



City of Wilmington
1165 South Water Street
Wilmington, IL 60481

Agenda
Regular City Council Meeting
Wilmington City Hall
Council Chambers
January 21, 2020
7:00 p.m.

I. Call to Order

II. Pledge of Allegiance

III. Roll Call by City Clerk

John Persic, Jr.	Kevin Kirwin
Floyd Combes	Dennis Vice
Lisa Butler	Ben Dietz
Frank Studer	Jake Tenn

IV. Approval of the January 7, 2020 Regular City Council Meeting Minutes

V. Mayor's Report

VI. Public Comment

(State your full name clearly; limit 3 minutes each per Ordinance 19-06-18-01)

VII. Planning & Zoning Commission

1. The next regular scheduled meeting is Thursday, February 6, 2020 at 5:00 p.m.

VIII. Committee Reports

A. Police & ESDA Committee

Co-Chairs – Frank Studer & Lisa Butler

1. The next scheduled meeting is Tuesday, February 11, 2020 at 5:30 p.m.

B. Ordinance & License Committee

Co-Chairs – Floyd Combes & Jake Tenn

1. The next scheduled meeting is Tuesday, February 11, 2020 at 6:00 p.m.

Amendment No. 1

Posting Date:

1/17/2020 2:56 PM jjz

C. Buildings, Grounds, Parks, Health & Safety Committee
Co-Chairs – John Persic, Jr. & Floyd Combes

1. Approve the Bid Received by H.L. & Associates, Inc. for Lawn Care Services
2. The next scheduled meeting is Wednesday, February 12, 2020 at 5:30 p.m.

D. Water, Sewer, Streets & Alleys Committee
Co-Chairs – Frank Studer & Kevin Kirwin

1. The next scheduled meeting is Wednesday, February 12, 2020 at 6:00 p.m.

E. Finance, Administration & Land Acquisition Committee
Co-Chairs – Frank Studer & Ben Dietz

1. Approve the Accounting Reports as Prepared by the Accountant
2. Approve the Proposal for Professional Services Submitted by Willett Hofmann & Associates, Inc. for Bridge Inspections
3. The next scheduled meeting is Tuesday, February 18, 2020 at 6:00 p.m.

F. Personnel & Collective Bargaining Committee
Co-Chairs – John Persic, Jr. & Dennis Vice

IX. Attorney & Staff Reports

X. Executive Session

1. Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the City of Wilmington (5 ILCS 120/2(c)(1))
2. Collective negotiating matters between the City of Wilmington (public body) and its employees (5 ILCS 120/2(c)(2))

XI. Action Following Executive Session

1. Approve the hire of an Executive Secretary
2. Approve the hire of a Fiscal Clerk to Perform the Duties Related to Utility Billing

XII. Adjournment

The next City Council meeting is Tuesday, February 4, 2020 at 7:00 p.m.

**Minutes of the Regular Meeting of the
Wilmington City Council
Wilmington City Hall
1165 South Water Street
January 7, 2020**

Call to Order

The Regular Meeting of the Wilmington City Council on January 7, 2020 was called to order at 7:00 p.m. by Mayor Roy Strong in the Council Chambers of the Wilmington City Hall.

Roll Call

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

Aldermen Present Kirwin, Combes, Vice, Dietz, Studer, Tenn, Butler

Aldermen Absent Persic

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/Deputy City Clerk Joie Ziller, Chief of Police Phil Arnold and City Attorney Brian Wellner

Approval of Minutes

Alderman Combes made a motion and Alderman Butler seconded to approve the December 17, 2019 Regular City Council meeting minutes and have them placed on file

Upon roll call, the vote was:

AYES: 7 Dietz, Combes, Vice, Kirwin, Butler, Tenn, Studer

NAYS: 0

ABSENT: 1 Persic

The motion carried.

Mayor’s Report

Mayor Strong presented \$100.00 Ace Hardware gift certificated to the four homes with the most holiday cheer – 1st Ward: The Hameister Family at 613 S. Circle Drive, 2nd Ward: The Hackett Family at 504 E. Baltimore Street, 3rd Ward: The Brownlee Family at 814 Lexington Court, 4th Ward: The Ragan Family at 1512 Marion Court and to the Chamber of Commerce for all they do decorating Claire’s Corner.

Mayor Strong stated that he met with representatives from BNSR regarding their proposal to construct an overpass on Lorenzo Road. BNSF’s intention is to have the project ready to bid by fall of 2020, with construction beginning in Spring of 2021. The overpass would be open to traffic by summer of 2022 and the project complete by the end of that year.

Public Comment

Ms. Laura Hackett at 504 E. Baltimore Street mentioned the noise level when the semis drive over the manhole covers on RT 53.

Planning & Zoning Commission

The next meeting is scheduled for Thursday, January 9, 2020 at 5:00 p.m.

Committee Reports

Police & ESDA Committee

The next scheduled meeting is Tuesday, January 14, 2020 at 5:30 p.m.

Ordinance & License Committee

Alderman Combes made a motion and Alderman Kirwin seconded to approve Ordinance No. 20-01-07-01 – An Ordinance Amending Certain Sections of The Code of Ordinances for the City of Wilmington Pertaining to Cannabis and Related Paraphernalia Use, Sales, Cultivation, and Possession

Upon roll call, the vote was:

AYES: 7 Dietz, Combes, Vice, Kirwin, Butler, Tenn, Studer

NAYS: 0

ABSENT: 1 Persic

The motion carried.

The next scheduled meeting is Tuesday, January 14, 2020 at 6:00 p.m.

Buildings, Grounds, Parks, Health & Safety Committee

The next scheduled meeting is Wednesday, January 15, 2020 at 5:30 p.m.

Water, Sewer, Streets and Alleys Committee

The next scheduled meeting is Wednesday, January 15, 2020 at 6:00 p.m.

Finance, Administration & Land Acquisition Committee

Alderman Studer made a motion and Alderman Dietz seconded to approve the accounts payable report in the amount of \$369,574.74 as prepared by the City Accountant

Upon roll call, the vote was:

AYES: 7 Dietz, Combes, Vice, Kirwin, Butler, Tenn, Studer

NAYS: 0

ABSENT: 1 Persic

The motion carried.

The next scheduled meeting is Tuesday, January 21, 2020 at 6:00 p.m.

Personnel & Collective Bargaining Committee

Alderman Vice made a motion and Alderman Combes seconded to approve the City Administrator to seek and hire a Finance Director

Upon roll call, the vote was:

AYES: 7 Dietz, Combes, Vice, Kirwin, Butler, Tenn, Studer

NAYS: 0

ABSENT: 1 Persic

The motion carried.

Attorney & Staff Reports

Administrator Ziller presented the Council with a year-end Building Department report prepared by Building Inspector Rick Smith. This report will be attached to the approved meeting minutes for future reference.

Chief Arnold reported that our newest hire police officer Eric Runions is completing his last week of field training.

Executive Session

No Executive Session needed.

Adjournment

Motion to adjourn the meeting made by Alderman Kirwin and seconded by Alderman Butler. Upon voice vote, the motion carried. The Regular Meeting of the City of Wilmington City Council held on January 7, 2020 adjourned at 7:15 p.m.

Respectfully submitted,



Joie Ziller, Deputy City Clerk

I will meet all of the requirements and provide all of the services for amounts listed as outline in this bid proposal

Properties (see accompanying property maps):

City Hall, 1165 S. Water Street
Wilmington Police Department, 129 Robert P. Weidling Drive
Claire's Corner, 101 N. Water Street
Veteran's Memorial Park, 125 Vine Street
North Island Park, 250 Bridge Street
South Island Park, 201 Bridge Street

Annual Lump Sum:

Year One (2020-2021) \$ 32,900⁰⁰
Year Two (2021-2022) \$ 32,900⁰⁰

Company: H.L. Associates inc.
Address: 601 misty creek Dr
City, State, Zip: Newport DC 60451
Telephone: 815 412 0500 Email: Jim @ HLandassociates.com
By: [Signature] Jim Luzbetak
Signature Printed Name
Title: president Date: 12-4-19

Amendment No. 1 – November 7, 2019/jz

City of Wilmington

Check Register Meeting Date: January 21, 2020



Check#	Date	Vendor/Employee	Amount
Fund	1	General Corporate Fund	
0	1/7/2020	Misc WPD ACH	
0	1/21/2020	Misc City Hall ACH	250.00
0	1/21/2020	WEX Bank	2,933.63
0	1/17/2020	Payroll Sweep	103,427.30
0	1/17/2020	Paycor	528.00
See attached	1/21/2020	VARIOUS	51,437.12
			Total: <u>158,576.05</u>
Fund	2	Water Operating M & R Fund	
0	1/21/2020	WEX Bank	58.18
0	1/17/2020	Payroll Sweep	18,735.42
0	1/15/2020	JP Morgan Chase Bank	122.47
See attached	1/21/2020	VARIOUS	52,557.68
			Total: <u>71,473.75</u>
Fund	4	Sewer Operating M & R Fund	
0	1/21/2020	WEX Bank	199.45
0	1/17/2020	Payroll Sweep	13,838.26
0	1/15/2020	JP Morgan Chase Bank	122.47
See attached	1/21/2020	VARIOUS	9,943.83
			Total: <u>24,104.01</u>
Fund	5	DFC Federal Grant Fund	
0	1/15/2020	Adp Inc	1,968.69
			Total: <u>1,968.69</u>
Fund	7	ESDA Fund	
See attached	1/21/2020	VARIOUS	2,965.14
			Total: <u>2,965.14</u>
Fund	12	Debt Service Fund	
See attached	1/21/2020	VARIOUS	32,578.82
			Total: <u>32,578.82</u>
Fund	25	Ridgeport TIF #2 Fund	
See attached	1/21/2020	VARIOUS	13,247.30
			Total: <u>13,247.30</u>

GRAND TOTAL: 304,913.76

Dennis Vice

Floyd Combes

Jake Tenn

John Persic, Jr.

Kevin Kirwin

Frank Studer

Lisa Butler

Ben Dietz

Approved: December 17, 2019

Accounts Payable GL Distribution Report

User: maureen
 Printed: 01/16/20 13:56
 Batch: 003-01-2020
 Fiscal Period: 9
 JE Date: 01/21/20

City of Wilmington
 1165 S. Water St.
 Wilmington, IL 60481
 815-476-2175



<u>Fund</u>	<u>DR Amount</u>	<u>CR Amount</u>	<u>Account Number</u>	<u>Description</u>
01 General Corporate Fund	0.00	51,437.12	01-00-0010	Cash
	51,437.12	0.00	01-00-3202	Accounts Payable
	<u>51,437.12</u>	<u>51,437.12</u>		
07 ESDA Fund	0.00	2,965.14	07-00-0010	Cash
	2,965.14	0.00	07-00-3202	Accounts Payable
	<u>2,965.14</u>	<u>2,965.14</u>		
Grand Total:	<u><u>54,402.26</u></u>	<u><u>54,402.26</u></u>		

Accounts Payable

Computer Check Proof List

User: maureen
 Printed: 01/16/2020 - 1:52 PM

City of Wilmington
 1165 S. Water St.
 Wilmington, IL 60481
 815-476-2175



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:9050 9967268272	Air Gas USA, LLC Cyl Road Check Total:	69.04 69.04	01/21/2020	Check Sequence: 1 01-05-6970	ACH Enabled: No
Vendor:1794 P35C0070920	Altorfer Industries, Inc. Retainer/pin/sprflx Check Total:	89.80 89.80	01/21/2020	Check Sequence: 2 01-05-6510	ACH Enabled: No
Vendor:1789 19106	BTI Tire & Alignment Tire Repair Check Total:	35.00 35.00	01/21/2020	Check Sequence: 3 01-05-6510	ACH Enabled: No
Vendor:9059 Jan.2020 a Jan.2020 b Jan.2020 c Jan.2020 d	Comcast 1/5/2020 - 2/4/2020 1/5/2020 - 2/4/2020 1/5/2020 - 2/4/2020 1/5/2020 - 2/4/2020 Check Total:	153.35 471.90 68.40 88.40 782.05	01/21/2020 01/21/2020 01/21/2020 01/21/2020	Check Sequence: 4 01-01-6760 01-03-6760 07-00-6760 01-02-6760	ACH Enabled: No
Vendor:0117 6565 6581	DTW Inc 12/30/19 Backup issue WPD Dec. 2019 issues Check Total:	218.75 313.22 531.97	01/21/2020 01/21/2020	Check Sequence: 5 01-01-6335 01-03-6335	ACH Enabled: No
Vendor:0139 Dec. 2019 a	Fisher Auto Parts Inc Dec. 2019 statement Check Total:	153.18 153.18	01/21/2020	Check Sequence: 6 01-05-6510	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0144 13280 13281	G W Communications ESDA - 500 Letterhead ESDA - 500 Color Envelopes Check Total:	178.00 232.00 410.00	01/21/2020 01/21/2020	Check Sequence: 7 07-00-6970 07-00-6970	ACH Enabled: No
Vendor:0163 2020-20	Mutual Aid Association Greater Will Co Emerg Servic 2020 Assoc. Dues Check Total:	100.00 100.00	01/21/2020	Check Sequence: 8 07-00-6360	ACH Enabled: No
Vendor:9082 272005	Grundy Supply Dish Soap/paper plates/forks/spoons/kniv Check Total:	179.99 179.99	01/21/2020	Check Sequence: 9 01-03-6970	ACH Enabled: No
Vendor:1462 2020 Membership	Illinois LEAP Trisha Hoppenrath - 2020 Active member Check Total:	40.00 40.00	01/21/2020	Check Sequence: 10 01-03-6360	ACH Enabled: No
Vendor:0232 762214 762887 763031 763208	Jcm Uniforms A.Ritz - Star/name M.Kiebles - Belt D.Brimer - gloves/leggings/boots D.Brimer - hat Check Total:	23.00 56.41 413.79 31.45 524.65	01/21/2020 01/21/2020 01/21/2020 01/21/2020	Check Sequence: 11 01-03-7010 01-03-7010 01-03-7010 01-03-7010	ACH Enabled: No
Vendor:0240 2020-1880	Julie Inc Annual Email/Voice Transmissions Check Total:	1,049.43 1,049.43	01/21/2020	Check Sequence: 12 01-05-6440	ACH Enabled: No
Vendor:1127 9006390516 9006395553a 9006395553b	Konica Minolta 12/02/19 - 01/01/2020 (no Tax!) 12/03/19 - 01/02/2020 (no Tax!) 12/03/19 - 01/02/2020 (no Tax!) Check Total:	39.66 125.85 66.53 232.04	01/21/2020 01/21/2020 01/21/2020	Check Sequence: 13 01-03-7321 01-01-7321 01-03-7321	ACH Enabled: No
Vendor:1236 Feb/March 2020	Raymond Larson Feb./March 2020 Storage Rental Unit-WPD Check Total:	230.00 230.00	01/21/2020	Check Sequence: 14 01-02-6715	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:1441 31962	Lexipol, LLC 01/01/2020 - 12/31/2020 DTB Subscrip Check Total:	6,211.00 6,211.00	01/21/2020	Check Sequence: 15 01-03-6670	ACH Enabled: No
Vendor:1389 17684809	Marlin Business Bank Security Systems - Feb. 2020 Check Total:	366.00 366.00	01/21/2020	Check Sequence: 16 01-03-7321	ACH Enabled: No
Vendor:0280 93564	Menards Bradley ESDA Supplies Check Total:	152.72 152.72	01/21/2020	Check Sequence: 17 07-00-6960	ACH Enabled: No
Vendor:0313 422059520001	Office Depot Markers/pens/ink Check Total:	175.73 175.73	01/21/2020	Check Sequence: 18 01-03-6960	ACH Enabled: No
Vendor:0338 2020 Membership	Police Chiefs of Will County 2020 Annual Membership Fee Check Total:	1,000.00 1,000.00	01/21/2020	Check Sequence: 19 01-03-6360	ACH Enabled: No
Vendor:0342 889389246 889390546 889390956	Prairie Material Sales Inc 142.12 tons stone 170.85 tons stone 180.19 tons stone Check Total:	945.08 1,136.15 2,054.16 4,135.39	01/21/2020 01/21/2020 01/21/2020	Check Sequence: 20 01-05-6590 01-05-6590 01-05-6590	ACH Enabled: No
Vendor:1872 2020-0101	Slahor Associates, Inc. Jan.6-15, 2020 Check Total:	8,305.60 8,305.60	01/21/2020	Check Sequence: 21 01-01-6670	ACH Enabled: No
Vendor:0401 32631	Southwest Mechanical Inc WPD-Heating issue Check Total:	325.00 325.00	01/21/2020	Check Sequence: 22 01-02-6530	ACH Enabled: No
Vendor:1247 Dec.2019	TransUnionsRisk&Alternative Da Dec. 2019 statement Check Total:	50.00 50.00	01/21/2020	Check Sequence: 23 01-03-6970	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:1768 3313 3318	Uni Max Management Corp. City Hall - wax floor Jan. 2020 - Janitorial Check Total:	600.00 1,950.00 2,550.00	01/21/2020 01/21/2020	Check Sequence: 24 01-02-6531 01-02-6531	ACH Enabled: No
Vendor:0463 6011883-2007-6	Waste Management Of Il SW 201 Bridge St., Dumpster Check Total:	281.81 281.81	01/21/2020	Check Sequence: 25 01-02-6670	ACH Enabled: No
Vendor:9067 022020-18 a 022020-18 b 022020-18 c 022020-21 a 022020-21 a 022020-21 a	WESCOM eDispatch fees Airtime & Site fees Equipment fees Monthly Dispatching Service Fees Airtime fees & Site Fees Equipment Charges Check Total:	27.90 381.11 1,825.01 15,953.77 414.25 2,052.96 20,655.00	01/15/2020 01/15/2020 01/15/2020 01/15/2020 01/15/2020 01/15/2020	Check Sequence: 26 07-00-6340 07-00-6760 07-00-7321 01-03-6340 01-03-6760 01-03-7321	ACH Enabled: No Dispatch fees Dispatch fees Dispatch fees Dispatching Fee Monthly Wescom Monthly Wescom
Vendor:0472 Dec.2019 a Dec.2019 b Dec.2019 c	Whitmore Investments Inc Dec. 2019 statement Dec. 2019 statement Dec. 2019 statement Check Total:	200.00 154.20 24.17 378.37	01/21/2020 01/21/2020 01/21/2020	Check Sequence: 27 01-01-7150 01-05-6970 01-03-6970	ACH Enabled: No
Vendor:0476 2020-1075	Will Co Governmental League 2020 Membership Dues Check Total:	5,054.49 5,054.49	01/21/2020	Check Sequence: 28 01-01-6360	ACH Enabled: No
Vendor:0477 G20010012	Will County Animal Control Dec. 2019 statement Check Total:	250.00 250.00	01/21/2020	Check Sequence: 29 01-03-6310	ACH Enabled: No
Vendor:0481 R2019088460 R2020002077	Will County Recorder DesRochers-Alley Vacation 32328 S. West River Rd. Lein Check Total:	42.00 42.00 84.00	01/21/2020 01/21/2020	Check Sequence: 30 01-01-6670 01-01-6670	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
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Total for Check Run:	54,402.26
Total Number of Checks:	30

Accounts Payable GL Distribution Report

User: maureen
 Printed: 01/16/20 13:45
 Batch: 200-01-2020
 Fiscal Period: 9
 JE Date: 01/21/20

City of Wilmington
 1165 S. Water St.
 Wilmington, IL 60481
 815-476-2175



<u>Fund</u>	<u>DR Amount</u>	<u>CR Amount</u>	<u>Account Number</u>	<u>Description</u>
02 Water Operating M & R Fund				
	0.00	52,557.68	02-00-3202	Accounts Payable
	426.00	0.00	02-21-6335	Prof Fees - Computer R&M
	2,970.00	0.00	02-21-6625	Maint-BstrStn /Towers
	400.00	0.00	02-21-6670	Prof Fees - Other -Labs
	428.50	0.00	02-21-6670	Prof Fees - Other -Labs
	108.35	0.00	02-21-6760	Telephone/Internet
	3,000.00	0.00	02-21-6810	Utilities
	392.13	0.00	02-21-6970	Oper Supplies and Tools
	23.88	0.00	02-21-6970	Oper Supplies and Tools
	5,818.47	0.00	02-21-7030	Water Treatment Chemicals
	196.75	0.00	02-21-7320	Equipment Purchases
	38,793.60	0.00	02-23-6420	Garbage Collection Expense
	<u>52,557.68</u>	<u>52,557.68</u>		
04 Sewer Operating M & R Fund				
	0.00	9,943.83	04-00-3202	Accounts Payable
	426.00	0.00	04-00-6335	Prof Fees - Computer R&M
	29.76	0.00	04-00-6640	Maint-Vehicles
	8,584.49	0.00	04-00-6810	Utilities - Electric & Gas
	444.53	0.00	04-00-6970	Oper Supplies & Tool
	66.92	0.00	04-00-6970	Oper Supplies & Tool
	392.13	0.00	04-00-6970	Oper Supplies & Tool
	<u>9,943.83</u>	<u>9,943.83</u>		
Grand Total:	<u><u>62,501.51</u></u>	<u><u>62,501.51</u></u>		

Accounts Payable

Computer Check Proof List

User: maureen
 Printed: 01/16/2020 - 1:58 PM

City of Wilmington
 1165 S. Water St.
 Wilmington, IL 60481
 815-476-2175



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:0032 111845s 111845w	Allegra Coal City Utility Bills - 10,000 Utility Bills - 10,000 Check Total:	392.13 392.13 784.26	01/21/2020 01/21/2020	Check Sequence: 1 04-00-6970 02-21-6970	ACH Enabled: No
Vendor:0375 4537	Automatic Control Service Dec. 27 & 30, 2019 service Check Total:	2,970.00 2,970.00	01/21/2020	Check Sequence: 2 02-21-6625	ACH Enabled: No
Vendor:9059 Jan. 2020 w	Comcast 01/05/2020 - 02/04/2020 Check Total:	108.35 108.35	01/21/2020	Check Sequence: 3 02-21-6760	ACH Enabled: No
Vendor:1655 274486719121s 274486719121w	Dynegy Energy Services 11/07/19-12/09/19 11/07/19-12/09/19 Check Total:	8,584.49 3,000.00 11,584.49	01/21/2020 01/21/2020	Check Sequence: 4 04-00-6810 02-21-6810	ACH Enabled: No
Vendor:0139 Dec. 2019w	Fisher Auto Parts Inc Dec. 2019 statement Check Total:	29.76 29.76	01/21/2020	Check Sequence: 5 04-00-6640	ACH Enabled: No
Vendor:1237 10404	LabStrong Corporation As per your quote 12052 1 each: PG0012-2 Check Total:	444.53 444.53	01/21/2020	Check Sequence: 6 04-00-6970	ACH Enabled: No
Vendor:1815 1471259	Mississippi Lime Company Hydrated Lime 23.820 ton	5,818.47	01/21/2020	Check Sequence: 7 02-21-7030	ACH Enabled: No

Invoice No	Description	Amount	Payment Date	Acct Number	Reference
	Check Total:	5,818.47			
Vendor:1439 19L8103700285	Nestle Water North America Water/cooler rental/ Check Total:	66.92 66.92	01/21/2020	Check Sequence: 8 04-00-6970	ACH Enabled: No
Vendor:0330 I9395614	PDC Labs Inc Samples Check Total:	428.50 428.50	01/21/2020	Check Sequence: 9 02-21-6670	ACH Enabled: No
Vendor:1797 25602	Scientific Methods, Inc. Samples Check Total:	400.00 400.00	01/21/2020	Check Sequence: 10 02-21-6670	ACH Enabled: No
Vendor:0402 INV-ACC50019s INV-ACC50019w	Springbrook Software Inc. Dec. 2019 Statement Dec. 2019 Statement Check Total:	426.00 426.00 852.00	01/21/2020 01/21/2020	Check Sequence: 11 04-00-6335 02-21-6335	ACH Enabled: No
Vendor:0463 6010700-2007-3	Waste Management Of Il SW Dec. 2019 service Check Total:	38,793.60 38,793.60	01/21/2020	Check Sequence: 12 02-23-6420	ACH Enabled: No
Vendor:0465 0293493	Water Products Company Kwik Freeze 3" bag Check Total:	196.75 196.75	01/21/2020	Check Sequence: 13 02-21-7320	ACH Enabled: No
Vendor:0472 Jan. 2020 w	Whitmore Investments Inc Water Dept. Operating Supplies Purchases Check Total:	23.88 23.88	01/16/2020	Check Sequence: 14 02-21-6970	ACH Enabled: No Oper Supplies
	Total for Check Run:	62,501.51			
	Total Number of Checks:	14			

Accounts Payable

Computer Check Proof List

User: maureen
 Printed: 01/16/2020 - 2:16 PM

City of Wilmington
 1165 S. Water St.
 Wilmington, IL 60481
 815-476-2175



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:1625	First Midwest Bank 520			Check Sequence: 1	ACH Enabled: No
7000146-01751	Principal Payment - Note	25,000.00	01/21/2020	12-00-7920	
7000146-01751a	Interest Payment - Note	7,578.82	01/21/2020	12-00-7930	
	Check Total:	32,578.82			
	Total for Check Run:	32,578.82			
	Total Number of Checks:		1		

Accounts Payable

Computer Check Proof List

User: maureen
 Printed: 01/16/2020 - 2:07 PM

City of Wilmington
 1165 S. Water St.
 Wilmington, IL 60481
 815-476-2175



Invoice No	Description	Amount	Payment Date	Acct Number	Reference
Vendor:1292	Foley & Lardner, LLP			Check Sequence: 1	ACH Enabled: No
40285828	Services Through 10/31/19	4,270.50	01/21/2020	25-00-7172	
40301098	Services Through 11/30/19	451.00	01/21/2020	25-00-7172	
40315902	Services Through 12/31/19	2,879.50	01/21/2020	25-00-7172	
	Check Total:	7,601.00			
Vendor:1598	Klein Thorpe & Jenkins, LTD			Check Sequence: 2	ACH Enabled: No
2137-003	Suppl. TIF Note 1	128.80	01/21/2020	25-00-7172	
	Check Total:	128.80			
Vendor:9086	Peckham Guyton Albers & Viets,			Check Sequence: 3	ACH Enabled: No
111485	Prof. Srvc ended Nov. 30, 2019	4,730.00	01/21/2020	25-00-7172	
111626	Prof. Srvc ended Dec. 28, 2019	787.50	01/21/2020	25-00-7172	
	Check Total:	5,517.50			
	Total for Check Run:	13,247.30			
	Total Number of Checks:		3		



January 16, 2020

Joie Ziller
City Administrator
City of Wilmington
Wilmington, Illinois 60481

RE: Proposal for Professional Services
City of Wilmington
2020 NBIS Bridge Inspections
WHA #1029J20

Dear Ms. Ziller:

In response to your request, Willett, Hofmann & Associates, Inc. is pleased to submit the following letter agreement for Professional Services for your review and consideration. We understand the urgent need to complete the submittal for Structure No. 099-7101 which is delinquent by over 75 days.

Based on yesterday's request to assist with the inspection of this bridge and two others that are due in February, we have mobilized as of this morning to start the inspection process for all three structures. The scope of services described herein is based on our present understanding of the needs of the Project.

PROJECT UNDERSTANDING:

- We understand that the following three structures need bridge inspection reports completed immediately and submitted to the State: Structure Nos. 099-6027, 099-7100, and 099-7101. A fourth structure will not be inspected since it is not required until April 2021. The inspection report for Structure No. 099-7101 must be completed and reported to IDOT prior to 01/29/2020. The other two structures will be inspected in the same time frame.

SCOPE OF PROFESSIONAL SERVICES:

To perform the routine NBIS bridge inspections for three bridges as noted above, we will complete the following services:

- Field inspection of three routine bridges.
- Complete forms RIS - S104, RIS - S105 and 4-page Bridge Inspection Form (City of Wilmington shall provide this from previous inspections).
- Complete the "Bridge Inspection Documentation" form and submit to the State.

SCOPE OF PROFESSIONAL SERVICES (continued):

- Submit to the State the required forms to be designated as the Local Agency Program Manager for all Wilmington owned bridges.
- We will become the Local Agency Program Manager for the City of Wilmington and perform the Professional Services according to the IDOT NBI guidelines.
- Furnish the City with a bound inspection report, including inspection forms and photos.
- Channel Cross Sections are now a part of the Routine Inspections per the attached IDOT NBI Subscription Service Announcement 20190717. We will perform the work to obtain the Channel Cross Sections and place the information in the City Structure Files. Note that this Cross-Section task is not required to be completed before 1/29/20.

THE CITY OF WILMINGTON SHALL PROVIDE:

- All forms, RIS - S104, RIS - S105, and 4-page Bridge Inspection Forms, copy of last inspection report.
- Access to information concerning bridges.

FEE FOR PROFESSIONAL SERVICES:

- Willett, Hofmann & Associates, Inc. proposes to provide the Professional Services described above in the Scope of Professional Services on a time and material basis for a fee not to exceed \$6,500.00.

SCHEDULE OF WORK TO BE DONE:

- Willett, Hofmann & Associates, Inc. proposes to complete the Professional Services needed to submit to the State the "Bridge Inspection Documentation" forms no later than 1/29/20.

DELIVERABLES:

- Complete the "Bridge Inspection Documentation" form and submit to the State.
- Furnish the City with a bound inspection report, including inspection forms and photos.
- As stated above, Channel Cross Sections are part of the Routine Inspections per the attached IDOT NBI Subscription Service Announcement 20190717. We will perform the work to obtain the Channel Cross Sections and place the information in the City Bridge Structure Files.

TERMS & CONDITIONS:

- The attached Terms and Conditions are made a part of this Agreement. Additional Services requested above and beyond those described herein shall be provided and performed as outlined on the attached Terms and Conditions.

This proposal is valid for thirty (30) calendar days from the date of this proposal.

Ms. Joie Ziller
City Administrator
City of Wilmington
January 16, 2020
Page 3

The proposed **scope of services** described above are presented based on our discussion and your verbal approval on Jan. 16, 2020; if the services and terms as presented here meet your approval, please sign both copies of this letter agreement and return one copy to our office.

PROPOSAL ACCEPTED:

I hereby authorize this work to proceed as outlined above and have read and accept the attached Terms and Conditions.

By _____

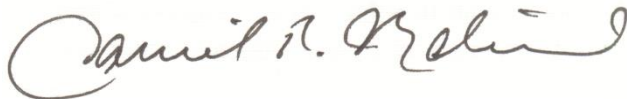
Name/Title _____

Date _____

Thank you for your interest in Willett, Hofmann & Associates, Inc. and for this opportunity to be of service. We look forward to working with you on this project. If you have any questions, please do not hesitate to call.

Sincerely,

WILLETT, HOFMANN & ASSOCIATES, INC.



Daniel R. Malinowski, P.E.
Manager
Joliet Office

DRM:dt
Encl.
cc: file



TERMS AND CONDITIONS – CITY OF WILMINGTON

Standard of Care: Services provided by Willett, Hofmann & Associates, Inc., hereinafter referred to as “WHA”, under this Agreement will be performed in a manner consistent with the human degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

Additional Services: When Additional Services beyond the defined scope are requested, an amendment will be prepared for approval by the Client prior to commencing work. Additional Services shall be performed on a time and material basis at Standard Hourly Rates in effect at the time the services are performed, or for a negotiated fee.

Billing / Payment: The Client agrees to pay for all services performed and all costs incurred by WHA. Invoices for services shall be submitted either upon completion of such services or on a monthly or otherwise regular or logical basis. Invoices shall be due and payable within 30 days of invoice date. Client shall notify WHA of any objections to the invoice within five (5) working days of receipt. Payment of any invoice indicates Client’s acceptance of this Agreement and satisfaction with the services provided. Payment of invoices is in no case subject to unilateral discounting, back charges, or set offs by the Client, and payment is due regardless of suspension or termination of this Agreement by either party. Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge on the unpaid balance. In the event that any portion of an account remains unpaid after 120 days after the invoice date, WHA may institute collection action and the Client shall pay all costs of collection, including reasonable attorney’s fees.

Termination, Suspension or Abandonment: In the event of termination, suspension or abandonment of the project, WHA shall be equitably compensated for services performed. Either the Client or WHA may terminate this Agreement after giving no less than seven (7) days’ written notice if the other party substantially fails to perform in accordance with the terms of the Agreement.

Indemnification: WHA agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors and employees (collectively, Client) against all damages, liabilities or costs, including reasonable attorney’s fees and defense costs, to the extent caused by WHA’s negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom WHA is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless WHA, its officers, directors, employees and subconsultants (collectively, WHA) against all damages, liabilities or costs, including reasonable attorney’s fees and defense costs, to the extent caused by the Client’s negligent acts in connection with the Project and the acts of its contractors, subcontractors or consultants or anyone for whom the Client is legally liable.

Neither the Client nor WHA shall be obligated to indemnify the other party in any manner whatsoever for the other party’s own negligence or for the negligence of others.

Certification, Guarantees and Warranties: WHA shall not be required to execute any document that would result in certifying, guaranteeing or warranting the existence of any conditions.

Dispute Resolution: Any claims or disputes between the Client and WHA arising out of the services provided by WHA or out of this Agreement shall be submitted to non-binding mediation. The Client and WHA agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method of dispute resolution among all parties. The laws of the State of Illinois will govern the validity of this Agreement, its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in the courts of that State.



TERMS AND CONDITIONS – CITY OF WILMINGTON

Construction Means and Methods: WHA shall not be responsible for, nor have control over or charge of, construction means, methods, sequence, techniques, or procedures, or for any health or safety precautions required by any regulatory agencies in connection with the project.

Construction Observation: When WHA does not provide construction observation services, it is agreed that the professional services of WHA do not extend to or include the review or site observation of the Contractor's work, performance, or pay request approval. In this situation, during construction, the Client assumes the role of the design professional and will hold harmless WHA for the failure of the Contractor's work to conform to the design intent and the contract documents.

Adjustments, Changes or Additions: It is understood that adjustments, changes, or additions may be necessary during construction. The Client will maintain a contingency fund until construction is completed to pay for field changes, adjustments, or increased scope items. If WHA is performing Construction Observation, all change order amounts requested by Contractors constructing WHA designed items shall be submitted to WHA for review prior to being approved by contract holder. WHA will not approve amounts requested that are above a normal bid amount for the work involved. In no case will costs be assessed to WHA at the discretion of the Contractor, the Client, or the Owner without prior agreement and approval of WHA. WHA shall not be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

Project Signs: Project signs displayed at the construction site shall include "Willett, Hofmann & Associates, Inc." as the design professional for the applicable discipline. Articles for publication regarding this project shall acknowledge Willett, Hofmann & Associates, Inc. as the design professional for the applicable discipline.

Electronic Files: The Client hereby grants permission for WHA to use information and data provided by the Client, including electronic background information produced or provided by the Client in the completion of the project. The Client also grants permission to WHA to release WHA's documents (including their backgrounds) electronically to consultants, contractors, and vendors as required in the execution of the project. Before release, WHA will require an executed waiver of liability for the use of any electronic documents and may charge a fee for this information.

Use of Documents: Documents prepared by WHA are instruments of service for use solely with respect to the project. WHA shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall not reuse or permit the reuse of WHA's documents except by mutual agreement in writing.

Assignment: Neither party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including, but not limited to, monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WHA as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.



WILLET HOFMANN
 & ASSOCIATES INC
 ENGINEERING ARCHITECTURE LAND SURVEYING

Effective March 31, 2019

**GENERAL RATES FOR ENGINEERING SERVICES
 (FIELD AND OFFICE)**

CLASSIFICATION OF EMPLOYEE	REGULAR HOURLY RATE		OVERTIME RATE
	From	To	
Principal Engineering Manager	\$151.00	\$232.50	Regular Rate
Engineering Manager	\$133.00	\$202.00	Regular Rate
Civil Engineer IV	\$117.00	\$180.00	Regular Rate
Civil Engineer III	\$105.00	\$165.00	Regular Rate
Civil Engineering Intern II	\$93.00	\$143.00	Regular Rate
Civil Engineering Intern I	\$77.00	\$121.00	Regular Rate
Principal Architectural Manager	\$130.00	\$199.00	Regular Rate
Architect IV	\$114.00	\$177.00	Regular Rate
Architect III	\$105.00	\$162.00	Regular Rate
Architectural Intern II	\$89.00	\$140.00	Regular Rate
Architectural Intern I	\$77.00	\$118.00	Regular Rate
Prof. Land Surveyor Manager	\$102.00	\$159.00	Regular Rate
Prof. Land Surveyor IV	\$89.00	\$137.00	Regular Rate
Prof. Land Surveyor III	\$80.00	\$128.00	Regular Rate
Prof. Land Surveyor (SIT) II	\$71.00	\$112.00	Regular Rate
Prof. Land Surveyor (SIT) I	\$65.00	\$103.00	Regular Rate
Technician IV	\$74.00	\$118.00	1.3 x Regular Rate
Technician III	\$69.00	\$109.00	1.3 x Regular Rate
Technician II	\$62.00	\$97.00	1.3 x Regular Rate
Technician I	\$55.00	\$87.00	1.3 x Regular Rate
Survey Worker Foreman	\$77.00	\$121.00	1.3 x Regular Rate
Survey Worker	\$77.00	\$118.00	1.3 x Regular Rate
Administrative Assistant	\$46.00	\$93.00	1.3 x Regular Rate
Expenses and Materials	At Cost		

The above hourly rates shall be applicable for a period of one year from the date hereon, after which time they shall be subject to adjustments to reflect payroll cost.

Generally field crews work a nine-hour day, which involves an hour of overtime each day. The rates for field personnel apply office to office exclusive of the lunch period.

**NBI Subscription Service Announcement 20190717
shown on the following pages**



Illinois Department of Transportation

2300 South Dirksen Parkway / Springfield, Illinois / 62764

July 17, 2019

NBI Subscription Service Announcement 20190717

National Bridge Inspection Program (NBIP) Metric #15: Inspection Procedures – Bridge Files

The purpose of this NBI Subscription Service Announcement is to provide information to NBIS Program Managers, NBIS Team Leaders and others involved in the bridge inspection program of an effort to improve the State of Illinois' compliance with the NBIP.

A recent FHWA review of the bridge inspection program in the State revealed deficiencies with NBIP Metric 15 that must be addressed. Item #4 of NBI Subscription Service Announcement 20190430 provided initial notification regarding the submittal of channel cross-sections for structures over waterways. In addition, the announcement stated the development of a standard IDOT Form, with further guidance, was underway and would be distributed in the future. The guidance has been finalized and is included with this announcement. The standard IDOT Form is still under development and will be released at a later date.

Section 3.3.3.1 – Routine Inspections – Structures over Waterways of the *Structural Services Manual* will be revised to incorporate the following information. The *Structural Services Manual* may be found at <http://www.idot.illinois.gov/Assets/uploads/files/Doing-Business/Manuals-Guides-&-Handbooks/Highways/Bridges/Inspection/Structural%20Services%20Manual.pdf>.

Channel Cross-Section Documentation

Purpose: The most common cause of structure failure stems from the scouring of foundations. To document changes in the streambed elevations, stream channel cross-sections must be obtained at the structure fascias. Measurements from successive inspections may reveal channel migration and/or degradation, thus aiding in the identification and assessment of scour at the site. Photographs may also be considered to augment the documentation. Results from the channel cross-sections may provide an indication of the need to revisit ISIS Item 113 "Scour Critical Evaluation", and in some cases ISIS Item 60 "Substructure Condition".

Equipment: The following examples of equipment will allow personnel to obtain stream channel cross-sections at most structures: range pole; weighted measuring tape; laser measuring tool; hip/chest waders; small boat; sonar; writing instrument; paper and clipboard.

July 17, 2019

Procedures:

Channel Cross-Sections at Bridge Fascias

Channel cross-sections, along the upstream and downstream fascias, shall be taken along the entire bridge length using the following guidelines. Additional cross-sections may be appropriate after significant flood events.

1. All vertical measurements must be taken from a reference datum line on the bridge that is not likely to change over time. Examples are top of parapet/rail; top of curb/deck; and top or bottom of abutment/pier cap.
2. All channel cross-sections should be taken and plotted with the orientation looking downstream at both fascias of the bridge.
3. Substructure Unit should be labeled per the existing plans, if applicable, for consistency.
4. Vertical measurements must be taken at all substructure units. At abutments, measure where ground intersects the exposed face. At Piers/Intermediate Bents, measure at the centerline of the substructure unit.
5. Vertical measurements should be taken at regular longitudinal intervals in each span. The longitudinal interval can be a predetermined percentage of span length or at fixed points on the structure, such as side mounted rail posts.
6. Vertical measurements must be taken at: the beginning and end of a slope; beginning, low points, and end of a scour hole; edges of water; low streambed elevation and any other location(s) with a substantial change in elevation.
7. Vertical measurements should be taken, at a minimum, at the midpoint of a significant 'flat' area and the location(s) labeled.
8. Vertical measurements should be taken to the nearest one-half foot unless a scour hole is being measured. Scour hole measurements should be taken to the nearest tenth of a foot.
9. Horizontal measurements should be taken to the nearest foot.
10. If debris piles are present, suggest taking measurements at the ends of the scour hole and across the top of the debris pile to document the extent of the decreased structure opening.
11. If there is a set of twin bridges in close proximity, such as an interstate, and no appreciable difference in streambed elevation between the adjacent fascias, the measurements obtained from one fascia can be used for both bridges.
12. Additional channel cross-sections should be taken when conditions indicate significant changes from original construction or previous inspections. An elevation 'grid' may be established for tracking local scour around individual substructure units. Whether accomplished during Routine Inspection or by a Special Inspection, the condition of substructure units below the waterline and the streambed adjacent to those units must be determined to verify existing conditions do not compromise the safety of the bridge. This need for inspection applies to all bridges over water, including those which may have been designed to structurally accommodate an established scour depth determined by analysis. See *Structural Services Manual* Figure 3.4-2.
13. Inputting the vertical measurements obtained through the above steps into an Excel Spreadsheet is one way to produce a neat and legible Stream Channel Cross-Section. This also allows additional information to be easily added/graphed in the future.

Channel Cross-Sections at Culverts

Channel cross-sections, along the inlet and outlet of the barrel openings, shall be taken along the entire culvert length using the following guidelines. Additional cross-sections may be appropriate after significant flood events.

1. All vertical measurements must be taken from a reference datum line on the culvert that is not likely to change over time. Examples are headwalls and the bottom of the top slab.
2. All channel cross-sections should be taken and plotted with the orientation looking downstream at both ends of the culvert.
3. Culvert barrels should be labeled consistently and if applicable, per the existing plans.
4. Vertical measurements must be taken at the inside face of all interior and exterior walls.
5. Vertical measurements should be taken at regular longitudinal intervals in each barrel. The longitudinal interval can be a predetermined percentage of the barrel clear span or at fixed points on the structure, such as headwall mounted rail posts.
6. Vertical measurements must be taken at: the beginning and end of a slope; beginning, low points, and end of a scour hole; edges of water; low streambed elevation and any other location(s) with a substantial change in elevation.
7. Vertical measurements should be taken, at a minimum, at the midpoint of a significant 'flat' area and the location(s) labeled.
8. Vertical measurements should be taken to the nearest one-half foot unless a scour hole is being measured. Scour hole measurements should be taken to the nearest tenth of a foot.
9. Horizontal measurements should be taken to the nearest foot.
10. If debris piles are present, suggest taking measurements at the ends of the scour hole and across the top of the debris pile to document the extent of the decreased structure opening.
11. Additional channel cross-sections should be taken when conditions indicate significant changes from original construction or previous inspections. An elevation 'grid' may be established for tracking local scour around the inlet and outlet of the barrel openings. Whether accomplished during Routine Inspection or by a Special Inspection, the condition of inlet and outlet barrel openings below the waterline and the streambed adjacent to those areas must be determined to verify existing conditions do not compromise the safety of the culvert. This need for inspection applies to all culverts over water, including those which may have been designed to structurally accommodate an established scour depth determined by analysis. See *Structural Services Manual* Figure 3.4-2.
12. Inputting the vertical measurements obtained through the above steps into an Excel Spreadsheet is one way to produce a neat and legible Stream Channel Cross-Section. This also allows additional information to be easily added/graphed in the future.
13. For culverts with an apron, vertical measurements should be taken at the end of the apron, with the top of apron as the reference datum.

July 17, 2019

Channel Cross-Section Frequency

Channel cross-sections shall be taken on all structures located over a waterway. The frequency, as stated below, begins when the initial baseline channel cross-section is completed.

1. For structures meeting the 'Basic Submergence Criteria' outlined in the *Structural Services Manual* Section 3.3.4, an Underwater Inspection is required. The Underwater Inspection shall have a maximum interval of 60 months (5 years).
2. For new structures and those with minimal change to the streambed, channel cross-sections shall be recorded at a maximum interval equal to the structures In-Depth Inspection interval. Per *Structural Services Manual* Section 3.3.7, the In-Depth Inspection interval is a multiple of the Routine Inspection Interval.
 - a. Routine Inspection Interval = 12 months => In-Depth Inspection Interval = 48 months;
 - b. Routine Inspection Interval = 24 months => In-Depth Inspection Interval = 72 months;
 - c. Routine Inspection Interval = 48 months => In-Depth Inspection Interval = 96 months
3. The agency having maintenance responsibility of a structure may elect to record Channel Cross-Sections more frequently than required above.

Requirements: A copy of the most recent channel cross-section data/graphs/sketches, preferably in pdf format, must be submitted to the Bridge Management and Inspection Unit at the following email address: DOT.BBS.BridgeMgmt@illinois.gov. If channel cross-sections have not yet been completed, we suggest the information be obtained during the next Routine Inspection.

See attached examples of channel cross-sections. Channel Cross-Section Examples #2-#4 (Figures 10-12) are from the *Kentucky Bridge Inspection Procedure Manual*.

Questions regarding this NBI Subscription Service Announcement are to be directed to the Bridge Management and Inspection Unit by telephone at 217/785-4537 or by email at DOT.BBS.BridgeMgmt@illinois.gov.

July 17, 2019

Channel Cross-Section Example #1 – SN 093-0009

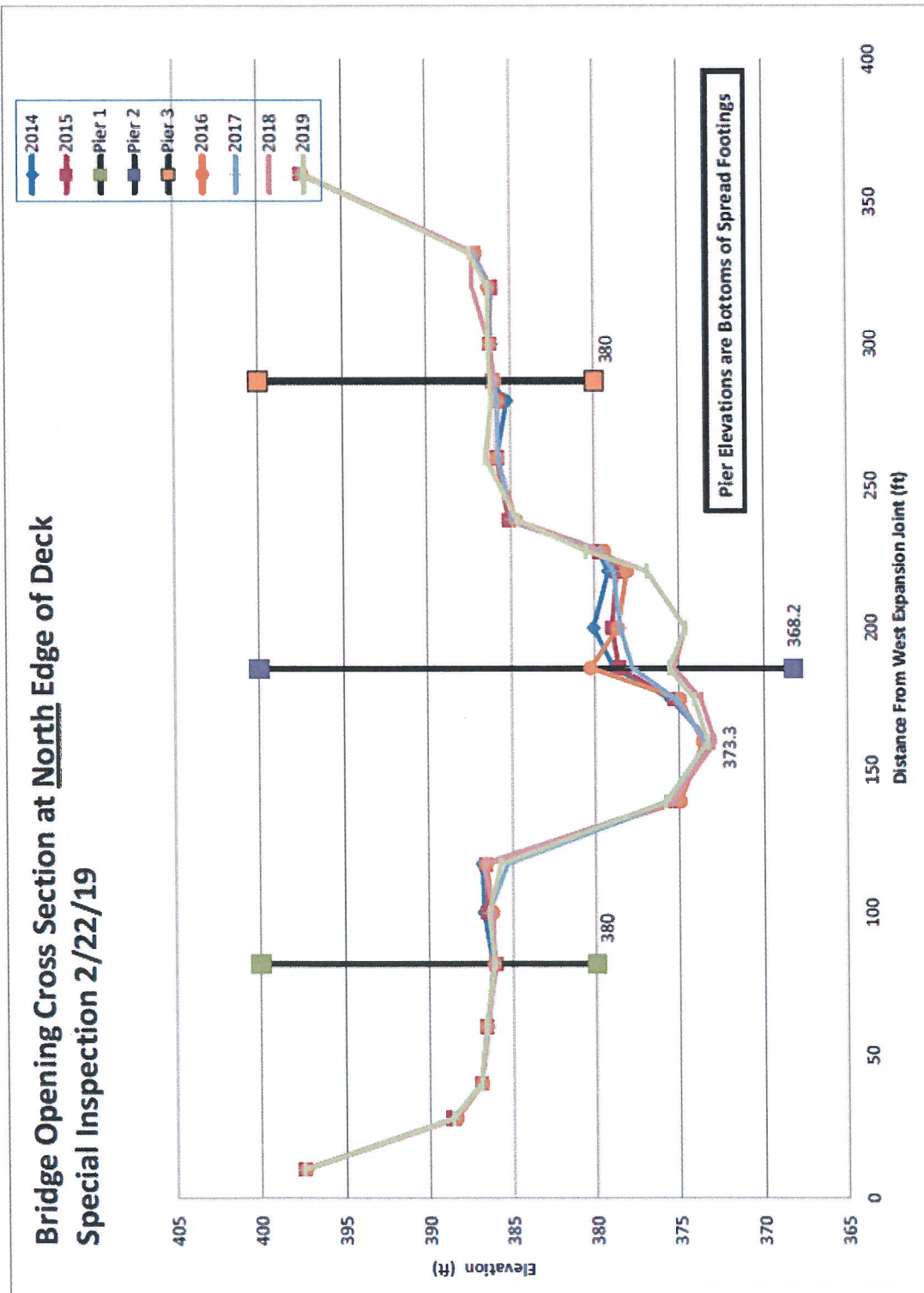
Special Inspection -- 2/26/2019					
Dist From			Dist From		
	Top Parapet	Elev		Top Parapet	Elev
Dist From	North	North	Dist From	South	South
West Joint	Edge	Edge	West Joint	Edge	Edge
10	8.6	397.5	13	9.3	396.8
28	17.5	388.6	38	18.2	387.9
40	19.2	386.9	60	19.8	386.3
60	19.5	386.6	82	19.9	386.2
82	20	386.1	100	19.9	386.2
100	19.7	386.4	121	20.5	385.6
117	20.4	385.7	144	29.8	376.3
139	30.3	375.8	165	33	373.1
160	32.8	373.3	175	32.7	373.4
175	32	374.1	180	29.5	376.6
186	30.5	375.6	200	28.6	377.5
200	31.5	374.6	215	30.7	375.4
220	29.2	376.9	232	30.2	375.9
227	25.6	380.5	255	20.8	385.3
238	21.5	384.6	275	20	386.1
260	19.6	386.5	290	19.9	386.2
280	20	386.1	300	20.2	385.9
287	19.9	386.2	320	20.1	386
300	19.8	386.3	341	19.3	386.8
320	19.8	386.3	363	8.9	397.2
332	18.7	387.4			
360	8.8	397.3			

	Dist From	
	West Joint	
Pier 1	82	400
	82	380
Pier 2	186	400
	186	368.2
Pier 3	287	400
	287	380

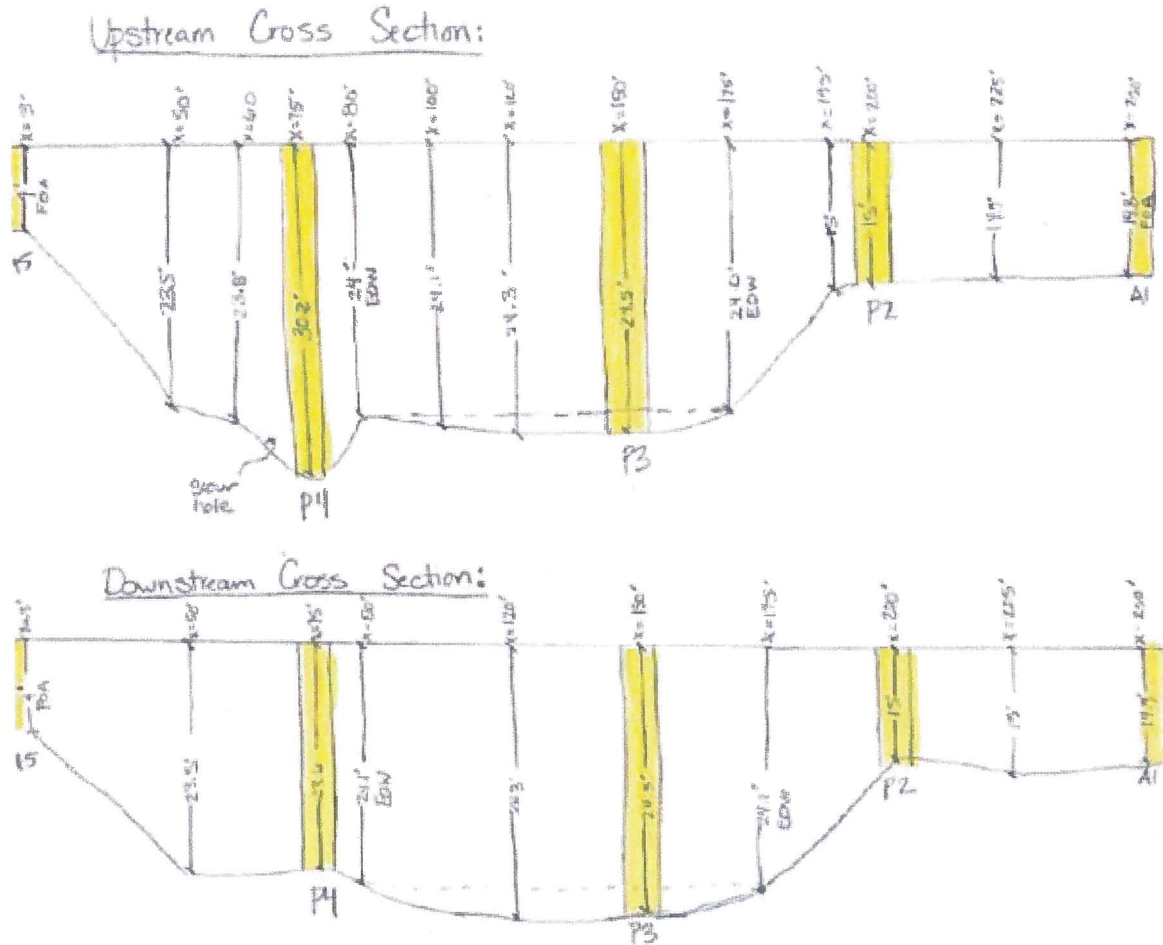
Top Of Parapet = Elev 406.1

Bottom of Footings -- P1 & P3 = 380.0; P2 = 368.2

Channel Cross-Section Example #1 – SN 093-0009



Channel Cross-Section Example #2

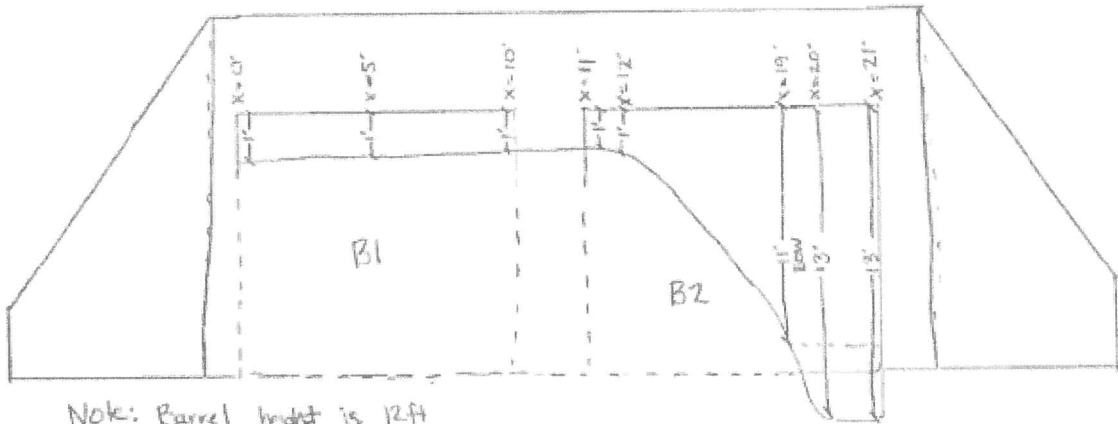


Reference Datum: Top of New Jersey Barrier

Figure 10- Example of a Stream Cross Sections at Bridge Fascias

Channel Cross-Section Example #3

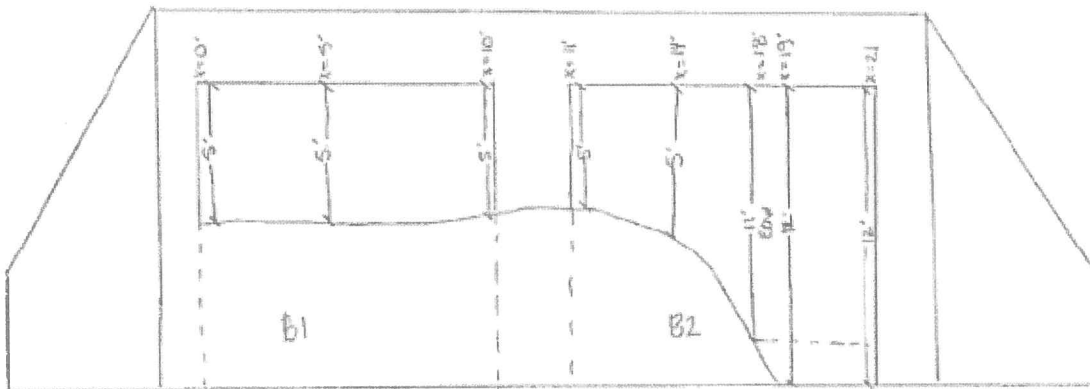
Inlet Cross Section:



Note: Barrel height is 12 ft

Reference Datum is bottom of culvert ceiling
Barrel 1 is almost completely filled with silt. Barrel 2 also has silt build up but not as severe.

Outlet Cross Section:



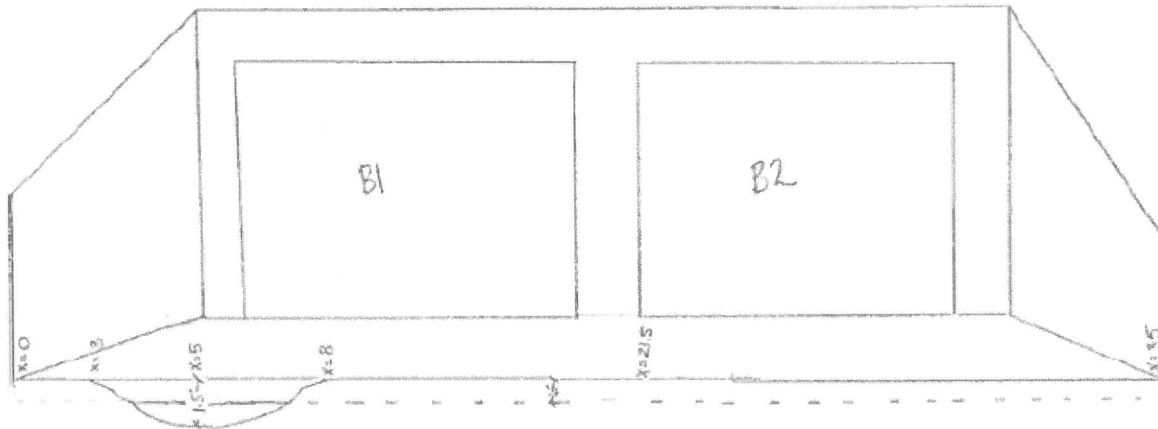
Note: Barrel height is 12 ft

Reference Datum is bottom of culvert ceiling
Barrel 1 is about halfway filled with silt. Barrel 2 also has silt build up but not as severe.

Figure 11- Example of a Stream Cross Sections at Culverts without Aprons

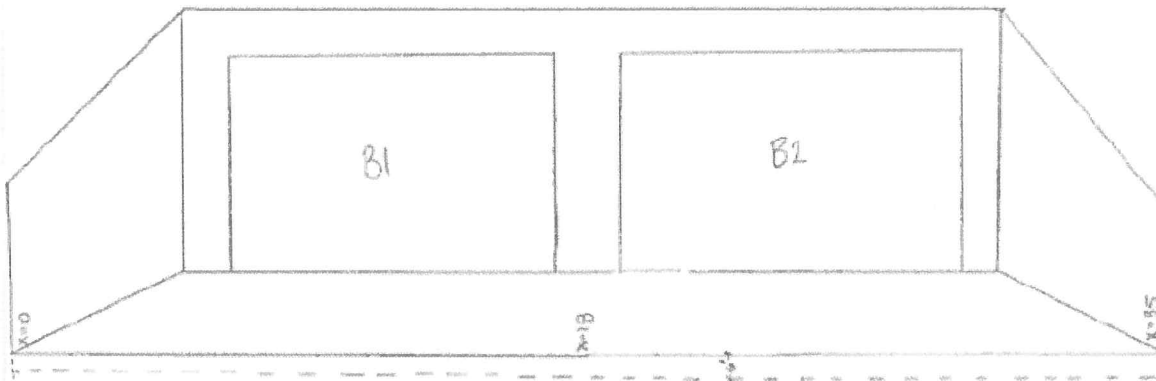
Channel Cross-Section Example #4

Inlet Cross Section:



Note: Reference Datum is top of the toe of the apron. The stream cross section vertical dimensions are ϕ feet from $x=0$ to $x=3$ and $x=8$ to $x=35$. (stream bed is level with apron.)

Outlet Cross Section:



Note: Reference Datum is top of the toe of the apron. The stream cross section vertical dimensions are ϕ feet from $x=0$ to $x=35$. (stream bed is level with apron.)

Figure 12- Example of a Stream Cross Sections at Culverts with Aprons



The National Bridge Inspection Standards (NBIS) defines a Program Manager as “the individual in charge of the program who has been assigned or delegated the duties and responsibilities for bridge inspection, reporting, and inventory. The Program Manager provides overall leadership and is available to inspection team leaders to provide guidance.”

The Program Manager designated on this form will be managing the bridge inspection program for:

Name of Local Agency: City of Wilmington Date: 1-16-2020
 Name of Local Agency Official: Ken Ewenson
 Title of Local Agency Official: Public Works Department Superintendent
 Email Address: kewenson@wilmington-il.gov

Proposed Agency Program Manager

Program Manager Name: Brian K. Converse
 Inspector ID: 00094 The Inspector ID can be found at Illinois Bridge Inspectors.
 Agency / Consultant Name: Willett, Hofmann & Associates, Inc.
 Address: 809 East Second Street
 City: Dixon State: IL Zip Code: 61021
 Primary Phone Number: 815-284-3381 Secondary Phone Number: 815-973-2802
 Email Address: bconverse@willetthofmann.com

Please submit form to the IDOT District Local Agency Bridge Liaison to update their records. The District Liaison will forward the information to the Bureau of Bridges and Structures, Bridge Management Unit.