



**City of Wilmington
1165 South Water Street
Wilmington, IL 60481**

**Agenda - Regular City Council Meeting
Wilmington City Hall - Council Chambers
September 19, 2023 at 7:00 p.m.**

A. CALL TO ORDER

1. Pledge of Allegiance
2. Roll Call

Mayor Ben Dietz

Alderspersons: Kevin Kirwin, Ryan Jeffries, Dennis Vice, Ryan Knight
Leslie Allred, Jonathan Mietzner, Thomas Smith, Todd Holmes

B. CITIZENS COMMENT *(State your full name clearly; limit 3 minutes each)*

C. CONSENT AGENDA

All items listed on the Consent Agenda are considered to be routine by the City Council and will be acted upon with one motion. There will be no separate discussion of these items unless a Council member requests, in which event, the items will be removed from the consent agenda and discussed separately.

1. Approval of the Regular Meeting Minutes from September 5, 2023
2. Approval of the Accounts Payable Report
3. Approval of the A&J Sign, Inc. Quote for Holiday Banners in an Amount Not to Exceed \$897.20
4. Approval of the Placement of the Route 66 Monument Sign at the South Island Park Entrance
5. Approval of the Grant in the Amount of \$95,000 Received from Representative DeLuca to be Utilized for the South Island Park Entrance Project
6. Approval of the Grant in the Amount of \$250,000 Received from DCEO to be Utilized for the Purchase of Police Body Cams and Comprehensive Plan Consultant Fees
7. Approval of the Arnie Bauer Chevy GMC Temporary Sign Variance for Up to One Year
8. Approval of Ordinance No. 23-09-19-01, An Ordinance Amending the Regulation of Mobile Food Vendors Within the City of Wilmington
9. Approval of the Proposal and Authorize the Execution of a Contract with Uni-Max Management Corp. for Cleaning Services at City Hall and Police Departments
10. Approval of the Quote from Wolf's Sealcoating, Inc. to Sealcoating and Crack Seal the City Hall Parking Lot for the Cost of \$9,350.00
11. Approval of the Quote from Midwest Paving Equipment, Inc. to Rehabilitate the 2013 Falcon RME Hot Patch Trailer for the Cost of \$6,657.81
12. Approval of the Purchase of a Hach DR3900 Spectrophotometer from USA Bluebook at a Cost of \$6,777.42
13. Approval of the Proposal from Seconds Matter Safety Solutions to Replace the Fire Alarms at the Water Reclamation Plant for a Total Cost of \$21,100
14. Approval of the Purchase of a Booster Pump from USA Bluebook and the Electrical Installation of the Pump by Clennon Electric for a Total Cost of \$10,483.89
15. Approval of the Quote from Mueller Roofing, Inc. to Replace the Roofs at the Water Reclamation Plant for a Total Cost of \$48,500

*Posting Date:
9/15/2023 9:32 AM jz*

D. MAYOR'S REPORT

1. Approval of the Mayoral Appointment of Frank Studer to the Planning & Zoning Commission
2. Oath of Office – Frank Studer

E. ORDER OF BUSINESS

1. Consideration to Approve and Authorize the Execution of a Contract with Egret + Ox for the Comprehensive City and Master Parks Plan in An Amount Not to Exceed \$150,000
2. Consideration to Approve Ordinance No. 23-09-19-02, An Ordinance Amending Provisions of Chapter 112, Section 25 of the City of Wilmington Code of Ordinances Imposing Restrictions on the Number of Liquor Licensed Authorized, Specifically Class D-1

F. REPORTS AND COMMUNICATION FROM CITY OFFICIALS

City Attorney – Bryan Wellner
City Administrator – Jeannine Smith – Rensola Proposed Annexation
Finance Director – Nancy Gross
Public Works Director – James Gretencord
Police Department – Chief Zink

G. ALDERMEN COMMENTS

Alderman Kirwin	Alderman Vice	Alderman Allred	Alderman Holmes
Alderman Jeffries	Alderman Knight	Alderman Mietzner	Alderman Smith

H. EXECUTIVE SESSION

1. Appointment, Employment, Dismissal, Compensation, Discipline and Performance of an Employee of the City of Wilmington [ILCS 120/2(c)(1)]
2. Collective negotiating matters between the City of Wilmington (public body) and its employees [ILCS 120/2(c)(2)]
3. Matters of Land Acquisition [ILCS 2(c)(5) and 2(c)(6)]
4. Probable or Imminent Litigation and Pending Litigation [ILCS 2(c)(11)]

I. POSSIBLE ACTION OF EXECUTIVE SESSION ITEMS

J. ADJOURNMENT

This public body may adjourn to a closed session to discuss matters so permitted and may act upon such matters returning to the open session.

So that all may concentrate on the proceedings, please silence cell phones during City Council meetings.

The next regularly scheduled City Council meeting is October 3, 2023.

SEPTEMBER 19, 2023 CONSENT AGENDA ITEMS

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**MINUTES OF THE REGULAR MEETING OF THE WILMINGTON CITY COUNCIL
SEPTEMBER 5, 2023**

MAYOR BEN DIETZ CALLED TO ORDER THE REGULAR MEETING OF THE WILMINGTON CITY COUNCIL AT 7:00 P.M.

ROLL CALL

After the pledge of allegiance, the following answered to Roll Call: Alderpersons Kevin Kirwin, Ryan Jeffries, Dennis Vice, Ryan Knight, Jonathan Mietzner, Leslie Allred and Thomas Smith. Absent: Todd Holmes. The number present constitutes a quorum.

Also present: City Administrator Jeannine Smith, Finance Director Nancy Gross, Deputy Police Chief Justin Dole, City Attorney Bryan Wellner, and Deputy City Clerk Joie Ziller.

CITIZENS COMMENT

No comments were made.

CONSENT AGENDA

1. Approval of the Regular Meeting Minutes from August 15, 2023
2. Approval of the Accounts Payable Report
3. Approval and Authorization for the Wilmington Police Commission to Seek and Hire One Police Officer

Alderperson Kirwin made a motion and Alderperson Mietzner seconded to approve the Consent Agenda for the September 5, 2023, City Council meeting as presented

Upon roll call, the vote was:

AYES: 7 Kirwin, Jeffries, Knight, Mietzner, Allred, Smith, Vice

NAYS: 0

ABSENT: 1 Holmes

The motion carried.

MAYOR'S REPORT

Mayor Dietz referenced the Proclamation Recognizing National Rail Safety Week (September 18 to 24, 2023).

Mayor Dietz read the thank you for the Wilmington Area Community Band

ORDER OF BUSINESS

N/A

REPORTS AND COMMUNICATION FROM CITY OFFICIALS

City Attorney – Bryan Wellner – No Report

City Administrator – Jeannine Smith – The City is the recipient of a couple of grants that will come before the Committee of the Whole on September 12th for discussion and decision.

Finance Director – Nancy Gross – No Report

Public Works Director – James Gretencord – Absent

Deputy Chief of Police – Justin Dole – No Report

ALDERPERSON COMMENTS

Aldersperson Kirwin – No Comment

Aldersperson Vice – No Comment

Aldersperson Allred – No Comment

Aldersperson Holmes – No Comment

Aldersperson Jeffries – No Comment

Aldersperson Knight – No Comment

Aldersperson Mietzner – No Comment

Aldersperson Smith – No Comment

EXECUTIVE SESSION

Aldersperson Allred made a motion and Aldersperson Knight seconded to go into Executive Session at 7:05 PM to discuss Collective negotiating matters between the City of Wilmington (public body) and its employees [ILCS 120/2(c)(2)]

Upon roll call, the vote was:

AYES: 7 Allred, Knight, Mietzner, Kirwin, Jeffries, Smith, Vice

NAYS: 0

ABSENT: 1 Holmes

The motion carried.

Aldersperson Allred made a motion and Aldersperson Knight seconded to close Executive Session at 7:28 PM

Upon roll call, the vote was:

AYES: 7 Allred, Knight, Mietzner, Kirwin, Jeffries, Smith, Vice

NAYS: 0

ABSENT: 1 Holmes

The motion carried.

POSSIBLE ACTION OF EXECUTIVE SESSION ITEMS

No action taken

ADJOURNMENT

The motion to adjourn the meeting was made by Aldersperson Kirwin and seconded by Aldersperson Knight. Upon the voice vote, the motion carried. The City of Wilmington City Council's regular meeting on September 5, 2023, adjourned at 7:28 p.m.

Respectfully submitted,



Joie Ziller, Deputy City Clerk



A & J Signs Inc.
2104 Woodview Dr.
Wilmington, IL.
Adam Egizio
AJ@ANJSIGNS.com
815.476.0128

COMPANY

CONTACT

Date

Wilmington Chamber of Commerce

Steve Evans

8/18//2023

quote - #8182023

PROJECT DESCRIPTION	QTY	UNIT PRICE	TOTAL
custom double sided pole banners 24x48" useing provided print ready artwork or previously printed design	10	89.72	897.20

Total : \$ 897.20

Thank You

South Island (at the entrance)







ISLAND PARK SITE DEVELOPMENT PLAN

KEY

1. **EXISTING TRAIL ROUTE CONNECTION**
IMPORTANT REGIONAL TRAIL CONNECTION TO NORTH ISLAND PARK AND DOWNTOWN WILMINGTON
2. **EXISTING CROSSING**
EXISTING CROSSING AND ROADWAY SIGNAGE ALLOWS USERS TO CROSS HISTORIC ROUTE 66 INTO SOUTH ISLAND PARK
3. **PROPOSED REGIONAL TRAIL**
FUTURE TRAIL CONNECTION THROUGH SOUTH ISLAND PARK
4. **PROPOSED PARKING LOT**
PARKING TO BE PROVIDED FOR EDUCATION INFORMATION AND WELCOME CENTER AND FOR THE BIKES, TRAIL AND PICNIC AREA
5. **PROPOSED TRAIL HEAD & PICNIC AREA**
PICNIC AREA VIEWABLE FROM HISTORIC ROUTE 66
6. **PROPOSED NATIVE PLANT RESTORATION**
WOODLAND NATIVE PLANTS AND FERNS AS A BACKDROP FOR THE BIKES, TRAIL AND PICNIC AREA
INTERPRETIVE SIGNS TO BE PROVIDED TEACHING USERS ABOUT THE IMPORTANCE OF WOODLAND NATIVE PLANTS
7. **PROPOSED ENTRANCE SIGN**
ENTRANCE SIGN TO SOUTH ISLAND PARK AND A COMMUNITY INFORMATION VISUAL BOARD
8. **PROPOSED KIOSK**
KIOSK TO PROVIDE MAPS, DIRECTIONS AND INFORMATION REGARDING SOUTH ISLAND PARK
9. **PROPOSED INTERPRETIVE SIGNS**
INTERPRETIVE SIGNS WILL HIGHLIGHT USERS ON THE HISTORY OF SOUTH ISLAND AND THE IMPORTANCE OF THE DESIGNATED OPEN SPACE
10. **BIKE RACKS**
BIKE RACKS TO BE PROVIDED ADJACENT TO PARKING LOT
11. **FITNESS STATION AREA**
FITNESS STATION COURSE WITH STATION AREAS AT VARIOUS POINTS THROUGHOUT THE PARK
12. **DRINKING FOUNTAIN**
DRINKING FOUNTAIN ADJACENT TO FITNESS STATION COURSE



Date: June 30, 2014

City of Wilmington

City Council


Staff Report

SUBJECT: Petition by Arnie Bauer Chevy GMC for a variance to the sign ordinance.

AGENDA ITEM:

MEETING DATE:

TO: Honorable Members of the City of Wilmington City Council

FROM: Jayson Walinski, Zoning Administrator 

ACTION REQUESTED:

Arnie Bauer Chevy GMC (petitioner) approached the City of Wilmington with a Variance request to allow for a bag sign to be installed over the existing Lombardi dealership sign.

BACKGROUND:

Arnie Bauer Chevy GMC currently occupies the property at 901 E. Baltimore St. (PIN 03-17-25-410-001-0000). Petitioner is requesting a sign height variance to allow for a sign height of twelve foot six inches, also to allow for the sign to exceed the maximum square footage and to allow for a temporary sign to be installed as long as they are at this location.

PETITIONER'S NARRATIVE:

The property is currently zoned B-3 General Commercial. Arnie Bauer Chevy Gmc leases the property to use as an automotive dealership. The owner will not allow the sign to be replaced or changed, therefore the petitioner is requesting a variance to allow for a bag sign to be installed over the existing sign. The sign dimensions are eleven foot six wide by twelve foot six high.

DISCUSSION AND FINDINGS OF FACT:

Petitioner is requesting a variance to the sign ordinance 96.17 (C)(1) & 96.17 (E)(2).
Petitioner is requesting a sign height variance to allow for a sign height of twelve foot six inches. The ordinance allows for a maximum height of ten feet. Petitioner is requesting a variance to allow for the sign to exceed the maximum square footage from 96 sq. ft. to 143.75 sq. ft.
Ordinance 96.17 (E)(2) allows for a temporary sign to be installed for the maximum of 30 days. Petitioner is requesting for a variance to allow the sign to be installed as long as they are at this location. City attorney Wellner's recommendation is a one year temporary sign permit.



Inverts
BLACK + white

$$\begin{aligned} &138'' W \times 150'' H \\ &= 11/6 W \times 12/6 H \\ &= 143.75 SF \end{aligned}$$

96.17 - Signs in commercial zoning districts.

- (A) All signs are prohibited in the commercial districts except as set forth in this section.
- (B) All signs permitted in the residential districts. (See Sections 96.14 and 96.15.)
- (C) Ground or pole signs as follows:
 - (1) Single or combined use building and lot. One per street frontage, not to exceed 64 square feet of sign face and 96 square feet in total sign area and 10 feet in height for a ground sign or 32 square feet in total sign face and 10 feet in height for a pole sign.
 - (2) Shopping plaza. One per street frontage, not to exceed 120 square feet of sign copy or face and 180 square feet in total sign area and 10 feet in height for a ground sign or 32 square feet in total sign area and 10 feet in height for a pole sign.
 - (3) Shopping center or single or combined use building and lot over five acres. One per street frontage, not to exceed 150 square feet of sign face and 250 square feet in total sign area and 15 feet in height for a ground mounted sign, or 64 square feet of total sign face and area, or 15 feet in height for a pole sign, provided that advertising displayed thereon shall be limited to businesses or services found within the shopping center.
 - (4) No more than one gasoline price sign per street frontage not to exceed 10 square feet of sign face if attached to poles or 20 square feet in sign area if attached to a ground sign. The sign will not be included in the computation of the total signage requirement for the business.
 - (5) On-premise Directional and Instructional Signs. Those signs, which provide instruction or direction, and are located entirely on the property to which they pertain, and do not advertise a business. This includes, but is not limited to, such signs as those which identify a business location, restrooms, telephone, parking areas, entrances, exits, etc. Such signs may not exceed eight square feet in gross area per sign. Such signs must be identified on site plans for new developments or approved by the planning and zoning commission for existing businesses.
- (D) Wall signs as follows:
 - (1) Single use building and lot. Two signs per facade, but not to exceed a total of four such signs.
 - (2) Combined use building and lot. Three signs per facade, but not to exceed a total of six such signs.
 - (3) Shopping plaza. One sign per individual business or other enterprise; two signs per corner unit, one on each facade.
 - (4) Shopping center. Same as shopping plaza.
 - (5) The above signs are limited to an area equal to 10% of the facade of the building containing the business or other enterprise of the facade upon which the sign is to be mounted.
 - (6)

When a premise, building or business has a front and rear public entrance, a rear sign may be erected. The rear sign shall not exceed one-quarter square foot in size of the front sign area. Rear public entrance signs shall not be counted in calculating the total number of signs or sign area allowed for the premises.

(E) Temporary signs as follows:

- (1) A permit must be obtained in accordance with Section 96.09.
- (2) Each permit for a temporary sign is valid for a maximum of 30 days.
- (3) One temporary sign permit shall be allowed per business establishment at any given time for a maximum of four permits per calendar year with a minimum of 30 days between permit expiration to permit application.
- (4) Two temporary sign permits shall be allowed at any given time on or at a multi-tenant (strip mall) building. There shall be no maximum number of temporary sign permits a multi-tenant building may be issued per year.
- (5) All temporary signs must be removed within 24 hours of the permit expiration.
- (6) All temporary banner signs (without a ridged self-contained frame) must adhere to the following:
 - (a) Securely affixed to the wall of the associated building or by means of temporary stakes or poles specifically for the purpose of securing the temporary sign.
 - (b) Cannot be affected or attached to a tree, utility pole, other sign pole or other stationary object.
 - (c) The maximum height shall be four feet and not to exceed 32 square feet in total area.
- (7) All temporary signs with a ridged self- contained frame (i.e. arrow board sign) cannot exceed a maximum height of 10 feet and cannot exceed 32 square feet in total area.
- (8) All temporary signs must be located entirely on private property.
- (9) One temporary real estate marketing sign shall be allowed at the major entrance to a commercial development that is still in the development phase not to exceed 32 square feet of sign area for each one acre of land area up to a maximum of 80 square feet of total sign area per face, and not to exceed 10 feet in height. Such signs shall only contain the name of the development, name of the developer and/or describe the units therein. Such signs shall be considered temporary, must obtain a temporary sign permit as outlined in Section 96.09 and be removed when 90% of the building permits have been issued for the entire development.
- (10) Two temporary real estate marketing signs shall be allowed on undeveloped and vacant land to call attention and/or give directions to an off-site residential development. Each sign shall be located entirely on private property, shall not exceed 32 square feet in area and shall not

have a total height of more than 10 feet. Such signs shall be considered temporary, must obtain a temporary sign permit as outlined in Section 96.09 and be removed when 90% of the residential building permits are issued for the advertised development.

- (11) One temporary commercial real estate sign shall be allowed on developed lots within a commercial development for the purpose of advertising the property for sale or lease. Each sign shall be located entirely on private property, shall not exceed 16 square feet in area and shall not have a total height of more than eight feet. Such signs are temporary and must obtain a temporary sign permit as outlined in Section 96.09.
- (12) Three temporary construction signs shall be allowed at the construction site during construction, alteration or repair of a structure to denote the architect, builder and/or name of the structure and its occupants-to-be. Such signs may be illuminated and shall be removed immediately upon completion, alteration or repair of the project. Each sign shall be located entirely on private property, shall not exceed 32 square feet in area and shall not have a total height of more than 10 feet. Such signs are temporary and must obtain a temporary sign permit as outlined in Section 96.09.
- (13) One temporary sign permit shall be allowed per establishment for an inflatable marketing sign or searchlight for grand openings and special events for a 72-hour duration at any given time for a maximum of four permits per calendar year with a minimum of 30 days between permit expiration to permit application. No more than one permit shall be issued per multi-tenant building at any given time.

(Ord. 15-09-15-02, § 1, 9-15-15)



Planning and Zoning Application Form

Received AUG 24 2023 City of Wilmington

Application Request(s)

Check all that apply.

- Annexation, Preliminary Plat, Final Plat, Concept Site Plan, Final Site Plan, Variance, Map Amendment, Text Amendment, Conditional Use Permit, PUD-Special Use Permit

The undersigned applicant(s) request(s) the corporate authorities of the City of Wilmington to approve the following application for the above checked item(s) in the City of Wilmington and in support of the said application, state(s) as follows:

Property and Request Information

901 E. BALTIMORE ST.
Address of Request
ANNIE BAVER GM SIGN
Project Name
ANNIE BAVER CHURCH GMC
General Location
COMMERCIAL
Present Zoning
4 ACRES
Property Size
REASON FOR REQUEST/DESCRIPTION OF REQUEST: ROQUES - B VARIANCE B
SIGN IN FRONT
REQUEST TO INSTALL SIGN FACIA OVER CURRENT FACIA

Building Permit Submitted? [] Yes [X] No If yes, for what:

Complete the following Development information if applicable:

Development/Subdivision Name:

Type of Development: [] Residential [] Commercial [] Industrial [] Institutional

Number of Units/Lots (if applicable)

Buildings/Improvements on Property to Remain or be Removed? (describe): NEW SIGN FACIA OVER CURRENT SIGN

Floodplain in areas present on the property? Yes No

Professional Fee Agreement Submitted? Yes No

Applicant Information

Applicant/Developer

Owner Contract Purchaser Lessee Agent For:

DARRIN BAUER
Primary Contact

ARNIE BAUER CHEM INC
Business Name

901 E BALTIMORE
Address (City, State, Zip)

DARRIN@ARNIEBAUER.COM
Email

708-720-7391
Phone

708 720 7391
Fax

Property Owner (if different that applicant)

NICK LOMBARDI
Name

Email

1293 SUNSET DR.
Address (City, State, Zip)

P15-290-1642
Phone

Fax

Project Team Attorney

Name

Business Name

Address (City, State, Zip)

Email

Phone

Fax

Engineer

Name

Business Name

Address (City, State, Zip)

Email

Phone

Fax

Project Team (Continued)
Planning/Landscape Architect Consultant

Name _____

Business Name _____

Address (City, State, Zip) _____

Email _____

Phone _____

Fax _____

Submitted Materials Required

- Legal Description of Property (Hard Copy)
- Legal Description of Property (Emailed Copy)
- Disclosure of Beneficiaries Form - completed
- Non- Refundable Fees (all that apply)
 - Annexation: \$ _____
 - Preliminary Plat: \$ _____
 - Final Plat: \$ _____
 - Concept Site Plan: \$ _____
 - Final Site Plan: \$ _____
 - Variance: \$ _____
 - Map Amendment: \$ _____
 - Text Amendment: \$ _____
 - Conditional Use Permit: \$ _____
 - PUD-Special Use Permit: \$ _____

Amendment request(s) fees are the same as listed above.

- Variance, Special Use Permit and/or PUD Supplement(s)
- Plat of Survey, to scale and current
- For Variation(s): Marked up Plat of Survey illustrating variation(s)
- Any specific information which may help in the review and approval process

Applicable for new development only:

- Four (4) full-size, folded, collated copies of all applicable plans including but not limited to the following:
 - Site Plan with Complete Site Data, Preliminary/Final Plats, Architectural Elevations (Color and Black-Line)
 - Signs, Photometric Plan with Lighting Specifications, Tree Survey, Landscape Plan
- One (1) copy of the proposed covenants and restrictions
- A detailed description of business, proposed hours of operation, number of employees

Applicant Signatures

The undersigned below hereby certifies that he/she is the owner of the described property and has authorized an agent, which both agree to abide by all ordinances, regulations, and codes of the City of Wilmington as are in full force and effect on the date of the consideration of this application by the Corporate Authorities. The owner or applicant(s) also agree(s) to pay any and all fees, costs, and expenses of the City of Wilmington, including professional fees that are necessary and required to act on this application.

ARNIE BAKER SIGN
Project Name _____
DARRIN BAKER
Owner's Name _____ Applicant's Name, if different than owner _____
[Signature]
Owner's Signature _____ Applicant's Signature _____
901 E BALTIMORE ST.
Address (City, State, Zip) _____
8/23/23
Date _____

Staff Use Only

Applicable Code Sections _____
Comprehensive Plan _____
Zoning of Adjacent Properties: North _____ South _____ East _____ West _____
Date Professional Fee Agreement was signed _____ Applicant's Name, if different than owner _____
Submittal Date _____ Received By _____
Address (City, State, Zip) _____
Payment Amount _____ Payment Type _____
Payment Date _____



Received
AUG 24 2023
City of Wilmington

Variance Application Supplement

Arnie Bauer Chevy GMC

8/23/23

Applicant's Name

Date

901 E. Baltimore St. Wilmington IL 60481

Address (City, State, Zip)

Variance for sign in front of Arnie Bauer

Request

Provide justification as to how the request meets the following Standards for Approval as set forth in the City of Wilmington Municipal Code. Additional sheets may be attached, if necessary.

Chapter 150.12 of the Wilmington Code of Ordinances provides that for a requested Variance, the Planning and Zoning Commission shall provide findings of fact setting forth the reasons for the recommendation, and the findings shall set forth with particularity the following:

(a) Describe the reason for the request

Install a framed fascia over the current sign to mimic a current GM Chevrolet GMC sign.

(b) Describe the proposed use

Cover current outdated sign to modernize to GM Standards

(c) How will the proposed variance impact existing and future land use?

No effect

<p>(d) How will the proposed variance impact adjacent property values? No effect</p>
<p>(e) Will the variance negatively impact the general public health, safety, and welfare: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Explanation:</p>
<p>(f) Will the variance conflict with existing conditions or public improvements such as schools, sewer/water systems, parks, roads, traffic patterns, etc.: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Explanation:</p>
<p>(g) Describe reasons that strict enforcement of the code would involve practical difficulties or impose exceptional hardship None</p>
<p>(h) Describe how the property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the particular district or zone; Could not mimic a current GM sign. Modern image sign would modernize current image of dealership and bring and retain more customers</p>
<p>(i) Describe how the plight of the owner is due to unique circumstances; The proposal would cover the current sign and dimensions are dictated by current signage</p>
<p>(j) Describe how the variation, if granted, will not alter the essential character of the locality. Would help modernize a very antiquated facility and image.</p>



PLANNING AND ZONING COMMISSION
PETITION FOR VARIANCE

Received
AUG 24 2023
City of Wilmington

(1) Strict enforcement of the code would involve practical difficulties or impose exceptional hardship;

Yes No Explanation: A need to modernize

(2) The property in question cannot yield a reasonable return if permitted to be used only under the conditions allowed by the regulations in the particular district or zone;

Yes No Explanation: Difficult to compete and attract revenue and tax revenue with antiquated look.

(3) The plight of the owner is due to unique circumstances;

Yes No Explanation: _____

(4) The variation, if granted, will not alter the essential character of the locality. Adequate evidence was submitted to establish practical difficulties or particular hardship so that, in the judgment of the PZC, a variation is permitted because the evidence sustained the existence of each of the above four conditions.

Yes No Explanation: _____

Required Public Notices

Unless otherwise confirmed below by acknowledgement of intent to complete notices, the City of Wilmington will complete all ordinance required public notice postings no less than 15 days and no more than 30 days prior to the scheduled public hearing. Such notices include the following:

- City shall provide and applicant shall post a sign on the subject property;
- Public Notice in a newspaper of general circulation;
- Written notice with certified return receipt to the owner of the record, as shown on the record of the local real estate tax collector, of all lots lying within 250 feet, exclusive of right-of-ways, of the property line for which the request is sought.

Only if Petitioner chooses to complete written notices. As the petitioner, I would like to complete the required written notices and take full responsibility for the accuracy and timeliness of said notices. Prior to mailing said notices I will confirm with City staff the ordinance required content of the letters, method of sending letters, and required affidavit of notice.

X _____
Applicant's Signature

STATE OF ILLINOIS)
) SS.
COUNTY OF WILL)

The undersigned hereby authorizes the filing of the aforesaid request and understands that the owner or an authorized agent must be present at the public hearing to present the request to the Plan Commission.

X _____
OWNER of APPLICANT'S SIGNATURE
Darrin Brown

NOTARY PUBLIC:
Sign: *Angela Early*



SUBSCRIBED AND SWORN to before me this 24 day of August, 2023 and who has provided the proper identification and who did take an oath.

CHEVROLET

GMC

ARNIE BAUER

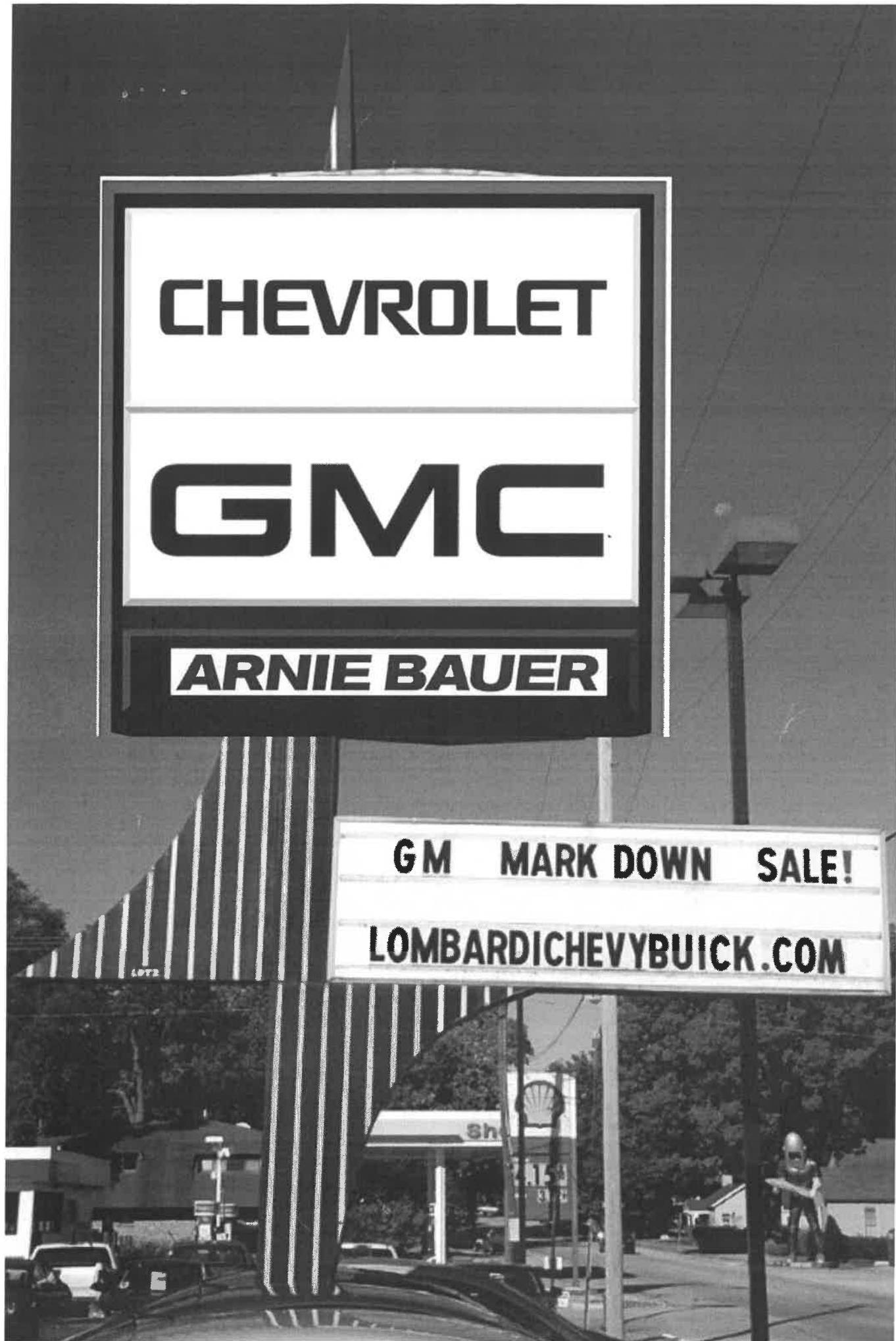
CHEVROLET

GMC

ARNIE BAUER

GM MARK DOWN SALE!

LOMBARDICHEVYBUICK.COM



ORDINANCE NO. 23-09-19-01

**AN ORDINANCE AMENDING THE REGULATION OF MOBILE FOOD VENDORS
WITHIN THE CITY OF WILMINGTON**

WHEREAS, Section 11-20-2 of the Illinois Municipal Code (65 ILCS 5/11-20-2) provides authority to the City of Wilmington to regulate the sale of all beverages or food for human consumption;

WHEREAS, “Chapter 114- Food Dealers” of Title XI of Wilmington Code of Ordinances regulates the issuance of licenses and permits to people and businesses that sell food;

WHEREAS, the City of Wilmington finds and determines it is in the best interest of the city and its residents' health, safety, and welfare to raise the annual permit fee and revise the definitions to better regulate mobile food vendors.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILMINGTON, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: AMENDMENT TO ARTICLE 5 OF CHAPTER 114

That Article 5 of Chapter 114—FOOD DEALERS of Title XI – Business Regulations of the Code of Ordinances of the City of Wilmington is hereby amended to state as follows:

Article 5. – Mobile Food Vendors

114.20 – Definitions.

For purposes of this article, the following terms shall have the meanings indicated:

"Event." See Chapter 99, Event, for the definition of an event and for event approval.

"Itinerant Restaurant." Any person or company traveling from place to place upon the public highways and within the City who or which shall operate as a mobile restaurant or vendor that sells hot food items and that may also sell cold or frozen items.

"Mobile food service." Preparing or selling food, beverages, or other products from a mobile food vehicle/truck, pushcart, or itinerant restaurant.

"Mobile food vehicle/truck." A vehicle or trailer-mounted food service is used to conduct a mobile food service and is designed to be readily movable.

"Mobile food vendor." Any person conducting mobile food services in a mobile food vehicle/truck, pushcart, or itinerant restaurant within the city.

"Owner." Any person, corporation, partnership, or any other entity that controls and/or operates a mobile food vendor, including but not limited to any individual applying for the mobile food vendor permit.

"Pushcart." A nonmotorized unit limited to serving non-potentially hazardous foods or commissary-wrapped food maintained at proper temperatures.

114.21 Permit required.

- A. All owners of mobile food vendors that operate within the City of Wilmington must submit an application for a mobile food vendor permit to the city administrator. The application for a mobile food vendor permit must be made on a form made available at Wilmington City Hall.

114.22 Conditions of approval and operation.

After submitting a completed application, if the owner and the mobile food vehicle/truck meet the conditions of approval and operation, the city of Wilmington will issue a mobile food vendor permit to operate. All permits to operate are conditional upon the owner and mobile food vehicle/truck remaining in compliance with all conditions of approval and operation and not violating any provisions of Section 114.26—Suspension or Revocation of license. Unless otherwise exempt, the owner applying for and who is issued the permit to operate is subject to the following conditions:

- A. All applicable fees shall be paid upon application for a permit.
- B. Mobile food vehicles/trucks shall not park in fire lanes, handicapped parking spaces, or in any other location that will impede traffic flow or create unsafe conditions for pedestrians or motor vehicle traffic.
- C. Mobile food vendors may not operate in a residential zoning district without a permit.
- D. Mobile food vehicles/trucks must comply with all noise regulations of the city.
- E. Mobile food vehicles/trucks must provide receptacles for refuse and properly dispose of all waste.
- F. The mobile food vendor's Illinois business tax (IBT) number shall be provided to the city of Wilmington accounting department upon application. The mobile food vendor's point of sale shall be noted as Wilmington for sales tax.
- G. Owners of mobile food vendors must carry, at its own cost and expense, comprehensive and general liability and casualty insurance related to its operation within the city of Wilmington, including food service, restaurant operation, and vehicle operation, with minimum policy limits of one million dollars (\$1MM). A certificate of insurance must be provided upon application.
- H. Upon application to the city of Wilmington, owners of mobile food vendors must provide proof of a presently valid and must maintain a valid mobile food vendor operating permit and food establishment permit/license from the division of environmental health at the Will County Health Department, shall comply with the Will County food service and retail food store sanitation ordinances, and shall display its certifications and permits/licenses on the mobile food vehicle/truck in an area plainly visible to customers at all times during operation.
- I. Owners must at least annually pass a food establishment safety inspection by the Division of Environmental Health at the Will County Health Department.
- J. Owners must notify the city of Wilmington if the mobile food vehicle/truck fails to be certified, fails to be approved by, or fails an inspection from the division of environmental health at the Will County Health Department.
- K. Owners must maintain records of all inspections, permits, and certifications related to this article, records of sales, hours of operation, and any other operational-related records.
- L. Owners must provide the city of Wilmington with all records required by this article, as requested.

114.23 – Permit Fees.

- A. Mobile Food Vendor Annual license fee (January 1 through December 31) - \$250.

- B. All fees required pursuant to this Article shall be paid to the City of Wilmington prior to issuance of the permit.

114.24 Exemptions.

- A. Mobile food vendors may be exempt from permit fees under one or more conditions if the mobile food vehicle/truck is operating:
 - (1) at an event, as defined under Chapter 99; or
 - (2) under contract with one of the following:
 - (i) An educational institution operating solely on the educational institution's property;
 - (ii) The City of Wilmington operating solely on city property; or
 - (iii) An Illinois-registered not-for-profit organization.
- B. All mobile food vendors must apply for a permit regardless of whether they meet one or more of the exceptions above.
- C. To apply for an exemption, the request must be made in writing to the city administrator and the exemption must be approved by a majority of the then-existing corporate authorities at a city council meeting.

114.25 Denial of license.

An applicant may be denied a mobile food vendor license under any of the following conditions:

- A. The applicant failed to properly complete the permit application.
- B. The applicant failed to comply with Section 114.22 - Conditions of approval.
- C. The applicant violated any provision of this article.
- D. The applicant failed to qualify for any other license, permit, or certification required by this article.

114.26 Suspension or revocation of license.

The mayor of the City of Wilmington may suspend or revoke any issued mobile food vendor license under any of the following conditions:

- A. The owner or mobile food vendor violated any provision of this article, or any ordinance, law, code, or regulation of the City of Wilmington, State of Illinois, or County of Will relating to public health, safety, or fire protection.
- B. The owner made a false material statement in the application.
- C. The owner or mobile food vendor failed to comply with the terms or conditions of the permit issued pursuant to this article.
- D. The property owner notifies the city in writing that the mobile food vehicle/truck no longer has permission to operate on the permitted property.

114.99 Penalty.

Any person, firm or corporation violating any provision in this title, for which another penalty is not provided, shall for a first conviction be fined not less than \$25 nor more than \$750, for a second conviction within one year thereafter, the person, firm or corporation shall be fined not less than \$100 nor more than \$750 and for a third or subsequent conviction within one year after the first conviction, the person, firm or corporation shall be fined not

less than \$250 nor more than \$750. A separate offense shall be deemed committed on each day during or which a violation occurs or continues.

SECTION 2: REPEALER

All ordinances or parts of ordinances conflicting with any provisions of this ordinance are hereby repealed.

SECTION 3: SEVERABILITY

If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and 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.

PASSED this _____ day of _____, 2023 with _____ members voting aye, _____ members voting nay, the Mayor voting _____, with _____ members abstaining or passing and said vote being:

Kevin Kirwin	_____	Ryan Jeffries	_____
Dennis Vice	_____	Ryan Knight	_____
Leslie Allred	_____	Jonathan Mietzner	_____
Todd Holmes	_____	Thomas Smith	_____

Approved this _____ day of _____ 2023

Ben Dietz, Mayor

Attest:

Joie Ziller, Deputy City Clerk

COST PROPOSAL/EXECUTION OF PROPOSAL:

By submitting this proposal, the potential Contractor certifies the following:

This proposal is signed by an authorized representative of the firm.

The Contractor can obtain insurance certificates as required within 10 calendar days after notice of award.

The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.

All labor costs, direct and indirect, have been determined and included in the proposed cost.

The Contractor is aware of prevailing conditions associated with performing these services.

The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees to perform the services in accordance with the specifications and conditions in this RFP at the prices quoted, if this proposal is accepted within 60 days from the date of the opening.

Contractor: UNI-MAX MANAGEMENT CORP

Address: 921 BRIAN DR #D

City, State, Zip: CRESI WIL, VI 60403

Telephone: 815-714-2200 Fax: 815-630-5133

Email: EVA@UNIMAXMANAGEMENTCORP.COM

By: 
Signature

EWA AMBROZ
Printed Name

OWNER
Title

8/25/23
Date

**Proposal Form
Request for Proposals for Cleaning Services**

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

Properties:

City Hall, 1165 S. Water Street
Wilmington Police Department, 129 Robert P. Weidling Drive
Wilmington Police Department, 29745 Elion Boulevard

Annual Lump Sum:

Year One	\$ <u>16,200</u>
Year Two	\$ <u>16,800</u>
Year Three	\$ <u>17,400</u>

Company: UNI-MAX MANAGEMENT CORP

Address: 921 BRIAN DR #D

City, State, Zip: CREST MM, WI 60403

Telephone: 815-714-2200 Email: 815-630-5133

By: 
Signature

EVA AMBROS
Printed Name

OWNER
Title

8/25/23
Date

Worker's Compensation Certification

I hereby certify that effective the date of my Contract with the City of Wilmington and at all times in the performance of such Contract that:

I have and will maintain in full force and effect the Workers Compensation Insurance in compliance with the laws of the State of Illinois, and will provide a Certificate of Insurance to the City upon request, with the following insurance company:

LIBISCO FINANCIAL GROUP
Company Name

5 REVERS DR # 370 Northbrook, IL 60062
Agent's Name, Address, and Telephone Number

83 SBA AD 9741 01/03/23
Policy Number and Effective Date

OR

I will perform said Contract myself and do not have and will not have any employee or employees assisting me with the performance of the Contract and am not required by the Laws of the State of Illinois to obtain and maintain a Worker's Compensation Insurance in the performance of this Contract.

I understand that this statement is made as a material part of the Contract, which I have, or will execute, with the City of Wilmington.

8-25-23
Date


Signature of Contractor



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

August 25, 2023

City of Wilmington
1165 S WATER ST
WILMINGTON IL 60481

Account Information:

Policy Holder Details :	UNI-MAX MANAGEMENT CORPORATION
--------------------------------	---------------------------------------



Contact Us

Need Help?

Chat online or call us at
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,
Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/25/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER LIBSCO FINANCIAL GROUP LLC 83550097 5 REVERE DRIVE SUITE 370 NORTHBROOK IL 60062	CONTACT NAME: PHONE (847) 673-4900 FAX (A/C, No, Ext): (A/C, No): E-MAIL ADDRESS: <table style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC#</th> </tr> <tr> <td>INSURER A : Sentinel Insurance Company Ltd.</td> <td>11000</td> </tr> <tr> <td>INSURER B : Hartford Fire Insurance Company</td> <td>19682</td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC#	INSURER A : Sentinel Insurance Company Ltd.	11000	INSURER B : Hartford Fire Insurance Company	19682	INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
INSURED UNI-MAX MANAGEMENT CORPORATION 921 BRIAN DR STE D CREST HILL IL 60403-2368															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability	X		83 SBA AD9741	01/03/2023	01/03/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> OTHER:						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			83 SBA AD9741	01/03/2023	01/03/2024	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	83 WEC PX4548	01/03/2023	01/03/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE -EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	EMPLOYMENT PRACTICES LIABILITY			83 SBA AD9741	01/03/2023	01/03/2024	Each Claim Limit \$10,000 Aggregate Limit \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008 attached to this policy.

CERTIFICATE HOLDER

 City of Wilmington
 1165 S WATER ST
 WILMINGTON IL 60481

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan S. Castaneda

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PRIME CONTRACTOR'S CERTIFICATION

I, EWA AMBEROZ, an Authorized Officer or Agent for
(Print Name of Authorized Officer or Agent)

UNI-MAX MANAGEMENT CORP, which is the Prime Contractor for
(Print Name of Prime Contractor)

JANITORIAL SERVICES
(Name or Description of Contracted)

do hereby certify under oath that said Prime Contractor is not barred from contracting with any unit of State or local government as a result of a violation of either §33E-3 (Bid Rigging) or 33E-4 (Bid Rotating) of 720 ILCS 5/ Criminal Code of 2012. **NOTE: A person who makes a false statement, material to this certification, commits a Class 3 Felony.**

33E-3. Bid-rigging. A person commits the offense of bid-rigging when he knowingly agrees with any person who is, or but for such agreement would be, a competitor of such person concerning any bid submitted or not submitted by such person or another to a unit of State or local government when with the intent that the bid submitted or not submitted will result in the award of a contract to such person or another and he either (1) provides such person or receives from another information concerning the price or other material term or terms of the bid which would otherwise not be disclosed to a competitor in an independent non-collusive submission of bids or (2) submits a bid that is of such a price or other material term or terms that he does not intend the bid to be accepted.

Bid rigging is a Class 3 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be barred for 5 years from the date of conviction from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

33E-4 Bid rotating. A person commits the offense of bid rotating when, pursuant to any collusive scheme or agreement with another, he engages in a pattern over time (which, for the purposes of this Section, shall include at least 3 contract bids within a period of 10 years, the most recent of which occurs after the effective date of this amendatory Act of 1988) of submitting sealed bids to units of State or local government with the intent that the award of such bids rotates, or is distributed among, persons or business entities which submit bids on a substantial number of the same contracts. Bid rotating is a Class 2 felony. Any person convicted of this offense or any similar offense of any state or the United States which contains the same elements as this offense shall be permanently barred from contracting with any unit of State or local government. No corporation shall be barred from contracting with any unit of State or local government as a result of a conviction under this Section of any employee or agent of such corporation if the employee so convicted is no longer employed by the corporation and: (1) it has been finally adjudicated not guilty or (2) if it demonstrates to the governmental entity with which it seeks to contract and that entity finds that the commission of the offense was neither authorized, requested, commanded, nor performed by a director, officer or a high managerial agent in behalf of the corporation as provided in paragraph (2) of subsection (a) of Section 5-4 of this Code.

Possible violations of Section 33E can be reported to the Office of the Will County State's Attorney at (815) 727-8453 or the Wilmington Police Department at (815) 476-2811.

[Signature]
Signature of Authorized Officer or Agent

8/25/23
Dated

Account Manager
Title of Authorized Officer or Agent

Confidentiality Statement

The Contractor agrees to treat as confidential all information that may be derived from or be obtained in the course of this contract or which may come into the possession of the contractor or an employee as a result or in connection with this contract. The Contractor will provide all necessary precautions to ensure that all such information is treated as confidential by the contractor and the contractor's employees. All employees of the Contractor will be required to agree to and sign a confidentiality statement when they come to any facilities owned by the City of Wilmington where they may see or have access to confidential, personal, and/or business information.

Confidential information includes all information related to the business of the City of Wilmington and its employees.

I understand that I am bound by confidentiality and agree to adhere to the conditions within the Contract.

Name of Organization UNI-MAX MANAGEMENT CORP

Print Name EWA AMBROS

Signature  Date 8/25/23

Client References
Request for Proposal for Cleaning Services

Please list three (3) client references. The City reserves the right to contact the references set forth below and references other than, and/or in addition to, those being furnished below.

1. Name: City of Wilmington
Address: Joie Ziller
Phone Number: 815-476-2175

2. Name: Village of Western Springs
Address: 5 location Western Springs, IL
Phone Number: 708-246-1800

3. Name: Elmhurst Park District
Address: 184 East St Elmhurst, IL
Phone Number: 630-993-8189 Joyce Sica

1-24
Celebrating 30 Years 1991

WOLF'S SEALCOATING INC.

815-774-WOLF



PARKING LOT & DRIVEWAY MAINTENANCE

1952 Elgin Avenue • Joliet, IL 60432 • WolfsSealcoating.com

TO SCHEDULE SERVICES CALL: 815-774-9653

Email: office@WolfsSealcoating.com

Office Cell: Text or Call **815-406-6356**

Ref. By: Previous Customer Trucks Job Sign Int/Soc Media Adv OPC BC Expo WOM Bus Assoc Customer Employee

Directions: _____

FOR OFFICE USE ONLY

1. X _____ = _____ SEALER 1 Dry Rough New Never

2. X _____ = _____ EDGING 1 A Lot Diff Apron Edge

3. X _____ = _____ Concrete P-Blocks Fence Building Grass

4. X _____ = _____ OIL SPOTS/TIRE CLEANERS No Yes 1 2 3 Several Bad Fresh Small Big

5. X _____ = _____ CLEAN UP 1 2 Dirty Severely Dirty OMG

6. X _____ = _____ SHADE No Yes 1 2 A LOT NORTH

7. X _____ = _____ GRASS/WEEDS No 1 2 3 In Cracks Edges OMG

Account Name: Wilmington City hall #

Service Address: 1105 S. Water St

City: Wilmington IL Zip: _____

CELL: Text Call 779-801-2127

MAIN PHONE: _____ Ext.: _____

Email: lgretford@wilmington-il.com
 Please provide email when scheduling

Contact Person: James Gretford

Billing Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

COMM MGMT RES

REPAIR TYPE: <input checked="" type="checkbox"/>	QUESTIONS ABOUT THE DIAGRAM, PLEASE CALL OFFICE
CO=Cut Out	
IR=Infra-Red	
TNC=Throw in Compact	
RG=Ramp Garage	
LTC=Level to Concrete	
LHA=Level Heaved Area	
EXT=Extension	
SB=Speed Bump	
PAD=Asphalt Pad	
GP=Gator Patch	
N/A= Not Applicable	
JOB NOTES	

47328 SEALCOATING OF ASPHALT

Sq. Ft. Parking Lot Path Driveway(s) Spray Applied Brush Squeegee Applied
 Seal In: All One Day Half & Half _____ Sections

\$6500.00 ADD YES / NO

Approx. Jp To 3200 Ln. Ft.

CRACK SEALING 1/8" TO 3/4" See Back Page

Cold Applied Sealant Up To 16 Gal. Sand LG/Deep 3/8 or Less Gator/Map Gator Patch Up To _____ Bucket/s

Hot Applied Sealant Up To 16 30 LB Boxes = To 780 Lbs. of Hot Rubberized Material **Recommended for parking lots, very noticeable on small driveways**

OPTIONAL SERVICES

BAND AID Applied \$2080.00 ADD YES / NO

Up To _____ Ton/s Max **THROW-IN-TAMP** Clean Out, Throw In Hot Asphalt & Compact in _____ Holes Cold Patch- Tamped in _____ Bags

REPAIR/S 1. X X _____ 2. X X _____ 3. X X _____ 4. X X _____

5. X X _____ 6. X X _____ 7. X X _____ 8. X X _____

total # of Burns **INFRARED REPAIR** 3'x4' IR _____ = _____ 1.5'x 8' IR _____ = _____ \$ _____ ADD YES / NO

p To 200 Ln. Ft. **STRIPING:** Same New Layout YLW WHT 105 Lines 3 H-Cap W/BUE BG \$ 770.00 ADD YES / NO

Arrows LG / SM No Parking Reserved Visitors

FRONT 33375 (\$5000.00) BACK 13953 (2500.00)
67% of Cost 33% of Cost

Customer Request/Notes: IF SEPERATE - SHANNON WILL EXPLAIN

TOTAL \$ 9350.00
 CIRCLE YES AND ADD UP ALL SERVICES YOU CHOOSE WOLF'S TO PERFORM FOR YOUR TOTAL COST.

PAYMENT TERMS & OPTIONS: Cash / Check or
 Buy Online at WWW.WOLFSSEALCOATING.COM Go to Home Page Click BUY NOW and follow prompts. A 3% processing fee will be applied for credit card or electronic payments

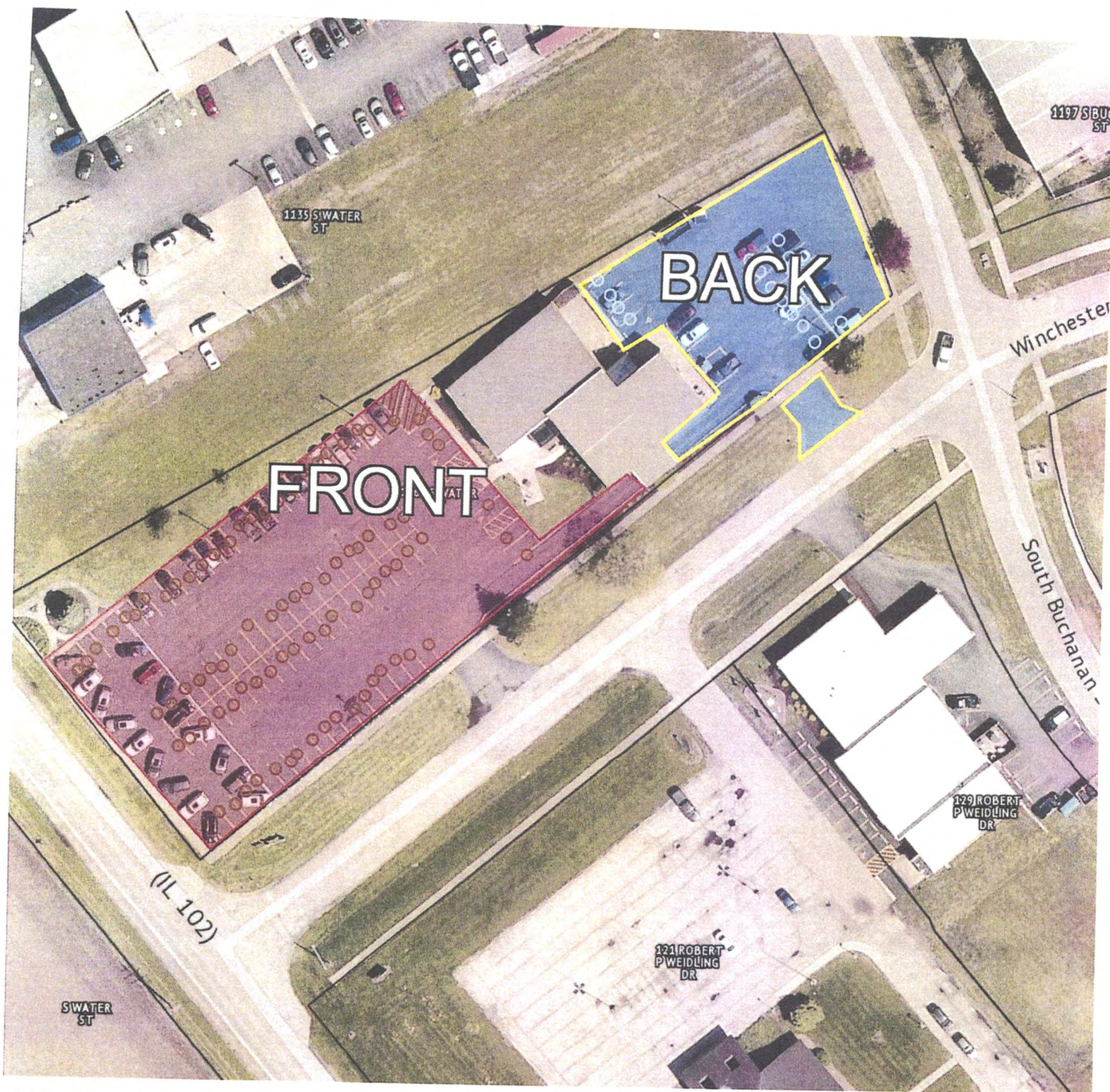
Service must be paid in full PRIOR TO OR AT TIME OF ARRIVAL or services will not be performed. Leave check in door/Mail in prior to service

COMMERCIAL: To be paid in full upon completion. To be paid in full 30 days upon completion.

\$ 500 Paid In Full 1/2 Down 1/3 Down upon agreement. Balance to be paid in full at time of completion. **815999-9653**

I accept Wolf's Sealcoating to perform the above service(s) that I have agreed to. I agree to the pricing and payment terms as stated above. This proposal may be withdrawn by Wolf's if not accepted by this date of contract. **SEE REVERSE SIDE FOR DETAILS & WARRANTIES.**

CUSTOMER ACCEPTANCE SIGNATURE & PRINT NAME DATE Shannon D. Wolf 2/8/22



315 n. 506, 1165 S Water St

Template: Custom Template

To change template, delete measurements

- Wilmington City Hall** 33,375.10 ft²
- 1165 S. WATER ST** 13,953.18 ft²
- Sealcoat Area 1** 9,374.57 ft²
- Striping Lines 2nd Lot** 126.68 ft 87 objects
- Striping Lines 3rd Lot** 64.21 ft 18 objects



Midwest Paving Equipment, Inc.
 757 DuPage Blvd Suite 2387
 GLEN ELLYN, IL 60137 US
 (630) 453-0772

Midwest Paving Equipment, Inc.

Estimate

ADDRESS

Wilmington Public Works
 Department
 1165 South Water St
 Wilmington, IL 60481

SHIP TO

Wilmington Public Works
 Department
 747 Widows Home Road
 Wilmington, IL 60481

ESTIMATE # 1668

DATE 07/19/2023

EXPIRATION DATE 08/18/2023

ACTIVITY	QTY	RATE	AMOUNT
80KT2011H BURNER SYSTEM KIT INCLUDES HEAT EXCHANGER, NEW INSULATION ON BURNER BOX AND COMBUSTION CHAMBER. MAIN BURNER.	1	2,320.51	2,320.51
80AS31405 UPPER COMBUSTION CHAMBER	1	1,093.95	1,093.95
80KT33179 RECYCLER TUNE-UP KIT-NO PREHEA	1	318.35	318.35
Labor INSTALL UPPER AND LOWER BURNER SYSTEM KITS, INSTALL TUNE UP KIT ON UNIT AS WELL.	22	125.00	2,750.00
Shipping estimated	1	175.00	175.00

SUBTOTAL	6,657.81
TAX	0.00
TOTAL	\$6,657.81

Accepted By

Accepted Date

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QUOTE

DATE	8/2/2023
QUOTE	QUOT1018804-1
ACCOUNT NUMBER	222839
QUOTED TO	Ryan Foster
QUOTED BY	Yarely
PAGE NUMBER	1 of 1

USE THIS QUOTE# QUOT1018804-1 ON PO's!

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 1165 S WATER ST
 WILMINGTON, IL 60481
 USA

CUSTOMER PO #	EXPIRES	SALES PERSON	TERMS	SHIP FROM	SHIP VIA
08/02/23	9/1/2023	Lisa	Net 30 days	IL	FEDEXGRND

ITEM #	DESCRIPTION	QTY	U/M	PRICE	EXTENSION
203706	(LI)DR3900 Spectrophotomer wit RFID, LPV440.99.00012 In stock when the quote was created.	1	ea	\$6,750.00	\$6,750.00

MERCHANDISE	MISCELLANEOUS	FREIGHT	TAX	TOTAL
\$6,750.00	\$ 0.00	\$ 27.42	\$0.00	\$6,777.42

Authorized Signature _____

PO (If Required) _____

Please note that your order may be subject to applicable taxes based on current rates at the time your order is completed.

This quote and all sales by HD Supply Facilities Maintenance, LTD. d/b/a USABlueBook shall be governed exclusively by the Terms of Sale available at usabluebook.com/termsosfsale

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SECONDS MATTER
SAFETY SOLUTIONS

City of Wilmington
1165 So, Water Street
Wilmington, IL 60481
Attn: Patrick Nugent pnugent@wilmington-il.com

Project: WASTE WATER TREATMENT PLANT
601 E. Kankakee River Dr
Wilmington, IL

May 30, 2023

Thank you for giving me the opportunity to offer pricing for replacing the existing Simplex fire alarm system.

The plan would be to install a new, state-of-the-art, addressable fire alarm system manufactured by Kidde an EDWARDS Company. The Kidde family of fire alarm products has a reputation for providing superior equipment throughout the world. This will replace the Simplex model 4100 panel.

All devices will be replaced and installed by our factory trained technicians.

A Document Cabinet will be installed by the Fire Alarm Control Panel containing installation records.

This quotation is based upon review of existing equipment at facility. The Simplex model 4010 sub panels will be removed from service.

Please feel free to contact me with any questions.

Thank You,

John Raiger
708-417-2550

SECONDS MATTER
SAFETY SOLUTIONS

PRELIMINARY
PROPOSAL
SUBJECT TO CHANGE

Thank you for allowing Seconds Matter Safety Solutions, LLC the opportunity to provide you with the following proposal for the fire alarm system at Waste Water Treatment Plant. The equipment to be used and scope of work is as follows:

This quotation is based upon the existing system design.

Kidde Addressable Fire Alarm Control Panel Model VS-4RD

- 4 Remote power supply A/V control cabinet to replace model 4010
Provide addressable manual pull station.*
Smoke Detectors replace as required.
Heat Detectors as required.*
Wall Mounted Horn Strobes as required.*
Wall mounted Strobe lights as required.
Connect to existing PROTECTOWIRE thermal sensors.
Connect to Duct detectors.
Surge Suppressor on power and data circuits as required.
- 1 Circuit Breaker Lock
- 1 Provide wire and as required.
- 1 Document Cabinet at Fire Alarm Panel.
Approved Fire rated cable as required.

- Note: Explosion proof devices installed where applicable.

Perform programming of FACP

Conduct final test and inspection with AHJ

Total Cost equipment and programming:

\$ 21,100.00

Twenty-one thousand one hundred dollars.

MONITORING is required and existing. The new panel will be connected to the existing radio.

TERMS **Progressive payments as AHJ submittals and equipment installation.**
10% Balance upon programming and acceptance

All material in this contract is to be specified as above and the entire job to be done in a neat, workmanlike manner during regular business hours. Any variations from the plan or alterations requiring extra labor will be performed only upon written approval and billed in addition to the above sum covered in this contract. Agreements made with our workman are not recognized. No additional work can be performed without a written change order.

This quotation includes one WILMINGTON Fire Department inspection and tests. Additional tests are billed at hourly rate. Plan Review and Permit fees, if required, are not included.

Seconds Matter Safety Solutions agrees to honor equipment manufacturers' warranty from the date of installation. Labor performed by us is warranted for one year. Service shall include repair or replacement of defective equipment and such adjustments as are required to keep the system in satisfactory working condition but does not include changes or additions or repairs or replacement of equipment damaged through accident, misuse, abuse, acts of God or other reasons beyond the control of Seconds Matter Safety Solutions.

ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY OF FITNESS FOR A PARTICULAR PURPOSE ARE HEREBY EXCLUDED.

In the event Seconds Matter Safety Solutions incurs any expenses, attorney's fees or court costs as a result of customer's failure to comply with any of the terms or conditions of this agreement, including but not limited to payment, the customer shall be solely and exclusively responsible for, and shall pay and defray, in its entirety, all expenses, attorney's fees and costs.

Seconds Matter Safety Solutions

Offered By: John R. Raiger

John R Raiger

THIS PROPOSAL IS VOID 30 DAYS FROM THE DATE UNLESS SIGNED COPY IS RETURNED UPON WHICH A CONTRACT WILL BE ISSUED.

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QUOTE

DATE	8/2/2023
QUOTE	QUOT1018911-1
ACCOUNT NUMBER	222839
QUOTED TO	Ryan Foster
QUOTED BY	Neil
PAGE NUMBER	1 of 1

USE THIS QUOTE# QUOT1018911-1 ON PO's!

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 USA

CUSTOMER PO #	EXPIRES	SALES PERSON	TERMS	SHIP FROM	SHIP VIA
	9/1/2023	Lisa	Net 30 days	IL	FDXFRTPRY

ITEM #	DESCRIPTION	QTY	U/M	PRICE	EXTENSION
R01: Special	R01: Special Special Order Item Number:A3U-32-12350T3C BOOSTER PUMP Special Order Item Name:BOOSTER PUMP SYSTEM Special Order Item Description:AA3U-32-12350T3C BOOSTER PUMP 3U-32-12350T3C BOOSTER PUMP 1 EA 7681SYSTEM 3HP 230V/1PH ESTIMATED LEAD TIME 4-6 WEEKS BOOSTER SYSTEM INCLUDES: EBARA PUMP MODEL 3U-32-125 3HP, VFD (NEMA 4 W/INTEGRAL DISCONNECT) SUCTION AND DISCHARGE ISOLATION VALVES 2" SUCTION AND DISCHARGE LINES, ALL SS. DISCHARGE CHECK VALVE, DWYER PRESSURE TRANSMITTER SS PRESSURE GAUGE, MOUNTED ON A PAINTED BASEPLATE Special Order Item Notes:ESTIMATED DELIVERY 8 WEEKS	1	ea	\$7,681.50	\$7,681.50

MERCHANDISE	MISCELLANEOUS	FREIGHT	TAX	TOTAL
\$7,681.50	\$ 0.00	\$ 172.39	\$0.00	\$7,853.89

Any special order items are considered non-returnable and non-refundable unless it is determined to be defective and covered under the manufacturer's warranty.

 Authorized Signature

 PO (If Required)

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PO Box 368
 Wilmington, IL 60481
 Phone: (815) 476-7741
 Cell: (815) 482-0394
 Fax: (815) 476-7475
 Email: jfield@clennonelectric.com

August 30, 2023

Attn: Ryan Foster

Quote # 23-146

RE: Booster Pump

We are pleased to provide you with our quote for the electrical work as requested. Below you will find a list of what our proposal includes.

Our Scope of Work includes the following:

- Clennon Electric to provide all tools, material, equipment, labor, and supervision necessary to complete above referenced project.
- Furnish and install (1) 3/4" rigid conduit from existing panel to location of new Booster Pump. (Booster Pump provided by others.)
- Furnish and install (1) 2-pole 35 amp GE breaker in existing panel to feed Booster Pump.
- Pull (2) #10 THHN and (1) # 12 ground wire from existing panel to Booster Pump.
- Make all terminations and test.

General and Electrical Clarifications:

- All work performed during normal working hours, 7:00am-3:30pm. Monday-Friday.
- Overtime is not included in this proposal.
- Sales Tax, payment and performance bonds, permits, and inspection fees are not included in this quote.
- Proposal does not include costs for delays due to scheduling conflicts or stacking of trades.
- Proposal is valid for 30 days from date of quote.
- Proposal carries a one-year warranty.

Lump Sum Price: **\$2,630.00**

Justin Field

Justin Field
 Clennon Electric, Inc. Representative

The contents of this Proposal are highly confidential in nature and intended only for the purposes of evaluating and negotiating business opportunities with Clennon Electric Inc.. This Proposal must only be used for this purpose only. Any misuse or divulging of material beyond its intended use or to a third party without prior written consent from Clennon Electric may be subjected to penalties under applicable laws. Further, none of the contents in this Proposal may be reproduced in part or in whole without a written consent from Clennon Electric.



Mueller Roofing Inc

2827 Manhattan Rd
Joliet, IL 60433
Phone: 815-726-0730
Fax: 708-590-0700

Company Representative
JR Phil
Phone: (815) 412-0830
wiehecphillip@gmail.com

Full Roof Replacement

01/25/2023

Pat Nugent
801 E Kankakee River Dr
Wilmington, IL 60408
(815) 693-0327

Job: Pat Nugent

Shingle Roof Section

We hereby submit specifications and estimates for:IL Roofing Lic # 104016228

- > Prep structure for replacement of roof , protect all landscaping , windows and doors
- > Complete tear off of existing shingles, down to the roof deck
- > Re secure all loose decking
- > Install Ice & Water Shield along all eaves, valleys, protrusions per local code
- > Install all new outer drip edge aluminum , color to match per code
- > Foreman will be onsite at all times during this project
- > Roof will be Installed by Atlas Pro Rated Installers
- > Six nail all Shingles to upgrade Atlas Wind warranty
- > Four nail all hip & ridge shingles per Atlas Wind warranty
- > Cover all substrate using Synthetic underlayment
- > All soil stacks will receive new lead flashings
- > Re roof using Atlas Lifetime architectural shingles, your choice of color
- > Cancel out all current Ridge Vent
- > Install all new Mushroom Vents
- > Locate and install roof exhaust vents to accommodate any bathroom fans
- > Install new roof vents to match per manufacture requirements
- > Clean out & secure gutters / install hangers where needed

- * Clean up and remove all debris / secure all building and disposal permits
- * All labor will carry a 20 yr. warranty * All material will carry a Limited Lifetime warranty
- * Note: All roof sheeting wood replacement will be an additional charge of \$47.00 / sheet

Building #1 - (9,800.00\$)
Building #2 - (13,900.00\$)
Building #3 - (9,800.00\$)
Building #4 - (15,000.00\$)

Payment to be made as follows: >>>> 0.00 Deposit & Balance Upon Completion Of Each Service

TOTAL

\$48,500.00

Starting at \$484/month with Acorn • [APPLY](#)

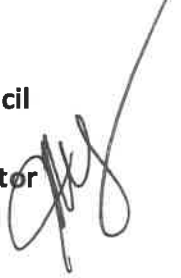
END OF CONSENT AGENDA ITEMS



MEMO

Date: September 14, 2023

To: Honorable Mayor and City Council

From: Jeannine Smith, City Administrator 

Cc: Joie Ziller, Deputy Clerk
Jayson Walinski, Zoning Administrator

Re: Motion Authorizing Execution of a Contract with Egret + Ox Planning for Comprehensive City and Master Park Planning In An Amount Not To Exceed \$150,000

This spring, the City Council informally discussed moving forward with preparing a new Comprehensive City and Master Parks Plan, which has been a topic of discussion among Planning and Zoning members, local businesses, and residents alike. A budget number of \$100,000 was discussed for the project as the Chicago Metropolitan Area on Planning had decided to forgo their usual grant for this type of project in this fiscal year.

On May 11, 2023, the City of Wilmington released a Request For Qualifications ("RFQ") inviting planners to submit proposals pursuant to a scope of services as outlined in the attached RFQ. The City reached out to three planning companies I had experience working with and personally asked for a response. The City also published the RFQ on its website, Facebook page, and on the American Planning Association's LinkedIn page.

We received responses from two of the three planning companies explaining that timing with present and prior commitments and capacity of staff is limited or that they could not produce a proposal that met the City's budget range.

Subsequently, we received a formal response from Confluence meeting the scope requirements but well beyond the City's budget range. I reached out to the company representative who was willing to reduce the scope of their proposal in order to bring the cost closer to the City's budget number.

Additionally, I reached out to a former planning associate who had started his own company named Egret + Ox Planning and he was interested in submitting a proposal as well.

Again, both proposals came in above the City's budgeted number but were consistent with each other. This was good news and I brought that information back to the City Council who agreed to increase the budgeted number as this is a very important project for the City's future.

On Thursday, September 7, 2023, the Planning and Zoning Commission deliberated over the two proposals. Significant discussion took place regarding the qualifications of each consultant. In the end, the Planning and Zoning Commissioners recommended Egret + Ox for the Comprehensive City and Master Parks Plan Project. While both consultants met the requirements of the Request For Proposal, the Planning and Zoning Commissioners believed Egret + Ox to have an edge on Confluence due to their experience creating plans for small communities similar to Wilmington including Monticello, Sycamore and Homer Glen as well as their recent experience planning for Braidwood.

Finally, Staff has received grant funding sufficient to cover the cost of this project through the Illinois Department of Commerce and Economic Development and another source that cannot yet be named.

Staff supports the Planning and Zoning Commissioners' recommendation and respectfully requests and recommends authorization to enter into a contract with Egret + Ox Planning for Comprehensive City and Master Park Planning in an amount not exceeding \$150,000.

Please do not hesitate to reach out to me with any and all questions you may have regarding this process or the consultants.



**REQUEST FOR QUALIFICATIONS (RFQ) FOR
CITY OF WILMINGTON
COMPREHENSIVE CITY AND MASTER PARKS PLAN (“Plan”)**

Issued By:

City of Wilmington
Administration Department
1165 S. Water Street
Wilmington, Illinois 60481

Release Date: May 11, 2023
Deadline for Submission: June 23, 2023 at 4:00 PM
Interviews of Selected Candidates: week of July 10, 2023
Consultant Selected: July 18, 2023

NO LATE SUBMITTALS WILL BE ACCEPTED

The City of Wilmington, Illinois is requesting proposals from interested consultants to create a Comprehensive City and Master Parks Plan as described in the enclosed Request for Qualifications (RFQ).

For any questions, please contact the City Administrator, Jeannine Smith, at 815-476-2175 or jsmith@wilmington-il.com

The City of Wilmington reserves the right to reject any or all Submittals, to waive any informality in any Submittal, and to select the Submittals that best meet the City’s needs.

Request For Qualifications (RFQ) for City of Wilmington
Comprehensive City and Master Parks Plan

The City of Wilmington invites consultants to submit qualifications as it relates to updating or creating the City of Wilmington Comprehensive City and Master Parks Plan as described in this document. Please read each section carefully for information regarding the proposal and submittal instructions.

INTRODUCTION

The City of Wilmington seeks to update its Comprehensive Plan and create a new Master Park Plan within it. This document will represent the City's vision for future growth and development. The Plan will establish policies for growth management, land use, transportation and other community development-related issues and will build off of the City's existing Comprehensive Plan, adopted in September 2008 (available online at <https://www.wilmington-il.com/s/Wilmington-Comprehensive-Plan-2008-yfbd.pdf>), and other planning documents such as the Downtown Plan (available online at <https://www.wilmington-il.com/s/WILMINGTON-PLAN-FINAL-lowresolution.pdf>), bike path plans ([FLAP](#) and [County](#)) and attached preliminary park plans.

The City of Wilmington is located in southwest Will County, Illinois approximately 52 miles southwest of Chicago. The historic City Center is situated along the Kankakee River just east of Interstate 55. The redevelopment of the Joliet Arsenal into industrial properties along with access to the surrounding region through Illinois Route 53 and Interstate 55 create great opportunities for growth. The proximity to the Midewin National Tallgrass Prairie, Des Plaines Fish & Wildlife Area, Kankakee River and private outdoor clubs provides for exceptional recreational and outdoor activities.

The City of Wilmington is a unique and beautiful community, distinguished from other nearby municipalities by vast forest preserve areas, historical places including Route 66, a Victorian era downtown, natural environmental settings, and overall rural/small town character. The community has a rich history of community involvement, established on a foundation of creating and maintaining a small-town environment, mixed socioeconomic neighborhoods, and fostering a sense of community pride and civic stewardship. Working together with a shared vision, the City seeks to maintain its unique character and improve the City's quality of life for its residents.

The City of Wilmington has not updated its Comprehensive Plan since 2008 which can be found electronically at <https://www.wilmington-il.com/s/Wilmington-Comprehensive-Plan-2008-yfbd.pdf>. Over the years, various spot amendments have been made to the Municipal Code, which has created conflicts within the Municipal Code itself, as well as complexity and a lack of transparency for administrators of the code and other stakeholders (residents, consultants, and developers) as it relates to the Comprehensive Plan. Further, while the City owns several parks, it lacks safe pathways to and through the parks and offers very outdated amenities if any which made it difficult for residents to find safe places to recreate during the COVID outbreak. Additionally, the City has expanded its corporate boundaries and rezoned other areas which are not contemplated in the 2008 plan. As such, the City seeks to create a new plan that will address these changes, incorporate new ideas and spaces identified by stakeholders and provide a clear and concise document the City can rely on for the next ten (10) years.

PROJECT DESCRIPTION

The project will replace the 2008 Comprehensive Plan with a new combined Comprehensive City Plan and a Parks Master Plan that guides future sustainable development, enhances quality of life for residents, protects natural resources, updates its long-term vision, recognizes current market realities and community priorities, and identifies feasible policies and strategies that leverage the City's existing strengths and future opportunities.

KEY TOPIC AREAS

In addition to the essential components, the new Comprehensive City and Master Parks Plan should also address the following key topic areas:

Economic development. The Comprehensive Plan will include strategies to respond to market conditions for light industrial and logistics, which are gravitating to the I-55 corridor, in addition to more general strategies to attract investment, promote workforce development, revitalize the City's commercial districts, explore downtown redevelopment according to existing plans, and coordinate with Will County's economic development initiatives.

Transportation. The City has numerous key transportation assets that the Comprehensive City and Master Parks Plan should address. This Plan should identify recommendations for improving the transportation circulation, attracting new developments, and strengthening the image and appearance of its corridors. Given the increasing presence of light industrial and logistics development in the area, special attention should be made to circulation and access to current and future industrial development in the community as well as how employees in these areas are commuting to work. The City is working with Will County and neighboring communities on clarifying truck travel routes. The Comprehensive City and Master Parks Plan should include recommendations for vehicle, bicycle, and pedestrian infrastructure to address other issues and needs of residents.

Housing. The City seeks to explore strategies for attracting new residential investment and assisting current residents through the Comprehensive City and Master Parks Plan. Like many communities, Wilmington has a few incomplete planned subdivisions as a consequence of the nation's severe economic downturn. The City continues to address this lingering issue. The Comprehensive City and Master Parks Plan should continue to explore and refine these and related housing strategies.

Agricultural and natural areas. Wilmington has an array of agricultural, natural habitats, and water resources within the City and its planning area. The comprehensive plan should include strategies to preserve existing natural areas, parks, floodplains, manage stormwater, and protect the water quality of local streams and the Kankakee River. This may include strategies like conservation design and clustered development to accommodate growth while protecting community assets.

Park lands. Wilmington has 5 city owned parks. The Comprehensive City and Master Parks Plan should identify and summarize issues and opportunities as well as provide for a planning document with proposed park amenities that is actionable; keeping in mind the City Council's sentiment towards the needs, desires, opportunities and constraints of City parks and facilities.

Parks Inventory: The Consultant, with staff assistance will develop a comprehensive inventory of the City's existing parks and amenities that will include the following:

- Park type and purpose
- Park location (address)
- Acreage
- Inventory of amenities
- Assessment of physical conditions and functionality
- Maps illustrating the location and each type of park
- Maps illustrating pedestrian, bicycle and vehicular access to all City parks
- Analyze demographics and trends
- Analyze parks and related finances
- Review the organizational structure for the management of parks amenities
- Assess Land to population ratio and determine target service area
- Identify surpluses and deficiencies

Community engagement and identity building. In support of its goal of improving planning, Wilmington is committed to increasing outreach and engagement with residents and other City stakeholders and partner organizations, building community consensus and buy-in, as it determines Wilmington's future vision. The City is seeking innovative activities to increase public involvement during the planning process as well as utilizing the visioning process to help identify and build a sense of pride and cohesiveness within the community.

Implementation and measurable markers. Wilmington seeks a planning document that will serve as an easy-to-understand, practical reference guide for City staff, officials, and partner organizations. The comprehensive plan should include realistic implementation strategies that reflect existing staff and funding capacity and sequencing needs within and across different planning topics. Plan recommendations should clearly specify near-term priority actions as well as long-term policy decisions to be taken, along with identifying implementation mechanisms and funding sources.

Market Study. As part of the existing conditions report the consultant should conduct a detailed market study for the City. The market study should include a snapshot of existing market conditions for residential and commercial development as well as recommendations for the potential of new housing and retail in Wilmington. While the focus of the market study should be on retail and housing, additional consideration should be given to office and industrial development. The new Comprehensive City and Master Parks Plan should utilize the results of the market study to link land use and development recommendations to market realities.

IL Route 53 Corridor. The Route 53 Corridor runs north-south through the City's historic downtown then turns westerly to the City limits. IL Route 53 is a two-lane arterial under IDOT's jurisdiction. The corridor consists of a variety of land uses including a number of large vacant parcels. The consultant should also be familiar with the recommendations of Will County's Route 53 Corridor Plan. The Comprehensive City and Master Park Plan should identify recommendations for improving the transportation circulation, attracting new developments, and strengthening the corridors image and appearance.

Strip Mine Road Corridor. Strip Mine Road (CH-29) is a Will County collector running east-west in the west side of the City to a newly proposed reconfigured interchange with I-55. Another roundabout interchange is planned at I-55 and Lorenzo Road. The Comprehensive City and Master Parks Plan should identify land use and transportation recommendations within the Strip Mine Road Corridor.

Water Street Corridor. Water Street Corridor (IL-102) is a State arterial running north-south along the center of the City. A variety of land uses exist within the corridor including residential, office and retail. The corridor does have some key development/redevelopment sites. The Comprehensive City and Master Parks Plan should identify land use and transportation recommendations within the Water Street Corridor.

Residential Area Policies. The age and condition of housing varies throughout the City and greater housing diversity is desired. Some of the City's older neighborhoods, have properties that are in need of improved maintenance. The Comprehensive City and Master Parks Plan should recommend strategies to attract and support residential reinvestment in aging and improve the overall housing stock throughout the City.

Brownfield Redevelopment. Wilmington has a long history of industrial development in the original City Center and there are a number of brownfields located within its boundaries. The new Comprehensive City and Master Parks Plan should identify redevelopment and remediation recommendations for brownfield sites in the community while also identifying potential implementation strategies and/or funding sources and mechanisms.

Implementation Strategy. The City desires that the new Comprehensive City and Master Parks Plan identify how to best achieve desired goals and objectives including actionable tasks, potential funding sources and mechanisms, and implementation partnership opportunities.

SCOPE OF SERVICES

This Scope of Services is organized into the following tasks:

Task 1 – Steering Committee Project Kick-Off, Existing Conditions Inventory and Analysis

Task 2 – Review of Existing Conditions, Plans and Documents

Task 3 – Public and Stakeholder Engagement

Task 4 – Vision and Goals

Task 5 - Preliminary Recommendations

Task 6 – Draft Plan

Task 7 – Formal Approval of Comprehensive City and Master Parks Plan

Task 1 - Steering Committee: This scope of work seeks to update the City's Comprehensive Plan and create a Master Parks Plan within one combined document. The selected consultant will interact frequently with City staff as well as with community representatives through a project steering committee. The steering committee will likely include representatives from the City Council, Planning and Zoning Commission, Park District, as well as City staff and possibly other community representatives.

Task 2 - Existing Conditions: The consultant should propose an approach to analyze key current conditions in the community. While the format of the existing conditions deliverable is left up to the consultant, the existing conditions analysis should include an examination of demographics and market influences, land use and zoning, housing, transportation, agricultural, natural, and water resources, and community services and infrastructure, as well as other elements the consultant considers necessary to prepare the plan. The discussion of existing conditions should provide a regional context and an overview of Wilmington's history. The analysis should also include summaries of previous plans and a brief summary of ongoing and recent planning activities in the area.

Ultimately, the existing conditions analysis should include sufficient background to justify and explain the Comprehensive City and Master Parks Plan recommendations. Consultants should specify the format of deliverables in detail and discuss the issues to be covered in the analysis of existing conditions.

Task 3 - Public and Stakeholder Engagement: Staff anticipates the project would involve appropriate public engagement. However, it will be up to the consultant to propose specific public engagement activities, such as open houses, stakeholder interviews, surveys, etc. The consultant should include a plan for public engagement in their proposal. Among the potential public engagement activities that should be considered (though not all are required to be included in the proposal) are key person interviews, an interactive website, updates to the City Council, open houses, and public workshops/meetings. Engagement activities are expected to occur during all stages of the planning process, including a focus on working collaboratively to identify clear, practical implementation steps and priorities. Consultants are encouraged to propose other innovative public engagement methods as well.

Task 4 - Vision and Goals: Building on the themes, goals, and objectives of recent plans and studies, the consultant should propose an approach to developing a vision, goal, and/or objective statements for this project. These should not contain specific recommendations for action, but should provide general principles to be accomplished through the project. Consultants may propose to develop vision, goal, and/or objective statements as a stand-alone activity or as part of another project activity. Likewise, the vision, goal, and/or objective statements may be a separate deliverable, or included as part of another deliverable. The format of the deliverable should be clearly specified in the proposal.

Task 5 - Preliminary Recommendations: At approximately the midpoint of the project, before the preparation of the draft plan begins in earnest, consultants should be prepared to discuss the plan's expected recommendations. The purpose of this deliverable is to provide Wilmington with a summary of key recommendations to vet before significant resources are spent drafting the plan. This can be done through preparing a brief memorandum, presentation, or similar document. The deliverable should be provided to relevant Wilmington staff for review and comment. If significant issues arise through the planning process, it may be appropriate to schedule a steering committee meeting to discuss these recommendations as well. Consultants should clearly specify the format of proposed deliverables for this task.

Task 6 - Draft Plan: The consultant should work with staff from the City of Wilmington and the steering committee to analyze information and data from the existing conditions research, the public engagement process, and the response to the presentation of key recommendations; these elements should be used to develop the draft plan. Consultants have flexibility in the format and length of the draft plan, but should specify this clearly in the proposal. Consultants are not expected to provide a full plan outline in their proposal, but should give some indication of the types of recommendations that are expected to be made regarding the topics that were identified as priorities in the Project Background and Project Description sections of this RFP. The draft plan should also address implementation, including actions, which should be taken in the near future to advance its recommendations. The consultant should propose an approach to establishing realistic, prioritized implementation activities that reflect the City's staff and funding capacity and potential partnering opportunities. As above, consultants have flexibility in the format and length of the draft plan, but should specify this clearly in the proposal.

Task 7 - Formal Approval: The consultant should prepare a final plan based on comments made regarding the draft plan by Wilmington staff and officials, stakeholders, and others. The Wilmington City Council will review the final plan and, ultimately, formally adopt the plan. Consultants should assume that a series of meetings would be necessary, including an initial presentation to the project steering committee, an informational open house, a formal public hearing, and a presentation to the City Council. Some of these meetings may be able to occur concurrently; it is likely that the public hearing can be held in conjunction with the presentation to the City Council. The City of Wilmington will require twenty-five (25) hard copies of the Final Plan and one (1) digital version. A copy of the Final Plan will be posted on the City's website.

PROJECT TIMELINE It is the intent of the City, subject to the recommendations of the selected consultant, to present a Conceptual Master Plan for this project prior to June 2024 and to present a Final Master Plan for City Council consideration prior to August 2024 and adoption of Master Plan in September 2024.

Submittal Requirements

All submittals shall include, at minimum, the following information:

1. *Letter of Introduction:* Briefly describe the consultant, and the name, address, e-mail, and phone number of the contact person as well as a summary of the respondent's understanding of the scope of services and overall approach to the scope of services.

The letter can be addressed to:

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

2. *Consultant Profile:* Provide a brief description of your consultant's size, organization structure, and history.
3. *Relevant Experience and Qualifications:* Provide a description of your consultant's relevant experience and qualifications regarding Comprehensive Plans, Parks Plans and Strategic Plans. Please also identify the consultant team that will be involved in this project, along with their relevant experience and qualifications. Clearly identify the project manager and specify the role of subconsultants. Each individual with significant time on the project should be identified and their role defined whether they work for the lead consultant or a subconsultant. Consultants should either demonstrate in-house capacity to identify and address legal issues or include separate legal counsel on their team.
4. *Narrative:* Provide a narrative describing the process that will be used to produce the deliverables identified in the scope of work. Consultants should also include a specific timetable with their narrative demonstrating how the project will be completed in a timely manner. Consultants should specify their approach as it relates to conducting the tasks necessary to produce the deliverables, engaging the public and other stakeholders, and interacting with the City on the management and oversight of the development of the ordinances.
5. *Examples:* Provide at least three examples of similar work that the consultant has completed. Specify the client, the date prepared, and the approximate cost for each example. Provide references for each project including individual contact name and phone number.

6. *Price Proposal*: Provide a price proposal with all proposed pricing for this project. Specify number of hours, hourly rates for relevant staff with the individuals identified, and any other expenses in the estimation of cost.

CONSULTANT SELECTION CRITERIA Any proposal that does not meet the Minimum Qualifications as stated in the above Submittal Requirements section will be rejected. The criteria below are not necessarily listed in order of importance. Proposals will be evaluated on the following criteria: (100 points possible)

1. Scope, quality and creativity of services proposed. *Maximum points - 25 points*
2. Level of understanding of the project goals and sensitivity to the City of Wilmington's distinct character, issues and needs. *Maximum 20 points*
3. Qualifications and experience of the person(s) assigned to perform services to the City; Depth of interdisciplinary skills related to comprehensive planning, park master planning, economic feasibility and public engagement. *Maximum points - 25 points*
4. Cost of service. *Maximum points - 5 points*
5. Schedule for completion. Time is an important aspect of the project and if the Consultant does not believe the schedule is achievable, please indicate the reasons and provide an alternative schedule. *Maximum points – 15 points*
6. Demonstrated record of past performance with references. Provide examples of the consultant's current or past projects with detailed information on schedule adherence, quality of work and project cost control. Proposer shall include a minimum of three (3) references for similar projects completed. *Maximum points - 10 points*

SELECTION COMMITTEE

The City Administrator will appoint a selection committee to review and evaluate the consultants using the following criteria. The City, at its sole discretion, may contact the references of the projects listed in response to this solicitation as a part of the evaluation process. The shortlisted consultants may be interviewed for final ranking.

If an interview is held, it will be one hour in length and be equally divided between the presentation and questions and answers. The presentation time and date (if necessary) will be assigned by the City.

The City's intention is to enter into negotiations with the selected consultant based on the City's schedule. Should negotiations fail with the top ranked team, the City will enter into discussions with the second ranked team, and so on, until an acceptable agreement has been reached between the City and the selected consultant.

SUBMITTAL DEADLINE

Consultants desiring to respond to this Request for Qualifications shall submit three (3) paper copies of their submittal and an electronic version on a USB formatted device to the City Clerk's Office. In order to be considered, a submittal must be submitted prior to **June 23, 2023 at 4:00 PM** to the attention of:

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

Responses sent by facsimile or e-mail will not be accepted. It is the sole responsibility of each consultant to ensure that the submittal reaches the City of Wilmington by the time and date specified. Once opened, all responses become public record and will be available to the public for review.

INQUIRIES

For all inquiries or questions in regard to this Request for Qualifications, please contact:

Jeannine Smith, City Administrator
City of Wilmington
Administration Department
1165 S. Water Street
Wilmington, Illinois 60481
815-476-2175
jsmith@wilmington-il.com

June 23, 2023

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



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



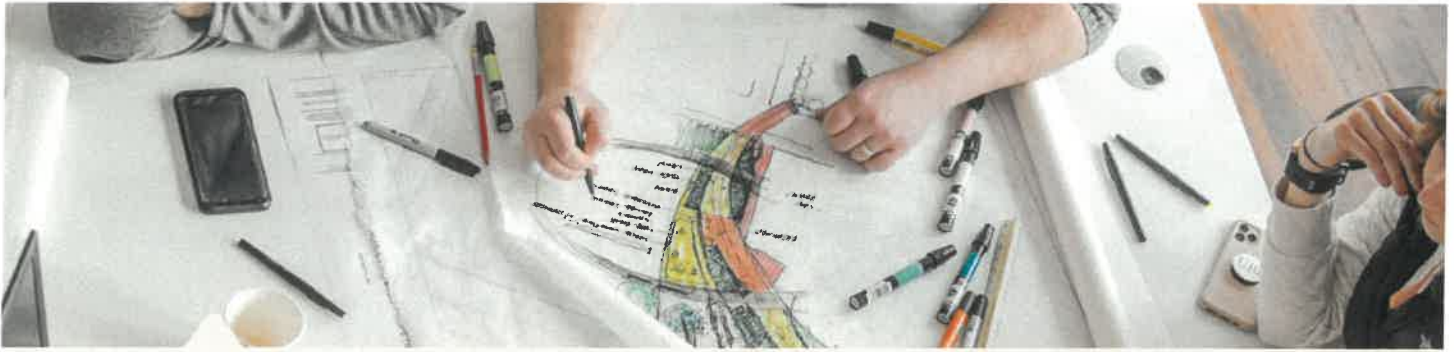
CONSULTANT PROFILE

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.

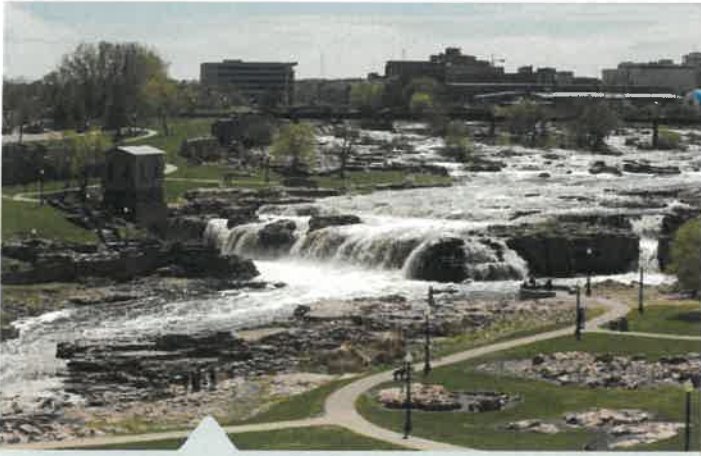
Full-service engineering and consulting firm offering a wide range of professional services focused in four major areas of expertise:

**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.

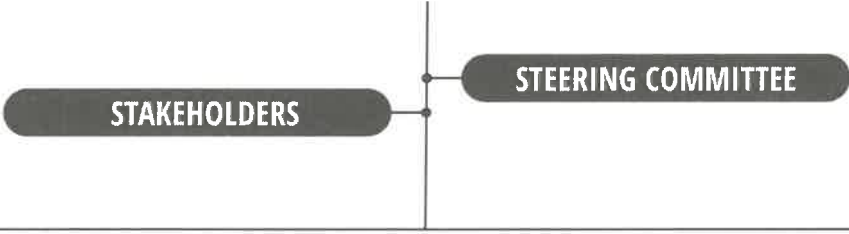
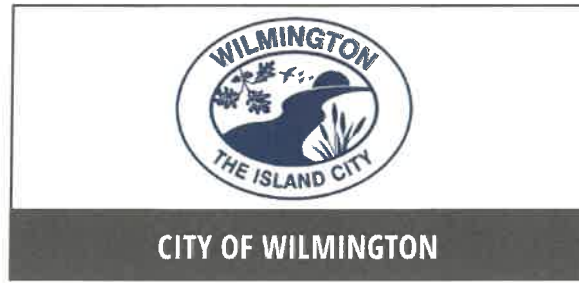
JOHN FEHLBERG, PE, CFM, is a Civil Engineer and Senior Project Manager with Primera will lead the infrastructure analysis. John has more than 25 years of experience civil engineering analysis and design.

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 of 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.



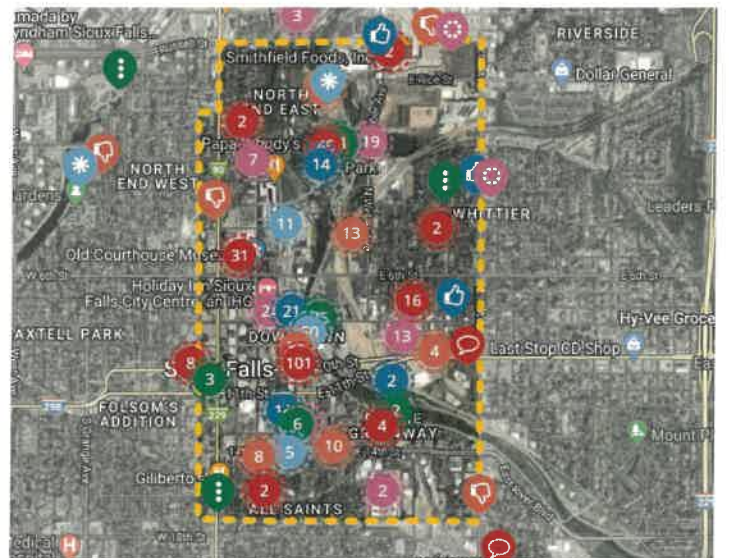
The use and creation of infographics is a key part of our planning process. We rely on graphics to help explain the existing conditions of a community. We like to make our plans highly graphic and visual. This helps to make the document more attractive for public consumption and allows us to highlight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





- 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

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

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

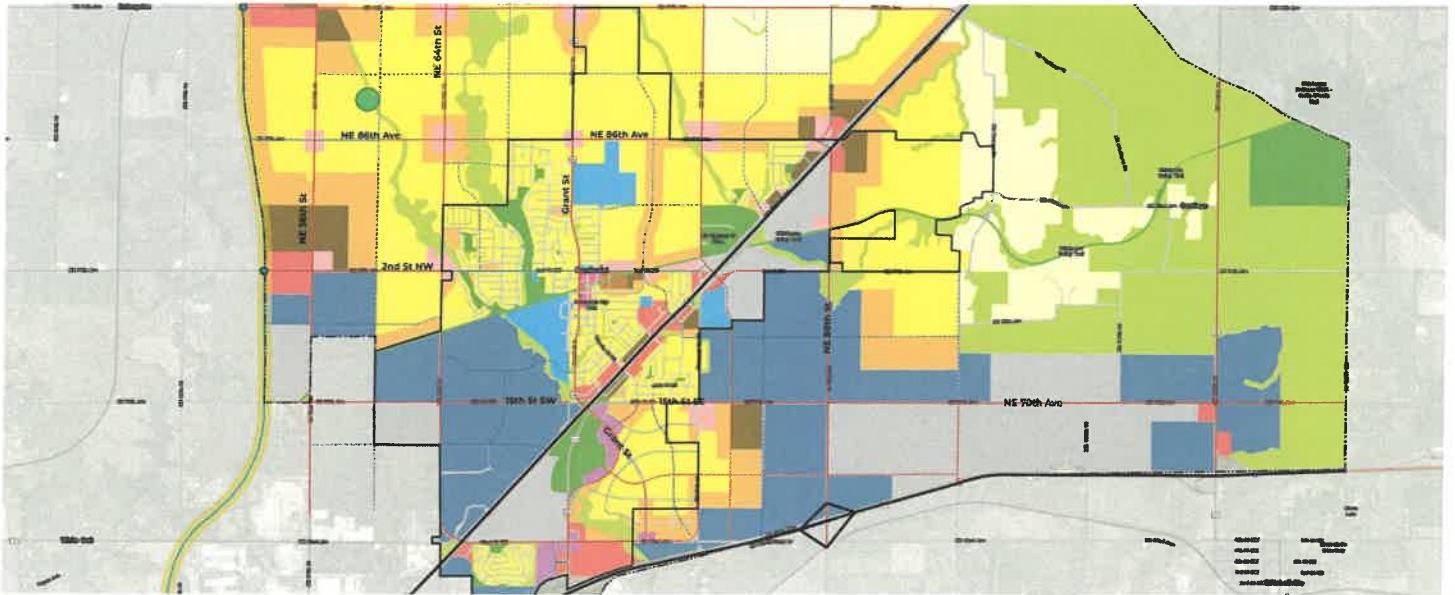
BUDGET

\$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

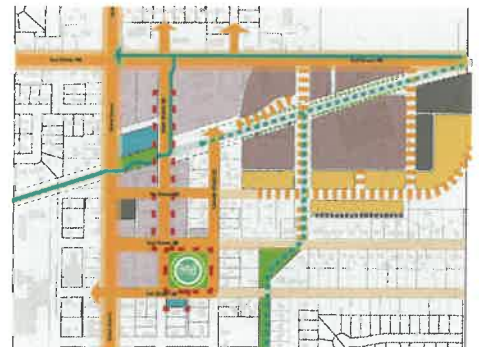
CONTACT

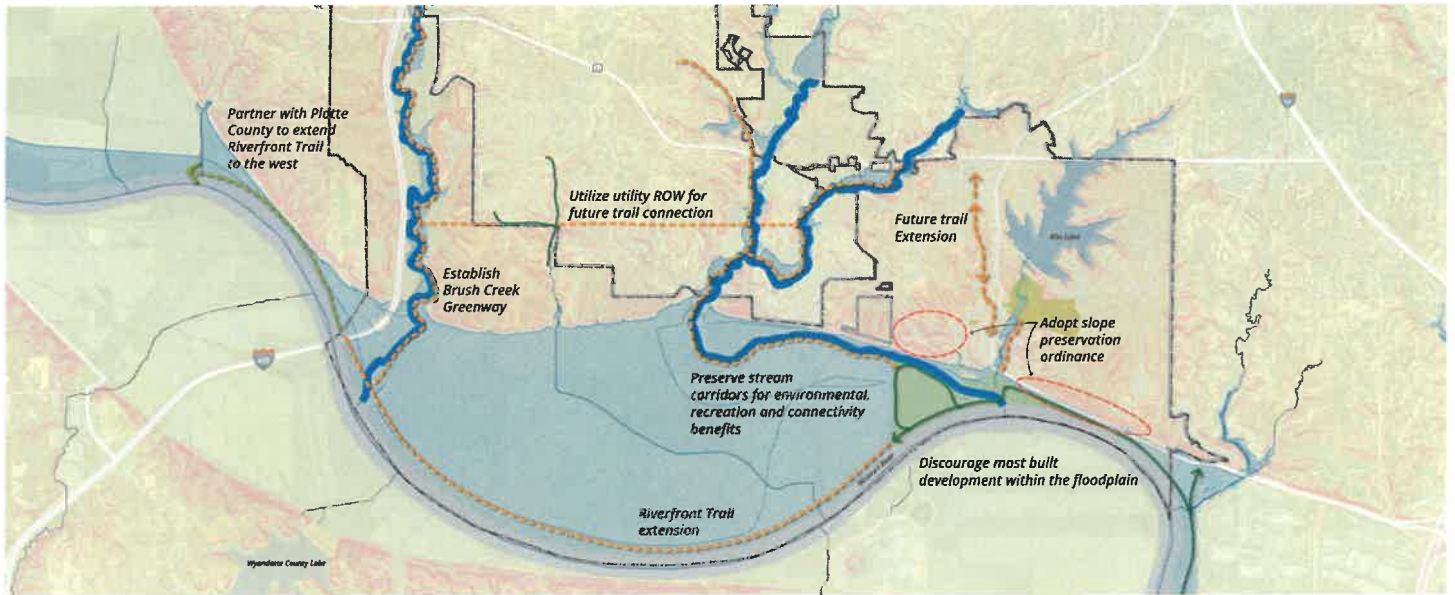
Marketa Oliver, City Administrator

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

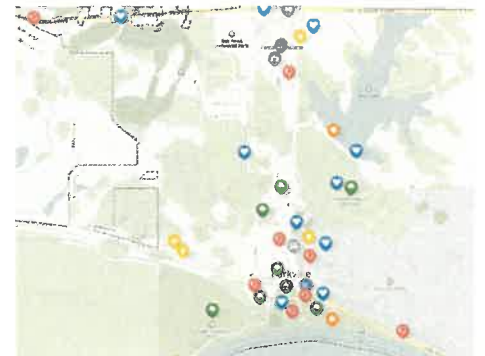
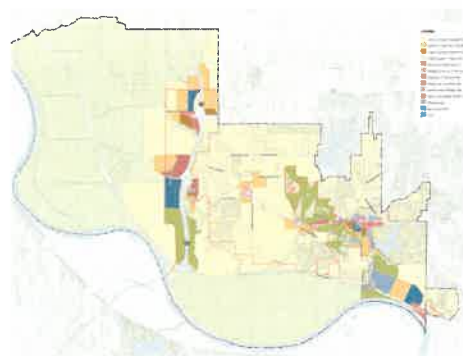
REFERENCE

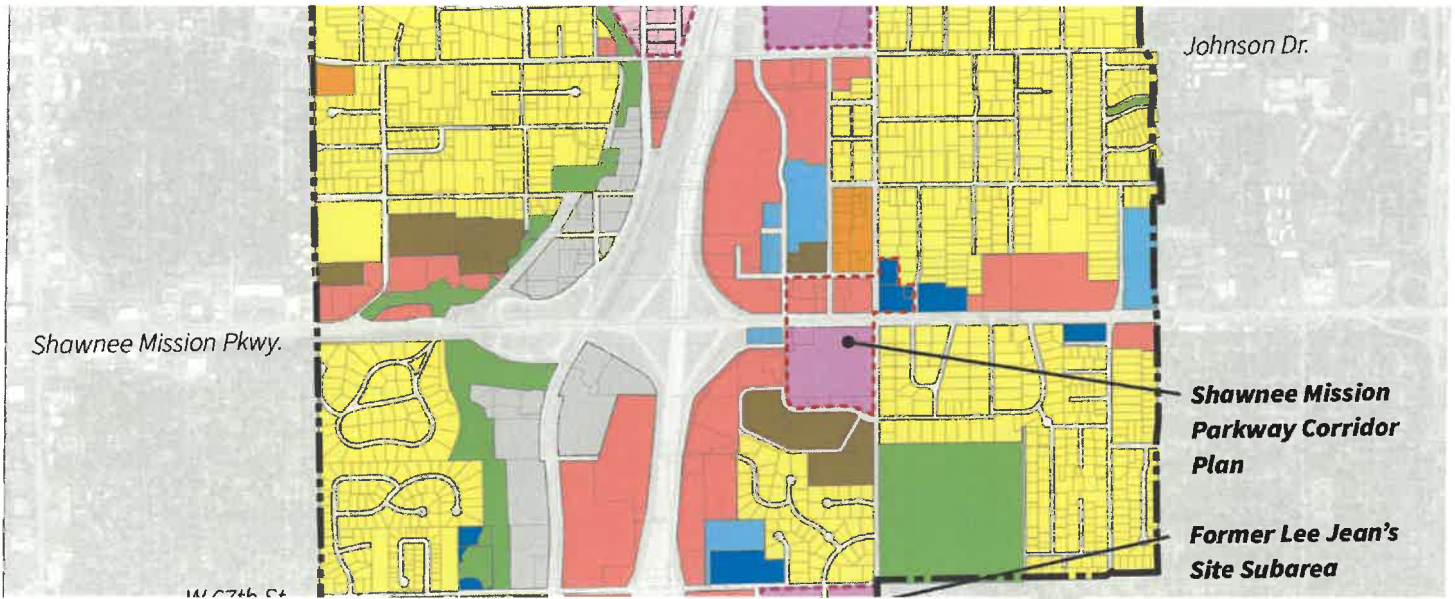
Stephen Lachky, AICP

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

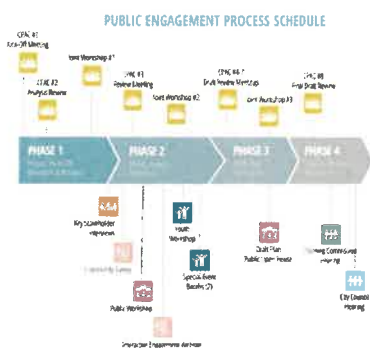
March 2021

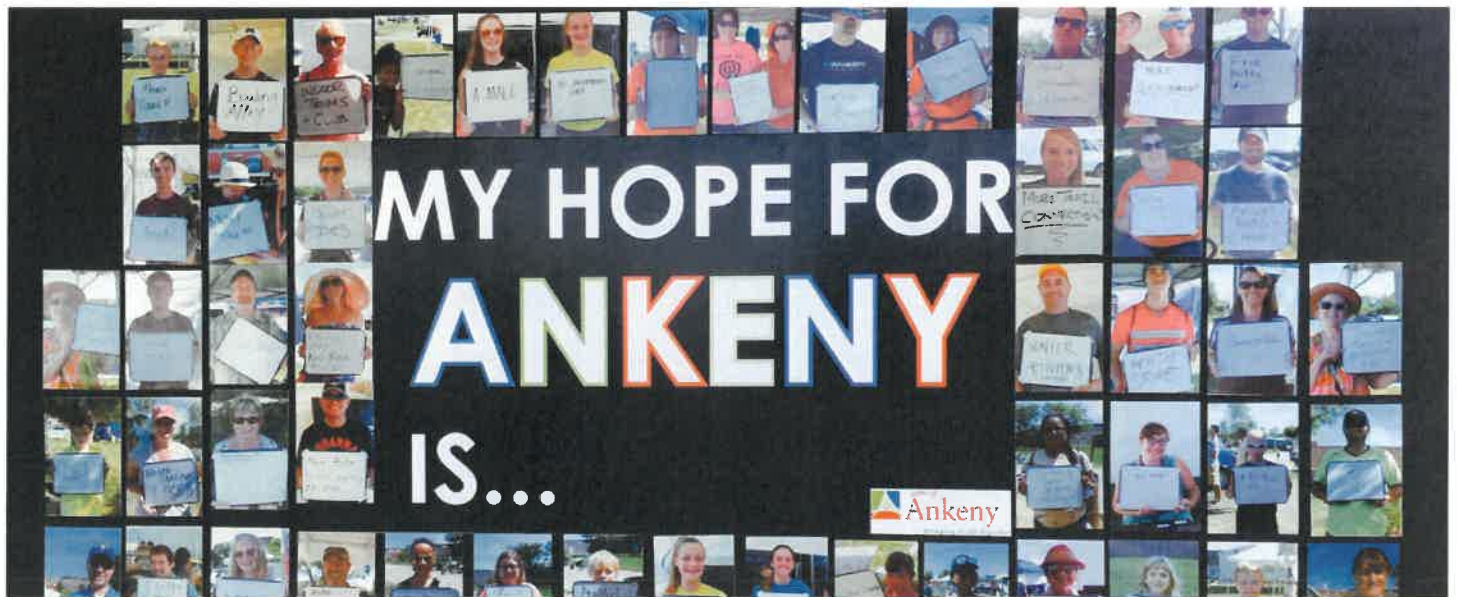
BUDGET

\$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

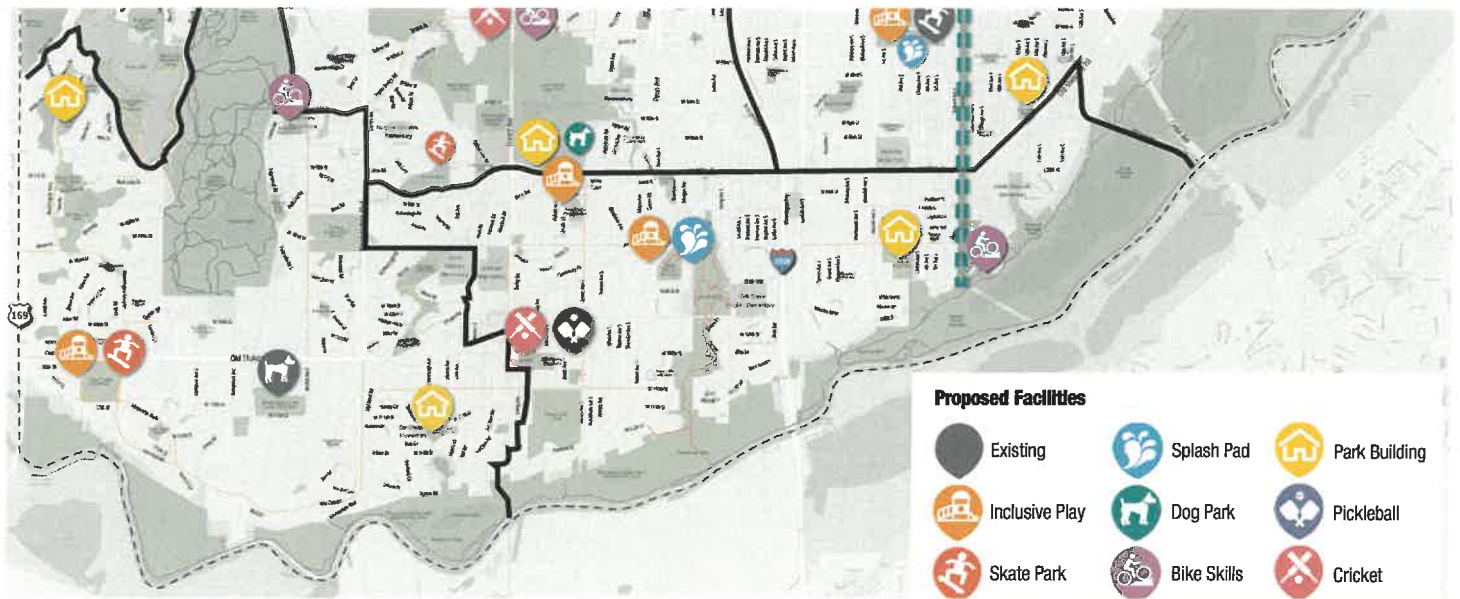
Community Development Director

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

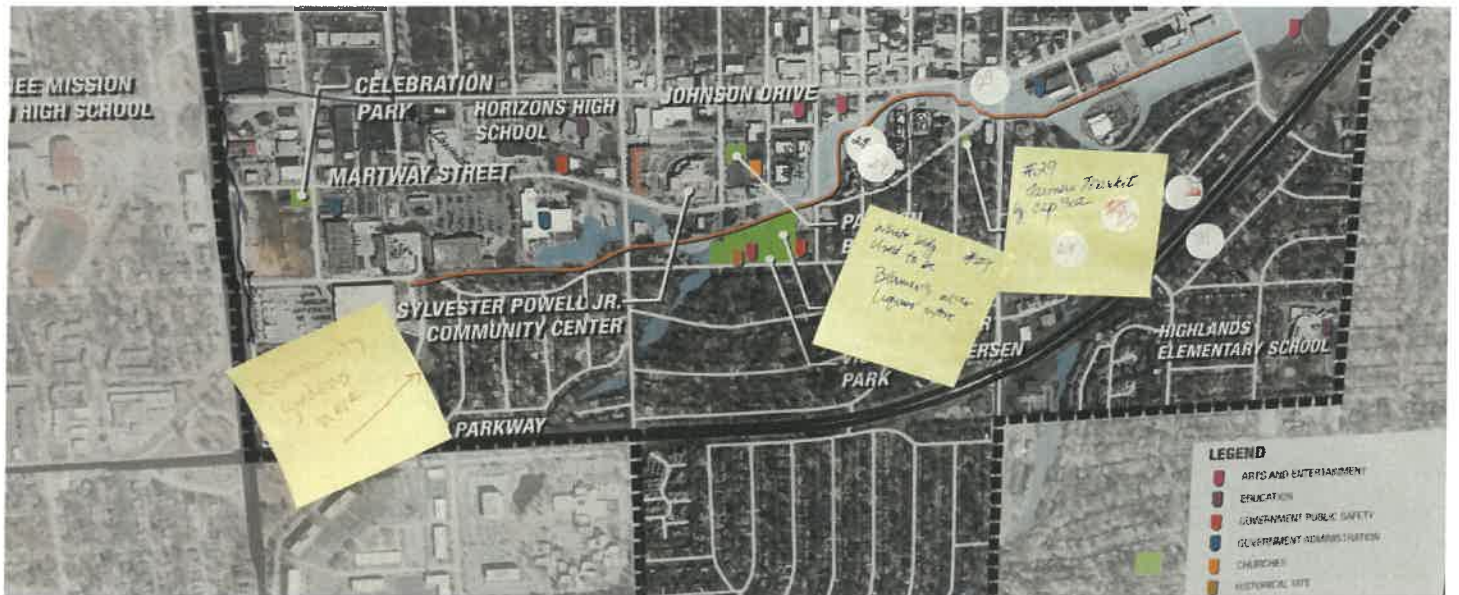
BUDGET

\$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
<hr/>	
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				
<i>Hourly rates</i>	\$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	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		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		



Jeannine Smith <jsmith@wilmington-il.com>

City of Wilmington Preliminary Parks Plan

Christopher Shires <cshires@thinkconfluence.com>
To: Jeannine Smith <jsmith@wilmington-il.com>
Cc: Jane Reasoner <jreasoner@thinkconfluence.com>

Tue, Jul 25, 2023 at 1:12 PM

Hi Jeannine,

Thanks for sharing the parks presentation. Attached is an updated scope to create a new Comprehensive City Plan but not a separate Parks Master Plan. The Comp Plan would have a Parks and Recreation chapter that would include a parks and trails analysis, recommendations, and incorporation of your existing North and South Islands plan. I also removed our sub-consultant roles, eliminated the 2 joint workshops, one of the pop-up events, and one of the steering committee meetings, and changed most of the steering committee meetings to virtual to get our fee to \$100,000 plus \$10,000 in expenses. The full market and economic analysis by Leland Consulting Group can be added for \$45,000.

Please let me know if you have any questions and would like to review in greater detail. Thank you again for giving us this opportunity to modify our scope and fee.

Sincerely,

Christopher Shires, AICP
Principal / Vice President
Shareholder

CONFLUENCE

M 515-975-1050
T 515-288-4875 X 106
E cshires@thinkconfluence.com

525 17th Street
Des Moines, IA 50309
thinkconfluence.com

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From: Jeannine Smith <jsmith@wilmington-il.com>
Sent: Friday, July 21, 2023 2:14 PM
To: Christopher Shires <cshires@thinkconfluence.com>
Subject: City of Wilmington Preliminary Parks Plan

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)

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

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Chicago, IL 60641

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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



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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, Landsat / Copernicus, Maxar Technologies, Planet Labs, USDA/FSA/CES, Terra of Use

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 | a day ago Like +3 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 | a day ago Like 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 | a 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 | a 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.

Development to Housing | a 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

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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

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

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

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

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

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

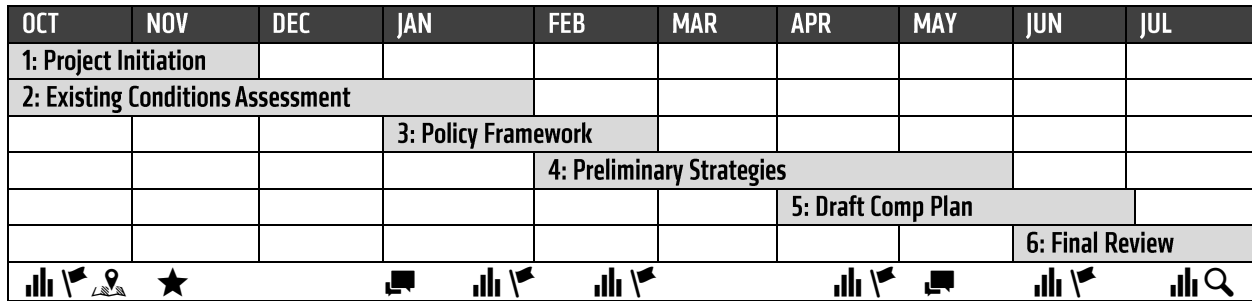
Task 6.2: Final Review and Adoption Meetings

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.



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.

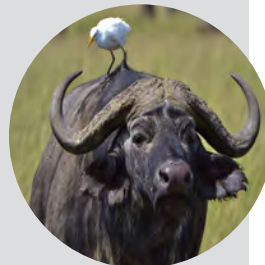
Todd finds a variety of ways to engage stakeholders in the planning process using a mix of in-person and web-based outreach platforms. He also creates graphically enhanced maps, exhibits, and documents to communicate information clearly and efficiently so that people can make informed decisions.

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.



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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.



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RELEVANT PROJECT EXPERIENCE

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 (★).

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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.

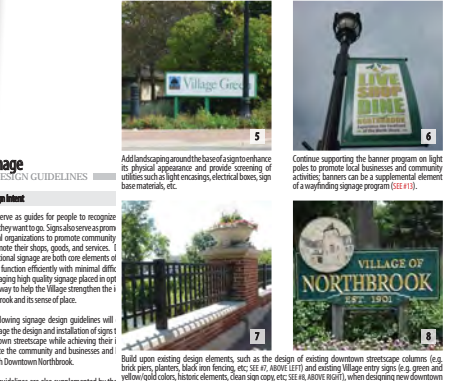
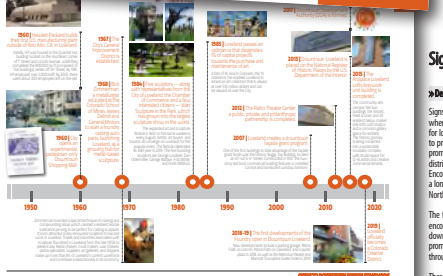
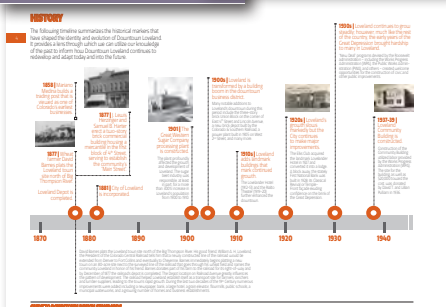
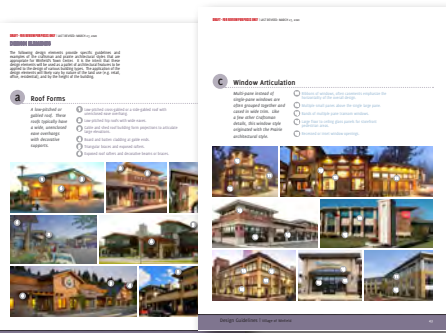
DOWNTOWN PLANS & DESIGN STANDARDS

- 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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Englewood Line Community Strategy for Trail Implementation

Potential access points

0 375 750 1.5

Last Revised: January 31, 2017



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

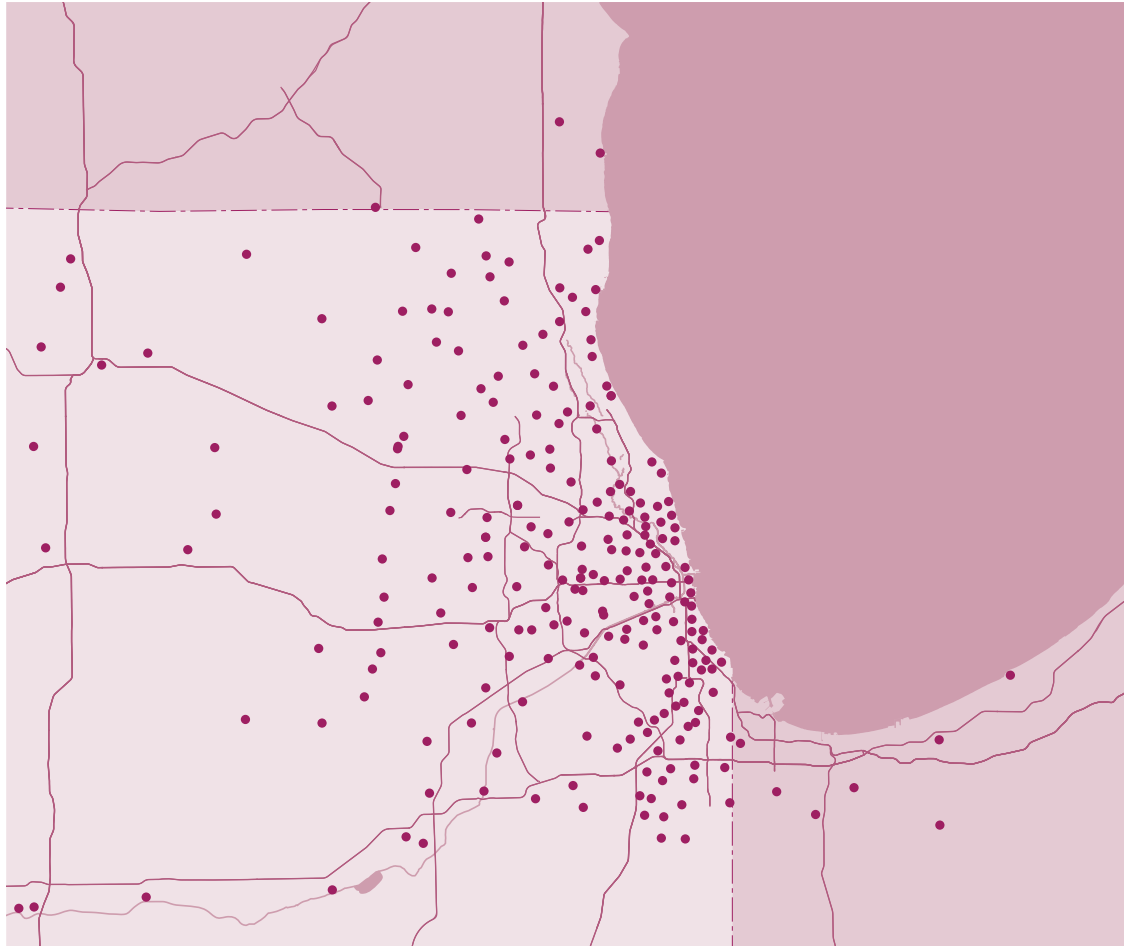
“We can’t stress enough how appreciative we are that you came along with all the last-minute changes to the project, and yet still sent us a market study that reads as if the project had been set from day 1.”

—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

rholes@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.





Case Study

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

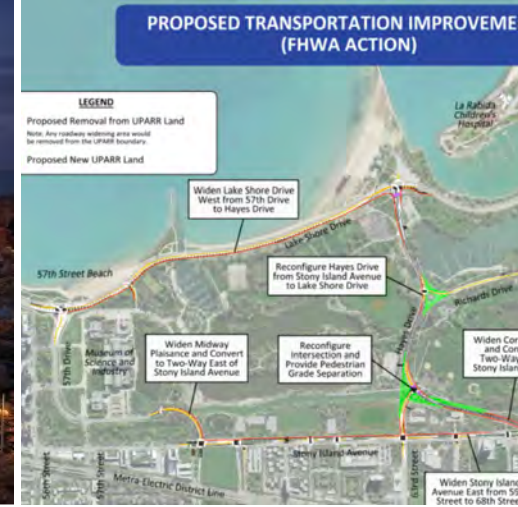
5 Years

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

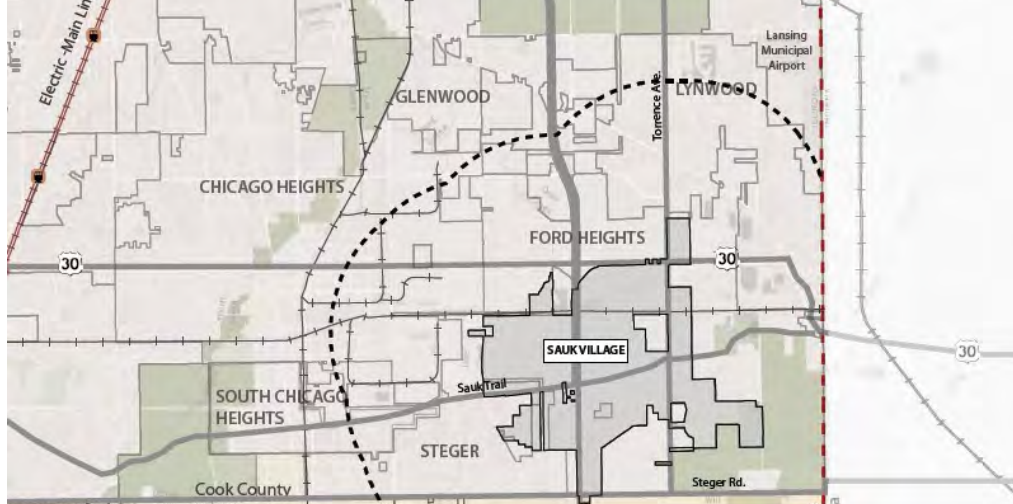
Mark Kozlowski, PE
Project Manager

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



ORDINANCE NO. 23-09-19-01

AN ORDINANCE AMENDING PROVISIONS OF CHAPTER 112, SECTION 25 OF THE CITY OF WILMINGTON CODE OF ORDINANCES IMPOSING RESTRICTIONS ON THE NUMBER OF LIQUOR LICENSES AUTHORIZED

WHEREAS, the City of Wilmington is authorized by Section 4-1 of the Liquor Control Act (235 ILCS 5/4-1) to determine the number, kind and classification of licenses, for sale at retail of alcoholic liquor not inconsistent with the Liquor Control Act, the amount of the local licensee fees to be paid for the various kinds of licenses to be issued, and other related regulations; and

WHEREAS, the City of Wilmington has enacted provisions restricting and regulating the sale of alcoholic liquors to protect the health, safety, and welfare of the inhabitants of the city and to affect temperance in the consumption of alcoholic liquors consistent with Section 4-1 of the Liquor Control Act; and

WHEREAS, it is in the best interests of the City of Wilmington and its citizens that certain provisions of Chapter 112 of the Code of Ordinances be amended as provided herein.

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF WILMINGTON, WILL COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1: ORDINANCE AMENDED

That 112.25 of Chapter 112 of the Municipal Code of Ordinances is amended only as stated below:

112.25 Number of Liquor Licenses Authorized.

(A) There shall be available, for issuance by the local liquor control commissioner, the following number of licenses for each of the following classifications of liquor licenses:

Classification	Maximum Number Authorized
Class D-1 Liquor License (Restaurants- beer, wine only)	3 4

SECTION 2: SEVERABILITY

If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: REPEALER

All ordinances or parts of ordinances conflicting with any provisions of this ordinance are hereby repealed.

SECTION 4: EFFECTIVE DATE

This Ordinance shall be in full force and effect upon its passage and approval in the manner required by law.

PASSED this 19th day of September 2023 with ____ members voting aye, ____ members voting nay, the Mayor voting N/A, with 0 members abstaining or passing and said vote being:

Kevin Kirwin	_____	Ryan Jeffries	_____
Dennis Vice	_____	Ryan Knight	_____
Leslie Allred	_____	Jonathan Mietzner	_____
Todd Holmes	_____	Thomas Smith	_____

Approved this 19th day of September 2023

Ben Dietz, Mayor

Attest:

Joie Ziller, Deputy City Clerk