



**City of Wilmington**  
**Finance, Administration & Land Acquisition Committee**  
**Tuesday, June 21, 2016 at 6:00 p.m.**

**Location & Time**

Council Chamber  
Wilmington City Hall  
1165 S. Water Street  
6:00 p.m. 06/21/16

**Agenda**

1. Call to Order
2. Approval of the May 17, 2016 Meeting Minutes
3. Review Accounting Reports as Presented by City Accountant
4. New Business
  - a. Commissioner Review  Concept Plan of Annexation & Rezoning of Property Located on South Side of Stripmine Road, Property Owner Barney Castillo
  - b. Presentation by Schoppe Design Associates for Land Use Planning Professional Services
  - c. Review/Approve Bid Results for Demolition and Asbestos Abatement at the former Widow's Laundry Home and Award the Bid to Bechstein Construction Corporation, the Lowest Responsible Bidder, in the amount of \$24,074.00 as Recommended by True North Consultants, Inc.
  - d. Update  Old Police Department / Identifying Surplus Property
5. Adjournment

**Finance, Administration  
& Land Acquisition  
Committee Members**

Frank Studer, Co-Chair  
Fran Tutor, Co-Chair  
John Persic, Jr.  
Kevin Kirwin  
Larry Hall  
Kirby Hall  
Joe Van Duyne  
Steve Evans

**Committee:** Finance, Administration and Land Acquisition

**Date:** Tuesday May 17, 2016

**Time:** 6:00 p.m.

**Members**

**Present:** Aldermen L. Hall, Kirwin, K. Hall, Evans, Tutor, Persic and Studer

**Non-Members**

**Present:** Mayor Orr, City Clerk Judy Radosevich, City Administrator Tony Graff, City Accountant Kim Doglio

Alderman Studer called the Finance, Administration and Land Acquisition Committee Meeting to order at 6:00 pm

**Approve of the April 19, 2016 Meeting Minutes**

Alderman Evans made a motion and Alderman Persic seconded to approve the April 19, 2016 committee meeting minutes as written and have them placed on file, motion passed.

**Review Accounting Report as Presented by the City Accountant**

Kim Doglio the City Accountant reviewed the Check Register and noted that there is nothing to unusual. Fund 4 there is a check for the Waste Water Plant and in Fund 17 there is a check for Austin Tyler that will not be released until we receive our money for the EPA and in the Capitol Funds the check for Openlands.

**New Business:**

**a. Review/ Approve the First Amendment to Annexation with the City of Wilmington, Joliet Arsenal Development Authority and Prologis**

City Administrator Graff reviewed the amendment in length, noting that any new owner would have to build their own Water Tower if needed, Prologis will need to pay the \$400,000 and when any parcel is sold each owner will be responsible for roads, water, etc and all fee will apply.

**b. Review/ Approve Union Pacific Railroad Company Pipeline Crossing Agreement**

City Administrator Graff noted that is a legal document to be approved by City Council for the crossing by Forked Creek and that City Engineer Zemaitis has inspected it and there will be no impact.

**c. Review Project Highpoint Economic Development Incentive Agreement**

New Project Bravo coming in looking for a 50% utility rebate over 7 years, they are looking to bring about 50 - 60 new jobs to the area.

**d. Update – Proposed Water Rates**

After much discussion it was established that there would be a freeze for the Seniors and Disabled Persons, the general public would see a nominal increase on the Water Bill.

**e. Review of FY 2017 Budget**

Budget Hearing will be June 7, 2016 after it's published

Alderman Tutor made a motion and Alderman K. Hall seconded to adjourn the May 17, 2016 Finance, Administration & Land Acquisition Meeting at 6:52 p.m. motion passed

Respectfully Submitted,

Judith Radosevich  
City Clerk

# City of Wilmington

Check Register Meeting Date: June 21, 2016



Check#	Date	Vendor/Employee	Amount
<b>Fund</b>	<b>1</b>	<b>General Corporate Fund</b>	
17720	6/15/2016	WEX Bank	3,167.76
17721	6/15/2016	Will County Collector	48.36
0	6/16/2016	ICMA	675.00
0	6/16/2016	Payroll Sweep	80,271.46
0	6/16/2016	Paycor	493.29
0	6/16/2016	Misc Vendors	99.10
17722	6/21/2016	A Beep LLC	103.85
17723	6/21/2016	Adp Inc	39.60
17724	6/21/2016	Air Gas USA, LLC	47.61
17725	6/21/2016	Alarm Detection Systems, Inc.	484.98
17726	6/21/2016	Phillip Arnold	90.00
17727	6/21/2016	AT&T	57.00
17729	6/21/2016	Camz Communications, Inc.	705.00
17730	6/21/2016	Clark Baird Smith, LLC	2,843.75
17731	6/21/2016	ComEd	817.66
17732	6/21/2016	D'Orazio Ford	559.56
17733	6/21/2016	Kyle Davis	449.00
17734	6/21/2016	DTW Inc	333.75
17735	6/21/2016	Elens & Maichin Roofing	1,900.00
17736	6/21/2016	Fisher Auto Parts Inc	432.57
17737	6/21/2016	G W Communications	23.10
17738	6/21/2016	Hey & Associates, Inc.	750.00
17739	6/21/2016	DS Waters of America Hinckley Springs	110.06
17740	6/21/2016	Hinshaw & Culbertson LLP	1,562.22
17741	6/21/2016	HR Green, Inc.	555.00
17742	6/21/2016	ICMA	801.60
17743	6/21/2016	Jcm Uniforms	284.40
17744	6/21/2016	Konica Minolta	302.77
17745	6/21/2016	Marlin Business Bank	1,386.00
17746	6/21/2016	Menards Bradley	636.28
17747	6/21/2016	Municipal Electronics Inc	70.00
17748	6/21/2016	Orkin	1,008.69
17749	6/21/2016	Peckham Guyton Albers & Viets, In	12,590.88
17750	6/21/2016	Petty Cash Fund	207.91
17751	6/21/2016	Radio Shack	14.89
17752	6/21/2016	Ray O Herron Inc	144.62
17753	6/21/2016	Dennis Reavis	25.00
17754	6/21/2016	REM Management Services, Inc.	700.00
17755	6/21/2016	Robert E Hamilton Cons Eng	880.91



17756	6/21/2016	SSPRF/LESO	400.00
17757	6/21/2016	Allegra Coal City, TGRV, LLC	76.25
17758	6/21/2016	Transport Towing Inc	117.00
17759	6/21/2016	TransUnionsRisk&Alternative Data Solutions, Inc.	25.00
17760	6/21/2016	Travel Centers of America, LLC	573.48
17761	6/21/2016	Underground Pipe & Valve Co	338.48
17762	6/21/2016	United Communications Systems Inc	1,085.34
17763	6/21/2016	WESCOM	14,703.16
17764	6/21/2016	Whitmore Investments Inc	466.28
17765	6/21/2016	Will County Animal Control	100.00
17766	6/21/2016	Wilmington Downtown Merchants' Assoc	350.00
TOTAL:			<u>133,908.62</u>

**Fund 2 Water Operating M & R Fund**

9255	6/15/2016	WEX Bank	317.55
0	6/16/2016	Payroll Sweep	15,590.14
9256	6/21/2016	Alarm Detection Systems, Inc.	377.37
9258	6/21/2016	Brenntag Mid South	1,445.38
9259	6/21/2016	Certified Balance & Scale Corp	133.00
9260	6/21/2016	Comcast	102.85
9262	6/21/2016	DTW Inc	36.25
9264	6/21/2016	G W Communications	35.10
9265	6/21/2016	Nick Hanson	449.00
9266	6/21/2016	Illinois Rural Water Assoc	524.60
9267	6/21/2016	Jack Henry & Associates, Inc.	44.80
9271	6/21/2016	PDC Labs Inc	484.00
9272	6/21/2016	Petty Cash Fund	73.33
9273	6/21/2016	Radio Shack	15.58
9275	6/21/2016	United Communications Systems Inc	359.46
9276	6/21/2016	USA Blue Book	671.78
9277	6/21/2016	Waste Management Of Il SW	35,384.52
9278	6/21/2016	Whitmore Investments Inc	72.44
TOTAL:			<u>56,117.15</u>

**Fund 3 Sewer Capital Project Fund**

0	6/16/2016	Payroll Sweep	440.00
TOTAL:			<u>440.00</u>

**Fund 4 Sewer Operating M & R Fund**

9255	6/15/2016	WEX Bank	127.74
0	6/16/2016	Payroll Sweep	10,273.04
9256	6/21/2016	Alarm Detection Systems, Inc.	121.29
9257	6/21/2016	Arro Laboratories Inc	33.88
9259	6/21/2016	Certified Balance & Scale Corp	676.74
9261	6/21/2016	Docs Discount Drugs Ltd	30.88
9263	6/21/2016	Fisher Auto Parts Inc	131.81
9264	6/21/2016	G W Communications	50.00

9267	6/21/2016	Jack Henry & Associates, Inc.	44.81
9270	6/21/2016	Nicor	31.43
9274	6/21/2016	Underground Pipe & Valve Co	248.00
9275	6/21/2016	United Communications Systems Inc	270.62
9277	6/21/2016	Waste Management Of Il SW	2,594.91
9278	6/21/2016	Whitmore Investments Inc	90.20
TOTAL:			<u>14,725.35</u>

<b>Fund</b>	<b>7</b>	<b>ESDA Fund</b>	
17720	6/15/2016	WEX Bank	251.23
17728	6/21/2016	Berkot Foods	67.65
17736	6/21/2016	Fisher Auto Parts Inc	24.99
17750	6/21/2016	Petty Cash Fund	21.65
17762	6/21/2016	United Communications Systems Inc	387.61
17764	6/21/2016	Whitmore Investments Inc	102.09
TOTAL:			<u>855.22</u>

<b>Fund</b>	<b>17</b>	<b>Water Capital Project Fund</b>	
0	6/16/2016	Payroll Sweep	1,320.00
9268	6/21/2016	M.E. Simpson Co., Inc.	6,262.00
9269	6/21/2016	Midwest Meter Inc	5,946.53
TOTAL:			<u>13,528.53</u>
<b>GRAND TOTAL EXPENDITURES ALL FUNDS:</b>			<u><u>219,574.87</u></u>

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Larry Hall

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Kirby Hall

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Steve Evans

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John Persic, Jr.

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Kevin Kirwin

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Frank Studer

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Joe VanDuyne

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Fran Tutor

**Approved: June 21, 2016**

**City of Wilmington**  
**Collector's Report of Deposits Other Than Taxes**  
**For the Month Ended May 31, 2016**

**GENERAL CORPORATE**

BUSINESS REGISTRATION FEE	10.00
ECONOMIC DEVELOPMENT FEE	352.50
CONTRACTOR'S REGISTRATION FEE	1,400.00
OPERATING LICENSES - MISC	780.00
LIQUOR LICENSES	0.00
OTHER MISC. REIMBURSEMENTS	20,977.00
HEALTH INSURANCE REIMBURSEMENTS	4,790.66
OTHER MISC. INCOME	3,363.43
DEVELOPERS REIMBURSEMENTS	25,652.67

**BUILDING**

BUILDING PERMIT FEES	100,934.41
BUILDING PERMIT INSPECTION FEES	99,861.00
CITY ENGINEER SERVICES BLDG DEPT	0.00
CITY ENGINEER SERVICES P & Z	0.00
PLANNING & ZONING FEE	0.00

**POLICE**

CLERK OF CIRCUIT COURT FINES	0.00
ORDINANCE/MISC FINES	8,768.84
IMPOUNDMENT FINES	750.00
ANIMAL TAGS	10.00

**STREETS**

VEHICLE TAGS	639.00
GENERAL CORPORATE TOTAL	<u>268,289.51</u>

**WATER & SEWER**

WATER DIST SYSTEM TAP-ON FEES	0.00
WATER SYSTEM CAPACITY USER FEES	10,800.00
WATER METER PURCHASES	
SEWER SYSTEM CAPACITY USER FEES	44,640.00
SEWER COLLECTION SYSTEM FEES	
LATE FEES/PENALTIES	5,533.94
CITY ENGINEER SERVICES	
OTHER MISC. INCOME	1,988.03
OTHER REIMBURSEMENTS - W&S	1,493.44
UTILITY BILLING CASH RECEIPTS	256,432.89
WATER & SEWER TOTAL	<u>320,888.30</u>

**TOTAL MONTHLY RECEIPTS: \$589,177.81**



Land Use Petition
City of Wilmington, Illinois

RECEIVED
MAY 23 '16
CITY OF WILMINGTON

Petitioner: Barney Castillo
Address: 1101 W. Division
City: Braceville State: IL Zip: 60407
Phone No.: 815-739-1607 Fax No.: Email: Dmc1101@hotmail.com

- Petitioner is the owner of the subject property and is the signer of this petition
Petitioner is the contract purchaser of the subject property and has attached a copy of said contract to this petition
Petitioner is acting on behalf of the owner of the subject property and has attached a letter granting such authority signed by the owner

In the event the property is held in trust, a notarized letter from an authorized trust officer identifying the petitioner as an authorized individual acting on behalf of the beneficiaries and providing the name, address, and percentage of interest of each beneficiary is attached to this executed petition.

Subject Property

Location: 1 Block West of Railroad tracks on Strip mine Rd. South Side
Size of Property: 2.03 Acres (314' x 327') Tax Parcel No.: 03-17-35-100-003-0000

The following documents have been attached:

- Legal Description, List of Adjacent Property Owners, Preliminary Plat, Preliminary Plan, Impact Fee Form, Plat of Survey, Site Plan, Final Plat, Final Plan, Bank Trust Letter

Type of Action Requested

- Annexation, Annexation Agreement, Concept Plan, Preliminary Plat/Plan, Final Plat/Plan, Map Amendment, Conditional Use, Variance, Site Plan Review

I have submitted the required filing fee. I understand that the fee is non-refundable. The fee is determined according to the attached schedule of fees. \$ (initial here) \$ (fee)

Statement of Petition

Please provide a brief statement describing the proposal as it relates to the standards of petition accompanying this document (attach additional sheets if necessary).

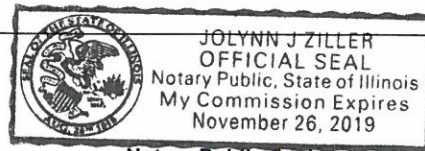
I am requesting the city of wilmington to annex my property and allow it to be rezoned to I-2. This is so I can have outside storage to park my equipment for my landscape company. This will include my 2 containers and pickups. See attached pages with pictures.

Number of Dwelling Units, Type of Units, Square Footage, Proposed Time Schedule for Development, Requested Variances

Authorization

I hereby affirm that I have full legal capacity to authorize the filing of this petition and that all the information and exhibits herewith submitted are true and correct to the best of my knowledge.

State of IL, 523-16, Barney Castillo, Signature of Petitioner



I, the undersigned, a notary public in and for the said county and state aforesaid, do hereby that is personally known to me to be the same person whose name is subscribed to the forgoing instrument, and that said person signed, sealed and delivered the above petition as a free and voluntary act, for the uses and purposes set forth.

Notary Signature: My Commission Expires: 11-26-2019

Given under my hand and notary seal this 23 day of May, A.D. 2016

RECEIVED

MAY 23 '16

CITY OF WILMINGTON

I have a piece of property on W Strip Mine Rd., Wilmington, about 1 block west of the railroad tracks and Davy Lane. I am asking if the City of Wilmington will annex this property and then re-zone it as I-2, Light Industrial.

I have a gravel parking area that I would like to use as outdoor storage to park my landscaping equipment and trucks on. It would also be used for the storage of some supplies. I provide residential landscape services and don't use this as a retail business.

I am in the process of putting a dirt berm, that will be at least 8 feet, across the face of the property to screen it from public view. The other sides cannot be seen by the public due to natural woods.

I would like to keep my 2 cargo containers for tool storage. They are placed on an elevated gravel base and have recently been painted a nice brown to blend in with the natural surroundings.

I have attached 2 pictures to show my gravel parking area and equipment as it looks and a picture of the containers on their elevated gravel base.

Thank you for considering this proposal.

Barney Castillo



Parking area for storage of landscape equipment, trucks, supplies



RECEIVED  
MAY 23 '18  
CITY OF WILMINGTON

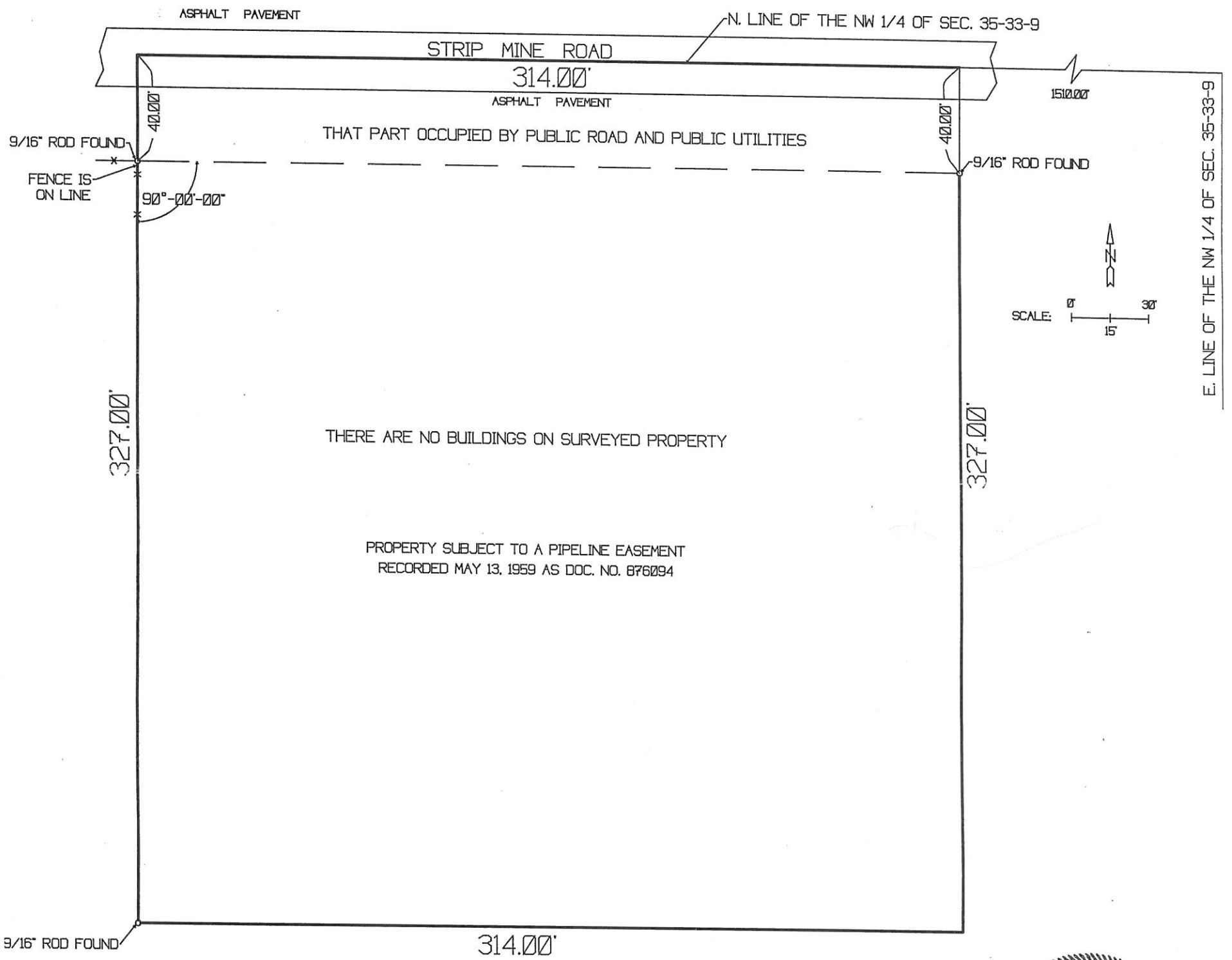
Painted containers on elevated gravel base

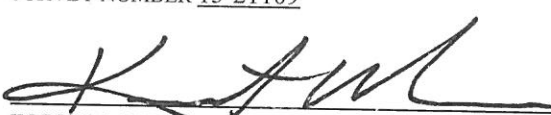


# PLAT OF SURVEY

THE NORTH 327 FEET ( MEASURED AT A RIGHT ANGLE FROM THE NORTH LINE OF SAID SECTION ) OF THE WEST 714 FEET ( EXCEPT THE EAST 400 FEET OF THE EAST 1824 FEET ) OF THE NORTHWEST 1/4 OF SECTION 35, TOWNSHIP 33 NORTH, RANGE 9 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN WILL COUNTY, ILLINOIS

W. STRIPMINE ROAD  
WILMINGTON, IL



<p><b>COMMUNITY SURVEY INC.</b> 68 N. CHICAGO STREET, SUITE 218 JOLIET, IL 60432</p> <p>(815) 722-9005 (815) 722-9019 - fax</p> <p>DESIGN FIRM NO. 184-002899 CHECK DEED OR GUARANTEE POLICY FOR BUILDING LINE OR EASEMENT RESTRICTIONS NOT SHOWN ON PLAT OF SURVEY. COMPARE POINTS BEFORE BUILDING.</p>	<p>WE, COMMUNITY SURVEY INC., DO HEREBY CERTIFY THAT WE HAVE SURVEYED FOR <b>JOHN TRYNER</b> UNDER MY HAND AND SEAL THIS 25TH DAY OF JUNE 2015.</p> <p>FIELD WORK 6/24/2015 THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY. SURVEY NUMBER 15-21109</p> <p> ILLINOIS LAND SURVEYOR NO. 3701 EXPIRES 11/30/2016</p>
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*DRAFT*

**Minutes to the City of Wilmington**  
**Planning and Zoning Commission Meeting**  
**Wilmington City Hall**  
**1165 South Water Street**  
**Thursday, June 2, 2016**

**Call to Order**

The June 2, 2016 meeting of the Wilmington Planning & Zoning Commission was called to order at 5:20 p.m. by Deputy City Clerk Joie Ziller in the Council Chambers of the Wilmington City Hall.

**Roll Call**

Upon Roll Call by the Clerk the following members answered Hereor Present

Commissioners C. Smith, Humphries Kulpa, Jones and Clennon<sup>(5:26 p.m.)</sup>

**Commissioners Absent**

Tryner

**Quorum**

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

**Other Officials in Attendance**

Also in attendance were the City Administrator Tony Graff, City Engineer Colby Zemaitis and Deputy City Clerk Joie Ziller

**Elect Pro-Tem Chairman**

Commissioner C. Smith made a motion and Commissioner Jones seconded to elect Commissioner Bryan Humphries as Chairman of tonight meeting.

Upon roll call, the vote was:

**AYES:**     4   C. Smith, Jones, Kulpa, Humphries

**NAYS:**     0

The motion carried.

**Approval of Minutes**

Commissioner C. Smith made a motion and Commissioner Humphries seconded to approve the March 31, 2016 & Zoning meeting minutes as written and have them placed on file.

Upon roll call, the vote was:

**AYES:**     3   Humphries, Jones, Kulpa

**NAYS:**     0

**ABSTAIN:** 1   C. Smith

The motion carried.



## *DRAFT*

\*Commissioner Clennon arrived at the meeting at 5:26 p.m.

### **Commissioners Review of Concept Plan of Annexation & Rezoning of Property Located on South Side on the South Side of Stripmine Road, Property Owner Barney**

City Administrator Graff introduced Barney Castillo of Castillo Landscaping to the Commission. Mr. Castillo explained to the Commission that he would like to annex his property, approximately 2.3 acres located on the south side of Stripmine Road into the City's Corporate limits, along with re-zoning the property to I2-Light Industrial. Mr. Castillo informed the Commission that he cannot use the property for outside storage under its current Will County zoning. The Will County Land Use Department suggested that he annex the land to the City of Wilmington. He currently stores his company vehicles, trailers, materials and equipment inside two cargo containers. Mr. Castillo stated that there will be no retail activities from the storage yard. Customers do not come there to purchase anything and expects that occasionally some pallets of pavers that are surplus from a job might be stored there. Mr. Castillo has already built a berm across the front of the property that screens the view from Stripmine Road which he has future plans to landscape to blend in with the adjacent natural, agricultural and residential properties. Commissioner Jones pointed out that the City's comprehensive plan anticipates that the Stripmine Road corridor would be commercial, and questioned the proposed light industrial zoning. City Administrator explained that in the annexation process the city would outline the terms and conditions under which the property could be used and I2-Light Industrial zoning allows outside storage yards, and the Commission will have an opportunity to recommend restrictions to the City Council, such as keeping the containers painted and use of road-certified, dust-free slag instead of gravel as well as a need for security lighting and a gate to control access. Mr. Castillo also explained to the Commission that he plans to level out the slope of the drive to ensure safety of the vehicles pulling in and out, and eventually pave the apron. The Commission had no objections to the conceptual plan.

### **Other Pertinent Information**


City Administrator Graff provided an update on the progress RidgePort Logistics Center. Under the new financial backing of Elion Partners, the master plan is being updated for a more efficient use of the footprint, including food processing, rail-serve sites and expanded commercial areas. Adair has also agreed to fund a \$60,000 hotel study, and two hotels are interested in the site. The Lardi property on Kavanaugh Road has been purchased, and two more are under contract. The 1 million square foot spec building, Building B, is fully leased, and the two companies that will be using it will be announced in a couple of weeks. The 1.7 million square foot Michelin complex is already working on a 330,000 square-foot addition, one year ahead of schedule. They have had some issues with parking with temporary workers on site, and the addition will trigger development of another lot. The Petro stopping center is bringing in another refrigeration unit, because the Charley's cannot keep enough beef in stock. Batory Foods announced that its RidgePort facility will be its flagship distribution center. The company has options on more property. A new tenant, a food processing company, has been found for the abandoned transload facility—a real estate transaction is pending, the company is owned by an entrepreneur who is way ahead of his time in organic foods. The company, which operates internationally, has already signed agreements with several area farmers. The logistics center has a little over 3 million square feet built or under construction with anticipation of another 4 million will be developed within the next 18 months.

*DRAFT*

**Adjournment**

Motion to adjourn the meeting made by Commissioner C. Smith and seconded by Commissioner Clennon. Upon voice vote, the motion carried. The Wilmington Planning & Zoning meeting held on June 2, 2016 adjourned at 6:02 p.m.

Respectfully submitted,



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Joie Ziller  
Executive Secretary



*Schoppe Design Associates, Inc.*  
LAND PLANNING & LANDSCAPE ARCHITECTURE

# City of Wilmington

## Municipal Land Planning and Zoning Consulting Services Proposal

June 16, 2016





*Schoppe Design Associates, Inc.*  
LAND PLANNING & LANDSCAPE ARCHITECTURE

June 16, 2016

Mr. Tony Graff, ICMA-CM  
City Administrator  
City of Wilmington  
1165 S. Water Street  
Wilmington, Illinois 60481

Re: Municipal Planning and Zoning Consulting Services

Dear Mr. Graff:

Thank you for the invitation to submit this proposal to provide land planning and zoning consulting services for the City of Wilmington, Illinois. We are excited about the opportunity to utilize our extensive planning and government services expertise within the Will County region.

As a local southwest suburban firm with extensive public and private sector experience, both locally and regionally, Schoppe Design Associates (SDA) is uniquely qualified to provide superior planning and zoning consulting services to the City of Wilmington. Our well qualified staff offers over 60 years of combined government planning and development expertise.

SDA is an award winning planning, government services and landscape architectural design firm located in Oswego, Illinois. Since 1998, SDA has been involved with planning, design and consulting for a wide variety of development and consulting projects for both public and private sector clients throughout northern Illinois. The firm's staff of government services professionals and planners is known and recognized for being able to develop creative yet practical solutions which meet clients' project and/or development objectives. SDA boasts a diverse portfolio of municipal planning, government services consulting, land development planning, and recreation planning and design. All of these skills are applicable to the successful review and assistance that would be provided to City of Wilmington staff, appointed and elected officials for its planning and zoning decisions.

The two key SDA staff who will be dedicated to this project are Mike Schoppe, President/Principal, and Carrie Hansen, Director of Planning and Government Services. Both have extensive government planning and consulting experience that will be beneficial to providing effective consulting services to Wilmington.

Mike Schoppe has designed and provided creative team leadership and project management skills for numerous public and private projects over his 30+ year career. These services have included serving as the city planning consultant for the United City of Yorkville from 2000-2007 which included site plan and zoning review of over 250 cases, zoning and landscape ordinance updates, and long range park planning and design for over 20 City parks. He also provided plan review and consulting services for the Village of Montgomery, and has prepared site design plans for numerous public building projects in the City of Aurora. In addition, he has provided design and consulting services for more than 200 development and construction projects in northern Illinois ranging in size from 1 acre to 1,200 acres.



*Schoppe Design Associates, Inc.*

LAND PLANNING & LANDSCAPE ARCHITECTURE

Carrie Hansen brings over 25 years of proven experience in land use planning and zoning, transportation planning, municipal government, real estate development, and community relations and public outreach. Her extensive knowledge of both the public and private sectors coupled with established relationships with policy makers, resource agency personnel, stakeholders and elected officials offers unparalleled expertise to her clients. She is a former Village Administrator and Community Development Director for the Village of Oswego, has served in multiple planning and director capacities for the City of Naperville and the Village of New Lenox, and was Director of Planning and Entitlement for a major Chicago area homebuilder. She has provided municipal consulting services, most recently as the Interim Village Administrator for the Village of Oswego, has prepared award-winning comprehensive land use plans, and served on various intergovernmental boards/councils in the Kendall and Kane County region, including Kane/Kendall Council of Mayors Transportation Committee, Kendall County Mayors and Managers, Metro West Council of Government, and the Oswego Economic Development Corporation. She has also represented client interests before a range of government agencies including local/municipal, County and State levels.

In her employment capacity prior to joining SDA, Carrie was a Senior Project Manager for a public outreach and communications firm specializing in major transportation studies for various Counties, municipalities and IDOT District offices in northern Illinois, including the I-80 Will County and Illiana Expressway Phase I engineering studies. Her responsibilities included the planning, preparation and facilitation of close to 60 stakeholder group meetings and workshops, as well as approximately 30 public meetings and hearings.

Both Mike and Carrie's backgrounds have involved the development and implementation of proactive approaches to project management and review, including both staff and petitioners/applicants in the process in order to efficiently manage projects and requests. Both Mike and Carrie are recognized for their professionalism and integrity, and the ability to work effectively, honestly, and fairly with petitioners, the public, and government officials. Their planning and zoning knowledge coupled with their superior communication skills will provide unmatched service to the City of Wilmington.

Carrie Hansen will serve as the primary project contact, with Mike Schoppe serving in her absence. Both are based out of SDA's 126 S. Main Street, Oswego office.

SDA's fundamental mission is to provide a timeless and enduring environment that represents conservation of our resources and conveys a distinct sense of community pride. We would be honored to be given the opportunity to implement this mission and vision on behalf and for the benefit of the City of Wilmington.

Sincerely,

A handwritten signature in black ink, appearing to read "Mike Schoppe", written in a cursive style.

Mike Schoppe  
President/Principal





*Schoppe Design Associates, Inc.*  
LAND PLANNING & LANDSCAPE ARCHITECTURE

## Company Profile

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**Schoppe Design Associates, Inc. (SDA)** is an award winning planning, government services and landscape architectural design firm located in Oswego, Illinois. Since 1998, SDA has been involved with planning, design and consulting for a wide variety of development projects for both private and public sector clients throughout northern Illinois. Our goal is to create planning and design solutions which will benefit the community's well being as a whole and which shows a sensitivity and sustainability to our ecological systems. Our staff of government services professionals, planners, landscape architects, and technical support team is known for being able to develop creative yet practical solutions which meet our clients' project and/or development objectives. We have continually dedicated resources for staff training and updating of our technology resources in order to provide the best service possible.

SDA boasts a diverse portfolio of municipal planning and government services consulting, recreation planning and design, open space preservation and enhancement, master planning of high profile communities, and streetscape design. We will provide a proven team approach to formulate very creative design solutions and can also provide detailed construction documents, bidding services, and construction phase services. In addition to having served as the municipal planning consultant for the United City of Yorkville and the Village of Montgomery, SDA has also prepared plans for numerous institutional and public buildings including Aurora Police Headquarters, Montgomery Police Station, Aurora Public Library, Oswego Library, Glenview Library, and Montgomery Village Hall.

Our fundamental mission is to work together with you and the public to provide a timeless and enduring environment that represents conservation of our resources and conveys a distinct sense of community pride.



Schoppe Design Associates, Inc.  
LAND PLANNING & LANDSCAPE ARCHITECTURE

## Services Provided

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- **Cities and Communities:** Municipal planning and government consulting services including management/administration and public outreach/community engagement, neighborhood and community plans, streetscapes, civic spaces, mixed use developments, bicycle and multi-use trail plans
- **Parks and Recreation:** Comprehensive park and open space plans, athletic field facilities and sports venues, urban parks, plazas and fountains, open space, conservation and natural areas, greenways and trails, waterfront parks, special use facilities, regional, community and neighborhood parks and playgrounds, spray parks, grant writing and exhibits
- **Waterfronts:** Mixed-use development, promenades, greenways and trails, waterfront parks, water-based recreation facilities and parking, grant writing and exhibits
- **Commercial/Industrial Development:** Public sector review and private development consulting regarding site selection, environmental evaluation, site capacity studies, master planning, site design, parking analysis, preliminary plans and plats, wetland delineation/mitigation/permits
- **Institutional/Educational Campuses:** Master planning, site planning and design, natural resources planning and sustainable design
- **Housing and Specialty Property Development:** Golf and lifestyle communities, mixed-use developments, conservation-focused developments, waterfronts, site selection, site theming, site capacity studies, master planning, preliminary plan and plats
- **Wetland and Natural Features Inventory:** Wetland delineation/mitigation/permits, streetscape planning and design, tree preservation plans
- **Natural Resources and Sustainable Design:** LEED, low impact/sustainable design, natural features inventory, wetland delineation/mitigation/permits, habitat restoration, storm water/NPDES Phase II BMP's
- **Expert Testimony:** Zoning and land use, construction-related, liability, personal injury



Schoppe Design Associates, Inc.  
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# Resume

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**Michael A. Schoppe**  
President/Principal

As president of Schoppe Design Associates, In., Mike has designed and provided creative team leadership and project management skills for numerous public and private projects over his 30 year career. These services have included serving as the municipal and park planning consultant for the United City of Yorkville from 2000-2007 which included the update of the City's Comprehensive Land Use Plan in 2002 and the preparation of the City's Park and Recreation Master Plan in 2003, providing plan review and consulting services for the Village of Montgomery, and the preparation of multiple riverfront, civic park, and public building projects in the City of Aurora and other northern Illinois communities. In addition, he has provided design and consulting services for more than 200 residential and commercial/industrial development and construction projects in northern Illinois ranging in size from 1 acre to 1,200 acres. With his expertise in conservation design principals, he has provided training to municipal and conservation organizations to promote and educate them on these principals. Mike is a registered landscape architect with a degree from Iowa State University, and is active in numerous professional and civic organizations including the Oswego YMCA, the Oswego Rotary, and the Oswego Chamber of Commerce.

## Education

- Bachelor of Science, Landscape Architecture, Iowa State University

## Associations and Memberships

- American Planning Association
- American Society of Landscape Architects
- Northern Illinois Homebuilders Association
- Past Chairman - Oswego Economic Development Corporation Board of Directors

## Community Involvement

- Oswego Rotary
- Past Chairman - Oswego Family YMCA
- Oswego Chamber of Commerce





Schoppe Design Associates, Inc.  
LAND PLANNING & LANDSCAPE ARCHITECTURE

## Resume

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### *Carrie Hansen, Director of Planning and Government Services*

Carrie brings over 25 years of proven experience in land use and transportation planning, municipal government, real estate development, and community relations and public outreach. Her widespread knowledge of both the public and private sectors and established positive relationships offer unparalleled expertise to clients. Carrie's extensive public and private sector background includes:

#### **Public Sector:**

- *Interim Village Administrator, Village of Oswego*  
*May, 2015 to October, 2015*
  - Hired as a government services consultant to provide interim management services as the community transitioned to a new administration
- *Village Administrator, Village of Oswego*  
*2001-2005*
  - Promoted to position internally to serve as administrative head of the municipal government, responsible for the efficient day-to-day operations of all departments and 100 employees for rapidly growing community of 30,000
  - Served as Village representative on all regional intergovernmental boards/councils, including Kane County Council of Mayors Transportation Committee, Kendall County Mayors and Managers, Metro West Council of Government, and Oswego Economic Development Corporation (OEDC) Board of Directors
  - Successfully negotiated service contracts and franchise agreements with municipal providers such as waste and recycling collection, and Com Ed, and boundary agreements with four adjacent municipalities
  - Worked in partnership with the OEDC to successfully attract and retain local and regional businesses, including the detailed negotiations of annexation and incentive agreements
- *Community Development Director, Village of Oswego*  
*1999-2001*
  - Hired as Village's first full-time in-house planner responsible for oversight of all current and long-range planning efforts during time of explosive growth
  - Worked proactively with petitioners to efficiently process projects with newly implemented development application procedures, including both internal departmental and external taxing agency review of petitions
  - Completed update to Village's Comprehensive Land Use Plan
- *Planning and Development Administrator, Village of New Lenox*  
*1992-1999*
  - Oversaw all current and long-range planning efforts for rapidly expanding suburb



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- *Senior Planner and Planner, City of Naperville*  
1986-1991
  - Oversaw long range planning activities for what was at the time the fastest growing community in the Chicago region
  - Provided project management and review of current development proposals

#### Private Sector:

- *Director of Planning and Government Services, Schoppe Design Associates*  
11/2013–present
  - Oversee project management and design of municipal/local government, planning and land development projects
- *Director of Planning and Government Relations, Images, Inc.*  
2009-2013
  - Responsible for government coordination and communication for public involvement and outreach firm, specializing in large-scale State and County transportation projects, as well as overseeing the firm's long-range planning consulting services
- *Director of Planning and Entitlement, Wiseman-Hughes Enterprises, Inc.*  
2005-2009
  - Coordinated local government planning and approval processes for top-ten Chicago area homebuilder
- *Assistant Project Manager, Mid-America Real Estate*  
1991-1992
  - Responsible for day-to-day oversight of large residential subdivisions

Carrie's work has included the provision of municipal consulting services, the preparation of award-winning comprehensive land use plans, and the negotiation of numerous municipal boundary, shared services and utility franchise agreements. She has also served on various intergovernmental boards/councils, and represented client interests before a range of government agencies including State, County and municipal levels.

#### Education

- *Elmhurst College, Bachelor of Arts*
  - Majors in Urban Studies and Geography
  - Minors in Political Science and Music



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### Community Involvement

- *Member, Naperville Planning & Zoning Commission  
November, 2014-present*
- *Member, Oswego Chamber of Commerce Board of Directors  
May, 2014-present*



Schoppe Design Associates, Inc.  
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# Park and Recreation Master Plan

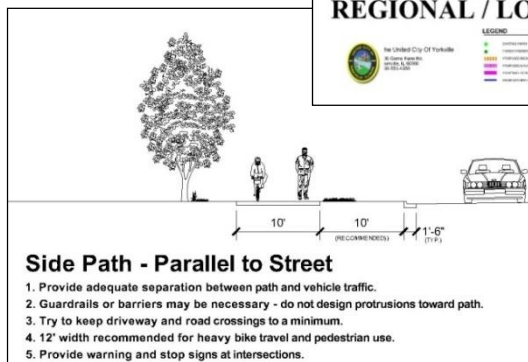
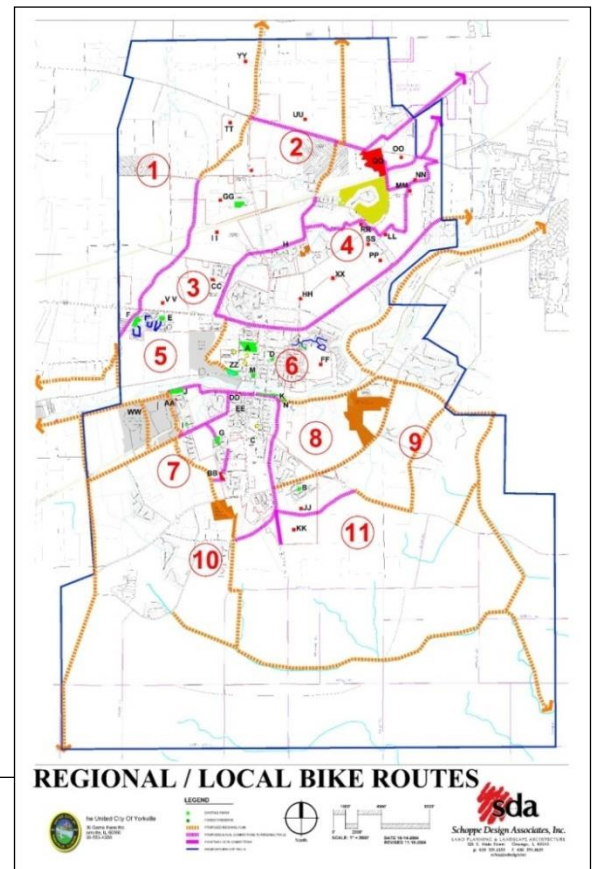
## Park and Recreation Master Plan Yorkville, Illinois

**Client:**  
United City of Yorkville

- Services:**
- Park System Analysis
  - Bicycle and Pedestrian Planning
  - Existing Facility Inventory

In need of a planning tool for future development of the City's growing park system, the City of Yorkville commissioned SDA to prepare a Park and Recreation Master Plan for the City's existing and future recreation facilities.

An important component of the plan was the bicycle and pedestrian planning component. This included mapping of future regional and local bike routes which was prepared in cooperation with Kendall County and surrounding communities. Trail standards and guidelines were also prepared which collectively allowed for sound planning decisions to be made as land development projects were approved.



**References:**  
Mr. Scott Sleezer  
Superintendent of Parks Dpt.  
United City of Yorkville  
800 Game Farm Road  
Yorkville, IL 60560  
(630) 553-4358





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# Bicentennial Riverfront Park

## Bicentennial Riverfront Park Yorkville, Illinois

### Client:

United City of Yorkville  
Yorkville, Illinois

### Services:

- Park Master Plan

### Project Summary:

- Master Plan of Park, Civic multi-use space
- Canoe/boat launch
- Parking
- Canoe chute overlook
- Pedestrian bridge to island
- Status: Master Plan Complete



Riverfront Island

### References:

Mr. Scott Slezzer  
Superintendent of Parks Dpt.  
United City of Yorkville  
800 Game Farm Road  
Yorkville, IL 60560  
(630) 553-4358

Along the south bank of the Fox River, SDA planned this twenty acre community and regional recreation facility for the City of Yorkville, along with the Illinois Department of Natural Resources, and their structural/hydrologic engineer through the Office of Water Resources. The facility includes a 1,110 foot long canoe and kayak chute, denil fish ladder, parking facilities, native plantings, a boardwalk and pedestrian bridge. Additional future improvements



*Dawn over the pedestrian bridge to the island*

will include new playground, trails, fishing pier, boat launch, canoe beach, port-o-let shelter, rinse-off shower, civic lawn, and memorial area, funded with the assistance of a 2013 IDNR OSLAD grant.

The highlights associated with the Riverfront Park Master Plan include the cooperation of four professional consultants and agencies including a whitewater recreation planner, civil and hydrologic engineer, landscape architect, and the Illinois Department of Natural Resources.

The Riverfront Park is located along a proposed regional bike trail, part of the Fox River and Blackberry Creek Trail system.



Riverfront Master Plan



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# Eola Road Community Center

## Eola Road Community Center Aurora, Illinois

### Client:

Fox Valley Park District

### Services:

- Conceptual Design
- Construction Documents
- Construction Phase Services
- ADA Compliant Playground

### Project Summary:

- Size: 18 acres
- Construction Cost: \$625,000
- Status: Construction complete



The entry plaza designs for this community center and community park include detailed paver patterns, raised planters, handicap ramps, flag court and sidewalks. The entrance railings were designed to match the architectural detailing of the iron work on the roof of the building.

SDA designed the parking lots to provide better circulation and capacity including signage and buffer plantings along Eola Road with careful attention to the preservation of existing trees.

Included in the detailed construction documentation were the playground, two lighted softball fields, bike paths and grading plans.



The formal garden creates a striking entrance to the community center with its sea of ornamental grasses.



### References:

Mr. Jeff Palmquist  
Fox Valley Park District  
712 South River Street  
Aurora, IL 60507  
(630) 897-0516





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# Rotary Park

## Rotary Park

Yorkville, Illinois

### Client:

United City of Yorkville

### Services:

- Park Master Plan
- Conceptual Design
- Construction Documents
- Construction Phase Services
- ADA Compliant Playground

### Project Summary:

- Size: 11 acres
- Construction Cost: \$700,000
- Status: Construction complete



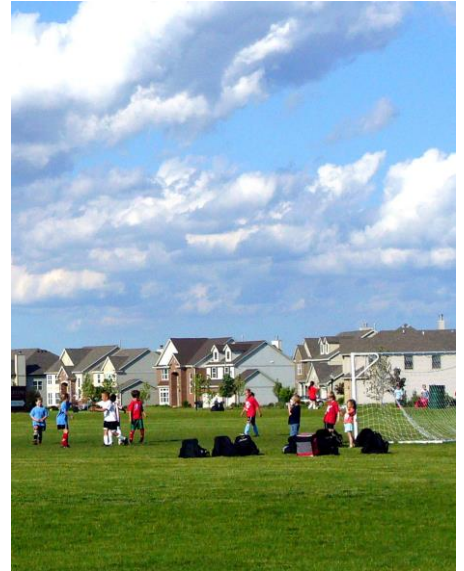
### References:

Mr. Scott Sleezer  
Superintendent of Parks Dpt.  
United City of Yorkville  
800 Game Farm Road  
Yorkville, IL 60560  
(630) 553-4358

Located in a premier residential subdivision, this community park's design theme boasts high adventure and nature for all ages.

The handicap accessible active playground features lily pad steppers, a climbing wall, cable ride, swings and teeter totter to attract young adventurers. This park also has a mini skate park area, baseball field and soccer fields.

Supporting the active play areas are the integrated bike trail system, parking lot, drainage and lighting improvements.



SDA's detailed construction documents and on-site construction observations insured the final product met the expectations of the City and the community.





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# Aurora Police Headquarters and Branch Court Facility

## Aurora Police Headquarters Aurora, Illinois

### Client:

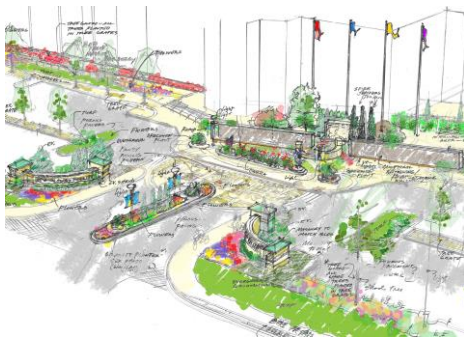
McClaren, Wilson & Lawrie, Inc.  
City of Aurora

### Features:

- Permeable Pavers
- Parking Lot
- Walkway System
- Native Plantings
- Entry Plaza
- Officers' Memorial
- Site Furniture
- Site Lighting

### Project Summary:

Acreage: 23 acres  
Budget: \$2,800,000  
Status: Complete



Entry Concept

### References:

Mr. Jim McClaren  
McClaren, Wilson & Lawrie, Inc.  
8705 N. Central Avenue  
Phoenix, AZ 85020  
(602) 331-4141

Barbara Kattermann  
City of Aurora  
65 Water Street  
Aurora, IL 60505  
(630) 256-3101

The Aurora Police Headquarters' LEED Gold certified, 23 acre campus, has been designed to improve environmental performance and ensure the health and safety of the users.



Memorial Plaza

SDA worked closely with the MWL team to develop the landscape master plan for creativity, safety, security, sustainability and year round interest. The design of entry plazas and careful attention to materials has created a united feel to the site.

Using concrete, bricks, granite, water and site furnishings, SDA designed a series of spaces accentuated by the use of pavers and bold sweeps of plantings that complement the striking, horizontal lines of the architecture.

SDA incorporated permeable pavers, bioswales, and native plantings into the parking lots to filter overland flow. Also included is a prairie overlook and bike path system, to provide an opportunity for children to learn more about natural systems and rainwater use.



Aurora Police Headquarters





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# Glenview Public Library

**Glenview Library**  
Glenview, Illinois

**Client:**  
Dewberry

- Features:**
- Permeable Pavers
  - Downtown Streetscape
  - Green Roofs
  - Site Furnishings
  - Water Efficient Plantings

**Project Summary:**

Acreage:	2.5 acres
Construction Cost:	\$250,000
Status:	Complete



*Permeable Paver Plaza*

**References:**  
Mr. Doug Pfeiffer  
Dewberry  
25 S. Grove Ave.  
Suite 500  
Elgin, IL 60120  
(847) 841-0596

As a catalyst for a series of redevelopment projects in downtown Glenview, SDA worked in close collaboration with PSA Dewberry architects to prepare the landscape and streetscape plans on this \$26 million urban infill project. Taking cues from local landmarks and the architectural details of the building, SDA created unique plazas and streetscape presentations that serve as the main entry to the library. The landscape not only enhances the new building but also serves to provide safe spaces for patrons to enjoy. SDA designed the streetscape to seamlessly blend with the library landscape, incorporating an outdoor reading room, permeable paver plaza, and stylized site furnishings to match both materials on the building and in the adjacent park.



*Green Roof*

Along with permeable pavers throughout the entry plaza and reading gardens of the library, this LEED driven project uses a mix of both native and ornamental plantings around the entire building, with one of the planting beds serving as a rain garden. In addition to sustainable design solutions at ground level, SDA designed both intensive and extensive green roofs for the second floor of the building, one of which serves as an outdoor seating and entertainment space, the other a viewing area for administrative offices and library patrons.



*Entry Plantings*



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## Additional Project Experience

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In her previous employment capacity, Carrie Hansen has served as Senior Project Manager for the public outreach efforts on a large number of public sector projects, for a variety of clients. This work included the identification of stakeholders, the preparation of public outreach plans, website development and oversight of social media elements, planning, preparation and facilitation of all stakeholder advisory group meetings and public open houses/hearings, management of media communication including press conference coordination and the development of project FAQ's for consistent messaging, preparation and distribution of project newsletters, and the development of power point presentations, meeting notices and press releases. She oversaw both the day-to-day and long term project needs, and served as the main point of client contact.

### Client: Illinois Department of Transportation

#### Phase I Engineering Studies – District 1, Schaumburg:

1. I-80/Will County: 16 mile study from Minooka to New Lenox  
Potential widening and managed lanes project involving 5 municipalities and 2 counties
2. I-290/Cook County: 10 mile study from Hillside to Chicago  
Potential capacity improvement in heavily developed, politically challenging region involving 8 municipalities including the City of Chicago, and Cook County
3. IL Route 47/Woodstock: 4.5 mile study from U.S. Route 14 to Charles Road  
Potential widening and access control project with possible roundabout solutions; McHenry County Government Center located in study area
4. IL 131 Green Bay Road: 7.5 mile study from Sunset Avenue north to Wisconsin State Line  
Potential capacity improvement involving 5 municipalities and the F.A.A. representing the Waukegan Airport
5. U.S. Route 30 Sugar Grove: 2.6 mile study from IL Route 47 to Dugan Road  
Fast-tracked study with coordinated parts to enable the construction of the improvements in time for an upcoming international golf event
6. 95<sup>th</sup> Street/Stony Island: intersection improvement in City of Chicago  
Intersection improvement study in an economically challenged area on the south side of Chicago, involving multiple railroads and deteriorating infrastructure

#### Phase I Engineering Studies – District 2, Dixon:

1. IL Route 2/Rockford: 2.0 mile study from Auburn Street to Riverside Blvd.  
Potential capacity and operations improvement in a heavily developed area with a constrained narrow existing right-of-way
2. U.S. 52/IL 64 Over the Mississippi River: bridge replacement between Savanna, IL and Sabula, Iowa  
Replacement of existing two-lane, capacity-deficient bridge over the Mississippi River; closest crossing is 20 miles

#### Phase I Engineering Studies – District 3, Ottawa:

1. IL Route 47/Yorkville: 4.2 mile study from IL Route 71 to Caton Farm Road  
Potential capacity improvement to match other IL Route 47 improvements in high growth region of Kendall County
2. IL Route 78/Utica: replacement of bridge over the Illinois River  
Replacement of existing two-lane bridge serving a high tourist area near Starved Rock State Park

**Client: Lake County, Illinois, Division of Transportation**

1. Rollins Road-IL Route 83/Round Lake Beach: intersection improvement  
Phase I, II and III outreach coordination for improvement to create grade separated intersection from CN Railroad and other local roads
2. Aptakisic Road/Long Grove and Buffalo Grove: 1.2 mile Phase I Engineering Study from IL Route 83 to Buffalo Grove Road  
Potential capacity improvement for last section of roadway to be widened; located in two communities with differing goals and competing interests
3. U.S. Route 45/Millburn By-Pass: Phase I Engineering Study from IL Route 132 to IL Route 173  
Politically charged by-pass project in vicinity of Millburn Historic District; added to engineering team at the request of Lake County near the end of the Phase I study to assist with public outreach strategy and messaging

**Client: Kane County, Illinois, Division of Transportation**

1. Montgomery Road/Montgomery and Aurora: 3.1 mile Phase I Engineering Study from IL Route 25 to Hill Avenue  
Potential capacity improvement and access control in heavily developed area with multiple diverse land uses and constrained right-of-way



Schoppe Design Associates, Inc.  
LAND PLANNING & LANDSCAPE ARCHITECTURE

## Key Staff - Fees

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KEY ASSIGNED STAFF - SCHOPPE DESIGN ASSOCIATES  
Mike Schoppe and Carrie Hansen

### HOURLY RATE FOR KEY ASSIGNED STAFF

The hourly rate proposed for both key staff persons shall be \$175/hour

If additional work is required not involving the key staff persons, those hourly rates shall be:

Design Services: \$150/hour

Technical Support: \$110/hour

Should the City of Wilmington require additional project specific work outside the scope of normal and customary land planning and zoning consulting services, a separate proposal will be prepared for City review and approval prior to the commencement of said work.



Schoppe Design Associates, Inc.  
LAND PLANNING & LANDSCAPE ARCHITECTURE

# Organizational Chart



## Contact Information

Schoppe Design Associates, Inc.  
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[www.schoppedesign.net](http://www.schoppedesign.net)

Mike Schoppe  
President

Phone: 1-630-551-3355 ext 102  
Email: [mike@schoppedesign.net](mailto:mike@schoppedesign.net)

Carrie Hansen  
Director of Planning &  
Government Services

Phone: 1-630-551-3355 ext 107  
Email: [carrie@schoppedesign.net](mailto:carrie@schoppedesign.net)

Support Staff



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**Mike Schoppe**  
President

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Director of Planning  
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[carrie@schoppedesign.net](mailto:carrie@schoppedesign.net)

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December 11, 2015

Mr. Colby Zemaitis, P.E.  
City Engineer  
City of Wilmington  
1165 South Water Street  
Wilmington, Illinois

**RE: Contractor Recommendation for  
Demolition and Asbestos Abatement Activities at  
Former Widows Laundry Home**

Mr. Zemaitis:

As you are aware, the City of Wilmington (City) advertised within the Free Press Advocate newspaper for demolition and asbestos abatement activities of the Former Widows Laundry Home. As a result of the publically advertised call for bids, a total of eight (8) contractors attended the mandatory pre-bid meeting on November 24, 2015.

A total of two (2) bids were returned to the City by the identified bid submittal deadline for evaluation on the bid opening date of December 11, 2015. The apparent low bidder based on the total base bid and the provided alternate bid costs is Bechstein Construction Corporation. A bid tabulation has been provided documenting the bid results for all submitting Contractors. The Contractor appears to have met the requirements of the bid specification. In addition, a post-bid conference call was held on December 11, 2015 to review the scope of work with the apparent low bidder and confirm that all facets of the work was included within their bid.

True North Consultants, Inc. finds no reason to reject the apparent low bidder's bid and therefore recommends that the City award the base bid items for a total of \$22,274.00 and potentially the alternate bid item if deemed necessary by the City. The total bid award inclusive of the base bid and the alternate is \$24,074.00.

If you should have any questions regarding this recommendation, please do not hesitate to contact our office at (630) 717-2880.

Regards,  
**TRUE NORTH CONSULTANTS, INC.**



Sean P. Brady, P.E.  
Project Manager

