

**CITY OF WASHINGTON  
COMMITTEE OF THE WHOLE  
MONDAY, AUGUST 8, 2016  
6:30 P.M.**

**LIBRARY MEETING ROOM  
380 N. WILMOR ROAD**

**AGENDA**

- 1. ALDERMAN WISHING TO BE HEARD ON A NON-AGENDA ITEM**
- 2. CITIZENS WISHING TO BE HEARD ON A NON-AGENDA ITEM**
- 3. APPROVAL OF MINUTES** – July 11, 2016 regular meeting
- 4. BUSINESS ITEMS**
  - A. Rezoning Request: Casey's General Stores, Inc. to rezone a part of 900 Walnut Street from I-1 (Light Industrial) to C-3 (Service Retail)
  - B. Health Insurance Summary Plan Process Clarification
  - C. Geographic Information Systems (GIS) Services
  - D. Downtown Square Streetscape Update
- 5. OTHER BUSINESS**
- 6. ADJOURNMENT**

**COMMITTEE OF THE WHOLE  
MONDAY – JULY 11, 2016  
LIBRARY MEETING ROOM - 380 N. WILMOR ROAD  
WASHINGTON, ILLINOIS**

Mayor Manier called the Committee of the Whole meeting of July 11, 2016 to order at 6:35 p.m. in the Library meeting room at Five Points Washington.

Present: Aldermen Brownfield, Brucks, T. Gee, Moss, Butler, Dingledine, J. Gec, and Moehle.

Absent: None.

Also present: City Administrator Culotta, Controller Baxter, Director of Public Works Andrews, P & D Director Oliphant, Police Chief Papis, City Treasurer Dingledine, and City Clerk Brown.

**MINUTES**

1. Aldermen wishing to be heard on non-agenda item – None.
2. Citizens wishing to be heard on a non-agenda item – None.
3. Approval of Minutes: Alderman T. Gee moved and Alderman Brownfield seconded to approve the minutes of the June 13, 2016 Committee of the Whole meeting. Motion carried unanimously by voice vote.

4. **BUSINESS ITEMS**

- A. **Automated Meter Reading (AMR)/Water Policy** – Controller Baxter provided an update regarding the timeline in which the information and notification process was provided to water customers about the AMR and meter replacement program, noting that they have adequately been notified. She provided information on 32 Area 1 water customers who have not responded to the letters sent requesting them to make contact to schedule an appointment. She noted that of the 32 only 9 remain that were sent a letter by UMI indicating that if an appointment is not made by June 17<sup>th</sup> a final letter will be sent by the City of Washington. She requested direction from Committee to move forward with the 4<sup>th</sup> and final notice for Area 1 customers using the means directed by our ordinances on gaining access to the water meter. She read the language in §50.37 of the City's code entitled "Entry Upon Premises; Failure of Owner to Comply" where it states free access must be granted at all reasonable times for maintenance and/or replacement purposes and if such access is not granted, the water shall be shut off and not turned on again until access has been granted. She shared that if staff is directed to proceed a shut-off date would be indicated in the letter for a week from the date it was sent and that the same process would be used for all remaining areas.

Public Works Director Andrews indicated that as of today 4 of the unresponsive customers have been contacted through the efforts of the Water Department leaving 5 remaining. Alderman Brucks asked if the 5 remaining accounts show current water usage and Andrews replied that they do. Following a brief discussion, it was the consensus of the Committee to move forward with the 4<sup>th</sup> letter at the appropriate time that indicates at least a 2-week notice prior to the water being shut off.

- B. **CIERT/ILEAS Rifle, Police Department** – Police Chief Papis shared the following in regards to the purchase of a CIERT/ILEAS rifle: 1) the Commander of CIERT was present at the Public Safety Committee meeting this evening to talk with the committee and answer any questions; 2) all questions were answer to committee's satisfaction; and 3) the item is in the

current budget to purchase. Alderman Butler shared that had not seen the expense as directly related to the participation of one of our Officer's and what he contributes to the CIERT team. He shared that the rifle will be owned by the City to be used by our CIERT team member when responding to a call. Following a brief discussion, it was the consensus of the Committee to move the purchase authorization forward to City Council for consideration.

- C. Special Use, Daycare Facility: 26 Washington Plaza – P & D Director Oliphant shared the following in regards to the special use request that will be coming before City Council at their next meeting: 1) the request was heard at the recent Planning and Zoning Commission meeting that resulted in a recommendation for approval; 2) the space will hold approximately 185 kids and Mr. Poe did a market study that supports this number; 3) with this space being occupied it brings the Plaza to 93% occupied with hopes of attracting tenants to the remaining spaces; 4) all DCFS regulation will be met for the facility; and 5) the outdoor play area will be east of building wrapping around to south. Alderman Dingleline asked with the recent church occupying a space and now the daycare would it keep a restaurant from going in where alcohol is served and Oliphant replied that he was not aware that it would.
- D. Preliminary Plat – Summit Estates, Section 2 – P & D Director Oliphant shared the following in regards to the preliminary plat that will be coming before City Council at their next meeting: 1) it is a minor 7.5 acre rural residential subdivision outside the city limits but within our 1.5-mile planning jurisdiction; 2) Section 1 of the subdivision was developed about a decade ago; 3) it will create two additional lots with one having access off of Mickel Parkway and the other having access off of Summit Drive; 4) the Planning & Zoning Commission previously waived the 60' right-of-way requirement for the Summit Drive access as it only has a 40' right-of-way width; 5) a third lot is being created for the existing cell tower and will have an ingress/egress easement for access; 6) the Planning & Zoning Commission made a recommendation for approval at its July 6<sup>th</sup> meeting; and 7) the final plat of the subdivision will also be on the City Council agenda for consideration.
- E. Viaduct Supplemental Traffic Control – Public Works Director Andrews shared the following in regards to the upcoming Business 24 viaduct pavement reconstruction: 1) the winter of 2013/2014 was very harsh on the pavement and an emergency repair was done which is resulting in a number of impacts to bridge from travelling semi's that are over the posted 13' clearance; 2) the pavement reconstruction project was bid on IDOT's June 10<sup>th</sup> letting and the start of the project is pending; and 3) the project contract provisions regarding traffic control were discussed at the Public Works Committee and with the 6-week project timeline the consensus was to set up temporary traffic signal poles at the N. Main and Jefferson intersection as well as the use of portable signal trailer units for better traffic control during the project. It was the consensus of the Committee to move this provision for temporary signaling during the project forward to City Council for consideration. Mayor Manier commented that even though we worked extremely hard with IDOT on the start of this project, the railroad has all rights under the bridge and are driving the timing of the project and we are hoping for a September 23<sup>rd</sup> completion date. Alderman Dingleline shared that Public Works Committee thought it better to signalize for traffic control rather than having Officer's standing and controlling traffic. Mr. Scott Weaver shared that the work on the Diebel Road railroad tracks will be completed before school starts.
- F. Code Amendment: Chapter 117 entitled "Motel Tax" expanding means to collect Motel Tax interest, and/or penalties – City Administrator Culotta shared the proposed amendment will allow the City to place a lien on a property if a need ever arrived due to the failure to pay a Motel Tax and/or related interest and penalties. He shared that the Finance & Personnel Committee went over the proposed amendment at their last meeting and is favorable to the language amendment. It was the consensus of the Committee to move the proposed amendment forward to City Council for consideration.

- G. Cemetery Columbarium Draft Guidelines – City Clerk Brown shared the following in regards to the draft guidelines for the Glendale Cemetery columbarium: 1) the guidelines were drafted from existing guidelines from another municipality that has erected an identical columbarium in their cemetery; 2) along with the general guidelines, Committee consideration for the pricing of the niches within the columbarium is being requested as well; and 3) after researching pricing options there does not seem to be an industry standard to work with. She went on to share the current pricing structure for our in-ground burial graves and several ways that other cemeteries price out fees for their niches. Following a brief discussion, and wanting to keep the purchase price affordable to help in alleviating in-ground burial spaces being used for cremation burials only, it was the consensus of the Committee to move the draft guidelines forward that included a fee structure that keeps the purchase of a niche affordable to City Council for consideration.
5. Other Business – None.
6. At 7:50 p.m. Alderman T. Gee moved and Alderman Moss seconded to adjourn. Motion carried unanimously by voice vote.



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Patricia S. Brown, City Clerk



## **Committee of the Whole Memorandum**

To: Committee Members  
From: Jim Culotta, City Administrator  
Date: August 5, 2016  
Re: Health Insurance Summary Plan Appeal Review Process

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### **BACKGROUND**

The City's Health Insurance Summary Plan Description allows an employee to appeal adverse benefit determinations. Per our Plan document, appeals are made to the Plan Administrator, which is defined as the City of Washington. In the past, appeals have been directed to the Finance & Personnel Committee.

### **SUMMARY**

The City Attorney has reviewed the Plan document and views the use of Finance & Personnel Committee as "a good procedure". The City Code (§ 31.40 (D)) states the role of this Committee is to make recommendations to the City Council.

The following options to clarify who/what serves as the Plan Administrator was presented at the August 1<sup>st</sup> Finance & Personnel Committee.

1. Allow the Finance Committee to have its "review" simply be a recommendation that goes to the City Council on these issues, in which case no changes are needed to the Ordinance or Plan document.
2. Have the Finance Committee be the last step in the process, in which case the Ordinance should be amended to make it clear that for reviews of health insurance claims, the Committee is the final decision-maker of the City as Plan Administrator. No Plan document changes are needed.
3. Establish a new Insurance Committee that would fulfill the role of Plan Administrator. This option was suggested by our third-party administrator, Consociates, as they have worked with another area municipality with such a Committee.

The consensus of the Committee was to recommend option 1. The City Attorney has advised on how best to handle appeals in light of HIPAA requirements on protected health information (PHI). When an appeal is made by a plan participant, all PHI will be withheld from the Committee and Council. Both the Committee and Council would be allowed to consider appeals in Executive Session. Formal actions, such as recommendations by the Committee and a decision by the Council, must be made in Open Session. An appeal case number would be used in lieu of PHI.

### **REQUESTED ACTION**

Staff requests Committee consideration of this proposed appeal review process.



# Memo

TO: Mayor Manier and City Council  
FROM: Ed Andrews, Public Works Director  
SUBJECT: GIS Contract Services, remainder of FY16/17  
DATE: August 5<sup>th</sup>, 2016

On Friday, August 5<sup>th</sup>, 2016, statement of qualifications and proposals were received for supporting graphical information system (GIS) services. Proposal requests were sought from three firms. The following is a summary of results:

Supplier	Basic On-site Support	Estimated Monthly	Contract Cost / Hrs
Cloudpoint Geographics of Roanoke, IL	\$75/Hr	\$4,325/mo (flat rate)	Est. \$38,925 @ 9 months
Maurer-Stutz of Peoria, IL	\$85/Hr	As needed, est. \$2,720 to \$6,375 Avg. \$4,547.50	Avail Hrs: 675
CMT of Peoria, IL	\$90/Hr	As needed, est. \$2,880 to \$6,375 Avg. \$4,627.50	Avail Hrs: 638

This work had been budgeted at \$68,500 for FY16/17, but had incurred charges under the previous contract of \$11,088 leaving \$57,412 available for this contract. The comparisons provided in the above were generated from a minimum billing of eight (8) hours per week to an evenly divided monthly rate based on the total budget divided over a remaining nine months of this fiscal year period.

All submitters understood that this effort would be for the remainder of the City's fiscal year, and would support both the City's basic GIS mapping as well as support of various engineering tasks, including assistance in completion of the sewer capacity mapping, integration of the mapping refinements of the City's water model into the City's base map, sign replacement tracking and updating of pavement ratings for various street segments.

Staff would look to advance a final contract proposal to Council with Cloudpoint Geographics at the next meeting of August 15<sup>th</sup>, 2016, modifying the 12 month contract duration to that of 9 months to be in-line with the remainder of our current fiscal year as well as reduce the time of the termination clause.

This matter is being placed on the Committee of the Whole meeting of August 8<sup>th</sup> for review and discussion.



**CLOUDPOINT**  
GEOGRAPHICS

# PROPOSAL FOR PROFESSIONAL GIS SERVICES

GIS Managed Services for City of Washington, IL



## Abstract

The following proposal is provided to the City of Washington for professional GIS services consisting of onsite and offsite work to maintain and enhance the Client's overall GIS system while maintaining the highest level of customer service and satisfaction.

By: Jonathan Hodel, PE, GISP  
Cloudpoint Geographics, Inc.  
107 W. Ann St. Roanoke, IL 61561  
[www.cloudpointgeo.com](http://www.cloudpointgeo.com)

**COVER LETTER**

Mr. Jim Culotta  
City Administrator  
City of Washington  
302 Walnut St.  
Washington, IL 61571

Re: Proposal for Managed GIS Services

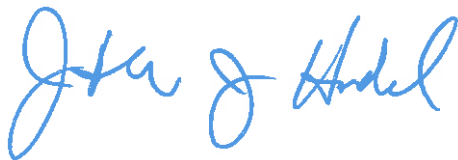
Dear Mr. Culotta:

I would like to thank you for the recent opportunity to meet with you and the other City staff members to discuss your agency's GIS needs. Cloudpoint Geographics is pleased to provide this proposal to the City of Washington for managed professional GIS services.

As you know, Cloudpoint Geographics is a professional GIS services provider with a strong focus on local government solutions. All of these solutions are delivered through the well-known Esri platform and specifically tailored to municipal and county governments in areas such as public services, land records, transportation, and infrastructure. We offer a variety of GIS services within this realm including enterprise implementation, project management, onsite and remote technical support & training, field inventories, along with GIS planning, analysis, and administration. Our distinct advantage over other service providers is found in our strong background of local government experience which includes a combined 20+ years of service in the public sector as County or governmental employees and 35+ years of overall experience.

Upon your review, you will find that Cloudpoint has unmatched dedication to meeting our Client's needs and exceeding their expectations. If you have questions on this proposal, please contact me at [jhodel@cloudpointgeo.com](mailto:jhodel@cloudpointgeo.com) or (877) 377-8124. We will be in contact with you soon to arrange a follow-up conversation to discuss this proposal.

Sincerely,



Jonathan J. Hodel, President  
Cloudpoint Geographics, Inc.



## OVERVIEW

The City of Washington (hereinafter referred to as the Client) is a close-knit community of approximately 15,000 people located in Central Illinois with a reputation for strong community ties to its residents and businesses. The City is currently seeking assistance with its GIS system to support the activities of its various internal departments as well as a public-facing web mapping site to serve constituents throughout the area. By utilizing Cloudpoint Geographics services, the Client can expect to identify opportunities to improve the level of service provided to both internal staff and the public.

Cloudpoint Geographics, Inc. has developed solutions for many local agencies throughout Illinois and the surrounding area allowing them to take advantage of the latest GIS technology available and helping them to develop long term strategies that will benefit them for years to come. Most importantly, we provide the training and support for these solutions that ensure your staff can ramp up quickly and realize concrete benefits of using the technology.

Cloudpoint is pleased to submit this proposal for professional GIS services to support the City of Washington in achieving its goals for optimizing its use of GIS technology and receiving the greatest return on investment possible. This proposal outlines the services that will be provided along with associated fees and time schedules.

## OBJECTIVES

The Client has the following objectives in mind that they would like to prioritize as part of this contract:

- Migrate current GIS data into Esri's Local Government Information Model (this will allow the Client to take advantage of Esri templates for maps & apps)
- Develop plan for integrating the GIS with the City's CMOM (Capacity Management and Maintenance Operations) plan for the sewer network
- Assist with improving the City's water distribution network GIS layers for hydraulic modeling
- Develop a web map highlighting available commercial sites to enhance economic development efforts
- Provide maps & apps to support the City's Capital Improvement Plan
- Train in-house staff on using GIS applications to empower data-driven decision making

## SCOPE OF SERVICES

Cloudpoint Geographics will provide the following services to the City of Washington:

### ADMINISTRATIVE SUPPORT

An initial kickoff meeting will be held with Client staff to review expectations and deliverables in which Cloudpoint will provide follow up meeting minutes and documentation. Various administrative GIS tasks shall be provided as part of this contract including but not limited to the following:

- Review of all GIS software licensing and annual maintenance contracts
- Correspondence with GIS software vendor on setup and updates
- Correspondence with other agencies, such as Tazewell County for obtaining or exchanging pertinent GIS data
- Quarterly GIS update meetings with all key department personnel

### GIS DATABASE DEVELOPMENT AND MAINTENANCE

Cloudpoint staff will work with each department on the following information for all existing applications:

- Setup new geodatabase and migrate data to Esri's Local Government Information Model
- Assist with setup, maintenance, and updating the desired GIS Data Layers within the new model

### DEPARTMENTAL SUPPORT OF GIS DATA

This area involves Cloudpoint staff working with the various departments regarding their GIS needs and how to utilize the GIS for improving daily workflows. This also includes remote or onsite technical support for all Client staff and providing recommendations on best practices for GIS applications.

- GIS Technical Support\* and Departmental Mapping Requests
- Support Departmental Data and Software Projects
- Review of GIS uses within all departments
- Promote uses of GIS applications that provide cost saving opportunities throughout all departments
- Assist managers with additional uses of GIS through dashboards and other reporting tools
- Assist with efforts to enable field crews with mobile GIS capabilities

\*Onsite technical support will be limited to 8 hours per week however most of the work will be done remotely. Remote technical support will be available any time Monday thru Friday from 8AM to 5PM CST.

## ARCGIS ONLINE

The City currently has an ArcGIS Online organizational account (Tier 1) with Esri with five users. Cloudpoint will provide the following services relating to this account:

- Administration of ArcGIS Online account (users, groups, and galleries)
- Configuration of ArcGIS Online applications (up to 1 per month)\*
- Obtain additional ArcGIS Online entitlement users (if available)
- Setup & deployment of ArcGIS mobile applications (Collector, Navigator, Workforce)

\*Applications include web maps & apps, story maps, or collector apps from ArcGIS solutions site excluding those requiring ArcGIS Server. The use of ArcGIS Server would require additional software purchases by the Client.

## TRAINING

Training plays a key role in a successful GIS program and is one of Cloudpoint's strong points. Providing knowledge transfer to the Client will enable them to do more with the resources they have available and create a more self-sufficient environment for identifying additional cost savings in the future. This portion of the proposal will cover the following:

- Provide GIS Technical and Data Training to Departmental Users
- Provide links to helpful GIS resources such as videos, tutorials, and user documentation

## OTHER REQUIREMENTS

The Client agrees to provide the following requirements as part of this contract in order to meet the items specified in the scope of services.

- Client shall maintain and keep current all Esri software maintenance or subscription costs necessary to accomplish the tasks listed in the scope of services herein
- Client shall maintain the necessary hardware devices to accomplish the tasks listed in the scope of services herein

## SCHEDULE

The initial term of this contract shall commence on \_\_\_\_\_ and continue through and including \_\_\_\_\_ at which time the Contract shall conclude unless extended by mutual agreement of both parties.

## PRICING

The following table details the pricing for delivery of the services outlined in this proposal. The Client agrees to pay Cloudpoint Geographics for these services at the following rate(s).

Description	Price
Professional GIS Services (per month with 1-yr agreement)	\$4325.00
Professional GIS Services (per month with 2-yr agreement)	\$4108.00
Professional GIS Services (per month with 3-yr agreement)	\$3903.00

**90-day cancelation:** The Client may at any time during the first ninety (90) days choose to cancel the contract with no additional charges. At any point after the initial ninety (90) day period the Client will be required to pay Cloudpoint an additional one-time charge equal to three (3) months of service.

## QUALIFICATIONS

Cloudpoint is continually proven to be an industry leader for high quality geospatial solutions in the following ways:

- A preferred, highly-recommended Esri business partner
- Three (3) full-time GISP professionals on staff
- Has provided GIS services to over 50 local and regional government entities and public sector Clients throughout the State of Illinois and surrounding area including Counties, Municipalities, Townships, and Utilities,.

## PERSONNEL

We maintain a staff of highly trained GIS professionals having a combined 35+ years of public sector experience. The following personnel will be key staff members involved with providing the

### JONATHAN J. HODEL, PE, GISP

#### Principal In Charge

- licensed professional engineer
- certified GISP
- former County Engineer
- University of Illinois graduate
- founder / owner of Cloudpoint

### PAUL STEPHENSON, GISP

#### Client Manager

- certified GISP
- former regional planning experience
- utilities and local government experience

### MATTHEW JUNKER

#### Technical Lead

- formerly with Tri-County Regional Planning Commission
- technical expertise with ArcGIS Server
- City of Peoria sidewalk inventory GIS development

## CONCLUSION

We look forward to working with the City of Washington and supporting their efforts to improve efficiencies utilizing their GIS program. It can be said that identifying even small cost savings can add up to significant amounts over time and creates a noticeable return-on-investment in a case such as this. We are confident that Cloudpoint will exceed the Client's expectations regarding GIS services, and stand ready to partner with them in delivering an effective service to their constituents.

## TERMS

**Duration:** This proposal is good for ninety (90) days from the date of submittal.

**Software:** This proposal does not include any software licensing or maintenance fees for GIS software.

**Performance of Services:** The Consultant shall perform the services outlined in this proposal in accordance with these terms and conditions.

**Additional Services:** Special projects not listed as part of this scope of services shall be compensated at the standard hourly rates provided to the Client. For these projects, an estimate of hours and cost shall be provided to the Client for review prior to Cloudpoint beginning any work.

**Amendments:** No amendments shall be made to this agreement without prior written consent by both parties. Amendments to this agreement may only be made by approved personnel from either party having authority to negotiate terms of agreements for their respective party.

**Access to Site:** Unless otherwise stated, the Consultant will have access to the site for activities necessary for the performance of the services. The Consultant will take reasonable precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage and will not be responsible for such costs.

**Payment:** The Client agrees to pay the Consultant for all services performed and all costs incurred. Invoices for the Consultant's services shall be submitted, at the Consultant's option, either upon completion of such services or on a monthly basis. Accounts unpaid sixty (60) days after the invoice date may be subject to a monthly service charge of 1.5% (or the maximum legal rate) on the unpaid balance. In the event any portion of an account remains unpaid 90 days after the billing, the Consultant may institute collection action and the Client shall pay all costs of collection, including reasonable attorneys' fees.

**Indemnification:** Each party to this Agreement (in the capacity of "Indemnitor") hereby agrees to indemnify, and hold the other (in the capacity of "Indemnitee") harmless from and against all costs,

liabilities, damages, including, reasonable attorneys' fees and costs (collectively, "Indemnified Costs") relating to or arising out of such Indemnitor's negligent acts, errors or omissions in the performance of professional services including breach of any obligation under this Agreement, except to the extent caused by the negligent or intentional act or omission of the Indemnitee or its agents.

**Insurance:** Consultant shall maintain an errors and omissions policy in the amount of \$1,000,000.00 and shall further maintain general liability insurance for bodily injury and property damage arising directly from its negligent acts or omissions, with general limits not less than \$1,000,000.00. Certificates of insurance shall be provided to Client and Client shall be named as an additional insured under the policy.

**Information for the Sole Use and Benefit of the Client:** All opinions and conclusions of the Consultant, whether written or oral, and any electronic data, plans, specifications or other documents and services provided by the Consultant are for the sole use and benefit of the Client. Nothing contained in this agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the Consultant or the Client.

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

**Limitation of Liability:** In recognition of the relative risks, rewards and benefits of the project to both the Client and the Consultant, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Consultant's total liability to the Client for any and all injuries, damages, claims, losses, expenses or claim expenses arising out of this Agreement from any cause or causes, shall not exceed \$100,000. Such causes included, but are not limited to, the Consultant's negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

**Dispute Resolution:** Any claims or disputes between the Client and the Consultant arising out of the services to be provided by the Consultant or out of this Agreement shall be submitted to nonbinding mediation. The Client and the Consultant agree to include a similar mediation agreement with all contractors, subconsultants, subcontractors, suppliers and fabricators, providing for mediation as the primary method for dispute resolution among all parties.

**Termination of Service:** This Agreement may be terminated within thirty (30) days of providing written notification at any time by either party should the other party fail to perform its obligation hereunder.



**SIGNATURES**

In witness thereof, the City of Washington, IL and Cloudpoint Geographics, Inc. agree to the terms as outlined herein on this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ A.D.

\_\_\_\_\_  
Signed\_\_\_\_\_  
Name\_\_\_\_\_  
Title\_\_\_\_\_  
Address\_\_\_\_\_  
City, State, Zip  
\_\_\_\_\_  
Signed- Cloudpoint Geographics, Inc.\_\_\_\_\_  
Jonathan J. Hodel, P.E., GISP\_\_\_\_\_  
Name\_\_\_\_\_  
President\_\_\_\_\_  
Title\_\_\_\_\_  
107 W. Ann St., PO Box 1017\_\_\_\_\_  
Address\_\_\_\_\_  
Roanoke, IL 61561\_\_\_\_\_  
City, State, Zip