CITY OF WASHINGTON – WASHINGTON, ILLINOIS CITY COUNCIL MONDAY, FEBRUARY 6, 2017 LIBRARY MEETING ROOM 380 N. WILMOR ROAD – 6:30 P.M.

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PLEDGE OF ALLEGIANCE
- IV. REVIEW AGENDA DELETIONS OR ADDITIONS (DISCUSSION ITEMS ONLY)
- V. CONSENT AGENDA
 - A. Approval of minutes of January 17, 2017 regular & January 30, 2017 special City Council meetings
 - B. Purchase Authorization: Automated External Defibrillator Replacement
 - C. Purchase Authorization: Replacement of Radar Units
 - D. Purchase Authorization: Radar Speed Limit Signs
 - E. Accept & Place on File: Glendale Cemetery Annual Board of Managers Report 2016
 - F. Approval of Annual J.U.L.I.E. Notification Charges
- VI. ANNOUNCEMENTS/AWARDS/PRESENTATIONS/RECOGNITIONS/PROCLAMATIONS
- VII. AUDIENCE COMMENTS
- VIII. STANDING COMMITTEES
 - A. Finance and Personnel Carol Moss, Chairman
 - B. Public Safety Brian Butler, Chairman
 - C. Public Works Jim Gee, Chairman
- IX. MAYOR GARY W. MANIER
- X. CITY ADMINISTRATOR JIM CULOTTA
 - A. Personnel Manual Revision Authorization

RESOLUTIONS

A. Requesting Financial Assistance from IDOT to improve the Nofsinger Rd/US Rte 24 Intersection

ORDINANCES

- A. (Second Reading) Amending §154.237 entitled "Certificates of Occupancy"
- B. (Second Reading) Amending §152.005 entitled "Entitlement of Record Upon Approval" regarding certificates of occupancy
- C. (Second Reading) Reducing Tax Levy for the years 2016-2027 in connection with \$5,000,000 General Obligation Bonds, Series 2006
- XI. STAFF REPORTS
 - A. Progress Payment #14: HD Supply, Automated Meter Reading Project, Phase 1 (Andrews)
 - B. Engineering Services Contract: Terra Engineering, Cruger/Dallas Roundabout (Andrews)
- XII. ALDERMEN'S COMMENTS
- XIII. ADJOURNMENT



CITY OF WASHINGTON, ILLINOIS CITY COUNCIL MEETING - TUESDAY, JANUARY 17, 2017 FIVE POINTS WASHINGTON - SENIOR ROOM 360 N. WILMOR ROAD - 6:30 P.M.

Mayor Manier called the regular meeting of Tuesday, January 17, 2017 to order at 6:30 p.m. in the Senior Room at Five Points Washington.

Present and answering roll call were Aldermen, Brownfield, Brucks, Moss, Butler, Dingledine, J. Gee, and Moehle. Alderman T. Gee was absent.

Also present was City Administrator Jim Culotta, Controller Joanie Baxter, Director of Public Works Ed Andrews, P & D Director Jon Oliphant, Master Sergeant Jeff Stevens, Assistant City Attorney Derek Schryer, City Treasurer Ellen Dingledine, City Clerk Pat Brown, and members of the press.

All present stood for the Pledge of Allegiance.

The Agenda was reviewed and stood as presented.

Alderman Brucks moved and Alderman J. Gee seconded to approve the Consent Agenda as amended. Items included on the Consent Agenda were minutes of the January 3, 2017 regular Council meeting; bills & payroll; purchase authorization: used global positioned system (GPS) field instrument; and acceptance of police pension fund actuarial valuation report 2016-2017. On roll call on the motion to approve the vote was:

Ayes: 7 Dingledine, Moss, Moehle, Brownfield, Butler, J. Gee, Brucks Nays: 0

Motion declared carried.

Mr. Chris Nichols, 1933 Colt Drive, shared that he read the Capital Improvement Program information for this evening's meeting and acknowledges and commends the hard work that was put forth in its creation. He shared that he noticed that the Freedom Parkway extension only received a zero health/safety grading as part of the project prioritization matrix and feels it was underscored and would benefit public safety with the amount of accidents in the area.

Alderman Moss, Finance & Personnel Committee Chairman reported one item on the agenda (Item XIV, Regular Session, A). Alderman Butler, Public Safety Committee Chairman reported nothing on the agenda. Alderman J. Gee, Public Works Committee Chairman reported three items on the agenda (Ordinances A & B and Staff Reports B).

None.

City Administrator Culotta read a resolution, by title only and brief synopsis, approving the termination of the Employment Agreement and removal of Interim Police Chief from appointment. Adoption of this resolution would terminate the employment agreement and remove Interim Police Chief Ed Papis from his appointment as Chief of Police. Alderman Dingledine moved and Alderman Brownfield seconded to adopt the resolution as read. Mayor Manier shared that Papis served for 9-months as our Chief, moved us in a direction of positive changes, and extends accolades for the efforts he undertook while serving as Chief. On roll call the vote was:

 $\underline{\text{Ayes: 7}}$ J. Gee, Moss, Brucks, Butler, Moehle, Brownfield, Dingledine $\underline{\text{Nays: 0}}$

Motion declared carried.

City Administrator Culotta read a resolution, by title only and brief synopsis, approving Chief of Police appointment. Adoption of this resolution would appoint Ted Miller to the position of Chief of Police effective January 18, 2017 for an indefinite temporary interim period of time. Alderman Dingledine moved and Alderman Moss seconded to adopt the resolution as read. On roll call the vote was:

Ayes: 7 Brownfield, Butler, Moehle, Brucks, J. Gee, Moss, Dingledine Nays: 0

Motion declared carried.

Mayor Manier asked Mr. Miller to give a brief history and Mr. Miller shared that he has served in law enforcement for 25-years, retiring as Chief of Police for the Pekin Police Department. He thanked everyone for the opportunity and is looking forward to serving the community.

City Administrator Culotta provided first reading of the following ordinances, by title and brief synopsis: an ordinance amending the Code of Ordinances of the City of Washington, Illinois by amending Section 152.005 of Chapter 152 entitled "Entitlement of Record Upon Approval." Adoption of this ordinance would insert language in the Subdivision Code that explicitly prohibits the issuance of a Certificate of Occupancy for houses completed prior to the approval of all public infrastructure improvements; an ordinance amending the Code of Ordinances of the City of Washington, Illinois by amending Section 154.237 of Chapter 154 entitled "Certificates of Occupancy." Adoption of this ordinance would insert language in the Zoning Code that explicitly prohibits the issuance of a Certificate of Occupancy four houses completed prior to the approval of all public infrastructure improvements; and an ordinance reducing the Tax Levy for the Years 2016-2027, Hitherto made in connection with the \$5,000,000 General Obligation Bonds, Series 2006, of the City of Washington, Tazewell County, Illinois. Adoption of this ordinance would abate the remainder of the taxes due as part of the \$5M General Obligation Bond, Series 2006 that was used to assist the financing of the construction of Five Points Washington.

Pledge of Allegiance Agenda Review

Call to Order

Roll Call

Approve Consent Agenda

Audience Comments

Standing Committees

Mayor's Comments

Adopt resl, terminating agreement, Chief of Police Ed Papis

Adopt resl, approving Chief of Police appointment, Ted Miller

1st read ords, amending Chapter 152.005 entitled "Entitlement of Record Upon Approval"; amending Chapter 154.237 entitled "Certificates of Occupancy"; reducing tax levy, General Obligation Bond, Series 2006 1st red ords, Cont.)

This bond was refinanced as a bank loan in 2015, was fully paid off, and no longer requires the annual property tax abatement. These ordinances will be listed on the February 6^{th} meeting agenda for action.

Waive second read ord, authorizing agreement, McGreggor Group, LLC, TIF redevelopment City Administrator Culotta provided first reading of the following ordinances, by title and brief synopsis: an ordinance authorizing the Mayor and City Clerk to enter into an Agreement for Private Development with McGreggor Group, LLC, for the Redevelopment of a portion of the Downtown Tax Increment Redevelopment Project Area. Adoption of this ordinance would approve a TIF Redevelopment Agreement with McGreggor Group, LLC, for the redevelopment of 101-103 Washington Square. Alderman Brucks moved and Alderman Moehle seconded to waive second reading and proceed with adoption of the ordinance as read. On roll call the vote was:

 $\frac{\text{Ayes: }7}{\text{Nays: }0}$ Butler, Brownfield, J. Gee, Dingledine, Moss, Moehle, Brucks

Motion declared carried.

Adopt ord, authorizing agreement, McGreggor Group, LLC, TIF redevelopment Alderman Moss moved and Alderman Brownfield seconded to adopt the ordinance authorizing the Mayor and City Clerk to enter into an Agreement for Private Development with McGreggor Group, LLC, for the Redevelopment of a portion of the Downtown Tax Increment Redevelopment Project Area. There was no further discussion and on roll call the vote was:

Ayes: 7 Dingledine, Moehle, Brucks, Butler, J. Gee, Brownfield, Moss

Nays: 0

Motion declared carried.

2016 Year End Development Activity Summary P & D Director Oliphant shared the 2015 year end development activity summary noting the following: there were 33 total residential units issued, down from 90 in 2015 (entirely attributable to the 52 multi-family residential permits issued in 2015 compared with none in 2016) with a construction value of \$11.13M; there were 15 tornado rebuild permits and 25 tornado-related permits issued bringing the total of rebuilds to 496 and total tornado related permits to 919; and 15 commercial/industrial permits were issued totaling \$5.3M in construction value, up from the 11 permits issued in 2015.

Authrz progress payment #4, River City Construction, STP2 Phase 2A Public Works Director Andrews requested Council authorization to make Sewer Treatment Plant No. 2, Phase 2A expansion progress payment #4 to River City Construction in the amount of \$354,574.53. Alderman J. Gee moved and Alderman Dingledine seconded to authorize the request as presented. Alderman Dingledine asked what the projected time is for completion and Andrews shared that substantial completion is targeted for March 31st and the formal completion is targeted for the end of May first part of June. Alderman J. Gee asked if the floor had been poured yet and Andrews replied not as of the last progress meeting. On roll call the vote was:

Ayes: 7

Brownfield, Moss, Butler, Moehle, Brucks, Dingledine, J. Gee
Nays: 0

Motion declared carried.

5-Year Capital Improvement Plan City Administrator Culotta asked Controller Baxter to review where we are at in regards to the City's surplus funds. Controller Baxter went over the FY 2017-18 projections noting the following: annual projection for the General Fund is \$359K, annual projection for Water Fund has slight deficit at (\$119K), and annual projection for Sewer Fund is \$204K; the CIP funding represents \$4.1M in projects; surplus balance in General fund is \$8.1M, surplus balance in Water Fund is \$900K, and surplus balance in Sewer Fund is \$3.8M; some funds have been accumulating and are not all annual funding only; and 25% of revenues are set aside as a minimum standard balance (rainy day fund) that is above the surplus balances indicated.

City Administrator Culotta brought forward the plan for discussion noting the following: it provides an understanding of where we are at and what we can accomplish; the need to begin dialogue between Council and staff for the coming budget year and the years that follow; the proposed plan is a draft and will help in how we maintain what we have as far as infrastructure and what we need to plan for as far as rehabilitation and replacement; the plan identifies 25 projects; and outlines each project in detail, indicates justification for the need, lays out a calendar from the standpoint of what gets done when, and shows a project prioritization matrix where staff has done initial prioritizing using series of factors. He indicated that the new project sheets should allow Council and the public to better understand what is being proposed and also helps to identify funding and prioritization for projects. He shared that staff is available to go over the plan and answer any questions you may have.

Mayor Manier indicated that several had talked with staff at last meeting and opened it up for questions this evening. Alderman Brucks commented that he can see the health/safety factor being greater in the extension of Freedom Parkway. He suggested that with the big price tag on the Freedom/Lakeshore project it could be broken down into two projects which could float Freedom closer to the top with quite a bit of the design work already in place. Treasurer Dingledine shared from an accounting standpoint to keep in mind going forward that if the surplus balance is expended there are no projected funding sources that would have the ability to meet funding for subsequent years. A brief discussion ensued on project expectations, funding availability and options for projects, and the need to investigate alternative funding sources as projects move forward. Mayor Manier encouraged everyone to reach out to staff and share priorities. He extended his appreciation to staff for all their hard work.

Swearing In – Ted A. Miller, Chief of Police City Clerk Brown swore in Ted A. Miller as Chief of Police.

Staff Reports

Master Sergeant Jeff Stevens reported that a recent anned robbery case is making good progress and is optimistic on the case being solved. He shared that a recent shooting of an animal on Peach Street resulted in the death of the animal, is being investigated, and thus far appears to be a lawful discharge of the firearm. He shared that Officers are investigating and he is confident

in their findings and as is common it has gone to the State Attorney's office for review as well. He shared that they continue to have problems with unlocked cars and their vulnerability to theft, but Officers are out there being proactive in looking for ways to prevent crime.

Staff Reports, Cont.)

Aldermen's Comments

None.

At 7:22 p.m. Alderman Brucks moved and Alderman J. Gee seconded to move into Executive Session for the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body per 5 ILCS 120/2(c)(1) of the Illinois Open Meetings Act. On roll call the vote was:

Ayes: 7 Dingledine, Moss, Brownfield, Butler, Moehle, J. Gee, Brucks

Executive Session

Nays: 0
Motion declared carried.

At 7:50 p.m. Alderman J. Gee moved and Alderman Moehle seconded to reconvene in regular session. Motion carried unanimously by voice vote.

Reconvene Regular Session

Determination of Health Benefit Appeal: City Administrator read the following motion: to approve appeal 2017-1 by approving the benefit level of 90% for appointments made for the time period of June 2016 to October 2016 for an approximate dollar amount of \$900.00 and to also not make this benefit available going forward. Alderman Butler moved and Alderman Brucks seconded to approve the appeal as read. On roll call the vote was:

Ayes: 7 Brownfield, Moss, J. Gee, Dingledine, Moehle, Brucks, Butler

Determination – Health Benefit Appeal

Nays: 0

Motion declared carried.

At 7:52 p.m. Alderman Brucks moved and Alderman Brownfield seconded to adjourn. <u>Motion carried unanimously by voice vote</u>.

Adjournment

Patricia S. Brown, City Clerk



CITY OF WASHINGTON, ILLINOIS SPECIAL CITY COUNCIL MEETING - MONDAY, JANUARY 30, 2017 LIBRARY MEETING ROOM 380 N. WILMOR ROAD – 6:00 P.M.

Call to Order

Mayor Manier called the Special meeting of Monday, January 30, 2016 to order at 6:03 p.m. in the Library Meeting Room at Five Points Washington.

Roll Call

Present and answering roll call were Aldermen Brownfield, T. Gee, Moss, Butler, Dingledine, J. Gee, and Moehle. Alderman Brucks was absent

Also present was City Administrator Culotta, Controller Joanie Baxter, Director of Public Works Ed Andrews, P & D Director Jon Oliphant, City Treasurer Ellen Dingledine, City Clerk Pat Brown, and members of the press.

Pledge of Allegiance

All present stood for the Pledge of Allegiance.

Audience Comments

None.

Five-year Capital Improvement Plan (CIP) Mayor Manier shared that this will be a working session to understand priorities and share thoughts with staff for the upcoming budget cycle. The following priorities/thoughts/concerns were shared:

- Alderman Brownfield: Freedom Parkway extension needs to be sooner rather than later.
 With the opening of Dollar Tree the traffic safety issue is enhanced and it needs to be a
 priority with consideration given to possibly splitting the Lakeshore extension project away
 from the Freedom extension project. He shared that the Square Streetscape project would be
 nice but there are other areas to focus on.
- Mayor Manier: Nofsinger realignment remains as the number one priority and everyone was in agreement.
- Alderman Dingledine: Keeping focus on our budgetary means, creating revenue streams so as not to bankrupt the City in getting all the things done that need to get done. Being mindful of the increased costs of projects if they don't get done within the next year or two. The Downtown Square is not a huge priority, but it would be nice to have it more accessible to people. Identifying more areas in the street program where we do more mill and overlay as opposed to sealcoating which only preserves the surface for a period of time and does not address the integrity of the street base. Andrews shared that he has a pavement rating map that has additional breakdowns that would be a reference point that he will share with committee. IDOT did a nice job of patching but would like to see more emphasis and pressure put on IDOT to replace the entire street structure from N. Cummings Lane to the Square. Mayor Manier shared that it would be moved up on IDOTs radar if we were to take over the road and Andrews shared that there have been regional discussions as currently we have approximately 40 separate agreements on this stretch of roadway. The levee protection at Water Treatment Plant 1 is an important priority. The Freedom Parkway extension should be developer driven.
- Alderman J. Gee: In agreement with Nofsinger and Freedom being number one and two
 priorities and are vital projects to complete. Street reconstructions need to be completed
 with Hilldale and Lawndale being priority and others following. Both water treatment
 plant's filter rehabs are due to be done. The Fire Station roof rehabilitation. Moving into
 sewer treatment plant phase 2B as funding allows. Completing phase 2 and 3 of the Cruger
 Road recreation trail.
- Mayor Manier asked with the infrastructure problems on the east end of town would it serve us better to do the upgrades to those at the same time of street mill and overlay and Public Works Director Andrews shared that if the opportunity is there to do them simultaneously it most certainly would. He shared that he was planning to give an update on sewer treatment plant phase 2b at the next Public Works committee meeting and will bring some dialogue forward that targets the infrastructure and street upgrades to get the most for our dollars.
- Alderman Butler: Would like to see us subdivide projects and prioritize them within their areas and understand what costs would be for projects if we don't get them done in the next year or two. The City can't fund the cost of the Freedom Parkway extension and we need to look at alternative funding opportunities. He shared that priorities are nice but more detail is needed before decisions can be made. Treasurer Dingledine asked if numbers are available if the Lakeshore component was taken away from the Freedom Parkway extension and Andrews shared that he did not bring the details of that this evening. He shared that if federal funding dollars would come into play as a resource it would be five years out and would only hit the last year of this CIP. A brief discussion ensued on marketing challenges for the development of the area without the road extension as well as concerns with extending the roadway without any identifiable development in site. It was noted later that if the Freedom Parkway extension project became eligible for the next cycle of PPUATS funding that it's priority would be elevated, and with the safety concerns in how traffic is being redirected to the use of other roadways it has greater potential for consideration so we would want to make sure our local funding match was in place.
- Mayor Manier shared that the street mill & overlay and water/sewer upgrades to the east end of town could be considered as a possible number two priority. He asked that a 5-year plan showing a cost per street mile be created and to break out the east end of town to include infrastructure upgrades. He also would like consideration to be given to a sidewalk assessment 5-year payment option to give property owners on a limited budget an opportunity to replace sidewalk.

Alderman Dingledine asked what the projection is for the need for water tower 3. Andrews shared that it is driven by the average daily usage, and although we are okay now, the justification is there and would like it to be held at a two to three-year projection. A brief discussion ensued on available funding to cover its cost, how current rate structures play into the cost and if they are sufficient enough, and how growth will drive the need for the 3rd tower and how that growth participates in the overall cost. It was also noted that we outperform in our water distribution to surrounding areas and are fees remain one of the lowest in the area, and if we are seeing a deficit it is critical that we take a look at our fee structure.

CIP, Cont.)

Following discussion, Mayor Manier asked that staff prepare a breakdown for each year and the costs associated with each project for discussion at a special meeting the third week of February.

At 7:00 p.m. Alderman Dingledine moved and Alderman Brownfield seconded to adjourn. Motion carried unanimously by voice vote.

Adjournment

Patricia S. Brown, City Clerk

Washington Police Department 115 WEST JEFFERSON STREET WASHINGTON, ILLINOIS 61571

NON-EMERGENCY (309) 444-2313 FAX (309) 444-7511

TO: Mayor Manier and City Council Members

FROM: Chief Ted Miller

RE: Automated External Defibrillator Replacement

DATE: January 31, 2017

Mayor and Council Members,

The Department's current inventory of AEDs is 15 Medtronic (now Physio-Control) Lifepak model 500 biphasic defibrillators. This number allows placement of an AED in each department-owned car and one on each floor of the building. These AEDs are serviced annually at a cost of \$5,405 for the 15 units, with that last annual service completed in October, 2016.

The maker of these AEDs notified us that the model is no longer manufactured and will not be supported going forward, although the exact date of support discontinuance is not known. In October, the Physio Control representative who serviced the AEDs notified us that the batteries for these units may not be replaceable in the near future. As we knew the items were due for replacement, we budgeted \$12,500 for replacing 5 AEDs this FY, with a plan to replace other AEDs over the next 2 years.

The Department sought bids for a durable, bi-phasic AED that uses the same AED pads used by Washington Fire Department equipment. The requirement for using the same pads allows WFD to quickly disconnect our AED and connect their cardiac monitor/AED without replacing pads, which saves time and potential discomfort for the patient.

Physio-Control quoted the companies' LP1000 model, which has a 5-year warranty on the AED itself, but not the battery, at \$9,538 plus annual maintenance for 4 years for a total of \$16,747.75.

Municipal Emergency Services quoted the Physio-Control LP1000, as well, at \$8,950, as well as another Physio-Control model, LCPRPLUS at \$6,650. The LCPRPLUS has an 8-year warranty.

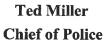
SOS Technologies submitted a bid for 5 Philips Heartstart FRX Defibrillators, which have an 8-year warranty, in the amount of \$5,982.70. This AED also has a pediatric attenuator to adjust delivered shock for pediatric patients; something our current AED does not offer. The Heartstart is the same AED that is a state bid item. This AED does not require annual maintenance.

With other changes in service delivery, such as our carrying of naloxone by patrol officers, we plan to move from equipping each department car with an AED to a check out system in which the Department maintains 5 medical bags for patrol use. We expect to use the new AEDs in those bags and use the current AEDs in the building until those in-building AEDs are replaced next FY. The other current AEDs would be available for non-patrol use as long as they are serviceable.

Our history of AED use shows that since January 1, 2011 WPD officers have deployed the AED 13 times on medical calls. In each of those instances, it was an on-duty patrol officer or supervisor who deployed an AED carried in his or her patrol car to a location other than the Police Department. Generalizing from that experience, we expect little reduction in the provision of service to Washington residents resulting from reducing the number of AEDs we buy and maintain by over half.

Additionally, we plan to stock the check-out medical bags with additional trauma supplies specifically designed to extend life for traumatic injury victims until advanced EMS care is available. Those supplies can be purchased with the budgeted funds saved from the lower AED purchase price while still providing significant savings compared to the budgeted expense.

I urge the Council to authorize acceptance of the lowest AED bid from SOS Technologies in the amount of \$5,982.70.



Washington Police Department



115 WEST JEFFERSON STREET WASHINGTON, ILLINOIS 61571 NON-EMERGENCY (309) 444-2313 FAX (309) 444-7511

To: Mayor Manier and City Council

From: Chief of Police Ted Miller

Date: January 31, 2017

Re: Replacement of Radar Units

Gentlemen,

The speed radar unit is a vital piece of equipment for an officer's daily patrols. The department's current hand held radar units, originally purchased 2007, are approaching the end of their useful life, as are several moving radar units. Extremes of heat and cold, vibration, use, and transferring units among squad cars have taken a toll on the devices. Their replacement would aid in traffic enforcement and safety by maintaining their availability for this purpose. For these reasons, I recommend purchasing four hand-held and 3 mounted, moving radar units. This memorandum summarizes potential costs and is based on the state bid.

The Department, anticipating the need for new radar, budgeted \$3000 for hand held devices. We anticipate significant savings on the planned AED purchase in the *Special Projects/Purchase Equipment* budget and would request a transfer from that budget to fund the remainder of this purchase. The Department intends to seek additional radar units next fiscal year.

Stalker Radar - Applied Concepts Inc. Quote # 2002864

DSR – 2 – Antenna Moving Radar System 3 units at \$1237.00 per unit Total \$3711.00

Stalker II Stationary Handheld Radar (SDR) 4 units at \$866.00 per unit Total \$3464.00

Total \$7175.00



Memo

TO:

Mayor Manier and City Council

FROM:

Ed Andrews, PE Public Works Director

SUBJECT:

Dallas Road

Radar Speed Signs

DATE:

February 3, 2017

At the request of the Public Safety Committee, the following quotes were obtained on Radar Speed Signs along Dallas Road. This was in follow up to recommendations made in the Dallas Road Traffic Study Summary of November 17, 2016. Representative locations were sited along the route for solar panel sizing with the vendor.

Neither vendor's assembly has great "portability" to other locations should we determine the need to move it. However they did disclose that a few agencies relocate these on a seasonal basis, but because of the solar assembly being somewhat fragile and sized site specific, they recommend to leave the mounting in-place and just relocate the controller unit rather than the whole assembly.

The costs for two complete assemblies are quoted below:

Information Display: SC-15, Schedule Pro & Traffic Analyzer and S-90W \$10,636

Radar Sign: Safety-In-A-Box w/ 60W Upgrade and Street Smart Software \$8,480

These prices reflect reflects estimated solar power availability, actual # of cars driving past it and the inclusion of solar panels for power.

As such, it is recommended to purchase these units from Radar Sign for a total of \$8,480.

This matter has been placed on the City Council content agenda of Monday, February 6, 2017 for review and approval.

CITY OF WASHINGTON WASHINGTON, ILLINOIS

TO:

Mayor Manier and City Council

FROM:

Joanie Baxter, Controller

DATE:

February 3, 2017

SUBJECT:

Annual Report of Board of Managers of Glendale Cemetery

Attached is a copy of the Annual Report of Board of Managers of Glendale Cemetery for 2016. The report shows the receipts and disbursements related to a checking account and two certificates of deposit that the Board holds. Included as a disbursement is a remittance of \$64.82 as the annual earnings paid to the City of Washington.

In addition to the cash and investments included in the report, the City has funds in which to pay personnel and operating expenses and capital purchases related to the Cemetery. The cash and investment total as of January 31, 2017, approximates \$300,000.

Based on my review of the Report, I recommend the City Council, by motion, accept the Annual Report of Board of Managers of Glendale Cemetery for 2016 and the \$64.82 remittance of net earnings. This item has been placed on the consent agenda for consideration at the February 6, 2017 City Council meeting.

C: Jim Culotta, City Administrator

STATE OF ILLINOIS)	
COUNTY OF TAZEWELL)	SS.
CITY OF WASHINGTON	ý	

ANNUAL REPORT OF BOARD OF MANAGERS OF GLENDALE CEMETERY

The Board of Managers of Glendale Cemetery, a municipal cemetery, of Washington, Illinois respectfully submits the following report of its acts and doings for the period commencing January 2, 2016, and ending January 2, 2017.

DATE 2016	RECEIPTS	AMOUNT
01/01	Balance on hand as shown by last Annual Report	\$82.74
01/01	Washington State Bank – CD interest	8.88
03/31	Washington State Bank - CD interest	7.60
04/16	Washington State Bank – CD interest	8.78
05/01	Washington State Bank - CD interest	3.01
06/05	Washington State Bank - CD interest	6.03
07/16	Washington State Bank – CD interest	8.78
08/06	Washington State Bank – CD interest	10.09
09/30	Washington State Bank – CD interest	11.65
	TOTAL RECEIPTS	\$147.56

CONTRA

DATE 2016	EXPENSES	AMOUNT
12/31	City of Washington, Illinois – 2016 annual earnings	\$ 64.82
	TOTAL EXPENSES	\$ 64.82
	RECAPITULATION	
	l Receipts l Expenses	\$147.56 64.82
	BALANCE ON HAND	\$82.74

The Board further reports that in addition to the balance in the checking account in Washington State Bank as shown by the foregoing report, they hold the following certificates of deposit:

Washington State Bank Certificate No. 706690, .042% interest, matures 05/06/2017

\$9,530.00

Washington State Bank Certificate No. 706478, .042% interest, matures 07/16/2017

\$11,004.13

		Respectfully submitted,
		Don W. Twaddle
		William M. Ebert
		William M. Ebert
		Thomas & Bull
		Thomas L. Berlett
		Board of Managers of Glendale Cemetery, a municipal cemetery, Washington, Illinois
STATE OF ILLINOIS	`	
STATE OF ILLINOIS)	SS.
COUNTY OF TAZEWELL)	
oregoing is a full and perfect ac	count o	sworn, on oath deposes and says that the f the dealings and transactions and of all monies em from the 2 nd day of January, 2016, through Don W. Twaddle

"OFFICIAL SEAL"
Patricia S Brown
Notary Public, State of Illinois
My Commission Expires 5/10/2020

~~ NE ~~

Subscribed and sworn to before me this is day of sorrang, 2017.

Notary Public

CITY OF WASHINGTON

Joan E. Baxter, C.P.A. - Controller 301 Walnut Street Washington, IL 61571 Ph. (309) 444-1124 Fax (309) 444-9779 jbaxter@ci.washington.il.us www.ci.washington.il.us

MEMORANDUM

TO:

Mayor Manier and City Council

FROM:

Ed Andrews, Public Works Director

DATE:

February 3, 2017

SUBJECT:

2017 JULIE assessment

The City of Washington is an active, participating member of the Joint Utility Locating Information for Excavators (JULIE) notification system. JULIE is the formal underground locating system required by state law to be notified when any underground work is undertaken. Dig requests are initiated by the requestor (homeowner, excavator, etc.) to JULIE's one-call number(s) of either 811 or 800-892-0123.

JULIE logs the request and issues notice to all utility owners to either issue an all clear or mark their facility within 48 hours of notice. The City's underground utilities that are located from such a call include water, sanitary sewer, storm sewer and even some City owned underground electric for street lights.

The annual assessment for the City in 2017 is \$5,137.12, down from \$7,607.37 in 2016. This decrease appears to be due to the completion of the tornado rebuilds during the prior year.

Staff seeks approval of the JULIE assessment fee in the amount of \$5,137.12. This matter is being placed on the Council's consent agenda for review and action at the meeting of February 3, 2017.



2017 ANNUAL ASSESSMENT INVOICE

INVOICE #: 2017-1767

PAGE: 1

DATE: 01/09/2017

JULIE, INC. P.O. BOX 2800 BEDFORD PARK, IL 60499-2800 TIN 36-2944012

Customer Number: WASH0A WASHINGTON, CITY OF 301 WALNUT STREET WASHINGTON, IL 61571

PURCHASE ORDER NUMBER

For Questions Regarding Account Balance Call: (815) 741-5938

For Questions Regarding Messages Billed Call: (815) 741-5011

PAYMENT TERMS

To Request A Locate Dial 811

For All Other Inquiries Call: (815) 741-5000

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Charges:					5,137.12
					5,137.12
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yment	Semi Annua	al Payments		Quarterl	y Payments
Amount	Due Date	Amount		Due Date	Amount
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CUSTOMER NUMBER

PLEASE SEND PAYMENT TO: JULIE, INC. P.O. BOX 2800 BEDFORD PARK, IL 60499-2800

Customer Number: WASH0A WASHINGTON, CITY OF

Invoice Date: 01/09/2017 Invoice #: 2017-1767

Amount Enclosed: \$

Balance as of 01/09/2017 is \$5,137.12



City Council Memorandum

To:

Mayor Manier & City Council Jim Culotta, City Administrator

From: Date:

February 6, 2017

Re:

Personnel Manual Update

SUMMARY

At the December 19th Finance & Personnel Committee meeting, I outlined the need for a thorough update and legal compliance review of the City's Personnel Manual. Several local firms, including Davis & Campbell, provided estimates to perform this work. Davis & Campbell recommended the following approach with a total cost of approximately \$600.:

City will obtain an existing and recently updated employee handbook from another municipality. That handbook would be reviewed internally by the appropriate City staff to determine "what fits" for the City of Washington. After staff's internal review, Davis & Campbell would review to ensure that everything the City wants in terms of policy is up-to-date from a legal compliance/best practice standpoint. They would also suggest any additional policies they feel should be included, but are missing from the internal review.

The Finance & Personnel Committee recommended Davis & Campbell and asked this item be brought directly to the City Council for consideration.

The 2016/2017 Budget identified the need to update the Manual and includes more than sufficient funds to perform this scope of work.

REQUESTED ACTION

Staff requests Council direction.

RESOLUTION	NO.
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Synopsis: The following resolution identifies the Nofsinger Road/US Route 24 intersection signalization and realignment as a top priority given its crash history and requests financial assistant from the Illinois Department of Transportation.

A RESOLUTION REQUESTING FINANCIAL ASSISTANCE FROM THE ILLINOIS DEPARTMENT OF TRANSPORTATION TO IMPROVE THE NOFSINGER ROAD/US ROUTE 24 INTERSECTION

WHEREAS, based on IDOT's most recent crash analysis, the Nofsinger Road / US Route 24 intersection ranks in the top 5% for crashes, based on both number and severity for like intersections (an expressway intersecting an unsignalized local street), and

WHEREAS the IDOT was desirous of performing a study to signalize and reconstruct the intersection in order to maintain the free flow of traffic and ensure safety to the motoring and pedestrian public, and

WHEREAS, the IDOT entered into an agreement with the City to pay its obligation for preliminary engineering services; and

WHEREAS, the CITY agreed to perform Phase I and Phase II engineering studies in accordance with IDOT standards and procedures, and the IDOT agreed to furnish engineering oversight in work involving US Route 24 to protect the IDOT interest; and

WHEREAS, the CITY, to increase vehicular and pedestrian safety and to support economic development, participated in the aforementioned study, which is nearing completion; and

WHEREAS, the City has sought public input and support for the realignment and signalization of this intersection for the benefit of local residents and all other travelers in the area; and

WHEREAS, the City has identified this project as a top priority and has set aside funds to cover its share of construction expenses; and

NOW, THEREFORE, BE IT RESOLVED BY THE CORPORATE AUTHORITIES OF THE CITY OF WASHINGTON, TAZEWELL COUNTY, ILLINOIS,

that the City of Washington requests that the IDOT identify and make available the necessary funding to reconstruct the Nofsinger Road/US Route 24 intersection.

PASSED AND APPROVED by the Cor	porate Authorities this day of February 2017.
AYES	
NAYS	
ATTEST:	Mayor
City Clerk	





TO: Mayor Manier and City Council

FROM: Ed Andrews, Public Works Director

SUBJECT: Water Meter Upgrade Project w/ Automated Meter Read (AMR)

Progress Invoicing / Payment #14

DATE: February 3, 2017

At the City Council's special meeting of November 30, 2015, the Water Meter Upgrade Project w/ Automated Meter Read (AMR) was approved with HD Supply Waterworks for Phase 1 contracted services for the replacement of 5,500 older meters and installation of new radio transmitters in the not to exceed amount of \$2,200,000.

Measured progress on the project to-date, including installation of the base station, field meters and radios is \$2,199,032.12. We are in receipt of supporting material and installation invoices in the amount of \$2,204,674.67 through November 7, 2016, this includes onsite training on the RNI software and the remaining portion of year-one hosting.

Progress payments to-date total \$2,191,895.26, resulting in a progress payment of \$7,136.86 or approximately 99.7% of the total contract amount. As such it is my recommendation that the City Council approve making payment in the amount of **\$7,136.86** to HD Supply Waterworks.

This matter has been placed on the agenda for the City Council meeting of December 19th, 2016.

cc: File



Memo

TO:

Mayor Manier and City Council

FROM:

Ed Andrews, Public Works Director

SUBJECT:

Cruger Road Roundabout and Dallas Phase 2

Engineering Contract review with Terra Engineering

DATE:

February 3, 2016

Attached is a detailed proposal for the Committee's review of the inclusion of a roundabout instead of a traditional four-way stop intersection at the re-aligned Nofsinger Roadway and Dallas / Cruger roadways. Current funding discussions with the Illinois DOT would only find them participating in a four-way stop controlled intersection since that would be the minimum warrant.

Previous Committee of the Whole discussions regarding this potential expressed a desire to advance both Dallas Phase 2 and the Nofsinger projects concurrently. As such, this project was presented to both the Illinois DOT and Federal Highway at their Bi-Monthly Coordination Meeting on Oct 25th, 2016.

This proposal uses IDOT's standard agreement for Consultant services, prepared by Terra Engineering using a direct labor multiplier (DML) contract under a time and materials, not to exceed fee of \$137,695.61.

This matter is being presented to the City Council Monday, February 6, 2017, for review and consideration.

CC:

File



ATTACHMENT A - Scope of Services Roundabout at Nofsinger / Dallas/Cruger Roads

Phase I Engineering

The City of Washington is planning for improvements to the existing 'T'-intersection of Dallas Road/Cruger Road in conjunction with the realignment of Nofsinger Road. Previous preliminary plans for a standard stop controlled intersection at the four-legged intersection will be reviewed and designed as a roundabout intersection instead. The City has indicated that all engineering and construction for the roundabout project will be funded with 100% local funds and therefore the project will not be under the oversight of the Illinois Department of Transportation, and therefore a formal Phase I Engineering Report will not be required. The City is however, required by Federal and State laws to secure environmental clearances and/or perform due diligence in regard to meeting local, state and federal regulations. As a basis for sound engineering design, engineering will be performed in accordance with Bureau of Local Roads and Streets Standards.

The following tasks will be required for Phase I Engineering:

- Alignment Concepts
 - Evaluate Alignment Concepts and intersection control for a roundabout intersection at realigned Nofsinger Road/Dallas Road with Cruger Road.
 - Provide analysis and technical feedback to the City regarding planned concepts including traffic operations, geometrics, drainage, environmental factors.
 - o Recommend preferred alignment and intersection control, based on analysis above.
- Field Investigations and Data gathering
 - Obtain Dallas Road Project Development Report, Dallas Road and Cruger Road
 Construction Plans, and available geotechnical data from the City of Washington
 - Collect available data from IDOT, utility companies.
 - Perform topographic survey along Cruger Road and Dallas Road at the existing 'T'intersection location. Utilize LIDAR data already obtained from the City, for the farm
 field north of Cruger. Merge data into one data set to describe the existing conditions.
 - Perform a Boundary Survey to identify existing ROW and property lines for parcels south of Cruger Road.
 - Utilize geotechnical data already obtained for Nofsinger Road, Cruger Road and Dallas Road projects.
- Environmental Surveys and Special Waste
 - Update Environmental Clearances that have expired
 - o Address any environmental concerns through the preliminary engineering phase
 - Identify any commitments to City, Outside Agencies and/or stakeholders for Phase II design and/or Construction
 - Perform a Special Waste Assessment Screening based on previous environmental searches for the Nofsinger Road project.
 - At this time, additional site investigations for special waste is not anticipated.
- Prepare an Intersection Design Study (IDS) for Nofsinger Road/Dallas Road and Cruger Road based on selected concept alignment
 - Use previously collected existing traffic at subject intersection

11/15/2016 1 | Page



ATTACHMENT A - Scope of Services Roundabout at Nofsinger / Dallas/Cruger Roads

- Utilize the approved Nofsinger Road Traffic Impact Analysis for stop control traffic operation results at Nofsinger Road/Dallas Road and Cruger Road
- Complete a transportation assessment of traffic operations with proposed intersection control
- o Develop horizontal alignment for the intersection
- Develop proposed geometrics
- Determine current traffic data including percentage of trucks; estimate design traffic data
- o Complete an IDS for City review and approval
- Existing Conditions and Adjacent Projects:
 - Determine Existing Conditions
 (width of travel, turn lanes, alignment, traffic control devices, utilities, jurisdiction, maintenance responsibility, drainage, terrain and current land use)
 - Evaluate adjacent projects and potential impacts on the roundabout, including,
 Nofsinger Road/US Route 24 intersection project, Cruger Road multiuse path, and Dallas
 Road improvement project.
 - Prepare existing typical sections (roadway widths, ROW widths, guardrail, curb and gutter, surface types)
- Proposed Improvements:
 - o Determine applicable IDOT design guidelines
 - Determine proposed improvements
 (width of proposed travel, bicycle and turning lanes, sidewalks, shared-use paths, guardrail, traffic control devices, drainage items, alignment changes, utility adjustments, side slopes and clear zones, super-elevation data for horizontal curves)
 - Prepare typical sections
 - Prepare plan and profile sheets
 - Identify items affecting improvement (truck restrictions, traffic signals, stage construction, lighting)
 - Prepare opinion of probable cost
 - Analyze the need for accommodating pedestrians, bicyclists and the handicapped.
 Determine proposed pedestrians and bicyclists improvements and ADA accessibility
 - Perform preliminary coordination with adjacent projects which may impact the roundabout design, including, Nofsinger Road/US Route 24 intersection project, Cruger Road multiuse path, and Dallas Road improvement project.
- Right-of-Way
 - Determine right-of-way needs, including the total acreage required for each of the following categories
 - ROW
 - permanent easements
 - temporary easements
 - temporary land use permits



ATTACHMENT A - Scope of Services Roundabout at Nofsinger /Dallas/Cruger Roads

- Tabulate width of taking, number of property owners, acreage of ROW, current land use, anticipated impacts to properties that remain, and location of any improvements with respect to required right-of-way.
- o Discuss any impacts on setbacks required by zoning
- o Determine if relocations are required
- Public Involvement
 - Coordinate with the City to identify stakeholder groups. Develop a plan for public involvement. Participate in up to two meetings to gather input from individual stakeholder groups.
 - o Hold an open house for gathering general public input.
 - Track all comments received and incorporate results of meetings into preliminary design, as appropriate. Dispose all comments; submit to City.
- Submit Preliminary Plans, Specs and Estimates to the City for Review.

Phase II - Plans, Specifications and Estimated

Since the City desires to bid the Dallas Road project, from the bridge just south of Westminster Drive to Cruger Road, together with the proposed roundabout project, TERRA will incorporate final plans, specs and estimates as completed by Austin Engineering, into the roundabout bidding documents. To remove any overlap in the construction documents, the limits of each (sub-)project will be mutually agreed upon, and will be approximately 230 LF south of the centerline of Cruger Road. Austin Engineering will be responsible for preparing all construction plans, special provisions, and estimates for their portion of the project, including schedules of quantities and project specific construction details.

- Prepare the following Plan Sheets in accordance with Bureau of Local Road Manual for the both the roundabout and Dallas Road by combining TERRA's documents and supporting data with Austin Engineering's documents and data:
 - o Cover Sheet
 - o General Notes
 - Summary of Quantities
 - Schedule of Quantities
 - Traffic Control Plans (Maintenance of Traffic)
- Prepare the following Plan Sheets in accordance with Bureau of Local Road Manual for the roundabout only:
 - Typical Sections
 - o Alignment, Ties & Benchmarks
 - o Removal Plans
 - o Plan & Profile Sheets
 - Erosion and Sediment Control Plans
 - o Miscellaneous Details
 - Grading & Drainage Plans
 - o Intersection Details

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ATTACHMENT A - Scope of Services Roundabout at Nofsinger / Dallas/Cruger Roads

- Pavement Markings & Signage Plans
- Landscaping Plans
- o Traffic Lighting Plans
- o Cross Sections
- Prepare and determine the Pavement Design in accordance with the Bureau of Local Roads and Streets.
 - Utilize soil boring data collected for the Nofsinger Road project
 - Coordinate pavement design with existing Cruger Road, Dallas Road Improvements, and Nofsinger Road/US RTE 24 Improvement project.
 - o Formally Select Pavement Type
 - o Analyze Design Requirements
 - o Complete Pavement Design Calculations
- Prepare Project Specifications in accordance with IDOT specifications and include the following:
 - o Supplemental Specifications
 - o Recurring Special Provisions
 - o BDE Special Provisions
 - Contract Special Provisions
 - Project Specific Special Provisions
 - Highway Standards
- Prepare Quantities and Estimates which will include the following:
 - o Quantities
 - o Estimate of Time
 - Estimate of Cost
- Utility Coordination
 - o Analyze potential conflicts between the proposed improvements and the existing utilities.
 - Coordinate utility relocations as necessary to facilitate construction of the proposed improvements.

Assumptions

The following assumptions were made in the development of the above scope and man-hour estimate:

- Oll it is assumed that the alignment for the roundabout will match the existing Dallas Road, Cruger Road and proposed relocated Nofsinger Road alignments. It was assumed that roadway and intersection improvement will extend approximately 900 linear feet along Cruger Road, 250 linear feet on Dallas Road, and 200 linear feet along realigned Nofsinger Road (from Santa Fe Road to Cruger Road). Additional improvements beyond these limits will be discussed and negotiated with the City of Washington.
- O This project will not impact a jurisdictional floodplain or jurisdictional wetlands. Therefore, no Joint Application for Protecting IL Waters will be required.
- It is assumed that the project will not impact any historic, archeological or cultural resources.
 Should the results of the ESR indicate otherwise, additional services will be discussed and negotiated with the City of Washington.

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ATTACHMENT A - Scope of Services Roundabout at Nofsinger / Dallas/Cruger Roads

- It is assumed that a formal public hearing will not be required for the realigned Nofsinger Road/Dallas Road/Cruger Road intersection or roundabout intersection control.
- o Professional services for right-of-way plats not included above, and for appraisals and negotiation services will be discussed and negotiated with the City of Washington.
- Design and Construction Documents for new utilities (i.e. water, gas, electric, sanitary sewer, telecommunication lines, etc.) are excluded from this scope of work. Should the City desire to install new utilities as part of this project, this work will be discussed and negotiated with the City of Washington
- Street lighting outside the intersection limits will be discussed and negotiated with the City of Washington.
- City of Washington will prepare front end documents and will advertise the project for bidding.

ATTACHMENT B - COST ESTIMATE OF CONSULTANT SERVICES

Ilinois Department of Transportation	IRM NAME RIME/SUPPLEMENT			
partment vrtation	Prime CONTRACT TERM START DATE RAISE DATE		10/1/2016 - 12/1/2016 2 12	= 1.0250 The total escalation for this project would be:
	12 MONTHS 10/1/2016 10/1/2017	ESCALATION PER YEAR	12/2/2016 - 10/1/2017	
Payroll Escalation Table Fixed Raises New Formula	DATE 11/16/16 PTB NO. OVERHEAD RATE 176.05% COMPLEXITY FACTOR 0 % OF RAISE 3.00%			2.50%



Payroll Rates

FIRM NAME	
PRIME/SUPPLEMENT	Ī
PTB NO.	-

DATE	11/15/16
7.5	
•	AIE

ESCALATION FACTOR

2.50%

CLASSIFICATION	CURRENT RATE	ESCALATED RATE
Principal	\$70.00	\$70.00
Project Manager	\$70.00	\$70.00
Senior Engineer	\$51.57	\$52.86
Project Engineer	\$26.74	\$27.41
Senior Technician	\$32.00	\$32.80
Survey Manager	\$54.32	\$55.68
Surveyor	\$30.83	\$31.60
Administrative Manager	34.33	\$35.19
Adminstrative Associate	\$20.02	\$20.52
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ATTACHMENT B - COST ESTIMATE OF CONSULTANT SERVICES

Consultant Servi	Date 11/15/16	Overhead Rate N/A	Complexity Factor 0	
of Transportation	IEKKA Engineering, Ltd.			
DO TE	Firm	Section	Job No.	K 16611

			-	-	-	-	-	-	_	-	-	-	-	-	_	-	_	-	-	_	_	_	-	_	_	_	_	_
% OF	GRAND		8.60%	42.23%	42.36%	6.81%																						100.00%
	TOTAL	(C+D+E)	11.845.54	58.146.68	58.329.45	9.373.94		137,695.61																				137,695.61
DBE	TOTAL	(C+D+E)						SUBTOTAL																				0.00
SERVICES	BY OTHERS	(E)																										0.00
DIRECT	COSTS	(D)	126.50		100.00																							226.50
(2.8+R) TIMES	PAYROLL	(C)	11,719.04	58,146.68	58,229.45	9,373.94																						137,469.11
	PAYROLL	(B)	4,185.37	20,766.67	20,796.23	3,347.84																						49,096.11
	MANHOURS	(¥)	110	512	524	80																						1226
	HEM		Survey	Phase I Engineering	Plans Spec & Estimates	Coord & Combine w/ Dallas Rd																						TOTALS
DBE	BOX)																						

DBE 0.00%

BDE 028 (Rev. 2/06)



SERVICES Average Hourly Project Rates			Date 11/15/16		Sheet 1 OF 1	
ATTACHMENT B - COST ESTIMATE OF CONSULTANT SERVICES			Consultant TERRA Engineering, Ltd.			
of Transportation	Route	Section	County	Job No.	PTB/ltem	

Payroll	Avg	Total P	Total Project Rates		Survey			Phase I I	Phase I Engineering		Plans Sp	Plans Spec & Estimates	ites	Coord	Coord & Combine w/ Dallas Ro	// Dallas R	-0		
	Hourly	Hours	%	Wgtd	Hours	%	Wgtd	Hours	%	Wgtd	Hours	%	ata	Hours	%	Watd	Hours	%	Wate
Classification	Rates		- 1	_ 1		Part.						Q.			п.	Avg	9	Part.	Ava
Principal	\$70.00	4	0.33%	0.23				2	0.39%	0.27	2	0.38%	0.27						,
Project Manager	\$70.00	102	8.32%	5.82	4	3.64%	2.55	09	11.72%	8.20	30	5.73%	4.01	ω	10.00%	7.00			
Senior Engineer	\$52.86	306	24.96%	13.19				120	23.44%	12.39	154	29.39%	15.53	32	40.00%	21.14			
Project Engineer	\$27.41	284	23.16%	6.35				120	23.44%	6.42	124	23.66%	6.49	40	20.00%	13.70			
Senior Technician	\$32.80	400	32.63%	10.70				200	39.06%	12.81	200	38.17%	12.52						
Survey Manager	\$55.68	28	2.28%	1.27	24	21.82%	12.15				4	0.76%	0.43						
Surveyor	\$31.60	80	6.53%	2.06	80	72.73%	22.98												
Administrative Manager	\$35.19	4	0.33%	0.11				2	0.39%	0.14	2	0.38%	0.13						
Adminstrative Associate	\$20.52	18	1.47%	0.30	2	1.82%	0.37	œ	1.56%	0.32	00	1.53%	0.31						
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Local Agency City of Washington	L	Illinois Department of Transportation	С	Consultant TERRA Engineering, Ltd.
County Tazewell	С		0	Address
Section	L		N S	401 Main Street, Suite 1130 City Peoria
Project No.	A	Preliminary Engineering Services Agreement	L	State IL
Job No.	G	For	T A	Zip Code 61602
Contact Name/Phone/E-mail Address	N	Federal Participation	N	Contact Name/Phone/E-mail Address
Ed Andrews	C		T	Karen Dvorsky. P.E.
309-444-1136	Y			309-999-0123
eandresw@ci.washington.il.us				kdvorsky@terraengineering.com
THIS AGREEMENT is made and entered in Local Agency (LA) and Consultant (ENGINE Federal-aid funds allotted to the LA by the si (STATE) will be used entirely or in part to fin	ER) a	and covers certain professional engineer fillinois under the general supervision	of th	ne Illinois Department of Transportation
		Project Description		
Name Cruger Road Roundabout		Route Cruger Rd Lengt	h	0.15 mi Structure No.
Termini Approximately 400 LF each side	of Da	llas Road		
Description This project includes Phase I ar intersection at Dallas / Cruger / Realigned N	d Pha	ase II engineering for the design and pr per Road.	repa	ration of bidding documents for a roundabout
		Agreement Provisions		
I THE ENGINEED ACREES		-		

THE ENGINEER AGREES,

- To perform or be responsible for the performance, in accordance with STATE approved design standards and policies, of 1. engineering services for the LA for the proposed improvement herein described.
- To attend any and all meetings and visit the site of the proposed improvement at any reasonable time when requested by 2. representatives of the LA or STATE.
- 3. To complete the services herein described within 365 calendar days from the date of the Notice to Proceed from the LA, excluding from consideration periods of delay caused by circumstances beyond the control of the ENGINEER.
- The classifications of the employees used in the work should be consistent with the employee classifications and estimated man-4. hours shown in EXHIBIT A. If higher-salaried personnel of the firm, including the Principal Engineer, perform services that are indicated in Exhibit A to be performed by lesser-salaried personnel, the wage rate billed for such services shall be commensurate with the payroll rate for the work performed.
- 5. That the ENGINEER is qualified technically and is entirely conversant with the design standards and policies applicable for the PROJECT; and that the ENGINEER has sufficient properly trained, organized and experienced personnel to perform the services enumerated herein.
- That the ENGINEER shall be responsible for the accuracy of the work and shall promptly make necessary revisions or corrections 6. resulting from the ENGINEER's errors, omissions or negligent acts without additional compensation. Acceptance of work by the STATE will not relieve the ENGINEER of the responsibility to make subsequent correction of any such errors or omissions or for clarification of any ambiguities.
- 7. That all plans and other documents furnished by the ENGINEER pursuant to this AGREEMENT will be endorsed by the ENGINEER and will affix the ENGINEER's professional seal when such seal is required by law. Plans for structures to be built as a part of the improvement will be prepared under the supervision of a registered structural engineer and will affix structural engineer seal when such seal is required by law. It will be the ENGINEER's responsibility to affix the proper seal as required by the Bureau of Local Roads and Streets manual published by the STATE.
- 8. That the ENGINEER will comply with applicable federal statutes, state of Illinois statutes, and local laws or ordinances of the LA.

- 9. The undersigned certifies neither the ENGINEER nor I have:
 - employed or retained for commission, percentage, brokerage, contingent fee or other considerations, any firm or person (other than a bona fide employee working solely for me or the above ENGINEER) to solicit or secure this AGREEMENT.
 - b. agreed, as an express or implied condition for obtaining this AGREEMENT, to employ or retain the services of any firm or person in connection with carrying out the AGREEMENT or
 - c. paid, or agreed to pay any firm, organization or person (other than a bona fide employee working solely for me or the above ENGINEER) any fee, contribution, donation or consideration of any kind for, or in connection with, procuring or carrying out the AGREEMENT.
 - d. are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
 - e. have not within a three-year period preceding the AGREEMENT been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.
 - f. are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (e) and
 - g. have not within a three-year period preceding this AGREEMENT had one or more public transactions (Federal, State or local) terminated for cause or default.
- 10. To pay its subconsultants for satisfactory performance no later than 30 days from receipt of each payment from the LA.
- 11. To submit all invoices to the LA within one year of the completion of the work called for in this AGREEMENT or any subsequent Amendment or Supplement.
- 12. To submit BLR 05613, Engineering Payment Report, to the STATE upon completion of the project (Exhibit B).

13.	Sco	pe of Services to be provided by the ENGINEER: SEE ATTACHMENT A - SCOPE OF SERVICES
	\boxtimes	Make such detailed surveys as are necessary for the planning and design of the PROJECT.
		Make stream and flood plain hydraulic surveys and gather both existing bridge upstream and downstream high water data and flood flow histories.
		Prepare applications for U.S. Army Corps of Engineers Permit, Illinois Department of Natural Resources Office of Water Resources Permit and Illinois Environmental Protection Agency Section 404 Water Quality Certification.
		Design and/or approve cofferdams and superstructure shop drawings.
		Prepare Bridge Condition Report and Preliminary Bridge Design and Hydraulic Report, (including economic analysis of bridge or culvert types and high water effects on roadway overflows and bridge approaches).
		Prepare the necessary environmental and planning documents including the Project Development Report, Environmental Class of Action Determination or Environmental Assessment, State Clearinghouse, Substate Clearinghouse and all necessary environmental clearances.
		Make such soil surveys or subsurface investigations including borings and soil profiles as may be required to furnish sufficient data for the design of the proposed improvement. Such investigations to be made in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE.
		Analyze and evaluate the soil surveys and structure borings to determine the roadway structural design and bridge foundation.
		Prepare preliminary roadway and drainage structure plans and meet with representatives of the LA and STATE at the site of the improvement for review of plans prior to the establishment of final vertical and horizontal alignment, location and size of drainage structures, and compliance with applicable design requirements and policies.
		Make or cause to be made such traffic studies and counts and special intersection studies as may be required to furnish sufficient data for the design of the proposed improvement.
		Complete the general and detailed plans, special provisions and estimate of cost. Contract plans shall be prepared in accordance with the guidelines contained in the Bureau of Local Roads and Streets manual. The special provisions and detailed estimate of cost shall be furnished in quadruplicate.
		Furnish the LA with survey and drafts in quadruplicate all necessary right-of-way dedications, construction easements and borrow pit and channel change agreements including prints of the corresponding plats and staking as required.

II. THE LA AGREES.

		·		
1. 2.	Top	ay the ENGINEER as	compensat	y available survey data and information ion for all services rendered in accordance with this AGREEMENT, on the basis of the following HMENT B – COST ESTIMATE OF CONSULTANT SERVICES (based on 2.8 multiplier)
	Cost	t Plus Fixed Fee	☐ CPFF	= 14.5%[DL + R(DL) + OH(DL) + IHDC], or = 14.5%[DL + R(DL) + 1.4(DL) + IHDC], or = 14.5%[(2.3 + R)DL + IHDC]
			Where:	DL = Direct Labor IHDC = In House Direct Costs OH = Consultant Firm's Actual Overhead Factor R = Complexity Factor
	Spec	cific Rate	☐ (Pay p	er element)
	Lum	p Sum		
3.	Тор	ay the ENGINEER us	ing one of th	ne following methods as required by 49 CFR part 26 and 605 ILCS 5/5-409:
	□ v	With Retainage		
	a) b) c)	the LA, monthly payr 90% of the value of t After 50% of the wo the LA, monthly payr 95% of the value of t Final Payment – Up been made and acce	ments for the he partially of the partia	work, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by work performed shall be due and payable to the ENGINEER, such payments to be equal to completed work minus all previous partial payments made to the ENGINEER. leted, and upon receipt of monthly invoices from the ENGINEER and the approval thereof by ing work performed shall be due and payable to the ENGINEER, such payments to be equal to completed work minus all previous partial payments made to the ENGINEER. of the work by the LA but not later than 60 days after the work is completed and reports have LA and the STATE, a sum of money equal to the basic fee as determined in this e amounts of partial payments previously paid to the ENGINEER shall be due and payable to

- a) For progressive payments Upon receipt of monthly invoices from the ENGINEER and the approval thereof by the LA, monthly payments for the work performed shall be due and payable to the ENGINEER, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the ENGINEER.
- b) Final Payment Upon approval of the work by the LA but not later than 60 days after the work is completed and reports have been made and accepted by the LA and STATE, a sum o money equal to the basic fee as determined in this AGREEMENT less the total of the amounts of partial payments previously paid to the ENGINEER shall be due and payable to the ENGINEER.
- 4. The recipient shall not discriminate on the basis of race, color, national origin or sex in the award and performance of any DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR part 26. The recipient shall take all necessary and reasonable steps under 49 CFR part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR part 26 and as approved by DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the Department may impose sanctions as provided for under part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31U.S.C. 3801 et seq.).

III. IT IS MUTALLY AGREED.

- 1. That no work shall be commenced by the ENGINEER prior to issuance by the LA of a written Notice to Proceed.
- That tracings, plans, specifications, estimates, maps and other documents prepared by the ENGINEER in accordance with this
 AGREEMENT shall be delivered to and become the property of the LA and that basic survey notes, sketches, charts and other data
 prepared or obtained in accordance with this AGREEMENT shall be made available, upon request, to the LA or to the STATE,
 without restriction or limitation as to their use.

- 3. That all reports, plans, estimates and special provisions furnished by the ENGINEER shall be in accordance with the current Standard Specifications for Road and Bridge Construction, Bureau of Local Roads and Streets Administrative Policies, Federal-Aid Procedures for Local Highway Improvements or any other applicable requirements of the STATE, it being understood that all such furnished documents shall be approved by the LA and the STATE before final acceptance. During the performance of the engineering services herein provided for, the ENGINEER shall be responsible for any loss or damage to the documents herein enumerated while they are in the ENGINEER's possession and any such loss or damage shall be restored at the ENGINEER's expense.
- 4. That none of the services to be furnished by the ENGINEER shall be sublet, assigned or transferred to any other party or parties without written consent of the LA. The consent to sublet, assign or otherwise transfer any portion of the services to be furnished by the ENGINEER shall not be construed to relieve the ENGINEER of any responsibility for the fulfillment of this agreement.
- 5. To maintain, for a minimum of 3 years after the completion of the contract, adequate books, records and supporting documents to verify the amounts, recipients and uses of all disbursements of funds passing in conjunction with the contract; the contract and all books, records and supporting documents related to the contract shall be available for review and audit by the Auditor General and the STATE; and to provide full access to all relevant materials. Failure to maintain the books, records and supporting documents required by this section shall establish a presumption in favor of the STATE for the recovery of any funds paid by the STATE under the contract for which adequate books, records and supporting documentation are not available to support their purported disbursement.
- 6. The payment by the LA in accordance with numbered paragraph 3 of Section II will be considered payment in full for all services rendered in accordance with this AGREEMENT whether or not they be actually enumerated in this AGREEMENT.
- 7. That the ENGINEER shall be responsible for any and all damages to property or persons arising out of an error, omission and/or negligent act in the prosecution of the ENGINEER's work and shall indemnify and save harmless the LA, the STATE, and their officers, agents and employees from all suits, claims, actions or damages of any nature whatsoever resulting there from. These indemnities shall not be limited by the listing of any insurance policy.
- 8. This AGREEMENT may be terminated by the LA upon giving notice in writing to the ENGINEER at the ENGINEER's last known post office address. Upon such termination, the ENGINEER shall cause to be delivered to the LA all drawings, plats, surveys, reports, permits, agreements, soils and foundation analysis, provisions, specifications, partial and completed estimates and data, if any from soil survey and subsurface investigation with the understanding that all such material becomes the property of the LA. The LA will be responsible for reimbursement of all eligible expenses to date of the written notice of termination.
- 9. This certification is required by the Drug Free Workplace Act (30ILCS 580). The Drug Free Workplace Act requires that no grantee or contractor shall receive a grant or be considered for the purpose of being awarded a contract for the procurement of any property or service from the State unless that grantee or contractor will provide a drug free workplace. False certification or violation of the certification may result in sanctions including, but not limited to, suspension of contract or grant payments, termination of a contract or grant and debarment of the contracting or grant opportunities with the State for at least one (1) year but no more than five (5) years.

For the purpose of this certification, "grantee" or "contractor" means a corporation, partnership or other entity with twenty-five (25) or more employees at the time of issuing the grant, or a department, division or other unit thereof, directly responsible for the specific performance under a contract or grant of \$5,000 or more from the State, as defined in the Act.

The contractor/grantee certifies and agrees that it will provide a drug free workplace by:

- a. Publishing a statement:
 - (1) Notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including cannabis, is prohibited in the grantee's or contractor's workplace.
 - (2) Specifying the actions that will be taken against employees for violations of such prohibition.
 - (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will:
 - (a) abide by the terms of the statement; and
 - (b) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- b. Establishing a drug free awareness program to inform employees about:
 - (1) The dangers of drug abuse in the workplace;
 - (2) The grantee's or contractor's policy of maintaining a drug free workplace;
 - (3) Any available drug counseling, rehabilitation and employee assistance program; and
 - (4) The penalties that may be imposed upon an employee for drug violations.
- c. Providing a copy of the statement required by subparagraph (a) to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- d. Notifying the contracting or granting agency within ten (10) days after receiving notice under part (B) of paragraph (3) of subsection (a) above from an employee or otherwise receiving actual notice of such conviction.
- e. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by,
- f. Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- g. Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

10. The ENGINEER or subconsultant shall not discriminate on the basis of race, color, national origin or sex in the performance of this AGREEMENT. The ENGINEER shall carry out applicable requirements of 49 CFR part 26 in the administration of DOT assisted contracts. Failure by the ENGINEER to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the LA deems appropriate.

	Agreement Sur	mmary	
Prime Consultant:		TIN Number	Agreement Amount
TERRA Engineering, Ltd.		36-3853964	\$137,695.61
Sub-Consultants:		TIN Number	A success of Assessed
Sub-Consultants.		Till Number	Agreement Amount
		Sub-Consultant Total:	
		Prime Consultant Total:	
		Total for all Work:	
Executed by the LA:	_City of	Washington	
		(Municipality/Township/Co	ounty)
ATTEST:			
Ву:	Ву:		
	Бу		
City	Title:	Mayor	
(SEAL)			
()			
Executed by the ENGINEER:			
ATTEST:			
_	-		*
Ву:	By:		
Title: Associate Vice President	Title:	Senior Project Manager	