



City of Wilmington
Buildings, Grounds, Parks, Health & Safety Committee
Wednesday, January 13, 2016 at 5:30 p.m.

Location & Time

Council Chamber
Wilmington City Hall
1165 S. Water Street
5:30 p.m. 01/13/16

Agenda

1. Call to Order
2. Approval of the December 9, 2015 Meeting Minutes
3. Old Business
 - a. Review Fees for Park Reservations & Park Rules
4. New Business
 - a. Review/Approve Hey & Associates, Inc. Proposal for Assessment and Concept Development for the Kankakee River Dam
5. Review Budget Report
6. Adjournment

**Buildings, Grounds,
Parks, Health & Safety
Committee Members**

John Persic, Jr., Co-Chair
Joe Van Duyne, Co-Chair
Kirby Hall
Kevin Kirwin
Steve Evans

CITY OF WILMINGTON
BUILDINGS, GROUNDS, PARKS, HEALTH & SAFETY COMMITTEE
Wednesday, December 9, 2015, 6:30 p.m.
Wilmington City Hall, Council Chambers
1165 S. Water Street

In Attendance

Committee Members

Co-Chair, Alderman John Persic, Jr.
Co-Chair, Alderman Joe Van Duyne
Alderman Kevin Kirwin
Alderman Steve Evans
Alderman Kirby Hall

City Officials

City Administrator Tony Graff
Executive Secretary Joie Ziller

The meeting of the Buildings, Grounds, Parks, Health & Safety Committee was called to order at 6:30 p.m. by Alderman Van Duyne.

Previous Meeting Minutes – October 14, 2015

The minutes were reviewed. **Alderman Kirwin made a motion and Alderman Evans seconded to accept October 14, 2015 Committee meeting minutes as written and have them placed on file.**

Upon voice vote, THE MOTION CARRIED unanimously 5-0.

Old Business

No old business was discussed

New Business

1. Review Fees for Park Reservations

The Committee discussed per the request of Alderman Evans the Park Reservation fees. After some discussion a form will be created for review at the next meeting for organization who wish to reserve the park. Alderman Persic also requested that the park rules be reviewed at the next meeting.

Alderman K. Hall left the meeting at 6:45 pm.

2. Update – old City Hall Building / Wilmington Historical Society Use

This topic will be discussed at a future meeting.

3. Review and Approve 2016 Meeting Dates and Times

The Committee reviewed the 2016 meeting schedule as presented. The Committee is in favor of moving the meeting start time to 5:30 pm rather than 6:30 pm.

Alderman Kirwin made a motion and Alderman Evans seconded to approve the meeting dates and have the meeting start at 5:30 pm. It was noted that the majority of the Committee members also sit on the Water, Sewer, Streets and Alleys Committee but since the meeting dates and time was already approved at their Committee meeting final action will need to be taken at the December 15, 2015 City Council meeting.

Upon voice vote, THE MOTION CARRIED unanimously 4-0 (Alderman K. Hall absent).

Adjournment

With no further business before the Committee, Alderman Persic made a motion and it was seconded by Alderman Kirwin to adjourn. Upon voice vote, THE MOTION CARRIED unanimously and the meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Joie Ziller
Executive Secretary

City of Wilmington
1165 S. Water Street
Wilmington, IL 60481
815-476-2175 ph ~ 815-476-2276 fax ~ www.wilmington-il.com

Rules & Regulations for Park Property Use

- Park Hours are 6AM to Dusk
- Do not drive or park on the grass
- Use of tobacco products prohibited where posted
- No glass bottles on park property
- No swimming, camping or boat launching on park property
- No fishing off the South Island Bridge
- Music should not be audible beyond the immediate vicinity nor should it disturb other picnic areas
- Do not affix or secure anything to trees or landscaping including tents, canopies, shade structures, signs, banners, piñatas, balloons, etc.
- Do not nail, pin, glue, staple or affix anything to the pavilions, tables, or any other structure that would leave a mark or hole
- Do not use glitter, rice, confetti, streamers, birdseed, or silly-string during your function
- Remove and dispose of ALL decorations and signs prior to your departure
- Decorative or repellent candles must be in heat-proof containers with stable bases
- Fireworks are strictly prohibited
- Pets must be leashed; leashes in excess of 10 feet are not allowed
- Build fires only in designated fire rings or grills
- Gathering firewood is prohibited
- Before leaving, you must extinguish all fires and collect all trash and debris depositing them in the proper trash receptacle or recycling bin
- Trash must be cleaned from area and tables and placed in trash cans
- Children MUST be supervised at all time
- No outside vendors will be allowed on park property for any event or any other use of the park without permission from the City of Wilmington
- If food is being sold as part of the planned activity, a copy of the permit from the Will County Health Department must be attached
- In an emergency call 911
- Police non-emergency: 815-476-2811
- The City of Wilmington reserves the right to close the parks during regular open hours when safety and/or weather conditions require it

Hey and Associates, Inc.

Engineering, Ecology and Landscape Architecture

MILWAUKEE, WISCONSIN

26575 W. COMMERCE DRIVE, SUITE 601

VOLO, ILLINOIS 60073

PHONE (847) 740-0888

FAX (847) 740-2888

CHICAGO, ILLINOIS

January 6, 2016

Mr. Tony Graf
City Administrator
City of Wilmington
1165 South Water Street (Rt. 102)
Wilmington, Illinois 60481

Project No.: 15-0069

Re: Proposal for Assessment and Concept Development for the Kankakee River Dam
City of Wilmington, Illinois

Dear Mr. Graf:

We understand that the City of Wilmington wishes to proceed with an exploration of potential impacts and concept solutions to full or partial removal of the Kankakee River Dam. We propose the following scope of services to assist with that investigation.

IMPACT MAPPING ANALYSIS

We will evaluate the effect of incrementally notching the dam on normal water elevations and flood stages utilizing available IDNR HEC-RAS hydraulic modeling, Will County two foot contour data, and field reconnaissance. We will prepare concept level mapping showing the impacts to the river normal water level and the 10- and 100-year floodplain elevations for incremental notching of the dam. For the purposes of this preliminary analysis we will assume one-foot incremental notches over a 200 foot section of the dam. We will modify the geometry of the dam in the existing HEC-RAS IDNR model for each increment and map the results on the County topography and the IDNR profile. We will present this mapping to the City and discuss potential implications related to use of the dam and upstream areas, including the power plant intake and the Mill Race.

We will complete this task for a lump sum fee of \$6,000.

PROJECT STAKEHOLDER MEETING AND DATA GATHERING

We will arrange and attend a meeting including the City and interested stakeholders for the project. We will work with City staff to develop the stakeholder list, which may include paddling groups, river and environmental groups, citizens groups and regulatory agencies. We will seek input from these groups on existing issues related to the dam as well interest in dam

modifications or improvements. We will prepare a memorandum documenting this input received during the meeting for City records and use in future project discussions.

We will complete this task for a lump sum fee of \$2,500.

CONCEPT DEVELOPMENT

Following completion of the two initial tasks, we will prepare a concept plan and cost opinion that addresses the known safety and environmental issues with the existing dam. We will prepare on alternative for partial removal of the dam based upon the Impact Mapping Analysis and City input. We will also prepare an alternative for full removal of the dam. This may not entail full removal of the dam structure, but will include removal of a section of the dam structure to the approximate natural river profile.

Both alternatives will focus on fish passage, known safety concerns related to the dam, minimization of long-term maintenance needs, and inclusion of recreation opportunities. As part of concept development we will also incorporate the previously prepared Mill Race concept restoration plans, making modifications as necessary related to changes in upstream water levels anticipated from the modifications to the main-stem dam.

Along with the concept exhibits and cost opinions, we will prepare a report summarizing the proposed concepts, including a detailed discussion of permitting requirements. We will also perform a HEC-RAS hydraulic model run of each alternative and prepare concept level floodplain mapping for each alternative. Additionally, we will perform one day of additional topographic survey as deemed necessary to prepare the proposed concept designs.

This task includes two (2) design meetings with City staff and presentation of the findings to the City Council.

We will complete these tasks for a lump sum fee of \$25,000.

FEE SUMMARY

Task	Fee
Impact Mapping Analysis	\$6,000
Project Stakeholder Meeting and Data Gathering	\$2,500
Concept Development	\$25,000
Reimbursable Expenses	\$500
TOTAL	\$34,000

Reimbursable expenses shall be in addition to the lump sum fees noted above and include, but are not necessarily limited to, travel, reproductions, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply

costs related to the execution of the project. We estimate these fees to be approximately \$500. Any additional meetings or supplemental work would be in addition to the above amount or by separate proposal. Our Standard Terms and Conditions are attached.

If this agreement is acceptable, please sign below and return this proposal to our office. Upon receipt, we will sign and return a fully executed copy for your records. This proposal is valid for 60 days from the date of this letter. Should you have any questions, please contact the project manager, Dave Kraft at our Volo office.

Hey and Associates, Inc.

City of Wilmington

Attest

Attest

Date

Date

Please return this proposal in the return envelope provided.

**EXHIBIT A – ATTACHMENT
STANDARD TERMS AND CONDITIONS
Hey and Associates, Inc.**

COMPENSATION	Hourly Billing Rate
Principal	\$175-195
Engineering	
Senior Civil Engineer	\$150
Civil Engineer I to V	\$90-135
Engineering Designer	\$90-125
Engineering Technician	\$80-95
Ecological Services	
Wetlands and Ecology	
Senior Project Scientist	\$140
Environmental Services Manager	\$115
Senior Water Resources Planner	\$95
Environmental Scientist I to III	\$70-90
Native Landscape Restoration	
Ecological Restoration Manager	\$115
Environmental Scientist I to III	\$70-90
Environmental Intern	\$40
Landscape Architecture	
Senior Landscape Architect	\$150
Landscape Architect	\$100 -125
Landscape Designer	\$80
Erosion Control	
Senior Erosion and Sediment Control Specialist	\$145
Soil Erosion and Sediment Control Specialist	\$75
Surveying	
Professional Land Surveyor	\$105
Subsurface Drainage Services	
Subsurface Drainage Services Manager	\$125
Engineering Technician	\$80-95
Design Support	
CAD Manager	\$95
CAD Technician	\$90
GIS Specialist	\$80
Administration	
Senior Administrator	\$100
Administrative Assistant	\$55
Expert Testimony	
Rates to be determined on per-project basis	

REIMBURSABLE EXPENSES

Reimbursable expenses shall be reimbursed at cost plus an 8% administrative service charge. Such expenses shall include, but are not necessarily limited to travel, reproduction, shipping/delivery, aerial photographs, phone and other communication charges, consultants and subcontractor fees, equipment and supply costs related to the execution of the project. Fixed reimbursable expense costs are as follows:

Travel	\$.65/mile
Copies	\$.20/page
Software/Digital Resource Charge	\$100.00/project
ATV Usage	\$ 40.00/hour
ATV Discing, Herbicide Spraying, Mowing	\$ 45.00/hour
Boat Usage	\$ 75.00/hour
Chain Saw Usage	\$ 20.00/hour
Additional Plotting, B & W	\$.90/sq. ft.
Additional Plotting, Color	\$ 2.75/sq. ft.
Additional Plotting, Mylar	\$ 4.50/sq. ft.
Flow Meter	\$ 50.00/day
GPS Rover	\$350.00/day
Total Station	\$100.00/day

BILLING

Billings shall be on a monthly basis and are payable upon receipt. An additional charge of 1½ percent per month (18% per annum) shall be applied to any balance unpaid more than 30 days beyond date of invoice. Client shall pay any attorney's fees, court costs or other expenses incurred collecting delinquent accounts.

Hey and Associates Inc. (Hey), with seven days written notice, reserves the right to suspend or terminate work under this agreement on any account that is past due.

The Client's obligation to pay for the work contracted is in no way dependent upon the Client's ability to obtain financing, zoning, permit approval by governmental or regulatory agencies, or upon the Client's successful completion of the project.

The rates presented herein are effective for the period January 1, 2015 through January 31, 2016 and shall be subject to modification on February 1, 2016.

LIMITATION OF COSTS

Hey will not be obligated to continue performance or incur costs beyond the estimated costs unless the Client agrees in writing to a revised cost estimate.

CLIENT'S RESPONSIBILITIES

Client shall arrange for access to and make all provisions for Hey to enter upon private and public property as required for Hey to perform services under this Agreement.

Client shall provide Hey with all existing available information regarding this project as required. Hey shall be entitled to rely upon information and documentation provided by the Client or consultants retained by the Client in relation to this project, however Hey assumes no responsibility or liability for their completeness or accuracy.

COST OPINIONS

Any cost opinions or project economic evaluations provided by Hey will be on the basis of experience and judgment, but, because Hey has no control over market conditions or bidding procedures, we cannot warrant that bids, construction cost, or project economics will not vary from these opinions.

STANDARD OF CARE

The services provided by Hey under this Agreement will be performed as reasonably required in accordance with generally accepted standards for services as offered in the proposal for this project at the time and the place where the services are performed.

INSURANCE

Throughout the duration of the project, Hey will procure and maintain the following insurance:

Liability	Limits of Liability
Workers' Compensation and Employer's Liability	\$ 500,000 each incident
Comprehensive General Liability	\$ 2,000,000
Professional Liability	\$ 1,000,000
Automobile Liability	\$ 1,000,000

Within the limits of this insurance, Hey agrees to hold the Client harmless from and against loss, damage, injury or liability arising directly from the negligent acts or omissions of employees, agents or subcontractors of Hey.

Client will limit any and all liability, claim for damages, losses, cost of defense, or expenses to be levied against Hey on account of any design defect, error, omission, or professional negligence to a sum not to exceed the amount of Hey's fee under this agreement. Should the Client require other types of insurance coverage, limits in excess of the above limits, and/or certificates naming any other(s) than the Client as additional insured parties, Hey's cost of obtaining such coverage, limits, or certificates shall be reimbursable by the Client.