



**City of Wilmington**  
**Buildings, Grounds, Parks, Health & Safety Committee**  
**Wednesday, August 10, 2016 at 5:30 p.m.**

**Location & Time**

Council Chamber  
Wilmington City Hall  
1165 S. Water Street  
5:30 p.m. 08/10/16

**Agenda**

1. Call to Order
2. Approval of the July 13, 2016 Meeting Minutes
3. Update ó Skate Park
4. New Business
  - a. Review and Approve Tree Inventory & Assessment Services for the Island Parks as presented by Hey & Associates
  - b. City Hall Hours ó discussion and update to consider 8am to 4pm
  - c. Update South Island Park Building (former Park District Office)
5. Review FY 2017 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, July 13, 2016, 5:30 p.m.  
Wilmington City Hall, Council Chambers  
1165 S. Water Street**

**In Attendance**

**Committee Members**

Co-Chair, Alderman John Persic, Jr.  
Alderman Steve Evans  
Alderman Kevin Kirwin

**Absent**

Co-Chair, Alderman Joe Van Duyne  
Alderman Kirby Hall

**City Officials**

Executive Secretary Joie Ziller

**The meeting of the Buildings, Grounds, Parks, Health & Safety Committee was called to order at 5:30 p.m. by Alderman Persic.**

**Previous Meeting Minutes – April 13, 2016**

The minutes were reviewed. **Alderman Kirwin made a motion and Alderman Evans seconded to accept April 13, 2016 Committee meeting minutes as written and have them placed on file.**

**Upon voice vote, THE MOTION CARRIED unanimously 3-0.**

**Old Business**

**1. Review/Approve Proposed City Hall Renovations**

Scott Anderly representing Healy, Bender & Associates, Inc. presented the Committee with their revised recommended construction budget for the proposed renovation work at City Hall. The estimated cost is \$67,364 and the work would consist of fixing/replacing the west entrance only.

**Action Taken: Alderman Kirwin made a motion and Alderman Evans seconded approve the revised renovation project at City Hall and bring it to City Council for full vote at the July 19, 2016 City Council meeting.**

**Upon voice vote, THE MOTION CARRIED unanimously 3-0.**

**2. Update – Old Wilmington Police Department**

Now that the building has been appraised the next step is for the Committee to decide what they want City Administration to do with the building. Attorney Urban presented a few options to the Committee. After some discussion the consensus was for Attorney Urban to draft an ordinance for the sale of the building to the highest bidder and bring the document to the July 19, 2016 City Council meeting for full vote.

**Review Budget Report**

The Committee reviewed the budget reports as presented.

**Other Business**

The Committee requested an update on the status of the Skate Park at the next meeting.

**Adjournment**

**With no further business before the Committee, Alderman Kirwin made a motion and it was seconded by Alderman Evans to adjourn. Upon voice vote, THE MOTION CARRIED unanimously and the meeting was adjourned at 5:50 p.m.**

Respectfully submitted,

Joie Ziller  
Executive Secretary

# *Hey and Associates, Inc.*

Engineering, Ecology and Landscape Architecture

*MILWAUKEE, WISCONSIN*

*26575 W. COMMERCE DRIVE, SUITE 601*

*VOLO, ILLINOIS 60073*

*PHONE (847) 740-0888*

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*CHICAGO, ILLINOIS*

April 26, 2016

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

Project No.: 16-0107

Re: Tree Inventory and Assessment Services  
Island Park  
Wilmington, Will County, Illinois

Dear Tony:

As requested we would be pleased to provide tree inventory and assessment services for the referenced project. We understand that Island Park experiences frequent and prolonged periods of flooding from the Kankakee River. This flooding can often have a negative impact on the trees of the island, among other features of the island. The City wishes to inventory this existing tree stock on the island, assess the problems and investigate ways to ameliorate flooding impacts. We propose to partner with Urban Forest Management, a respected regional expert in tree resources and management.

## **TASK 1: TREE INVENTORY, SURVEY AND ACTION PLAN**

We will tag trees and provide tree inventory data for the above referenced property. The tree inventory will be conducted by a certified arborist/forester. We will tag, size (diameter at breast height), identify species of trees, and provide a condition rating for all trees  $\geq 6$ " on the subject property. We will prepare a summary table presenting the findings of the tree inventory that corresponds to the tree tag numbers. Efforts will be made to minimize inventorying trees outside of the subject property and/or specific areas designated to not be inventoried. We will prepare an action plan to identify trees for short-term removal and/or pruning based on anticipated risk to the public. This assessment will identify specific trees and locations that need immediate attention, including emerald ash borer damage and other issues. This task includes a presentation to the City of our findings. We will complete the tree inventory, survey the tree locations, and prepare the inventory/survey data exhibit for a lump sum fee of \$7,000.

## **TASK 2: LONG TERM TREE MANAGEMENT AND REPLACEMENT PLAN**

We will develop a long term plan management plan for the wooded resources of Island Park that will include a recommended tree replacement action plan. We believe that this type of approach will be beneficial following the tree removals. The plan will also outline a schedule of more long-term recommended maintenance activities and other best management practices intended to promote and maintain the health of individual trees and contribute to a healthy and safe woodland community within the park. The action plan will be cognizant and consistent with other proposed park

improvements envisioned for Island Park. The plan will include a list of appropriate tree and shrub species in varying age classes, and to implement a long term stewardship program. We will complete this task for a lump sum \$3,000.

**TASK 3: MEETINGS**

It is anticipated that meetings with City staff maybe required during the course of the project. Any meetings not specifically outlined in the scope will be billed on a time and materials basis at the attached standard billing rates. We will confirm which staff is required for each meeting prior to attending.

**FEE SUMMARY**

<b>TASK</b>	<b>FEE</b>
Task 1: Tree Inventory, Survey and Action Plan	\$7,000 LS
Task 2: Long Term Tree Management Plan	\$3,000 LS
Task 3: Meetings	T&M
Reimbursable Expenses	\$500
<b>TOTAL</b>	<b>\$10,500</b>

LS=Lump Sum

T&M=Time and Materials

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, Vince Mosca at our Volo office.

\_\_\_\_\_  
 Hey and Associates, Inc.

\_\_\_\_\_  
 City of Wilmington

\_\_\_\_\_  
 Attest

\_\_\_\_\_  
 Attest

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

Please return the signed proposal in the return envelope provided.

**EXHIBIT A – ATTACHMENT  
STANDARD TERMS AND CONDITIONS**

Hey and Associates, Inc.

**COMPENSATION**

**Hourly Billing Rate**

<b>Principal</b>	\$175-195
<b>Engineering</b>	
Senior Civil Engineer	\$150
Civil Engineer I to V	\$90-135
Engineering Designer	\$90-125
Engineering Technician	\$80-95
<b>Ecological Services</b>	
<b>Wetlands and Ecology</b>	
Senior Project Scientist	\$140
Environmental Services Manager	\$115
Senior Water Resources Planner	\$95
Environmental Scientist I to III	\$70-90
<b>Native Landscape Restoration</b>	
Ecological Restoration Manager	\$115
Environmental Scientist I to III	\$70-90
Environmental Intern	\$40
<b>Landscape Architecture</b>	
Senior Landscape Architect	\$150
Landscape Architect	\$100 -125
Landscape Designer	\$80
<b>Erosion Control</b>	
Senior Erosion and Sediment Control Specialist	\$145
Soil Erosion and Sediment Control Specialist	\$75
<b>Surveying</b>	
Professional Land Surveyor	\$105
<b>Subsurface Drainage Services</b>	
Subsurface Drainage Services Manager	\$125
Engineering Technician	\$80-95
<b>Design Support</b>	
CAD Manager	\$95
CAD Technician	\$90
GIS Specialist	\$80
<b>Administration</b>	
Senior Administrator	\$100
Administrative Assistant	\$55
<b>Expert Testimony</b>	
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, 2016 through January 31, 2017 and shall be subject to modification on February 1, 2017.

**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:

<b>Liability</b>	<b>Limits of Liability</b>
Workers' Compensation and Employer's Liability	\$ 500,000 each incident
Comprehensive General Liability	\$ 2,000,000
Professional Liability	\$ 2,000,000
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.

# General Ledger

## B & G Exp vs Budget JUL16

User: kim  
 Printed: 08/05/2016 - 8:49  
 Periods: 03-03  
 Fiscal Year: 2017  
 JE Number: 000000

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



Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amt	Available	% Avail
6510	Maintenance - Equipment Exp	4,000.00	285.00	1,295.00	2,705.00	0.00	2,705.00	67.63
6530	Maintenance - Grnds/Bldg Exp	88,000.00	3,771.34	37,815.22	50,184.78	0.00	50,184.78	57.03
6531	Maint -Cleaning/Material's Exp	30,000.00	2,419.00	9,223.00	20,777.00	0.00	20,777.00	69.26
6670	Other Professional Services Ex	43,000.00	1,250.00	1,250.00	41,750.00	0.00	41,750.00	97.09
6715	Rental of Buildings/Space	1,400.00	0.00	230.00	1,170.00	0.00	1,170.00	83.57
6760	Telephone Services Exp	800.00	0.00	206.01	593.99	0.00	593.99	74.25
6810	Utilities Expense	10,000.00	65.89	1,192.31	8,807.69	0.00	8,807.69	88.08
6970	Oper Supplies and Tools Exp	4,000.00	232.70	946.83	3,053.17	0.00	3,053.17	76.33
7160	Misc	2,000.00	0.00	48.36	1,951.64	0.00	1,951.64	97.58
7320	Equipment Purchases Exp	2,000.00	499.95	499.95	1,500.05	0.00	1,500.05	75.00
Report Totals:		185,200.00	8,523.88	52,706.68	132,493.32	0.00	132,493.32	71.54