what's next"—while also planning ahead on your long-term strategy. The diversity of our practice and professional experience provides a solid framework upon which to build successful strategies for achieving our client's goals.

LOCATIONS

KANSAS CITY

417 Delaware Street
Kansas City, MO 64105
515.288.8359

thinkconfluence.com

Des Moines

Sioux Falls

Cedar Rapids

Minneapolis

Omaha

Fargo

Chicago

Denver

9 OFFICES
ACROSS THE MIDWEST

4000+
PROJECTS
FROM COAST TO COAST

25 YEARS
CREATING PLACES FULL OF LIFE





LELAND CONSULTING GROUP

Exceptional public and private leaders have bold visions for their downtowns, neighborhoods, employment centers, and cities. Leland Consulting Group helps to refine and realize those visions.

MARKET ANALYSIS, ECONOMIC DEVELOPMENT, HOUSING AND ECONOMIC DEVELOPMENT STRATEGIES

In more than 250 communities across the country, our strategies have resulted in built projects that immediately improve residents' quality of life: thriving downtowns, bustling shopping districts, inviting neighborhoods, and productive employment centers. As urban strategists, our role is to keep the big picture in sight, while simultaneously providing deep expertise in the strategic, market, financial, and economic elements that make projects possible and successful. We recognize that special and economically viable places result not just from one factor, but from the combination of quality design, supportive markets, developer capacity, and financial strength. During every assignment, we engage the public and private champions essential to rallying support and overcoming obstacles.



PRIMERA ENGINEERS, LTD.

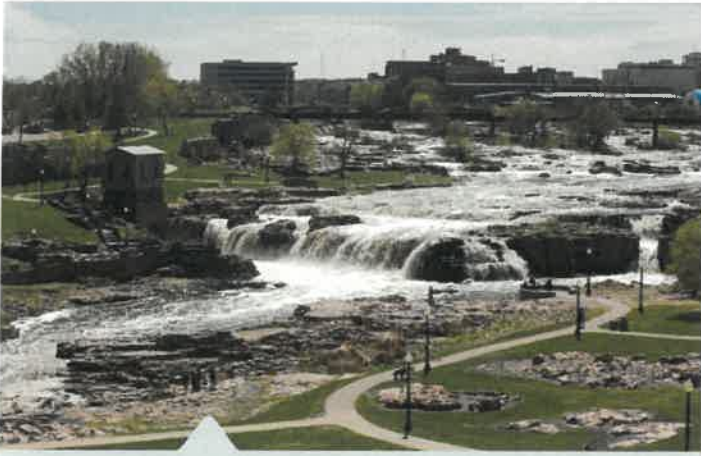
Full-service engineering and consulting firm offering a wide range of professional services focused in four major areas of expertise:

BUILDINGS, TRANSPORTATION, UTILITIES, AND BUSINESS CONSULTING

Primera's solution-focused design team is comprised of dedicated professionals including Professional Engineers, Structural Engineers, Licensed Architects, LEED Accredited Professionals, Certified Energy Managers, Certified Energy Procurement Professionals, and Registered Communications Distribution Designers.

Primera's ability to respond quickly with innovative, budget-sensitive solutions is the key to maintaining the level of service clients have come to expect. We understand that every project is different. Primera's engineering and project management services can be customized according to each project's specialized needs. Our engineering and consulting services range from specialty design with a limited scope, to full design that includes construction documents and field observation. We tailor each project to represent the Client, to reflect our commitment to innovation, excellence, and creativity.





PROS CONSULTING

Leaders in innovative sustainable solutions.

**PLANNING, ASSESSMENTS, DEVELOPMENT,
SPEAKING AND TRAINING**

PROS Consulting is a small firm with a big presence in the field of management consulting for parks and recreation public entities and non-profit organizations. With a small team of 14 highly professional and experienced consultants, PROS is a flexible firm that is agile to the evolving dynamics of the social, economic, and political environments our clients operate in. PROS has tremendous experience in the field as practitioners and have become nationally recognized for helping to shape and further transform the industry of parks and recreation.



CONFLUENCE has led the effort to create numerous comprehensive plans, land use master plans, parks and recreation master plans, and strategic plans for cities and counties across the Midwest. Confluence will lead the project and cover community visioning and engagement, community assessment, land use analysis and planning, housing assessment and neighborhood planning, downtown assessment and planning, parks and recreation planning, health and wellness, stormwater and natural resources, community facilities, and GIS analysis and mapping.

TERRY BERKBUEGLER, ASLA, PLA, LEED AP, is a Senior Principal with Confluence and will serve as Principal-In-Charge, providing project oversight and assistance. Terry has over 30 years of planning and design experience serving a wide variety of public and private sector clients.

CRAIG SONCRANT, PLA, ASLA, SCUP, is a Principal with Confluence and will serve as Project Manager and the main point of contact. He will lead the parks master planning process.

CHRISTOPHER SHIRES, AICP, is a Principal with Confluence and will lead the comprehensive planning and land use planning efforts. Chris has over 28 years of county and city planning experience. Before joining Confluence, he served for more than 18 years in the public sector. Since joining Confluence, Chris has led the creation of dozens of comprehensive plans, corridor plans, and master plans for communities throughout the Midwest. Chris has the years of experience necessary to identify and address planning legal issues and will consult with legal counsel if necessary.

JANE REASONER, AICP, is a Senior Planner with Confluence with over 7 years of planning experience. Jane will provide demographic analysis, GIS mapping, graphics, online engagement and detailed land use analysis for the project.

MARSHALL ALLEN, AICP, is a Planner with Confluence and will assist with sub-area planning, public engagement, strategic opportunity mapping, document drafting.

ABBEY HEBBERT, AICP, is a Planner with Confluence and will assist with the housing analysis, public engagement, website development and management, GIS mapping, document drafting.

IRENE HENRY, AICP CANDIDATE, is a Planner with Confluence and will assist with public and stakeholder engagement.

LELAND CONSULTING GROUP will lead the market and economic analysis, trends and forecasts and provide guidance on action steps.

CHRIS ZAHAS, AICP, is the President of Leland Consulting Group with nearly 25 years of experience providing community and private companies with market and development strategies across the United States. He will lead his firm's role in the economic and market analysis.

TED KAMP is a Senior Associate providing market analysis in support of strategic land use decisions for public planners and private developers. Drawing on expertise in GIS, market economics, and demographic analysis, he incorporates user-friendly information design to convey critical market intelligence to stakeholders.

PRIMERA ENGINEERS will lead the transportation and infrastructure analysis and planning component of this project.

ROBERT DEMING, PE, LEED GA, Vice President with Primera will provide project oversight and guidance. Rob has over 25 years of experience in design engineering and project management.

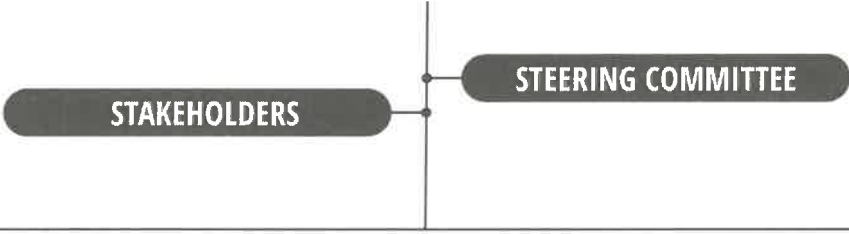
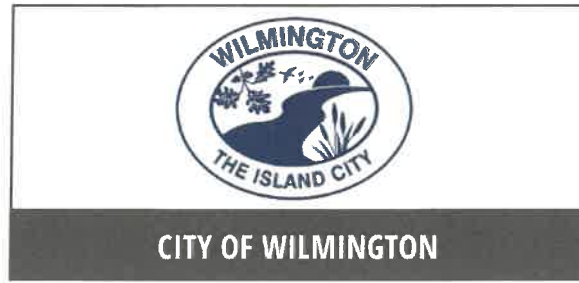
JOHN FEHLBERG, PE, CFM, is a Civil Engineer and Senior Project Manager with Primera will lead the infrastructure analysis. John has more than 25 years of experience civil engineering analysis and design.

PAUL KOC, PE, Transportation Engineer with Primera will lead the transportation analysis and planning. Paul has 10 years of experience in transportation engineering.

PROS CONSULTING will lead the parks and recreation analysis and recommendations.

LEON YOUNGER, CPRP, is the founder and president of PROS Consulting and brings over 40 years of park, recreation and leisure services to the team. He is a recognized leader in applying innovative approaches to managing parks and recreation organizations.

PHILIP PARNIN, CPRP, is an Associate Principal with PROS Consulting with a diverse background in parks and recreation, conservation, and strategic planning.



TERRY BERKBUEGLER
CONFLUENCE
PRINCIPAL IN CHARGE

CRAIG SONCRANT
CONFLUENCE
PROJECT MANAGER

CHRISTOPHER SHIRES
CONFLUENCE
PRINCIPAL + PLANNER

JANE REASONER
CONFLUENCE
SENIOR PLANNER

MARSHALL ALLEN
CONFLUENCE
PLANNER

ABBEY HEBBERT
CONFLUENCE
PLANNER

IRENE HENRY
CONFLUENCE
PLANNER

ROBERT DEMING
PRIMERA ENGINEERS

CHRIS ZAHAS
LELAND CONSULTING
GROUP

LEON YOUNGER
PROS CONSULTING

JOHN FEHLBERG
PRIMERA ENGINEERS

TED KAMP
LELAND CONSULTING
GROUP

PHILIP PARNIN
PROS CONSULTING

PAUL KOC
PRIMERA ENGINEERS

TERRY BERKBUEGLER, ASLA, PLA, LEED AP

SENIOR PRINCIPAL + LANDSCAPE ARCHITECT

PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects, Prairie Gateway Chapter

- Past President / 2002 to 2003
- President / 2001 to 2002
- Treasurer / 1998 to 2001

Kansas City City Market

- Oversight Committee / Chair

Association for Strategic Planning

Kansas City Industrial Council

- Sustainability Committee Chair / 2011 to 2015

US Green Building Council / Corporate Member

Kansas City Downtown Council

- Infrastructure Committee / 2008 to Present

Kansas City Energy Project Advisory Committee Member / 2014 to 2015

CURRENT + NOTABLE PROJECT EXPERIENCE

Mohawk Park Conceptual Park / Mission, Kansas

Wilder Bluff Park / Shawnee, Kansas

Garden City Aquatic Facility / Garden City, Kansas

Parks & Recreation System Master Plan / Mission, Kansas

Parks Services Signage Master Plan / Overland Park, Kansas

Long Range Parks and Recreation Strategic Master Plan / Shawnee County, Kansas

Blue Springs Community Center / Blue Springs, Missouri

Feasibility Study + Site Selection for New Recreation Center / Blue Springs, Missouri

Excelsior Springs Community Center / Excelsior Springs, Missouri

Olathe Parks and Recreation Long Range Master Plan / Olathe, Kansas

Gardner Destination Downtown / Gardner, Kansas

Ottumwa Comprehensive Plan / Ottumwa, Iowa

Main Street Corridor Plan / Gardner, Kansas

Comprehensive Plan Update / Lansing, Kansas

Comprehensive Plan Update / Mission, Kansas

Comprehensive Plan Update / Grain Valley, Missouri

Downtown Pleasant Hill Sustainable Development Planning / Pleasant Hill, Missouri

I-70 / Lewis & Clark Viaduct Urban Design Guidelines / Kansas City, Missouri and Kansas City, Kansas

kclCON I-29/I-35 Corridor Enhancements / Kansas City and North Kansas City, Missouri

Kansas City Downtown Streetcar Station Design + Streetscape Integration / Kansas City, Missouri



Terry brings hard work, the pursuit of design excellence and a tireless commitment to client satisfaction to all of his projects. His direct and personal communication leads to strong relationships and successful projects while inspiring loyalty in so many of our clients.

PROFESSIONAL EXPERIENCE

30 Years of Experience

19 Years with Confluence

EDUCATION

Kansas State University
/ Bachelor of Landscape
Architecture / 1992

PROFESSIONAL REGISTRATIONS

Licensed Professional
Landscape Architect:

- Missouri / #179
- Kansas / #568
- Wisconsin / #618-14

CLARB Certified

LEED Accredited Professional

True Colors International
Certified Facilitator

- Keys to Personal Success
- Team Building

CRAIG SONCRANT, ASLA, PLA, SCUP

PRINCIPAL

PROFESSIONAL + CIVIC AFFILIATIONS

American Society of Landscape Architects (ASLA), Illinois Chapter, Member / 1999 to Present

Society for College and University Planning, Member / 2007 to Present

American Society of Landscape Architects (ASLA), Illinois Chapter, Executive Committee and External Communications Chair / 2002 to 2006

CURRENT + NOTABLE PROJECT EXPERIENCE

PARKS + REC PROJECT EXPERIENCE

theMART River Park / Chicago, Illinois

Lake Meadows Central Park / Chicago, Illinois

Lucy Flower Park Playground Renovation / Chicago, Illinois

Evanston Lakefront Master Plan / Evanston, Illinois *

Banning Lewis Ranch Developer Parks / Colorado Springs, Colorado *

Heritage Park Redevelopment / Wheeling, Illinois *

Elk Grove SE Area Plan Parks Master Plan / Elk Grove, California *

Westborough at Easton Parks, Trails & Open Space / Rancho Cordova, California *

Westborough at Easton Linear Park Connections / Rancho Cordova, California *

Jensen Park / Chicago, Illinois *

Tournament Park Landscape Design / Glenview, Illinois *

CORRIDOR + STREETScape PROJECT EXPERIENCE

10th Street Streetscape / Des Moines, Iowa *

Fleur Drive Beautification / Des Moines, Iowa *

Hotel Fort Des Moines / Des Moines, Iowa *

Lincoln - Belmont - Ashland Streetscape Corridor Design / Chicago, Illinois *

URBAN PLANNING & DESIGN (LAND USE, MASTER PLAN, DISTRICT & CORRIDOR)

Route 60 (Conway Park / Farms) Sub-Area Land Use Plan / Lake Forest, Illinois *

Ardmore Avenue Business District Plan / Villa Park, Illinois *

Villa Avenue Business District Plan / Villa Park, Illinois *

Route 45 / Route 21 Corridor Plans / Vernon Hills, Illinois *

Police and Fire Stations Site Location Planning (20 stations) / Chicago, Illinois *

* work performed while employed by another firm



Craig works on a variety of planning and landscape architecture projects where he employs his expertise in planning, master planning, site design, landscape design and detailing, and construction observation. Versed in many areas of landscape architecture, Craig is able to apply his skill set to the design process and offer unique and creative solutions that both benefit the project and meet the client's goals.

PROFESSIONAL EXPERIENCE

23 Years of Experience

13 Years with Confluence

EDUCATION

The Ohio State University
Master of Landscape Architecture
1999

Xavier University
Bachelor of Science, Sport
Management / 1996

PROFESSIONAL REGISTRATIONS

Licensed Professional
Landscape Architect:

- CLARB Certified LA
- Illinois / # 157 - 001481
- Ohio / # 1601377
- Pennsylvania / # 003321
- Tennessee / # 1177
- Utah / 12013713-5301

CHRISTOPHER SHIRES, AICP

PRINCIPAL + PLANNER

Chris brings years of city and county planning experience to the team, both in the public and private sector. He is skilled in preparing comprehensive plans, land use plans, corridor and redevelopment plans as well as drafting zoning and subdivision regulations, city codes and policies, and design guidelines.

CURRENT + NOTABLE PROJECT EXPERIENCE

Grain Valley Comprehensive Plan / Grain Valley, Missouri
 Merriam Comprehensive Plan / Merriam, Kansas
 Parkville 2020 Master Plan / Parkville, Missouri
 Southwest Infrastructure + Planning Study / Des Moines, Iowa
 Roeland Park Comprehensive Plan Update / Roeland Park, Kansas
 Norwalk 2040 Comprehensive Plan / Norwalk, Iowa
 The Ankeny Plan 2040 Comprehensive Plan / Ankeny, Iowa
 Bondurant Comprehensive Plan / Bondurant, Iowa
 Polk 2050 Comprehensive Plan / Des Moines, Iowa
 Pleasant Hill On-Call Planning Services / Pleasant Hill, Iowa
 Adel Comprehensive Plan Update / Adel, Iowa
 Olathe Architectural Guidelines / Olathe, Kansas
 Lake Kampeska Master Plan / Watertown, South Dakota



EXPERIENCE

28 Years of Experience

10 Years with Confluence

EDUCATION

Iowa State University B.S. Community and Regional Planning / 1995

REGISTRATIONS

American Institute of Certified Planners: #016692

JANE REASONER, AICP

SENIOR PLANNER

Jane brings an interest in the environment and sustainability to every project. She has worked on many comprehensive plans across the Midwest designing interactive engagement strategies and providing population, environmental, parks and economic analyses.

CURRENT + NOTABLE PROJECT EXPERIENCE

Bondurant Comprehensive Plan Update / Bondurant, Iowa
 Grain Valley Comprehensive Plan / Grain Valley, MO
 Merriam Comprehensive Plan / Merriam, Kansas
 Parkville 2020 Master Plan / Parkville, Missouri
 Adel Comprehensive Plan Update / Adel, Iowa
 Fairfield Comprehensive Plan Update / Fairfield, Iowa
 Ottumwa Comprehensive Plan / Ottumwa, Iowa
 Ankeny Comprehensive Plan / Ankeny, Iowa
 Polk County Comprehensive Plan Update / Des Moines, Iowa
 South of Gray's Lake Master Plan / Des Moines, Iowa
 Paola Comprehensive Plan Update / Paola, Kansas
 Roeland Park Comprehensive Plan Update / Roeland Park, Kansas



EXPERIENCE

7 Years of Experience

6 Years with Confluence

EDUCATION

Georgia Tech: Master of City and Regional Planning / 2016

REGISTRATIONS

American Institute of Certified Planners: #031893

MARSHALL ALLEN, AICP, ASLA PLANNER

Marshall brings a vast array of diversity, energy and passion for design to the team. His experiences have provided him with a desire to contribute to the constantly evolving cities and spaces that bring his creativity to life.

CURRENT + NOTABLE PROJECT EXPERIENCE

Olathe On-Call Planning / Olathe, Kansas
 Beyond the Loop: I-35 Removal Study / Kansas City, Kansas
 Downtown Kansas City 2030 Strategic Plan / Kansas City, Missouri
 Gardner Destination Downtown / Gardner, Kansas
 Gladstone Downtown District / Gladstone, Missouri
 Downtown Urbana Public Realm Study / Urbana, Illinois
 Merriam Comprehensive Plan / Mission, Kansas
 Mission Comprehensive Plan Update / Mission, Kansas
 Ottumwa 2019 Strategic Plan / Ottumwa, Iowa
 Parkville 2020 Master Plan Update / Parkville, Missouri
 Grain Valley Comprehensive Plan / Grain Valley, Missouri
 Marshfield Parks and Recreation Master Plan / Marshfield, Missouri
 Paola Comprehensive Plan / Paola, Kansas



PROFESSIONAL EXPERIENCE

9 Years of Experience
 6 Years with Confluence

EDUCATION

Columbia University: Master of
 Urban Design / 2016

REGISTRATIONS

American Institute of Certified
 Planners: #33732

ABBIEY HEBBERT, AICP PLANNER

Abbey's passion for planning stems from the desire to create communities for all to enjoy through interactive plan making and design.

CURRENT + NOTABLE PROJECT EXPERIENCE

Bondurant Comprehensive Plan / Bondurant, Iowa
 Basehor Comprehensive Plan / Basehor, Kansas
 Mission Comprehensive Plan / Mission, Kansas
 Edgerton Comprehensive Land Use Plan / Edgerton, Kansas
 Minot Comprehensive Plan / Minot, North Dakota
 Crete Comprehensive Plan / Crete, Nebraska
 Paola Comprehensive Plan / Paola, Kansas
 Grain Valley Comprehensive Plan + Parks and Recreation Master Plan / Grain Valley, Missouri
 The Crossings at Gretna / Gretna, Nebraska
 Red River Greenway Study / Fargo, North Dakota
 University Avenue Redevelopment Plan / West Des Moines, Iowa
 2035 Downtown Sioux Falls Plan / Sioux Falls, South Dakota



PROFESSIONAL EXPERIENCE

2 Years of Experience
 2 Years with Confluence

EDUCATION

Kansas State University: Master of
 Regional and Community Planning
 / 2021

REGISTRATIONS

American Institute of Certified
 Planners: #34834

IRENE HENRY, AICP CANDIDATE PLANNER I

Irene's experience navigating various cities in the U.S., Europe, and North Africa influenced her appreciation for how the built environment impacts our sense of community and our ease of mobility in an urban space, and a background in music taught her the power of a shared goal to bridge diverse backgrounds and beliefs. She uses this knowledge, along with experience in communications and activism, to help convey information in an engaging, compelling way.

CURRENT + NOTABLE PROJECT EXPERIENCE

175th Street Corridor Study / Olathe, Kansas
 Altoona Strategic Planning Assistance / Altoona, Iowa
 Crete Comprehensive Plan / Crete, Nebraska
 Downtown Public Realm Study / Urbana, Illinois
 Grain Valley Comp Plan and Parks and Rec Master Plan / Grain Valley, Missouri
 Grant Park Framework Plan / Chicago, Illinois
 The Crossings Corridor Master Plan / Gretna, Nebraska
 Warren County Comprehensive Plan / Indianola, Iowa
 Winterset Comprehensive Plan + Parks Master Plan / Winterset, Iowa
 Lake Kampeska Master Plan / Watertown, South Dakota



PROFESSIONAL EXPERIENCE

1 Year of Experience
 1< Year with Confluence

EDUCATION

Master of Urban Planning + Policy:
 University of Illinois - Chicago / 2022
 Bachelor of Arts, Music: St. Olaf
 College / 2017

ROBERT J DEMING, PE, LEED GA TRANSPORTATION MANAGER / PRIMERA

Rob has been involved in hundreds of the firm's projects - from design engineering to project management, site inspections and quality control. He has worked in all phases of transportation and site civil projects. His expertise includes engineering design and construction management of tollways and expressways, local streets, primary and arterial highways, streetscapes and median improvements, and site development. Rob specializes in infrastructure and corridor improvements that require strict adherence to agency standards and specifications.

CURRENT + NOTABLE PROJECT EXPERIENCE

- Oak Forest Preserve Master Plan – Concept Master Plan / Cook County, Illinois
- Project Manager for the concept planning for a master plan for the Oak Forest Preserve for the Forest Preserve District of Cook County in conjunction with Cook County. Includes the upgrade of three different sites around the Oak Forest Hospital campus to become a functional forest preserve site. Primera will perform site infrastructure inventory and assessment, site design, site hydrologic/hydraulic analysis and permitting for the proposed improvements.
- Cornell Square and Eckhart Parks / Chicago, Illinois.
- Project Manager for the redevelopment of Cornell Square and Eckhart Parks. The park improvements include a new state-of-the-art playground, pathway lights, grading and drainage improvements, water service installation for water spray feature and drinking fountains.



PROFESSIONAL EXPERIENCE

25 Years of Experience

EDUCATION

Bachelor of Science, Civil
 Engineering: Southern Illinois
 University, Edwardsville / 1996
 Bachelor of Science, Engineering
 Science: Aurora University / 1995

PROFESSIONAL REGISTRATIONS

Professional Engineer / Illinois:
 062.057483, 2004
 LEED Green Associate / GBCI
 10539921

PAUL KOC, PE CIVIL ENGINEER / PRIMERA

Paul's specialties are in design engineering and the preparation of civil contract documents for site layout, utilities, drainage, and stormwater management. His site civil background enables him to apply his extensive knowledge of stormwater flows and ADA compliance for sidewalks and plaza areas. Paul has a strong work ethic and strives to thoroughly understand all project expectations and goals, ultimately for the benefit and satisfaction of Primera's clients.

CURRENT + NOTABLE PROJECT EXPERIENCE

Big Marsh - Stony Island Ave. Watermain Extension / Chicago, Illinois

- Design Engineer on project to provide Professional Engineering Services for the design of a new 8" watermain extension along Stony Island Avenue during the design phase for a multi-phased bike park development at Big Marsh, along Stony Island. Primera's services for this project include civil and electrical engineering.

Downtown Streetscape Improvements, City of Wheaton, DuPage County, Illinois

- Design Engineer for Phases 3-4 of the City's Downtown improvement plan.

Phase 3: Development of plans and specifications, using Construction Specification Institute's (CSI) format. Scope of work included pavement resurfacing, replacement of sidewalk, street furniture, roadway lighting, and traffic signals along four blocks of Downtown Wheaton. Current ADA standards were applied to all designs for sidewalk and crosswalk replacements.

Phase 4: Design Engineer for pavement resurfacing, sidewalk replacements, and ADA upgrades for sidewalks and crosswalks. This phase included reconstruction of two major parking lots and the demolition of a third lot to make way for a new open-air structure. Grading and drainage design, parking lot and building drainage, and underground detention design were also included.



PROFESSIONAL EXPERIENCE

10 Years of Experience

EDUCATION

Bachelor of Science, Civil Engineering; University of Illinois at Chicago / 2012

PROFESSIONAL REGISTRATIONS

Licensed Professional Engineer / Illinois 062.069744, 2017



JOHN FEHLBERG, PE CIVIL ENGINEER / PRIMERA

John spent the earlier part of his career focused on civil, water resources, geotechnical, and shoreline consulting for clients in the utility and mining industries. Since then, John's expertise has grown by adding analysis, design, and preparation of civil contract documents for a wide variety of projects, ranging from tunnels and underground structures to stormwater management.

CURRENT + NOTABLE PROJECT EXPERIENCE

Northwestern University Campus Infrastructure Master Plan and Distribution Study / Evanston, Illinois

- Civil Engineer for a two-part study to update the Evanston Campus Infrastructure Master Plan and develop a comprehensive strategy for the replacement and development of campus utility distribution systems. John is providing site civil services for the recommendation for future planning as it pertains to domestic water, non-portable water, sanitary and wastewater, and stormwater utilities.

Rosenblum Park Redevelopment / Chicago, Illinois.

- Civil Engineer for the demolition and removal of the 4-story South Shore High School and adding park open space including the addition of artificial turf and natural turf sports fields, basketball and tennis courts, playground area with a spray feature, walking pathways, new ADA-compliant curb within the public right-of-way, drainage improvements, and a partial street vacation along Constance Avenue with a cul-de-sac. Provided unique stormwater management on the site which included using the basement of the existing building to be filled with recycled concrete, crushed down to a specific size.

PROFESSIONAL EXPERIENCE

25 Years of Experience

EDUCATION

Bachelor of Science, Civil Engineering; Valparaiso University / 1996

PROFESSIONAL REGISTRATIONS

Illinois 062.054915, 2001

CHRIS ZAHAS. AICP

MANAGING PRINCIPAL / LELAND CONSULTING GROUP

Chris Zahas is a real estate strategist and project manager with an emphasis on urban corridors, downtown revitalization, employment districts, and public-private partnerships. He assists clients in turning broad visions into prioritized, achievable action plans by combining market and economic research with strategic advice that is tied to the fundamental principles of real estate development. In all cases, Chris keeps the focus of projects on implementation, anticipating next steps and never hesitating to advise a client to change directions when needed. He has managed more than 35 downtown and corridor implementation strategies and played a strategic advisor role in dozens more. Chris brings a deep understanding of economic and demographic trends, ensuring that long-term strategies reflect the evolving drivers of where businesses and people choose to locate.

CURRENT + NOTABLE PROJECT EXPERIENCE

West Des Moines University Avenue Corridor / Des Moines, IA
Alices's Road Corridor Planning and Design / Waukee, IA
Merle Hay Road Market Study / Johnston, IA
Corridor Master Plan / Gretna, NE
Comprehensive Plan Update / Mission, KS
Downtown Market Strategy / Sioux Falls, SD
Master Plan Update / Parkville, MO
Downtown Corridor Analysis / Merriam, KS



PROFESSIONAL EXPERIENCE

22 Years of Experience

EDUCATION

Portland State University: Master of Urban and Regional Planning
Lewis and Clark College: Bachelor of Arts, International Affairs

REGISTRATIONS

American Institute of Certified Planners: #019464



TED KAMP

SENIOR ASSOCIATE / LELAND CONSULTING GROUP

Ted provides market analysis in support of strategic land use decisions for public planners and private developers. Drawing on expertise in GIS, market economics, and demographic analysis, he incorporates user-friendly information design to convey critical market intelligence to stakeholders. His work spans a variety of development and planning contexts including urban infill, economic development, suburban revitalization, impact analysis, and transit-oriented development. Recent client work has covered locales across the western and central US.

CURRENT + NOTABLE PROJECT EXPERIENCE

West Des Moines University Avenue Corridor / Des Moines, IA
Alices's Road Corridor Planning and Design / Waukee, IA
Merle Hay Road Market Study / Johnston, IA
Corridor Master Plan / Gretna, NE
Downtown Market Strategy / Sioux Falls, SD
Master Plan Update / Parkville, MO
Downtown Corridor Analysis / Merriam, KS
Burnsville Center and Corridor Plan / Burnsville, Minnesota

PROFESSIONAL EXPERIENCE

27 Years of Experience

EDUCATION

University of Oklahoma: Bachelor of Business Administration
University of Arizona: Master of Science, Marketing + Consumer Behavior
University of Colorado-Denver: Master of Urban and Regional Planning

LEON YOUNGER, CPRP

PARK MANAGEMENT SPECIALIST / PROS CONSULTING

Leon is the founder and president of PROS Consulting and brings over 40 years of park, recreation and leisure services to the team. He is a recognized leader in applying innovative approaches to managing parks and recreation organizations.

CURRENT + NOTABLE PROJECT EXPERIENCE

Derby Recreation Commission Strategic Master Plan / Derby, Kansas
 Olathe Parks and Recreation Master Plan & Recreation Center Feasibility Study / Olathe, Kansas
 Carmel Parks and Recreation Master Plan / Carmel, Indiana
 Sioux Falls Parks and Recreation Master Plan / Sioux Falls, South Dakota
 City of Upper Arlington Parks and Recreation Master Plan / Upper Arlington, Ohio
 Bloomington Parks and Recreation Master Plan / Bloomington, Minnesota
 Minneapolis Maintenance and Operations Plan / Minneapolis, Minnesota
 Shawnee County Parks and Recreation Strategic Master Plan / Topeka, Kansas
 Merriam Parks and Recreation Facilities Master Plan / Merriam, Kansas
 Lawrence Parks and Recreation Master Plan / Lawrence, Kansas
 Cleveland Metroparks Strategic, Financial and Operational Master Plan / Cleveland, Ohio



PROFESSIONAL EXPERIENCE

40+ Years of Experience

EDUCATION

University of Kansas: Master of Parks Administration

Kansas State University: Bachelor of Science

REGISTRATIONS

Certified Parks and Recreation Professional



PROFESSIONAL EXPERIENCE

26 Years of Experience

EDUCATION

Indiana University: Bachelor of Science. Recreation and Parks Management

REGISTRATIONS

Certified Parks and Recreation Professional

PHILIP PARNIN, CPRP

PARK MANAGEMENT SPECIALIST / PROS CONSULTING

In his leadership role, Philip established standards for improved efficiencies and operations by developing system-wide business plans, enterprise fund business plans, strategic master plans, recreation plans, marketing plans, site master plans, capital improvement plans, maintenance plans, trails and greenways plans, emergency action plans, and feasibility studies.

CURRENT + NOTABLE PROJECT EXPERIENCE

Hopkins Parks and Recreation Master Plan / Hopkins, Minnesota
 Edwardsville Parks and Recreation Master Plan / Edwardsville, Illinois
 Great Parks of Hamilton County Comprehensive Master Plan / Cincinnati, Ohio
 Cincinnati Recreation Commission Business Plan / Cincinnati, Ohio
 Kettering, Ohio Program Plan / Kettering, Ohio
 Durango Parks, Recreation and Open Space Master Plan / Durango, Colorado
 Chesterfield Parks and Recreation Master Plan / Chesterfield, Ohio
 Rockville Parks and Recreation Master Plan / Rockville, Maryland
 Highpoint Parks and Recreation Master Plan / Highpoint, North Carolina
 Idaho Falls Parks and Recreation Strategic Master Plan / Idaho Falls, Idaho
 Streamwood Park District Parks and Recreation Strategic Marketing Plan
 Streamwood Village, Illinois



APPROACH

Our planning process is our strength, and our team's intent at the outset of our planning process is to further refine and establish the City's vision – and this involves answering three basic questions that help us to better define the planning process:

WHERE IS WILMINGTON RIGHT NOW?

It is important that our team and the community achieve a shared understanding of the existing conditions and planning climate within the City. While we are familiar with Wilmington, gaining a better understanding from the perspectives of the elected officials, commissioners, City staff, residents, and business owners will be an essential first step in our process. We accomplish this through effective stakeholder and public engagement, and an analysis of existing conditions, perceptions, and perspectives.

WHAT DOES WILMINGTON WANT TO BE IN THE FUTURE?

The City must define its vision or visions for the future, and this evolves during our team's extensive community engagement and outreach efforts. This vision will serve as the foundation for the planning process and the various plan elements. We tap into the wisdom of community leaders and stakeholders, and facilitate conversations, activities, and discussions about what they want Bondurant to become and what is its role in the region.

How does Wilmington get there?

Our team will utilize community input received through the process combined with our planning expertise to create a detailed community plan with an accountable action plan to achieve the community vision. Our approach to planning emphasizes community input and recognizes the importance of establishing consensus to foster local ownership for the plan.

Our team of experienced professionals brings a large toolbox of techniques that can be deployed to engage participants in developing and shaping their answers to these challenges. Creating a strong sense of ownership in the final Comprehensive Plan and Master Parks Plan and its recommendations is critical to long-term success. Ultimately, the implementation of this plan lies in the hands of community leaders, stakeholders, and residents.

BUILDING CONSENSUS ACROSS DIVERSE INTEREST GROUPS TO SUPPORT A SHARED VISION

While a Comprehensive Plan and Master Parks Plan is not about getting everyone to agree on everything, a big component of the process is to identify the core elements of agreement among the majority of the community. Through our various engagement methods, our team will sift through the feedback to narrow in on the key guiding principles and a vision statement for the plan.

The first step in this process is to provide meaningful opportunities for different groups to feel heard and listened to – this can be achieved through a Communication Plan that is equitable and easy to use. While details of our engagement strategies are discussed in greater detail on the following pages, our intent is always to create multiple opportunities for different groups to provide input.

Outreach to the right people is key in all of this. Our team will rely on the City and Steering Committee to connect us to the right key stakeholders in the community. These stakeholders should represent a diverse set of interests including long-term and new residents, retired residents, K-12 youth, business leaders, bankers, civic organizations, real estate agents, City staff and leadership, or neighborhood groups, to name a few. Not only can one-on-one stakeholder interviews with these individuals or small groups help provide nuanced input, but they can also help bring others into the fold to get them to attend a public workshop or to visit the interactive website. Outreach builds excitement which leads to momentum, which is the key to successful implementation.

Often, in-person public workshops are when disagreements may inevitably arise. Our team is well practiced in dealing with skeptics or naysayers. We know how to avoid letting



one vocal person dominate a meeting through gentle guidance and facilitation. Likewise, we make efforts to reach out to more reserved or quiet attendees to allow them an opportunity to speak up and make their voice heard. We truly enjoy these interactions with the public and believe they make for a better plan overall.

It is not unusual for there to be conflicting and even contradictory opinions on the many subjects covered in a comprehensive plan. Our job is to listen, summarize, and find the common ground that exists. Public input can then be combined with analysis and best practices to identify a community vision that is aspirational but grounded in reality. By merging analysis and public input in the creation of guiding principles and a vision statement, our team is then able to explain how the key themes and principles were identified and why they make sense for Wilmington. In our experience, once people feel truly heard consensus can then be attainable through continued conversation and feedback.

REACHING ALL SEGMENTS OF THE COMMUNITY

Our team believes community outreach should be equitable and intuitive. Equitable engagement can be achieved by providing opportunities for anyone who wants to be heard in a manner that is accessible for them. Some will prefer in-person workshops, others will thrive in an online environment, and some will do best in one-on-one stakeholder interviews. Some may not even have the plan on their radar and engagement will need to be brought to them, which is where our special event pop-up booths shine. We can attend different events throughout the planning process to provide information about the plan, answer questions about the process, and seek additional input through fun activities or visioning exercises.



Intuitive engagement is important to us in the design of our engagement strategies. Whether our interaction with the public is in-person, online, or out in the community, we design our activities to be easy to use and understand. We do our best to provide clear instructions for how to participate in each engagement exercise we offer, but we also strive for the activities to be instinctive, without the need for detailed instructions. While we feel our methods are easy to use, for online tools we will often also create a how-to video to provide even more clarity on how each engagement module works.

We have events that are designed to attract feedback from various different groups. Elementary aged children and parents can be reached through our Box City events – a fun, interactive event where children use boxes and craft material to layout their ideal community. Youth workshops can be used to gain feedback from high school aged students. We are capable of providing public workshops and activities in both English and Spanish.

CREATIVE COMMUNITY ENGAGEMENT

Confluence is an industry leader in providing interactive and fun engagement opportunities for planning projects. We utilize a variety of in-person and online tools to reach as wide an audience as possible. In particular, we work hard to ensure our engagement strategies are equitable, intuitive and easy to use and designed to reach all age levels, languages, and abilities.

In-person engagement includes traditional public meetings, public workshops, pop-up event booths, Box City events

for elementary-aged children, and design charrettes. Our planning process typically includes at least one Public Workshop toward the start of a project and a Public Open House to review the draft plan once completed. We have a Confluence themed tent we can use to set up pop-up event booths at various community events.

We are also skilled in digital engagement by utilizing interactive websites, online polling and surveying, and virtual meetings using Teams or Zoom. Our interactive engagement websites use the Social Pinpoint Platform and can be designed to include mapping activities, idea boards, surveying, image voting and priority ranking.

COMMUNICATION AND PUBLIC OUTREACH PLAN

A Communication Plan will be reviewed and confirmed at the project kick-off meeting, and we will continue to monitor and advise City staff regarding ongoing needs, issues, and opportunities throughout the process.

At the kick-off meeting, we will also formalize the Public Outreach Plan and meeting advertising techniques. In addition to community newsletters, postcards, emails, and postings on the City's social media pages, we have found success in utilizing interactive yard signs displayed throughout the community, allowing residents to scan a QR code to learn more at the interactive engagement website.

Throughout the entire planning process, our team will meet regularly with City staff, stakeholders, City leadership, and individuals to maintain communication regarding our team's findings, planning progress and next steps.



PLAN BRANDING AND COMMUNITY IDENTITY

There is power behind a recognizable brand. As part of Phase 1, our team will collaborate with City staff to consider how to best brand this planning effort. One outcome of this will be the creation a thoughtful name or tagline and unified graphic or logo for the Comprehensive Plan and Master Parks Plan that connects with the City's current logo and brand. This graphic will be used on all our communications, advertisements, and our project website to bring awareness and build excitement for the new Comprehensive Plan. Below are some examples of recently created Comprehensive Plan graphics.

STEERING COMMITTEE

Our team endorses the use of a Steering Committee to provide regular input and guidance on all phases of the planning project. We have a history of successful collaboration and facilitation with these types of committees in communities across the country, and we look forward to engaging these appointed representatives and volunteers in helping move this planning effort forward with momentum, energy, and purpose. This committee can be composed of a mix of community stakeholders including members of the City Council, Planning and Zoning Commission, Chamber and School District.

STAKEHOLDER INTERVIEWS AND FOCUS GROUP MEETINGS

We know that some people are unwilling, unavailable, or are uncomfortable participating in public meetings or visiting an online engagement website. Therefore, our process includes a large focus on one-on-one meetings with individual stakeholders and holding focus group meetings with small groups. We will ask for assistance from the steering committee

to identify community stakeholders that can help us setup focus group meetings and connect with segments of the Wilmington population that might not otherwise participate in the planning process. These advocates and liaisons can serve as our trusted links, opening the door for a more complete engagement process.

SPECIAL EVENT BOOTHS

One of the more effective methods of obtaining input from a broad cross-section of the community is to meet people where they are. Community events and festivals are unique opportunities to gain feedback from residents that may not have time or interest in a more traditional public meeting or workshop. We have a Confluence engagement tent that can be set up at any sort of community event and staff to help reach out to event attendees. The one-on-one engagement produced at these pop-up events can help attract more widespread interest in the plan and can be a great marketing tool for the planning effort.

YOUTH WORKSHOP

Youth participation in the planning process is a means to educate future community leaders about the importance of planning and how a community operates, and it provides younger community residents meaningful input on shaping the future of their community. Our team proposes to partner with the local school district to identify a group of students with which to hold a workshop to obtain their input. This workshop would be like the Public Workshop but geared towards students.



BOX CITY EVENT

The Box City Event is a special event for elementary aged children to participate in a hands-on exercise to help plan for their community using boxes and craft supplies. This event gives children a chance to learn about planning, fill out a building permit, and build a piece of their ideal community. The event can be a casual come and go event, or it can be more structured to include a short lesson about planning.

PUBLIC WORKSHOP AND OPEN HOUSE

In Phase 2 we will facilitate a Public Workshop to identify key issues, priorities, preferences, needs, and a general community vision. The workshop will include a project overview and review of existing conditions. The workshop will end with engagement exercises, including precedent image dot exercises, puzzle land use mapping exercises, and vision boards.

At the end of Phase 3 we will schedule a Public Open House to be held over an afternoon and evening utilizing story boards to explain different plan chapters. Interested residents can attend when convenient to walk through the displays and provide comments and feedback at each display station.

INTERACTIVE ENGAGEMENT WEBSITE

We use a website platform called Social Pinpoint for gathering interactive, location-based input. The Social Pinpoint web-based platform allows us to gather feedback from the public in an easy-to-use, intuitive, and fun setting. The site has mapping activities, idea boards, image voting, budget exercises, traditional surveying, and forum questions. Additionally, the site can be used to provide information about a project, post updates and presentation material, and can store downloadable content for the public to review. The website also has Google Translate enabled.

One of the best features of a Social Pinpoint site is the interactive mapping tool, where users can drag and drop a comment directly onto a map of the community. We would

recommend this be used in Wilmington. An additional capability of Social Pinpoint is to create Idea Walls. Idea Walls are a sort of Pinterest-like page of ideas for the community created by users. The benefit of this platform is that users do not need to create any account to post and all comments and images are filtered for profanity etc. We would recommend using both options for the Wilmington Comprehensive Plan.

Four examples of recent interactive websites that we have created for city planning projects are:

- The City of Bondurant, Iowa – This online engagement website can be found at: <https://confluence.mysocialpinpoint.com/building-bondurant>
- The City of Sioux Falls, South Dakota — This online engagement site can be found at: <https://confluence.mysocialpinpoint.com/sf-downtown>
- The City of Urbana, Illinois — This online engagement site can be found at: <https://confluence.mysocialpinpoint.com/urbana-downtown-public-realm-studyhome/home/>
- The City of Crete, Nebraska — This online engagement site can be found at: <https://confluence.mysocialpinpoint.com/crete-comprehensive-plan/>

VIRTUAL MEETINGS + WORKSHOPS

Our team is prepared to provide virtual meetings to meet community demand for flexibility and safety. We utilize a variety of online public meeting platforms, such as Zoom and Teams and have even performed Public Workshops virtually during the height of the pandemic.



EFFECTIVE COMMUNICATION AND MAPPING AND INFOGRAPHICS

Our plans are written and designed to be used and not to sit on a shelf. We want them to be easy to read and not overly filled with technical jargon. Anyone should be able to pick up the plan and understand the vision for the community. This same principle applies to our presentations to the public and steering committee.

As a design focused firm, our team is gifted in creating beautiful and informative mapping and graphics for our clients. The firm employs highly skilled CAD-literate landscape architects and planners, performing functions from planning and visual simulations to detailed master plans. Confluence utilizes ArcGIS Pro / Online, AutoCAD, Adobe Photoshop, Adobe InDesign, Adobe Acrobat, Google Earth Pro, SketchUp, and Microsoft Office. For special projects, Confluence is also able to utilize our Design Studio to provide high-quality digital renderings including fly through videos.



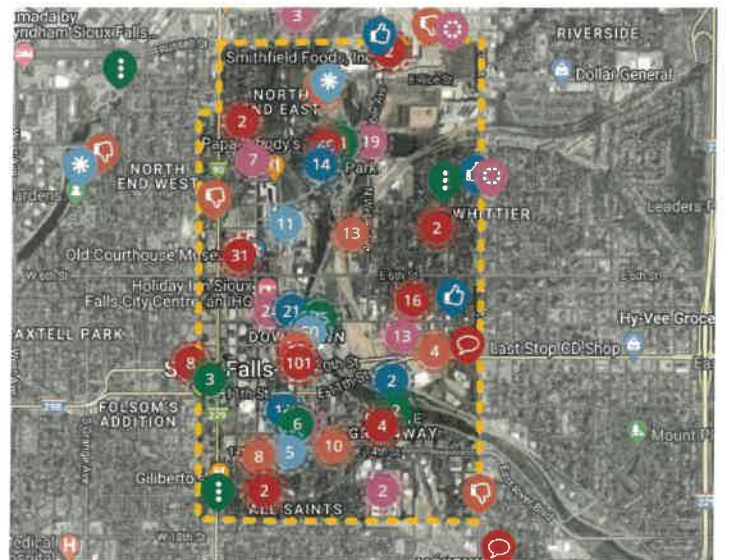
The use and creation of infographics is a key part of our planning process. We rely on graphics to help explain the existing conditions of a community. We like to make our plans highly graphic and visual. This helps to make the document more attractive for public consumption and allows us to highlight the most important key takeaways.

INNOVATIVE AND CREATIVE PROBLEM-SOLVING

Throughout the planning process, we anticipate open communication between our team and city staff. We want to ensure that we are right sizing our recommended planning ideas and policy recommendations. We anticipate a series of staff progress meetings during plan drafting in addition to more formal steering committee meetings.

Our team keeps up to date with established and emerging best practices in planning and policy solutions to assist in problem solving. We are committed to delivering plans that can be implemented and as such we prioritize the process of developing your implementation strategy. For the implementation strategies to have merit, we work closely with city staff and other supporting organization leaders to understand variables such as funding capacity.

In addition to identifying “what” will be implemented and “how” it will be funded, it is also important to understand “who” will be responsible and accountable for various parts of the plan. Partnerships are key to realizing comprehensive plan goals and it will take devoted project champions to cultivate and maintain key economic development and civic partnerships that will be key to facilitating continuity between public and private initiatives to promote the community vision for Wilmington.





WORK PLAN

Our proposed work plan for this project is organized into four phases over approximately a 14-month period as follows. Our work plan can be adjusted and modified as necessary to best meet the needs of the City of Wilmington.

PHASE 1 / PROJECT KICK-OFF, RESEARCH + ANALYSIS (APPROXIMATELY 3 MONTHS)

1.1 / PRE-KICK-OFF MEETING WITH CITY STAFF

The Consultant Team will hold a meeting with City staff to review the project scope and meeting dates, discuss the agenda items, and prepare for the Project Kick-Off Meeting.

1.2 / COMMUNICATION PLAN

The Consultant Team will work with City staff to finalize a Communication Plan that identifies the engagement methods to be used in the planning process as well as all preliminary dates and times for each meeting or activity. Every effort will be made to follow this schedule with the understanding that flexibility may be needed based upon new discoveries, events, or conflicts.

1.3 / PROJECT KICK-OFF MEETING WITH STEERING COMMITTEE (SC MEETING #1)

The Consultant Team will facilitate a Project Kick-Off Meeting with City staff and the Steering Committee (SC). The purpose of this meeting is to:

- Establish roles, responsibilities, and project contacts
- Determine any initial data needs
- Review the project scope, schedule, and key meeting dates
- Identify key stakeholders and desired public input process and outcomes

- Discuss the identified corridors and potential brownfield redevelopment sites
- Review the Communication Plan

At the Project Kick-Off Meeting, the Consultant Team will also take the opportunity to review the current issues and opportunities with the group to identify key focus areas that will likely be drivers of this process.

1.4 / PROJECT BRANDING AND IDENTITY BUILDING

With the input and review of the City, our team will help identify a brand for this planning effort that reflects the values of the community today and symbolizes where the community is heading and its identity. The branding will include a color scheme and font selection as well as a thoughtful name and graphic / logo. This branding will be used on all material relating to the marketing and distribution of the planning effort.

1.5 / ECONOMIC DEVELOPMENT ANALYSIS

Leland Consulting Group will provide a detailed economic development analysis to assist in establishing realistic opportunities for future market-driven growth and the appropriate mix of single-family and multi-family residential uses as well as commercial and other supporting land uses. The analysis would set a baseline of existing conditions grounded in factual real estate, demographic, employment and economic data utilizing U.S. Census, ESRI Business Analyst, CoStar, and a variety of other state and regional data sources.

1.6 / ANALYSIS REVIEW MEETING WITH STEERING COMMITTEE (SC MEETING #2)

Our team will present to City staff and the Steering Committee an overview of our team's analysis of the previous plans, existing conditions, and anticipated trends. For this overview, we will develop:

- Preliminary community assessment of issues and opportunities
- Existing community profile with population and housing analysis
- Employment and economic analysis
- Preliminary transportation assessment
- Preliminary assessment of the IL Route 53, Strip Mine Road and Water Street Corridors
- Preliminary needs assessment of the parks and recreation facilities
- Preliminary planning boundary

1.7 / ANALYSIS REVIEW JOINT WORKSHOP WITH THE PLANNING COMMISSION AND CITY COUNCIL (JOINT WORKSHOP #1)

Our team will conduct a workshop with the Planning and Zoning Commission and City Council to review the project

goals and scope as well as the analysis previously provided to the Steering Committee.

PHASE 2 / VISION, INPUT + DIRECTION

(APPROXIMATELY 3 MONTHS)

2.1 / ONLINE ENGAGEMENT WEBSITE

At the start of Phase 2, the Consultant Team will set up a Social Pinpoint website to facilitate online engagement between the many stakeholders and community members involved throughout Wilmington. We would anticipate using a mapping activity as well as an interactive idea board to help capture input on the site. This same site will host surveys and will be updated and utilized as part of Phase 3 to reveal the draft plans and seek public input. This website will be closed after the conclusion of this project.

2.2 / STAKEHOLDER INTERVIEWS AND FOCUS GROUP MEETINGS

Our team will conduct key stakeholder interviews and small focus group meetings to incorporate this input into the planning process.

2.3 / PUBLIC VISIONING WORKSHOP (PUBLIC MEETING #1)

The Consultant Team will facilitate a structured Public Visioning Workshop to identify key issues, priorities, opportunities, and preferences that will guide the direction of the Comprehensive Plan and Master Parks Plan. At this meeting, we will provide an overview of the planning process and seek input on various aspects of the plan.

The workshop will include a project overview session to review the findings of our initial data collection and research. Prior to commencing the community input activities, we will provide a brief "Planning 101" to explain:

- What is a Comprehensive Plan and Master Parks Plan?
- How are these plans used?
- How do the plans impact me?

Meeting Advertising: The Consultant Team will collaborate with City staff to advertise this public meeting. The Consultant Team will create meeting flyers for posting at City facilities, press releases, and graphics for posting on the City's website and social media platforms. If desired for use by the City, the Consultant Team will design yard-signs (double-sided, color, 18-inch by 24-inch) to advertise the meeting and the greater planning effort.

2.4 / OTHER PUBLIC ENGAGEMENT OPTIONS (YOUTH WORKSHOP / BOX CITY EVENT / SPECIAL EVENT BOOTHS)

Our team can conduct Youth Workshops, Box City event, and can set up a booth to collect input at special events. As part

of finalizing the Communication Plan at the Project Kick-Off Meeting, our team will work with City staff and the Steering Committee to solidify our plans for these special events.

2.5 / STAKEHOLDER AND PUBLIC INPUT REVIEW WITH STEERING COMMITTEE (SC MEETING #3)

Following these various public and stakeholder input meetings, the Consultant Team will meet with the Steering Committee to share all of the information gathered from the various engagement activities conducted to date. The purpose of this meeting is to review the ideas generated by the stakeholders and community members and set the preferred direction of the plan.

PHASE 3 / DRAFT PLAN + EVALUATION

(APPROXIMATELY 5 MONTHS)

3.1 / DRAFT PLAN

The Consultant Team will prepare a draft Comprehensive Plan and Master Parks Plan. The guiding principles and strategic themes, specific chapters, and layout of the plan document will be identified in collaboration with City staff and the Steering Committee. The plan will cover the key topic areas identified in the RFP including:

- Introduction covering project scope and schedule;
- Existing conditions and public participation synopsis;
- Vision for the community's future and identity building;
- Trend analysis including population projections;
- Economic Development and Market Analysis
- Existing Land Use Analysis and Future Land Use Plan;
- Corridor and Brownfield Redevelopment Analysis and Plans;
- Housing;
- Agricultural and Natural Resources;
- Transportation and Mobility;t
- Parks, Open Space, Trails, and Facilities Inventory, Analysis, Benchmarking and Recommendations
- Goals, Objectives, and Strategies for Implementation





The final document will be graphically rich and web friendly with graphs, maps, and illustrations.

3.2 / DRAFT PLAN REVIEW SESSIONS WITH STEERING COMMITTEE (SC MEETINGS #4 THROUGH #6)

The Consultant Team will present elements/chapters of the draft plan to the City staff and Steering Committee, record feedback and comments, and update and modify the drafts as requested. We anticipate two to three meetings with the Steering Committee to review the plan draft.

3.3 / DRAFT PLAN OPEN HOUSE (PUBLIC MEETING #2)

The Consultant Team will present the plan at a Public Open House to be held over an afternoon and evening utilizing story boards to explain the different plan elements and chapters. This draft will be posted to the online engagement site to allow for a general public review and comment period.

MEETING ADVERTISING: The Consultant Team will collaborate with City staff to advertise this public open house. The Consultant Team will create meeting flyers for posting at City facilities, press releases, and graphics for posting on the City's website and social media platforms. If desired for use by the City, the Consultant Team will design and order stickers to update the yard-signs used in Phase 2 to advertise this meeting.

3.4 / DRAFT PLAN PRESENTATION JOINT WORKSHOP WITH THE PLANNING COMMISSION AND CITY COUNCIL (JOINT WORKSHOP #2)

The Consultant Team will present an overview of the draft Comprehensive Plan and Master Parks Plan to the Planning and Zoning Commission and City Council and provide a review of the public comments from Public Meetings #2 and the

general public comment period. Our team will record feedback and comments received at the workshop and update and modify the draft as requested.

PHASE 4 / FINAL PLAN + ADOPTION (APPROXIMATELY 3 MONTHS)

4.1 / FINAL DRAFT PLAN

The Consultant Team will prepare a final draft of the Comprehensive Plan and Master Parks Plan and submit it to City staff for review and comment. We will address City staff comments and submit a revised final draft to City staff.

4.2 / FINAL DRAFT PLAN REVIEW SESSION WITH STEERING COMMITTEE (SC MEETING #7)

The Consultant Team will review the final draft of the plan with the Steering Committee, noting changes made to the plan based upon the input of the public and feedback from the Commission and Council. The goal of this final meeting is to ensure the final draft represents the Committee's final recommendations to the Commission and Council.

4.3 / PLANNING COMMISSION PUBLIC HEARING (PUBLIC MEETING #3)

The Consultant Team will attend the Planning and Zoning Commission Public Hearing for the review and recommendation on the adoption of the plan. We will assist the City staff with the presentation of the Plan and will make subsequent revisions to the Plan as may be requested by the Commission and submit updated copies to City staff.

MEETING ADVERTISING: The Consultant Team will collaborate with City staff to advertise the public hearing with the Planning Commission. The Consultant Team will create meeting flyers for posting at City facilities, press releases, and graphics for posting on the City's website and social media platforms. The Consultant Team will design and order stickers to update the yard-signs used in Phase 3 to advertise this hearing. City staff will assist with placing the signs in strategic locations throughout the City and collecting the signs after the event for re-use or disposal.

4.4 / CITY COUNCIL PUBLIC HEARING (PUBLIC MEETING #4)

The Consultant Team will attend the City Council Hearing for the review and approval of the Comprehensive Plan and Master Parks Plan. We will assist the City staff with the presentation of the Plan and will make subsequent revisions to the Plan as may be requested by the Council and submit updated copies to City staff.

PROJECT TIMELINE

Our team is ready and available with the necessary capacity to prepare a Comprehensive Plan and Master Parks Plan for the City of Wilmington and we are projecting that this project will take approximately 14-months to complete. Therefore, with an anticipated start date in July of 2023, we expect to deliver the draft Comprehensive Plan and Master Parks Plan for in May of 2023 and present the final plan to the City Council in July of 2024 and adoption in August or September of 2024. As part of the project kick-off, we will outline a detailed work plan and public meeting schedule to meet the needs of the City of Wilmington.

Wilmington Comprehensive Plan and Master Parks Plan														
Project Timeline	July 2023	Aug 2023	Sept 2023	Oct 2023	Nov 2023	Dec 2023	Jan 2024	Feb 2024	Mar 2024	April 2024	May 2024	June 2024	July 2024	Aug 2024
PHASE 1: PROJECT KICK-OFF, RESEARCH + ANALYSIS (3 MONTHS)														
1.1 Project Pre-Kick-Off Meeting with City Staff	●													
1.2 Communication Plan		●												
1.3 Project Kick-Off Meeting with Steering Committee (SC #1)		●												
1.4 Project Branding and Identity Building														
1.5 Economic Development Analysis			●											
1.6 Analysis Review Meeting with Steering Committee (SC #2)			●											
1.7 Analysis Review Joint Workshop (JW #1)			●											
PHASE 2: VISION, INPUT + DIRECTION (3 MONTHS)														
2.1 Online Engagement				■										
2.2 Stakeholder Interviews & Focus Group Meetings				■										
2.3 Public Visioning Workshop (PM #1)					●									
2.4 Other Public Engagement Options (3 events)				■										
2.5 Input Review with Steering Committee (SC #3)						●								
PHASE 3: DRAFT PLAN + EVALUATION (5 MONTHS)														
3.1 Draft Plan							■							
3.2 Draft Plan Review with Steering Committee (SC #4 - #6)							●	●	●					
3.3 Draft Plan Public Open House (PM #2)										●				
3.4 Draft Plan Joint Workshop (JW #2)											●			
Public Review and Comment Period										■				
PHASE 4: FINAL PLAN + ADOPTION (2 MONTHS)														
4.1 Final Draft Plan												■		
4.2 Final Draft Plan Review with Steering Committee (SC #7)											●			
4.3 P & Z Commission Public Hearing (PM #3)												●		
4.4 City Commission Public Hearing (PM #4)													●	
Plan Adoption														●



The Confluence team is excited by the opportunity to become your partner in progress and is prepared to lead the review and update of the prescribed elements of your Comprehensive Plan and Master Parks Plan. Confluence has led the effort to create or update numerous comprehensive plans and master parks plans for cities and counties across the Midwest.

Included on the following pages are project sheets detailing different and relevant plans and we have completed in which Confluence was the lead firm. Included within each project sheet are the individual contact information.

- **BUILDING BONDURANT** / The City of Bondurant, Iowa (Confluence, lead; Leland, support)
- **PARKVILLE 2040 MASTER PLAN** / The City of Parkville, Missouri (Confluence, lead; Leland, support)
- **MERRIAM COMPREHENSIVE PLAN 2040** / The City of Merriam, Kansas (Confluence, lead; Leland, support)
- **THE ANKENY PLAN 2040** / The City of Ankeny, Iowa (Confluence, lead; Leland support)
- **GARDEN CITY PARKS AND RECREATION MASTER PLAN** / The City of Garden City, Kansas (Confluence, lead; PROS support)
- **BLOOMINGTON PARKS SYSTEM MASTER PLAN** / The City of Bloomington, Minnesota (Confluence, lead; PROS support)
- **MARSHFIELD PARKS MASTER PLAN** / The City of Marshfield, Missouri (Confluence, lead; PROS support)
- **MISSION PARKS AND RECREATION MASTER PLAN** (Confluence, lead)

We embrace the unique circumstances and needs identified in each community—and the plans we deliver are customized to reflect the input we've received throughout the planning process. What is not unique to each community is the need for open communication with staff, elected officials, commission members, residents, property owners and other community stakeholders.



GARDEN CITY PARKS AND RECREATION MASTER PLAN

The master plan looks to modernize park amenities, better support underserved communities and implement universal design aspects to promote a more inclusive experience.

Confluence is leading a team to develop a Parks and Recreation Master Plan for the SW Kansas community of over 28,000 residents. Planning for the future of the recreation system in the diverse community involves multiple public outreach opportunities to gain an understanding of the needs and desires of the multi-cultural community. Confluence is providing existing parks and trail assessments, recommendations for future improvements, and programs, capital and maintenance cost projections and public engagement. When the final plan is completed in the fall of 2022 it will provide the city with the guidance needed to plan for improvements across the communities parks and recreation facilities, trails, aquatics, and the Lee Richardson Zoo.

PROJECT DETAILS

LOCATION

Garden City, Kansas

CLIENT

City of Garden City

DATE PREPARED

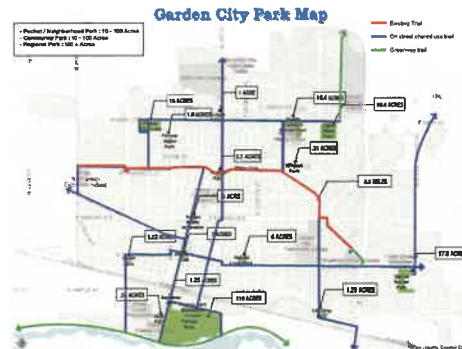
October 2021 - January 2023

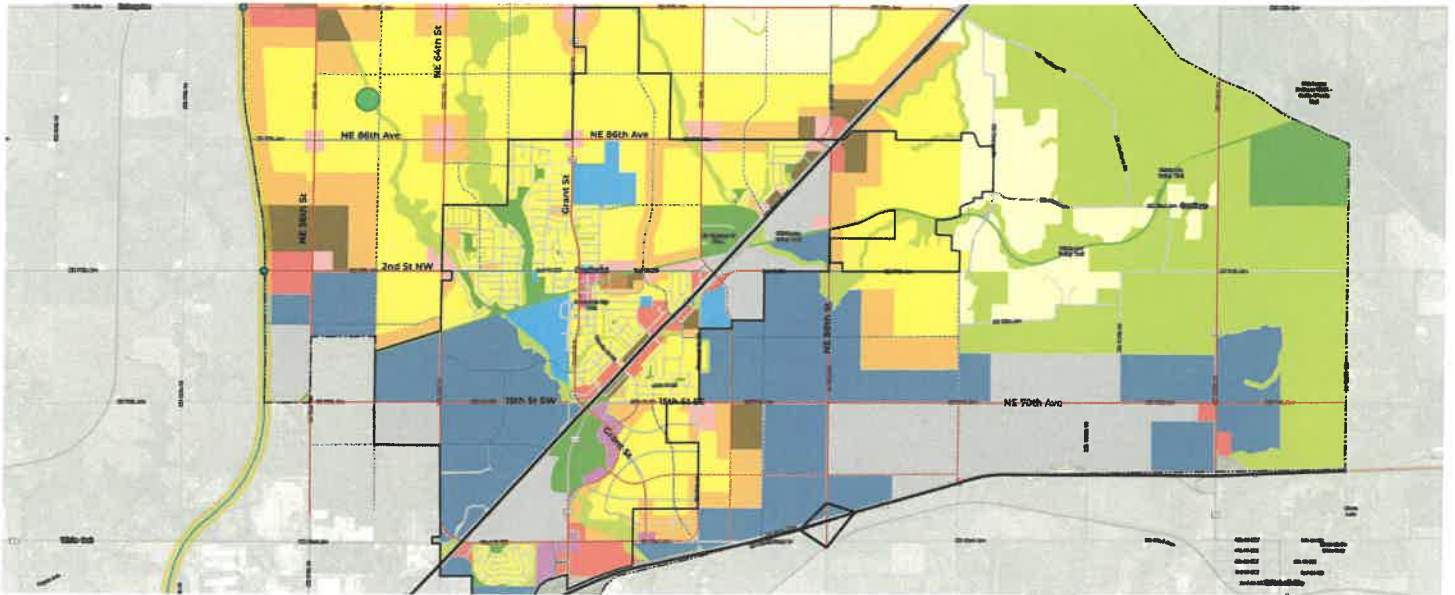
BUDGET

\$150,000

REFERENCE

Aaron Stewart, Parks and Recreation Director
aaron.stewart@cityofmhk.com
 785.587.2754





BUILDING BONDURANT COMPREHENSIVE PLAN

The City has booming light industrial and residential growth, and this plan was created to help the community plan for growth while retaining its hometown feel.

Bondurant is a historic railroad town outside of Des Moines, Iowa, that has seen a significant uptick in light industrial and population growth following the selection of the community for the region's two Amazon logistic facilities. Alongside this new growth and opportunity are a series of quaint and historic core neighborhoods and a small downtown with a significant and unique opportunity for expansion due to a soon-to-be abandoned co-op grain elevator facility. The community wants to protect its history and hometown feel while also allowing thoughtful new growth opportunities in the emerging east side of the Des Moines region.

The new Comprehensive Plan, entitled Building Bondurant, provides a thoughtful set of strategies to allow for expanded housing choice and commercial and industrial development with an overarching theme of community character preservation. A copy of the approved plan can be found at this link: <http://books.thinkconfluence.com/books/nqto>

PROJECT DETAIL

CLIENT

City of Bondurant, Iowa

DATE PREPARED

September 2022

BUDGET

\$125,500

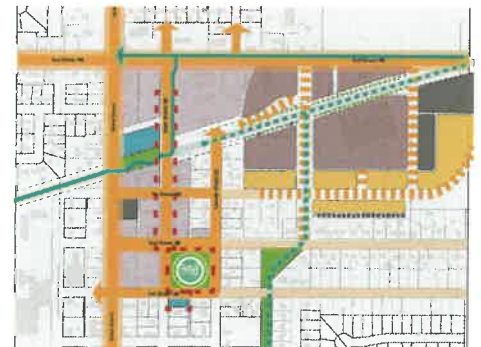
CONTACT

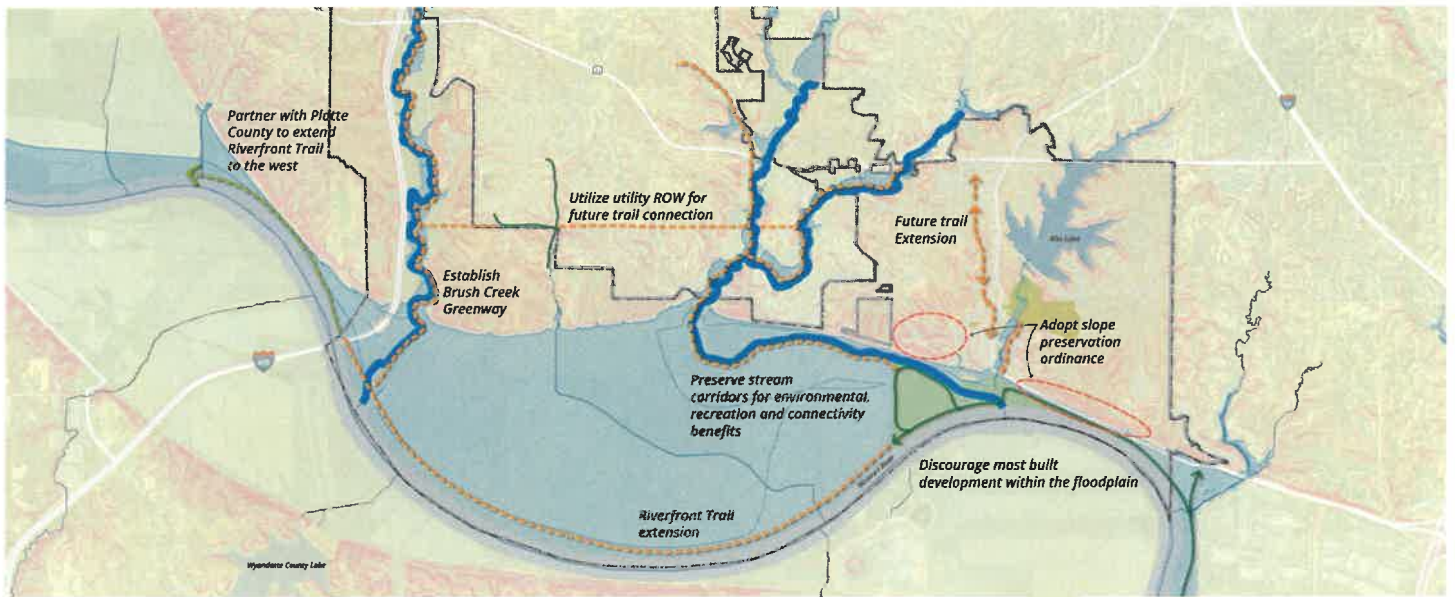
Marketa Oliver, City Administrator

City of Bondurant

moliver@cityofbondurant.com /

515.967.2418





PARKVILLE 2040 MASTER PLAN

The City has been experiencing tremendous growth over the last decade, and this planning process was designed to help the community properly guide future development while recommending the establishment of appropriate annexation priorities and policies.

Parkville has a quaint and historic downtown area that is thriving with new local shops, restaurants, and boutique lodging accommodations, and is uniquely positioned directly adjacent to the Missouri River. The community wants to protect this place while also encouraging complimentary growth and investment that allow it to reach its full potential. At the same time, the community is expanding exponentially with new apartments and a broad array of more affordable housing choices, retail, and a tournament-oriented baseball complex on the west side along the I-435 corridor - which is shifting the density dynamic within the community. Using our creative online platform, our team was able to successfully engage the community throughout the planning process to shape the plan - including a future land use plan and policy recommendations for the preservation of existing trees, streams, and steep slopes. The plan also calls for a complete streets methodology to guide future multi-modal enhancements to the transportation network.

PROJECT DETAIL

CLIENT

City of Parkville, Missouri

DATE PREPARED

May 2021

BUDGET

\$158,000

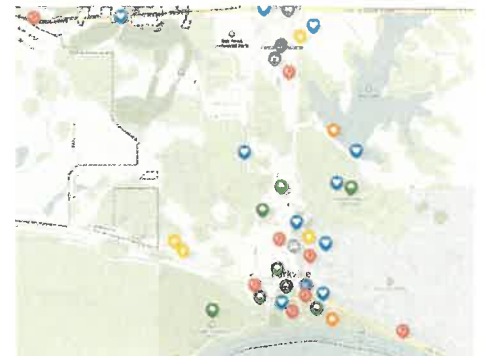
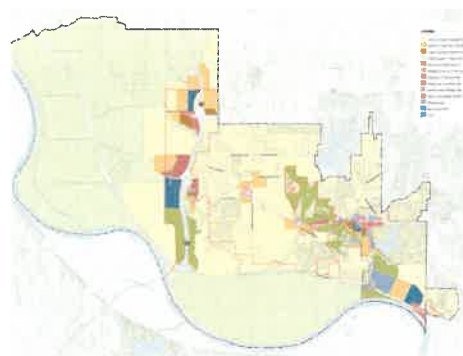
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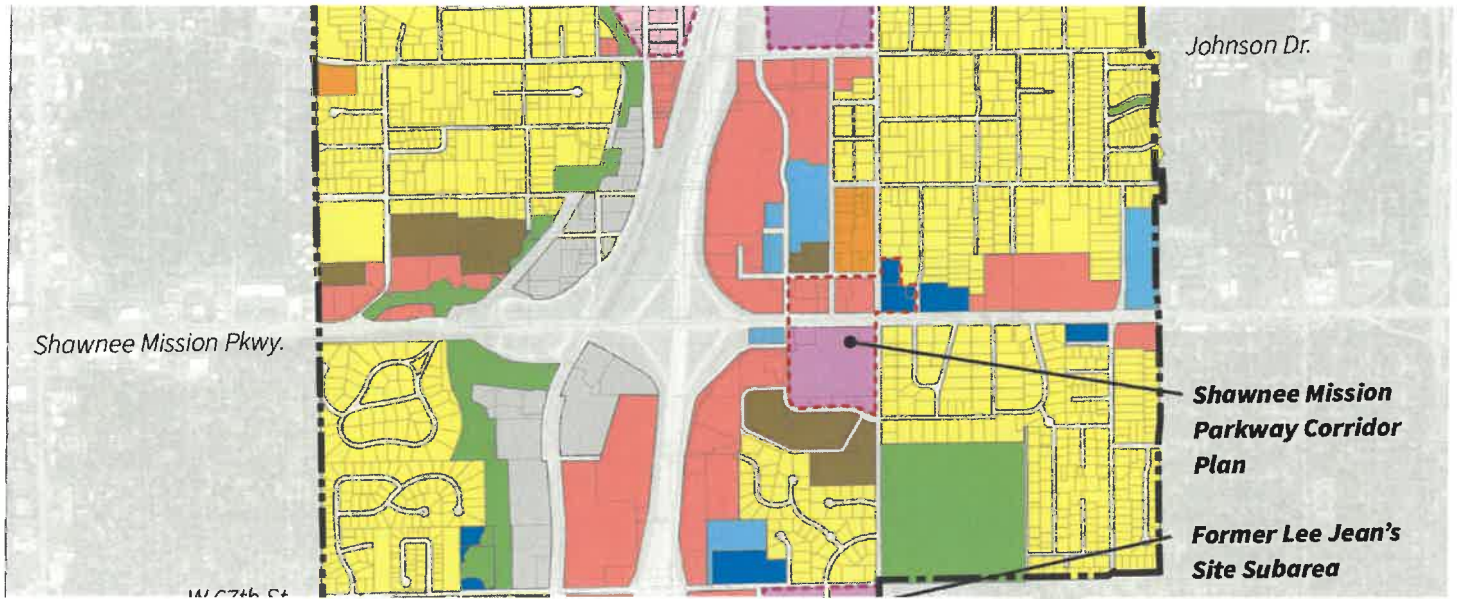
Stephen Lachky, AICP

Community Development Director

816.741.7676

slachky@parkvillemo.gov





MERRIAM COMPREHENSIVE PLAN 2040

A two-year planning process that began prior to the COVID pandemic initially included in-person stakeholder meetings and community outreach. Our team successfully pivoted to using a creative online platform, allowing the project to continue gathering robust input while crafting the community's shared vision for to guide future growth and development.

As a first-ring suburb of Kansas City, this community contains very few undeveloped parcels and experiences significant development interest and activity along the I-35 corridor. This highway also creates challenges for creating community cohesiveness. Our team analyzed opportunities to re-imagine the transportation network to consider complete streets, corridor enhancements, and vision zero recommendations for providing safer connectivity while also exploring the significant redevelopment potential for key areas along this central spine. Three focus areas were included in the planning process, allowing our team to explore options with the community for redeveloping the existing Downtown area, the Merriam Town Center, and a former corporate headquarters site. Our robust online engagement provided insightful commentary and informed the recommendations outlined in the plan.

PROJECT DETAIL

CLIENT

City of Merriam, Kansas

DATE PREPARED

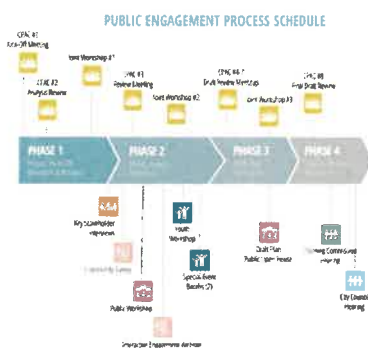
March 2021

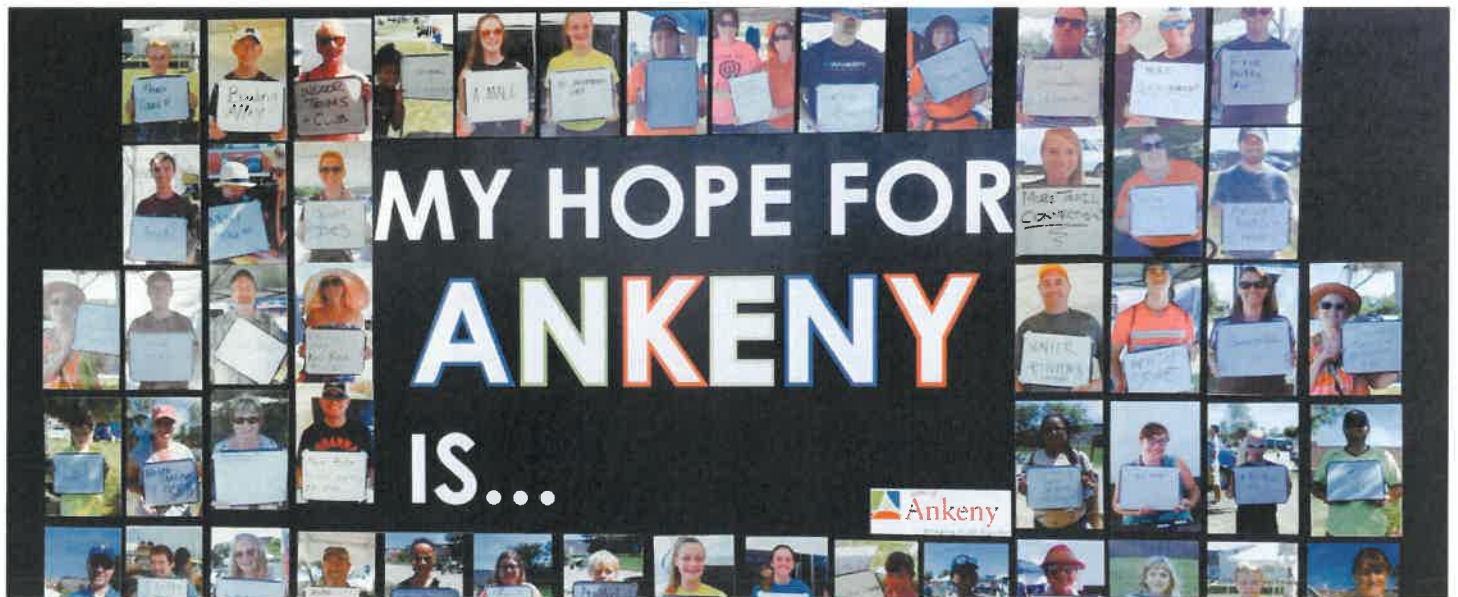
BUDGET

\$247,500

REFERENCES

Bryan Dyer
Community Development
Director
City of Merriam, KS
bdyer@merriam.org
913.322.5527





THE ANKENY PLAN 2040 COMPREHENSIVE PLAN

This comprehensive plan created a vision and guide to manage development in one of the fastest-growing cities in the United States.

Confluence helped the City of Ankeny to manage future growth and development in their community, which has experienced record-breaking population gains. The future needs of the community were determined through a robust public engagement strategy that included meetings with an advisory committee, sharing information through a project website, facilitating multiple public workshops, and utilizing booths at several special events to obtain numerous stakeholder interviews.

The final plan outlined a set of priorities and implementable strategies for the City to accomplish, many of which have already been initiated. These include a Subdivision and Zoning Code Update and a new Parks and Recreation Master Plan. A copy of the approved plan can be found at this link: <http://books.thinkconfluence.com/books/dslc>

PROJECT DETAIL

CLIENT

City of Ankeny, Iowa

DATE PREPARED

April 2018

BUDGET

\$218,500

CONTACT

Eric Jensen

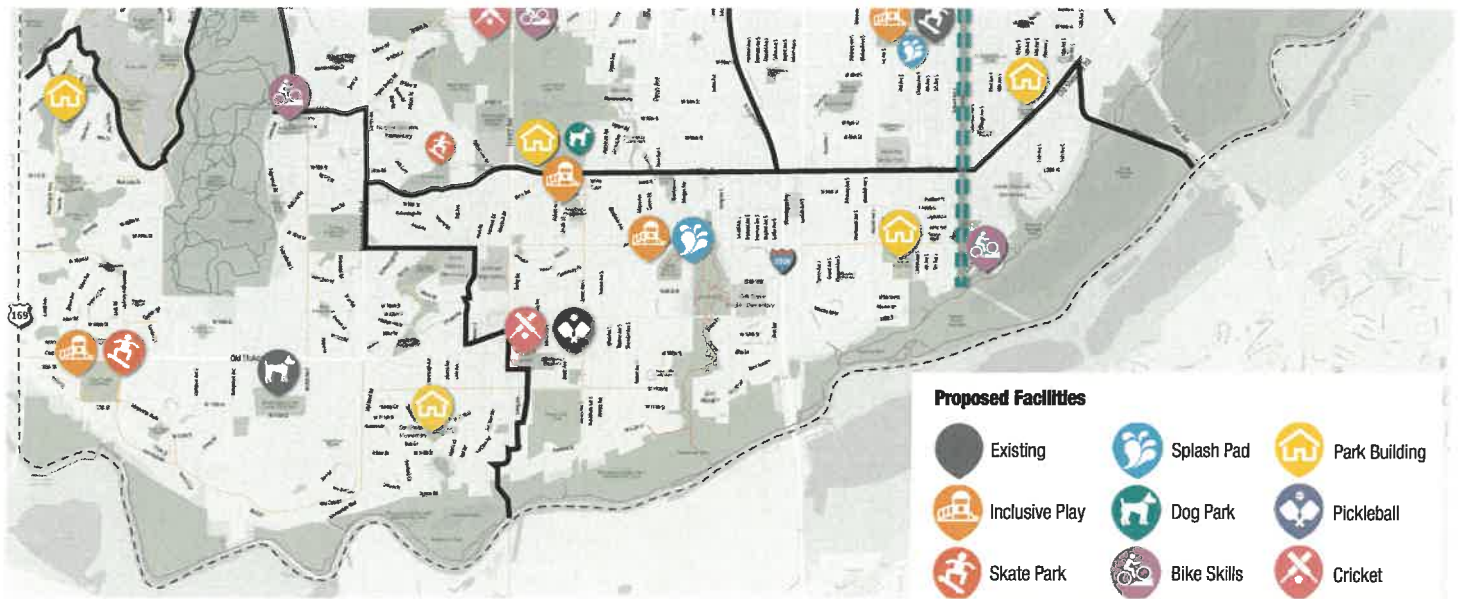
Community Development Director

City of Ankeny

ejensen@ankenyiowa.gov /

515.963.3547





BLOOMINGTON PARKS SYSTEM MASTER PLAN

This comprehensive update of Bloomington's Park Master Plan establishes a clear 20-year vision for the city's park, trail, recreation, and open space systems.

Confluence, PROS Consulting, and RSP Dreambox were hired by the City of Bloomington to lead the updating of the Park Master Plan, last updated in 2008. The City of Bloomington boasts over 36 miles of off-road trails and 94 city parks, many of which are due for upgrades and replacement that reflect the modern ways in which the communities want to be using park spaces.

Working closely with city staff, the project team developed a robust community and stakeholder engagement program that addressed system-wide issues of equality across geographical areas. Proposing improvements was done in close work with the community. Bloomington is also a riverfront community, and special attention was placed on improving connections to the region's natural resources.

PROJECT DETAIL

LOCATION

Bloomington, Minnesota

CLIENT

City of Bloomington

DATE PREPARED

October 2019 - Early spring 2021

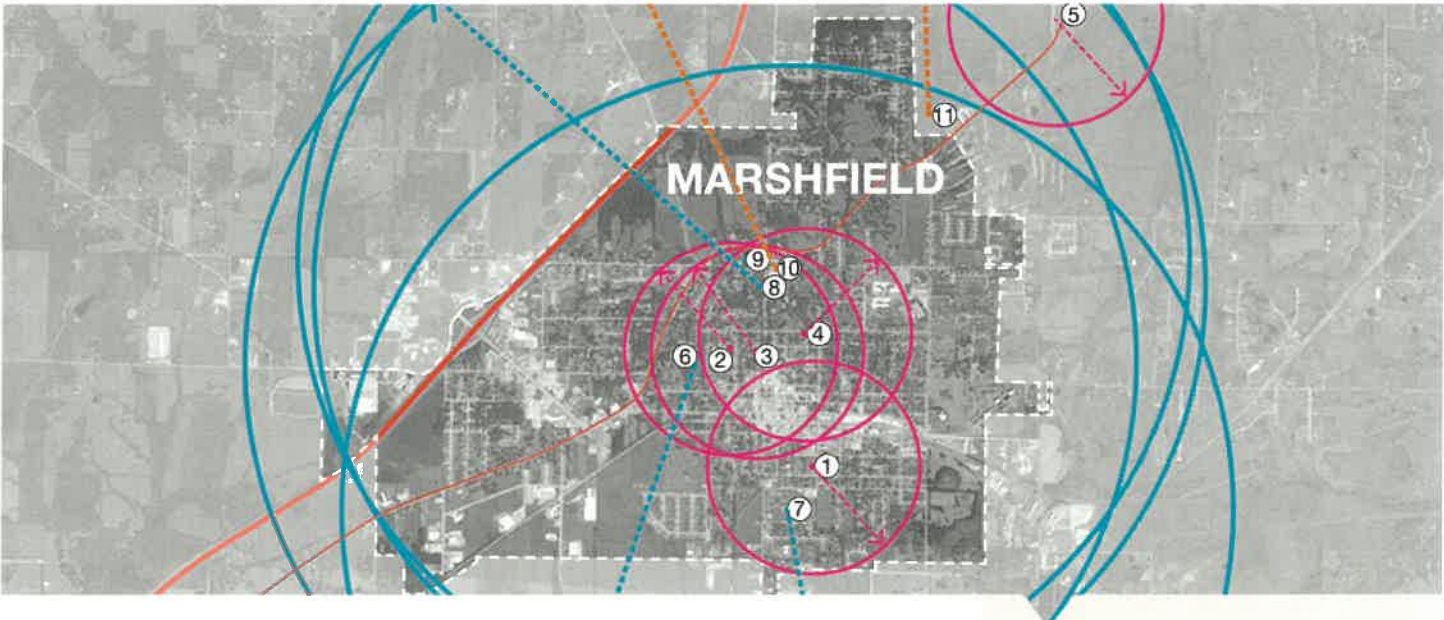
BUDGET

\$125,500

REFERENCE

Ann Kattreh, Parks and Recreation Director
akattreh@bloomingtonmn.gov
 952.563.8877





MARSHFIELD PARKS MASTER PLAN

The Plan outlines a 10-year vision for the city's parks, open spaces and trails while guiding recreational opportunities and programs

Confluence led a multi-disciplinary effort to develop a vision for the comprehensive parks master plan for the City of Marshfield. Our team conducted a thorough inventory and analysis process by identifying the opportunities and strengths for each individual park, determining the level of service currently provided to the community by each park, and benchmarking Marshfield's park system in relation to that of similar communities. In addition, Confluence facilitated a series of public engagement opportunities to allow community residents and stakeholders to assist in identifying those amenities currently missing or desired in Marshfield's parks system. The findings of the in-depth research, public and steering committee input were documented and developed into site plans for each of the City's 12 park facilities.

PROJECT DETAIL

LOCATION
Marshfield, Missouri

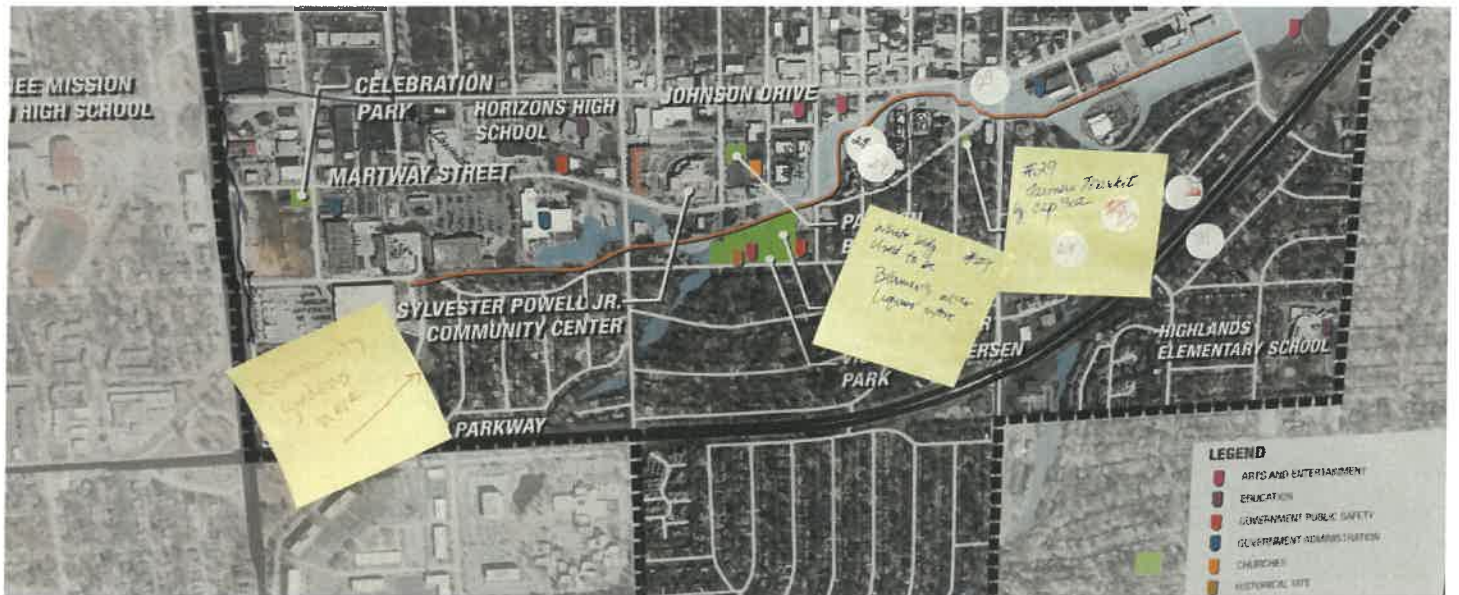
CLIENT
City of Marshfield

DATE PREPARED
September 2018 - March 2019

BUDGET
\$80,000

REFERENCE
Marc Baker, Parks Activity Director
mbaker@marshfieldmo.gov
417.859.7660





PARKS AND RECREATION MASTER PLAN

The master plan summarizes the process, from needs assessment to implementation, and provides final recommendations to guide park enhancements over the next 10 years.

The City strives to meet the future park needs of its citizens through enhancements to existing parks and recreation services. Confluence led a multi-disciplinary team to develop a comprehensive master plan intended to provide a 10-year vision for the City's parks, recreation, open space and trails. The plan includes research, public involvement and the development of recommendations for all aspects of Mission's Parks and Recreation activities. Our team conducted a thorough inventory and analysis process by identifying the opportunities and strengths for each individual park, determining the level of service currently provided to the community by each park, and benchmarking Mission's park system in relation to that of similar communities. In addition, Confluence facilitated a series of public engagement opportunities to allow community residents and stakeholders to assist in identifying those amenities currently missing or desired in Mission's parks system. This robust inventory, analysis and public engagement process was documented and used to craft appropriate recommendations on future improvements and enhancements to the City of Mission's Parks and Recreation system.

PROJECT DETAIL

LOCATION

Mission, Kansas

CLIENT

City of Mission Parks & Recreation Department

DATE PREPARED

March 2015 - May 2016

BUDGET

\$75,000

REFERENCE

Penn Almoney, Director
 palmoney@missionks.org
 913.722.8210





Our proposed budget to complete all tasks identified in our work program is summarized by phase below and the table includes a breakdown of our hours and hourly rates. Our scope and fee can be adjusted as needed to meet the needs and budget of the City of Wilmington.

Phase 1: Project Kick-Off Research + Analysis	\$55,965
Phase 2: Vision, Input + Direction	\$52,630
Phase 3: Draft Plan + Evaluation	\$96,170
Phase 4: Final Plan + Adoption	\$39,305
Expenses (travel, printing, website, yard-signs)	\$24,400
TOTAL FEE PROPOSAL	\$268,470



PRICE PROPOSAL, CONT.

Wilmington Comprehensive Plan and Master Parks Plan																							
Project Hours and Fees	Confluence							Leland Consulting			PROS		Primera Engineers							Social Pinpoint	Meeting Boards + Material	Travel Costs	Sub Totals
	T. Berkbuegler	C. Soncrant	C. Shires	J. Reasoner	M. Allen	A. Hebbert	I. Henry	C. Zahas	T. Kamp	Associate	L. Younger	P. Parnin	Principal I	PM	Engineer IV	Engineer III	Engineer II	Engineer I	Clerical				
Hourly rates	\$220	\$205	\$195	\$115	\$100	\$95	\$85	\$235	\$190	\$175	\$195	\$155	\$230	\$185	\$150	\$125	\$110	\$105	\$80				
PHASE 1: PROJECT KICK-OFF, RESEARCH + ANALYSIS (3 MONTHS)																							
1.1 Project Pre-Kick-Off Meeting with City Staff	2	2	2	2		2	2	2	2					2	2							\$200	
1.2 Communication Plan				4		8	8																
1.3 Project Kick-Off Meeting with Steering Committee (SC #1)	4	4	8	2		2	4	2	2						3	3						\$1,000	
1.4 Project Branding and Identity Building				4	4	8	8																
1.5 Economic Development Analysis			4	4		4	4	16	40	20													
1.6 Analysis Review Meeting with Steering Committee (SC #2)	4	4	8	4		4	8	16	16		4	24		4	4	16	16					\$3,500	
1.7 Analysis Review Joint Workshop (JW #1)	4	4	8	2		4	4	2	2													\$1,000	
Total Hours	14	14	30	22	4	32	34	38	62	20	4	24	0	6	9	19	16	0	0				
Fee	\$3,080	\$2,870	\$5,850	\$2,530	\$400	\$3,040	\$2,890	\$8,930	\$11,780	\$3,500	\$780	\$3,720	\$0	\$1,110	\$1,350	\$2,375	\$1,760	\$0	\$0			\$55,965	
Expenses																				\$0	\$200	\$5,500	\$5,700
PHASE 2: VISION, INPUT + DIRECTION (3 MONTHS)																							
2.1 Online Engagement				8		16	24															\$1,500	
2.2 Stakeholder Interviews & Focus Group Meetings	16	16	16	4		8	16	16	16					2	2								
2.3 Public Visioning Workshop (PM #1)	4	4	8	4		16	24							4								\$1,500	
2.4 Other Public Engagement Options (3 events)		8	16	4	4	8	40							2	8	4						\$2,700	
2.5 Input Review with Steering Committee (SC #3)	4	4	8	4	4	16	16	2	2					4	4							\$1,000	
Total Hours	24	32	48	24	8	64	120	18	18	0	0	0	0	4	18	4	0	0	0				
Fee	\$5,280	\$6,560	\$9,360	\$2,760	\$800	\$6,080	\$10,200	\$4,230	\$3,420	\$0	\$0	\$0	\$0	\$740	\$2,700	\$500	\$0	\$0	\$0			\$52,630	
Expenses																				\$1,500	\$4,200	\$3,500	\$9,200
PHASE 3: DRAFT PLAN + EVALUATION (5 MONTHS)																							
3.1 Draft Plan	8	16	16	40	60	60	80	16	40		5	26		4	24	40	40	30	8				
3.2 Draft Plan Review with Steering Committee (SC #4 - #6)	8	8	16	24	16	16	24								3	3						\$1,000	
3.3 Draft Plan Public Open House (PM #2)	4	4	8	4		16	24								4	4						\$1,500	
3.4 Draft Plan Joint Workshop (JW #2)	4	4	8	4	4	16	16							2								\$1,000	
Total Hours	24	32	48	72	80	108	144	16	40	0	5	26	0	6	31	47	40	30	8				
Fee	\$5,280	\$6,560	\$9,360	\$8,280	\$8,000	\$10,260	\$12,240	\$3,760	\$7,600	\$0	\$975	\$4,030	\$0	\$1,110	\$4,650	\$5,875	\$4,400	\$3,150	\$640			\$96,170	
Expenses																				\$0	\$1,500	\$3,000	\$4,500
PHASE 4: FINAL PLAN + ADOPTION (3 MONTHS)																							
4.1 Final Draft Plan	4	4	4	8	4	16	24	2	8					4	16	30	30	20	8				
4.2 Final Draft Plan Review with Steering Committee (SC #7)	4	4	8	4	4	8	8								3	3						\$1,000	
4.3 P & Z Commission Public Hearing (PM #3)	4	4	8	2		2	2								3							\$1,000	
4.4 City Commission Public Hearing (PM #4)	4	4	8	2		2	2							2								\$1,000	
Final Deliverables						8	16															\$2,000	
Total Hours	16	16	28	16	8	36	52	2	8	0	0	0	0	6	22	33	30	20	8				
Fee	\$3,520	\$3,280	\$5,460	\$1,840	\$800	\$3,420	\$4,420	\$470	\$1,520	\$0	\$0	\$0	\$0	\$1,110	\$3,300	\$4,125	\$3,300	\$2,100	\$640			\$39,305	
Expenses																				\$0	\$2,000	\$3,000	\$5,000
Confluence Fee							Leland Consulting Fee			PROS Consulting Fee		Primera Engineers Fee							Expenses		Grand Total		
\$144,420							\$45,210			\$9,505		\$44,935							\$24,400		\$268,470		

REVISED WORK PLAN

Our proposed work plan for this project is organized into four phases over approximately a 12-month period as follows. Our work plan can be adjusted and modified as necessary to best meet the needs of the City of Wilmington.

PHASE 1 / PROJECT KICK-OFF, RESEARCH + ANALYSIS (APPROXIMATELY 2 MONTHS)

1.1 / PRE-KICK-OFF MEETING WITH CITY STAFF

The Consultant Team will hold a meeting with City staff to review the project scope and meeting dates, discuss the agenda items, and prepare for the Project Kick-Off Meeting.

(Virtual meeting)

1.2 / COMMUNICATION PLAN

The Consultant Team will work with City staff to finalize a Communication Plan that identifies the engagement methods to be used in the planning process as well as all preliminary dates and times for each meeting or activity. Every effort will be made to follow this schedule with the understanding that flexibility may be needed based upon new discoveries, events, or conflicts.

1.3 / PROJECT KICK-OFF MEETING WITH STEERING COMMITTEE (SC MEETING #1)

The Consultant Team will facilitate a Project Kick-Off Meeting with City staff and the Steering Committee (SC). The purpose of this meeting is to:

- Establish roles, responsibilities, and project contacts
- Determine any initial data needs
- Review the project scope, schedule, and key meeting dates
- Identify key stakeholders and desired public input process and outcomes
- Discuss the identified corridors and potential brownfield redevelopment sites
- Review the Communication Plan

At the Project Kick-Off Meeting, the Consultant Team will also take the opportunity to review the current issues and opportunities with the group to identify key focus areas that will likely be drivers of this process.

(In-person meeting)

1.4 / PROJECT BRANDING AND IDENTITY BUILDING

With the input and review of the City, our team will help identify a brand for this planning effort that reflects the values of

the community today and symbolizes where the community is heading and its identity. The branding will include a color scheme and font selection as well as a thoughtful name and graphic / logo. This branding will be used on all material relating to the marketing and distribution of the planning effort.

1.5 / ANALYSIS REVIEW MEETING WITH STEERING COMMITTEE (SC MEETING #2)

Our team will present to City staff and the Steering Committee an overview of our team's analysis of the previous plans, existing conditions, and anticipated trends. For this overview, we will develop:

- Preliminary community assessment of issues and opportunities
- Existing community profile with population and housing analysis
- Review of existing North and South Islands plans

- Preliminary assessment of the parks and recreation facilities
- Preliminary planning boundary

(Virtual meeting)

PHASE 2 / VISION, INPUT + DIRECTION (APPROXIMATELY 3 MONTHS)

2.1 / ONLINE ENGAGEMENT WEBSITE

At the start of Phase 2, the Consultant Team will set up a Social Pinpoint website to facilitate online engagement between the many stakeholders and community members involved throughout Wilmington. We would anticipate using a mapping activity as well as an interactive idea board to help capture input on the site. This same site will host surveys and will be updated and utilized as part of Phase 3 to reveal the draft plans and seek public input. This website will be closed after the conclusion of this project.

2.2 / STAKEHOLDER INTERVIEWS

Our team will conduct key stakeholder interviews to incorporate this input into the planning process.

(2-days, virtual meetings)

2.3 / PUBLIC VISIONING WORKSHOP (PUBLIC MEETING #1)

The Consultant Team will facilitate a structured Public Visioning Workshop to identify key issues, priorities, opportunities, and preferences that will guide the direction of the Comprehensive Plan and Master Parks Plan. At this meeting, we will provide an overview of the planning process and seek input on various aspects of the plan.

The workshop will include a project overview session to review the findings of our initial data collection and research. Prior to commencing the community input activities, we will provide a brief “Planning 101” to explain:

- What is a Comprehensive Plan and Master Parks Plan?
- How are these plans used?
- How do the plans impact me?

MEETING ADVERTISING: The Consultant Team will collaborate with City staff to advertise this public meeting. The Consultant Team will create meeting flyers for posting at City facilities, press releases, and graphics for posting on the City’s website and social media platforms. If desired for use by the City, the Consultant Team will design yard-signs (double-sided, color, 18-inch by 24-inch) to advertise the meeting and the greater planning effort.

(In-person event)

2.4 / OTHER PUBLIC ENGAGEMENT OPTIONS (YOUTH WORKSHOP / BOX CITY EVENT / SPECIAL EVENT BOOTHS)

Our team can conduct Youth Workshops, Box City event, and can set up a booth to collect input at special events. As part of finalizing the Communication Plan at the Project Kick- Off Meeting, our team will work with City staff and the Steering Committee to solidify our plans for these special events.

(2 in-person events)

2.5 / STAKEHOLDER AND PUBLIC INPUT REVIEW WITH STEERING COMMITTEE (SC MEETING #3)

Following these various public and stakeholder input meetings, the Consultant Team will meet with the Steering Committee to share all of the information gathered from the various engagement activities conducted to date. The purpose of this meeting is to review the ideas generated by the stakeholders and community members and set the preferred direction of the plan.

(Virtual meeting)

PHASE 3 / DRAFT PLAN + EVALUATION (APPROXIMATELY 5 MONTHS)

3.1 / DRAFT PLAN

The Consultant Team will prepare a draft Comprehensive Plan and Master Parks Plan. The guiding principles and strategic themes, specific chapters, and layout of the plan document will be identified in collaboration with City staff and the Steering Committee. The plan will cover the key topic areas identified in the RFP including:

- Introduction covering project scope and schedule;
- Existing conditions and public participation synopsis;
- Vision for the community's future and identity building;
- Trend analysis including population projections;
- High-level corridor and brownfield analysis;
- Existing Land Use Analysis and Future Land Use Plan;
- Housing Analysis and Recommendations;
- Agricultural and Natural Resources;
- Existing Parks, Open Space, Trails Analysis, Benchmarking, and Recommendations
- Incorporation of existing North and South Islands plans
- Goals, Objectives, and Strategies for Implementation

The final document will be graphically rich and web friendly with graphs, maps, and illustrations.

3.2 / DRAFT PLAN REVIEW SESSIONS WITH STEERING COMMITTEE (SC MEETINGS #4 THROUGH #6)

The Consultant Team will present elements/chapters of the draft plan to the City staff and Steering Committee, record feedback and comments, and update and modify the drafts as requested. We anticipate two to three meetings with the Steering Committee to review the plan draft.

(Virtual meetings)

3.3 / DRAFT PLAN OPEN HOUSE (PUBLIC MEETING #2)

The Consultant Team will present the plan at a Public Open House to be held over an afternoon and evening utilizing story boards to explain the different plan elements and chapters. This draft will be posted to the online engagement site to allow for a general public review and comment period.

MEETING ADVERTISING: The Consultant Team will collaborate with City staff to advertise this public open house. The Consultant Team will create meeting flyers for posting at City facilities, press releases, and graphics for posting on the City's website and social media platforms. If desired for use by the City, the Consultant Team will design and order stickers to update the yard-signs used in Phase 2 to advertise this meeting.

(In-person event)

3.4 / DRAFT PLAN PRESENTATION JOINT WORKSHOP WITH THE PLANNING COMMISSION AND CITY COUNCIL (JOINT WORKSHOP #2)

The Consultant Team will present an overview of the draft Comprehensive Plan and Master Parks Plan to the Planning and Zoning Commission and City Council and provide a review of the public comments from Public Meetings #2 and the general public comment period. Our team will record feedback and comments received at the workshop and update and modify the draft as requested.

(In-person event)

PHASE 4 / FINAL PLAN + ADOPTION (APPROXIMATELY 2 MONTHS)

4.1 / FINAL DRAFT PLAN

The Consultant Team will prepare a final draft of the Comprehensive Plan and Master Parks Plan and submit it to City staff for review and comment. We will address City staff comments and submit a revised final draft to City staff.

4.2 / PLANNING COMMISSION PUBLIC HEARING (PUBLIC MEETING #3)

The Consultant Team will attend the Planning and Zoning Commission Public Hearing for the review and recommendation on the adoption of the plan. We will assist the City staff with the presentation of the Plan and will make subsequent revisions to the Plan as may be requested by the Commission and submit updated copies to City staff.

MEETING ADVERTISING: The Consultant Team will collaborate with City staff to advertise the public hearing with the Planning Commission. The Consultant Team will create meeting flyers for posting at City facilities, press releases, and graphics for posting on the City's website and social media platforms. The Consultant Team will design and order stickers to update the yard-signs used in Phase 3 to advertise this hearing. City staff will assist with placing the signs in strategic locations throughout the City and collecting the signs after the event for re-use or disposal.

(In-person event)

4.3 / CITY COUNCIL PUBLIC HEARING (PUBLIC MEETING #4)

The Consultant Team will attend the City Council Hearing for the review and approval of the Comprehensive Plan and Master Parks Plan. We will assist the City staff with the presentation of the Plan and will make subsequent revisions to the Plan as may be requested by the Council and submit updated copies to City staff.

(In-person event)

PROPOSAL SUBMITTAL



City of Wilmington, Illinois

Comprehensive Plan & Master Parks Plan

August 2, 2023

Proposal Submitted by Egret & Ox Planning



Comprehensive Plan and Master Parks Plan | City of Wilmington, Illinois

Proposal Submitted by Egret & Ox Planning on August 2, 2023

August 2, 2023

Jeannine Smith
City Administrator
City of Wilmington
1165 S. Water Street
Wilmington, IL 60481

Re: Proposal for the Wilmington Comprehensive Plan and Master Parks Plan

Dear Jeannine,

In partnership with Kretchmer Associates and Infrastructure Engineering, Inc., I am pleased to submit our team's proposal summarizing our qualifications and proposed work plan to guide the City of Wilmington in updating its Comprehensive Plan and preparing a Master Parks Plan. A separate Scope of Work and Price Proposal are provided for the Comprehensive Plan and Master Parks Plan to help the City evaluate whether to pursue both planning processes concurrently or individually.

Representing Egret & Ox Planning and serving as the project's Project Manager and Lead Planner, my 22+ year career includes extensive experience in comprehensive planning, subarea planning, corridor planning, and community engagement, including recent and ongoing comprehensive plans for Homer Glen, Cortland, Sycamore, Dwight, Genoa, Oregon, Monticello, Lake Zurich, and Bannockburn. With over two decades of urban planning consultant experience, I have built up a diverse background in planning, design, and community engagement – including experience with zoning, community development, housing, economic development, transportation planning, development review, and site planning – which will bring added value to the various elements of the two planning efforts for Wilmington.

Kretchmer Associates will conduct the market analysis, including housing and economic development issues and potential strategies. Their work will help inform strategies at a City-wide level and for Wilmington's three corridors. In addition, Kretchmer Associates will soon be leading a market analysis for the City of Braidwood, which may provide some overlap in the market analyses for Wilmington and its neighbor to the west. This potential overlap in data collection and stakeholder interviews may generate some cost savings. Infrastructure Engineering, Inc. will serve as the consultant engineer to evaluate the transportation network, utilities infrastructure, and brownfield redevelopment.

Thank you for this opportunity to submit our qualifications. I look forward to hearing from you.

Kindly,



Todd Vanadilok, AICP
Principal Planner

Egret & Ox Planning, LLC
3861 N. Milwaukee Ave
Chicago, IL 60641

p: (847) 971-5131
e: todd@egretandox.com
w: www.egretandox.com



1: Consultant Profile



EGRET & OX PLANNING, LLC

Egret & Ox Planning (Egret+Ox) is a minority-owned community planning small business providing a range of services built on the foundation of urban planning experience dating back to 2001, with project experience across the country. Serving as Principal Planner, Todd Vanadilok, AICP, launched Egret+Ox in 2017 as a single-person small business to provide planning services with a cost effective and flexible approach that meets the varying needs of clients to strengthen our communities. As an independent contractor, Todd operates his practice as a virtual office to serve clients in a flexible, efficient, and responsive manner, no matter where they are located. Egret+Ox is certified as a Disadvantaged Business Enterprise (DBE), Minority Business Enterprise (MBE), and Small Business Enterprise (SBE).



KRETCHMER ASSOCIATES

Founded in 1985, Kretchmer Associates is a certified WBE with expertise in all aspects of residential, retail, commercial, and industrial real estate analysis in the Chicago metro area and throughout the rest of Illinois, Indiana, Wisconsin, Iowa, Missouri, Kansas, Nebraska, and Minnesota. Whether you're a private firm, a non-profit developer, a municipality, or a planning agency, we help you understand market demand and make informed decisions. With a high success rate, over 30 years of experience, and specialized local knowledge, we've developed a reputation as one of the Midwest's leading real estate and urban planning consultants.



INFRASTRUCTURE ENGINEERING, INC.

Infrastructure Engineering Inc. (IEI) is a diverse and highly experienced civil engineering firm that employs over 140 talented professionals, with a presence in six cities in the five states of Illinois, Indiana, Michigan, New York, and New Jersey. Our highly qualified team provides civil, structural and traffic engineering for complex highway, roadway, streetscape, bridge, water management, mass transit, and airport projects. We began as a two-person office, and over the last 25 years, we grew to partner with our clients on vital high-profile projects, earning our current reputation for ingenuity. IEI provides design engineering, program management, and construction engineering services. We are a leading firm known for quality and responsiveness, with a proven track record of success. In fact, we measure our success by your success. It's why we're constantly seeking exciting new opportunities to partner with our clients.

2: Relevant Experience & Qualifications

Our team's business profiles, relevant project experience, and qualifications are described in the materials provided in the Attachments section at the end of this document. This includes resumes for team members who will work on this project.

3: Work Plan

SCOPE OF WORK: COMPREHENSIVE PLAN

The following Work Plan outlines the proposed Scope of Work that will be conducted by the Consultant Team of Egret & Ox Planning, Kretchmer Associates, and Infrastructure Engineering, Inc. to prepare the Wilmington Comprehensive Plan. Anticipated deliverables are defined for each task, where applicable. A separate Scope of Work is provided for the Master Parks Plan, which can run either concurrently with the Comprehensive Plan process or separately as an independent process.

PHASE 1: PROJECT INITIATION

Task 1.1: Project Kickoff Meetings

The Consultant will meet with City staff to: (1) review the scope and schedule of the project; (2) discuss community engagement strategies; and (3) begin collecting relevant data materials. Data materials that the team may collect from the City include but are not limited to: existing plans and reports; TIF information; GIS mapping data; and information on water, sewer, stormwater, and roadway infrastructure. This meeting will also serve as an opportunity to identify a preliminary list of key elements, issues, and assets to consider for the Corridor Plan.

As another initial project step, the Consultant will coordinate with City staff to set up the composition of the project's Steering Committee, which will be tasked with guiding the planning process from the perspectives of people who live, work, and engage in the community. The Consultant will conduct a project kickoff meeting with the Steering Committee to provide them with a project overview and get their initial thoughts on their expectations for the project.

:: Deliverable(s): List of data need requests; preliminary list of key elements, issues, and assets

Task 1.2: Community Tour

At the onset of the project, the Consultant will coordinate with City staff to plan a tour of Wilmington. The tour could occur on the same day as the project kickoff meetings, if feasible. In addition to City staff, it would be beneficial to have one or more Steering Committee members join the tour to help point out key points of interest, community assets, trouble spots, and other conditions. This will be an opportunity to gather a firsthand account of Wilmington from the perspective of those who live, work, and engage in the community on a regular basis. The Consultant will take field notes and site photos to encapsulate the existing physical conditions and character of the corridor.

:: Deliverable(s): Site photos

Comprehensive Plan and Master Parks Plan | City of Wilmington, Illinois

Proposal Submitted by Egret & Ox Planning on August 2, 2023

Task 1.3: Community Engagement Plan

The Consultant will outline and prepare the components of the proposed community engagement plan for the project, which will include both in-person and virtual outreach elements. Providing an array of engagement activities increases the ability to find consistencies in the feedback shared, as well as enable community members to share their thoughts through different means. All aspects of the community engagement plan will be discussed and finalized with City staff to ensure appropriate outreach tools are utilized and key stakeholders and groups are identified.

The past few years have created a proven environment for a hybrid approach to engagement, as it enables community members to engage at their own time and pace. Providing a virtual environment for engagement activities also boosts the number of people who engage: those who normally would not have interacted at an in-person event due to issues like childcare, work obligations, comfort in public settings, documentation status, language or cultural barriers, health and safety, etc. They are now able to participate from the comfort, convenience, and anonymity of their computer or mobile device.

Web-based outreach tools will be considered, including a project website, an interactive Comment Map, and/or Idea Wall (see examples on following pages). In-person engagement activities will also be part of the community engagement approach, including two open houses (see Task 2.5 and Task 3.4). The Consultant may also coordinate with City staff to set up potential focus groups or stakeholder interviews (see Task 2.4), which can be conducted either in-person or virtually.

If necessary, the Consultant will provide outreach materials like flyers and meeting exhibits in other prominent languages spoken in the community to ensure the project outreach creates a welcome and engaging environment for community members who prefer a language other than English.

:: Deliverable(s): Project website; Comment Map or Idea Wall; project promotional flyers; other outreach materials as defined

EXAMPLE: PROJECT PROMOTION MATERIALS IN POST CARD, HALF-PAGE, FULL-PAGE, AND POSTER FORMATS



Comprehensive Plan and Master Parks Plan | City of Wilmington, Illinois

Proposal Submitted by Egret & Ox Planning on August 2, 2023

EXAMPLE: COMMENT MAP: CITY OF MONTICELLO COMPREHENSIVE PLAN [\[WEBLINK\]](#)

Activity

Sort: Recent Popular Info Markers

There are very few sidewalks in this neighborhood. It would be great to see some better/safer paths for walking towards Burke Park and the pool, especially on Allerton Road.

Start a discussion

Make a Comment | a month ago Like Dislike

Can we annex The Evergreens into Appletree? The added HOA fees could help pay for the pond restoration.

Join the discussion (3)

Make a Comment | a month ago Like Dislike

Begin Ring Road to the west in this approximate location so as to connect with: * Allerton Road * County Farm Road * Old IL-48 This would result in the development of the basic infrastructure within/from which entrepreneurs might then be encouraged to develop. The key is creating an area that would encourage capital investments.

Start a discussion

Ideas and Suggestions | a month ago Like +1 Dislike

Develop a ring road to the east and south to connect to Monticello Road and other township and county roads as determined by its best location. Between this road and the city would be an area that would encourage entrepreneurs to then develop.

Future residential (within reason)-not sprawling out what we can manage.

Review

Join the discussion (1)

Like (12) | Dislike (1)

Zoom in

Map data ©2022 Imagery ©2022, CNES / Airbus, CHAMPAGNE COUNTY GIS Consortium, Lantini / Copernicus, Maxar Technologies, Planet Labs, USDA/FRC/GEO

EXAMPLE: IDEA WALL: ECONOMIC DEVELOPMENT PROJECT FOR CITY OF GLEN ELLYN [\[WEBLINK\]](#)

Share with us about...

Opposition to Housing Support for Housing Commercial Development Other Development Ideas Parking, Traffic & Site Access Pedestrian & Bike Features

It doesn't look like the southeast corner of Park and Roosevelt (the gas station corner) is ADA compliant. It doesn't look like a wheelchair could fit between the pole and the fence or between the pole and the street. If a wheelchair (or a walker) can't fit there, it limits the people that will be able to safely navigate across Roosevelt or across Park from the proposed residential development.

Start a discussion

Parking, Traffic & Site Access | 32 minutes ago Like Dislike

Can someone please tell me why all the dirt gets dumped on us south Glen Ellyn residents???? We have the wires of everything and now you just want to glorify what was already on that land!!! You really need to support us and put up affordable housing in north Glen Ellyn but we all know that will never happen

Start a discussion

Opposition to Housing | 4 day ago Like +3 Dislike

Why would you use that space for affordable housing??? Isn't that what the motels ended up being and look at how that turned out!!! We need commercial development to bring on revenue to ease our taxes!! Why not the dispensary we all voted for? That's a big money maker! Or an indoor amusement/roller rink or water park that kids can enjoy? I'm tired of paying other peoples living expenses via my tax money!

Start a discussion

Opposition to Housing | 4 day ago Like +3 Dislike

A land use study commissioned by the city of Wheaton in 2018 showed that DuPage County already has much lower-than-average occupancy and rents for all types of commercial property than surrounding counties: we have too much retail already. And we all seen this everyday: the last thing we need along Roosevelt is yet another large, unoccupied retail building. What we "lack" are low- and middle-income residences, which a new apartment complex would provide amply.

Start a discussion

Support for Housing | 4 day ago Like Dislike +4

GE needs to ask not if we should have attainable housing in general, but if this specific property should be housing. Years ago, D89 families approved a tax hike to keep their kids from being bussed to separate schools because of overcrowding, ancillary classes and the ability to support our socioeconomically-diverse student body. Please do not mistake advocacy for our children in D89, the 20+ homeless families it supports and program funding for our special need students for anything else.

Join the discussion (1)

Development to Housing | 4 day ago Like Dislike

The site of The former Budget Hotel on Roosevelt Road should stay zoned as commercial property. Its ridiculous to rezone that area. It should NOT be new housing. I live south of Roosevelt and I would like to see more economic development in south Glen Ellyn to alleviate our tax burdens. It seems most development is focused on north of Roosevelt. Why aren't GE South residents being considered?

Join the discussion (1)

Development to Housing | 4 day ago Like Dislike

I understand & am supportive for the need of affordable housing, but this location is NOT the place. For reasons already listed (public safety, commercial zoning, increased tax burden, impact on D89 schools) it makes NO logical sense to put residential housing of any kind on Roosevelt. To the Village Board of Trustees, please yield to the FACTS and FIGURES and not emotional pleas. You will not have my vote (as well as the votes of SoRo families) at the next election if you disregard our voices.

The Village needs a comprehensive plan for the Roosevelt Road corridor. This area lacks consistency with north of town in terms of quality of retail & charm. Also need to know the current stock of affordable housing in Glen Ellyn, if more affordable housing is needed, let's integrate this with the other new housing on the north end of town. Can the Village leverage the Panfish Park location for a unique retail space with a dine-in restaurant, boutique shops, wine bar & family

PHASE 2: EXISTING CONDITIONS ASSESSMENT

Task 2.1: Community Analysis

The Consultant will conduct a Community Analysis to gain a better understanding of the existing physical conditions and characteristics of the Wilmington community. The Community Analysis will generally include an inventory and analysis of the following:

- Demographics
- Existing land use
- Public facilities, civic uses, and community assets
- Parks, open spaces, and recreation facilities
- Transportation network
- Agricultural and natural areas
- Vacant properties
- Opportunity sites
- Influence of existing plans and reports, including the 2008 Comprehensive Plan, 2018 Downtown Plan, and Ridgeport Logistics Center Intermodal Terminal Facility Area TIF District

:: Deliverable(s): Findings from Community Analysis

Task 2.2: Market Analysis

The Consultant will prepare an analysis of the residential, retail, office, and industrial market in Wilmington. This will include a review of existing plans, relevant demographic, employment, retail sales, housing, and real estate industry data. It will provide the quantitative and qualitative background for the recommendations and plan. Specific elements will include:

- Analysis of housing tenure, rents, home values, and sales
- Analysis of demographic trends affecting future housing needs, including for seniors
- Analysis of employment and commuting trends affecting Wilmington and the demand for different types of commercial and industrial uses
- Analysis of retail sales trends in and near Wilmington and spending potential of local residents
- Interviews with residential, commercial, and industrial brokers and developers active in and near Wilmington to gain insights into market conditions, trends, and issues [COORDINATE WITH TASK 2.4]
- Interviews with local businesses and property owners [COORDINATE WITH TASK 2.4]
- Interviews with local and regional business and economic development organizations [COORDINATE WITH TASK 2.4]
- Assessment of potential sites for development and redevelopment, especially along the Route 53 Corridor, Strip Mine Road Corridor, and Water Street Corridor [COORDINATE WITH TASK 4.2]
- General impact of potential South Suburban Airport on development in Wilmington
- Identification of realistic market-driven development and redevelopment opportunities

As the Consultant lead on the market analysis, Kretchmer Associates may be able to streamline some of the data collection and stakeholder interviews with another market analysis that the firm is slated to conduct for neighboring Braidwood. This potential overlap in market analysis work may generate some cost savings and provide for regional perspectives on housing and economic development.

:: Deliverable(s): Market Analysis in PowerPoint format with background information, findings, and implications

Comprehensive Plan and Master Parks Plan | City of Wilmington, Illinois

Proposal Submitted by Egret & Ox Planning on August 2, 2023

Task 2.3: Infrastructure Analysis

The team's engineering consultant, Infrastructure Engineering, Inc. (IEI), will conduct an Infrastructure Analysis, primarily focusing on the existing conditions of transportation and utility infrastructure. Transportation analysis will include the roadway network, truck traffic, pedestrian and bicycle accessibility, and transit options. Utility analysis will include water, sewer, and stormwater management. General telecommunications infrastructure, primarily broadband, will also be assessed. Findings from the Infrastructure Analysis will be summarized in a report or memo format. Preliminary strategies for infrastructure improvement will also be included in the summary.

:: Deliverable(s): Findings from Infrastructure Analysis (in report, memo, or slide format)

Task 2.4: Stakeholder Engagement

As part of the community engagement plan outlined in Task 1.3, the Existing Conditions Assessment phase will include engagement with community stakeholders, primarily in the form of either focus groups or individual interviews. Stakeholders to consider for engagement should include but are not limited to: residents and community leaders, City staff (Building, Zoning, Public Works, Finance); Chamber of Commerce, business owners; property owners; local real estate and development professionals; and other stakeholders who are engaged in the community and knowledgeable of Wilmington.

:: Deliverable(s): Summary of stakeholder focus groups or interviews

Comprehensive Plan and Master Parks Plan | City of Wilmington, Illinois

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Task 2.5: Public Open House #1

As another form of stakeholder engagement, the Consultant will facilitate a public open house to gather insights, issues, and ideas from the community. Designed in an open engagement format, the open house will include a gallery of display boards that invite commenting and interaction. If the venue allows, a set of presentation slides will be shown on a projection screen or wall and played on a loop so that participants can attend and engage at their own time and pace. The Consultant will be on hand to answer questions and provide assistance.

While the open house will be held in-person, the exhibits will be posted on the project website for a period of time after each event to allow a broader window of opportunity for community members to engage with the materials at their own time and comfort level.

:: Deliverable(s): Agenda, exhibits, presentation slides, and other open house materials prior to activities; summary of key takeaways from the open house

EXAMPLE: PROJECT OPEN HOUSE WITH BILINGUAL EXHIBITS



Task 2.6: Existing Conditions Assessment Summary

The Consultant will assemble the findings from the Community Analysis (Task 2.1), Market Analysis (Task 2.2), Infrastructure Analysis (Task 2.3), and stakeholder engagement activities (Tasks 2.4 and 2.5) into an Existing Conditions Assessment Summary. This summary will be formatted in a way that will enable it to be easily incorporated into the final Comprehensive Plan document.

:: Deliverable(s): Existing Conditions Assessment Summary

Task 2.7: Review Meetings

The Consultant will coordinate review of the Existing Conditions Assessment Summary with City staff and the Steering Committee. If deemed necessary, the Consultant will provide the Existing Conditions Assessment Summary and project update to any of the City's boards and commissions.

:: Deliverable(s): Project update memo and summary presentation slides, if necessary

Comprehensive Plan and Master Parks Plan | City of Wilmington, Illinois

Proposal Submitted by Egret & Ox Planning on August 2, 2023

PHASE 3: POLICY FRAMEWORK

Task 3.1: Vision Statement

Utilizing community input from the stakeholder engagement conducted in Phase 2, the Consultant will prepare a draft vision statement that will represent a general vision for the future of Wilmington.

:: Deliverable(s): Draft vision statement

Task 3.2: Goals & Objectives

With the Existing Conditions Assessment Summary and stakeholder engagement findings as a foundation, the Consultant will prepare a draft set of goals and objectives that will combine with the draft vision statement to form the Policy Framework for the Wilmington Comprehensive Plan Update. The goals and objectives outlined in the City's 2008 Comprehensive Plan will also provide some guidance to understand the City's past policy stances. Goals and objectives will generally cover the following topics:

- Land use and development
- Economic development
- Housing
- Transportation
- Community Facilities and assets
- Utilities and infrastructure
- Sustainability
- Community character and design

:: Deliverable(s): Draft goals and objectives

Task 3.3: Policy Framework Summary

The Consultant will assemble the draft vision statement, goals, and objectives into a Policy Framework Summary. This summary will be formatted in a way that will enable it to be easily incorporated into the final Comprehensive Plan document.

:: Deliverable(s): Policy Framework Summary

Task 3.4: Review Meetings

The Consultant will coordinate review of the Policy Framework Summary with City staff and the Steering Committee. If deemed necessary, the Consultant will provide the Policy Framework Summary and project update to any of the City's boards and commissions.

:: Deliverable(s): Project update memo and summary presentation slides, if necessary

PHASE 4: PRELIMINARY STRATEGIES

Task 4.1: Community Growth Strategies

The Consultant will prepare community growth strategies based on findings from the Existing Conditions Assessment Summary and Policy Framework, specifically including the following plan elements:

- Future Land use Plan
- Transportation Plan
- Community Facilities and Assets Plan
- Utilities and Infrastructure Plan
- Natural Resources and Sustainability Plan

:: Deliverable(s): Community Growth Strategies

Task 4.2: Corridor Strategies

In addition to the City-wide plan elements defined in Task 4.1, the Consultant will prepare specific land use and transportation strategies for Wilmington's three primary corridors: (1) IL Route 53 Corridor; (2) Strip Mine Road Corridor; and (3) Water Street Road Corridor. The economic development strategies in Task 4.3 will help to inform these corridor strategies.

:: Deliverable(s): Corridor Strategies

Task 4.3: Economic Development Strategies

Based on the results of the market analysis, stakeholder engagement, and input from the Steering Committee, the Consultant will develop specific recommendations and strategies for the community at large, as well as for the three corridors in coordination with Task 4.2. These may include, but are not limited to:

Residential

- Programs and strategies that further new development of diverse housing types at different price points and rents to meet the City's current and future demographics
- Programs that can be used to support first-time homebuyers
- Programs that can support property maintenance, rehabilitation, and reinvestment
- Strategies to further the City's housing goals and objectives and stimulate new development, especially in areas where subdivisions have not been completed
- Appropriate use of incentives to further the City's housing goals

Economic Development

- Actions and strategies to attract new retail and service businesses to the downtown and other corridors
- Strategies to further industrial development without the negative consequences on local residents and infrastructure.
- Actions the community can take to position itself for positive impacts of the potential South Suburban Airport
- Appropriate use of incentives to attract and retain businesses

:: Deliverable(s): Economic Development Strategies

Task 4.4: Infrastructure Strategies

Based on the results of the infrastructure analysis in Phase 2, the Consultant will develop specific recommendations and strategies regarding transportation and utility infrastructure, particularly in relation to community growth and economic development strategies. This will include ensuring the transportation network is able to accommodate a growing community, provide multimodal transportation options, and support potential changes in truck traffic. Similarly, utility strategies will be linked to the capacity and potential expansion of water, sewer, and stormwater utility infrastructure to support future growth and development.

:: Deliverable(s): Infrastructure Strategies

Task 4.5: Brownfield Redevelopment Strategies

The findings of the Existing Conditions Assessment and feedback from the community will help inform redevelopment strategies for Wilmington's brownfields. Identification of major issues, opportunities, constraints, remediation measures, and practical redevelopment solutions will be explored. Resources to support the Village's brownfield redevelopment efforts will also be identified to support plan implementation.

:: Deliverable(s): Brownfield Redevelopment Strategies

Task 4.6: Preliminary Strategies Summary

The Consultant will assemble the draft strategies and concepts developed in this phase into a Preliminary Strategies Summary. This summary will be formatted in a way that will enable it to be easily incorporated into the final Comprehensive Plan document.

:: Deliverable(s): Preliminary Strategies Summary

Task 4.7: Review Meetings

The Consultant will coordinate review of the Preliminary Strategies Summary with City staff and the Steering Committee. If deemed necessary, the Consultant will provide the Preliminary Strategies Summary and project update to any of the City's boards and commissions.

:: Deliverable(s): Project update memo and summary presentation slides, if necessary

Task 4.8: Public Open House #2

Public Open House #2 will serve as an opportunity for the community to review and comment on the draft strategies and concepts. The second open house will be formatted similarly as the first open house, as described in Task 2.5.

:: Deliverable(s): Agenda, exhibits, presentation slides, and other open house materials prior to activities; summary of key takeaways from the open house

PHASE 5: DRAFT COMPREHENSIVE PLAN

Task 5.1: Preparation of Draft Comprehensive Plan

The Consultant will assemble the deliverables from the previous phases into the draft Wilmington Comprehensive Plan. The plan document will include an implementation plan that transforms the draft

Comprehensive Plan and Master Parks Plan | City of Wilmington, Illinois

Proposal Submitted by Egret & Ox Planning on August 2, 2023

strategies into short-, middle-, and long-term action steps to help guide managed growth and development of the City. Potential partners, resources, and funding sources will also be identified.

:: Deliverable(s): Draft Wilmington Comprehensive Plan

Task 5.2: Review Meetings

The Consultant will coordinate review of the draft Wilmington Comprehensive Plan with City staff and the Steering Committee in advance of the final review and adoption meetings with the City's boards and commissions, including the Planning and Zoning Commission and City Council, in Phase 6.

:: Deliverable(s): Punchlist of recommended edits to the draft Wilmington Comprehensive Plan

PHASE 6: FINAL PLAN REVIEW & ADOPTION

Task 6.1: Refinement of Draft Plans

Based on the recommended edits from City staff and Steering Committee, the Consultant will refine the draft Wilmington Comprehensive Plan to prepare a final version to present for final review and adoption.

:: Deliverable(s): Refined Draft Wilmington Comprehensive Plan

Task 6.2: Final Review and Adoption Meetings

The Consultant will coordinate with City staff to schedule the final review and adoption process for the Wilmington Comprehensive Plan with the Planning and Zoning Commission and City Council. A public hearing will be held with the meeting with the Planning and Zoning Commission.

:: Deliverable(s): Final approved version of the Wilmington Comprehensive Plan

PROJECT SCHEDULE

The Project Schedule summarizes the pacing of the phases and outreach activities throughout the project. All dates are tentative and subject to change upon discussion between the Consultant and City staff.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
1: Project Initiation									
2: Existing Conditions Assessment									
		3: Policy Framework							
			4: Preliminary Strategies						
					5: Draft Comp Plan				
							6: Final Review		

Schedule Key

	Review Meetings w/ City Staff
	Steering Committee Meetings
	Community Tour
	Stakeholder Interviews/Focus Groups
	Public Open Houses
	City Council, Boards, and Commissions

4: Project Examples

Our team’s relevant project examples are provided in the Attachments section at the end of this document.

5: Price Proposal

The proposed budget summarized below breaks down the project costs by phase. The total \$116,000 project cost is inclusive of all expenses and is a not-to-exceed amount.

PRICE PROPOSAL: COMPREHENSIVE PLAN

Phase	Cost
1 Project Initiation	\$3,000.00
2 Existing Conditions Assessment	\$57,000.00
3 Policy Formation	\$3,500.00
4 Preliminary Strategies	\$46,000.00
5 Draft Comprehensive Plan	\$4,750.00
6 Final Plan Review and Adoption	\$1,750.00
Total	\$116,000.00



SCOPE OF WORK: MASTER PARKS PLAN

The following Work Plan outlines the proposed scope of services that will be conducted by Egret & Ox Planning (Consultant) to prepare the Wilmington Master Parks Plan. Anticipated deliverables are defined for each task, where applicable. A separate Scope of Work is provided for the Comprehensive Plan, which can run either concurrently with the Master Parks Plan process or separately as an independent process.

Task P1: Parks Inventory

The Consultant will coordinate with City staff to prepare an inventory of Wilmington's current parks system, including the following details for each park listed below.

- Park type and purpose
- Park location (address)
- Acreage
- Inventory of amenities
- Assessment of physical conditions and functionality (general assessment only; not intended to evaluate conditions from a craftsmanship perspective)
- Maps illustrating the location and each type of park
- Maps illustrating pedestrian, bicycle, and vehicular access to all City parks
- Analysis of demographics and trends
- Analysis of parks and related finances
- Review the organizational structure for the management of parks amenities
- Assessment of land to population ratio and determine target service area
- Identification of surpluses and deficiencies

:: Deliverable(s): Parks Inventory

NOTE: This proposal is more of a bare bones inventory and summary of strategies for Wilmington's parks system that is consistent with general community planning in a Comprehensive Plan.

If the City prefers a more robust Master Parks Plan (e.g., 3D hand-drawn conceptual renderings of potential sites, construction-level drawings, cost estimates for proposed improvements, grant writing for funding support, etc.) than what is offered in this proposal, it is recommended that the City seek proposals from design firms that specialize in parks planning.

Three notable firms include:

Hitchcock Design Group

Based in Naperville

<https://www.hitchcockdesigngroup.com>

Planning Resources

Based in Lombard

<http://planres.com>

Lakota Group

Based in Chicago

<https://www.thelakotagroup.com>

Comprehensive Plan and Master Parks Plan | City of Wilmington, Illinois

Proposal Submitted by Egret & Ox Planning on August 2, 2023

Task P2: Parks Strategies

The Consultant will prepare general strategies to improve the City's parks system, including potential expansion and improvements. These parks strategies will be consistent with the type of recommendations found in a Comprehensive Plan, and will be keyed into the Comprehensive Plan's goals, objectives, and implementation plan. If the City wishes to have conceptual drawings for any potential park sites, the Consultant will be able to generate a limited set of conceptual drawings in two-dimensional (2D) plan view using computer-aided drawings. As noted in the sidebar on the previous page, the Consultant is not set up to prepare three-dimensional (3D) hand-drawn conceptual renderings that are construction-level plans commonly prepared by a landscape architect.

:: Deliverable(s): Summary of parks strategies and concepts

Task P3: Draft Master Parks Plan

The Consultant will assemble the deliverables from the previous phases into the draft Wilmington Master Parks Plan. The plan document will include an implementation plan that transforms the draft strategies into short-, middle-, and long-term action steps to help guide the City implement the strategies identified in Task P2. Potential partners, resources, and funding sources will also be identified.

:: Deliverable(s): Draft Master Parks Plan

Task P4: Review Meetings

Assuming the Master Parks Plan process will run concurrently with the Comprehensive Plan process, the review of draft deliverables will generally coincide with meetings with City staff and officials, including local leaders who are primarily involved with overseeing Wilmington's parks system. In particular, the review of draft and final deliverables will generally run as noted in the table below (coordination subject to change):

Master Parks Plan		Comprehensive Plan	
Task #	Review Task	Task #	Review Task
P1	Parks Inventory	2.7	Existing Conditions Assessment Summary
P2	Summary of parks strategies and concepts	4.7	Preliminary Strategies Summary
P3	Draft Master Parks Plan	5.2	Draft Comprehensive Plan
P4	Final Master Parks Plan	6.2	Final Comprehensive Plan

At the final stage of the Master Parks Plan process, the Consultant will coordinate with City staff to schedule the final review and adoption process for the Wilmington Master Parks Plan with the Planning and Zoning Commission and City Council. A public hearing will be held with the meeting with the Planning and Zoning Commission.

:: Deliverable(s): Final approved version of the Master Parks Plan

Comprehensive Plan and Master Parks Plan | City of Wilmington, Illinois

Proposal Submitted by Egret & Ox Planning on August 2, 2023

PROJECT SCHEDULE

The Project Schedule summarizes the pacing of the Master Parks Plan phases (highlighted in green) in conjunction with the Comprehensive Plan phases (highlighted in gray) and outreach activities, assuming both processes are run concurrently. All dates are tentative and subject to change upon discussion between the Consultant and City staff.

OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL
1: Project Initiation									
2: Existing Conditions Assessment									
	P1: Parks Inventory								
		3: Policy Framework							
			4: Preliminary Strategies						
			P2: Parks Strategies						
				5: Draft Comp Plan					
					P3: Draft Master Parks Plan				
						6: Final Review			
							P4: Final Review		

Schedule Key

	Review Meetings w/ City Staff
	Steering Committee Meetings
	Community Tour
	Stakeholder Interviews/Focus Groups
	Public Open Houses
	City Council, Boards, and Commissions

PRICE PROPOSAL

PRICE PROPOSAL: MASTER PARKS PLAN

Phase	Cost
P1-P4 Master Parks Plan	\$16,000.00
Total	\$16,000.00

6: Attachments

EGRET & OX PLANNING, LLC

Business Profile

Resume: Todd Vanadilok

Experience Sheet: Comprehensive Planning

Experience Sheet: Downtown and Subarea Planning

Experience Sheet: Transportation and Corridor Planning

KRETCHMER ASSOCIATES

Business Profile

Resume: Valerie Kretchmer

Resume: Ryan Holmes

Resume: Paul Mizner

Project Experience: Moving Will County Market Analysis

Project Experience: Housing Market Studies Chicago South Suburbs

Project Experience: Olympia Fields Market Study and Economic Development Strategy

INFRASTRUCTURE ENGINEERING, INC.

Business Profile

Resume: Mark Kozlowski

Resume: Nicholas Otte

Resume: Alexander Lewis

Resume: Guelord Mpagazihe

Project Sheet: Chicago Obama Presidential Center Transportation Network Improvements

Project Sheet: Waukegan City Engineer

Project Sheet: Sauk Village Comprehensive Plan

EGRET & OX PLANNING BUSINESS PROFILE

Egret & Ox Planning, LLC is a minority-owned small business providing a range of community planning services built on the foundation of extensive private sector consulting experience dating back to 2001. Serving as Principal Planner, Todd Vanadilok, AICP, started Egret & Ox Planning in 2017 as a small business to provide planning services with a cost effective and flexible approach that meets the varying needs of clients to strengthen our communities.

As an independent contractor, Todd operates his small business as a virtual office to serve clients in a flexible, efficient, and responsive manner, no matter where they are located.

Whether it's one meeting, a short-term task, or the entirety of a long-term project, Todd has the flexibility, breadth of skills, and depth of planning knowledge to meet varying needs and budgets. He works with municipalities, community-based organizations, academic institutions, and community members to meet their goals and create just, equitable spaces.

Advocating for diversity, equity, and inclusion in our communities is a core value both personally and professionally. From economics, housing, and transportation choice to race, gender identity, and sexual orientation, Todd believes these pieces work together to advance social justice.

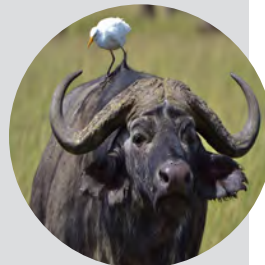
Todd finds a variety of ways to engage stakeholders in the planning process using a mix of in-person and web-based outreach platforms. He also creates graphically enhanced maps, exhibits, and documents to communicate information clearly and efficiently so that people can make informed decisions.

WHAT'S IN A NAME? WHY AN EGRET AND AN OX?

While they are clearly different animal species with very little similarities, an egret and an ox share a symbiotic relationship where they mutually benefit one another. The height of the ox provides an advantageous perch to hunt for insects, particularly those that pester the ox. In addition, the egret's elevated perch and heightened sense of its surroundings enable it to alert the ox of any impending danger.

Symbiosis is common in the animal kingdom, as well as a noble trait in communities of the human kind.

The name Egret+Ox reflects the symbiotic relationship that the business believes to be the root for positive and transformative change in communities, particularly when people and groups of diverse natures work together towards a common end.



EGRET & OX PLANNING, LLC
IS A MINORITY-OWNED
SMALL BUSINESS

DBE, MBE, ESB, EBE, SBE

EXPERIENCE

- :: Capacity Building
- :: Community Development
- :: Community Engagement
- :: Comprehensive Planning
- :: Development & Site Plan Review
- :: Economic Development
- :: Housing
- :: Neighborhood Planning
- :: Organizational Leadership
- :: Project Management
- :: Special Area Planning
- :: Tax Increment Financing (TIF)
- :: Transit Oriented Development (TOD)
- :: Transportation Planning
- :: Urban Design
- :: Zoning & Ordinances

SKILLS

- :: Adobe Creative Suite
- :: ArcMap GIS
- :: AutoCAD
- :: Data Collection & Analysis
- :: Data Visualization & Infographics
- :: Graphic Design
- :: Meeting Design & Facilitation
- :: Microsoft Office
- :: Outreach Materials
- :: Web-Based Outreach Tools
- :: Website Design

 **Todd Vanadilok AICP**
PRINCIPAL PLANNER

 Chicago | Fort Collins
(847) 971-5131
 todd@egretandox.com
 www.egretandox.com

RESUME

Todd Vanadilok AICP [he/him/his]

PRINCIPAL PLANNER

Todd has built his career on the foundation of extensive urban planning experience that spans the entire spectrum of community types, ranging from counties, municipalities, and corridors to downtowns, neighborhoods, and single blocks. His leadership roles with various executive boards and working committees have built up his capacity to collaborate with a broad network of partners, agencies, community organizations, and other professionals across a large metropolitan region. He is also an advocate for creating appropriate planning and design graphics to clearly communicate ideas and ensure sound decision making by communities and organizations.



**EGRET & OX PLANNING, LLC
IS A MINORITY-OWNED
SMALL BUSINESS**

DBE, MBE, ESB, EBE, SBE

EDUCATION

Master of Urban Planning
1999-2001
University of Michigan
Ann Arbor, MI

**Bachelor of Science,
Civil Engineering**
1995-1999
Northwestern University
Evanston, IL

Urban Planning & Design
1998
Harvard University
Cambridge, MA

WORK EXPERIENCE

Egret+Ox Planning LLC
Principal Planner
2017-present
Chicago, IL

Teska Associates, Inc.
Community Planner
2001-2017
Evanston, IL

AFFILIATIONS

**American Planning
Association (APA)**
Member, 2001-present

APA Illinois Chapter
Member, 2001-present

APA Colorado Chapter
Member, 2017-present

CERTIFICATIONS

**American Institute of
Certified Planners (AICP)**
2012-present

SERVICE

**AICP National Membership
Standards Committee**
Member, 2015-2019

**APA-IL Chicago Metro Section
(APA-CMS)**
Director/Assistant Director,
2008-2017

APA-IL Diversity Committee
Chair, 2016-2017

CMAP Land Use Committee
Member, 2008-2017

**APA Asian & Pacific Islander
Interest Group**
Programs Director,
2021-present

**We Will Chicago Citywide
Plan Advisory Council**
Member, 2021-present

ADVANCING SOCIAL JUSTICE PLANNING RESPONSIBLY

As an Asian American who started his own small business, diversity and inclusion are central to Todd's personal and professional values. He helps to advance social justice through his work in affordable housing, eTOD, and placekeeping for communities facing displacement.

One of Todd's core beliefs as an urban planner and a person of color is to raise up the voices of those who are marginalized or withheld from speaking up. People have concerns to raise, ideas to share, and stories to tell. That requires a variety of platforms to elevate and advocate for these voices. Also, to truly be heard, feedback needs to be summarized, shared with the community, and integrated into data-driven strategies and action-driven policies.

The built environment and its socioeconomic support system should be equitable and inclusive for all. That way all people have the means and opportunities to access healthy food, affordable living spaces, strong schools, stable employment, upwardly mobile business and entrepreneurial development, transportation choice, and safe neighborhoods.



 **Todd Vanadilok AICP**
PRINCIPAL PLANNER

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 todd@egretandox.com
 www.egretandox.com

COMPREHENSIVE PLANNING



With a solid understanding that the comprehensive plan is one of the fundamental bases for planning, I have completed several comprehensive plans over my planning career. My experience spans from small towns and emerging communities to well established cities and growing counties.

Whether updating an existing plan or creating a new plan from scratch, my typical approach ensures that the comprehensive plan understands existing conditions, integrates modern planning practices, honors core community values, and reflects market realities.

Implementation and adherence to a community's comprehensive plan is just as important, if not more, as the creation of the plan. My project experience also includes continuing service support such as development review, site plan review, and follow-up work.

RECENT COMPREHENSIVE PLANS

- Bannockburn Strategic & Comprehensive Plan | BANNOCKBURN, IL
- Berthoud Comprehensive Plan Overhaul | BERTHOUD, CO
- Cortland Comprehensive Plan | CORTLAND, IL
- Dwight Comprehensive Plan | DWIGHT, IL
- Genoa Comprehensive Plan & Housing Study | GENOA, IL
- Highland Park Comprehensive Master Plan Update | HIGHLAND PARK, IL
- Homer Glen Comprehensive Plan Update | HOMER GLEN, IL
- Monticello Comprehensive Plan & Housing Study | MONTICELLO, IL
- Oregon Comprehensive Plan | OREGON, IL
- Sycamore Comprehensive Plan Update | SYCAMORE, IL

PAST COMPREHENSIVE PLANS

- Canton Comprehensive Plan | CANTON, IL
- Canton Comprehensive Plan Implementation Support | CANTON, IL
- Carlinville Comprehensive Plan | CARLINVILLE, IL
- Forsyth Comprehensive Plan | FORSYTH, IL
- Gardner Comprehensive Plan | GARDNER, IL
- Glenwood Comprehensive Plan | GLENWOOD, IL
- Kendall County Land Resource Management Plan | KENDALL COUNTY, IL
- Long Grove Comprehensive Plan | LONG GROVE, IL
- Princeton Comprehensive Plan | PRINCETON, IL
- Romeoville Comprehensive Plan | ROMEOVILLE, IL

CONTINUING SERVICES

- Development & Site Plan Review | ALGONQUIN, IL
- Development & Site Plan Review | HIGHWOOD, IL
- Development Review & Planning Services | KENDALL COUNTY, IL
- Expert Testimony (Mining Land Use Case) | KENDALL COUNTY, IL
- Expert Testimony (Property Acquisition Zoning Case) | STREATOR, IL

NOTE: Unless noted otherwise, all projects were completed by Todd Vanadilok while with his previous employer, Teska Associates, Inc. All graphics and text shown below were created and written by Todd. Projects completed by Todd via Egret & Ox Planning, LLC are denoted with a blue tag (🏷️). Award-winning projects are denoted with a blue star (★).

RELEVANT PROJECT EXPERIENCE

DOWNTOWN & SUBAREA PLANNING



Communities are often characterized by smaller subareas that each has its own identity, history, assets, issues, opportunities, and stakeholders. A downtown is a particular subarea known for its distinct attributes that contribute to the identity of the overall community. My project experience includes a variety of downtown and subarea plans that generally share the same objective: improve the physical, social, economic, and recreational connections and opportunities offered by the subarea to the overall community.

In addition to the projects listed to the right, I have completed several other subarea plans as part of a larger project, such as a comprehensive plan or transit oriented development (TOD) study.

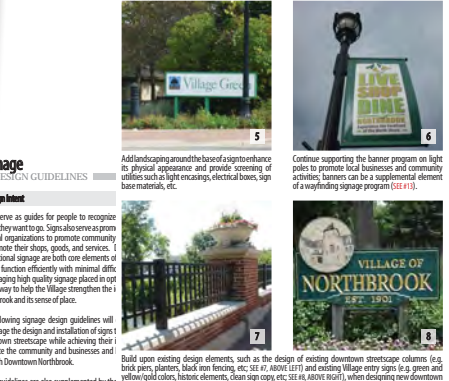
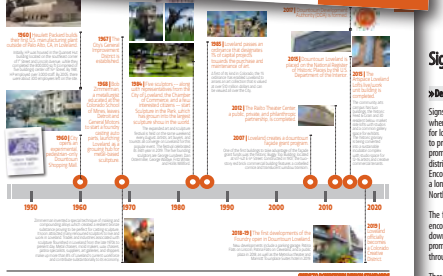
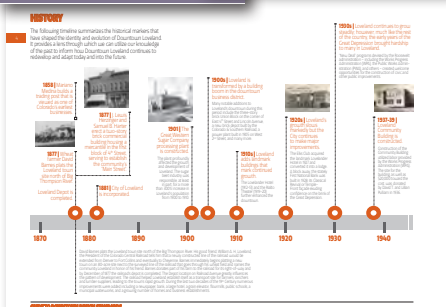
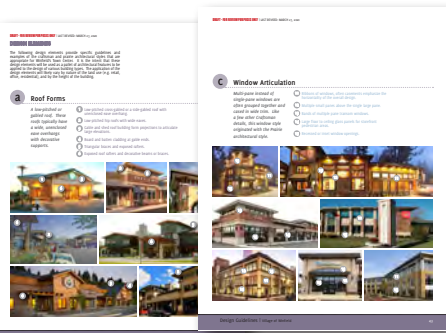
DOWNTOWN PLANS & DESIGN STANDARDS

- Canton Downtown Streetscape Master Plan | CANTON, IL
- Fox River Grove Downtown Redevelopment Plan | FOX RIVER GROVE, IL
- Highwood Downtown Project Guidebook | HIGHWOOD, IL
- Lake Villa Downtown TOD Plan | LAKE VILLA, IL
- Lake Zurich Downtown Redevelopment Strategy Plan | LAKE ZURICH, IL
- Lombard Downtown Revitalization Project Guidebook | LOMBARD, IL ★
- Loveland Downtown Design Standards Update | LOVELAND, CO ★★
- Montgomery TOD & Park-N-Ride Location Study | MONTGOMERY, IL ★
- Northbrook Downtown Area Plan | NORTHBROOK, IL
- Prairie Grove Town Center & TOD Plan | PRAIRIE GROVE, IL ★
- Schiller Park Station Area Plan | SCHILLER PARK, IL
- Western Springs Downtown Plan | WESTERN SPRINGS, IL
- Winfield Town Center Design Guidelines | WINFIELD, IL

SUBAREA PLANS

- Central Main Street Redevelopment Plan | WEST CHICAGO, IL
- Elburn TOD Plan | ELBURN, IL
- Fox River Corridor Plan | KENDALL COUNTY, IL
- Industrial Lane Redevelopment Plan | WHEELING, IL
- Lake Villa Redevelopment Strategy | LAKE VILLA, IL
- Logan Square Blue Line eTOD Station Area Plan | CHICAGO, IL
- Sugar Grove Main Street Plan | SUGAR GROVE, IL
- Tolentine Estates Architectural Pattern Book | OLYMPIA FIELDS, IL

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RELEVANT PROJECT EXPERIENCE

TRANSPORTATION & CORRIDOR PLANNING



Transportation is just as important a component to community planning as land use and zoning, where they typically go hand in hand. My approach to transportation and corridor planning is predicated on providing safe and efficient access for all users: bicyclists, pedestrians, motorists, and transit riders. This also includes equitable access, regardless of physical and economic means and social identities, so everyone can get to their destinations and seek opportunities.

In addition to standalone transportation and corridor projects, these subjects are commonly core aspects of other projects that I have completed, such as comprehensive plans, neighborhood plans, and transit oriented development (TOD) plans.

TRANSPORTATION & CORRIDOR PLANNING

- 119th Street Corridor Plan | CHICAGO, IL
- 65th Street Corridor Market Feasibility Study | BEDFORD PARK, IL
- Broadway Avenue Corridor Plan | MELROSE PARK, IL
- Elm Street Corridor Streetscape Master Plan | CANTON, IL
- Englewood Line Nature Trail Implementation Strategy | CHICAGO, IL
- Galena Boulevard Corridor Area Plan | AURORA, IL
- Lake Street Corridor Planning Study | DUPAGE COUNTY, IL
- Lincoln/Western Retail Corridor Study | OLYMPIA FIELDS & CHICAGO HEIGHTS, IL
- Prairie Parkway Intersection Concept Plans | KENDALL COUNTY, IL
- Rand Road Corridor Plan | MOUNT PROSPECT, IL
- Roosevelt Road Corridor Planning Study | DUPAGE COUNTY, IL
- Route 6/Brisbin Road Corridor Study | MORRIS, IL
- Route 83 Corridor Land Use Plan | DUPAGE COUNTY, IL

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Bicycle Amenities
February 2017

Pedestrian Connectivity
February 2017

Gateway Entrance

Placement's Condition

Buildings & Architecture

Englewood Line Community Strategy for Trail Implementation
Potential access points

WHAT IS YOUR VISION FOR THE ENGLEWOOD LINE? SHARE YOUR THOUGHTS!

1. How do you get around the neighborhood?

	DAILY	A FEW TIMES PER MONTH	A FEW TIMES PER YEAR	RARELY OR NEVER
Bike-Only	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Walk	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CTA (Bus)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CTA (R)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Car	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. How often do you visit these places in the neighborhood?

	A FEW TIMES PER WEEK	ONCE PER MONTH	A FEW TIMES PER YEAR	RARELY OR NEVER
Landlham Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sherman Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Optima Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hour Playground Park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Home Street Farm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Wood Street Farm	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hambridge Street Community Garden	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
East To Line (ECL) Englewood	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
West Englewood Branch Library	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Whole Foods / Englewood Square	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

3. Have you been on any of it

ENGLEWOOD LINE WALKING TOUR & COMMUNITY VISION SESSION
SAT, NOVEMBER 8, 2016 | 8:30-9:30 AM

GROWING HOME WOOD STREET FARM
58th & WOOD STREET
CHICAGO, IL 60649

Please join us for a walking tour and community vision session regarding the proposed Englewood Line Trail. Come share your thoughts on how to convert the former elevated freight rail line between 58th and 59th Streets into a trail for the community.

Englewood Line Community Strategy for Trail Implementation
Last Revised: January 31, 2017



**Kretchmer
Associates**

REAL ESTATE AND PLANNING CONSULTING

www.kretchmerassociates.com

Our Services

We're a WBE-certified business that delivers comprehensive service and data-driven advice.

With extensive experience in affordable, senior, and market-rate housing – as well as across the commercial, retail, and industrial sectors – we help public, private, and non-profit clients obtain approvals, secure financing, and enhance marketability.

Working to your deadlines, we can help you with:

- » Real estate project feasibility analysis
- » Business district and commercial corridor strategies
- » Real estate development and redevelopment strategies
- » Community planning and zoning
- » Economic development strategies
- » Transit-oriented development planning
- » Consumer research and surveys

Our Services



We work both as project lead and subcontractor, adding value to projects of all types.





Our Process

You get the comprehensive analysis you need – when you need it.

Whether you're searching for ways to secure project financing, trying to decide how best to use land, or on the hunt for strategies to enhance your community's and development's marketability – we know you need to meet deadlines and move the project forward. We're easy to work with and responsive – and our process is designed to help you achieve your objectives.



REQUIREMENTS GATHERING

Our process starts with a detailed discussion about what you want to achieve from our engagement, including any specific concerns or problems you're looking to solve.

For example, you might need a quick response to whether a project has potential. Or you could be looking for a detailed analysis of commercial, retail, or industrial competition.

We take the time to delve into your project so that we develop a comprehensive understanding of your aims and objectives. Then we'll deliver a proposal which confirms that your expectations align with our understanding.



RESEARCH & ANALYSIS

Next, we conduct primary and secondary research. We understand that our work is crucial to the success of your project. The more comprehensive we are, the greater the likelihood that you'll be able to move your project forward quickly – in terms of targeting the development to the right market, securing financing, or obtaining municipal approvals.

That's why we'll always tailor our research to your needs, covering everything from overall marketability to competition and price points.



REPORT & RECOMMENDATIONS

Leveraging our research – and combining it with our extensive experience and knowledge of the local area – we collate our market data, analyze it, and draft our recommendations.

Our recommendations won't always show overwhelming support for your project – one client referred to us as “the development police,” though we prefer “economic reality check.” However, we always suggest changes that will enhance marketability and – if your project isn't viable – let you know at the earliest possible stage to save you money.

You receive a thorough report in your desired format, for example, an easy to read summary document or detailed report that meets your requirements. We always meet your deadlines and address the concerns and issues you outlined at the outset of the process.





What Our Clients Say

“I worked with Kretchmer Associates over a 3-year period on nearly 20 market analysis assignments. I was continually impressed by the ability of Valerie and her team to work on a variety of assignments, the quality and timeliness of their work, their responsiveness to our requests, and the value that she and her team provided. I would recommend Kretchmer Associates to any local government or community organization seeking to better understand the development market in their area.”

—Bob Dean
Center for Neighborhood Technology

“We selected Kretchmer Associates to conduct a downtown residential market study in 2016. Kretchmer Associates identified the true market demand at market rates that would encourage development. Based on this report, within 18 months we had 5 completed projects, and best of all: Kretchmer Associates’s analysis was spot on. Our development community has confidence in their analysis.”

—Michael J. Freilinger
Downtown Development Corporation of Peoria

“We love working with Kretchmer Associates. They’re incredibly thorough in their research and good at communicating with us. We know we can put trust in their work, and as developers, nothing is more important.”

—Erik Cooper
Community Reinvestment Foundation

“Kretchmer Associates provided a valuable assessment of senior housing needs across 5 northwest suburban communities. Their recommendations laid the foundation for future collaborative work across the 5 communities to develop innovative strategies for residents to age in place, including launching a senior home repair program and widely-used service resource guide. The data analysis, research, and interviews with key stakeholders conducted by Kretchmer Associates were invaluable in helping these communities understand the needs of their senior residents and develop new programs and services.”

—Allison Milld Clements
former Director, Metropolitan Mayors Caucus

“I have worked with Kretchmer Associates for many, many years and never make a site decision without their expertise. Valerie and her team understand market dynamics and how to measure need and demand. They are thoughtful, detail-oriented, and big-picture smart.”

—Beth Demes
The Alden Foundation

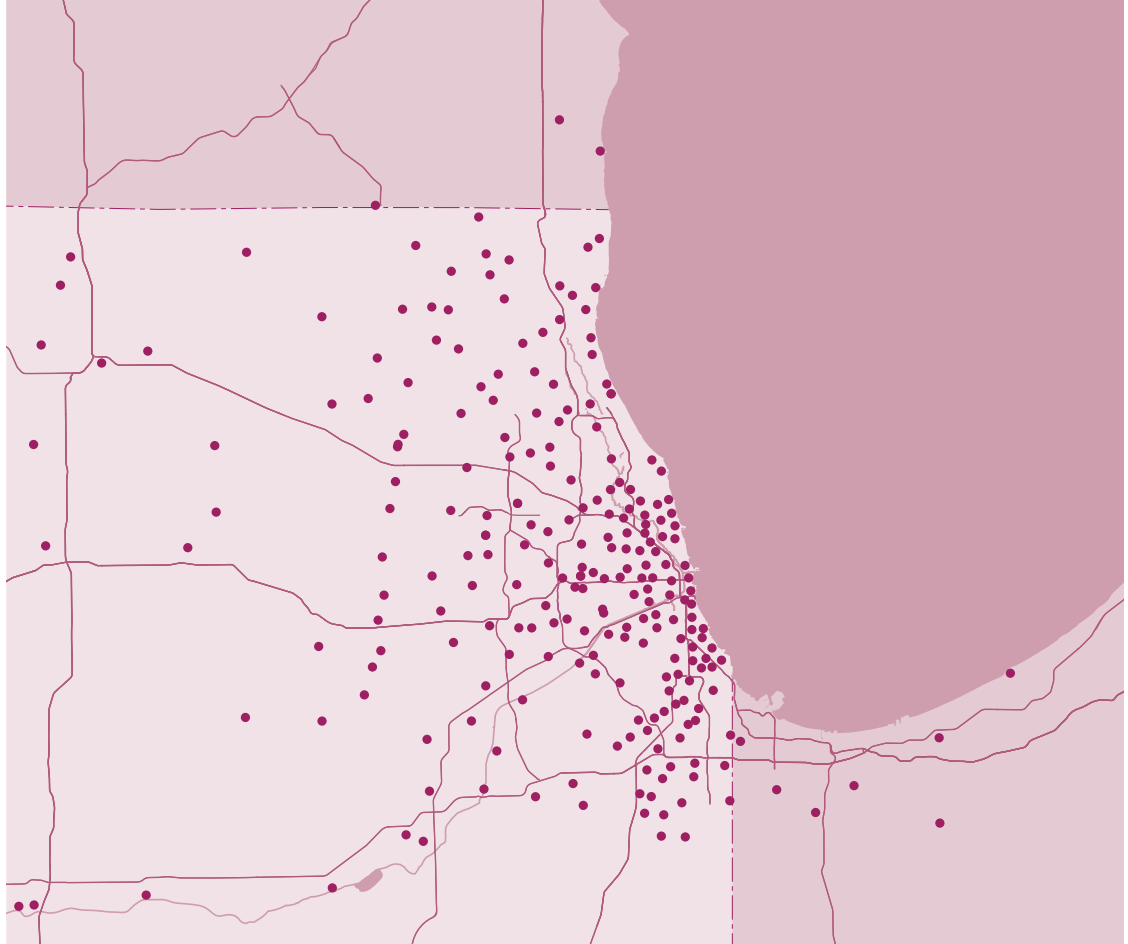
“We can’t stress enough how appreciative we are that you came along with all the last-minute changes to the project, and yet still sent us a market study that reads as if the project had been set from day 1.”

—Carl Kunda
Full Circle Communities





Project Locations



This map shows the breadth of our experience in northern Illinois, northwest Indiana and southern Wisconsin, but we work extensively throughout the Midwest.

We've worked in

212

Municipalities
and Chicago
community
areas in the
Chicago region
(out of 361)

73

Municipalities
in Illinois
outside of the
Chicago metro
area

33

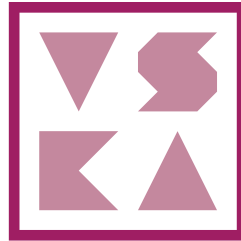
Municipalities
in Indiana

30

Municipalities
in WI, MI, IA,
KS, MO, NE,
MN, AZ, NC,
TX, MD and
CA



Valerie S. Kretchmer



President

vsk@kretchmerassociates.com | 847.864.8895

Valerie is a real estate and planning consultant with 40+ years of experience. Particular expertise in real estate market analysis for affordable, and market-rate housing, senior housing, retail, office, and industrial development. Formerly responsible for acquisitions and due diligence market analysis for real estate investments nationwide. Served on Evanston Plan Commission for 7 years and as public member of city TIF Joint Review Board.



PROJECT EXPERIENCE

Market Analyses for Chicago Metropolitan Agency for Planning

As market analysis consultant for CMAP for 6 years, prepared residential, retail, office and industrial market analyses in 26 communities throughout the Chicago metro area for downtown, corridor, neighborhood and industrial area plans.

Market Studies for Multifamily Developments

Studies for market-rate apartments, condos and senior housing, and affordable family, senior and special needs housing for developers, lenders, public housing authorities, state housing finance agencies, HUD, and municipalities throughout the Midwest.

Market Analysis for Will County Land Use and Truck Routing Plan

Industrial and housing market analysis for Joliet, Elwood, Manhattan and Channahon for the area near I-80 and I-55 for CMAP and Will County. This fed into the plan for future land use, including industrially designated land.

WORK EXPERIENCE

Kretchmer Associates: 1985-Present
President

VMS Realty Partners: 1982-1985
Assistant Vice President, Director of Real Estate Analysis/Due Diligence,
Senior Real Estate Analyst

Real Estate Research Corporation: 1978-1981
Senior Analyst, Analyst

Community Improvement Agency (New Orleans): 1976-1977
Project Planner

Housing 123: A Workbook for Local Officials and Community Leaders (MPC)
Principal Author

Real Estate Market Analysis: Methods and Case Studies (ULI)
Contributing Author

EDUCATION

MPA, 1976
Wagner School of Public Service,
New York University

BA (Phi Beta Kappa), 1974
Washington University in St. Louis

AFFILIATIONS

Urban Land Institute (ULI)

Lambda Alpha International Land
Economics Society

American Planning Association (APA)

Illinois Housing Council (IHC)

Affordable Assisted Living Coalition
(AALC)

National Council of Housing Market
Analysts (NCHMA), Professional
Designation

CMAP Housing Committee for ON TO
2050 Regional Plan

Kretchmer Associates



Ryan Holmes

Vice President

rholmes@kretchmerassociates.com | 847.563.5278

Ryan is an urban planner with 12 years of public & private experience. Conducts market studies for market rate, affordable, supportive, & assisted housing for families, seniors, & people with special needs. Analyzes retail, office & industrial markets for comprehensive, downtown, corridor & economic development plans for municipalities, regional planning and transportation agencies.



PROJECT EXPERIENCE

Market Analyses for Local Technical Assistance Projects for CMAP

Retail, office, residential and industrial market analyses for downtown, commercial corridor, neighborhood, industrial area, and sub-area plans. Projects in over 20 municipalities including Lombard, Downers Grove, Oak Park, Thornton, Franklin Park, Morton Grove, Chicago Heights, and Logan Square, Avondale and Hegewisch in Chicago.

Market Analysis for Will County Land Use and Truck Routing Plan

Industrial and residential market analysis for a land use plan for property along and near I-80 and I-55. Included a detailed analysis of industrial development and employment trends, and the implications for future land use. Prepared for Will County and CMAP.

Market Analysis for Butterfield Road Corridor in DuPage County

For a corridor plan, analysis of residential demand and development opportunities for sites along Butterfield Road from I-294 to I-355, focusing on the redevelopment of a vacant retail center in Lombard. Prepared for CMAP and the municipalities.

WORK EXPERIENCE

Kretchmer Associates

Vice President, Project Manager, Senior Planner, Planner

Army Corps of Engineers Construction Engineering Research Lab

Research Assistant

University of Illinois at Urbana-Champaign

Research Assistant, Teaching Assistant

Community Preservation Corporation Resources

Asset Management Assistant

Town of Bethel, Connecticut

Assistant to the First Selectman

EDUCATION

Master of Urban Planning, 2010
University of Illinois Urbana-Champaign

BA, English, 2003
St. Joseph's University

AFFILIATIONS

American Planning Association (APA)

Illinois Housing Council (IHC)

**Kretchmer
Associates**



Paul Mizner

Real Estate Market Analyst



pmizner@kretchmerassociates.com | 847.563.8888

Paul is a real estate market analyst and urban planner with 3 years of experience. He conducts market studies for market-rate and affordable housing for families and seniors, and analyzes retail, office & industrial markets for downtown, corridor & economic development plans for municipalities and regional planning agencies.



PROJECT EXPERIENCE

Market Analysis for Avondale/Logan Square Equitable TOD Market Analysis

Assisted in data gathering, interviews, field work, and analysis for a retail and residential market analysis for a plan for two northwest side Chicago community areas, for the Chicago Metropolitan Agency for Planning.

Market Analysis for Family and Senior Apartments

Data collection and analysis for affordable residential developments in the Chinatown and Rogers Park neighborhoods of Chicago. Conducted market interviews and assisted in preparation of market studies for developers applying for funding.

Market Assessment for Lincolnshire Comprehensive Plan

Data collection and analysis for residential, retail, and office markets for housing and economic development sections of existing conditions report for the Village of Lincolnshire.

WORK EXPERIENCE

Kretchmer Associates, 2022-Present
Real Estate Market Analyst/Urban Planner

Ware Realty Group, 2021-2022
Lead Planning Strategist, Real Estate Associate

EDUCATION

Master of Urban Planning and Policy, 2021
University of Illinois - Chicago

BA, Urban Studies, 2019
University of Illinois - Chicago

AFFILIATIONS

American Planning Association (APA)

Illinois Housing Council (IHC)

**Kretchmer
Associates**





Moving Will County Market Analysis for CMAP



Providing a basis for future industrial, residential and commercial land use for sub-regional plan

Detailed market analysis for a plan in southwest Will County involving multiple stakeholders and municipalities. The plan seeks to balance industrial and residential development with preserving open space, and improving truck routing.

Interviewed real estate, economic development, and open space professionals to assess development prospects and preservation concerns.

Analyzed and contextualized industry trends for input into land use scenarios.

REQUIREMENT

On a team including CDM Smith, Civiltech Engineering, Ginkgo Planning & Design, and the Lakota Group, VSKA prepared a market analysis for the southwestern portion of Will County, one of the nation's top warehousing and logistics centers. The study provided a realistic, market-driven analysis for future land use planning scenarios focused on industrial and residential markets, those with the greatest growth opportunity, and preservation of open space and farmland.

APPROACH

- + Coordinated with the consultant team to ensure work targeted to the needs of highly engaged community and professional stakeholders.
- + Met with stakeholders to understand their concerns and relationship to the market.
- + Prepared and presented content related to economic development at client and steering committee meetings, using feedback to tailor deliverables.
- + Assembled and analyzed data on industrial, commercial and residential development trends, along with employment and population trends.
- + Interviewed real estate and other professionals on attributes of industrial locations, acreage requirements, and timing of future development.

RESULTS

VSKA's report described a growing area that will remain an industrial hub for decades, but also one with potential for new residential construction. This provided the basis for land use scenarios to guide development, while balancing the desires of multiple municipalities for economic development and land preservation, with truck routing improvements.





Housing Market Studies in Chicago's South Suburbs



Market-rate and affordable studies in numerous South Suburbs

Performed comprehensive market analyses for family, senior, veterans and special needs housing for developers, lenders and property owners

Studies conducted for project financing through IHDA, HUD, private lenders and equity investors

Identified important factors for project feasibility and planning

REQUIREMENT

Among hundreds of housing market studies across the Midwest and beyond, Kretchmer Associates has performed fully documented market studies and feasibility assessments for developers and property owners throughout Chicago and its southern suburbs for apartments, townhomes and single-family homes in low, middle and upper income areas. These include Glenwood, Richton Park, Park Forest, Lansing, Country Club Hills, Orland Park, University Park, Joliet, New Lenox, Thornton, Chicago Heights, Matteson, Blue Island, Oak Forest, Tinley Park, Crete, Calumet City, Mokena, Harvey, and Channahon. The studies identified demand, achievable rents and sale prices, unit sizes, types, amenities, and recommendations to better meet the market.

APPROACH

- + Analyzed the attributes of the sites and surrounding areas for the targeted tenancy.
- + Delineated market areas and analyzed demographic and economic trends relative to the demand for specific housing types.
- + Surveyed competitive properties to assess overall condition, rents, unit mix, unit sizes, amenities, occupancy, and wait lists.
- + Analyzed rent and sales levels (including affordability if applicable), unit sizes, and amenities.
- + Analyzed market demand, penetration, and capture rates for proposed developments.

RESULTS

Our market studies have assisted clients in making sound investment decisions, alerting them when a plan is not feasible or when great demand exists. Our attention to detail has contributed to high quality development and financing including LIHTC awards.





Market Study & Economic Development Strategy



Market study and economic development strategy to help the Village of Olympia Fields target restaurant and retail opportunities

Market analysis for two commercial corridors in south suburban Chicago

Identified opportunities, constraints, and potential targets, along with the strategy to attract them

Paired with hotel market study by TR Mandigo that included potential for specific sites

REQUIREMENT

Prepared a market analysis and economic development strategy for two commercial corridors for the Village of Olympia Fields, a small but historic suburb of Chicago. Analyzed both vacant and potentially available sites for retail, restaurant, and office opportunities. These included a 35+ year old office park with a large vacant building and multiple obsolete buildings in need of redevelopment.

APPROACH

- + Toured sites and interviewed employers, property and business owners, brokers, and developers regarding opportunities along two corridors.
- + Researched commercial real estate trends based on historical statistics from throughout the Chicago region and the south suburban market.
- + Identified the most relevant existing properties and competitive corridors on the ground and via industry listing sources.
- + Analyzed demographics, employment, retail data, and consumer segmentation.
- + Presented results to the Olympia Fields Board of Trustees.

RESULTS

Identified opportunities and constraints facing the village, recommended potential targets and attraction measures including public improvements, and specified near-, mid-, and long-term actions and responsible stakeholders in the form of an implementation matrix. The Village entered into discussions with a hotel developer and restaurateur for key sites.





INFRASTRUCTURE ENGINEERING | INCORPORATED

Infrastructure Engineering Inc. (IEI) is a diverse and experienced civil engineering firm with more than 140 talented professionals who work in six offices in the states of Illinois, Indiana, Michigan, New York, and New Jersey. Our highly qualified team provides civil, structural, and traffic engineering for complex highways, roadways, streetscape, bridges, water management, mass transit, and airport projects.

We began as a two-person office in 1998, and over the last 25 years, we have grown to partner with our clients on vital and high-profile projects, earning a reputation for **INGENUITY**.

IEI provides design engineering, program management, and construction engineering services. We are a leading firm known for quality and responsiveness with a proven track record of success. As we grow, we look for new opportunities to partner with our clients. Their success is our goal; it is how we measure our own.

IEI offers broad, proven experience with engineering studies for transportation projects, preliminary design, final construction documents, and construction administration.

Our firm structure encourages collaboration across our offices to meet the diverse needs of our clients with customized solutions. Many of our engineers hold PE licenses from multiple states and regularly work across markets, increasing their breadth and depth of experience, which ultimately benefits our clients by providing a wealth of knowledge to solve engineering challenges.

We are an award-winning firm with a history of high-performance evaluations for our work with Illinois Department of Transportation (IDOT), Illinois State Tollway (Tollway), Chicago Department of Transportation (CDOT), Indiana Department of Transportation (INDOT), and New York State Department of Transportation (NYSDOT).



IEI is proud to announce we are certified Minority Business Enterprise (MBE) and certified Disadvantaged Business Enterprise (DBE).



Mark Kozlowski, PE

Project Manager - Civil

With over 20 years of experience, Mr. Kozlowski is a skilled civil engineer, manager, and communicator with specific talents for anticipating client needs, adapting to unusual situations, and providing excellent customer service in every project he leads.

With an extensive land development background, his positive attitude and ability to multi-task allows him to be an effective and dependable leader who handles complex projects and design issues with ease.

SELECT EXPERIENCE

South Michigan (Avenue) Corridor Improvements; CDOT; Chicago, IL - As the project manager for the south Michigan corridor improvements project, Mr. Kozlowski is responsible for project administration and delivery. The project includes approximately two miles of right-of-way improvements consisting of existing conditions inventory and land use, widened sidewalks, traffic calming, resurfaced pavement, new lighting and pedestrian friendly amenities, landscape and corridor beautification, and among other improvements, signalized intersection upgrades and ADA compliant routes. Mr. Kozlowski provides design, schedule and budget oversight, supervision of the project team, delivery, and daily operations for the project.

Capital Improvement Program Office, Design Manager; CPS; Chicago, IL - As the Civil/Site design and program manager for the Chicago Public Schools (CPS) Capital Improvement Program (CIP) Mr. Kozlowski provided civil engineering, program and design management services for projects involving site infrastructure improvements and exterior facility upgrades. He led the design teams through the detailed delivery process for the construction of new playgrounds, recreational areas, and athletic fields. These site development projects regularly included the repair, rehabilitation or replacement of utility infrastructure and pavement. As the site/civil liaison for the CIP, Mr. Kozlowski was also the first point of contact for outside organizations that would collaborate with CPS in terms of design and funding. Using green infrastructure, these projects often included the transformation of impervious schoolyards into recreational and learning spaces that were nearly 100% permeable.

City Engineer; City of Waukegan; Waukegan, IL - While working directly with the City's administration and elected officials, Mr. Kozlowski provided civil engineering services for citywide maintenance and improvement projects. He supported the Department of Public Works with solutions to problems related to aging infrastructure and surface treatments within the Public Way. These improvements include ADA accessibility improvements, pavement patching or replacement, utility infrastructure improvements, stormwater management and infrastructure related to the Municipal Water Supply and distribution system. Mr. Kozlowski also provided support services related to site plan review and land development, the procurement and management of third-party engineering and survey services, and investigates grant opportunities for Federal, State or locally funded projects.

HIGHLIGHTS

INDUSTRY EXPERIENCE

23 Years

EDUCATION

Bachelor of Science
Civil Engineering
University of Toledo
Toledo, OH

CERTIFICATIONS

Professional Engineer
IL: 062060597
MI: 6201054090
NY: 105482-01

PROFESSIONAL AFFILIATION(S):

ASCE
APWA
IML

EMPLOYMENT HISTORY

Infrastructure Engineering,
Inc.
01/2013 – Present



Nicholas Otte, PE

Project Engineer

Mr. Otte has more than 14 years of experience as a civil engineer. Experiences run the gamut of roadway design projects, from geometric design for local roads to traffic modeling for a 100+ intersection road network. Exposure to horizontal and vertical roadway design, traffic analysis (counts, travel time, level of service), traffic modeling, drainage (ditch and storm sewer), crash analysis, and traffic safety studies.

SELECT EXPERIENCE

CDOT Jackson Park Roadway Framework Improvements; CNECT LLC, Chicago, IL: Project Engineer for Roadway and Traffic for Phase I and Phase II Roadway and Structural Improvements in and around Jackson Park for the City of Chicago. The City of Chicago is updating the South Lakefront Framework Plan in consideration of a number of changes planned for Jackson Park including the formation of the Obama Presidential Campus (OPC), the restoration and merger of the Jackson Park and South Shore Golf Courses and the roadway improvements to support the OPC and golf course. C*NECT will perform preliminary infrastructure concept design and contract development for the preliminary engineering required for implementation of roadway improvements that will consider increased safety, roadway mobility and pedestrian accommodations in and around Jackson Park.

Central Street Improvements; City of Evanston; Evanston, IL: Project Engineer to provide traffic analysis and roadway design for this streetscape improvements project that includes an analysis of the existing traffic, roadway, sidewalks, ADA and pedestrian access along this commercial district. The scope includes a traffic analysis, existing conditions analysis and design of construction documents for the following: intersection improvement design, roadway resurfacing and bike lane design, ADA design, structural vaulted sidewalk design, traffic signal and pedestrian improvements, and streetscape and landscaping.

Wood Street/Ashland Avenue South of US Route 6 (159th street) to 138th St.; Illinois Department of Transportation; Chicago, IL: Project Engineer performing both Phase 1 and Phase 2 design services for this \$45M IDOT roadway replacement project. As a joint venture partner on the Phase 1 design team, IEI performed the collection of traffic data using manual traffic counts at the eight existing signalized intersections and three unsignalized intersections, the creation of strip map exhibits, a location drainage study, alternate geometric studies, crash analysis, traffic maintenance analysis, four intersection design studies, bridge inspections and bridge condition reports for three structures. As the prime consultant for Phase 2 design, IEI is responsible for all aspects of the final design.

HIGHLIGHTS

INDUSTRY EXPERIENCE

14+ Years

EDUCATION

BSC.E, Valparaiso University,
Valparaiso, IN, 2006

CERTIFICATIONS

Professional Engineer
IL:#062-067220

PROFESSIONAL AFFILIATION(S):

American Society of Civil Engineers

Institute of Transportation Engineers

EMPLOYMENT HISTORY

Infrastructure Engineering, Inc.

01/2012 - Present



Alexander G. Lewis, PE

Project Engineer - Civil

Mr. Lewis brings a background in the design of various transportation and drainage projects, as well as the inspection of construction projects.

His transportation design experience includes roadway design, maintenance of traffic, ADA curb, ramp, and sidewalk design for various departments throughout the Chicagoland area. His drainage design experience includes retention systems and drainage structures. His inspection and documentation experience includes sidewalks, curbs and gutters, pavements, drainage structures, street lighting, landscaping, CDOT filing system, submittal reviews, and documentation review and approval.

SELECT EXPERIENCE

South Michigan (Avenue) Corridor Improvements; CDOT; Chicago, IL - Design engineer assisting with the design for the Michigan Avenue and 111th Street corridor improvements project, which will provide a safe, walkable, and attractive street that will foster community and economic growth, in support of the INVEST South/West initiative. IEI is providing Phase 2 transportation design for the streetscape improvements project that includes an analysis of the existing traffic, roadway, sidewalks and ADA and pedestrian access along the corridor. The scope includes a traffic analysis and design of construction documents for the following: roadway resurfacing, ADA, sidewalk design; traffic signal, roadway lighting and pedestrian improvements, and streetscape and landscaping.

Jackson Park Mobility Improvements; CDOT; Chicago, IL - Civil engineer for improvements to Jackson Park to accommodate the Obama Presidential Library. The roads throughout Jackson Park are being expanded, closed, rebuilt, and rerouted. As part of this project, Mr. Lewis modeled Lake Shore Drive, Stony Island Ave, Midway Plaisance, and several side streets to produce cross sections, pavement jointing plans, and grading plans. He assisted with modeling portions of this new corridor, as well as assisted with the proposed ADA design.

Program Management Consultant (PMC) for Capital Improvement Projects

(CIP); CDOT; Chicago, IL - IEI is leading the scope for turbo survey efforts; special project designs; design support; and construction management support for both in-house and contractor-delivered concrete and asphalt construction projects. Mr. Lewis worked for several years as a design engineer responsible for the design and plan production of roadway, intersection and pedestrian improvements throughout the City of Chicago. Improvements included the addition of curb extensions, pedestrian refuge medians, elevated crosswalks, and various parking improvements in different corridors throughout the Chicago wards. Mr. Lewis currently leads the multi-member ADA/Drainage team that oversees the deliverables (plan set and cost estimate) for the concrete drainage improvements across all 50 Chicago wards.

HIGHLIGHTS

INDUSTRY EXPERIENCE

9 Years

EDUCATION

B.S. Civil Engineering,
University of Illinois at
Chicago

CERTIFICATIONS

PE, Illinois: #062-070378
IDOT Documentation of
Contract Qualities
ACI Concrete Field Testing
- Technician - Grade 1
OSHA Safety Training
Erosion and Sediment
Control
Fundamental Module
Design Module

PROFESSIONAL AFFILIATION(S):

Young Member's Group

EMPLOYMENT HISTORY

Infrastructure Engineering
Inc. 02/14-present



Guelord Mpagazihe, EIT

Civil Engineer

Mr. Mpagazihe has more than five years of diverse civil engineering design and inspection experience. His transportation and traffic engineering experience includes roadway design; traffic safety analysis; construction cost estimating and inspection.

Mr. Mpagazihe served as the project engineer for various projects throughout Illinois, in conjunction with the Illinois Department of Transportation. He has also served as a project manager for various project overseeing Phase I or Phase 2 design. His primary focuses include: Resurfacing, streetscape improvements, guardrail improvements, and ADA improvements.

SELECT EXPERIENCE

South Michigan (Avenue) Corridor Improvements; CDOT; Chicago, IL - Civil engineer assisting with the design for the Michigan Avenue and 111th Street corridor improvements project, which will provide a safe, walkable, and attractive street that will foster community and economic growth, in support of the INVEST South/West initiative. IEI is providing Phase 2 transportation design for the streetscape improvements project that includes an analysis of the existing traffic, roadway, sidewalks and ADA and pedestrian access along the corridor. The scope includes a traffic analysis and design of construction documents for the following: roadway resurfacing, ADA, sidewalk design; traffic signal, roadway lighting and pedestrian improvements, and streetscape and landscaping.

US-20 HMA Mill and Resurfacing, and Super Elevation Correction, from Falconer Rd to Simpson Rd; IDOT; Rockford, IL - Project engineer responsible for the design and plan preparation for the US-20 Corridor between Falconer and Simpson Roads. Project tasks include complete pavement removal and resurfacing and patching where needed. Locations with severe vehicle crashes were closely examined and determined to have deficient super elevation (SE) which resulted in the correction of nine horizontal curves along the corridor. Other scope items included updating guardrail length of need; installing new end sections where necessary; removal of crossovers to accommodate SE correction and adjustment of entrance; and exit ramp vertical alignment to match mainline SE correction.

Two Miles of Centerline Patching and Mill and Overlay on US-20 from Stepheson County Line to Pecatonica Rd; IDOT; Rockford, IL - Project engineer for the design and plan preparation for centerline joint repair and asphalt pavement removal and replacement within project limit. Tasks included field verification of existing pavement conditions and drainage issues associated with pavement failures and guardrail improvement per current specifications. Final submittal included design plans, special provisions, quantity calculations, and an engineer's estimate as required for final IDOT submittal.

HIGHLIGHTS

INDUSTRY EXPERIENCE

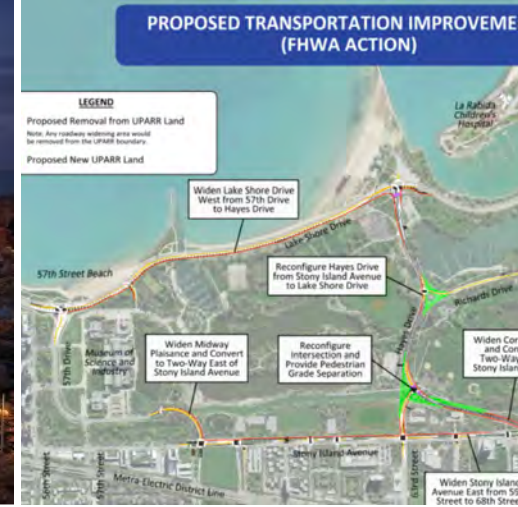
5 Years

EDUCATION

Bachelor of Science, Civil Engineering, University of Minnesota

EMPLOYMENT HISTORY

Infrastructure Engineering Inc. 01/22 - Present



Transportation Network Access Improvements: Obama Presidential Center

Chicago, IL

Project Overview: Chicago Neighborhood Engineering & Construction Team (C*NECT), a joint venture of IEI and Civiltech Engineering, Inc. provided the Chicago Department of Transportation (CDOT) preliminary and final engineering services for roadway improvements to support the South Lakefront Framework Plan, which includes the Obama Presidential Center in Jackson Park. The project aims to provide increased safety, roadway mobility and pedestrian accommodations in and around Jackson Park.

IEI Involvement in Project: IEI provided multiple services for this project, including data collection, preparation of base maps and mosaics, geometric studies, safety studies with crash analysis, capacity analysis with intersection design studies, route and topographic surveys, bridge inspections and condition reports, location drainage studies, cost estimates, and public involvement. This project was processed as an Environmental Assessment/Finding of No Significant Impact (EA/FONSI) and a Combined Design Report (CDR) was prepared. The project involved significant environmental studies and utilizing the NEPA/404 Merger Process. Final design services included preparation of plans, specifications and estimates for two construction bid packages which include:

- Complete Street and Traffic Calming Improvements on Stony Island Ave.
- Traffic Signal Improvements along Lake Shore Drive
- Reconfiguration and partial relocation of Cornell Drive in Jackson Park
- Existing bridge and underpass widenings on Lake Shore Drive between, bridge rehabilitation of the Hayes Drive arch bridge and three new pedestrian underpasses beneath Hayes Drive in Jackson Park

Project Summary: The project was challenging because it involved working on complex preliminary engineering and environmental assessment services concurrently with final design engineering services. The environmental assessment entailed two lead federal agencies, the National Park Service and Federal Highway Administration; and sought to balance providing mobility improvements while at the same time avoiding or minimizing impacts to the various environmental and historic resources in the project area.

ROADWAY | PROJECT SPOTLIGHT

PROJECT HIGHLIGHT

The environmental assessment entailed two lead federal agencies, the National Park Service and Federal Highway Administration.

PROJECT DETAILS

Client/Owner

Chicago Department of Transportation (CDOT)

John Sadler
Program Manager
(312) 744-0488

IEI Role Prime

Total Project Cost
\$250M

Fee \$12M

Dates
2017-2022

Funding
Federal and State

KEY PERSONNEL

Aaron Patterson, PE
Project Manager

Nick Otte, PE, PTOE
Roadway Engineer

Pankaj Kumar, PE, SE
Structural Engineer





Waukegan City Engineer

Waukegan, IL

Project Overview: In 2017, the City of Waukegan passed a large bond initiative to fund public improvements which far exceed the capabilities of the City's own employees to administer. Notably, the City's deferred maintenance and infrastructure needs were estimated at \$500 million. With a draft Capital Improvement Plan in place, the City wanted to program annual improvements with issued bond funding in order to fund public improvement projects over multiple years.

Infrastructure Engineering, Inc. (IEI) contracted with the City of Waukegan to be the City Engineer as an extension of the City's staff.

IEI Involvement in Project: IEI provided the City with quality engineering management, scoping, design, and inspection and procurement support. We worked directly for the Department of Public Works and closely with Planning and Zoning, Building Code Compliance, other state/local/county agencies, the Aldermen and City Council. IEI also assisted the City with the following major responsibilities and tasks: design of utilities; roadway/pavement and sidewalk improvements; facility upgrades and maintenance; and preparing bidding documents and construction inspection. IEI also assisted with procurement services by reviewing contractor bids and proposals and preparing bid tabulations, which the City used in the selection of engineering firms and contractors to deliver the capital program.

Project Summary: The intent of Waukegan's administration was to deliver capital improvements over several years to create a vibrant destination north of Chicago. The first major initiative started in 2018 and subsequent bond issues carried improvements through 2020/2021. IEI assumed the role of City Engineer to facilitate the implementation of the capital improvement plan.

PROGRAM MANAGEMENT | PROJECT SPOTLIGHT

PROJECT HIGHLIGHT

Developed internal processes and requirements for the City of Waukegan that led to significant savings in the implementation of their capital improvement plan.

PROJECT DETAILS

Client

City of Waukegan
Thomas Maillard
(847) 599-2510
Thomas.maillard@waukeganil.gov

Owner

City of Waukegan

Total Project Cost
\$25M

Fee
\$2.6M

Start Date
July 2018

Completion
May 2021

KEY PERSONNEL

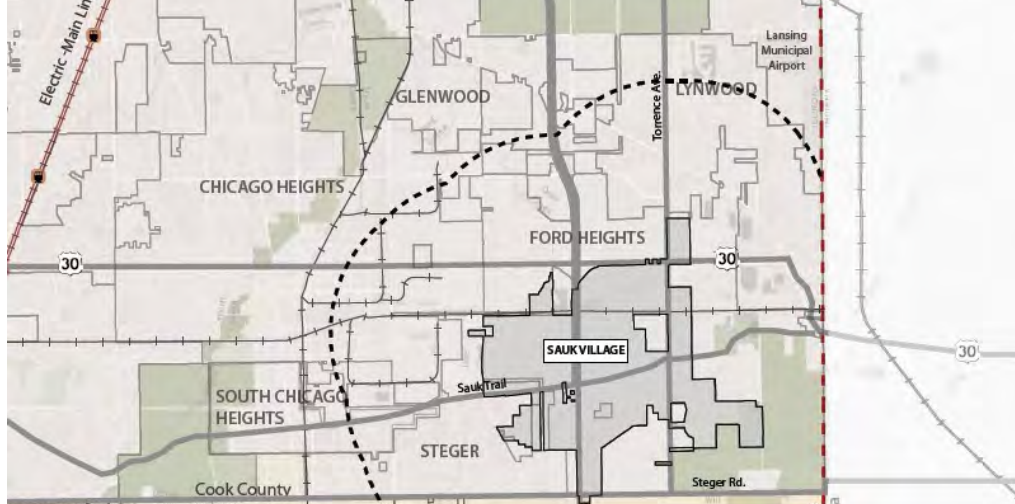
Mark Kozlowski, PE
Project Manager

Christa Schnell, PE
Design Engineer

Adam Ralph, PE
Design Engineer

Danny Park, PE
Design Engineer





PLANNING
STUDY

| PROJECT SPOTLIGHT

Sauk Village Comprehensive Plan

Village of Sauk, IL

Project Overview: Sauk Village, working with The Chicago Metropolitan Agency of Planning (CMAP), looked to update its 1999 Comprehensive Plan to meet the strategic priorities of the Village and the needs of the nearly 11,000 residents. Infrastructure Engineering, Inc. (IEI) was part of the team contracted by CMAP to work on updating the Comprehensive Plan, as it related to land use and transportation initiatives.

IEI Involvement in Project: IEI prepared a Transportation Assessment; participated in focus groups with community leaders; attended community vision workshops; and led the development of transportation solutions.

Project Summary: The Sauk Village Comprehensive Plan was undertaken to plan long-term future land use and transportation initiatives for the Village.

IEI was charged with preparing the Transportation Assessment, which aimed to understand how, where and under what conditions residents were traveling, looking at ease of travel, barriers, safety, gaps, linkage to other modes, and connections to adjacent land uses. This assessment also considered existing data from Sauk Village, Cook County, IDOT, and CMAP that included travel trends, commuting patterns, traffic volumes, crash data, and planned future improvements.

PROJECT HIGHLIGHT

IEI prepared a Transportation Assessment; participated in focus groups with community leaders; attended community vision workshops; and led the development of transportation solutions.

PROJECT DETAILS

Client

Teska Associates
Scott Goldstein, Project
Manager
847-563-9724

Owner

The Chicago Metropolitan
Agency of Planning (CMAP)

Total Project Cost
\$117K

Fee
\$17K

Completed
2019

KEY PERSONNEL

Aaron Patterson, PE
Project Manager

Alexander Lewis, PE
Project Engineer



PERMIT #	DATE:	ADDRESS:	PROJECT TYPE:	PROJECT VALUE:	PERMIT COST:	PAID/NOT:	CONTRACTOR:
			JULY				
WI-23-121	7.3.23	514 N Outer Dr	Wndw Repl	7276	175	Pd	Window Nation
WI-23-122	7.3.23	1516 N Kankakee	Wndw Repl	3915	150		Window World
WI-23-123	7.3.23	124 S First	Roof Replacement	3700	150	Pd	Owner
WI-23-124	7.6.23	814 Phyllis	Roof & Siding	44000	575	Pd	Topline Restoration
WI-23-125	7.12.23	320 N Joliet	New Garage	30000	550	Pd	815 Const
WI-23-126	7.14.23	1440 Sunset	Asphalt Installation	35400	454	Pd	Lucas Paving
WI-23-127	7.17.23	411 Cross	Reroof	4500	150	Pd	Owner
WI-23-128	7.18.23	863 Winchester Grn	Fence Installation	6883	175	Pd	Cedar Rustic
WI-23-129	7.18.23	121 N Mitchell	Roof Replacement	14952	225	Pd	Elite
WI-23-130	7.19.23	30350 S Graaskamp	Data Cable Installation	277500	3805	Pd	Preffered Elec
WI-23-131	7.19.23	30350 S Graaskamp	Low Voltage Installation	199902	3029.02		Johnson Controls
WI-23-132	7.19.23	609 W Baltimore	Asphalt Installation	2000	125		Owner
WI-23-133	7.27.23	205 N Water	Office Remodel	6500	225	Pd	CR Const Pros
WI-23-134	7.27.23	24225 W Lorenzo	Sign Installation	4000	200	Pd	Real Neon
WI-23-135	7.27.23	1008 N KKK	Roof Replacement	6850	175	Pd	Mueller
WI-23-136	7.27.23	201 S KKK	Sidewalk Replacement	4800	0	Waived	Greg & Sons
WI-23-137	7.27.23	1101 Fairchild	Roof Replacement	34888.43	450	Pd	Elite
WI-23-138	7.31.23	910 Wabash	Roof Replacement	10722.8	200	Pd	Elite
WI-23-139	7.31.23	1510 Amber	Windows & Siding Repl	4500	200	Pd	Owner
WI-23-140	7.31.23	22302 W KKK Rvr D	Roof Replacement	15850	250	Pd	Mueller
				718139.23	11263.02		

PERMIT #:	ADDRESS:	DAY:	DATE:	PASS/FAIL:
WI-23-025	1212 N Joliet	W	7.19.23	F
WI-22-134	923 Winchester Green	W	6.28.23	P
WI-23-056	30350 S Graaskamp BLDG VI	T	6.27.23	P
WI-23-115	1411 Tommy Dr	w	7.5.23	P
WI-23-113	110 Margarett	Th	7.6.23	P
WI-22-167	801 E KKK Rvr Dr	F	6.30.23	P
WI-23-114	115 Mitchell	Th	7.13.23	P
WI-23-056	30350 S Graaskamp BLDG VI	T	7.11.23	P
WI-23-056	30350 S Graaskamp BLDG VI	F	7.7.23	P
Complaint	Wesley Township Building	T	7.11.23	X
WI-23-115	1411 Tommy Dr	F	7.14.23	P
WI-23-034	903 S Buchanan	Th	7.13.23	P
WI-23-049	31929 W River Rd	T	6.27.23	P
WI-23-102	22301 W KKK Rvr Dr	F	7.14.23	P
WI-23-119	1206 Willida	F	7.14.23	P
WI-23-085	22302 W KKK River Dr	Th	7.13.23	P
WI-23-112	509 Roland	F	7.14.23	P
Red Tag	609 W Baltimore	F	7.14.23	X
WI-23-124	814 Phyliss	T	7.18.23	P
	452 Fulton	M	7.17.23	P
WI-23-099	315 N Washington	M	7.17.23	P
WI-22-025	445 Stewart	T	7.18.23	P
WI-22-025	445 Stewart	M	7.24.23	P
WI-23-124	814 Phyliss	Th	7.20.23	P
WI-23-056	30350 S Graaskamp BLDG VI	F	7.21.23	P
WI-23-056	30350 S Graaskamp BLDG VI	F	7.21.23	P
WI-22-204	30404 S Graaskamp Bldg VII	F	7.21.23	F
WI-23-025	1212 N Joliet	W	7.26.23	P
WI-23-115	1411 Tommy Dr	Th	7.20.23	P
WI-23-115	1411 Tommy Dr	Th	7.20.23	P
WI-23-126	1440 Sunset	Th	7.20.23	F
WI-23-126	1440 Sunset	F	7.21.23	P
WI-23-056	30350 S Graaskamp BLDG VI	F	7.21.23	P
WI-22-201	502 S KKK	M	7.24.23	F
WI-22-201	502 S KKK	M	7.24.23	P
WI-23-056	30350 S Graaskamp BLDG VI	F	8.4.23	
WI-22-229	801 E KKK Rvr Dr	T	7.25.23	P
WI-23-120	504 W Cross	W	7.26.23	X
WI-23-071	108 N Joliet	F	7.28.23	P
WI-23-123	124 S First	W	7.26.23	P
WI-23-053	30350 S Graaskamp BLDG VI	F	7.28.23	P
WI-22-201	502 S KKK	M	7.31.23	F
WI-23-125	320 N Joliet	Th	7.27.23	P

Inspection	Jackson Landscaping	W	7.26.23	X
WI-23-115	1411 Tommy Dr	M	7.31.23	P
WI-22-134	923 Winchester Green	F	7.28.23	P



City of Wilmington

1165 S Water Street, Wilmington, IL 60481-1633
Phone: 815-476-2175 * Fax: 815-476-9782 * www.wilmington-il.com

Sent via USPS and
USPS Certified Mail (70162070000018522498)
On March 27, 2023

March 27, 2023

Ms. Julie M. Weldin

Dear Ms. Weldin,

This is an OFFICIAL NOTIFICATION that we have investigated multiple complaints received with regard to your property identified as PIN 03-17-25-331-002-0000, located at 313 North Main Street within the City of Wilmington.

By a visual inspection conducted on March 9, 2023 from the right of way by the City of Wilmington Building Inspector, Jayson Walinski, the structure was found to be in violation of the following sections of the IPMC (International Property Management Code) 2021.

Section 111 UNSAFE STRUCTURES AND EQUIPMENT

111.1 Unsafe Conditions. When a structure or equipment is found by the code official to be unsafe, or when a structure is found unfit for human occupancy or is found unlawful, such structure shall be condemned pursuant to the provisions of this code.

111.1.1 Unsafe Structures. An unsafe structure is one that is found to be dangerous to the life, health, property or safety of the public or the occupants of the structure by not providing minimum safeguards to protect or warn occupants in the event of fire, or because such structure contains unsafe equipment or is so damaged, decayed, dilapidated, structurally unsafe or of such faulty construction of unstable foundation, that partial or complete collapse is possible.

111.1.3 Structure unfit for human occupancy. A structure is unfit for human occupancy whenever the code official finds that such structure is unsafe, unlawful or because of the degree to which the structure is in disrepair or lacks maintenance, is insanitary, vermin or rat infested, contains filth and contamination, or lacks ventilation, illumination, sanitary or heating facilities or other essential equipment required by this code, or because the location of the structure constitutes a hazard to the occupants of the structure or to the public.

111.1.5 Dangerous Structure or Premises. For the purpose of this code, any structure or premises that has any or all of the conditions or defects described as follows shall be considered to be dangerous:

3. Any portion of a building, structure or appurtenance that has been damaged by fire, earthquake, wind flood, deterioration, neglect, abandonment, vandalism or by any other cause to such an extent that it is likely to partially or completely collapse, or become detached or dislodged.
6. The building or structure, or any part thereof, is clearly unsafe for its use and occupancy.
7. The building or structure is neglected, damaged, dilapidated, unsecured or abandoned so as to become an unattractive nuisance to children who might play in the building or structure to their danger, become a harbor for vagrants, criminals or immoral persons, or enables persons to resort to the building or structure for committing a nuisance or an unlawful act.
9. A building or structure, used or intended to be used for dwelling purposes, because of inadequate maintenance, dilapidation, decay, damage, faulty construction or arrangement, inadequate light, ventilation, mechanical or plumbing system, or otherwise is determined by the code official to be unsanitary, unfit for human habitation or in such a condition that is likely to cause sickness or disease.

Section 301 EXTERIOR PROPERTY AREAS

302.1 Sanitation. Exterior property and premises shall be maintained in a clean, safe and sanitary condition. The occupant shall keep that part of the exterior property that such occupant occupies or controls in a clean and sanitary condition.

302.4 Weeds. Premises and exterior property shall be maintained free from weeds or plant growth in excess of 8 inches. Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens.

Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with Section 108.3 and as prescribed by the City of Wilmington. Upon failure to comply with the notice of violation, any duly authorized employee of the City of Wilmington or contractor hired by the City of Wilmington shall be authorized to enter upon the property in violation and cut and destroy the weeds growing thereon, and the costs of such removal shall be paid by the owner or agent responsible for the property.

302.7 Accessory structures. Accessory structures, including detached garages, fences and walls, shall be maintained structurally sound and in good repair.

Section 304 EXTERIOR STRUCTURE

304.1.1 Unsafe conditions. The following conditions shall be determined as unsafe and shall be repaired or replaced to comply with the International Building Code or the International Existing Building Code as required for existing buildings:

8. Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects.
9. Flooring and flooring components with defects that affect serviceability or flooring components that show sign of deterioration or fatigue, are not properly anchored or are incapable of supporting all nominal loads and resisting all load effects.
12. Exterior stairs, decks, porches, balconies and all similar appurtenances attached thereto, including guards and handrails, are not structurally sound, not properly anchored or that are anchored with connections not capable of supporting all nominal loads and resisting all load effects.

304.10 Stairways, decks, porches and balconies. Every exterior stairway, deck, porch and balcony, and all appurtenances attached thereto, shall be maintained structurally sound, in good repair, with proper anchorage and capable of supporting the imposed load.

304.15 Doors. Exterior doors, door assemblies, operator systems if provided, and hardware shall be maintained in good condition. Locks at all entrances to dwelling units and sleeping units shall tightly secure the door. Locks on means of egress doors shall be in accordance with Section 702.3.

304.18 Building Security. Doors, windows or hatchways for dwelling units, room units or housekeeping units shall be provided with devices designed to provide security for the occupants and property within.

Section 308 RUBBISH AND GARBAGE

308.1 Accumulation of rubbish or garbage. Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage.

By recommendation of Inspector Walinski, due to extensive deterioration, the immediate repair of this structure is necessary to prevent further safety hazards from occurring.

Please contact the City of Wilmington Building Department and speak with Inspector Jayson Walinski to obtain a building permit to correct the violation(s) immediately. You can contact Inspector Jayson Walinski by phone at 779-801-2136 or via email at inspector@wilmington-il.com. Thank you for your cooperation and attention to this matter.

Sincerely,
Joey Crist, #108
Code Enforcement Officer



City of Wilmington Police Department

Departmental Memorandum

To: Honorable Mayor Dietz and City Council Members
From: Chief Adam Zink
Subject: Monthly Status Report – July 2023

During the month the patrol division had the following activity:

- 4 Pedestrian/Suspicious Stops were conducted
- 106 Business (Walk and Talk) Checks (officers entering businesses during normal hours)
- 6832 Premise Checks (officer checking cursory checks of businesses after hours)
- 4 misdemeanor and/or warrant arrests
- 1 felony arrests
- 66 written traffic citations (up from 86 last month)
- 46 written traffic warnings (up from 75 last month)
- 12 compliance/parking (local ordinance) tickets
- Officers handled an additional 319 calls for service and wrote 36 related reports.
- 16 trucks were weighed based on a suspicion of being overweight and fined accordingly

Investigations Division had the following activity:

- Closed (9) cases: 7 administratively, and 2 denied prosecution by S.A. office
- (4) Cases sent for review/charges from the State's Attorney
- Added (11) new cases;
- Issues (1) subpoena; obtained and executed (2) search warrants
- Completed background investigations on 2 new recruits

Training:

- (8) officers received firearm training – 17 drills, and 3 range days were utilized by visiting agencies.
- Each officer participated in 25 Lexipol daily training scenarios.
- All members have completed one PLI online training course (approximately two hours in length) on the topic of "Driving Under the Influence"

Administration:

- Attended "Drones as First Responders Act" training at College of Dupage
- Accreditation Policy and Procedure modifications continues. Policies updated and approved: Incident Command Procedures, Emergency Management Plan, Dignitary Protection,
- Met with FD Chiefs; agreed to partner on upcoming drone program, pending board(s) approval
- IDOT Speed Enforcement grant was executed; 8 hours dedicated (overtime) enforcement, 14 tickets
- Catfish Days festival was a success; no major issues reported, despite huge numbers of attendees.

WILMINGTON EMERGENCY SERVICES & DISASTER AGENCY

Wilmington ESDA

Committee Report

August 8, 2023

Call Outs:

7-19-23 Law Enforcement Assist/ Will County Sherriff.

7-20-23 Catfish Day/ Set up, Crosswalk.

7-21-23 Catfish Day/ Crosswalk- Fireworks.

7-22-23 Catfish Day/ Traffic Pet Parade.

7-22-23 Catfish Day/ Crosswalk- Lazer Show.

7-23-23 Catfish Day/ Parade, Parking Lot tear down.

ESDA Members Logged in a total of 186.5 hours for the Catfish Days Event.

7-28-23 Rehab/ Mutual Aid Troy Fire/ Structure Fire

7-28-23 Trees Down/storm damage

7-29-23 Mutual aid Custer Fire/ Wires Down

36 ESDA Call Out so far this year.

Training:

7-15-23 ESDA trained members of Will County EMA Search and Rescue Team
Throw Bag & Water Awareness training.


7-24-23 Participated with Evidence Recovery training with MABAS 15 Water
Team.



MEMO

Date: August 2, 2023

To: Honorable Mayor Dietz and City Council Members

From: Jeannine Smith, City Administrator 

Cc: Joie Ziller, Deputy Clerk
Bryan Wellner, General Counsel
Department Directors

Re: Direction to Place Façade Improvement Program Grant Award to The Mar Theatre on 8-15-23 Agenda

Budget Impact: \$1,703.85

History: The City of Wilmington adopted an Ordinance creating a Façade Improvement Program for its Downtown Business District in November of 2018 and amended the Ordinance in May of 2022. This program provides for a grant up to one-half (1/2) of the cost of the project and not exceeding \$5,000 for construction and architectural costs associated with Downtown Business District and B2A-Central Business District along Water Street and IL State Route 53 building improvements.

Rober Soto, owner of The Mar Theatre is requesting approval of a Façade Improvement Grant for improvements to his existing historic sign located at 121 S. Main Street. Improvements include replacement of the white polycarbonate face with changeable copy, labor and ADM letters for advertising movies and events totaling \$3,407.70

Mr. Soto originally requested approval of the 3-foot clear channel letter face spelling out MAR; however, staff advised him that this was not a permitted expense pursuant to the terms of the grant agreement.

Staff Analysis:

Staff is waiting for proof of ownership from the applicant; however, the remainder of the application is sufficient to proceed with authorization.

Attached are the remaining required forms, receipts and other documentation for your review. The total project cost was \$4,080.20 of which \$3,407.70 qualify for grant consideration. 50% of the project cost equals \$1,703.85 which staff requests to be awarded to The Mar Theatre.

Staff Request: In consideration of the information before you and the results of The Mar Theatre Façade Improvement Project, Staff respectfully requests and recommends placing this request on the August 15, 2023 City Council Agenda for approval of the agreement and reimbursement for the changeable copy face, letters and associated labor on proof of ownership.

File Number: _____

I, ROBERT Soto hereby make an application to the City of Wilmington for a Façade Improvement Grant in the anticipated amount of \$ 2,040⁰⁰. I understand that my application must be approved by the City prior to any work being performed. I have read a copy of the Façade Improvement Grant Program Agreement, and if approved, I understand that all work performed is subject to development, building, zoning, permit, and Agreement provisions.



Applicant Signature

6/7/23
Date



Property Owner Signature

6/7/23
Date

Please return the completed application to:

*City Administrator
City of Wilmington
1165 S. Water Street
Wilmington, IL 60481*

If you need assistance with the application and/or have any questions regarding this program, please contact the City Administrator at 1-815-476-2175.



Before Improvement Pictures





After Improvement Pictures





(815)469-4080
 ezsignco@gmail.com
 www.ezsigncompany.com

BILL TO
 Mar Theater
 Wilmington, IL

13148

DATE 04/28/2023

DUE DATE 04/28/2023

ACTIVITY	QUANTITY	RATE	AMOUNT
Product 13.12x83 white polycarbonate face with 1 line changeable copy (2 pieces per line - 8 lines)	16	112.50	1,800.00T
Product 3' clear channel letter face with teal trim - 2 As & 2 Ms	4	170.00	680.00T
Labor Labor to measure marquee & install new photo cell	1	230.00	230.00
Labor Labor to install new faces	1	550.00	550.00
Product 3 sets of 100 black/red 8" Pronto ADM letters and 3 periods - sold at actual wholesale cost - free shipping to Joliet Tent	1	589.95	589.95T
SUBTOTAL			3,849.95
TAX (7.5%)			230.25
TOTAL			4,080.20
TOTAL DUE			\$4,080.20



EXHIBIT A
CITY OF WILMINGTON
FAÇADE IMPROVEMENT GRANT PROGRAM

Received

JUN 07 2023

City of Wilmington

THIS AGREEMENT, entered into this ____ day of _____, _____
between the City of Wilmington, Illinois (hereinafter referred to as the "City") and the following
designated BUSINESS OWNER WITH PROPERTY OWNER APPROVAL OR PROPERTY
OWNER:

Property Owner's Name: ROBERT G. Soto
(hereinafter referred to as the "PROPERTY OWNER")

Address: 1215 MAIN STREET

City: Wilmington, IL State: IL Zip: 60481

Phone No.: 815-370-6736 Email: TEWT959@AOL.COM

Name of Business: THE MAN THEATRE
(hereinafter referred to as the "BUSINESS OWNER")

Project Address: 1215 MAIN STREET

Property Index Number: 17-25-334-002-0000

WITNESSETH

WHEREAS, the City has established a Façade Improvement Grant Program for application to buildings located in the Downtown Business District with B2A-Central Business Zoning and along Water Street and IL State Route 53 with B3-General Business Zoning; and

WHEREAS, said Façade Improvement Grant Program is administered by the City and is funded from General Revenues for purposes of control and prevention of blight, dilapidation, and deterioration of structures in the Downtown Business District also including landscaping and surfacing of parking areas which must include the installation of curb and gutter in commercial areas which are currently not paved or where gravel is present; and

WHEREAS, pursuant to said Program the City has agreed to participate, subject to its sole discretion, in sharing the cost of façade improvements to commercial establishments up to a maximum of one-half (1/2) of the approved contract cost of such improvements, but in no event shall the total City participation in any single grant exceed Five Thousand Dollars (\$5,000) for

construction and architectural cost, and shall not exceed Fifty Thousand Dollars (\$50,000) for all grants within a fiscal year; and

WHEREAS, the façade improvement costs and architectural fees which are eligible for City participation include all labor, materials, equipment and other contract items necessary to the proper execution and completion of the work as designated from the design drawings approved by the City, provided that reimbursement for architectural fees shall be limited to One Thousand Dollars (\$1,000); and

WHEREAS, the PROPERTY OWNER'S property is located within the Downtown Business District with B2A-Central Business Zoning or along Water Street and IL State Route 53 with B3-General Business Zoning, and the PROPERTY OWNER or BUSINESS OWNER desires to participate in the Façade Improvement Grant Program pursuant to the terms and provisions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreement obtained herein, the City and PROPERTY OWNER or BUSINESS OWNER do hereby agree as follows:

SECTION ONE: INCORPORATION OF RECITALS - The above recitals are made a part of this Agreement and are incorporated herein.

SECTION TWO: COST SHARING – Subject to available funding as determined by the City's annual budget, the approval of the façade improvement designs by the City Council, and the PROPERTY OWNER's or BUSINESS OWNER's compliance with the provisions of this ordinance, the City shall share one-half (1/2) of the actual and certified façade improvement costs and fees, but not to exceed \$5,000.

SECTION THREE: DESIGN APPROVAL – The purpose of this grant is to encourage PROPERTY OWNERS and BUSINESS OWNERS to update and keep the façade of its permanent structure aesthetically pleasing and inviting to customers and guests. The purpose is not to temporarily benefit any one single business owner with advertisement. Under no circumstances will the City approve a grant for signage of any kind for a specific business. No façade improvement work shall be undertaken until the design, therefore, has been submitted to the City's Building Department, reviewed by the appropriate City Council committee, and approved by the City Council. The PROPERTY OWNER's or BUSINESS OWNER's design drawings and specifications for the improvements shall be attached hereto as Exhibit IV. Following approval, the PROPERTY OWNER or BUSINESS OWNER shall contract for the work and shall commence and complete all such work within one hundred eighty (180) days from the date of such approval.

SECTION FOUR: REVIEW OF PROJECT - The City Administrator or his/her designee shall periodically review the progress of the contractor's work on the façade improvement pursuant to this Agreement. Such inspections shall not replace any required permit inspection by City Inspectors. All work that is not in substantial conformance with the approved drawings and specifications shall be immediately remedied by the PROPERTY OWNER or BUSINESS OWNER and deficient or improper work shall be replaced and made to comply with the approved drawings, specifications, and terms of the Agreement.

SECTION FIVE: DOCUMENTATION REQUIREMENTS - Upon completion of the façade improvement and upon its final inspection and approval by the City's Building Department, the PROPERTY OWNER or BUSINESS OWNER shall submit to the City a properly executed and notarized contractor statement and architect fee statement showing the full cost of the work as well as each separate component amount due to the contractor and each and every subcontractor involved in furnishing labor, materials or equipment in the work. In addition, the PROPERTY OWNER or BUSINESS OWNER shall submit to the City proof of the actual façade improvement costs and proof of payment in full of the actual façade improvement costs pursuant to the contractor's and architect's statements certified under oath.

Upon the PROPERTY OWNER'S or BUSINESS OWNER's submittal of all required documents and review by the appropriate City Council Committee and approval by the City Council, the City shall issue a check to the PROPERTY OWNER or BUSINESS OWNER consistent with Section Two above.

SECTION SIX: FAILURE TO COMPLETE THE WORK - If the PROPERTY OWNER or BUSINESS OWNER or his/her contractor fails to complete the façade improvement work provided for herein conformity with the plans, specifications, and all terms of this Agreement, the Agreement shall terminate and the financial obligation on the part of the City shall cease and become null and void. The City may, at its sole discretion, grant a single one-year extension to the end of the following program year due to unforeseen circumstances that have prevented the completion of the project.

SECTION SEVEN: UNRELATED IMPROVEMENTS - Nothing herein is intended to limit, restrict or prohibit the PROPERTY OWNER or BUSINESS OWNER from undertaking any other work in or about the subject premises which is unrelated to the façade improvement provided for in this Agreement.

SECTION EIGHT: AGREEMENT APPLICABLE TO FUTURE OWNERS - This Agreement shall be binding upon the City of Wilmington and upon the PROPERTY OWNER or BUSINESS OWNER and its/their successors to said property for a period of five (5) years from and after the date of completion and approval of the façade improvement provided herein. It shall be the responsibility of the PROPERTY OWNER or BUSINESS OWNER to inform any subsequent owner or lessee of this Agreement.

SECTION NINE: MAINTENANCE - Upon completion of the improvement work pursuant to this Agreement and for a period of five (5) years thereafter, the PROPERTY OWNER or BUSINESS OWNER shall be responsible for properly maintaining such improvements in finished form and without change or alteration thereto, as provided in this Agreement, and for the said period of five (5) years following completion of the construction thereof, the PROPERTY OWNER or BUSINESS OWNER shall not enter into any Agreement or contract or take any other steps to alter, change or remove such improvements, or the approved design thereof, nor shall PROPERTY OWNER or BUSINESS OWNER undertake any other changes, by contract or otherwise, to the improvements provided for in this Agreement unless such changes are submitted to the City Administrator, reviewed by the City's Building Department and the appropriate City Council Committee, and approved by the City Council. PROPERTY OWNER or BUSINESS OWNER

agrees to execute and record a restrictive covenant regarding the maintenance of improvements completed per this agreement.

SECTION TEN: MAXIMUM GRANT AWARDS - Nothing in this Agreement shall prohibit a business or property owner from applying for more than one Grant. However, a Five Thousand Dollar (\$5,000) total limitation shall apply to all Façade Improvement Grant Program awards made to a single building and/or lot within any five (5) year period. For the purpose of calculating the five (5) year period, the date of the last City payment shall be considered the start of the five (5) year period. In no event shall the total City participation exceed Fifty Thousand Dollars (\$50,000) for all grants approved within a fiscal year.

SECTION ELEVEN: INDEMNIFICATION - The PROPERTY OWNER or BUSINESS OWNER agrees to defend and hold harmless the City and its Agents including but not limited to its Mayor, City Council, officers, officials, employees, staff, agents and representatives and their respective representatives, successors, assignees and heirs (hereinafter referred to as “Agents”), individually and collectively, from any suits and from any claims, demands, losses, damages, liabilities, expenses, judgments, or setoffs of any conceivable kind, character, and nature whatsoever arising out of, resulting from, or in any way connected directly or indirectly with the facade improvements, façade improvement program or agreement, or other actions arising therefrom including but not limited to actions arising from the Prevailing Wage Act (820 ILCS 30.01 et seq.). The obligation of the PROPERTY OWNER or BUSINESS OWNER hereunder shall include and extend to payment of reasonable attorney’s fees for the representation of the City and its Agents in such litigation and includes related liabilities, expenses, costs of any kind, and fees; it being understood that the PROPERTY OWNER or BUSINESS OWNER shall have the right to employ all such attorneys to represent the City and its Agents in such litigation, subject to the approval of the Corporate Authorities of the City, which approval shall not be unreasonably withheld. The PROPERTY OWNER or BUSINESS OWNER shall have the right to appeal to courts of appellate jurisdiction any judgment taken against the City or its Agents in this respect, and the City shall join in any such appeal taken by the PROPERTY OWNER or BUSINESS OWNER.

SECTION TWELVE: PERFORMANCE OF AGREEMENT - It is agreed that the parties hereto may in law or equity, by suit, mandamus or any other proceeding, including specific performance, enforce or compel the performance of this Agreement, which shall include the right of the parties to recover a judgment for monetary damages against each other, provided, however, that the PROPERTY OWNER or BUSINESS OWNER shall not have a right to recover a judgment for monetary damages against any Agent of the City for any breach of any of the terms of this Agreement. The City reserves the right to maintain an action to recover damages or any sums which PROPERTY OWNER or BUSINESS OWNER have agreed to pay pursuant to this Agreement and which have become due and remain unpaid.

SECTION THIRTEEN: DISPLAY OF CITY FUNDING PROMOTIONAL MATERIAL – The PROPERTY OWNER or BUSINESS OWNER shall be required to prominently display a poster identifying the property as receiving City funding. The poster will be provided by the City and shall be displayed from the day after final approval and reimbursement is made for a period of not less than 6 months.

SECTION FOURTEEN: COMPLIANCE WITH CITY ORDINANCES - At the time of reimbursement and throughout the term of this Agreement, the property subject to the grant and under the control of the PROPERTY OWNER or BUSINESS OWNER shall be in conformance with all applicable City ordinances, building codes, development codes, architectural guidelines, and any other related policies, rules, and regulations.

IN WITNESS THEREOF, the parties hereto have executed this Agreement on the date first appearing above.

PROPERTY OWNER

By: _____

Name: _____

CITY OF WILMINGTON

By: _____

Name: _____

Its: Mayor _____

BUSINESS OWNER ATTEST:

By: _____

Name: _____

By: _____

Name: _____


Its: City Clerk _____



MEMO

Date: August 2, 2023

To: Honorable Mayor Dietz and City Council Members

From: Jeannine Smith, City Administrator 

Cc: Joie Ziller, Deputy Clerk
Bryan Wellner, General Counsel
Department Directors

Re: Direction To Place An Ordinance Amending Section 74.02 Permitting Golf Cart Crossings at Baltimore and S. Park, Bridge, and Joliet Streets on the August 15, 2023 Agenda

Budget Impact: N/A

History: The City of Wilmington currently permits golf carts to be operated on the streets, highways and roadways under its jurisdiction. Section 74.02 of the Wilmington Municipal Code does not currently permit golf cart crossings across any state, county or township road unless at an intersection controlled by a traffic light or a four-way stop sign with a speed limit of thirty-five (35) miles per hour or less.

Staff Analysis:

In preparing for the Powering Safe Communities grant application, Staff took into consideration all modes of transportation at the two currently Illinois Department of Transportation approved crosswalks being Park/Bridge and Joliet Streets at Baltimore Street. This includes pedestrian traffic, bicycles, and golf carts (non-highway vehicle) as permitted under 625 ILCS 5/11-1426.1 of the Illinois State Statutes (see attached).

With the pending resurfacing of Baltimore Street next year which will include new crosswalk markings and the installation of warning signals and signs at these crossings, Staff would like the Council to confirm whether golf cart crossings at these locations will be permitted.

Staff Request: Staff respectfully requests discussion and consideration to place this ordinance on the August 15, 2023 City Council Meeting Agenda.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 74.02 OF THE CITY OF WILMINGTON
CODE OF ORDINANCES REGARDING THE OPERATION OF GOLF CARTS
WITHIN THE CITY OF WILMINGTON, WILL COUNTY, ILLINOIS**

WHEREAS, the Illinois Vehicle Code authorizes the City of Wilmington to permit golf carts vehicles upon certain streets, highways or roadways under its jurisdiction; and

WHEREAS, the City of Wilmington hereby determines that the public safety will not be jeopardized if golf carts are permitted upon the streets, highways and roadways under its jurisdiction in accordance with the provisions set forth below; and

WHEREAS, in determining that permitting golf carts on the streets, highways and roadways under its jurisdiction will not jeopardize the public safety the City has considered (i) the volume and speed of traffic; (ii) the character of traffic on such streets, highways and roadways; and (iii) whether golf carts can safely travel on and cross such streets, highways and roadways.

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILMINGTON, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: ORDINANCE AMENDMENT

That Section 74.02 of Title VII Traffic Code of the Wilmington Code of Ordinances is hereby amended to state as follows:

74.02 Operating requirements.

Except as otherwise provided in this chapter, it shall be lawful for a person to drive or operate a golf cart or non-highway vehicle upon city streets in the city of Wilmington.

- a. A person shall not drive or operate a golf cart or non-highway vehicle upon any roadway in the city of Wilmington without a valid driver's license.
- b. It is unlawful to drive or operate a golf cart upon or non-highway vehicle on any roadway in the city of Wilmington with a speed limit greater than thirty-five (35) miles per hour. Provided, however, a golf cart or non-highway vehicle may cross a roadway at an intersection where the roadway to be crossed has a posted speed limit of more than thirty-five (35) miles per hour.
- c. Any person driving or operating a golf cart or non-highway vehicle shall not cross any state, county or township road, toll road, interstate highway, or controlled access highway unless at an intersection controlled by a traffic light or a four-way stop sign and the speed limit of the highway to be crossed is thirty-five (35) miles per hour or less at the place of crossing. Notwithstanding the foregoing, golf carts or non-highway vehicles may cross at the intersection of E. Baltimore and Joliet Street, W. Baltimore and S. Park Street, and W. Baltimore and Bridge Street.
- d. A golf cart or non-highway vehicle shall only be driven or operated on roadways under the exclusive jurisdiction of the city of Wilmington unless the city has concurrent jurisdiction with another unit of government controlling the roadway and authorizes the same.

- e. A person who drives or is in actual physical control of a golf cart or non-highway vehicle while under the influence is subject Sections 11-500 through 11-502 of the Illinois Vehicle Code, including but not limited to Driving Under the Influence (625 ILCS 5/11-501) and Illegal Transportation or Possession of Alcoholic Liquor in a Motor Vehicle (625 ILCS 5/11-502), and applicable local ordinances.
- f. Golf carts and non-highway vehicles shall not be operated on sidewalks or other public property not accessible to or authorized for vehicular traffic.
- g. A person who drives or operates a golf cart or non-highway vehicle shall obey all traffic laws of the State of Illinois and the city of Wilmington with regard to the movement and operation of vehicles on the streets and roadways.
- h. It is unlawful to operate or drive any non-highway vehicle, as defined by Section 11-1426.1 of the Illinois Vehicle Code (625 ILCS 5/11-1426.1), besides a golf cart or non-highway vehicle, on any roadway in the city of Wilmington.

SECTION 2: REPEALER

All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance shall be and the same are hereby repealed.

SECTION 3: SEVERABILITY

This Ordinance and every provision thereof shall be considered severable. In the event that any court of competent jurisdiction may find and declare any word, phrase, clause, sentence, paragraph, provision or section or part of a phrase, clause, sentence, paragraph, provision or section of this Ordinance is void or unconstitutional, the remaining words, phrases, clauses, sentences, paragraphs, provisions and sections and parts of phrases, clauses, sentences, paragraph, provisions, and section not ruled void or unconstitutional shall continue in full force and effect.

SECTION 4: EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Kevin Kirwin _____
 Dennis Vice _____
 Leslie Allred _____
 Todd Holmes _____

Ryan Jeffries _____
 Ryan Knight _____
 Jonathan Mietzner _____
 Thomas Smith _____

Approved this _____ day of _____, 2023

 Ben Dietz, Mayor

Attest:

 Joie Ziller, Deputy City Clerk

[625 ILCS 5/11-1426.1](#)

Statutes current with legislation through Public Act 103-7 of the 2023 Regular Session of the 103rd General Assembly.

Illinois Compiled Statutes Annotated > Chapter 625 VEHICLES (§§ 5/1-100 — 5) > Illinois Vehicle Code (Chs. 1 — 20) > Chapter 11. Rules of The Road (Arts. I — XV) > Article XIV. Miscellaneous Laws (§§ 5/11-1401 — 11-1432)

625 ILCS 5/11-1426.1 Operation of non-highway vehicles on streets, roads, and highways.

(a) As used in this Section, “non-highway vehicle” means a motor vehicle not specifically designed to be used on a public highway, including:

- (1) an all-terrain vehicle, as defined by Section 1-101.8 of this Code [\[625 ILCS 5/1-101.8\]](#);
- (2) a golf cart, as defined by Section 1-123.9 [\[625 ILCS 5/1-123.9\]](#);
- (3) an off-highway motorcycle, as defined by Section 1-153.1 [\[625 ILCS 5/1-153.1\]](#); and
- (4) a recreational off-highway vehicle, as defined by Section 1-168.8 [\[625 ILCS 5/1-168.8\]](#).

(b) Except as otherwise provided in this Section, it is unlawful for any person to drive or operate a non-highway vehicle upon any street, highway, or roadway in this State. If the operation of a non-highway vehicle is authorized under subsection (d), the non-highway vehicle may be operated only on streets where the posted speed limit is 35 miles per hour or less. This subsection (b) does not prohibit a non-highway vehicle from crossing a road or street at an intersection where the road or street has a posted speed limit of more than 35 miles per hour.

(b-5) A person may not operate a non-highway vehicle upon any street, highway, or roadway in this State unless he or she has a valid driver's license issued in his or her name by the Secretary of State or by a foreign jurisdiction.

(c) No person operating a non-highway vehicle shall make a direct crossing upon or across any tollroad, interstate highway, or controlled access highway in this State. No person operating a non-highway vehicle shall make a direct crossing upon or across any other highway under the jurisdiction of the State except at an intersection of the highway with another public street, road, or highway.

(c-5)(Blank).

(d) A municipality, township, county, or other unit of local government may authorize, by ordinance or resolution, the operation of non-highway vehicles on roadways under its jurisdiction if the unit of local government determines that the public safety will not be jeopardized. The Department may authorize the operation of non-highway vehicles on the roadways under its jurisdiction if the Department determines that the public safety will not be jeopardized. The unit of local government or the Department may restrict the types of non-highway vehicles that are authorized to be used on its streets.

Before permitting the operation of non-highway vehicles on its roadways, a municipality, township, county, other unit of local government, or the Department must consider the volume, speed, and character of traffic on the roadway and determine whether non-highway vehicles may safely travel on or cross the roadway. Upon determining that non-highway vehicles may safely operate on a roadway and the adoption of an ordinance or resolution by a municipality, township, county, or other unit of local government, or authorization by the Department, appropriate signs shall be posted.

If a roadway is under the jurisdiction of more than one unit of government, non-highway vehicles may not be operated on the roadway unless each unit of government agrees and takes action as provided in this subsection.

(e) No non-highway vehicle may be operated on a roadway unless, at a minimum, it has the following: brakes, a steering apparatus, tires, a rearview mirror, red reflectorized warning devices in the front and rear, a slow moving emblem (as required of other vehicles in Section 12-709 of this Code [\[625 ILCS 5/12-709\]](#)) on the rear of the non-highway vehicle, a headlight that emits a white light visible from a distance of 500 feet to the front, a tail lamp that emits a red light visible from at least 100 feet from the rear, brake lights, and turn signals. When operated on a roadway, a non-highway vehicle shall have its headlight and tail lamps lighted as required by Section 12-201 of this Code [\[625 ILCS 5/12-201\]](#).

(f) A person who drives or is in actual physical control of a non-highway vehicle on a roadway while under the influence is subject to Sections 11-500 through 11-502 of this Code [\[625 ILCS 5/11-500 through 625 ILCS 5/11-502\]](#).

(g) Any person who operates a non-highway vehicle on a street, highway, or roadway shall be subject to the mandatory insurance requirements under Article VI of Chapter 7 of this Code [\[625 ILCS 5/7-601 et seq.\]](#).

(h) It shall not be unlawful for any person to drive or operate a non-highway vehicle, as defined in paragraphs (1) and (4) of subsection (a) of this Section, on a county roadway or township roadway for the purpose of conducting farming operations to and from the home, farm, farm buildings, and any adjacent or nearby farm land.

Non-highway vehicles, as used in this subsection (h), shall not be subject to subsections (e) and (g) of this Section. However, if the non-highway vehicle, as used in this Section, is not covered under a motor vehicle insurance policy pursuant to subsection (g) of this Section, the vehicle must be covered under a farm, home, or non-highway vehicle insurance policy issued with coverage amounts no less than the minimum amounts set for bodily injury or death and for destruction of property under Section 7-203 of this Code [\[625 ILCS 5/7-203\]](#). Non-highway vehicles operated on a county or township roadway at any time between one-half hour before sunset and one-half hour after sunrise must be equipped with head lamps and tail lamps, and the head lamps and tail lamps must be lighted.

Non-highway vehicles, as used in this subsection (h), shall not make a direct crossing upon or across any tollroad, interstate highway, or controlled access highway in this State.

Non-highway vehicles, as used in this subsection (h), shall be allowed to cross a State highway, municipal street, county highway, or road district highway if the operator of the non-highway vehicle makes a direct crossing provided:

- (1)** the crossing is made at an angle of approximately 90 degrees to the direction of the street, road or highway and at a place where no obstruction prevents a quick and safe crossing;
- (2)** the non-highway vehicle is brought to a complete stop before attempting a crossing;
- (3)** the operator of the non-highway vehicle yields the right of way to all pedestrian and vehicular traffic which constitutes a hazard; and
- (4)** that when crossing a divided highway, the crossing is made only at an intersection of the highway with another public street, road, or highway.

(i) No action taken by a unit of local government under this Section designates the operation of a non-highway vehicle as an intended or permitted use of property with respect to Section 3-102 of the Local Governmental and Governmental Employees Tort Immunity Act [\[745 ILCS 10/3-102\]](#).

History

ORDINANCE NO. _____

**AN ORDINANCE AMENDING SECTION 91.03 OF THE CITY OF WILMINGTON
CODE OF ORDINANCES REGARDING THE REMOVAL OF NUISANCE GREENERY
BY THE CITY OF WILMINGTON**

WHEREAS, the City of Wilmington is an Illinois Municipal Corporation subject to the regulations within the Illinois Municipal Code; and

WHEREAS Section 11-20-7 of the Illinois Municipal Code (65 ILCS 5/11-20-7) provides that the corporate authorities of each municipality may provide for the removal of nuisance greenery, including weeds grass, trees, and bushes, from any parcel of private property within the municipality if the owners of the parcel, after reasonable notice, refuse or neglect to remove the nuisance greenery; and

WHEREAS, the City of Wilmington finds it in the best interest of the City and its residents to amend its ordinance regarding the amount of time an owner has to remove nuisance greenery after being provided the required notice.

NOW THEREFORE BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILMINGTON, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: ORDINANCE AMENDMENT

That Section 91.03 of Title IX General Regulations of the Wilmington Code of Ordinances is hereby amended to state as follows:

91.03 Owner to cut or trim nuisance greenery; removal by the city.

Every property owner of record within the City of Wilmington ("City") shall cut trim, and remove nuisance greenery on his/her property. The city administrator or its designee shall notify the property owner of record in writing by certified mail, return receipt or personal service that removal of nuisance greenery is required. Removal of nuisance greenery shall be completed or caused to be completed by the property owner of record within seven (7) days of delivery of notice. The failure to remove nuisance greenery shall be deemed a violation of this section, and, in addition to prosecution of an ordinance violation, the city administrator or its authorized representative may at any time thereafter remove or cause to be removed the nuisance greenery. If, within seven (7) days of delivery of notice, the property owner of record shows proof to the city administrator that a contractor was hired to complete removal of nuisance greenery, the city may provide up to a seven (7) day extension from the date proof is shown before the city deems failure to remove nuisance greenery a violation.

Deleted: thirty (30)

Deleted: thirty (30)

Deleted: thirty (30)

At the written request of the owner, the city administrator or its designee may cause nuisance greenery to be removed if the property owner of record pays to the city prior to removal all costs, expenses, and fees to cause such removal, including a \$50 administrative fee. If the property owner of record requests to the city to removal nuisance greenery, the property owner of record agrees to indemnify and hold the city harmless for any damage, property damage, personal injury, death, or any other monetary damage caused by the removal of nuisance greenery.

In the event that it becomes necessary for the city administrator or its designee to undertake the removal of the said nuisance greenery from any private property within the city, the designee of the city administrator shall have the right at reasonable times to enter into or upon said property to remove nuisance greenery.

SECTION 2: REPEALER

All ordinances or parts of ordinances in conflict with any of the provisions of this ordinance shall be and the same are hereby repealed.

SECTION 3: SEVERABILITY

This Ordinance and every provision thereof shall be considered severable. In the event that any court of competent jurisdiction may find and declare any word, phrase, clause, sentence, paragraph, provision or section or part of a phrase, clause, sentence, paragraph, provision or section of this Ordinance is void or unconstitutional, the remaining words, phrases, clauses, sentences, paragraphs, provisions and sections and parts of phrases, clauses, sentences, paragraph, provisions, and section not ruled void or unconstitutional shall continue in full force and effect.

SECTION 4: EFFECTIVE DATE

This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

Kevin Kirwin _____
Dennis Vice _____
Leslie Allred _____
Todd Holmes _____

Ryan Jeffries _____
Ryan Knight _____
Jonathan Mietzner _____
Thomas Smith _____

Approved this ____ day of _____, 2023

Ben Dietz, Mayor

Attest:

Joie Ziller, Deputy City Clerk

Annual Fees - Food Truck, Mobile Vendor, Itinerant Restaurant

WILMINGTON	\$100 / annual fee
COAL CITY	\$300 / annual fee
MANHATTAN	\$100 / annual fee
MANTENO	\$10 / per day (non-profit merchants proving IRS 501(c) \$50 / per day or \$75 for 7 days (food trucks) \$50 / per day (all other for-profit merchants)
PEOTONE	\$25 / annual fee
MONEE	\$50 / annual fee
CHANNAHON	\$200 / initial application \$100 / annual fee
MINOOKA	\$50 / annual fee
SHOREWOOD	\$75 / annual fee \$10 / day fee
NEW LENOX	\$50 / initial application \$25 / annual fee
MORRIS	\$500 / year

30.09 - Compensation of certain officers and officials.

- (A) Mayor. The salary of the mayor is fixed at the sum of \$6,000 per year, payable monthly. The mayor shall be paid an additional \$500 per month for each month that he or she provides full-time service as mayor. Full-time service shall mean general supervision of the city and its employees on a regular basis throughout each normal work day. In addition to the above, the mayor shall be recompensed for all expenses incurred in and about the duties of the office in an amount not to exceed the sum fixed by the annual appropriation ordinance for such purposes.
- (B) Aldermen. Each alderman of the city of Wilmington, shall be compensated at a per diem of \$30, except that aldermen elected in April of 1999 and thereafter, shall be compensated at a per diem of \$45, with a per diem to be paid to each alderman for attendance at any regular or special meetings of the city council of the city of Wilmington at any regular or special meetings of any committee the city council of the city of Wilmington, upon which the alderman was appointed and serves. The alderman's compensation shall be paid no less than monthly.
- (C) City clerk. That salary of the city clerk is fixed at \$2,400 per annum, payable quarterly.
- (D) City treasurer. The salary of the city treasurer is fixed at \$1,000 per annum, payable quarterly.
- (E) Liquor commissioner. The salary for liquor commissioner is fixed at the sum of \$900 per annum, payable annually.
- (F) (Reserved).
- (G) Police commissioner. The compensation for police commissioner is fixed at the sum of \$400 per annum, payable annually. Each member of the police commission will be compensated \$45 per regular meeting or special meeting. The chair of the commission or anyone acting for the chair, shall be paid for regular meeting for each city council meeting on which the commission is placed on the agenda to deliver a report to and attends the meeting to deliver the report commencing May 1, 2002.
- (H) City attorney. The city attorney shall be compensated as approved by the corporate authorities.
- (I) No retainage of fees. No officer or employee receiving a salary from the city shall be entitled to retain any portion of any fees collected by him in the performance of his duties as municipal officer or employee in the absence of a specific ordinance provision to that effect.

('69 Code, § 30.040; Am. Ord. 621, passed 11-20-68; Am. Ord. 659, passed 1-16-73; Am. Ord. 970, passed 4-22-86; Am. Ord. 999, passed 3-17-87; Am. Ord. 1048, passed 12-20-88; Am. Ord. 1265, passed 11-18-97; Am. Ord. 1295, passed 10-6-98; Am. Ord. 1407, passed 3-20-02; Am. Ord. 1575, passed 7-15-03; Am. Ord. 18-07-17-02, passed 7-17-18)

	Mayor/President	Trustees / Alderpersons	City Clerk	Deputy Clerk	Treasurer	P&Z Committee	Police Commision
Beecher	\$4,900 yr.	\$4,000 yr.	\$4,000yr. - also office manager/Finance Dir. Separate Salary	\$3,500yr. - also Admin. Assistant with Separate Salary	\$10,000yr. - also Utility Billing separate Salary	None	None
Braidwood	\$15,000 yr.	\$6,000 yr.	\$50,440 yr.	N/A	N/A		
Channahon	\$250 per mtg. plus \$600 per month	\$250 per mtg.	\$125 per mtg. plus \$250 per month	Clerk&Admin. Asst. \$76,641	N/A	Chairperson \$60 per mtg., Commissioner \$50 per mtg.	Chairperson \$25 per mtg., Commissioner \$20 per mtg.
Coal City	\$10,000 yr. Per Annum, pd. Quarterly	\$5,000yr. Per annum, pd. Monthly	\$5,000yr. Per annum, pd. Monthly	\$1,000 per yr.	\$500 per annum, payable at end of FY	\$30 per mtg.	Secretary Only \$590 per year.
Manhattan	\$12,500 yr.	\$5,000 yr.	\$4,000 yr.	N/A	N/A	Hrly.\$45 Chair/\$35 members	None
Manteno	\$8,000 yr.	\$100 per mtg.	\$4,000 yr.	\$1,500 yr.	N/A	\$25 per mtg.	
Minooka	\$10,000 yr.	\$60 per mtg.				\$35 per mtg.	
Monee	\$13,000 yr. paid bi-weekly	\$200 per mtg.	\$200 per mtg.	\$200 per mtg.	set annually by ordinance		\$100 per mtg. Not to exceed \$300 per quarter
Morris	\$110,688.64 yr.	\$25 per mtg. plus \$6,000 yr.	\$93,613.70 yr.		\$3,500 yr.		\$30 per mtg.
Peotone	\$8,000 yr.	\$2,400 yr. plus \$35 per special meeting	\$50,346 yr.	N/A	outsourced	\$25 per mtg.	
Wilmington	\$6,000 yr.and \$900 yr. for Liquor Commissioner	\$45 per diem, per mtg.	N/A	\$45 per mtg. plus \$2,500 annual stipend - also Exe Sec with Separate Salary	\$1,000 yr. - also Finance Director with Separate Salary	\$45 per mtg.	\$400 per yr. plus \$45 per mtg

Article 12. - Deputy Clerk

Footnotes:

--- (5) ---

Editor's note— Ord. No. 21-12-21-02, § 4, adopted Dec. 21, 2021, repealed the former Art. 12, §§ 32.140—32.145, and enacted a new Art. 12 as set out herein. The former Art. 12 pertained to similar subject matter and derived from Ord. 08-02-06-02, passed Feb. 6, 2008; Ord. 09-06-16-03, passed June 16, 2009; and Ord. 12-12-18-07, passed Dec. 18, 2012.

32.140 - Office created.

The office of deputy clerk is hereby created subject to the provisions of this article.

(Ord. 21-12-21-02, passed 12-21-21)

32.141 - Appointment.

The deputy clerk shall be appointed by the city clerk upon the advice and consent of the corporate authorities. The appointment shall be made without consideration of the candidate's race, sex, politics or religious beliefs. The person appointed to this office need not be a resident of the city.

(Ord. 21-12-21-02, passed 12-21-21)

32.142 - Number of deputy clerks.

The city clerk shall appoint no more than one (1) deputy clerk.

(Ord. 21-12-21-02, passed 12-21-21)

32.143 - Compensation.

The deputy city clerk shall be paid a salary to be determined by the corporate authorities, but in no event shall it exceed the annual salary of the city clerk. In lieu thereof, the deputy clerk shall be paid \$45 per meeting when attending meetings of the council or its committees in place of the city clerk. Notwithstanding the above, for performing those additional functions and duties as requested by the city clerk pursuant to Section 32.145, the deputy city clerk shall be paid an annual stipend of \$2,500.

(Ord. 21-12-21-02, passed 12-21-21)

32.144 - Removal from office.

The deputy clerk is an at-will employee and may be suspended or removed from office by the mayor without the approval or consent of city council.

(Ord. 21-12-21-02, passed 12-21-21)

32.145 - Powers and duties.

The deputy city clerk shall be responsible for assisting in the discharge of the functions and duties of the city clerk as set forth under city ordinances. The deputy city clerk shall also perform those additional functions and duties as requested by the city clerk. In addition, the deputy city clerk shall comply with the provisions of Section 3.1-35-95 of the Illinois Municipal Code (65 ILCS 5/3.1-35-95).

(Ord. 21-12-21-02, passed 12-21-21)



MEMO

Date: August 8, 2023

To: Honorable Mayor Dietz and City Council Members

From: James Gretencord, Director of Public Works

Cc: Jeannine Smith, City Administrator
Nancy Gross, Finance Director

Re: City Hall Rehabilitation

Budget Impact: \$16,088 expected to be reimbursed by insurance.

Request: Approve the payment of \$16,088 to A. R. Brown Construction for City Hall rehabilitation.

Discussion: In February of this year, City Hall had a sanitary sewer back up. Following this event, Serv Pro came and mitigated the affected areas. City staff requested quotes from three contractors to rehabilitate the affected areas. The original quote was \$4,098.00 — however once the project was underway, several additional items appeared and had to be taken care of in order to complete the project correctly. The total cost for these additional items was \$11,990.00, bringing the grand total of their invoice to \$16,088. The total cost is expected to be reimbursed by insurance.

Motion: Approve the payment of \$16,088 to A. R. Brown Construction for City Hall rehabilitation.

Thank you in advance for your consideration of this request.

A.R.Brown Construction

513 N. Kankakee St.

Wilmington, IL.60481

815-378-6264

arbrownconstruction@gmail.com

INVOICE

Please make checks payable to AR Brown Construction INC

July 12, 2023

Install new drywall in demoed areas

Mud and tape

Paint

Install new carpet tiles in previously demoed areas

Install new vinyl cove base in previously demoed areas

Reinstall base cabinet and top

Customer supplies flooring (carpet tiles)

We supply vinyl base, paint, drywall, supplies.

Price subject to verification after final demo inspection.

Total \$4098.00

EXTRAS

Remove 4 toilets from both restrooms \$200.00

Install previously removed stall walls \$800.00

Demo kitchen cabinets \$200.00

Demo drywall behind kitchen cabinets \$100.00

Install drywall behind cabinets material and labor \$92.00

Insulate behind cabinet walls material and labor \$60.00

Demo small restroom vanity \$35.00

Remove and replace mirror in small restroom	\$30.00
Remove stall walls and floor brackets in prep for epoxy floor	\$800.00
Remove urinal stall walls and related brackets in prep for FRP	\$125.00
Remove diaper changing stations, soap and towel dispensers in prep for FRP	\$80.00
Remove and replace mirror in mens restroom	\$125.00
Shave drywall $\frac{3}{4}$ off of floor for existing drywall	\$125.00
Shave drywall $\frac{3}{4}$ off of floor for drywall we installed	\$200.00
FRP panels w/ t-moldings, inside and outside corner trims	\$1907.00
Install FRP panels as shims for previously demoed panels in public restrooms	\$400.00
Install FRP panels (30) over existing FRP in restrooms (Saturday/Sunday)	\$3600.00
Panel adhesive	\$261.00
Repair holes in walls from epoxy floor demo	\$40.00
Reinstall changing stations, grab bars and toilet paper holders	\$175.00
Install kitchen cabinets. Uppers, lowers and side panels	\$1265.00
Remove slop sink, molded drywall and insulation	\$200.00
5 rolls kraft face R13 insulation	\$115.00
Install insulation throughout	\$180.00
Install $\frac{5}{8}$ mold resistant drywall panels in utility room	\$175.00
Install FRP panels and trims in utility room	\$215.00
$\frac{5}{8}$ mold resistant wall panels (2)	\$36.00
FRP wall panels for utility room (3)	\$102.00
Toggle bolts for re-installation of bathroom hardware	\$27.00
Extra vinyl wall base and color upgrade	\$320.00

Original estimated total

\$4098.00

Extras total

\$11,990.00



City of Wilmington Public Works

To: Honorable Mayor Dietz and City Council Members
From: James Gretencord, Director of Public Works
Subject: July Director's Report
Date: August 8, 2023

Sewer Department:

- 65 Utility Locates
- Completed sludge press operations
- Received rebuilt blower motor from Joliet Electric
- Completed second round of IEPA-mandated biomonitoring testing

Street Department:

- 5 employees completed hands-on Excavation and Shoring safety training.
- Completed 50 work orders
- 1 lead service line replacement
- Set-up/clean-up Catfish Days 2023 (102.5 Labor Hours)
- Graded Stevens Lane
- Repaired street lights at N. Water and 53
- Called in Saturday 7/29 to remove three trees that had fallen from windstorms into public streets.

Water Department:

- Completed 13 work orders.
- Completed 20 service orders.
- Began coding fire hydrants for flow rates.
- Installed two water meters and yard hydrants to the new EV parking lots for watering and events.

Other:

- The EV charging station has been installed at the EV parking lot.
- I will begin my arborist classes September 7th — this is an 8-week course. The class is held every Thursday from 6-8:30 PM for 8 weeks. I will be taking my certified arborist exam October 30th.
- I will be attending the American Public Works Association Public Works Expo from August 26th to 29th in San Diego, CA. This expo gives Public Works professionals from across the country the unique opportunity to gather and learn about all spectrums of Public Works.



MEMO

Date: August 8, 2023

To: Honorable Mayor Dietz and City Council Members

From: James Gretencord, Director of Public Works

Cc: Jeannine Smith, City Administrator
Nancy Gross, Finance Director

Re: North Island Lift Station Scada Upgrades

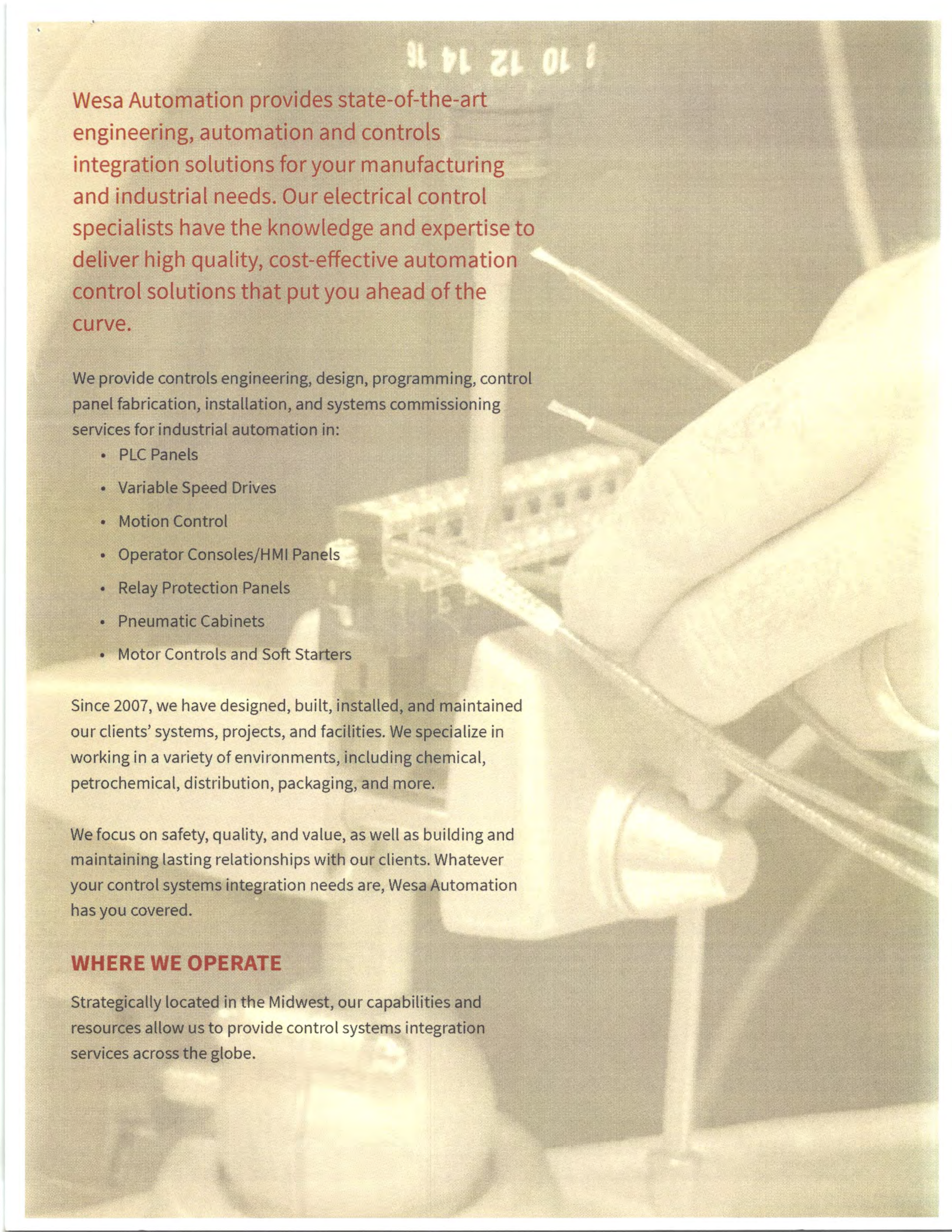
Budget Impact: \$20,312 Line Item 04-03-7450 Sewer Misc. Other Capital Projects

Request: Approve the Wesa Automation proposal for \$20,312 to reconfigure and install the SCADA improvements to North Island Lift Station.

Discussion: As part of the North Island Lift Station rehabilitation, the Supervisory Control and Data Acquisition (SCADA) needs to be reconfigured and upgraded. The current system relies on antiquated equipment that is no longer serviceable and is obsolete. SCADA is the system that monitors the lift station as well as gives our operators access to monitor and control the lift station remotely. Upgrading this is necessary for the SCADA to work with the new pump controllers being installed by Gaskill & Walton Construction Company. This is a budgeted request.

Motion: Approve the Wesa Automation proposal for \$20,312 to reconfigure and install the SCADA improvements to North Island Lift Station.

Thank you in advance for your consideration of this request.



Wesa Automation provides state-of-the-art engineering, automation and controls integration solutions for your manufacturing and industrial needs. Our electrical control specialists have the knowledge and expertise to deliver high quality, cost-effective automation control solutions that put you ahead of the curve.

We provide controls engineering, design, programming, control panel fabrication, installation, and systems commissioning services for industrial automation in:

- PLC Panels
- Variable Speed Drives
- Motion Control
- Operator Consoles/HMI Panels
- Relay Protection Panels
- Pneumatic Cabinets
- Motor Controls and Soft Starters

Since 2007, we have designed, built, installed, and maintained our clients' systems, projects, and facilities. We specialize in working in a variety of environments, including chemical, petrochemical, distribution, packaging, and more.

We focus on safety, quality, and value, as well as building and maintaining lasting relationships with our clients. Whatever your control systems integration needs are, Wesa Automation has you covered.

WHERE WE OPERATE

Strategically located in the Midwest, our capabilities and resources allow us to provide control systems integration services across the globe.

COVER LETTER

JUNE 13, 2023

**PAT NUGENT
CITY OF WILMINGTON, WATER
RECLAMATION PLANT**

Dear Pat:

Wesa Automation is pleased to present our proposal for the Wilmington North Island Lift Station - Rev 3.

As experts in control systems integration, we stand by our commitment to deliver projects on time and on budget. Our extensive and varied experience means that we can successfully meet the your expectations safely and efficiently.

We bring additional value with our approach to projects. We work within all areas of the project life-cycle, including:

- Specification review
- Risk analysis
- Design/design assist
- Value engineering options
- Pre-commissioning planning
- Multi-discipline tracking and coordination during execution

If you have any questions regarding this proposal, do not hesitate to contact me at cmeyer@wesautomation.com or 847-695-0775.

Sincerely,

Cheyenne Meyer
Senior Automation Engineer
Wesa Automation

PROJECT SUMMARY

Wesa Automation is pleased to provide a proposal for the Wilmington North Island Lift Station - Rev 3.

Attn: Pat Nugent

Proposal Date: June 13, 2023

Proposal Expiration: 30 days

Proposal Number: A2023-41698292

Automation Project

Wesa Automation proposes to provide a project with design, fabrication, engineering, project management, and field support services as described within the following sections.

REFERENCES

The scope of work for this proposal is based upon conversations with Pat Nugent and includes:

1. A new set of electrical schematics mimicking the existing lift station control panel design.
2. A new sub panel, created as a drop-in replacement for the existing control panel.
3. UL certification for the new subpanel.
4. Engineering services to convert the existing program for the new PLC.
5. Field engineering services to document the existing lift station (if existing drawings cannot be located), install and test the new sub panel, and modify the existing MCP PLC programming and SCADA system to operate with the replacement PLC.

ELECTRICAL DESIGN

Wesa Automation will provide electrical schematics to mimic the design of the existing North Island Lift Station Control Panel. The design will incorporate new or updated components as follows:

1. The MicroLogix 1100 PLC will be replaced by a Micro850 series PLC.
2. The consumer-grade UPS will be replaced by a DIN rail mounted industrial UPS and Battery designed for use in high temperature, outdoor applications.
3. The existing 24VDC power supply and surge suppressor will be replaced with new components.

DRAWINGS

1. Set of "Approved to Build" AutoCAD Electrical schematics in 11" x 17" electronic format.

2. Set of "As-Built" AutoCAD Electrical schematics in 11" x 17" hard copy and electronic format.
3. Panel layout sheet indicating component locations
4. Panel bill of materials sheet indicating component details

PANEL ASSEMBLY

1. Panel assembly will follow local codes and best practices as defined by UL508A and NFPA standards.
2. Panel component layout will follow drawing requirements.
3. All wiring and components will be marked with thermal transfer self-laminated labels.
4. System testing will include the following:
 - a. Point to point wiring and terminations are tested for proper installation.
 - b. All components are power tested.
 - c. Client witness testing is available with one-week advance notice.
5. Control hardware manuals and as-built drawings will be shipped with enclosure(s) in hard copy or electronic format as provided by the original manufacturers.
6. UL certification is included.

UL CERTIFICATION

1. UL component and design review is included.
2. UL labeling will be provided.

BILL OF MATERIALS

Wesa Automation will supply the components listed in the attachments to this proposal, along with incidental fabrication and construction materials. Not all parts have been identified at the time of proposal. The bill of materials is subject to change based on design and engineering review.

ENGINEERING SUPPORT SERVICES

Wesa Automation will provide engineering services to support installation of a new lift station, including PLC and SCADA programming, and new electrical schematics.

1. Wesa Automation will provide an engineer to visit the Wilmington facility and create a project plan to define wiring interconnections between the new pump control panel and the replacement subpanel.
2. Wesa Automation will create a PLC program for a new Micro850 processor based on the existing functionality in the MicroLogix processor.
3. Wesa Automation will add additional scope to the PLC to incorporate generator, ATS, and additional pump control panel signals that may be required.

4. Wesa Automation will modify the existing main PLC and SCADA at the plant to incorporate generator, ATS, and additional pump control panel signals as required.
5. Wesa Automation will provide a field service technician to install the new subpanel.
6. Wesa Automation will provide an engineer to oversee installation and wiring termination of the new lift station.
7. Wesa Automation will support testing and commissioning of the new PLC and lift station signal wiring. (It is required that an electrician be present to resolve any issues discovered during testing.
8. Wesa Automation will supply a 50' antenna cable for the yagi antenna at the lift station. Installation by others.
9. On-site services assume eight-hour workdays within 7 a.m. and 5 p.m. start and end times. Site delays or client requests for additional time in excess of eight hours per day or service outside of normal working hours will result in additional cost.

EXCLUSIONS

1. Any applicable sales taxes, professional fees, or permit and licensing fees are not included.
2. Unless otherwise noted within this proposal, all bonding and/or special insurance requirements are supplied at additional cost.
3. Wesa Automation shall not be liable for indirect loss or damage.
4. Wesa Automation is not responsible for delays to the project caused by manufacturer lead times.
5. Wesa Automation is not responsible for inadequacies of materials and equipment specified and/or supplied by others.
6. Wesa Automation is not responsible for errors or omissions in design by others.

CLARIFICATIONS

1. If a Master Services Agreement or other master agreement ("MSA") between your company and Wesa Automation is in place, this proposal is subject to and incorporates the MSA, otherwise this proposal is subject to and incorporates Wesa Automation's Standard Terms and Conditions, which are available at the following location: <https://www.wesaautomation.com/terms-conditions>
2. Equipment and materials supplied are warranted only to the extent that the same are warranted by the manufacturer.
3. Unless specifically included above within this proposal, all bonding and/or special insurance requirements are supplied at additional cost.
4. Wesa Automation shall not be liable for indirect loss or damage.
5. Wesa Automation is not responsible for delays to the project caused by manufacturer lead times.
6. Wesa Automation is not responsible for inadequacies of materials and equipment specified and/or supplied by others.

7. Wesa Automation is not responsible for errors or omissions in design by others.
8. Wesa Automation reserves the right to correct errors or omissions to this proposal prior to contract issuance.
9. If applicable, time and expense services will be provided according to the terms outlined in the current Wesa Automation rate sheet.

TERMS

DELIVERY	TERMS
Project schedule to be determined to meet end user requirements	FOB Wesa Automation, Elgin, IL Net 30 Milestones: - 30% upon placement of material orders - 20% upon drawings submitted for review - 20% upon PLC programming - 30% upon installation & commissioning

PRICING SUMMARY

EXCLUDING TAXES

BASE PRICE

DESCRIPTION	PRICE
Lift Station Control Panel	\$9,510
Electrical Schematics & Programming	\$5,250
Installation, Testing, & Field Support Services	\$5,552
Total	\$20,312

OPTIONS

DESCRIPTION	PRICE
N/A	N/A

THANK YOU FOR THE OPPORTUNITY TO PROVIDE PRICING ON THIS PROJECT.

Please direct any questions or comments to our attention at the contact information listed below.

Cheyenne Meyer, Senior Automation Engineer

Wesa Automation

Office: 847-695-0775 | Cell: 224-833-0579

cmeyer@wesaautomation.com

Attachment: Bill of Materials

LS #2 - North Island

Qty	Manufacturer	Part Number	Description
1			Subpanel
10	Allen-Bradley	700-HA33A1	Relay, 3PDT, 120VAC Coil
10	Allen-Bradley	700-HN101	Socket for 700-HA33 Relay
1	Allen-Bradley	2080-L50E-24AWB	Micro850 Ethernet/IP Controller, 14x 120VAC Inputs, 10x Relay Outputs, 3x Plug-in Slots
1	Phoenix	1110466	Power Supply, 100-240VAC - 1 Phase Input, 24VDC, 5A Output, Uno-2
1	Phoenix	2907918	PLT-SEC-T3-120-FM-UT
1			Cable, Antenna, TNC, 50'
1	Phoenix	1067327	QUINT4-UPS/1AC/1AC/500VA/USB
1	Phoenix	1396415	Energy Storage, 24VDC, LiFePO4, 128Wh
1	Square D	PK15GTA	Ground Bar
100	Allen-Bradley	1492-P4	Terminal Block, 30A
10	Allen-Bradley	1492-EBP4	Terminal Block End Barrier
5	Allen-Bradley	1492-PG4	Terminal, Grounding
1	Hoffman	DAH1001A	Heater, 100W, 115VAC, 0-100 °F
7	Allen-Bradley	1492-FB1M30-D1	Fuse Holder, 1 Pole, 12-72VDC Illum., 1.5" x 13/32"
7	Allen-Bradley	1489-M1C100	Circuit Breaker, 1-Pole, 10A, C-Curve



MEMO

Date: August 8, 2023

To: Honorable Mayor Dietz and City Council Members

From: James Gretencord, Director of Public Works

Cc: Jeannine Smith, City Administrator
Nancy Gross, Finance Director

Re: Riverwood Lift Station SCADA Upgrade

Budget Impact: \$8,950 Line Item 04-00-6560 Maintenance Sewer-Collections

Request: Approve the Wesa Automation proposal for \$8,950 for improvements to the Riverwood Lift Station SCADA system.

Discussion: The Riverwood Lift Station relies on a radio system to communicate with the Water Reclamation Plant. This Supervisory Control and Data Acquisition (SCADA) system is imperative to monitor and control the lift station. Each year from Spring to Fall, when the leaves are on the trees, we lose communication with this lift station due to radio waves being blocked by foliage. It is imperative we can monitor the lift station remotely so we can monitor its runtimes and status as well as be notified when the lift station has problems — such as pump failure or power outage. Currently, our operators have to make site visits to ensure the lift station is operating properly which causes wasted labor hours as well as overtime. WESA has drafted a proposal for us to utilize cellular communication at this lift station; mitigating this issue and allowing us to recapture these labor hours. This is a budgeted request.

Motion: Approve the Wesa Automation proposal for \$8,950 for improvements to the Riverwood Lift Station SCADA system.

Thank you in advance for your consideration of this request.

PROJECT SUMMARY

Wesa Automation is pleased to provide a proposal for the Riverwood Lift Station Radio Improvement.

Attn: Pat Nugent

Proposal Date: February 8, 2023

Proposal Expiration: 30 days

Proposal Number: A2022-4168826-01

Automation Project

Wesa Automation proposes to provide a project with design, fabrication, engineering, project management, and field support services as described within the following sections.

REFERENCES

The scope of work for this proposal is based upon conversations between Pat Nugent and Cheyenne Meyer.

SCOPE OF WORK

The following encompasses the scope of work to be performed by Wesa Automation:

1. Removal of existing MDS radio.
2. Installation of new cellular radio and VPN end point.
3. Configuration/commissioning/testing of new cellular connection.

EXCLUSIONS

The following exclusions will apply:

1. Configuration of VPN on the plant side of connection.

FIELD SUPPORT SERVICES (FIXED PRICE)

1. Field service time has been included, not to exceed eight (8) straight time and travel hours.
2. The field service inclusion is based on eight-hour workdays within 7 a.m. and 5 p.m. start and end times. Site delays or client requests for additional time in excess of eight hours per day or service outside of normal working hours will likely result in additional cost.
3. Client requests for services outside of the project scope will likely result in additional cost.

4. Additional hours, if needed, will be billed on a time and expense basis. The billing rate for additional standard field automation services is \$XXX/hr.

EXCLUSIONS

1. Any applicable sales taxes, professional fees, or permit and licensing fees are not included.
2. Unless otherwise noted within this proposal, all bonding and/or special insurance requirements are supplied at additional cost.
3. Wesa Automation shall not be liable for indirect loss or damage.
4. Wesa Automation is not responsible for delays to the project caused by manufacturer lead times.
5. Wesa Automation is not responsible for inadequacies of materials and equipment specified and/or supplied by others.
6. Wesa Automation is not responsible for errors or omissions in design by others.

CLARIFICATIONS

1. If a Master Services Agreement or other master agreement (“MSA”) between your company and Wesa Automation is in place, this proposal is subject to and incorporates the MSA, otherwise this proposal is subject to and incorporates Wesa Automation’s Standard Terms and Conditions, which are available at the following location: <https://www.wesaautomation.com/terms-conditions>
2. Equipment and materials supplied are warranted only to the extent that the same are warranted by the manufacturer.
3. Project delays caused by others may result in additional charges.
4. Wesa Automation reserves the right to correct errors or omissions to this proposal prior to contract issuance.
5. If applicable, time and expense services will be provided according to the terms outlined in the current Wesa Automation rate sheet.

TERMS

DELIVERY

Project schedule to be determined to meet end user requirements

TERMS

FOB Wesa Automation, Elgin, IL
Net 30

Fixed Price Milestones:

- 50% receipt of order
- 50% on completion

PRICING SUMMARY

EXCLUDING TAXES

BASE PRICE

DESCRIPTION	PRICE
Field Support Services	\$4,450
Material	\$4,500
TOTAL	\$8,950

THANK YOU FOR THE OPPORTUNITY TO PROVIDE PRICING ON THIS PROJECT.

Please direct any questions or comments to our attention at the contact information listed below.

Cheyenne Meyer, Senior Automation Engineer
Wesa Automation
Office: 847-695-0775 | Cell: 224-833-0579
cmeyer@wesaautomation.com