

**CITY OF
BLOOMINGTON
CITY COUNCIL -
REGULAR SESSION
MEETING
JANUARY 8, 2024**



COMPONENTS OF THE COUNCIL AGENDA

RECOGNITION AND PROCLAMATION

This portion of the meeting recognizes individuals, groups, or institutions publicly, as well as those receiving a proclamation, or declaring a day or event.

PUBLIC HEARING

Items that require receiving public testimony will be placed on the agenda and noticed as a Public Hearing. Individuals have an opportunity to provide public testimony on those items that impact the community and/or residence.

PUBLIC COMMENT

Each City Council meeting shall have a public comment period not to exceed 30 minutes. Every speaker is allotted up to 3 minutes to speak. Individuals wishing to email public comment or speak remotely must email comments and/or register online at least 15 minutes before the start of the meeting. Individuals wishing to speak in-person must register up to 5 minutes before the start of the meeting. Speakers will be selected at random. Public comment is a time to provide feedback. City Council does not respond to public comment. Speakers who engage in threatening or disorderly behavior will have their time ceased.

CONSENT AGENDA

All items under the Consent Agenda are considered to be routine in nature and will be enacted by one motion. There will be no separate discussion of these items unless a Council Member, City Manager or Corporation Counsel so requests; in which event, the item will be removed from the Consent Agenda and considered in the Regular Agenda, which typically begins with Item No. 8.

The City's Boards and Commissions hold Public Hearings prior to some Council agenda items appearing on the Council's Meeting Agenda. Persons who wish to address the Council should provide new information that is pertinent to the issue before them.

REGULAR AGENDA

All items that provide the Council an opportunity to receive a presentation, ask questions of City Staff, seek additional information, or deliberate prior to making a decision will be placed on the Regular Agenda.

MAYOR AND COUNCIL MEMBERS

Mayor - Mboka Mwilambwe

City Council Members

Ward 1 - Jenna Kearns
Ward 2 - Donna Boelen
Ward 3 - Sheila Montney
Ward 4 - John Danenberger
Ward 5 - Nick Becker
Ward 6 - Cody Hendricks
Ward 7 - Mollie Ward
Ward 8 - Kent Lee
Ward 9 - Tom Crumpler

City Manager - Tim Gleason

Deputy City Manager - Billy Tyus

Deputy City Manager - Jeff Jurgens

CITY LOGO DESIGN RATIONALE

The **CHEVRON** Represents: Service, Rank, and Authority Growth and Diversity A Friendly and Safe Community A Positive, Upward Movement and Commitment to Excellence!

MISSION, VISION, AND VALUE STATEMENT

MISSION

To Lead, Serve and Uplift the City of Bloomington

VISION

A Jewel of the Midwest Cities

VALUES

Service-Centered, Results-Driven, Inclusive

STRATEGIC PLAN GOALS

- Financially Sound City Providing Quality Basic Services
- Upgrade City Infrastructure and Facilities Grow the Local Economy
- Strong Neighborhoods
- Great Place - Livable, Sustainable City
- Prosperous Downtown Bloomington



**CITY COUNCIL - REGULAR SESSION MEETING AGENDA
GOVERNMENT CENTER BOARDROOM, 4TH FLOOR, ROOM #400
115 E. WASHINGTON STREET, BLOOMINGTON, IL 61701
MONDAY, JANUARY 8, 2024, 6:00 PM**

1. Call to Order
2. Pledge of Allegiance to the Flag
3. Remain Standing for a Moment of Silent Prayer and/or Reflection
4. Roll Call
5. Recognition/Appointments
6. Public Comment

Individuals wishing to provide emailed public comment must email comments to publiccomment@cityblm.org at least 15 minutes before the start of the meeting. Individuals wishing to speak in-person or remotely may register at www.cityblm.org/register at least 5 minutes before the start of the meeting for in-person public comment and at least 15 minutes before the start of the meeting for remote public comment.

7. Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled by Council from the Consent Agenda for discussion are listed and voted on separately.

- A. Consideration and Action to Approve the Minutes of the November 27, 2023, Regular City Council Meeting, as requested by the City Clerk Department. *(Recommended Motion: The proposed Minutes be approved.)*
- B. Consideration and Action on Approving Bills and Payroll in the Amount of \$12,942,770.06, as requested by the Finance Department. *(Recommended Motion: The proposed Bills and Payroll be approved.)*
- C. Consideration and Action on Approving Appointments to Boards & Commissions, as requested by the Administration Department. *(Recommended Motion: The proposed Appointments be approved.)*
- D. Consideration and Action on a Resolution Authorizing the Rejection of All Bids for the Tuckpointing & Sealing 2023 Project (Bid #2024-16), as requested by the Department of Operations & Engineering Services and the Parks & Recreation Department. *(Recommended Motion: The proposed Resolution be approved.)*
- E. Consideration and Action on Approving a Change Order with Ray O'Herron for the Purchase of Police Uniforms (P.O. # 20240077), in the amount of \$50,000, as requested by the Police Department. *(Recommended Motion: The proposed Change*

Order be approved.)

- F. Consideration and Action on a Resolution Approving the First Amendment to Agreement for Professional Services with Baxter and Woodman, Inc. Regarding Community Change Grant Drafting and Application, in the Amount of \$50,000, as requested by the Department of Operations & Engineering Services.
(Recommended Motion: The proposed Resolution be approved.)
- G. Consideration and Action on an Ordinance Approving the Final Plat of Wittenberg Woods at Prairie Vista Fourth Addition, as requested by the Department of Operations & Engineering Services. *(Recommended Motion: The proposed Ordinance be approved.)*
- H. Consideration and Action on a Resolution Approving Participation in a Watershed Improvement Grant with the Mclean County Soil and Water Conservation District and the Expenditure of Funds in the Amount of \$185,300 as the City's Cost-Share Contribution to Said Grant, as requested by the Water Department. *(Recommended Motion: The proposed Resolution be approved.)*
- I. Consideration and Action on an Application from Pilot Travel Centers, d/b/a Pilot Travel Center #299, located at 1522 W. Market St., Requesting Approval of a Change of Ownership for a Class GBPS (Convenience, Beer & Wine Only, Package, and Sunday Sales) Liquor License, as requested by the City Clerk Department.
(Recommended Motion: The proposed Change in Ownership be approved.)
- J. Consideration and Action on an Application from JL Palma, LLC d/b/a Venue 309, located at 1611 Morrissey Dr., Units 2 & 3, Requesting Approval of the Creation of a Class EAS (Entertainment, All Types of Alcohol, and Sunday Sales) Liquor License, as requested by the City Clerk Department. *(Recommended Motion: The proposed License Creation be approved.)*

8. Regular Agenda

9. City Manager's Discussion

10. Mayor's Discussion

11. Council Member's Discussion

12. Executive Session

13. Adjournment

Individuals with disabilities planning to attend the meeting who require reasonable accommodations to observe and/or participate, or who have questions about the accessibility of the meeting, should contact the City's ADA Coordinator at 309-434-2468 mhurt@cityblm.org.



CONSENT AGENDA ITEM NO. 7.A.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Consideration and Action to Approve the Minutes of the November 27, 2023, Regular City Council Meeting, as requested by the City Clerk Department.

RECOMMENDED MOTION: The proposed Minutes be approved.

STRATEGIC PLAN LINK:

Goal 1. Financially Sound City Providing Quality Basic Services

STRATEGIC PLAN SIGNIFICANCE:

Objective 1d. City services delivered in the most cost-effective, efficient manner

BACKGROUND: The minutes of the meetings provided have been reviewed and certified as correct and complete by the City Clerk. In compliance with the Open Meetings Act, Council minutes must be approved thirty (30) days after the meeting or at the second subsequent regular meeting whichever is later. In accordance with the Open Meetings Act, Council minutes are available for public inspection and posted to the City's website within ten (10) days after Council approval.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: N/A

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035: N/A

Respectfully submitted for consideration.

Prepared by: Ashley Lara, Records & Licensing Specialist

ATTACHMENTS:

[CLK 1B Draft Minutes](#)



**MINUTES
CITY COUNCIL - REGULAR SESSION
MONDAY, NOVEMBER 27, 2023, 6:00 P.M.**

The City Council convened in regular session in the Government Center Chambers at 6:00 P.M. Mayor Mboka Mwilambwe called the meeting to order and led the Pledge of Allegiance ending with a moment of silent prayer/reflection.

Roll Call

Attendee Name	Title	Status
Mboka Mwilambwe	Mayor	Present
Jenna Kearns	Council Member, Ward 1	Present
Donna Boelen	Council Member, Ward 2	Present
Sheila Montney	Council Member, Ward 3	Remote
John Danenberger	Council Member, Ward 4	Present
Nick Becker	Council Member, Ward 5	Present
Cody Hendricks	Council Member, Ward 6	Present
Mollie Ward	Council Member, Ward 7	Present
Kent Lee	Council Member, Ward 8	Present
Tom Crumpler	Council Member, Ward 9	Present

Council Member Boelen made a motion, seconded by Council Member Becker, to allow Council Member Montney to attend the meeting remotely for work purposes.

Mayor Mwilambwe directed the Clerk to call roll:

AYES: Kearns, Boelen, Danenberger, Becker, Hendricks, Ward, Lee, Crumpler

Motion carried.

Recognition/Appointments

The following item was presented:

Item 5. A. Recognition of a Board and Commission Appointment, as requested by the Administration Department.

Leslie Yocum, City Clerk, recognized Jan Murphy to the Police Pension Board.

Public Comment

Mayor Mwilambwe read a public comment statement of procedure. No emailed public comment was received. The following spoke in person: (1) Gary Lambert; (2) Scott Stimeling; (3) Surena Fish; and (4) Jackie Beyer.

Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled by Council from the Consent Agenda for discussion are listed and voted on separately.

Council Member Hendricks made a motion, seconded by Council Member Boelen, to approve the Consent Agenda as presented.

Item 7.A. Consideration and Action on Approving the Minutes of the October 23, 2023, Regular City Council Meeting, as requested by the City Clerk Department. (Recommended Motion: The proposed Minutes be approved.)

Item 7.B. Consideration and Action on Approving Bills and Payroll in the Amount of \$13,020,174.44, as requested by the Finance Department. (Recommended Motion: The proposed Bills and Payroll be approved.)

Item 7.C. Consideration and Action on Approving Appointments to Boards & Commissions, as requested by the Administration Department. (Recommended Motion: The proposed Appointments be approved.)

Item 7.D. Consideration and Action on Approving the Purchase of a Riley Sports Elite Series R6A 6" Aluminum Prefabricated Dasher Board System and Alternate # 1 - Backer Panel, .375" thick HDPE backer panel from All-American Arena Products in the amount of \$214,200 utilizing Sourcewell Cooperative Purchasing Agreement #120320-ALL exp. 1/8/2025, as requested by the Parks & Recreation Department. (Recommended Motion: The proposed Purchase be approved.)

Item 7.E. Consideration and Action to Approve a Change Order to PO# 20220583, with Midwest Transit Equipment Inc., for the Purchase of Two (2), 14-Seat Passenger Buses, in the Amount of \$34,624, as requested by the Department of Operations & Engineering Services, and the Parks & Recreation Department. (Recommended Motion: The proposed Change Order be approved.)

Item 7.F. Consideration and Action on the Preliminary Design Amendment No. 1 to the Engineering Services Agreement Related to Systemwide Potable Water Distribution Improvements in an amount not to exceed \$2,999,480, as requested by the Water Department. (Recommended Motion: The proposed Amendment be approved.)

Item 7.G. Consideration and Action on a Resolution providing for the City to petition to Annex White Oak Park into the Bloomington Normal Water Reclamation District, as requested by the Legal Department. (Recommended Motion: The proposed Resolution be Approved.)

Item 7.H. Consideration and Action on a Resolution Authorizing the Closure of State Highway Business 51 for the Jaycees Holiday Parade on December 2, 2023, at 10 a.m., as requested by the Economic & Community Development Department. (Recommended Motion: The proposed Resolution be approved.)

Item 7.I. Consideration and Action on an Ordinance Approving a Zoning Map Amendment from the R-1C (Single-Family Residence) District to the P-2 (Public Lands and Institutions) District, for the Properties Located at 601 N. Western Avenue and 1210 W. Locust Street, as requested by the Economic & Community Development Department. (Recommended Motion: The Ordinance be approved.)

Mayor Mwilambwe directed the Clerk to call roll:

AYES: Kearns, Boelen, Montney, Danenberger, Becker, Hendricks, Ward, Lee, Crumpler
Motion carried.

Regular Agenda

The following item was presented:

Item 8.A. Presentation of the FY2023 Annual Comprehensive Financial Report, Delivered by the Audit Firm, Baker Tilly Virchow Krause LLP, as requested by the Finance Department.

Tim Gleason, City Manager, commended staff on their work, then introduced Scott Rathbun, Finance Director, and Michael Malatt, partner at Baker Tilly.

Mr. Rathbun explained the audit and thanked the departments involved. He introduced Mr. Malatt and described the involvement that Baker Tilly had in the audit process.

Mr. Malatt thanked Finance's team for their efforts during the audit process. He walked through detail of the reports that had been issued as a result of the audit and gave an overview of how the process was completed. He noted several variations and improvements over last year's reports including that lease financing was presented differently due to new requirements. He complimented the City on how finances were handled and commended staff for their professionalism and dedication.

The following item was presented:

Item 8.B. Presentation on Water Capital Project Needs; and Consideration and Action on an Ordinance Amending the City Code Regarding the Water Rate Structure, Lowering the Water Utility Tax, and Modifying the Annual Increases in Refuse, Sewer, and Storm Water Fees from 3% to CPI-WST (Water, Sewer, Storm Water and Solid Waste (Trash Collection)), as requested by the Water Department.

Jeff Jurgens, Deputy City Manager, noted the Item as included in the packet needed amendments. He gave a brief overview of the amendments, asked that the motion be "as amended", and introduced Ed Andrews, Water Director, to present.

Mr. Andrews provided a historical overview of Bloomington's water infrastructure, and explained that due to aged systems, some water loss occurred. He outlined how the proposed investment would go over the next 10 years, as well as how systemwide improvements would be made. He touched on IEPA (Illinois Environmental Protection Agency) requirements and explained how the City's system had aged and was well past its recommended life. He provided a breakdown of the current residential water rate structure and detailed how Bloomington was well below the recommended rate structure, as provided by the American Water Work Association. He outlined the proposed water rate structure and noted that a rate increase had not occurred since 2011. He explained that utility payment assistance would be available for those who needed it. He also outlined the rate structures for commercial accounts.

Mr. Jurgens explained that there would be a proposal regarding larger consumer and industrial users presented early next year.

Mr. Andrews noted the utility tax would decrease as increases were made to rates.

Mr. Jurgens noted that City drinking water has remained safe due to filtering.

City Manager Gleason reminded the community how blessed the City is to own and manage their water reservoirs. He explained the history of the project and expressed appreciation for the presentation.

Mayor Mwilambwe recognized rate increases seemed like a lot, but that they were necessary to ensure required improvements could be made to preserve the community.

Council Member Boelen asked how the reduction in utility tax would impact Police and Fire Pensions. Mr. Jurgens explained that the reductions would only apply to water and that the tax decrease would only relieve the users of duplicate costs. She then asked why it was recommended to go with the industry specific Consumer Price Index (CPI) instead of the standard one. Mr. Jurgens explained that the detailed CPI more accurately associates industry costs with rates.

Council Member Ward thanked Council Member Boelen for her comments. She also asked if water main breaks would make a community more vulnerable to lead issues and noted that a full replacement is better than a partial replacement. Mr. Andrews explained that certain factors could result to lead in the water, but generally, breaks would not be one of them for modernized systems.

Council Member Crumpler asked if the project was driven by the aging water system, as well as changes in Federal and State mandates. Mr. Andrews confirmed. Council Member Crumpler and Mr. Andrews then discussed why increases couldn't have been earlier and been more gradual. Council Member Crumpler then stated that he believed less than 25% of residents would be eligible for assistance plans and asked how the City planned to publicize the programs. Mr. Jurgens stated that they would be available on the City website.

Council Member Becker discussed consequences of not passing the Item and stated that while the replacement is necessary, he would like to find other ways to offset the cost to residents.

Council Member Montney asked about lost or unaccounted for water and what actions Mr. Andrews had taken in prior roles. Mr. Andrews walked through several examples.

Council Member Crumpler made a motion, seconded by Council Member Becker, to extend the meeting by five minutes.

Mayor Mwilambwe directed the Clerk to call roll:

AYES: Kearns, Boelen, Montney, Danenberger, Becker, Hendricks, Ward, Lee, Crumpler

Motion carried.

Council Member Montney asked if the City was monitoring key performance indicators in order to close any gaps. Mr. Andrews confirmed, and stated numbers would vary. She then referred back to the prior CPI discussion and expressed concern about increases to come. Mr. Jurgens stressed the importance of funds being available for expenses that would occur. He explained that the proposed numbers would allow the City to plan and fund projects without borrowing. Council Member Montney and Mr. Andrews discussed costs related to large volume use.

Council Member Montney expressed concern that all large projects were not planned and presented together.

Council Member Crumpler made a motion, seconded by Council Member Danenberger, to approve the Item as amended.

Mayor Mwilambwe directed the Clerk to call roll:

AYES: Kearns, Boelen, Danenberger, Becker, Hendricks, Ward, Crumpler

NAYES: Montney, Lee

Motion carried.

Finance Director's Report

Tim Gleason, City Manager, expressed the importance of the Finance Director's Report and sharing detailed City finances with the community.

Scott Rathbun, Finance Director, addressed Council. He briefly discussed major tax revenues, General Fund Revenues and Expenditures, Enterprise Funds, and Solid Waste Funds. He highlighted that the City's credit rating with Moody's had been updated to an Aa1 Rating. He concluded by reminding the community where to locate the City's budget materials.

Mr. Gleason explained that Council action had played a large role in the rating increase.

Mayor Mwilambwe asked about interest rates and Mr. Rathbun explained that even a slight interest rate reduction could be substantial.

Council Member Boelen asked what had changed with the Solid Waste Fund that eliminated a deficit. Mr. Rathbun explained that a large factor was based on the equipment needs of the Public Works Department. She then asked if current reserves included hold-over projects from prior years. Mr. Rathbun explained that it depended on the fund.

City Manager's Discussion

City Manager Gleason shared a holiday video highlighting upcoming events. He then recognized several new hires before he spent time recognizing Chief Eric West's retirement. He thanked and congratulated him for his service. He ended by providing an update on leaf pick-up and a reminder December Council meetings would be held on the 4th and 11th with no Committee of the Whole.

Mayor's Discussion

Mayor Mwilambwe congratulated Chief West on his retirement. He concluded by highlighting the tree lighting on the square coming up.

Council Member's Discussion

Council Member Boelen expressed thanks to Public Works for leaf pick-up efforts.

Executive Session

No executive session was held.

Adjournment

Council Member Boelen made a motion, seconded by Council Member Hendricks, to adjourn the meeting.

Mayor Mwilambwe directed the Clerk to call roll:

Motion carried (viva voce).

The meeting adjourned at 8:04 P.M.

CITY OF BLOOMINGTON

ATTEST

Mboka Mwilambwe, Mayor

Ashley Lara, Interim Deputy City Clerk



CONSENT AGENDA ITEM NO. 7.B.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Consideration and Action on Approving Bills and Payroll in the Amount of \$12,942,770.06, as requested by the Finance Department.

RECOMMENDED MOTION: The proposed Bills and Payroll be approved.

STRATEGIC PLAN LINK:

Goal 1. Financially Sound City Providing Quality Basic Services

STRATEGIC PLAN SIGNIFICANCE:

Objective 1d. City services delivered in the most cost-effective, efficient manner

BACKGROUND: Bills and Payroll are filed in the City Clerk's Department. The full Bills and Payroll Report is now housed under Finance documents on the City website, available at <https://www.cityblm.org/bills>.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: Total disbursements to be approved \$12,942,770.06 (Payroll total \$5,939,065.64, Accounts Payable total \$6,691,010.08, and Bank Transfers total \$312,694.34.

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035: N/A

Respectfully submitted for consideration.

Prepared by: Stacey Moews,

ATTACHMENTS:

[FIN 1B Summary Report](#)

CITY OF BLOOMINGTON FINANCE REPORT

PAYROLL

Date	Gross Pay	Employer Contribution	Totals
12/15/2023	\$ 2,542,384.14	\$ 570,976.84	\$ 3,113,360.98
12/29/2023	\$ 2,433,206.86	\$ 215,194.12	\$ 2,648,400.98

Off Cycle Adjustments	\$ 176,732.59	\$ 571.09	\$ 177,303.68
	PAYROLL TOTAL	\$	5,939,065.64

ACCOUNTS PAYABLE (WIRES)

Date	Bank	Total	PCARDS Date Range
1/8/2024	AP General	\$ 2,664,273.66	
1/8/2024	AP JMScott	\$ -	
1/8/2024	AP Comm Devel	\$ 7,560.35	
1/8/2024	AP IHDA	\$ 841.92	
1/8/2024	AP Library	\$ 76,111.53	
1/8/2024	AP MFT	\$ -	
12/07/23-12/21/23	Out of Cycle AP	\$ 3,942,222.62	
10/10/23-12/19/23	AP Bank Transfers	\$ 312,694.34	
	AP TOTAL	\$ 7,003,704.42	
			PCARD TOTAL
			\$0.00

GRAND TOTAL	\$ 12,942,770.06
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Respectfully,

F Scott Rathbun
Director of Finance



CONSENT AGENDA ITEM NO. 7.C.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Consideration and Action on Approving Appointments to Boards & Commissions, as requested by the Administration Department.

RECOMMENDED MOTION: The proposed Appointments be approved.

STRATEGIC PLAN LINK:

Goal 5. Great Place - Livable, Sustainable City

STRATEGIC PLAN SIGNIFICANCE:

Objective 5b. City decisions consistent with plans and policies

BACKGROUND: The Mayor of the City of Bloomington asks Council concurrence in the appointments of:

Welcoming America Commission: Surinder Sethi, Levi Sturgeon, and Heather Witt's appointments are effective immediately, with an expiration date of 01-08-27.

Public Safety & Community Relations Board: Tylan Smith's appointment is effective immediately, with an expiration date of 01-08-27.

Cultural Commission: Adinda Akmal's appointment is effective immediately, with an expiration date of 01-08-27.

Historic Preservation Commission: Mark Adams' appointment is effective immediately, with an expiration date of 01-08-27.

Applications are on file in the Administration Office.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: The Mayor contacts all recommended appointments.

FINANCIAL IMPACT: N/A

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035: N/A

Respectfully submitted for consideration.

Prepared by: Cecilia Reichert, Administrative Assistant

ATTACHMENTS:

[ADM 1B Welcoming America Commission Roster](#)

[ADM 1C Public Safety & Community Relations Board Roster](#)

[ADM 1D Cultural Commission Roster](#)

[ADM 1E Historic Preservation Commission Roster](#)

Proposed Roster for Welcoming America Committee:

Status	Board/Commission	Role	First Name	Last Name	Expiration	Re/Appointment Date	Year First Appointed
Active	Welcoming America	Staff Liaison	Michael	Hurt			
Active	Welcoming America	Commissioner	Surinder	Sethi	1/8/2027		2024
Active	Welcoming America	Commissioner	Levi	Sturgeon	1/8/2027		2024
Active	Welcoming America	Commissioner	Heather	Witt	1/8/2027		2024

Public Safety & Community Relations Board Roster:

Status	Board/Commission	Role	First Name	Last Name	Expiration	Re/Appointment Date	Year First Appointed
Active	Public Safety & Community Relations Board	Staff Liaison	Michael	Hurt			
Active	Public Safety & Community Relations Board	Youth Member	Amira	Harris-Bommarito	11/28/2023	11/28/2022	2022
Active	Public Safety & Community Relations Board	Board Member	William	Bennett	4/30/2024	4/12/2021	2017
Active	Public Safety & Community Relations Board	Board Member	Surena	Fish	4/30/2024	4/12/2021	2017
Active	Public Safety & Community Relations Board	Board Member	Arthur	Taylor	4/30/2025	4/25/2022	2017
Active	Public Safety & Community Relations Board	Board Member	Jeffery	Woodard	4/30/2025	4/25/2022	2017
Active	Public Safety & Community Relations Board	Chair	Ashley	Farmer	4/30/2026	2/27/2023	2021
Active	Public Safety & Community Relations Board	Board Member	Rachel	McFarland	4/30/2026	2/27/2023	2021
Vacant	Public Safety & Community Relations Board	Board Member			4/30/2026		

Cultural Commission Roster:

Status	Board/Commission	Role	First Name	Last Name	Expiration	Re/Appointment Date	Year First Appointed
Active	Cultural Commission	Staff Liaison	Anthony	Nelson			
Hold Over	Cultural Commission	Commissioner	Angelique	Racki	4/30/2023	3/27/2017	2016
Active	Cultural Commission	Chair	Melissa	Libert	4/30/2024	4/12/2021	2018
Active	Cultural Commission	Commissioner	Tracy	Koch	4/30/2024	2/27/2023	2023
Active	Cultural Commission	Commissioner	Faisal	Rashid	4/30/2024	2/27/2023	2023
Active	Cultural Commission	Commissioner	Jeffrey	Pitzer	4/30/2025	8/28/2023	2019
Active	Cultural Commission	Commissioner	Shweta	Shukla	4/30/2025	8/28/2023	2020
Vacant	Cultural Commission				4/30/2025		
Vacant	Cultural Commission				4/30/2025		
Vacant	Cultural Commission	Commissioner			4/30/2025		
Active	Cultural Commission	Commissioner	Cindy	Termuende	4/30/2026	5/22/2023	2023
Active	Cultural Commission	Commissioner	Dallas	Long	4/30/2026	8/28/2023	2023

Historic Preservation Commission Roster:

Status	Board/Commission	Role	First Name	Last Name	Expiration	Re/Appointment Date	Year First Appointed
Active	Historic Preservation Commission	Staff Liaison	Alissa	Pemberton			
Active	Historic Preservation Commission	Commissioner	Dawn	Peters	4/30/2024	4/12/2021	2020
Active	Historic Preservation Commission	Chair	Greg	Koos	4/30/2025	5/23/2022	2020
Active	Historic Preservation Commission	Commissioner	Sara	Lindenbaum	4/30/2025	5/1/2023	2023
Active	Historic Preservation Commission	Attorney	John	Elterich	4/30/2026	5/22/2023	2021
		Architect & Vice-					
Active	Historic Preservation Commission	Chair	Paul	Scharnett	4/30/2026	5/22/2023	2017
Active	Historic Preservation Commission	Commissioner	Emma	Meyer	4/30/2026	5/1/2023	2023
Vacant	Historic Preservation Commission	Commissioner			4/30/2026		



CONSENT AGENDA ITEM NO. 7.D.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Consideration and Action on a Resolution Authorizing the Rejection of All Bids for the Tuckpointing & Sealing 2023 Project (Bid #2024-16), as requested by the Department of Operations & Engineering Services and the Parks & Recreation Department.

RECOMMENDED MOTION: The proposed Resolution be approved.

STRATEGIC PLAN LINK:

Goal 1. Financially Sound City Providing Quality Basic Services

STRATEGIC PLAN SIGNIFICANCE:

Objective 1d. City services delivered in the most cost-effective, efficient manner

BACKGROUND: If approved, the City will reject all bids for the Tuckpointing & Sealing 2023 project. After City staff publicly opened the bids for the project, an inconsistency in the pricing proposal tables was brought to staff's attention. This inconsistency could not have been discovered until all vendor bids were made available for public review. Staff investigated the issue and concurred that an inconsistency in the pricing proposal tables may have resulted in the duplication of a line item price for at least one bidder. In light of this discovery, staff recommends rejecting all bids to be fair and equitable to all bidders. The bid solicitation states that the City retains the right to reject any and all bids and to waive technicalities. Staff will correct the pricing proposal inconsistency, rebid the project, and bring it back to Council as soon as practical.

The project was advertised as Bid #2024-16 to solicit competitive bids for tuckpointing and sealing the Police Administration Building, old City Hall, Facilities Maintenance, and the Lincoln Leisure Center. Bids were received until 10:00 A.M. on Monday, November 6, 2023, electronically via the City's e-Procurement Portal, *OpenGov*. Bids were received from Otto Baum Construction, Inc., Garneau Construction, Inc., Western Specialty Contractors, and M.R. Mason Contractors. A full bid tabulation is attached.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: The work was advertised in *The Pantagraph* and *OpenGov* on October 16, 2023. A pre-bid meeting was held on October 20, 2023, at 10:00 a.m.

FINANCIAL IMPACT: N/A

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035: N/A

Respectfully submitted for consideration.

Prepared by: Russ Waller, Facility Manager

ATTACHMENTS:

[DOES 1B Bid Rejection Resolution](#)

[DOES 1C Local Preference Bid Evaluation](#)

RESOLUTION NO. 2024 - ____

A RESOLUTION AUTHORIZING THE REJECTION OF ALL BIDS FOR THE TUCKPOINTING & SEALING 2023 PROJECT (BID #2024-16)

WHEREAS, the City solicited competitive bids for tuckpointing and sealing the Police Administration building, old City Hall, Facilities Maintenance, and the Lincoln Leisure Center; and

WHEREAS, four bids for this project were received; and

WHEREAS, an inconsistency in the pricing proposal tables may have resulted in the duplication of a line-item price for at least one bidder; and

WHEREAS, Staff believe the rejection of all bids is fair and equitable to all bidders and is in the best interest of the City; and

WHEREAS, the bid solicitation states that the City retains the right to reject any and all bids and to waive technicalities.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS:

Section 1. That the recitals set forth above are incorporated herein and City Manager, or designated representatives, are authorized to reject all bids for Bid #2024-16.

PASSED this 8th day of January 2024.

APPROVED this ____ day of January 2024.

CITY OF BLOOMINGTON

ATTEST

Mboka Mwilambwe, Mayor

Leslie Smith-Yocum, City Clerk

BID 2024-16 TUCKPOINTING & SEALING 2023 - BID TABULATION

POLICE ADMINISTRATION - 305 S. EAST ST			Garneau Construction, Inc./M.R. Mason Contractor (A d			Otto Baum Company, Inc.			Western Specialty Contractors		
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1	General Conditions	1	LS	\$5,000.00	\$5,000.00	\$98,385.00	\$98,385.00	\$25,660.00	\$25,660.00	\$9,800.00	\$9,800.00
2	Grind & Repoint Deteriorated or Cracked Mortar										
2	Joints	1000	SF	\$28.00	\$28,000.00	\$18.40	\$18,400.00	\$15.40	\$15,400.00	\$18.75	\$18,750.00
3	Remove & Replace Cracked or Spalled Brick	500	EA	\$35.00	\$17,500.00	\$30.55	\$15,275.00	\$31.00	\$15,500.00	\$34.60	\$17,300.00
4	Cutout & Reseal Vertical Expansion Joint	800	LF	\$18.00	\$14,400.00	\$12.00	\$9,600.00	\$10.30	\$8,240.00	\$10.05	\$8,040.00
5	Cutout & Reseal Horizontal Expansion Joint	1300	LF	\$18.00	\$23,400.00	\$11.50	\$14,950.00	\$10.30	\$13,390.00	\$10.05	\$13,065.00
6	Cutout & Reseal Door, Louver & Window	1500	LF	\$18.00	\$27,000.00	\$11.20	\$16,800.00	\$10.30	\$15,450.00	\$9.00	\$13,500.00
7	Cutout & Reseal Precast to Brick Joints	100	LF	\$18.00	\$1,800.00	\$12.00	\$1,200.00	\$10.30	\$1,030.00	\$14.30	\$1,430.00
8	Install Weeps	100	EA	\$15.00	\$1,500.00	\$25.00	\$2,500.00	\$18.00	\$1,800.00	\$5.05	\$505.00
	Clean, Prime & Paint Exposed Steel Lintels &										
9	Overhead Door Frames	1	LS	\$15,000.00	\$15,000.00	\$18,000.00	\$18,000.00	\$4,100.00	\$4,100.00	\$5,175.00	\$5,175.00
10	Pressure Wash all Exposed Exterior Brick &	1	LS	\$16,000.00	\$16,000.00	\$18,100.00	\$18,100.00	\$11,500.00	\$11,500.00	\$4,850.00	\$4,850.00
	Two Saturation Coats of Water Repellent to all										
11	Exposed Brick & Masonry	1	LS	\$16,000.00	\$16,000.00	\$24,500.00	\$24,500.00	\$24,135.00	\$24,135.00	\$16,050.00	\$16,050.00
12	Contingency (10% of the total of Items 1-11)	1	LS	\$16,060.00	\$16,060.00	\$23,770.00	\$23,770.00	\$13,620.00	\$13,620.00	\$10,846.50	\$10,846.50
Total					\$181,660.00		\$261,480.00		\$149,825.00		\$119,311.50

OLD CITY HALL - 109 E. OLIVE ST			Garneau Construction, Inc./M.R. Mason Contractor (A d			Otto Baum Company, Inc.			Western Specialty Contractors		
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1	General Conditions	1	LS	\$5,000.00	\$5,000.00	\$56,175.00	\$56,175.00	\$36,275.00	\$36,275.00	\$10,925.00	\$10,925.00
2	Grind & Repoint Deteriorated or Cracked Mortar										
2	Joints	500	SF	\$28.00	\$14,000.00	\$18.45	\$9,225.00	\$7.40	\$3,700.00	\$9.75	\$4,875.00
3	Repair Damaged Facade	10	SF	\$45.00	\$450.00	\$575.00	\$5,750.00	\$260.00	\$2,600.00	\$365.00	\$3,650.00
4	Repair Damaged Stone	800	SF	\$35.00	\$28,000.00	\$175.00	\$140,000.00	\$115.00	\$92,000.00	\$149.15	\$119,320.00
5	Repair Concrete Spall	50	SF	\$45.00	\$2,250.00	\$245.00	\$12,250.00	\$138.00	\$6,900.00	\$152.70	\$7,635.00
6	Cutout & Reseal Joints	500	LF	\$18.00	\$9,000.00	\$10.00	\$5,000.00	\$10.30	\$5,150.00	\$14.50	\$7,250.00
7	Cutout & Reseal Door, Louver & Window	3500	LF	\$18.00	\$63,000.00	\$10.05	\$35,175.00	\$10.30	\$36,050.00	\$9.20	\$32,200.00
8	Cutout & Reseal Facade Joints	250	LF	\$18.00	\$4,500.00	\$11.40	\$2,850.00	\$10.30	\$2,575.00	\$11.50	\$2,875.00
9	Install Weeps	25	EA	\$15.00	\$375.00	\$25.00	\$625.00	\$18.00	\$450.00	\$5.05	\$126.25
	Clean, Prime & Paint Exposed Steel Lintels,										
10	Overhead Door Frames & Vents	1	LS	\$4,500.00	\$4,500.00	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$7,450.00	\$7,450.00
11	Pressure Wash all Exposed Exterior Brick &	1	LS	\$8,000.00	\$8,000.00	\$4,880.00	\$4,880.00	\$3,900.00	\$3,900.00	\$2,075.00	\$2,075.00
	Two Saturation Coats of Water Repellent to all										
12	Exposed Brick & Masonry	1	LS	\$8,000.00	\$8,000.00	\$9,030.00	\$9,030.00	\$7,975.00	\$7,975.00	\$10,800.00	\$10,800.00
13	Contingency (10% of the total of Items 1-12)	1	LS	\$14,208.00	\$14,208.00	\$29,900.00	\$29,900.00	\$19,750.00	\$19,750.00	\$20,918.13	\$20,918.13
Total					\$161,283.00		\$328,860.00		\$217,325.00		\$230,099.38

OLD CITY HALL - 109 E. OLIVE (ALTERNATE)			Garneau Construction, Inc./M.R. Mason Contractor (A d			Otto Baum Company, Inc.			Western Specialty Contractors		
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1	Limestone Replacement	800	SF	\$12.50	\$10,000.00	\$175.00	\$140,000.00	\$115.00	\$92,000.00	\$160.00	\$128,000.00
Total					\$10,000.00		\$140,000.00		\$92,000.00		\$128,000.00

FACILITIES - 301 E. JACKSON ST				Garneau Construction, Inc		M.R. Mason Contractor (A d		Otto Baum Company, Inc.		Western Specialty Contractors	
Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1	General Conditions	1	LS	\$1,000.00	\$1,000.00	\$1,500.00	\$1,500.00	\$1,120.00	\$1,120.00	\$850.00	\$850.00
	Grind & Repoint Deteriorated or Cracked Mortar										
2	Joints	10	SF	\$28.00	\$280.00	\$25.00	\$250.00	\$26.00	\$260.00	\$38.25	\$382.50
3	Cutout & Reseal Joints, Penetrations & Holes	50	LF	\$18.00	\$900.00	\$15.00	\$750.00	\$10.30	\$515.00	\$19.00	\$950.00
4	Cutout & Reseal Door, Louver & Window	150	LF	\$18.00	\$2,700.00	\$15.00	\$2,250.00	\$10.30	\$1,545.00	\$10.75	\$1,612.50
5	Install Weeps	10	EA	\$15.00	\$150.00	\$25.00	\$250.00	\$18.00	\$180.00	\$5.05	\$50.50
	Clean, Prime & Paint Exposed Steel Lintels,										
6	Overhead Door Frames & Vents	1	LS	\$1,500.00	\$1,500.00	\$10,000.00	\$10,000.00	\$925.00	\$925.00	\$1,000.00	\$1,000.00
7	Pressure Wash all Exposed Exterior Brick &	1	LS	\$2,500.00	\$2,500.00	\$1,500.00	\$1,500.00	\$540.00	\$540.00	\$515.00	\$515.00
	Two Saturation Coats of Water Repellent to all										
8	Exposed Brick & Masonry	1	LS	\$3,000.00	\$3,000.00	\$1,000.00	\$1,000.00	\$600.00	\$600.00	\$750.00	\$750.00
9	Contingency (10% of the total of Items 1-8)	1	LS	\$1,103.00	\$1,103.00	\$1,750.00	\$1,750.00	\$565.00	\$565.00	\$611.05	\$611.05
Total					\$13,133.00		\$19,250.00		\$6,250.00		\$6,721.55

LINCOLN LEISURE CENTER - 1206 S. LEE ST											
Line Item	Description	Quantity	Unit of Measure	Garneau Construction, Inc		M.R. Mason Contractor (A d		Otto Baum Company, Inc.		Western Specialty Contractors	
				Unit Cost	Total	Unit Cost	Total	Unit Cost	Total	Unit Cost	Total
1	General Conditions	1	LS	\$5,000.00	\$5,000.00	\$69,235.00	\$69,235.00	\$46,895.00	\$46,895.00	\$17,850.00	\$17,850.00
2	Grind & Repoint Deteriorated or Cracked Mortar										
2	Joints	2800	SF	\$28.00	\$78,400.00	\$18.30	\$51,240.00	\$15.40	\$43,120.00	\$18.50	\$51,800.00
3	Remove & Replace Cracked or Spalled Brick	5500	EA	\$30.00	\$165,000.00	\$22.25	\$122,375.00	\$16.45	\$90,475.00	\$27.80	\$152,900.00
4	Repair Concrete Spall	150	SF	\$55.00	\$8,250.00	\$195.00	\$29,250.00	\$135.00	\$20,250.00	\$167.50	\$25,125.00
5	Cutout & Reseal Joints	1500	LF	\$18.00	\$27,000.00	\$10.00	\$15,000.00	\$10.30	\$15,450.00	\$10.15	\$15,225.00
6	Cutout & Reseal Door, Louver & Window	1500	LF	\$18.00	\$27,000.00	\$11.20	\$16,800.00	\$10.30	\$15,450.00	\$9.05	\$13,575.00
7	Install Weeps	200	EA	\$15.00	\$3,000.00	\$20.75	\$4,150.00	\$18.00	\$3,600.00	\$5.05	\$1,010.00
	Clean, Prime & Paint Exposed Steel Lintels,										
8	Overhead Door Frames & Vents	1	LS	\$12,000.00	\$12,000.00	\$18,000.00	\$18,000.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00
9	Pressure Wash all Exposed Exterior Brick & Two Saturation Coats of Water Repellent to all	1	LS	\$16,000.00	\$16,000.00	\$9,940.00	\$9,940.00	\$9,080.00	\$9,080.00	\$3,895.00	\$3,895.00
10	Exposed Brick & Masonry	1	LS	\$16,000.00	\$16,000.00	\$14,170.00	\$14,170.00	\$17,475.00	\$17,475.00	\$15,065.00	\$15,065.00
11	Contingency (10% of the total of Items 1-10)	1	LS	\$35,265.00	\$35,265.00	\$35,020.00	\$35,020.00	\$26,175.00	\$26,175.00	\$29,844.50	\$29,844.50
Total					\$392,915.00		\$385,180.00		\$287,970.00		\$328,289.50



CONSENT AGENDA ITEM NO. 7.E.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Consideration and Action on Approving a Change Order with Ray O'Herron for the Purchase of Police Uniforms (P.O. # 20240077), in the amount of \$50,000, as requested by the Police Department.

RECOMMENDED MOTION: The proposed Change Order be approved.

STRATEGIC PLAN LINK:

Goal 1. Financially Sound City Providing Quality Basic Services

STRATEGIC PLAN SIGNIFICANCE:

Objective 1e. Partnering with others for the most cost-effective service delivery

BACKGROUND: Staff requests that the Fiscal Year 2024 Ray O'Herron Purchase Order increase by \$50,000. The original purchase order for \$48,000 was previously approved at the May 31, 2023 Council meeting. The Department has been fortunate to have hired numerous new officers and plans to hire more during the 2024 fiscal year and uniforms are mandatory.

The Department researched and selected the Blauer brand uniform pants and shirts several years ago due to its functionality, durability, and professional appearance. Ray O'Herron is located in Danville, IL which is the nearest Blauer dealer. This proximity provides the needed responsiveness for this critical wear and the ability for O'Herron to physically come to the Department to fit the officers' uniforms whenever needed. Ray O'Herron maintains an inventory that allows for this equipment to be available in a reasonable amount of time and has provided a high level of customer service. The change order will be used to continue outfitting new and current officers.

Staff requests a change order be approved so additional uniform orders can be paid from the current purchase order. The Police Department has sufficient budget for this change order.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: If approved, the City will increase the Purchase Order # 20240077 with Ray O'Herron by \$50,000. The expenditure will be charged to the Police-Uniforms account (10015110-62190). Stakeholders can locate this in the FY 2024 Budget Book titled "Budget Overview & General Fund" on page 234.

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035: N/A

Respectfully submitted for consideration.

Prepared by: Amber Bishler, Office Manager

ATTACHMENTS:

[PD 2B Original Purchase Order](#)



ORIGINAL

Purchase Order

Fiscal Year 2024

Page 1 of 1

THIS NUMBER MUST APPEAR ON ALL INVOICES,
PACKAGES AND SHIPPING PAPERS.Purchase
Order #**20240077-00**Delivery must be made within
doors of specified destination.B
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OCITY OF BLOOMINGTON
ACCOUNTS PAYABLE
PO BOX 3157
BLOOMINGTON, IL 61702-3157
(309) 434-2334V
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RRAY OHERRON CO INC
3549 NORTH VERMILION STREET
DANVILLE IL 61832
UNITED STATESS
H
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T
OBLOOMINGTON POLICE DEPARTMENT
305 SOUTH EAST STREET
BLOOMINGTON IL 61701

309-434-2350

Vendor Phone Number		Vendor Fax Number	Requisition Number	Delivery Reference		
888-223-3235		888-223-3235				
Date Ordered	Vendor Number	Date Required	Freight Method/Terms		Department/Location	
06/08/2023	81				POLICE ADMINISTRATION	
Item#	Description/Part No.		Qty	UOM	Unit Price	Extended Price
	CLOTHING					
1	Uniforms		1.0	EACH	\$48,000.00	\$48,000.00
	Procurement memo approved by City Manager Gleason for the purchase of Police Blauer Brand uniform shirts and pants from Ray O'Herron Inc. up to an amount of \$48,000.					
	***** GL SUMMARY *****					
	10015110 - 62190					48,000.00

Packing slip must accompany all shipments. ALL TERMS & CONDITIONS LISTED ON THE CITY OF BLOOMINGTON WEBSITE APPLY (www.cityblm.org/terms). The City reserves the right to cancel this order if delivery is not made by agreed-upon delivery date. Ship F.O.B. Bloomington, IL, or preapproved best value.

The City of Bloomington is exempt by statute from payment of all federal, state, and municipal excise, sales, and other taxes. Federal ID and tax exemption number is 37-6001563. State of Illinois tax exemption number is E9994-9903.

THE CITY OF BLOOMINGTON IS AN EQUAL OPPORTUNITY EMPLOYER.

Procurement Manager

PO Total

\$48,000.00



CONSENT AGENDA ITEM NO. 7.F.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: Ward 1, Ward 4, and Ward 6

SUBJECT: Consideration and Action on a Resolution Approving the First Amendment to Agreement for Professional Services with Baxter and Woodman, Inc. Regarding Community Change Grant Drafting and Application, in the Amount of \$50,000, as requested by the Department of Operations & Engineering Services.

RECOMMENDED MOTION: The proposed Resolution be approved.

STRATEGIC PLAN LINK:

Goal 2. Upgrade City Infrastructure and Facilities

Goal 5. Great Place - Livable, Sustainable City

STRATEGIC PLAN SIGNIFICANCE:

Objective 2c. Functional, well maintained sewer collection system

Objective 5a. Well-planned City with necessary services and infrastructure

Objective 5c. Incorporation of "Green Sustainable" concepts into City's development and plans

BACKGROUND: If approved, the City will amend the agreement with Baxter & Woodman to pay \$50,000 for professional grant writing services to apply for a Community Change Grant for the East Street Basin and Sewer Improvements Project through the United States Environmental Protection Agency (EPA).

Council approved a contract with Baxter & Woodman on October 25, 2021, following the storm events that caused flooding in June 2021. The contract included project coordination and data collection, sewer system assessment, preliminary design, final design, and assistance during bidding. DOES and Baxter & Woodman provided a presentation to review the existing conditions, hydraulic modeling, and engineering work done to date along with recommended alternatives and phasing of proposed improvements on November 20, 2023.

On November 21, 2023, the EPA announced a Notice of Funding Opportunity (NOFO) for Community Change Grants. The East Street Basin and Sewer Improvements Project qualifies for this grant. According to the EPA, the new program includes "approximately \$2 billion in environmental and climate justice activities to benefit disadvantaged communities through projects that reduce pollution, increase community climate resilience, and build community capacity to address environmental and climate justice challenges. These place-based investments will be focused on community-driven initiatives to be responsive to community and stakeholder input. They are designed to deliver on the transformative potential of the Inflation Reduction Act for communities most adversely and disproportionately impacted by climate change, legacy pollution, and historical disinvestments." More information is available on the EPA's [press release webpage](#) and [NOFO webpage](#).

The proposal would amend the contract so that Baxter & Woodman would work with City staff to apply for a Community Change Grant, including providing project management, project meetings, and public involvement, and grant document development. Additional information is provided in Exhibit A.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: N/A

FINANCIAL IMPACT: If approved, the City will amend the Agreement for Professional Services with Baxter and Woodman, Inc. Regarding Community Change Grant Drafting and Application, in the Amount of \$50,000. The cost will split 50/50, with \$25,000 being paid out the Sanitary Sewer-Architectural & Engineering Services for Capital (51101100-70051) and \$25,000 out of the Storm Water-Architectural & Engineering Services for Capital (53103100-70051). Stakeholders can locate this in the FY 2024 Budget Book titled "Other Funds & Capital Improvement" on pages 146 and 153.

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035: Goal UEW-1 (Provide quality public infrastructure within the City to protect public health, safety and the environment), Objective UEW-1.7 (Reliable and efficient collections systems (sanitary sewer, combined sewer, and storm sewer systems) to protect public health, safety and the environment); Goal HL-1 (Create a park and green space system that provides for a variety of active and passive recreational and wellness activities for current and future residents), Objective HL-1.3 (Enhance the walking, jogging and bike trails system); Goal NE-2 (Create a park and green space system that protects the environment and provides for a variety of active and passive recreational activities for current and future residents of Bloomington), Objective NE-2.2 (Encourage the use of native prairie plantings)

Respectfully submitted for consideration.

Prepared by: Michael Hill, Management Analyst

ATTACHMENTS:

[DOES 1B Resolution](#)

[DOES 1C First Amendment](#)

[DOES 1D Exhibit A](#)

[DOES 1E Condensed Agreement](#)

RESOLUTION NO. 2024 - ____

A RESOLUTION APPROVING FIRST AMENDMENT TO AGREEMENT FOR PROFESSIONAL SERVICES WITH BAXTER AND WOODMAN, INC. REGARDING COMMUNITY CHANGE GRANT DRAFTING AND APPLICATION, IN THE AMOUNT OF \$50,000

WHEREAS, the City of Bloomington (“City”) has previously authorized a contract with Baxter & Woodman, Inc., for the East Street Basin and Sewer Improvements Project; and

WHEREAS, it is desirous to proceed with including professional grant writing services to the contract through an amendment to apply for an Environmental Protection Agency Community Change Grant, which was announced on November 21, 2023; and

WHEREAS, the new Community Change Grant program includes approximately \$2 billion in environmental and climate justice activities to benefit disadvantaged communities through projects that reduce pollution; and

WHEREAS, City staff believe it is in the best interest of the City to approve the amendment to the contract as the City of Bloomington is supportive of applying for a Community Change Grant to improve the City’s storm water infrastructure and provide funding for the East Street Basin and Sewer Improvements Project; and

WHEREAS, the first contract amendment will bring the total contract amount to \$1,210,235 with the additional \$50,000 being added to the existing purchase order; and

WHEREAS, the amendment is germane to the original contract as signed and is in the best interest of the city and authorized by the law;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS:

Section 1. That the recitals set forth above are incorporated herein and City Manager, or designated representatives, are authorized to secure the Change Order, and any other necessary documents.

PASSED this 8th day of January 2024.

APPROVED this ____ day of January 2024.

CITY OF BLOOMINGTON

ATTEST

Mboka Mwilambwe, Mayor

Leslie Smith-Yocum, City Clerk

**FIRST AMENDMENT TO AGREEMENT
FOR PROFESSIONAL SERVICES
WITH BAXTER AND WOODMAN, INC.
REGARDING COMMUNITY CHANGE GRANT DRAFTING AND APPLICATION**

This first Amendment, made and entered into this ____ day of January 2024, by and between THE CITY OF BLOOMINGTON, ILLINOIS, (hereinafter “CITY”), and Baxter and Woodman, Inc., (hereinafter “BAXTER”), WITNESSETH that:

WHEREAS, on October 25, 2021, a Professional Services Agreement (“Agreement”) was made between the CITY and BAXTER for Hydraulic Modeling and Design of the East Street Basin; and

WHEREAS, the Office of Environmental Justice and External Civil Rights (“OEJECR”) has issued Notice of Funding Opportunity for a Community Change Grant to be used for projects that reduce pollution, increase community climate resilience, and build community capacity to address environmental and climate justice challenges and the City believes it could benefit from the award of said grant; and

WHEREAS, the parties desire to amend the Agreement, as set forth herein, to expand the Scope of Services on Exhibit A to include the project management, coordination, collection of necessary data, and fees in the amount of \$50,000.00 to assist the City with grant development for the aforementioned Community Change Grant.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants set forth herein, the parties hereto, intending legally to be bound, agree to incorporate the above recitals as if fully restated herein and further agree as follows:

1. Recitals. The recitals set forth above shall be incorporated into the terms and conditions of this First Amendment as if fully set forth herein.
2. Amendment to Agreement. The existing Exhibit A – Scope of Services/Work Provided, be amended by adding the attached Scope of Services.
3. In all other respects the Professional Services Agreement for Hydraulic Modeling and Design of the East Street Basin shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Amendment to the Professional Services Agreement in duplicate this day and year first above written.

CITY OF BLOOMINGTON

BAXTER AND WOODMAN, INC.

By: _____
Its City Manager

By: _____
Its Representative

ATTEST:

ATTEST:

By: _____
Its City Clerk

By: _____
Its Secretary

EXHIBIT A

SCOPE OF SERVICES

1. PROJECT COORDINATION AND DATA COLLECTION – *This task includes project management and coordination efforts, meetings with City staff, residents, and any additional stakeholders, and collection of necessary data from the City necessary to assist staff with the grant development.*
 - 1.1. PROJECT MANAGEMENT
 - A. Plan, schedule, and control activities to complete the Project. These activities include but are not limited to budget, schedule, and scope.
 - B. Submit monthly status report via email describing tasks completed the previous month and outlining goals for the subsequent month.
 - 1.2. PROJECT MEETINGS & PUBLIC INVOLVEMENT
 - A. Conduct a Project Kick-off meeting with City Staff and the Project team to establish clear lines of communication, introduce the team to the City, and establish the City's detailed needs, objectives, and goals for the project.
 - B. The meeting will also be used to obtain information, drawings, plans, atlases, and any other relevant information and set schedules for future meetings.
 - C. Conduct virtual progress meetings with City staff, as needed, during the Project for the purposes of addressing questions and/or grant approach methods.
2. GRANT DOCUMENT DEVELOPMENT – *This task will include B&W's staff assistance to City staff in the development of the necessary grant documents. The hours and deliverables outlined below are for assistance level only. The completion of submittal documents assumes City staff will be involved in the development, review, and final approval of the submittal documents. This task also assumes that the oral presentation will be delivered by City staff; B&W will assist staff in preparation for the presentation.*
 - 2.1. DELIVERABLES WITH LABOR AND COST – *See Page 2*

Track 1 Written Application Criteria	POINTS POSSIBLE	Budget
Project Management and Meetings		\$10,000.00
Part 1. Community Drive Investments for Change		
1.1 Community Overview	10	\$2,000.00
1.2 Selected Strategies	45	\$10,000.00
1.3 Community Engagement and Collaborative Governance Plan	15	\$3,000.00
1.4 Community Strength Plan	10	\$2,000.00
Subtotal	80	\$17,000.00
Part 2. Program Management, Capability, and Capacity		
2.1 Performance Management Plan, Outputs/Outcomes	6	\$1,200.00
2.2 Project Linkages to the EPA Strategic Plan	4	\$800.00
2.3 CBO Experience and Commitment	5	\$1,000.00
2.4 Programmatic and Managerial Capability and Resources	15	\$3,200.00
2.5 Past Performance	5	\$1,000.00
Subtotal	35	\$7,200.00
Part 3. Readiness to Proceed, Feasibility, and Sustainability		
3.1 Readiness Approach	8	\$1,800.00
3.2 Feasibility	9	\$2,000.00
3.3 Sustainability	5	\$1,000.00
3.4 Program Budget Description	8	\$1,800.00
3.5 Compliance Plan	10	\$2,200.00
Subtotal	40	\$8,800.00
Track 1 Oral Presentation		
Community Overview	9	\$1,000.00
Strategy Rational	9	\$1,000.00
Community Engagement and Collaborative Governance	9	\$1,000.00
Management Capacity	9	\$1,000.00
Performance Challenges	9	\$1,000.00
Subtotal	45	\$5,000.00
Grant Documents, Form, Uploads		\$2,000.00
TOTAL	200	\$50,000.00

3. SCHEDULE

Notice To Proceed	December 2023
Final Grant Submittal Deadline	November 21, 2024

**CITY OF BLOOMINGTON CONTRACT WITH
BAXTER AND WOODMAN, INC.
FOR PROFESSIONAL SERVICES FOR
EAST STREET BASIN HYDRAULIC MODELING & DESIGN**

THIS AGREEMENT, dated this 25th day of October_____, 2021, is between the City of Bloomington (hereinafter "CITY") and BAXTER AND WOODMAN, INC. (hereinafter "CONTRACTOR").

NOW THEREFORE, the parties agree as follows:

Section 1. Recitals. The recitals set forth above are incorporated into this Section 1 as if specifically stated herein.

Section 2. Description of Services. CONTRACTOR shall provide the services/work identified on Exhibit A.

Section 3. Payment. For the work performed by CONTRACTOR under this Contract, the CITY shall pay CONTRACTOR one of the following:

☐

A flat fee of \$_____ as set forth in the payment terms attached as Exhibit B.

☒

Fees as set forth in the Payment Terms attached as Exhibit B.

Section 4. Default and Termination. Either party shall be in default if it fails to perform all or any part of this Contract. If either party is in default, the other party may terminate this Contract upon giving written notice of such termination to the party in default. Such notice shall be in writing and provided thirty (30) days prior to termination. The non-defaulting party shall be entitled to all remedies, whether in law or equity, upon the default or a violation of this Contract. In addition, the prevailing party shall be entitled to reimbursement of attorney's fees and court costs.

Section 5. Reuse of Documents. All documents including reports, drawings, specifications, and electronic media furnished by CONTRACTOR pursuant to this Contract are instruments of CONTRACTOR'S services. Nothing herein, however, shall limit the CITY'S right to use the documents for municipal purposes, including but not limited to the CITY'S right to use the documents in an unencumbered manner for purposes of remediation, remodeling and/or construction. CONTRACTOR further acknowledges any such documents may be subject to release under the Illinois Freedom of Information Act.

Section 6. Standard of Care. Services performed by CONTRACTOR under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

Section 7. Indemnification. To the fullest extent permitted by law, CONTRACTOR shall indemnify and hold harmless CITY, its officers, officials, agents and employees from and against liability arising out of CONTRACTOR'S negligent acts, errors, or omissions in performance of services under this Contract. This indemnification shall extend to claims occurring after this Contract is terminated as well as while it is in force.

Section 8. Insurance Requirements. CONTRACTOR shall maintain an errors and omissions policy in the amount of \$2,000,000.00 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 \$2,000,000.00. Certificates of insurance shall be provided to CITY and CITY shall be named as an additional insured under the policy.

Section 9. Representations of Vendor. CONTRACTOR hereby represents it is legally able to perform the work that is subject to this Contract.

Section 10. Assignment. Neither party may assign this Contract, or the proceeds thereof, without written consent of the other party.

Section 11. Compliance with Laws. CONTRACTOR agrees that any and all work by CONTRACTOR shall at all times comply with all laws, ordinances, statutes and governmental rules, regulations and codes.

Section 12. Compliance with FOIA Requirements. CONTRACTOR further explicitly agrees to furnish all records related to this Contract and any documentation related to CITY required under an Illinois Freedom of Information Act (ILCS 140/1 et. seq.) ("FOIA") request within five (5) business days after CITY issues notice of such request to CONTRACTOR. CONTRACTOR agrees to not apply any costs or charge any fees to the CITY regarding the procurement of records required pursuant to a FOIA request. CONTRACTOR shall be responsible for any damages/penalties assessed to CITY for CONTRACTOR'S failure to furnish all documentation in CONTRACTOR'S possession responsive and related to a request within five (5) days after CITY issues a notice of a request.

Section 13. Governing Law. This Agreement shall be governed by and interpreted pursuant to the laws of the State of Illinois.

Section 14. Joint Drafting. The parties expressly agree that this agreement was jointly drafted, and that both had opportunity to negotiate its terms and to obtain the assistance of counsel in reviewing its terms prior to execution. Therefore, this agreement shall be construed neither against nor in favor of either party, but shall be construed in a neutral manner.

Section 15. Attorney Fees. In the event that any action is filed by a party in relation to this contract and the party prevails in court and obtains a court order or judgment as a result of said litigation, the non-prevailing party in the action shall pay to the prevailing party, in addition to the sums that either party may be called on to pay, a reasonable sum for the prevailing party's attorneys' fees and court costs (including expert witness fees).

Section 16. Paragraph Headings. The titles to the paragraphs of this agreement are solely for the convenience of the parties and shall not be used to explain, modify, simplify, or aid in the interpretation of the provisions of this agreement.

Section 17. Term. The term of this Contract shall be:

☒ Until all of the services and/or deliverables required to provided within this Contract are completed.

☐ From one (1) year from the date of execution.

☐ From two (2) years from the date of execution.

☐ Other: _____

The Contract shall also be subject to the following renewal terms, if any: Not applicable

Notwithstanding anything herein, the provisions in Sections 7 and 12 shall survive termination.

Section 18. Counterparts. This agreement may be executed in any number of counterparts, each of which shall be deemed to be an original, but all of which together shall constitute the same instrument.

CITY OF BLOOMINGTON

BAXTER AND WOODMAN, INC.

By: _____
Its City Manager


By: Sean E. O'Dell, P.E.
Its Vice President

ATTEST:

By: _____
City Clerk


By: Barbara Tobin
Its Deputy Secretary

EXHIBIT A

SCOPE OF SERVICES/WORK PROVIDED

1. PROJECT COORDINATION AND DATA COLLECTION – *This task includes project management and coordination efforts, meetings with City staff, residents, and elected officials, and collection of necessary data to perform the engineering analysis and design.*
 - 1.1. PROJECT MANAGEMENT
 - A. Plan, schedule, and control activities to complete the Project. These activities include but are not limited to budget, schedule, and scope.
 - B. Submit a monthly status report via email describing tasks completed the previous month and outlining goals for the subsequent month.
 - 1.2. PROJECT MEETINGS & PUBLIC INVOLVEMENT
 - A. Conduct a Project kick-off meeting with OWNER's staff and the Project team to establish clear lines of communication, introduce OWNER staff to the team members, and establish the OWNER's detailed needs, objectives, and goals for the Project.
 - B. The meeting will also be used to obtain information, drawings, plans, atlases, and other data to be supplied by the OWNER, and set schedules and guidelines for future design meetings.
 - C. Conduct meetings with staff at times during the design of the Project to clarify staff wishes, design questions, and/or construction methods.
 - D. Design meetings will normally consist of one preliminary "red line" meeting, where the initial layout of the storm sewer facility improvements are approved prior to design drawing preparation, one meeting at approximately 30 percent completion, one at 60 percent completion, and one final meeting at 90 percent completion.
 - E. Prepare advertisement, exhibits, handouts, and attend two (2) Public Meetings to present the design; one at the completion of conceptual design, and one prior to construction. Prepare meeting minutes to document public comments.
 - F. Present the Study and Recommended Improvements to the OWNER at one (1) Council meeting.
 - G. Develop social media content for the OWNER to use on existing Facebook and Twitter outlets. Develop content to coincide with event notices. Provide a schedule for the OWNER to post at appropriate dates prior to the events.
 - H. Virtual Content: Prepare Digital Content designed for the purpose of immersive public engagement through website, social media, stakeholder meetings and public informational meetings.
 - 1) Purpose & Need Video: A multi-media creation utilizing drone footage, infographics, and professional media production to effectively convey location, purpose, need and facts regarding the project.
 - 2) Preferred Alternative Video: A multi-media video utilizing advanced techniques including the combination of infographics, digital 3D assets, simulations and blended virtual visualizations to provide detailed depiction of the proposed improvements.

1.3. COLLECT EXISTING DATA

- A. Obtain, review, and evaluate the following information provided by the OWNER for use in design:
 - 1) Existing drawings, plans, atlases, plats, and reports.
 - 2) Previously completed studies and models.
 - 3) Relevant OWNER planning documents.
 - 4) Available GIS data and aerial photography.
- B. Create lists of missing or conflicting data.

1.4. SEWER INVENTORY ANALYSIS

- A. Sewer Evaluation - Internal Sewer Television Inspections Review – The sewer televising will be performed by a certified PACP televising subcontractor. In order to effectively determine the structural condition of the pipe with CCTV inspection, the majority of the interior of the pipe needs to be visible during the inspection. Debris and roots are removed prior to televising using a high powered water jet and cutting blade. It is anticipated that heavy cleaning of the sewers will not be required. However, we have included up to 10 ten hours of heavy cleaning as necessary. A review of the videos and written logs of the internal sewer inspections will be performed to identify the general condition of the sewer and building lateral connections, location and severity of defects, and existence of excessive I/I sources. It is anticipated that the scope of the sewer evaluation will be as follows:
 - 1) 36-inch diameter – 659 ft.
 - 2) 48-inch diameter – 178 ft.
 - 3) 60-inch diameter – 3,259 ft.
 - 4) 66-inch diameter – 1,422 ft.
- B. Sewer Structure Evaluation – Manhole Inspections – Manhole assessments include a detailed inspection of the materials and condition of each structure using an Ibak Panoramo 360 SI Camera. The equipment records a 360 degree video from the top of the manhole to the bottom. This methodology complies with the National Association of Sewer Service Companies (NASSCO) standards for their Level 2 Manhole Assessment and Certification Program (MACP). A condition assessment is then completed from the videos and field measurements which contains the following information: (1) the material type and condition of each component of the manhole; (2) potential I/I sources or evidence of leakage within the manhole; and (3) identification of the orientation and sizes of all pipes connected to the manhole. This electronic inspection allows for integration directly into a GIS program.
- C. Complete a summary memorandum summarizing the findings of the sewer and structure evaluation and concerns for project design.

1.5. TOPOGRAPHIC SURVEY

- A. Perform topographic survey of the Project limits features in order to develop base sheets for Project plan drawings. State plane coordinates and NAVD 88 are used for horizontal and vertical controls.
- B. Right of Way: Field-locate existing property corners and utilize available tax parcel information to establish an approximate right-of-way.
- C. Topographic survey will include the ~4 acre site of the proposed East Street Pond, and up to 6,800 linear feet of public Right of Way along proposed storm sewer routes.

- D. Develop base sheets of natural and man-made features from topographic survey data, including creating lists of deficient items for clarification at future site visits.
- E. Collect drainage structure condition, inverts, size, and flow direction; critical ground elevations to determine overland flow depths; and lowest opening elevations of residential structures (as applicable) within low-lying areas.

1.6. SITE VISITS FOR DESIGNERS

- A. Conduct site visits to familiarize the designer(s) with the sites, clarify any discrepancies on the Drawings, and identify the horizontal and vertical alignment of the storm sewer pipe.
- B. Walk the proposed improvement routes with staff to: resolve deficient/questionable items from the topographic survey; evaluate the condition of existing pavements, drainage structures, sidewalk (ADA), and curb and gutter; confirm the horizontal and vertical alignment of new pipeline; identify installation methods; identify areas conducive for contractor staging; identify parkway features to be protected, and evaluate restoration options.
- C. Prepare guidelines for protection of parkway features/trees, traffic control, construction staging, and restoration for the OWNER's use in communicating with residents, and for use during detailed design.

1.7. UTILITY LOCATES & COORDINATION

- A. Complete a Design Stage Request with JULIE, which consists of obtaining names and phone numbers of utilities located within the work area.
- B. Obtain names and phone numbers of all utilities located within the work area. Contact utilities, obtain atlases where available, and provide preliminary plan sheets to utility companies for their markup and return.
- C. Record and maintain documentation of communications with utilities.

1.8. ENVIRONMENTAL INVESTIGATION - Arrange for an environmental sub-consultant to perform a Phase 2 Environmental Assessment.

1.9. GEOTECHNICAL INVESTIGATION

- A. Arrange for a geotechnical sub-consultant to make pavement cores and/or soil borings, collect and analyze soil samples, determine groundwater levels, and prepare a written report.
- B. Pavement Cores of the surface, and base material along the public Right of Way, for determining the composition of the existing pavement material within the Project limits. Baxter & Woodman will provide a boring and core location map prior to this work. (15 cores and 15 borings at approximately 25' deep are estimated)
- C. Collect 15-foot soil borings within the foot print of the proposed pond and obtain topsoil thicknesses at select locations. Number and location of borings will be determined by the Environmental Assessment, and are required for testing the soil for contaminants. Provide analysis and recommendations as appropriate for the Project. (25 borings are anticipated)
- D. Structural Borings: Collect one 50-foot structural boring at each proposed inlet and outlet control structure location. (6 borings estimated)

2. **ENGINEERING ANALYSIS** - *This task will include the hydrologic and hydraulic analysis of the proposed detention facility, and the required upstream sewer improvements required to convey stormwater to the proposed detention facility – in both the first phase of the basin on the east side of East Treat, and the possible future phase of an additional basin on the west side of East Street. Additionally, this task will include a conceptual site plan, prepared by a Landscape Architect, providing park-like amenities for the basin site; the conceptual plan will include an inclusive list of recommended amenities.*

2.1 EXISTING CONDITIONS ASSESSMENT

- A. Identify and document conditions of existing infrastructure that is part of and/or related to the system to be assessed.
- B. **DRAINAGE ANALYSIS** – Perform a hydrologic analysis of subject watershed to define sub-watersheds, flow routes, runoff rates, and depressional areas. Perform a hydraulic analysis to determine detention volume and capacities of existing and proposed storm sewers required to mitigate flooding.
- C. **MODEL CALIBRATION** – Compare model flows/elevations to observed flows/elevations for known events. Adjust existing conditions model inputs if necessary.
- D. Update the existing XPSWMM (and possibly convert to InfoSWMM or ICM1) with new Bulletin 75 rainfall data, and the best data available from the June 2021 storm event.
- E. Expand the model to include sufficient detail to:
 - 1) Determine upstream improvements necessary to bring enough stormwater to the East Street Basin during a 10 year storm event;
 - 2) Determine the detailed design criteria of the inlet and outlet control structures;
 - 3) Determine the upstream improvements necessary to bring enough stormwater to the expanded East Street Basin (expanded to the west side of East Street) during a 10 year storm event; and
 - 4) Determine the detailed design criteria of the inlet and outlet control structures for the expanded basin.

2.2 ALTERNATIVES ANALYSIS

- A. Develop design criteria to clearly identify the goal(s) of the proposed improvements.
- B. Develop two (2) proposed condition alternatives to address the identified project needs; one for the first phase East Street Basin, and one for a potential future phase. Concept plans will be prepared for each.
- C. Determine if the proposed improvements can be designed and constructed using alternate methods or materials to reduce construction, and operation and maintenance costs, or to reduce the frequency or intensity of flooding events.
- D. Investigate possible alternate routes for pipelines to evaluate construction difficulty, easement requirements, disruption to residents and businesses, and permitting difficulties that could be encountered along the prospective routes.

- E. Prepare preliminary cost estimates of the various alternatives.
 - F. Evaluate the use of stormwater BMPs, including green infrastructure, in the Project.
- 2.3. LANDSCAPE SITE DESIGN – Contract with a Landscape Architect to perform a conceptual site design for the basin. Prepare two concept site plans for the park and landscape at the East Street Basin. Potential amenities may include:
- A. Recommendations for a Normal Water Level;
 - B. Pump Station Structure appearance;
 - C. Walking Path with lights;
 - D. Natural Stone out cropping;
 - E. A water feature (stone water fall, fountain, etc...);
 - F. A pavilion or gazebo;
 - G. Park Benches, Picnic tables, and/or trash cans; and/or,
 - H. Vegetation design (trees, shrubs, and native plantings).
 - I. Park signage
- 2.4. SUMMARY MEMORANDUM – Prepare a brief summary memorandum describing the existing system, analyses performed, alternatives considered, conclusions, and recommendations. Prepare associated exhibits, including concept plans for each alternative.
3. PRELIMINARY DESIGN – *This task will include establishment of design criteria, and preliminary design of the project. Preliminary design generally includes design of the layout of the basin excavation, the location on the inlet and outlet control structures, and the alignment and profile of the primary “trunk” sewer. Additionally, a preliminary Engineer’s Opinion of Probably Cost will be prepared.*
- 3.1. STORMWATER CALCULATIONS
- A. Update the provided hydraulic model with preliminary design data to confirm the required storm sewer sizes, elevations, and number, size and location of inlet structures.
 - B. Prepare preliminary ditch, inlet, culvert, and storm sewer design for the proposed improvements.
- 3.2. EVALUATE ALTERNATIVES
- A. Work with OWNER to determine the condition of the existing sanitary sewer, alternatives to replacement, and whether or not construction means and methods might affect sanitary sewer main line pipe.
 - B. Determine the preferred geometric layout and cross section throughout the Project. Identify design constraints including clear zone, obstructions, drainage limitations, and potential design exceptions.
- 3.3. PRELIMINARY DESIGN DOCUMENTS
- A. Develop base sheets of natural and man-made features from topographic survey data.
 - B. Indicate the location of all utilities that can be obtained from the best available records, including utility company atlases.
 - C. Create lists of deficient items for clarification at future site visits.

- D. Prepare Design Documents consisting of Drawings showing the extent and character of construction work to be furnished and performed by the Contractor(s) selected by the OWNER and Specifications, which are prepared in conformance with the format of the Construction Specification Institute.
 - E. Prepare CADD-generated preliminary plan sheets that indicate the proposed layout of design elements.
- 3.4. PRELIMINARY ENGINEER'S OPINION OF PROBABLE COST - Prepare Opinion of Probable Costs (OPC) for the Project including: construction cost; contingencies; construction engineering services.
- 3.5. PEER AND CONSTRUCTABILITY REVIEWS
 - A. Conduct QA/QC peer reviews of drawings and specifications.
 - B. Utilize Construction Department personnel to provide a review of drawings and specifications.
 - C. Make revisions to Drawings and Specifications based on comments from both engineering and construction departments.
- 3.6. DELIVERABLES
 - A. Full sized preliminary plan sheets – One (1) copy
 - B. Quarter sized preliminary plan sheets – One (1) copy
 - C. Preliminary Engineer's Opinion of Probable Costs
 - D. Digital copy of plan sheets and EOPC
- 4. FINAL DESIGN – *This task includes preparation of final contract documents (plans and specifications) for permitting and bidding of the project. The design contract includes design of ~30 acre-foot detention facility on the ~4 acre site, 6,800 linear feet of storm sewer and associated structures, four junction chambers (including the inlet and outlet control structures), a pump station, Supervisory Control and Data Acquisition (SCADA) design, backup generator, park amenities (including walking path, lighting, benches/picnic tables/trash cans, trees, shrubs, native plants, several moderate rock features, in water fountain (no structure), and a vertical wall ~15' tall with railing and overlook) (The following, and other non-named amenities, are not included in this scope of services: pump house, generator building, gazebo, bridges, large rock features, structural fountain, waterfall, etc...).*
 - 4.1. DETAILED ENGINEERING
 - A. Review and respond to 30%, 60%, and Pre-Final plan sheets comments.
 - B. Finalize the preferred geometric layout and cross section throughout the Project.
 - C. Roadway improvements associated with sewer construction include trench patching and required ADA intersection improvements, and may include resurfacing, sidewalk/cure/driveway apron replacement. Redesign of roadway and other surface improvements (full “reconstruction” including adjustments to the alignment/profile/cross-section), or design of utilities not specifically required for the storm sewer improvements are NOT included.

- D. Finalize the pipeline design for the proposed improvements including the location and elevation of ditches, culverts, pipelines, valves, fire hydrants, manholes, catch basins, inlets, water services; and building service lines.
 - E. Prepare Design Documents consisting of Drawings showing the general scope, extent and character of construction work to be furnished and performed by the Contractor(s) selected by OWNER and Specifications, which will be prepared in conformance with the format of the Construction Specification Institute.
- 4.2. MAINTENANCE OF TRAFFIC AND CONSTRUCTION STAGING - Develop a preferred maintenance of traffic and staging plan and submit to the OWNER for comment and approval. Identify the preferred strategy for maintaining traffic and driveway access. Complete a design of the preferred staging plan, which may include a detour or staged construction. Prepare construction staging notes, typical sections, and layout to maintain local traffic flow through the construction zone. Confer with OWNER staff, emergency services, and public transportation agencies to consider local impacts and concerns.
- 4.3. STRUCTURAL DESIGN
- A. Identify building code requirements applicable to project construction.
 - B. Review soils report to identify most economical foundation types for structures (i.e., shallow footings or deep piles).
 - C. Develop structural design criteria.
 - D. Prepare schematic layout for the following structures.
 - 1) Storm water pump station.
 - 2) Inlet structure.
 - 3) Outlet structure.
 - 4) (2) Junction chambers.
 - 5) Two options for retaining wall and hand rail construction for selection by OWNER.
 - 6) Engine generator equipment base.
 - E. Prepare detailed structural design drawings for the following structures.
 - 1) Storm water pump station.
 - 2) Inlet structure.
 - 3) Outlet structure.
 - 4) (2) Junction chambers.
 - 5) Retaining wall and hand rail.
 - 6) Engine generator equipment base.
- 4.4. ELECTRICAL, MECHANICAL, AND AUTOMATION DESIGN
- A. Evaluate existing site for electrical infrastructure to support the new facilities. Establish contact with local utility, as required.
 - B. Work with OWNER to determine the automation requirements for the facilities. This includes connection to an existing SCADA system and the investigation into rainfall prediction.
 - C. Complete the design for a stormwater pump station with an approximate capacity of 1,500 gpm to draw down the storm water detention facility ahead of predicted storm events.

- D. Coordinate the location of the pump station in relation to the influent and discharge piping. Finalize the overall layout and structure sizing, spacing of submersible pump components, station piping design, and critical elevations of the pump station.
 - E. Provide accommodations for SCADA and an onsite generator in an outdoor enclosure.
 - F. Provide design of automation equipment to operate the storm water retention facilities to function in a standalone nature with remote capabilities. Provide performance specification for rainfall prediction if agreed upon after preliminary design.
 - G. Review and respond to preliminary design comments.
 - H. Complete the design for the stormwater pump station including drawings, details, and technical specifications.
 - I. A building to house the pump station controls and backup generator is not anticipated and consequently not included in the proposed scope of services.
 - J. Perform lighting calculations and power feeds to Landscape Lighting and other features.
- 4.5. CONTRACT DOCUMENTS - Prepare for review and approval by the OWNER and its legal counsel the forms of Construction Contract Documents consisting of Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions, where appropriate, based upon standard OWNER contract documents.
- 4.6. EASEMENT AND PLAT WORK
- A. Utilize our registered land surveyor to investigate six (6) existing property ownership, existing easements, and dedicated rights-of-way.
 - B. Prepare six (6) preliminary plats of easement for the OWNER to use in obtaining easements.
 - C. Prepare six (6) final plats of easements when directed by the OWNER.
- 4.7. QUALITY CONTROL REVIEWS
- A. Conduct QA/QC peer reviews of drawings and specifications.
 - B. Utilize Construction Department personnel to provide a constructability review of drawings and specifications.
 - C. Make revisions based upon comments from both engineering and construction department comments.
- 4.8. PERMITS AND AGENCY COORDINATION
- A. Submit the design documents to obtain permits from IEPA.
 - B. Submit the design documents to obtain permits from IDOT.
 - C. Submit a Notice of Intent and the Stormwater Pollution Prevention Plan to the IEPA for a General NPDES Permit No. ILR10.
- 4.9. ENGINEER'S OPINION OF PROBABLE COST - Prepare Opinion of Probable Costs (OPC) for the Project including: construction cost; contingencies; construction engineering services; and, on the basis of information furnished by the OWNER, allowances for legal services, financial consultants, and any administrative services or other costs necessary for completion of the Project.

4.10. DELIVERABLES

- A. Full sized For Bid Plan Sheets – One (1) copy
- B. 11x17 sized For Bid Plan Sheets – One (1) copy
- C. Project Manual – One (1) copy
- D. Engineer's Opinion of Probable Cost
- E. Digital copy of plan sheets, contract documents, and EOPC
- F. Digital copy of CAD files and hydraulic model files.

5. ASSISTANCE DURING BIDDING

5.1. BID ADVERTISEMENT

- A. Answer bidders' questions during bid period.
- B. ADDENDUMS -Issue necessary addenda to all plan holders as necessary.

5.2. BID OPENING

- A. Attend virtual bid opening with staff and assist in reviewing and checking of bid package submittals as required.
- B. Tabulate all bids received and review all bid submittals to verify low bid is responsive and responsible.
- C. Issue a Letter of Recommendation to Award the construction contract to the OWNER for their action.

Subconsultants:

The following subconsultants are intended to be utilized as described:

- 1. **Upland Design Ltd.** – Woman Owned Business Enterprise – Landscape Architect that will prepare the conceptual design options during the analysis, then perform detailed design of “park” surface treatments of the basin.
- 2. **Rubino Engineering Inc.** - Woman Owned Business Enterprise – Geotechnical Engineer that will perform pavement cores and soil borings, as well as perform geotechnical analysis of the in situ soils.
- 3. **True North Consultants** – Environmental Scientists who will perform an environmental assessment of the basin site.
- 4. **Hoerr Construction, Inc.** – Contractor who will clean and televise the sewers included in the sewer assessment.
- 5. **Dukes Root Control, Inc.** – Contractor who will perform existing structure condition assessment.

Direct Costs:

Direct costs included in the fee spreadsheets account for mileage, equipment, materials, and accommodations during project meetings, site topographic survey, site visits, drone flight(s), public meetings, and project presentations.

Schedule:

Notice To Proceed	November	2021
Conceptual Design Presentation	Spring	2022
Final Design/Bidding	Spring	2023

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EXHIBIT B PAYMENT TERMS

1. The CONTRACTOR shall submit all invoices, based on the CONTRACTOR'S progress reports, to the CITY no more than once a month for partial payment on account for the CONTRACTOR'S work to date. Such invoices shall represent the value, to the CITY of the partially completed work, based on the sum of the actual costs incurred, plus a percentage of the fixed fee for the fully completed work.

2. The CITY agrees to pay the CONTRACTOR:

(a) For progressive payments - Upon receipt of monthly invoices from the CONTRACTOR and the approval thereof by the CITY, monthly payments for the work performed shall be due and payable to the CONTRACTOR, such payments to be equal to the value of the partially completed work minus all previous partial payments made to the CONTRACTOR.

(b) Final payments - Upon approval of the work by the CITY but not later than 60 days after the work is completed and reports have been made and accepted by the CITY a sum of money equal to the basic fee as determined in the AGREEMENT less the total of the amount of partial payments paid to the CONTRACTOR shall be due and payable to the CONTRACTOR.

3. The CITY agrees to pay the CONTRACTOR as compensation for all services rendered in the accordance with the AGREEMENT on the basis of the following compensation method.

Method of Compensation: Cost plus

Total Compensation = $DL + OH(DL) + DC$

Where:

DL is the total Direct Labor,

DC is the total Direct Cost,

OH is the firm's overhead rate applied to their DL

4. The CITY may suspend work on the project. If this AGREEMENT is suspended by the CITY for more than thirty (30) calendar days, consecutive or in aggregate, over the term of this AGREEMENT the CONTRACTOR shall be compensated for all services performed and reimbursable expenses incurred prior to receipt of notice of suspension. In addition, upon the resumption of services the CITY shall compensate the CONTRACTOR, for expenses incurred as a result of the suspension and resumption of its services, and the CONTRACTOR'S schedule and fees for the remainder of the project shall be equitably adjusted.

Local Public Agency

City of Bloomington

County

McLean

Section Number

Consultant (Firm) Name

Baxter & Woodman, Inc.

Prepared By

Matt Moffitt

Date

9/22/2021

PAYROLL ESCALATION TABLE

CONTRACT TERM

20

START DATE

8/25/2021

RAISE DATE

1/1/2022

END DATE

4/24/2023

MONTHS

OVERHEAD RATE

143.55%

COMPLEXITY FACTOR

0

% OF RAISE

2.00%

ESCALATION PER YEAR

Year	First Date	Last Date	Months	% of Contract
0	8/25/2021	1/1/2022	4	20.00%
1	1/2/2022	1/1/2023	12	61.20%
2	1/2/2023	5/1/2023	4	20.81%

The total escalation = 2.01%

Local Public Agency	County	Section Number
City of Bloomington	McLean	

MAXIMUM PAYROLL RATE	78.00
ESCALATION FACTOR	2.01%

PAYROLL RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

CLASSIFICATION	IDOT PAYROLL RATES ON FILE	CALCULATED RATE
Executive Vice President	\$81.60	\$78.00
Vice President	\$72.27	\$73.72
Engineer VII	\$64.18	\$65.47
Engineer VI	\$66.13	\$67.46
Engineer V	\$58.04	\$59.21
Engineer IV	\$48.32	\$49.29
Engineer III	\$40.49	\$41.30
Engineer II	\$34.40	\$35.09
Engineer I	\$30.09	\$30.69
Environ. Scientist V	\$55.19	\$56.30
Natural Resources Mngr.	\$45.00	\$45.90
Engineer Tech V	\$51.10	\$52.13
Engineer Tech IV	\$44.42	\$45.31
Engineer Tech III	\$37.00	\$37.74
Engineer Tech II	\$26.47	\$27.00
Engineer Tech I	\$22.88	\$23.34
Spatial Tech. Manager	\$56.50	\$57.63
Spatial Tech. Prof. III	\$39.59	\$40.38
Spatial Tech. Prof. II	\$30.84	\$31.46
Survey Manager	\$42.00	\$42.84
Project Surveyor	\$35.18	\$35.89
CADD Technician III	\$42.54	\$43.39
Marketing Prof. IV	\$40.50	\$41.31
Marketing Prof. III	\$32.29	\$32.94
Admin. Support IV	\$38.78	\$39.56
Admin. Support III	\$28.54	\$29.11

Local Public Agency

City of Bloomington

County

McLean

Section Number

COST ESTIMATE WORKSHEET

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

OVERHEAD RATE

143.55%

COMPLEXITY FACTOR

0

TASK	STAFF HOURS	PAYROLL	OVERHEAD & FRINGE BENEFITS	DIRECT COSTS	FIXED FEE	SERVICES BY OTHERS	TOTAL	% OF GRAND TOTAL
Project Management	120	7,338	10,534		2,422		20,294	1.75%
Project Meetings & Public Involvement	696	34,363	49,329	7,000	11,340		102,032	8.79%
Collect Existing Data	76	3,136	4,502		1,035		8,673	0.75%
Sewer Inventory Analysis	90	5,375	7,716		1,774	32,252	47,117	4.06%
Topographic Survey	248	9,907	14,221	5,700	3,269		33,097	2.85%
Site Visits for Designers	64	3,345	4,802	1,200	1,104		10,451	0.90%
Utility Locates and Coordination	82	2,906	4,171		959		8,036	0.69%
Environmental Investigation	16	983	1,411		324	24,590	27,308	2.35%
Geotechnical Investigation	16	983	1,411		324	80,630	83,348	7.18%
Assessment - Drainage Analysis	228	9,364	13,442		3,090		25,896	2.23%
Assessment - Alternatives Analysis	120	5,839	8,381		1,927		16,147	1.39%
Assessment - Landscape Site Design	80	4,590	6,589		1,515	74,868	87,562	7.55%
Assessment - Summary Memorandum	136	6,088	8,740		2,009		16,837	1.45%
Prelim Design - Stormwater Calculations	72	2,697	3,871		890		7,458	0.64%
Prelim Design - Evaluate Alternatives	140	7,990	11,470		2,637		22,097	1.90%
Prelim Design - Design Documents	980	43,442	62,360		14,336		120,138	10.35%
Prelim Design - EOPC	60	2,389	3,430		789		6,608	0.57%
Prelim Design - QA/QC	60	4,008	5,753		1,323		11,084	0.96%
Final Design - Detailed Engineering	1560	68,497	98,327		22,604		189,428	16.33%
Final Design - MOTC	150	6,460	9,273		2,132		17,865	1.54%
Final Design - Structural Design	470	31,548	45,288		10,411		87,247	7.52%
Final Design - Elect., Mech, and Automation	818	41,874	60,110		13,818		115,802	9.98%
Final Design - Contract Documents	60	3,126	4,488		1,032		8,646	0.75%
Final Design - Easements and Plat Work	52	3,112	4,467		1,027		8,606	0.74%
Final Design - QA/QC	80	4,783	6,867		1,579		13,229	1.14%
Final Design - Permits and Agency Coord.	92	3,877	5,565		1,279		10,721	0.92%
Final Design - EOPC	120	4,779	6,860		1,577		13,216	1.14%
Bidding Assistance	220	10,671	15,319		3,522		29,512	2.54%
Subconsultant DL							11,780	1.02%
TOTALS	6906	333,470	478,697	13,900	121,828	212,340	1,160,235	100.00%

812,167

BLR 05514 (Rev. 04/30/21)

The subconsultant fee has been adjusted due to 15% fixt
Cost Estimate Works 51 t

City of Bloomington

McLean

AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultants Services Worksheet Fixed Raise

SHEET 1 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	TOTAL PROJ. RATES			Project Management			Project Meetings & Public Involvement			Collect Existing Data			Sewer Inventory Analysis			Topographic Survey		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Executive Vice President	78.00	0.0																	
Vice President	73.72	120.0	1.74%	1.28															
Engineer VII	65.47	592.0	8.57%	5.61	100	83.33%	54.56	200	28.74%	18.81	4	5.26%	3.45	4	4.44%	2.91	4	1.61%	1.06
Engineer VI	67.46	836.0	12.11%	8.17										54	60.00%	40.47			
Engineer V	59.21	88.0	1.27%	0.75															
Engineer IV	49.29	1,578.0	22.85%	11.26				176	25.29%	12.46	20	26.32%	12.97	20	22.22%	10.95	4	1.61%	0.80
Engineer III	41.30	220.0	3.19%	1.32															
Engineer II	35.09	1,376.0	19.92%	6.99				80	11.49%	4.03	40	52.63%	18.47						
Engineer I	30.69	0.0																	
Environ. Scientist V	56.30	0.0																	
Natural Resources Mngr.	45.90	40.0	0.58%	0.27															
Engineer Tech V	52.13	40.0	0.58%	0.30															
Engineer Tech IV	45.31	0.0																	
Engineer Tech III	37.74	0.0																	
Engineer Tech II	27.00	0.0																	
Engineer Tech I	23.34	0.0																	
Spatial Tech. Manager	57.63	0.0																	
Spatial Tech. Prof. III	40.38	144.0	2.09%	0.84				100	14.37%	5.80	12	15.79%	6.38	12	13.33%	5.38			
Spatial Tech. Prof. II	31.46	0.0																	
Survey Manager	42.84	120.0	1.74%	0.74													120	48.39%	20.73
Project Surveyor	35.89	120.0	1.74%	0.62													120	48.39%	17.36
CADD Technician III	43.39	1,344.0	19.46%	8.45															
Marketing Prof. IV	41.31	120.0	1.74%	0.72				120	17.24%	7.12									
Marketing Prof. III	32.94	0.0																	
Admin. Support IV	39.56	168.0	2.43%	0.96	20	16.67%	6.59	20	2.87%	1.14									
Admin. Support III	29.11	0.0																	
		0.0																	
TOTALS		6906.0	100%	\$48.29	120.0	100.00%	\$61.15	696.0	100%	\$49.37	76.0	100%	\$41.26	90.0	100%	\$59.72	248.0	100%	\$39.95

Local Public Agency

City of Bloomington

County

McLean

Section Number

AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

SHEET 2 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Site Visits for Designers			Utility Locates and Coordination			Environmental Investigation			Geotechnical Investigation			Assessment - Drainage Analysis			Assessment - Alternatives Analysis		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Executive Vice President	78.00																		
Vice President	73.72																		
Engineer VII	65.47	16	25.00%	16.37				12	75.00%	49.10	12	75.00%	49.10	20	8.77%	5.74	20	16.67%	10.91
Engineer VI	67.46													8	3.51%	2.37	20	16.67%	11.24
Engineer V	59.21	16	25.00%	14.80															
Engineer IV	49.29	16	25.00%	12.32	2	2.44%	1.20	4	25.00%	12.32	4	25.00%	12.32						
Engineer III	41.30													80	35.09%	14.49	60	50.00%	20.65
Engineer II	35.09	16	25.00%	8.77	80	97.56%	34.23							120	52.63%	18.47	20	16.67%	5.85
Engineer I	30.69																		
Environ. Scientist V	56.30																		
Natural Resources Mngr.	45.90																		
Engineer Tech V	52.13																		
Engineer Tech IV	45.31																		
Engineer Tech III	37.74																		
Engineer Tech II	27.00																		
Engineer Tech I	23.34																		
Spatial Tech. Manager	57.63																		
Spatial Tech. Prof. III	40.38																		
Spatial Tech. Prof. II	31.46																		
Survey Manager	42.84																		
Project Surveyor	35.89																		
CADD Technician III	43.39																		
Marketing Prof. IV	41.31																		
Marketing Prof. III	32.94																		
Admin. Support IV	39.56																		
Admin. Support III	29.11																		
TOTALS		64.0	100%	\$52.26	82.0	100%	\$35.44	16.0	100%	\$61.42	16.0	100%	\$61.42	228.0	100%	\$41.07	120.0	100%	\$48.65

AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

SHEET 3 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Assessment - Landscape Site Design			Assessment - Summary Memorandum			Prelim Design - Stormwater Calculations			Prelim Design - Evaluate Alternatives			Prelim Design - Design Documents			Prelim Design - EOPC		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Executive Vice President	78.00																		
Vice President	73.72																		
Engineer VII	65.47	40	50.00%	32.73	8	5.88%	3.85				40	28.57%	18.71	20	2.04%	1.34			
Engineer VI	67.46				20	14.71%	9.92				40	28.57%	19.27	80	8.16%	5.51			
Engineer V	59.21																		
Engineer IV	49.29	40	50.00%	24.65	20	14.71%	7.25	12	16.67%	8.22	40	28.57%	14.08	120	12.24%	6.04	20	33.33%	16.43
Engineer III	41.30																		
Engineer II	35.09				60	44.12%	15.48	60	83.33%	29.24	20	14.29%	5.01	260	26.53%	9.31	40	66.67%	23.39
Engineer I	30.69																		
Environ. Scientist V	56.30																		
Natural Resources Mngr.	45.90																		
Engineer Tech V	52.13																		
Engineer Tech IV	45.31																		
Engineer Tech III	37.74																		
Engineer Tech II	27.00																		
Engineer Tech I	23.34																		
Spatial Tech. Manager	57.63																		
Spatial Tech. Prof. III	40.38				20	14.71%	5.94												
Spatial Tech. Prof. II	31.46																		
Survey Manager	42.84																		
Project Surveyor	35.89																		
CADD Technician III	43.39													500	51.02%	22.14			
Marketing Prof. IV	41.31																		
Marketing Prof. III	32.94																		
Admin. Support IV	39.56				8	5.88%	2.33												
Admin. Support III	29.11																		
TOTALS		80.0	100%	\$57.38	136.0	100%	\$44.77	72.0	100%	\$37.46	140.0	100%	\$57.07	980.0	100%	\$44.33	60.0	100%	\$39.82

City of Bloomington

McLean

AVERAGE HOURLY PROJECT RATES

Exhibit E Cost Estimate of Consultant Services Worksheet Fixed Raise

SHEET 4 OF 5

PAYROLL CLASSIFICATION	AVG HOURLY RATES	Prelim Design - QA/QC			Final Design - Detailed Engineering			Final Design - MOTC			Final Design - Structural Design			Final Design - Elect., Mech, and Automation			Final Design - Contract Documents		
		Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg	Hours	% Part.	Wgtd Avg
Executive Vice President	78.00																		
Vice President	73.72										120	25.53%	18.82						
Engineer VII	65.47	20	33.33%	21.82	20	1.28%	0.84												
Engineer VI	67.46	40	66.67%	44.97	120	7.69%	5.19				300	63.83%	43.06	90	11.00%	7.42	20	33.33%	22.49
Engineer V	59.21													24	2.93%	1.74			
Engineer IV	49.29				200	12.82%	6.32	20	13.33%	6.57	50	10.64%	5.24	650	79.46%	39.17	20	33.33%	16.43
Engineer III	41.30							80	53.33%	22.03									
Engineer II	35.09				440	28.21%	9.90												
Engineer I	30.69																		
Environ. Scientist V	56.30																		
Natural Resources Mngr.	45.90				40	2.56%	1.18												
Engineer Tech V	52.13																		
Engineer Tech IV	45.31																		
Engineer Tech III	37.74																		
Engineer Tech II	27.00																		
Engineer Tech I	23.34																		
Spatial Tech. Manager	57.63																		
Spatial Tech. Prof. III	40.38																		
Spatial Tech. Prof. II	31.46																		
Survey Manager	42.84																		
Project Surveyor	35.89																		
CADD Technician III	43.39				700	44.87%	19.47	50	33.33%	14.46				54	6.60%	2.86			
Marketing Prof. IV	41.31																		
Marketing Prof. III	32.94																		
Admin. Support IV	39.56				40	2.56%	1.01										20	33.33%	13.19
Admin. Support III	29.11																		
TOTALS		60.0	100%	\$66.79	1560.0	100%	\$43.91	150.0	100%	\$43.07	470.0	100%	\$67.12	818.0	100%	\$51.19	60.0	100%	\$52.10



CONSENT AGENDA ITEM NO. 7.G.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: Ward 2

SUBJECT: Consideration and Action on an Ordinance Approving the Final Plat of Wittenberg Woods at Prairie Vista Fourth Addition, as requested by the Department of Operations & Engineering Services.

RECOMMENDED MOTION: The proposed Ordinance be approved.

STRATEGIC PLAN LINK:

Goal 4. Strong Neighborhoods

Goal 5. Great Place - Livable, Sustainable City

STRATEGIC PLAN SIGNIFICANCE:

Objective 4c. Preservation of property/home valuations

Objective 5a. Well-planned City with necessary services and infrastructure

Objective 5b. City decisions consistent with plans and policies

BACKGROUND: The Petitioner, Wittenberg II, LLC, is requesting approval of the Final Plat of Wittenberg Woods at Prairie Vista Fourth Addition. The subdivision is located at the northwest corner of Morris Avenue and Lutz Road. The proposed Final Plat facilitates the creation of four multi-unit apartment buildings. The lot configuration is consistent with the subdivision's Amended Preliminary Plan approved by Council on October 23, 2023. The existing Parcel Identification Number (PIN) for the property is 21-17-451-005.

The zoning in this area is R-2, Mixed Residence District. Approval of this Final Plat will facilitate new multi-family residences. The proposed use is permitted in this zoning district. The Final Plat complies with City engineering standards (Manual of Practice and Chapter 24 of City Code). City staff has no objections to the plat.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: Wittenberg II, LLC

FINANCIAL IMPACT: Wittenberg II, LLC, paid all survey and plat costs. Tap-on fees are required, and the surety requirement is met with a \$200,000 revolving bond. See tap-on/surety attachment for additional information. Approval of the Final Plat will facilitate the construction of new residential housing. This could result in additional property tax revenues for the City.

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035: Goal H-1 (Ensure the availability of safe, attractive and high-quality housing stock to meet the needs of all current and future residents of Bloomington), Objective H-1.1 (Ensure that the housing to accommodate the new growth is a broad range (of types, sizes, ages, densities, tenancies and costs)

equitably distributed throughout the City recognizing changing trends in age-group composition, income, and family living habits); Goal UEW-1 (Provide quality public infrastructure within the City to protect public health, safety and the environment), Objective UEW-1.2b (Prioritize new development where City services are available or can be extended efficiently and economically)

Respectfully submitted for consideration.

Prepared by: Steven Law, Senior Civil Engineer

ATTACHMENTS:

PW 1B Ordinance
PW 1C Final Plat (Full Scale)
PW 1D Owners Petition
PW 1E County Clerks Certificate
PW 1F Owners Certificate
PW 1G School District Certificate
PW 1H Final Plat Checklist
PW 1I Final Plat Map
PW 1J Tap On Memo
PW 1K Drainage Statement

ORDINANCE NO. 2024 - _____

**AN ORDINANCE APPROVING THE FINAL PLAT OF
WITTENBERG WOODS AT PRAIRIE VISTA FOURTH ADDITION**

WHEREAS, there was heretofore filed with the City Clerk of the City of Bloomington, McLean County, Illinois, a Petition for approval of the Final Plat of Wittenberg Woods at Prairie Vista Fourth Addition dated December 20, 2023, legally described in Exhibit “A” and depicted in Exhibit “B”, attached hereto and made a part hereof by this reference; and

WHEREAS, said Petition requests no exemptions or variations from the provisions of the Bloomington City Code; and

WHEREAS, said Petition is valid and sufficient and conforms to the requirements of the statutes in such cases made and provided and the Final Plat attached to said Petition was prepared in compliance with the requirements of the Bloomington City Code.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS:

Section 1. The above recitals are incorporated into and made a part of this Ordinance as though fully set forth herein.

Section 2. The Final Plat of Wittenberg Woods at Prairie Vista Fourth Addition dated December 20, 2023, legally described in Exhibit “A” and depicted in Exhibit “B”, is hereby approved. Tap-on fees are due prior to recording.

Section 3. The City Clerk is hereby authorized to publish this Ordinance in pamphlet form as provided by law.

Section 4. This Ordinance is enacted pursuant to the home rule authority of the City of Bloomington granted by Article VII, Section 6 of the 1970 Illinois Constitution.

Section 5. This Ordinance shall take effect immediately after its approval and publication as required by law.

PASSED this 8th day of January 2024.

APPROVED this _____ day of January 2024.

CITY OF BLOOMINGTON

ATTEST

Mboka Mwilambwe, Mayor

Leslie Smith-Yocum, City Clerk

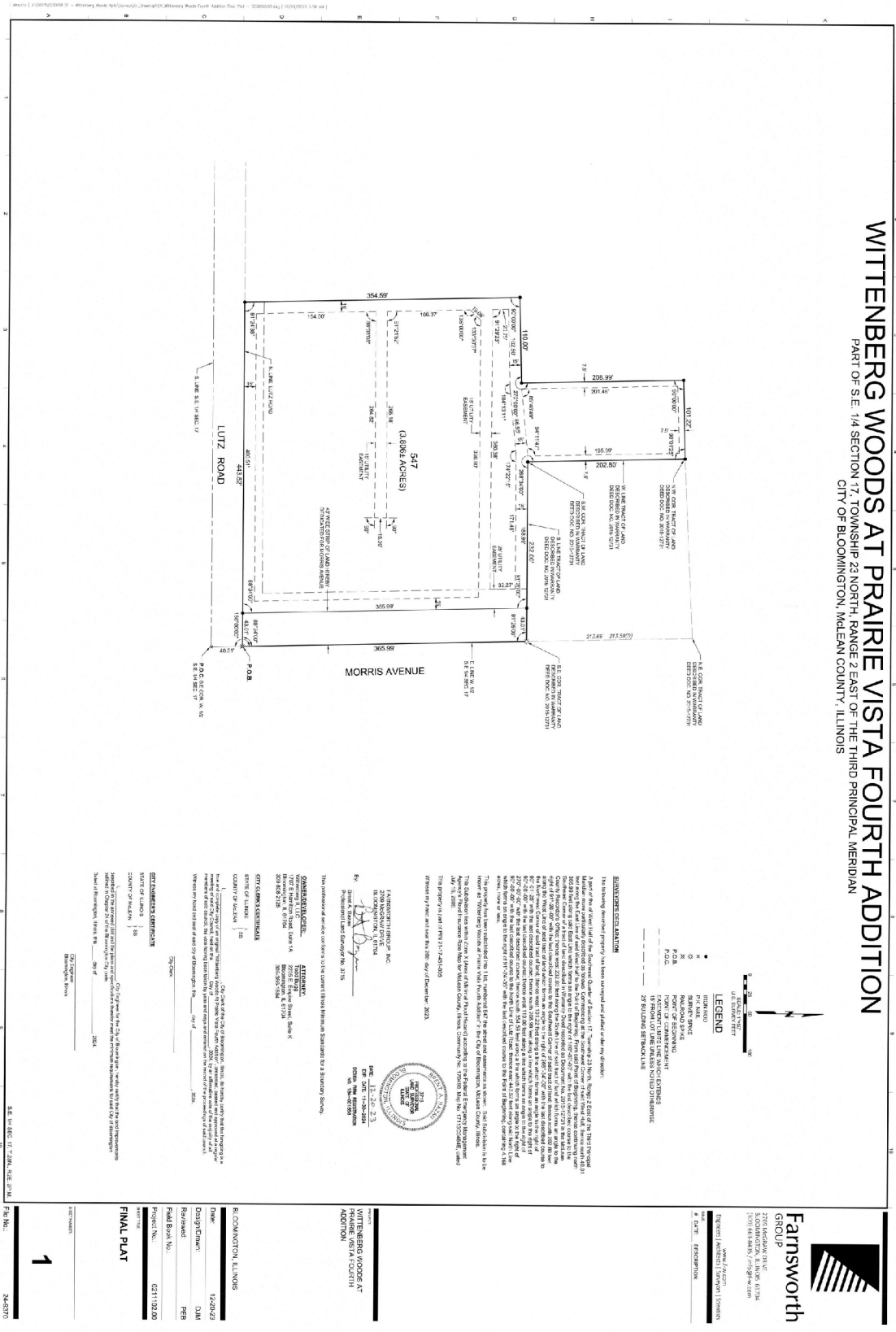
Exhibit A

LEGAL DESCRIPTION

A part of the of West Half of the Southeast Quarter of Section 17, Township 23 North, Range 2 East of the Third Principal Meridian more particularly described as follows: Commencing at the Southeast Corner of said West Half, thence north 40.01 feet along the East Line of said West Half to the Point of Beginning. From said Point of Beginning, thence continuing north 365.99 feet along said East Line which forms an angle to the right of $180^{\circ}-00'-00''$ with the last described course to the Southeast Corner of a tract of land described in Warranty Deed recorded as Document No. 2015-12731 in the McLean County Recorder's Office; thence west 232.00 feet along the South Line of said tract of land which forms an angle to the right of $91^{\circ}-26'-00''$ with the last described course to the Southwest Corner of said tract of land; thence north 202.80 feet along the West Line of said tract of land which forms an angle to the right of $268^{\circ}-34'-00''$ with the last described course to the Northwest Corner of said tract of land; thence west 101.22 feet along a line which forms an angle to the right of $90^{\circ}-01'-25''$ with the last described course; thence south 208.99 feet along a line which forms an angle to the right of $90^{\circ}-00'-00''$ with the last described course; thence west 110.00 feet along a line which forms an angle to the right of $270^{\circ}-00'-00''$ with the last described course; thence south 354.59 feet along a line which forms an angle to the right of $90^{\circ}-00'-00''$ with the last described course to the North Line of Lutz Road; thence east 443.52 feet along said North Line which forms an angle to the right of $91^{\circ}-24'-35''$ with the last described course to the Point of Beginning, containing 4.168 acres, more or less.

Part of existing PIN: 21-17-451-005

PLAT



State of Illinois)
County of McLean)ss.
)

Now come(s) Wittenberg II, L.L.C., hereinafter referred to as “Petitioner(s)”, respectfully representing and requesting as follows:

- WHEREFORE, your Petitioner respectfully prays that said Final Plat for the Wittenberg Woods at Prairie Vista Fourth Addition, submitted herewith, be approved with the exemptions and/or variations as requested herein.

(SIGNATURE)

BY: R. Michael McMyr

EXHIBIT A

LEGAL DESCRIPTION

WITTENBERG WOODS AT PRAIRIE VISTA FOURTH ADDITION

A part of the West Half of the Southeast Quarter of Section 17, Township 23 North, Range 2 East of the Third Principal Meridian more particularly described as follows: Commencing at the Southeast Corner of said West Half, thence north 40.01 feet along the East line of said West Half to the Point of Beginning. From said Point of Beginning, thence continuing north 365.99 feet along said East Line which forms an angle to the right of 180°-00'-00" with the last described course to the Southeast Corner of a tract of land described in Warranty Deed recorded as Document No. 2015-12731 in the McLean County Recorder's Office; thence west 232.00 feet along the South Line of said tract of land which forms an angle to the right of 91°-26'-00" with the last described course to the Southwest Corner of said tract of land; thence north 202.80 feet along the West Line of said tract of land which forms an angle to the right of 268°-34'-00" with the last described course to the Northwest Corner of said tract of land; thence west 101.22 feet along a line which forms an angle to the right of 90°-01'-25" with the last described course; thence south 208.99 feet along a line which forms an angle to the right of 90°-00'-00" with the last described course; thence west 110.00 feet along a line which forms an angle to the right of 270°-00'-00" with the last described course; thence south 354.59 feet along a line which forms an angle to the right of 90°-00'-00" with the last described course to the North Line of Lutz Road; thence east 443.52 feet along said North Line which forms an angle to the right of 91°-24'-35" with the last described course to the Point of Beginning, containing 4.168 acres, more or less.

PART OF PIN: 21-17-451-005

COUNTY CLERK'S CERTIFICATE

State of Illinois)
)ss.

County of McLean)

I, Kathy Michael, County Clerk of McLean County, State of Illinois, do hereby certify that on the 12 day of July, 23, there were no delinquent general or special assessments unpaid, special assessments or delinquent special assessments unpaid against the tract of land shown on the plat attached to this certificate and described in the certificate of the Surveyor attached hereto and to said Plat.

Kathy Michael

County Clerk, McLean County, Illinois

PIN 21-17-451-005

OWNER'S CERTIFICATE

State of Illinois)
)ss.
County of McLean)

KNOW ALL MEN BY THESE PRESENTS, That we, the undersigned, hereby certify that we are the owners of all the premises embodied in the attached Plat of Wittenberg Woods at Prairie Vista Fourth Addition Subdivision to the City of Bloomington, McLean County, Illinois, and that we have caused said Plat to be made and that it is a true and correct plat of "Wittenberg Woods at Prairie Vista Fourth Addition" Subdivision to the City of Bloomington, McLean County, Illinois as laid off in lots and streets by Brent A. Bazan, Registered Illinois Land Surveyor Number 3715; and we, the undersigned, hereby dedicate and set apart to the City of Bloomington for general utility purposes, (and further dedicated the public use areas as shown on said Plat)*

*where dedication is required under Section 3.5.

IN WITNESS WHEREOF, we have hereunto set our hands and affixed our seals this
30th day of October, 2023.

Wittenberg II, L.L.C., by its Manager,
Hundman Management, L.L.C.,

BY: *Michael H. Myr*

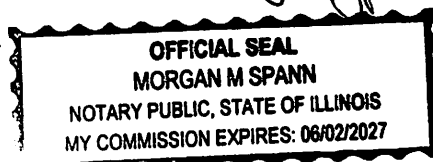
State of Illinois)
)ss.
County of McLean)

I, a Notary Public in and for the county and State aforesaid, do hereby certify that Michael Hundman personally known to be the same person whose name is subscribed to the foregoing owner's statement, appeared before me, this day, in person and acknowledged the execution of this statement as his free and voluntary act.

Given under my hand and notarial seal this 30th day of October, 2023.

Morgan M Spann
Notary Public

My commission expires 6/2/2027



SCHOOL DISTRICT CERTIFICATE

This is to certify that Wittenberg II, L.L.C. as Owner/Developer of the property herein described in the Surveyor's Certificate, which will be known as Wittenberg Woods at Prairie Vista Fourth Addition Subdivision, to the best of my knowledge, is located within the boundaries of Community Unit School District #5 in McLean County, Illinois.

Dated this 30th day of October, 2023.

Wittenberg II, L.L.C., by its Manager,
Hundman Management, L.L.C.,

BY: R. Michael H. Myers

State of Illinois)
)ss.
County of McLean)

I, a Notary Public in and for the county and State aforesaid, do hereby certify that Michael Hundman personally known to be the same person whose name is subscribed to the foregoing owner's statement, appeared before me, this day, in person and acknowledged the execution of this statement as his free and voluntary act.

Given under my hand and notarial seal this 30th day of October, 2023.

Morgan M Spann
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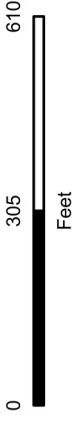


Wittenberg II, LLC (Wittenberg Woods at Prairie Vista Fourth Addition)

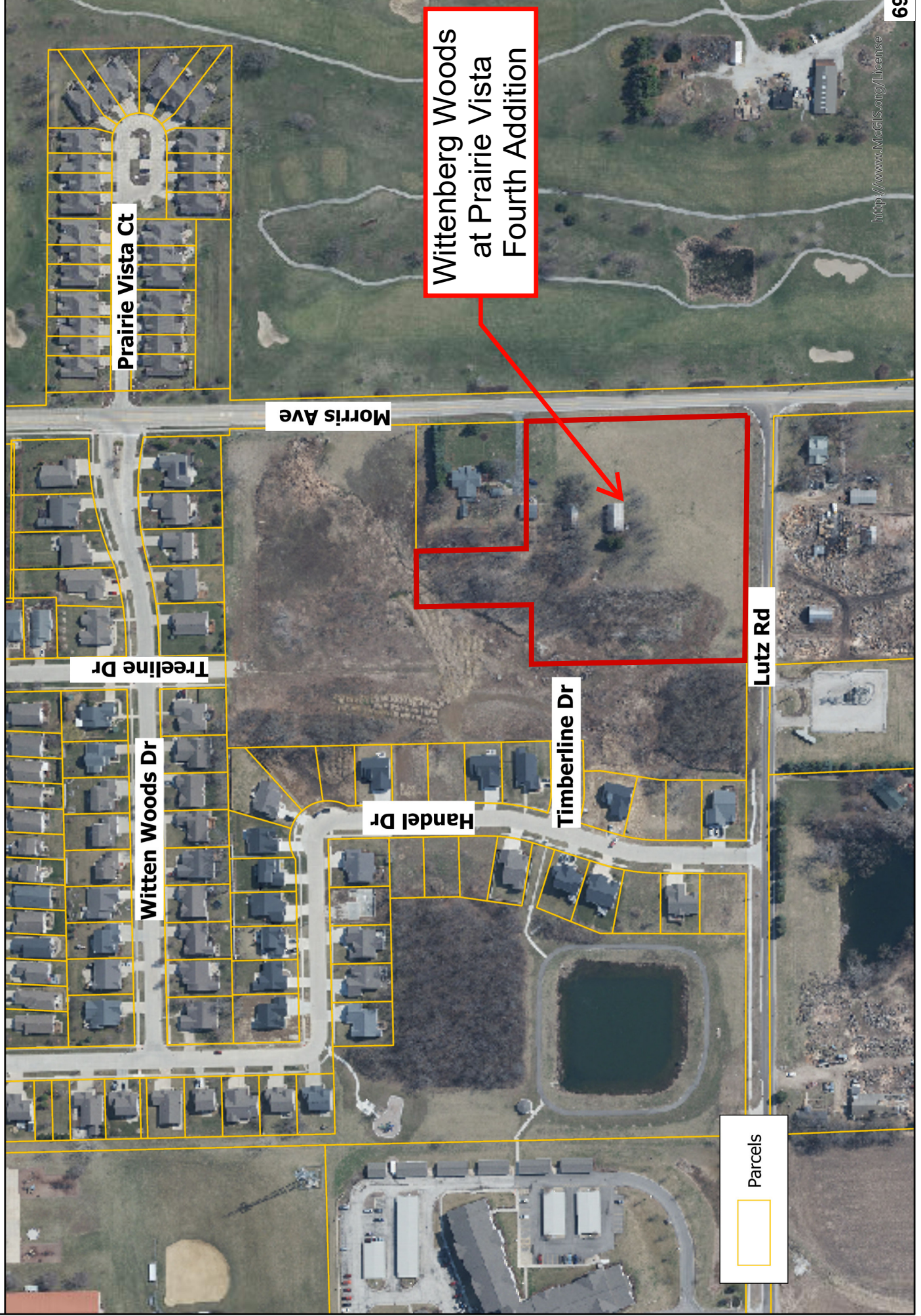
Date Prepared: 12/XX/2023

Shown on Final Plat:		Initial
	Easements shown for all public improvements	S/L
	City Engineer's Signature Block	S/L
	Clerk's Signature Block	S/L
	Areas or facilities to be dedicated to the public	S/L
	Railroad Right of Ways	N/A
	Subdivision Boundaries	S/L
	References to nearest street lines, Township, Sections lines, or monuments.	S/L
	Name of Subdivision	S/L
	Legal Description	S/L
	Existing Parcel Id Number (PIN)	S/L
	Surveyor's statement regarding any Special Flood Hazard Areas.	S/L
	Total Acreage	S/L
	Street Names	S/L
	Proposed Lot numbers (consecutively numbered)	S/L
The following shall be provided:		
	School District Certificate	S/L
	County Clerk's Certificate	S/L
	Owner's Certificate	S/L
Owner to sign	Drainage Statement	S/L
	Owner's Petition	S/L
	Ordinance	S/L
	Utility Company Signoffs	N/A
	Digital PDF Submittal provided to Public Works	S/L
	Digital CAD format submittal provided to Public Works	Not yet
The following requirements shall be met:		
	Final plat retains the design characteristics of a valid Preliminary Plan that has not expired	S/L
	Retains the design characteristics of approved public improvement engineering plans and specifications.	Apprvl Pending
	Final Plat is signed by IL licensed surveyor	S/L
	Plans for all public improvements approved by Public Works	Apprvl Pending

Wittenberg Woods at Prairie Vista Fourth Addition



Date: 12/19/2023



MEMORANDUM

Date: December 20, 2023
To: Alissa Pemberton, City Planner
From: Steven J. Law, P.E.
Re: **Wittenberg Woods at Prairie Vista Fourth Addition**
Performance Guarantees and Tap-On Fees

The following are the Performance Guarantee and Tap On fees required from the developer before releasing for recording: **Wittenberg Woods at Prairie Vista Fourth Addition**. The final plat is scheduled for Council consideration at the January 8, 2024 Council meeting.

A: Tap-On Fees:

The following tap-on fees are due prior to final plat recording:

		<u>Fund Code</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
1	SW Sanitary Sewer	51101100-54120	\$1,332.10	\$3,503.42	\$4,835.52
2	Parkland Fee	24104100-57320			\$1,569.66
3	Substandard Rd (Lutz)	10016210-57320			\$34,043.35
4	Annexation Fees	10010010-54620			\$898.77
5	Reduction for Lutz Road Sidewalk***	Off of Lutz (Item #3)			(\$24,876.00)
	Total Due				\$16,470.78

Parcel area: 3.806 acres.

Frontage on Lutz Road: 400.51 feet.

- 1) SW Sanitary Sewer: \$350/ac + 6% interest** from 02/80; Principal & Interest used
- 2) Parkland Fee: (Balance of 4.56 acres owed for remaining area of Annexation Agreement of 12.15 acres) * (Area of subject Plat of 4.168 acres) = 34.3% = 1.56 acres owed for 4th Add. The (Fair Cash Value of an acre of land in the subdivision in 2004 was \$606.89) * (1.56 acres), price adjusted to today = \$1,569.66
- 3) Substandard Road Fee (Lutz): \$85/LF (@ 400.51')
- 4) Annexation Fee: One Residential Lot (\$737.74) price adjusted from November 2018 = \$898.77
- 5) Reduction For Lutz Road Sidewalk: 2073 SF x \$12/SF = \$24,876

** Interest calculated based on the lower of 6% simple interest or the CPI calculated on the principal using the BLS inflation calculator at (http://www.bls.gov/data/inflation_calculator.htm)

*** The developer will install the public sidewalk along Lutz Road on behalf of the City. This sidewalk is the City's responsibility due to the substandard road fees collected. The estimated cost of the sidewalk fronting Lutz Road is therefore being deducted from the substandard road fee.

B: Performance Guarantee

110% of Public Improvements (1.1 x \$350,561.00) = \$385,617.10

Total Bond Amount Required **\$385,617.10**

Bonds/Guarantees must be in the form(s) and language provided by City Code.

C: Bond for the Improvement of Adjacent Substandard Street

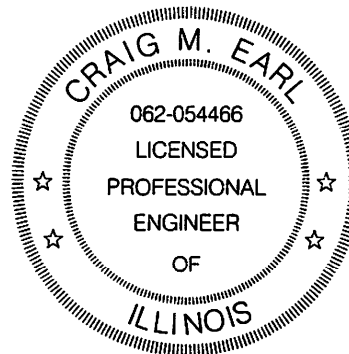
None

cc: Kevin Kothe, City Engineer/Director of Operations and Engineering Services
Bob Yehl, Assistant City Engineer
Chris Tomerlin, Finance
file

DRAINAGE STATEMENT

I, Craig Earl, Registered Professional Engineer, and Wittenberg II, LLC, being the owner of the premises heretofore platted by Brent A. Bazan, Illinois Professional Land Surveyor No. 3715, to be and become the "Wittenberg Woods at Prairie Vista Fourth Addition" in the City of Bloomington, McLean County, Illinois, do hereby state that to the best of their knowledge and belief, the drainage of surface waters will not be changed by the construction of said Subdivision or any part thereof; or that if such surface waters drainage will be changed, reasonable provision has been made for collection and diversion of such surface waters into public areas or drains which the Subdivider has a right to use and that such waters will be planned for in accordance with generally accepted engineering practices so as to reduce the likelihood of damage to the adjoining property because of the construction of the Subdivision.

I further state that no lots are within the Special Flood Hazard Area, as identified by the Federal Emergency Management Agency.



Craig M. Earl

Registered Professional Engineer No. 062-054466

OWNER: _____



CONSENT AGENDA ITEM NO. 7.H.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: City-Wide Impact

SUBJECT: Consideration and Action on a Resolution Approving Participation in a Watershed Improvement Grant with the McLean County Soil and Water Conservation District and the Expenditure of Funds in the Amount of \$185,300 as the City's Cost-Share Contribution to Said Grant, as requested by the Water Department.

RECOMMENDED MOTION: The proposed Resolution be approved.

STRATEGIC PLAN LINK:

Goal 1. Financially Sound City Providing Quality Basic Services
Goal 2. Upgrade City Infrastructure and Facilities

STRATEGIC PLAN SIGNIFICANCE:

Objective 1e. Partnering with others for the most cost-effective service delivery
Objective 2b. Quality water for the long term

BACKGROUND: The McLean County Soil and Water Conservation District (MCSWCD) is the City's primary partner for watershed and water quality projects. The MCSWCD is funded through an intergovernmental agreement with the City of Bloomington, MCSWCD, the Town of Normal, and McLean County. In 2021, the City supported the MCSWCD application for a watershed improvement grant with the Illinois Environmental Protection Agency (IEPA) and subsequently budgeted \$185,300 in support of the application. In 2023, the MCSWCD was notified by the IEPA that MCSWCD would receive grant funding in the amount of \$159,354.50. With the City's cost-share commitment of \$185,300, a total of \$344,654.50 will be utilized for watershed improvements.

Projects to be funded through this grant will include wetlands, a saturated buffer, and shoreline stabilization on City-owned property surrounding the two reservoirs. These projects are designed to reduce nitrates, phosphorus, and sediment loading into the reservoirs. The wetland will be constructed on a small tributary that collects farm field drainage of approximately 350 acres. The saturated buffer, constructed near Evergreen Lake, will collect farm field drainage from the adjacent 40-acre field. At Lake Bloomington, a small wetland/rain garden will be constructed near the Eagle Pointe subdivision, collecting septic drainage from a large septic field that collects effluent from five homes and water runoff from approximately 13 acres. These projects were identified as priority projects in the Watershed Management Plan.

The Watershed Management Plan outlines best management practices that utilize the IEPA's approved mitigation efforts to reduce the loading rates of nitrates, phosphorous, and sediment, which adversely affect water quality. Please follow this link to view the Draft Watershed Management Plan: <https://www.bloomingtonil.gov/home/showpublisheddocument/26851/637648939748470000>

If approved, the MCSWCD will accept bids for the construction of the wetland and saturated buffer at Evergreen Lake. The wetland/rain garden at Lake Bloomington will be constructed by the Water Department - Lake Parks Maintenance staff.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: McLean County Soil and Water Conservation District; McLean County Parks and Recreation Department.

FINANCIAL IMPACT: If approved, the City will participate in a Watershed Improvement Grant with the McLean County Soil and Water Conservation District and the Expenditure of Funds in the Amount of \$185,300 as the City's Cost-Share Contribution to Said Grant. This will be paid out of the Lake Maintenance-Other Capital Improvement account (50100140-72620). Stakeholders can locate this in the FY 2024 Budget Book titled "Other Funds & Capital Improvement" on pages 133, 229, 283, 294 & 295.

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035: Goal UEW-1. (Provide quality public infrastructure within the City to protect public health, safety, and the environment), Objective UEW-1.5. (Reliable water supply and distribution system that meets the needs of the current and future residents)

Respectfully submitted for consideration.

Prepared by: Joe Darter, Property Manager

ATTACHMENTS:

[WTR 1C Letter of Support](#)

[WTR 1D Landowner Agreement](#)

[WTR 1B Resolution](#)

[WTR 1E MCSWCD IGA 2021-2024](#)



115 E. Washington St.
Bloomington, IL 61702-3157
www.cityblm.org/publicworks
Phone: (309) 434-2225
Fax: (309) 434-2201

Mrs. Jackie Kraft, Watershed Conservationist
McLean County Soil and Water Conservation District
402 North Kays Drive
Normal, IL 61761

November 15, 2021

RE: Letter of Support for EPA 319 Watershed Implementation Grant Funding

Dear Mrs. Kraft,

The City of Bloomington strongly supports your efforts to obtain Environmental Protection Agency (EPA) funding to implement best management practices throughout the watersheds of Lakes Bloomington and Evergreen. The City of Bloomington has committed \$185,300 towards this grant application.

The City of Bloomington Public Works Department, Water Division, in conjunction with the McLean County Soil and Water Conservation District (MCSWCD) recently submitted the updated Watershed Management Plan to the Illinois Environmental Protection Agency for review and approval. If the submitted plan is approved, the plan will help guide the City of Bloomington and the MCSWCD to implement best management practices within our vast watersheds to reduce non-source point pollution, such as nitrates and phosphorus.

The updated watershed plan includes a detailed assessment of current conditions such as water quality, pollution loading and existing practices, along with notable features and attributes including land use, geology, hydrology, and soils. It is informed by current and historical data and provides strategic recommendations and projects. The proposed projects include the creation of new wetlands, bio-retention areas in addition to continuing stabilization of the shorelines of Lake Bloomington and Evergreen Lake.

The City of Bloomington will continue to provide resources such as funding, staff time and facilities to support all of the other source water protection work such as our robust monitoring program and educational outreach to landowners and producers. The City of Bloomington has committed funds to expand monitoring to ensure that these new practices are achieving the desired results of load reductions.

Bloomington relies upon Lake Bloomington and Evergreen Lake reservoirs, which are fed by streams draining primarily agricultural land, to provide safe drinking water to over 80,000 residents and associated factories, businesses, hospitals, and schools.

We look forward to working with you on these critically important projects that will help ensure a safe water supply today and into the future.

Sincerely,

Kevin Kothe
City of Bloomington | Public Works Director
115 E. Washington Street – 3rd Floor
Bloomington, IL 61702
309-434-2225 (office)

July 2023

AGREEMENT TERMS AND CONDITIONS

ESC-1A

Each of undersigned individuals hereby agrees to participate in the State of Illinois Cost-Share Program for soil erosion control and water quality improvement and protection, and by this participation agrees to all of the provisions of this agreement and all of the regulations issued by the Illinois Department of Agriculture governing the program, which are hereby made a part of this agreement. The undersigned hereby agree to:

1. Carry out on the land unit as above (ESC-1), all land adjustments, conservation projects, and cropping or management projects in conformity with and as shown in the attached plan/schedule of operations, which is hereby made a part of this agreement, and according to the time schedule of conservation treatment outlined;
2. Plan, install, maintain the erosion control capabilities for all cost-shared and non-cost-shared land adjustments, conservation projects, and cropping or management projects and implement all other land adjustments, conservation projects, and cropping or management projects herein named in accordance with the technical specifications and in compliance with USDA Natural Resources Conservation Service maintenance requirement for a period of (15) years, after the date of completing the program project;
3. Take no action by the undersigned, or successors, agents, assignees and transfers to remove, alter or modify land adjustments, soil conservation projects, and cropping or management projects for (15) years after the date of completing the program project unless prior written authorization is obtained from the SWCD and incorporated into this agreement;
4. Refund to the SWCD the entire cost-share payment amount if a soil conservation project agreed upon herein is not properly maintained if a land adjustment, soil conservation project, or cropping or management project agreed upon herein is not performed, or if any unauthorized removal, alteration or modification of a land adjustment, soil conservation project, or cropping or management project herein named occurs, in the event that this agreement is canceled, or in the event that the land is transferred without the new party assuming all obligations of this agreement and accepting the terms and conditions of this agreement within the entire (15) year period of this agreement after the date of completing the program project; and
5. Notify any prospective purchaser or assignee of the property herein described of the obligations and responsibilities agreed to by the undersigned, before legal or equitable title to any portion of the property is transferred;

This Agreement is made and entered into this 20th day of December, 2023, by and between the McLean County Soil and Water Conservation District, herein called District, and City of Blm, herein called recipient. The District hereby agrees to provide up to \$ 0.00 (the cost-share amount paid will be based on a percentage of the actual cost of installing the projects, not to exceed a percentage of the average cost established)* in Fiscal Year 23 to the recipient for sharing the cost of the soil conservation projects so indicated in this Agreement.

Land user agrees to allow free access to the property where they agreed to land adjustment, soil conservation project, or cropping or management project is to be constructed, installed or implemented for the purpose of planning, constructing, implementing, installing, monitoring, performing follow up and spot checking said works for the entire time period agreed to in paragraph 6 above. Neither the District or its representatives, nor the landowner or operator will be liable for any damage to the other's property in carrying out the provisions of this agreement, unless such damage is caused by negligence or misconduct. Liability to the Department and the Soil and Water Conservation District Directors and staff is limited to the amount of cost-share provided to construct the project.

Land user agrees that all expenses incurred in the implementation or installation of the planned project(s) for which the land user is to receive cost-share payment will be provided to the district within thirty (30) days of the completion of the project. Land user further agrees that failure to comply with this provision may result in partial or complete loss of rights to payment for the project(s). Land user agrees to provide all requested information to IDOA and District necessary to carry out the functions of the State of Illinois Cost-Share Program.

I understand that if funding becomes unavailable for any reason, this agreement becomes void.

Signature of Landowner Date Mike Kelley 12/29/23
Signature of District Chairman/Designee Date

*The Cost-Share percentage and average cost is set by SWCD for individual conservation projects.

AMENDMENT REVIEW

The amendments described on Form ESC-1 have been approved ☐ denied ☐ by the _____ County Soil and Water Conservation District, at the _____ board meeting. (date)

The Agreement is amended for the following reasons:

☐ The project completion date is changed from _____ to _____.

☐ The number of units estimated to complete the project must be revised as indicated on Form ESC-1.

☐ The program project(s) included in the conservation plan is amended as indicated on Form ESC-1.

☐ The agreement is hereby canceled and any cost-share assistance obligated is hereby released.

☐ The agreement is hereby amended to allow for a new maximum cost share amount which shall not exceed \$ _____.

☐ Other _____

All provisions and conditions of the original agreement shall remain in effect, except for those approved changes made by the amendment.

Signature of Landowner Date _____
Signature of District Chairman/Designee Date

RESOLUTION NO. 2024-__

A RESOLUTION APPROVING PARTICIPATION IN A WATERSHED IMPROVEMENT GRANT WITH THE MCLEAN COUNTY SOIL AND WATER CONSERVATION DISTRICT AND THE EXPENDITURE OF FUNDS IN THE AMOUNT OF \$185,300 AS THE CITY’S COST-SHARE CONTRIBUTION TO SAID GRANT.

WHEREAS, the McLean County Soil and Water Conservation District (MCSWCD), funded in part by the City of Bloomington, Town of Normal and McLean County for watershed improvements and other water quality initiatives, is the primary partner for the implementation of best management practices within the approximately 70,000-acre drainage area that supplies Lake Bloomington and Evergreen Lake; and

WHEREAS, the City of Bloomington supported an Illinois Environmental Protection Agency (IEPA) grant for watershed improvements with the MCSWCD as the applicant; and

WHEREAS, in 2023, the IEPA notified the MCSWCD of a grant award \$159,354.50 to be used for watershed improvements; and

WHEREAS, the aforesaid requires a cost-sharing contribution from the City of Bloomington, in the amount of \$185,300, which is provided for in the budget for Fiscal Year 2024; and

WHEREAS, projects funded through this grant will include a large wetland and saturated buffer at Evergreen Lake, as well as a smaller wetland and additional shoreline stabilization at Lake Bloomington, resulting in significant nitrate, phosphorus, and sediment reductions into the City’s two reservoirs; and

WHEREAS, engineered drawings of the constructed wetlands and saturated buffer will be submitted to the IEPA for approval, along with a landowner agreement outlining responsibilities for the City to maintain the improvements that must be submitted with the engineered drawings to the IEPA.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BLOOMINGTON, MCLEAN COUNTY, ILLINOIS:

Section 1. That the recitals set forth above are incorporated herein and the City Manager, and designated representatives, are authorized to participate in the watershed improvements grant, execute necessary documents, and to expend \$185,300 to said grant.

PASSED this 8th day of January 2024.

APPROVED this ____ day of January 2024.

CITY OF BLOOMINGTON

ATTEST

Mboka Mwilambwe, Mayor

Leslie Smith-Yocum, City Clerk

INTERGOVERNMENTAL AGREEMENT 2021-2024

This agreement is entered into as of this 1st day of October 2021, by and between the City of Bloomington, Town of Normal and County of McLean (hereinafter referred to as the "City", "Town" and "County") and the McLean County Soil and Water Conservation district (hereinafter referred to as the "District").

A. Purpose of This Agreement:

The purpose of this agreement is to establish a framework for the continuing administration and implementation of the McLean County Watersheds Management Program, hereafter referred to as the "Program" prepared by the District, and include 1) maintenance and improvement of Lake Bloomington and Evergreen Lake water quality through implementation of the watershed management plans; 2) assistance to the City, Town and County in obtaining grant funding for watershed management projects; and 3) facilitate the review, updates and modifications of the watershed plans.

B. Period of Agreement:

The period of this agreement commences October 1, 2021 and ends October 1, 2024.

C. Payment:

The City, Town and County shall pay the District the following amounts for the administrative services provided in this agreement:

- a. The first year of the agreement (2021-2022) payments of \$70,000 shall be made by the City, \$10,000 by the Town and \$10,000 by the County, by the first (1st) week of October, pending the receipt of invoices from the District by the 20th day of the preceding month.
- b. The second (2nd) year of the agreement (2022-2023), payments of \$90,000 shall be made by the City, \$10,000 by the Town and \$10,000 by the County by the first (1st) week of October, pending the receipt of invoices from the District by the 20th day of the preceding month.
- c. The third (3rd) year of the agreement (2023-2024), payments of \$90,000 shall be made by the City, \$10,000 by the Town and \$10,000 by the County by the first (1st) week of October, pending the receipt of invoices from the District by the 20th day of the preceding month.

D. Description of Services:

The District shall:

- Promote agricultural and conservation practices in the Lake Bloomington and Evergreen Lake watersheds via newsletters, news releases, social media, field days and demonstration sites.
- Work closely with producers in the Lake Bloomington and Evergreen Lake watersheds to continue nutrient management and conservation practices.
- Promote Best Management Practices (BMP) such as waterways, filter strips, nutrient management, conservation tillage, stream bank stabilization, wetlands and cover crops, through available federal and state cost share programs to producers in the Lake Bloomington and Evergreen Lake watersheds.
- Act as a liaison between conservation groups and funding agencies such as, The Nature Conservancy, Association of Illinois Soil & Water Conservation Districts, Illinois Environmental Protection Agency, Natural Resource Conservation Service, Illinois Department of Natural Resources, Ecology Action Center, Parklands, McLean County

Farm Bureau and Friends of EverBloom.

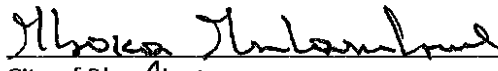
- Provide annual status reports of the implementation of the Watershed Plans to Bloomington, Normal and the McLean County.
- Prepare an update for both the Evergreen Lake and Lake Bloomington Watershed Plans.
- Work with Illinois State University to continue the valuable partnership between students, researchers, faculty to continue to improve water quality.
- Serve as liaison between all parties with lake shoreline and streambank stabilization projects. Work closely with consultant, contractors and Army Corp of Engineers to ensure successful implementation of projects and grants.
- To coordinate, oversee and bid projects, in compliance with all Federal, State, and Local laws, including the payment of prevailing wage where required, that further this agreement, on behalf of the parties and subject to funding approval by the applicable parties.

E. Indemnification and Hold Harmless:

The District shall save and hold the City, Town and County, (including its officials, agents and employees) free and harmless from all liability, public or private penalties, contractual or otherwise, losses, damages, costs, attorney's fees, expenses, causes of action, claims and judgments, resulting from claimed injury, damage, loss or loss of use to for any person, including natural persons and any other legal entity or property of any kind (including, but not limited to choices in action) arising out of or in any way connected with the performance under this agreement, for any costs, expenses, judgments, and attorney's fee paid or incurred or paid for on behalf of the City, Town and/or County, and/or its agents and employees, by insurance provided by the aforementioned government bodies.

F. Additional Agreements:

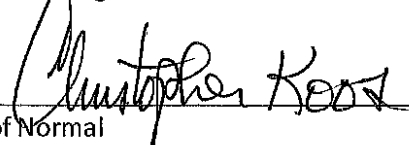
This agreement may be modified by mutual consent of the parties hereto and agreed to in writing and does not preclude separate agreements between the District and individual units of government for additional services.



City of Bloomington

5/27/21

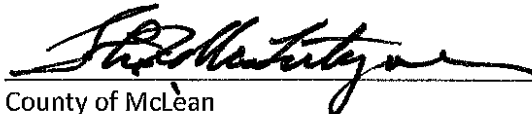
Date



Town of Normal

6/14/21

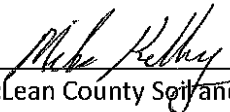
Date



County of McLean

7/8/21

Date



McLean County Soil and Water Conservation District

7/6/21

Date



CONSENT AGENDA ITEM NO. 7.I.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: Ward 6

SUBJECT: Consideration and Action on an Application from Pilot Travel Centers, d/b/a Pilot Travel Center #299, located at 1522 W. Market St., Requesting Approval of a Change of Ownership for a Class GBPS (Convenience, Beer & Wine Only, Package, and Sunday Sales) Liquor License, as requested by the City Clerk Department.

RECOMMENDED MOTION: The proposed Change in Ownership be approved.

STRATEGIC PLAN LINK:

Goal 3. Grow the Local Economy

STRATEGIC PLAN SIGNIFICANCE:

Objective 3a. Retention and growth of current local businesses

BACKGROUND: Pilot Travel Centers, LLC (Applicant) has undergone a change of ownership structure whereby National Indemnity Company has acquired an additional 41.40% membership interests in Pilot Travel Centers, LLC (the "Acquisition"). Following the Acquisition, the member ownership structure for Pilot Travel Centers, LLC is as follows:

National Indemnity Company owns eighty percent (80%) of Pilot.
Pilot Corporation owns twenty percent (20%) interest in Pilot.

The FEIN (Federal Employer Identification Number) of Pilot Travel Centers, LLC remains the same prior to and after the Acquisition. There will be no change in the operation and management of the retail store locations. Pilot Travel Centers, LLC will still be the entity that owns the store location.

The City Code requires that whenever there will be more than a 5% change in ownership of a corporate license holder, the change must be approved by the Liquor Commission. The corporate license holder is now seeking approval for this change. On Tuesday, December 12, 2023, the Liquor Commission positively recommended the Item presented above to Council for further consideration.

All license creations, amendments, or transfers are contingent upon compliance with all building, health, and safety codes.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: In accordance with City Code, a public notice was published on October 1, 2023, in *The Pantagraph*. 17 notices were mailed to properties adjacent to the applicant's property.

FINANCIAL IMPACT: The current annual license fee for a Class TAS Liquor License is \$3,300 and will be recorded in the Non-Departmental-Liquor Licenses account (10010010-51010).

Stakeholders can locate this in the FY 2024 Budget Book titled "Budget Overview & General Fund" on page 134. It is also the establishment's responsibility to collect and pay all applicable taxes including State Sales Tax, Home Rule Tax, and Food and Beverage Tax.

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the **Bloomington Comprehensive Plan 2035**: Goal ED-1 (Ensure a broad range of employment opportunities for all residents), Objective ED-1.1 (Focus on retention and expansion of existing businesses)

Respectfully submitted for consideration.

Prepared by: Ashley Lara, Records & Licensing Specialist

ATTACHMENTS:

[CLK 2B Application](#)

[CLK 2C Draft Minutes](#)

December 26, 2023

City Clerk Requirement Verification Memo

To: City Council Review

Re: PILOT TRAVEL CENTERS, LLC

D/B/A Name: PILOT TRAVEL CENTER #299

The City Clerk Department has reviewed the application of the above-mentioned applicant's submission. The required documents below were reviewed and considered suitable.

- Full, Completed Application
- Letter Detailing Change in Ownership
- Instrument of Transfer Documents
- Member Consent Document
- Certificate of Liability Insurance
- BOND
- Trustee's Deed
- Tax Registration Certificate (State of IL)
- Certificate of Formation
- Certificate of Good Standing (State of IL)
- Paid \$400 Application Fee

The establishment currently holds the following additional licenses:

- Video Gaming
- Tobacco

The documents listed above are available for review upon request. If you have any questions or concerns, please feel free to reach out.



Liquor License Application

Applicant Business Contact Information: Please fill in your business information completely and legibly.

Legal Entity Name (Corporate/LLC Name)	Pilot Travel Centers LLC
Doing Business As (DBA) OR Establishment Name <i>(Assumed names must be registered with the State of Illinois)</i>	Pilot Travel Center #299
Legal Entity Address <i>(including City, State, and Zip)</i>	
Legal Entity Phone Number	
Legal Entity Email Address	licensing@pilottravelcenters.com
Establishment Address including Zip	1522 W Market Street, Bloomington, IL 61701
Establishment Phone Number	309-827-7867
Establishment Email Address	licensing@pilottravelcenters.com
*Email Address for <u>ALL</u> City Communications:	licensing@pilottravelcenters.com

*Note, that all City communications related to this Application and/or the resulting license, if approved, will be sent by email to the email designated for all City Communications. It is the responsibility of the business to notify the City of any changes.

BELOW PLEASE LIST THOSE RESPONSIBLE FOR LICENSING THE ESTABLISHMENT

Primary Contact:

Name (First & Last)	City	State	Zip
Licensing	Knoxville	Tennessee	37909
Phone Number	Email Address		
	licensing@pilottravelcenters.com		

Contact Information for the Legal Entity's Agent: *(If applicable)*

Name (First & Last)	City	State	Zip
CT Corporation System	Chicago	IL	60604
Phone Number	Email Address		

Contact Information for the Establishment's General Manager: *(If different than above)*

Name (First & Last)	City	State	Zip
Aubrey Ralmon Logan Sr.	Normal	IL	61761
Phone Number	Email Address		
	licensing@pilottravelcenters.com		

Applicants should review Chapter 6: Alcoholic Beverages (<https://ecode360.com/34403863>) of the Bloomington City Code for all requirements, obligations and information on liquor licensing.

Liquor License Fee Chart					
Class	Description	2020 Fees		2021 Fees	
		Semi	Annual	Semi	Annual
PA	Package Sales – All Types of Liquor <i>(Fee applies to all except CA, EA, RA, or TA)</i>	\$600	\$1,200	\$650	\$1,300
PB	Package Sales – Beer and Wine Only	\$450	\$900	\$500	\$1,000
	<i>(Package Sales fee for CB, EB, RB, or TB, but no Package Sales fee applies to CA, EA, RA, or TA)</i>	\$112.50	\$225	\$150	\$300
S	Sunday <i>(Fee applies to all except CA & CB)</i>	\$275	\$550	\$300	\$600
	Curbside Pick-Up and Delivery of Alcohol	-	-	-	-
	Outdoor Consumption Area	-	-	-	-

Liquor License Fee Chart (cont.)

Class	Description	2020 Fees		2021 Fees	
		Semi	Annual	Semi	Annual
CA	Clubs – All Types of Liquor	\$1,200	\$2,400	\$1,350	\$2,700
CB	Clubs – Beer and Wine Only	\$400	\$800	\$450	\$900
EA	Entertainment/Recreational Sports Venue – All Types of Liquor	\$1,200	\$2,400	\$1,350	\$2,700
EB	Entertainment/Recreational Sports Venue – Beer and Wine Only	\$400	\$800	\$450	\$900
GPB	Convenience Store (Package) – Beer and Wine Only	\$450	\$900	\$500	\$1,000
MA	Hotel/Motel – All Types of Liquor	\$600	\$1,200	\$650	\$1,300
MB	Hotel/Motel – Beer and Wine Only	\$375	\$750	\$425	\$850
RAP	Restaurant, All Types of Liquor, and Package Sales	\$1,200	\$2,400	\$1,350	\$2,700
RBP	Restaurant, Beer & Wine Only, and Package Sales	\$512.50	\$1,025	\$750	\$1,200
RA	Restaurant – All Types of Liquor	\$1,200	\$2,400	\$1,350	\$2,700
RB	Restaurant – Beer and Wine Only	\$400	\$800	\$450	\$900
ST	Stadium – All Types of Liquor	\$1,200	\$2,400	\$1,350	\$2,700
TAP	Tavern, All Types of Liquor, and Package Sales	\$1,200	\$2,400	\$1,350	\$2,700
TBP	Tavern, Beer and Wine Only, and Package Sales	\$512.50	\$1,025	\$750	\$1,200
TA	Tavern – All Types of Liquor	\$1,200	\$2,400	\$1,350	\$2,700
TB	Tavern – Beer and Wine Only	\$400	\$800	\$450	\$900

The questions contained in this Application apply equally to all business owners, partners, officers, or members of the applicant business. If more space is needed to answer any question completely, please attach the additional information.

Status of Business Information:

- Check the applicable box which corresponds to your business's filing with the Illinois Secretary of State.

☐ **Sole Proprietorship**
☒ **Limited Liability Company (LLC)**
A copy of the Articles of Organization must be attached.

☐ **Partnership** (Date of Formation: _____)
☐ **Corporation** (Inc. or Corp.)
A copy of the Articles of Incorporation must be attached.
- Attach a list including the name, age, address, and percent of ownership/stock for each owner/partner/member.
- ☐ Yes **If Applicant is a Corporation or LLC:** Is any individual owning more than 5% of stock in the applicant business ineligible to hold a liquor license for any reason other than citizenship or residence? *If yes, please identify the individual(s) and explain:* _____
☒ No
☐ N/A

Business Owner/Operator: (Please circle Yes (Y) or No (N) where applicable.)

- I verify that all owners, partners, officers, members, and majority stockholders:

☒ Yes ☐ No Are 21 years of age or older.
☒ Yes ☐ No Are citizens of the United States.
☒ Yes ☐ No Have never been convicted of any felony, or of the violation of any law relating to the prohibition of the sale of alcoholic liquor, or any other crime or misdemeanor (except minor traffic violations).
☒ Yes ☐ No Have never been convicted of a violation of any federal or state law concerning the manufacture, possession, or sale of alcoholic liquor.
☒ Yes ☐ No Have never been convicted of pandering or any other crime opposed to decency and morality.
- Illinois Liquor Law states the applicant individual must be a resident of the city, village or county in which the premises covered by the license is located. 235ILCS 5/6-2(a)(1)

2A ☐ Yes ☒ No Are any of the persons listed under ownership a resident of McLean County?
 2B ☒ Yes ☐ No Is the General Manager a resident of McLean County?
- ☐ Yes ☒ No Is the General Manager of the establishment unable to hold a liquor license for any reason other than citizenship or residence?
- ☐ Yes ☒ No Is the establishment located within 100 feet of any church, school, hospital, home for aged, indigent persons, or war veterans and/or their wives or children?



5. ☒ Yes ☐ No Is the premises for which the license is sought owned?
5A ☐ Yes ☒ No If not, does a valid lease to the premises for which the license is sought exist?
If so, a copy of the lease is required.
- ☐ Yes ☒ No Do you know of any reason whether stated in the above questions or not, that this application does not comply with the laws of the State of Illinois, or the Bloomington City Code in connection with the proposed sale of alcoholic beverages? *If yes, please explain:* _____

Nature of License:

- What type of establishment is intended to be operated with this license? (e.g. lounge, tavern, restaurant, wine & cheese shop) Truck Stop - Retail Sales of Motor Fuel and Convenience store items
- What class of liquor license is being sought? (See descriptions beginning on page 1.) GPB
- ☒ Yes ☐ No Will the establishment offer Sunday Sales?
- ☐ Yes ☒ No Will the establishment offer Curbside Pick-Up & Delivery of Alcohol? (Package License Holders Only)
See City Code Ch. 6 Sec. 32 for more details. <https://ecode360.com/34837503>
- ☐ Yes ☒ No Will the establishment offer an Outdoor Dining Area?
- State the reason the applicant desires a liquor license for the establishment: Currently Licensed - License #7818 - Updating Ownership
- If approved, how would the liquor license benefit the City and its residents? Currently licensed
- ☐ Yes ☒ No Will the establishment offer live entertainment in the establishment? *If yes, please explain:* _____
- ☒ Yes ☐ No Will the proposed or current establishment sell food?
- ☒ Yes ☐ No Will most of the establishment's gross revenue come from sources other than the sale of alcohol?
If yes, what sources will such revenue be derived? _____
- If approved, what license renewal billing cycle would be preferred? ☒ Annual ☐ Semi-Annual

Impact of Establishment:

- What are the proposed hours of operation?

Day	Time Open	Time Close
Monday:	24 hours	24 hours
Tuesday:	24 hours	24 hours
Wednesday:	24 hours	24 hours
Thursday:	24 hours	24 hours
Friday:	24 hours	24 hours
Saturday:	24 hours	24 hours
Sunday:	24 hours	24 hours
- Describe the surrounding neighborhood within 500 ft. of the establishment (e.g. residential, commercial, mixed, etc.)
Commercial
 - If there are office or commercial buildings nearby, approximately what are their hours of operation?
Commercial Buildings
 - Is the area predominately residential, are they single or multi-family homes?
Commercial & Residential
- Describe any and all streets immediately surrounding the establishment: (e.g. approximate width, one-way, two-way, parking restrictions, etc.)
Two way
- How much additional traffic is expected to be generated with a liquor license?
Currently Licensed
- Describe any and all on- and off-street parking:
Parking Lot
- How many establishments with liquor licenses are located within 500 ft. of the establishment? unknown



Responsibility:

1. If the establishment **is presently in operation**, attach a financial statement of the establishment's last fiscal year.
2. If the establishment **is not presently in operation**, attach a financial statement showing ownerships personal assets and liabilities (or the entity's assets and liabilities).
3. ☒ Yes ☐ No Is the establishment eligible for a State of Illinois retail liquor dealer's license?
4. ☒ Yes ☐ No Has any owner, partner, officer, member, or majority stockholder ever held a liquor license?
4A If yes, please explain: Please see attached Liquor License List
5. ☐ Yes ☒ No If yes, has any owner, partner, officer, member, or majority stockholder ever been found guilty of violating Bloomington's Liquor Ordinance? *If yes, please explain:* _____
6. ☒ Yes ☐ No Has any owner, partner, officer, member, or majority stockholder ever had a liquor license revoked? *If yes, please explain:* Please See Attached
7. ☐ Yes ☒ No Has a similar application made by any of the persons of ownership ever been denied? *If yes, please explain:* _____
8. ☐ Yes ☒ No Has any other license type ever been revoked from any owner, partner, officer, member, or majority stockholder? *If yes, please explain:* _____

Please provide any additional information significant to this application:
 No additional information

Additional License Interests:

Are any of the below additional licenses of interest to the establishment?

- ☐ Yes ☒ No **Sidewalk Café License** (*Downtown Area Only*) Allows use of public sidewalk for serving food and beverages on the sidewalk immediately adjacent to the establishment.
- ☐ Yes ☒ No **Catering Liquor License** Allows liquor license holders to provide catering services to private parties.
- ☒ Yes ☐ No **Video Gaming License** Allows an establishment to have video gaming terminals and to conduct video gaming on the premises as defined by the Illinois Video Gaming Act.
- ☐ Yes ☒ No **Public Dancing License** Allows a for-profit establishment to offer dance privileges to the public.
- ☒ Yes ☐ No **Tobacco License** Allows retail sale of any cigar, cigarette, snuff, chewing tobacco, manufactured product of tobacco or tobacco in any form.

Please note that each of the above-mentioned licenses requires a separate application and most require additional documentation. Applications available via the City Clerk Department.

I, the undersigned, swear or affirm that:

1. I am authorized to sign as an owner, officer, or authorized agent, of the above listed establishment;
2. I declare that all the information included in this application, and any attachment hereto, is true and accurate to the best of my information, knowledge, and belief;
3. All applicants of the establishment are qualified and eligible to obtain the license applied for;
4. I have read and understand the requirements of the City of Bloomington Code pertaining to **Chapter 6: Alcoholic Beverages** <https://ecode360.com/34403863>; and
5. If approved, I certify in accordance with 235 ILCS 5/6-27.1 and City Code Chapter 6: Section 29, that all employees required to check IDs will become BASSET certified within 120 days of employment, that at least one BASSET Certified employee will be on the premises at all times, that all certifications will be kept on premises, and that all certifications will immediately be made available upon request by any law enforcement personnel.

Kristin Seabrook

Sr VP, Chief Legal Counsel and Secretary

Name (Please Print)

Title

11/13/2023

Signature

Date



City of Bloomington
City Clerk Dept
115 E. Washington St., Ste 103
Bloomington, IL 61071

August 18, 2023

Re: Pilot Travel Centers LLC – Change in Ownership Structure – Effective January 31, 2023

To Whom It May Concern:

Please be advised that effective January 31, 2023, Pilot Travel Centers LLC (“Pilot”) has undergone a change of ownership structure whereby National Indemnity Company has acquired an additional 41.40% membership interests in Pilot Travel Centers LLC (the “Acquisition”). Following the Acquisition, the member ownership structure for Pilot Travel Centers LLC is as follows:

1. National Indemnity Company owns eighty percent (80%) in Pilot.
2. Pilot Corporation owns twenty percent (20%) interest in Pilot.

The FEIN of Pilot Travel Centers LLC remains the same prior to and after the Acquisition.

Pilot Travel Centers LLC will continue to maintain the operation and management of the retail store locations following the Acquisition. There will be no change in the operation and management of the retail store locations. Pilot Travel Centers LLC will still be the entity that owns the store locations.

Should you have any questions, please do not hesitate to contact me at (865) 474-2990 or via email at [REDACTED]. Thank you for your time and attention.

Sincerely,

Robin Llanos
Licensing Specialist



MINUTES
LIQUOR COMMISSION - REGULAR SESSION
TUESDAY, DECEMBER 12, 2023, 4:00 PM

The Liquor Commission convened in regular session at 4:00 PM, December 12, 2023. Commissioner Mwilambwe called the meeting to order.

Roll Call

Attendee Name	Title	Status
Mboka Mwilambwe	Commissioner	Present
Lindsey Meister	Commissioner	Present

Staff Advisors

Attendee Name	Title	Status
George Boyle	Asst. Corporation Counsel	Present
Leslie Yocum	City Clerk	Present
Paul Williams	Asst. Police Chief	Present
Chris McAllister	Building Official	Present

Public Comment

No public comment was received.

Consent Agenda

Items listed on the Consent Agenda are approved with one motion; Items pulled from the Consent Agenda for discussion are listed and voted on separately.

Regular Agenda

All license creations, amendments or transfers are contingent upon compliance with all building, health, and safety codes.

The following item was presented:

Item 5. A. Public Hearing and Action on an Application from Pilot Travel Centers, d/b/a Pilot Travel Center #299, located at 1522 W. Market St. Requesting Approval of a Change of Ownership for their Class GBPS (Convenience, Beer & Wine Only, Package, and Sunday Sales) Liquor License.

Commissioner Mwilambwe opened the public hearing at 4:03 p.m.

Randy Little, General Manager of Pilot Travel Centers, after being sworn, addressed the Commission. Mr. Little explained the request was related to the majority sale of Pilot to Berkshire Hathaway. He stated that Pilot intended to continue normal operations and that the majority ownership shift would not affect operations.

Commissioner Meister asked Mr. Little to confirm that no changes would be made. Mr. Little stated that the new CEO was more loss prevention and asset protection oriented, but that there would be no other major changes to normal operations.

Commissioner Mwilambwe stated that normally they were concerned with the liquor license and how it would be managed, ensuring that employees were BASSET certified. Mr. Little stated all employees received the required training.

Staff had no concerns.

Commissioner Mwilambwe asked if there was anyone in the audience who would like to speak for or against the application. No one spoke.

Commissioner Mwilambwe closed the hearing at 4:06 p.m.

Commissioner Meister made a motion, seconded by Commissioner Mwilambwe, to positively recommend the Item to Council.

Commissioner Mwilambwe directed the Clerk to call the roll:

AYES: Mwilambwe; Meister

Motion carried.

The following item was presented:

Item 5.B. Public Hearing and Action on an Application from JL Palma, LLC d/b/a Venue 309, located at 1611 Morrissey Dr., Units 2 & 3, Requesting Approval of the Creation of a Class EAS (Entertainment, All Types of Alcohol, and Sunday Sales) Liquor License.

Commissioner Mwilambwe opened the hearing at 4:07 p.m.

Nathan Hinch, Attorney, and Joe Palma, Co-Owner, after being sworn, addressed the Commission.

Mr. Hinch stated the application was filed and referenced that the building was split into 3 suites. He noted their application did not pertain to the area of the building where the Station Saloon was located. He stated the intention would be to host events and use the shared kitchen with Station Saloon.

Mr. Palma stated that Venue 309 would be a wedding and event venue that specialized in weddings, live music, and corporate events.

Mr. Hinch stated the entertainment portion of the application would apply to events with band playing or ticketed events. He noted that they confirmed with the City Clerk Department that additional permits would be needed for outdoor events.

Mr. Palma stated he originally intended to purchase the Stable venue to operate the same style of business.

Mr. Hinch stated that Mr. Palma, in reference to the application, had not been convicted of a felony; however, he had a plea and a second chance probation. Per the application, upon completing those requirements, he had not been convicted of a felony. Mr. Hinch expressed a desire to be forthcoming about the issue and understood that the Commission is tasked with investigating the suitability of the applicant. He noted that Mr. Palma had turned his life around since that time.



CONSENT AGENDA ITEM NO. 7.J.

FOR COUNCIL: January 8, 2024

WARD IMPACTED: Ward 1

SUBJECT: Consideration and Action on an Application from JL Palma, LLC d/b/a Venue 309, located at 1611 Morrissey Dr., Units 2 & 3, Requesting Approval of the Creation of a Class EAS (Entertainment, All Types of Alcohol, and Sunday Sales) Liquor License, as requested by the City Clerk Department.

RECOMMENDED MOTION: The proposed License Creation be approved.

STRATEGIC PLAN LINK:

Goal 3. Grow the Local Economy

STRATEGIC PLAN SIGNIFICANCE:

Objective 3a. Retention and growth of current local businesses

BACKGROUND: JL Palma, LLC (Applicant) is requesting the creation of a Class EAS (Entertainment, All Types of Alcohol, and Sunday Sales) Liquor License, which will be located at 1611 Morrissey Dr., Units 2 & 3. The applicant requests the license for the purpose of providing banquet and event space. They plan to offer wedding services and event packages, as well as room rentals. The applicant also plans to have live entertainment offered in the establishment.

On Tuesday, December 12, 2023, the Liquor Commission positively recommended the Item presented above to Council for further consideration.

All license creations, amendments, or transfers are contingent upon compliance with all building, health, and safety codes.

COMMUNITY GROUPS/INTERESTED PERSONS CONTACTED: In accordance with City Code, a public notice was published on November 27, 2023, in *The Pantagraph*. 10 notices were mailed to properties within 500 ft. applicant's property.

FINANCIAL IMPACT: The current annual license fee for a Class EAS Liquor License is \$3,300 and will be recorded in the Non-Departmental-Liquor Licenses account (10010010-51010). Stakeholders can locate this in the FY 2024 Budget Book titled "Budget Overview & General Fund" on page 134. It is also the establishment's responsibility to collect and pay all applicable taxes including State Sales Tax, Home Rule Tax, and Food and Beverage Tax.

AMERICAN RESCUE PLAN FUNDING IMPACT: N/A

COMMUNITY DEVELOPMENT IMPACT: This request meets the following goals and objectives of the Bloomington Comprehensive Plan 2035: Goal ED-1 (Ensure a broad range of employment opportunities for all residents), Objective ED-1.1 (Focus on retention and expansion of existing businesses)

Respectfully submitted for consideration.

Prepared by: Ashley Lara, Records & Licensing Specialist

ATTACHMENTS:

[CLK 3B Application](#)

[CLK 3C Draft Minutes](#)

December 27, 2023

City Clerk Requirement Verification Memo

To: City Council Review

Re: JL PALMA, LLC

D/B/A Name: VENUE 309

The City Clerk Department has reviewed the application of the above-mentioned applicant's submission. The required documents below were reviewed and considered suitable.

- Full, Completed Application
- Emailed detailing felony information
- List of Owner Information (Name, Age & Address) and Percentage Owned
- Proof of DBA Registered with the State of IL
- Lease Agreement
- Computer Generated Floor/Site Plan
- Financial Statement
- Articles of Organization
- Bloomington/Normal Food and Beverage Tax Registration Form
- Liability Insurance
- Paid \$400 Application Fee

Due before License Issuance:

- Bond
- ECD Inspection
- Health Department Inspection

The documents listed above are available for review upon request. If you have any questions or concerns, please feel free to reach out.

Liquor License Application

Applicant Business Contact Information: Please fill in your business information completely and legibly.

Legal Entity Name (Corporate/LLC Name)	JL PALMA LLC
Doing Business As (DBA) OR Establishment Name <i>(Assumed names must be registered with the State of Illinois)</i>	VENUE 309
Legal Entity Address <i>(including City, State, and Zip)</i>	
Legal Entity Phone Number	
Legal Entity Email Address	LIZ@PALMA-ENTERTAINMENT.COM
Establishment Address including Zip Units 2 & 3	1611 MORRISSEY DR, BLOOMINGTON, IL 61704
Establishment Phone Number	3096605290
Establishment Email Address	JOE@VENUE309.COM
*Email Address for <u>ALL</u> City Communications:	LIZ@PALMA-ENTERTAINMENT.COM

*Note, that all City communications related to this Application and/or the resulting license, if approved, will be sent by email to the email designated for all City Communications. It is the responsibility of the business to notify the City of any changes.

BELOW PLEASE LIST THOSE RESPONSIBLE FOR LICENSING THE ESTABLISHMENT

Primary Contact:

Name (First & Last)	City	State	Zip
ELIZABETH PALMA	BLOOMINGTON	IL	61704
Phone Number	Email Address		
	LIZ@PALMA-ENTERTAINMENT.COM		

Contact Information for the Legal Entity's Agent: *(If applicable)*

Name (First & Last)	City	State	Zip
Phone Number	Email Address		

Contact Information for the Establishment's General Manager: *(If different than above)*

Name (First & Last)	City	State	Zip
JOE PALMA	BLOOMINGTON	IL	61704
Phone Number	Email Address		

Applicants should review Chapter 6: Alcoholic Beverages (<https://ecode360.com/34403863>) of the Bloomington City Code for all requirements, obligations and information on liquor licensing.

Liquor License Fee Chart					
Class	Description	2020 Fees		2021 Fees	
		Semi	Annual	Semi	Annual
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	<i>(Package Sales fee for CB, EB, RB, or TB, but no Package Sales fee applies to CA, EA, RA, or TA)</i>	\$112.50	\$225	\$150	\$300
S	Sunday <i>(Fee applies to all except CA & CB)</i>	\$275	\$550	\$300	\$600
	Curbside Pick-Up and Delivery of Alcohol	-	-	-	-
	Outdoor Consumption Area	-	-	-	-

Liquor License Fee Chart (cont.)

Class	Description	2020 Fees		2021 Fees	
		Semi	Annual	Semi	Annual
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EA	Entertainment/Recreational Sports Venue – All Types of Liquor	\$1,200	\$2,400	\$1,350	\$2,700
EB	Entertainment/Recreational Sports Venue – Beer and Wine Only	\$400	\$800	\$450	\$900
GPB	Convenience Store (Package) – Beer and Wine Only	\$450	\$900	\$500	\$1,000
MA	Hotel/Motel – All Types of Liquor	\$600	\$1,200	\$650	\$1,300
MB	Hotel/Motel – Beer and Wine Only	\$375	\$750	\$425	\$850
RAP	Restaurant, All Types of Liquor, and Package Sales	\$1,200	\$2,400	\$1,350	\$2,700
RBP	Restaurant, Beer & Wine Only, and Package Sales	\$512.50	\$1,025	\$750	\$1,200
RA	Restaurant – All Types of Liquor	\$1,200	\$2,400	\$1,350	\$2,700
RB	Restaurant – Beer and Wine Only	\$400	\$800	\$450	\$900
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TAP	Tavern, All Types of Liquor, and Package Sales	\$1,200	\$2,400	\$1,350	\$2,700
TBP	Tavern, Beer and Wine Only, and Package Sales	\$512.50	\$1,025	\$750	\$1,200
TA	Tavern – All Types of Liquor	\$1,200	\$2,400	\$1,350	\$2,700
TB	Tavern – Beer and Wine Only	\$400	\$800	\$450	\$900

The questions contained in this Application apply equally to all business owners, partners, officers, or members of the applicant business. If more space is needed to answer any question completely, please attach the additional information.

Status of Business Information:

- Check the applicable box which corresponds to your business's filing with the Illinois Secretary of State.

☐ **Sole Proprietorship**
☒ **Limited Liability Company (LLC)**
A copy of the Articles of Organization must be attached.

☐ **Partnership** (Date of Formation: _____)
☐ **Corporation** (Inc. or Corp.)
A copy of the Articles of Incorporation must be attached.
- Attach a list including the name, age, address, and percent of ownership/stock for each owner/partner/member.
- ☐ Yes ☒ No **If Applicant is a Corporation or LLC:** Is any individual owning more than 5% of stock in the applicant business ineligible to hold a liquor license for any reason other than citizenship or residence? *If yes, please identify the individual(s) and explain:* _____
☐ N/A

Business Owner/Operator: (Please circle Yes (Y) or No (N) where applicable.)

- I verify that all owners, partners, officers, members, and majority stockholders:

☒ Yes ☐ No Are 21 years of age or older.
☒ Yes ☐ No Are citizens of the United States.
☒ Yes ☐ No Have never been convicted of any felony, or of the violation of any law relating to the prohibition of the sale of alcoholic liquor, or any other crime or misdemeanor (except minor traffic violations).
☒ Yes ☐ No Have never been convicted of a violation of any federal or state law concerning the manufacture, possession, or sale of alcoholic liquor.
☒ Yes ☐ No Have never been convicted of pandering or any other crime opposed to decency and morality.
- Illinois Liquor Law states the applicant individual must be a resident of the city, village or county in which the premises covered by the license is located. 235ILCS 5/6-2(a)(1)

2A ☒ Yes ☐ No Are any of the persons listed under ownership a resident of McLean County?
 2B ☒ Yes ☐ No Is the General Manager a resident of McLean County?
- ☐ Yes ☒ No Is the General Manager of the establishment unable to hold a liquor license for any reason other than citizenship or residence?
- ☐ Yes ☒ No Is the establishment located within 100 feet of any church, school, hospital, home for aged, indigent persons, or war veterans and/or their wives or children?

See email
for felony
information.



5. ☐ Yes ☒ No Is the premises for which the license is sought owned?
 5A ☒ Yes ☐ No If not, does a valid lease to the premises for which the license is sought exist?
If so, a copy of the lease is required.
- ☐ Yes ☒ No Do you know of any reason whether stated in the above questions or not, that this application does not comply with the laws of the State of Illinois, or the Bloomington City Code in connection with the proposed sale of alcoholic beverages? *If yes, please explain:* _____

Nature of License:

- What type of establishment is intended to be operated with this license? (e.g. lounge, tavern, restaurant, wine & cheese shop) VENUE
- What class of liquor license is being sought? (See descriptions beginning on page 1.) EA
- ☒ Yes ☐ No Will the establishment offer Sunday Sales?
- ☐ Yes ☒ No Will the establishment offer Curbside Pick-Up & Delivery of Alcohol? (Package License Holders Only)
 See City Code Ch. 6 Sec. 32 for more details. <https://ecode360.com/34837503>
- ☐ Yes ☒ No Will the establishment offer an Outdoor Dining Area?
- State the reason the applicant desires a liquor license for the establishment: _____
 For the purposes of enhancing our guest experience through spirits.
- If approved, how would the liquor license benefit the City and its residents? _____
 Providing an adult atmosphere and a beautiful space for residents to utilize for celebrations.
- ☒ Yes ☐ No Will the establishment offer live entertainment in the establishment? *If yes, please explain:*
 We will offer live entertainment services to perform for weddings and events.
- ☒ Yes ☐ No Will the proposed or current establishment sell food?
- ☒ Yes ☐ No Will most of the establishment's gross revenue come from sources other than the sale of alcohol?
If yes, what sources will such revenue be derived? _____
 Wedding services and Entertainment packages, Room rentals.
- If approved, what license renewal billing cycle would be preferred? ☐ Annual ☒ Semi-Annual

Impact of Establishment:

- What are the proposed hours of operation?

Day	Time Open	Time Close
Monday:	9:00 AM	11:00 PM
Tuesday:	9:00 AM	11:00 PM
Wednesday:	9:00 AM	11:00 PM
Thursday:	9:00 AM	11:00 PM
Friday:	9:00 AM	11:00 PM
Saturday:	9:00 AM	11:00 PM
Sunday:	9:00 AM	11:00 PM
- Describe the surrounding neighborhood within 500 ft. of the establishment (e.g. residential, commercial, mixed, etc.)
COMMERCIAL
 - If there are office or commercial buildings nearby, approximately what are their hours of operation?
11AM - 10PM
 - Is the area predominately residential, are they single or multi-family homes?
NO
- Describe any and all streets immediately surrounding the establishment: (e.g. approximate width, one-way, two-way, parking restrictions, etc.)
S VETERANS PARKWAY/MORRISSEY RD
- How much additional traffic is expected to be generated with a liquor license? _____
MODERATE
- Describe any and all on- and off-street parking: _____
LARGE PARKING LOT SURROUNDING BUILDING
- How many establishments with liquor licenses are located within 500 ft. of the establishment? 2

**Responsibility:**

1. If the establishment **is presently in operation**, attach a financial statement of the establishment's last fiscal year.
2. If the establishment **is not presently in operation**, attach a financial statement showing ownerships personal assets and liabilities (or the entity's assets and liabilities).
3. ☒ Yes ☐ No Is the establishment eligible for a State of Illinois retail liquor dealer's license?
4. ☐ Yes ☒ No Has any owner, partner, officer, member, or majority stockholder ever held a liquor license?
4A If yes, please explain: _____
5. ☐ Yes ☒ No If yes, has any owner, partner, officer, member, or majority stockholder ever been found guilty of violating Bloomington's Liquor Ordinance? *If yes, please explain:* _____
6. ☐ Yes ☒ No Has any owner, partner, officer, member, or majority stockholder ever had a liquor license revoked? *If yes, please explain:* _____
7. ☐ Yes ☒ No Has a similar application made by any of the persons of ownership ever been denied? *If yes, please explain:* _____
8. ☐ Yes ☒ No Has any other license type ever been revoked from any owner, partner, officer, member, or majority stockholder? *If yes, please explain:* _____

Please provide any additional information significant to this application:

Additional License Interests:

Are any of the below additional licenses of interest to the establishment?

- ☐ Yes ☒ No **Sidewalk Café License** (*Downtown Area Only*) Allows use of public sidewalk for serving food and beverages on the sidewalk immediately adjacent to the establishment.
- ☒ Yes ☐ No **Catering Liquor License** Allows liquor license holders to provide catering services to private parties.
- ☒ Yes ☐ No **Video Gaming License** Allows an establishment to have video gaming terminals and to conduct video gaming on the premises as defined by the Illinois Video Gaming Act.
- ☐ Yes ☒ No **Public Dancing License** Allows a for-profit establishment to offer dance privileges to the public.
- ☐ Yes ☒ No **Tobacco License** Allows retail sale of any cigar, cigarette, snuff, chewing tobacco, manufactured product of tobacco or tobacco in any form.

Please note that each of the above-mentioned licenses requires a separate application and most require additional documentation. Applications available via the City Clerk Department.

I, the undersigned, swear or affirm that:

1. I am authorized to sign as an owner, officer, or authorized agent, of the above listed establishment;
2. I declare that all the information included in this application, and any attachment hereto, is true and accurate to the best of my information, knowledge, and belief;
3. All applicants of the establishment are qualified and eligible to obtain the license applied for;
4. I have read and understand the requirements of the City of Bloomington Code pertaining to **Chapter 6: Alcoholic Beverages** <https://ecode360.com/34403863>; and
5. If approved, I certify in accordance with 235 ILCS 5/6-27.1 and City Code Chapter 6: Section 29, that all employees required to check IDs will become BASSET certified within 120 days of employment, that at least one BASSET Certified employee will be on the premises at all times, that all certifications will be kept on premises, and that all certifications will immediately be made available upon request by any law enforcement personnel.

ELIZABETH PALMA

Name (Please Print)

[Redacted Signature]

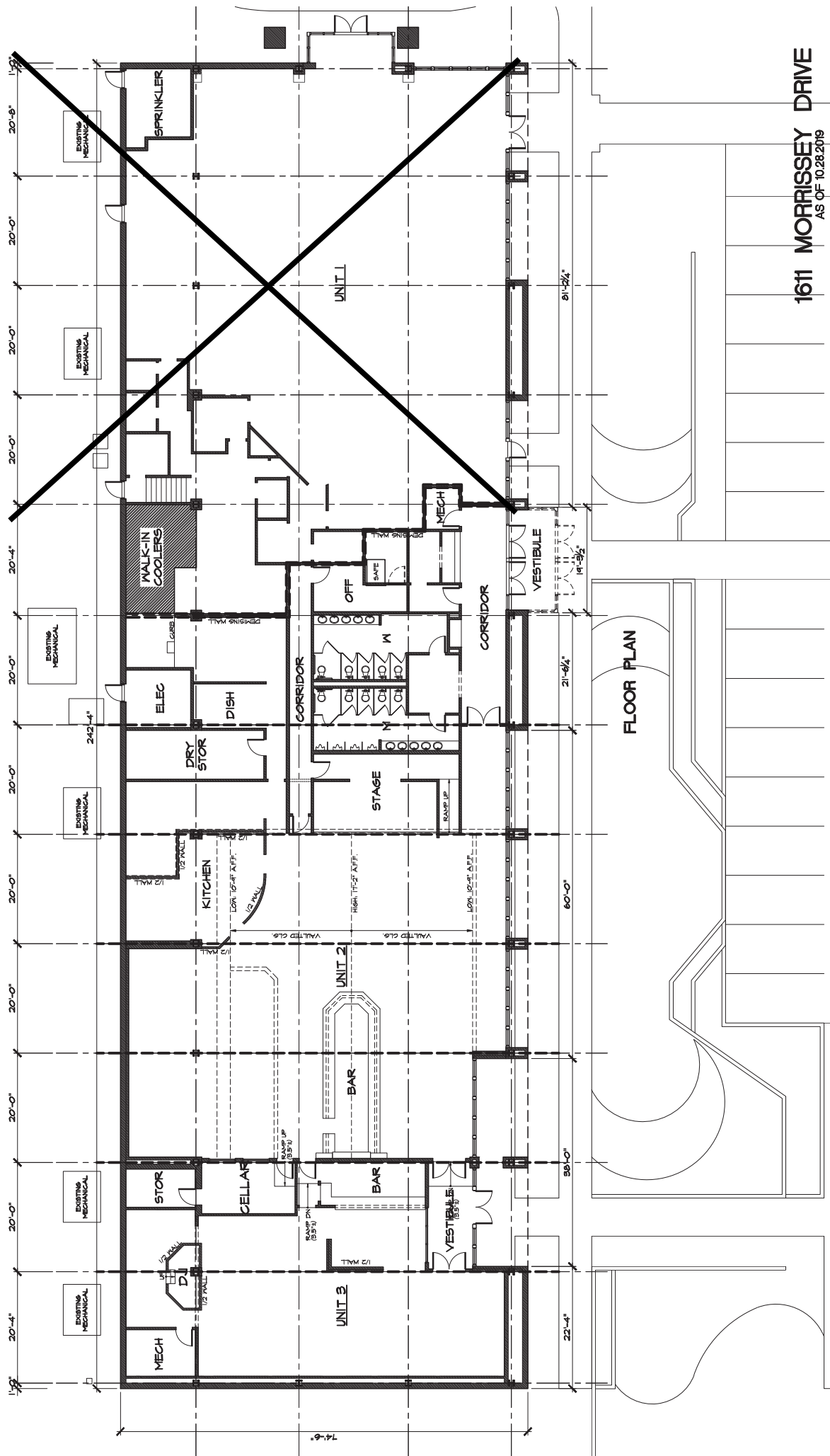
Signature

OWNER

Title

11/7/23

Date



1611 MORRISSEY DRIVE
AS OF 10.28.2019

Commissioner Meister asked Mr. Little to confirm that no changes would be made. Mr. Little stated that the new CEO was more loss prevention and asset protection oriented, but that there would be no other major changes to normal operations.

Commissioner Mwilambwe stated that normally they were concerned with the liquor license and how it would be managed, ensuring that employees were BASSET certified. Mr. Little stated all employees received the required training.

Staff had no concerns.

Commissioner Mwilambwe asked if there was anyone in the audience who would like to speak for or against the application. No one spoke.

Commissioner Mwilambwe closed the hearing at 4:06 p.m.

Commissioner Meister made a motion, seconded by Commissioner Mwilambwe, to positively recommend the Item to Council.

Commissioner Mwilambwe directed the Clerk to call the roll:

AYES: Mwilambwe; Meister

Motion carried.

The following item was presented:

Item 5.B. Public Hearing and Action on an Application from JL Palma, LLC d/b/a Venue 309, located at 1611 Morrissey Dr., Units 2 & 3, Requesting Approval of the Creation of a Class EAS (Entertainment, All Types of Alcohol, and Sunday Sales) Liquor License.

Commissioner Mwilambwe opened the hearing at 4:07 p.m.

Nathan Hinch, Attorney, and Joe Palma, Co-Owner, after being sworn, addressed the Commission.

Mr. Hinch stated the application was filed and referenced that the building was split into 3 suites. He noted their application did not pertain to the area of the building where the Station Saloon was located. He stated the intention would be to host events and use the shared kitchen with Station Saloon.

Mr. Palma stated that Venue 309 would be a wedding and event venue that specialized in weddings, live music, and corporate events.

Mr. Hinch stated the entertainment portion of the application would apply to events with band playing or ticketed events. He noted that they confirmed with the City Clerk Department that additional permits would be needed for outdoor events.

Mr. Palma stated he originally intended to purchase the Stable venue to operate the same style of business.

Mr. Hinch stated that Mr. Palma, in reference to the application, had not been convicted of a felony; however, he had a plea and a second chance probation. Per the application, upon completing those requirements, he had not been convicted of a felony. Mr. Hinch expressed a desire to be forthcoming about the issue and understood that the Commission is tasked with investigating the suitability of the applicant. He noted that Mr. Palma had turned his life around since that time.

Commissioner Mwilambwe inquired about what experience Mr. Palma had in managing these types of venues. Mr. Palma responded that in 2015, he started a DJ company and that he had worked in almost all venues in Bloomington-Normal and beyond in all facets of wedding and entertainment venues.

Commissioner Mwilambwe asked about capacity at the venue. Mr. Palma stated that they are unsure as they have not received communication from fire but they estimated around 300.

Commissioner Mwilambwe asked about the number of employees at the venue. Mr. Palma responded up to 25 at its peak.

Commissioner Mwilambwe asked about hours of operation. Mr. Palma stated they would be open from 8 a.m. until around 1 a.m.

Commissioner Meister asked when they would intend to open. Mr. Palma stated February.

Commissioner Meister asked about intentions for outdoor space and if the venue contained said space currently. Mr. Palma stated that it didn't, but they would like to build it out in the future.

Commissioner Meister wanted to confirm that with weddings it would be all ages, not just 21 and over. Mr. Palma replied yes.

Commissioner Mwilambwe asked about the policing and identifying of underage patrons. Mr. Palma responded that security and BASSET certifications would be a priority.

George Boyle, Asst. Corporation Counsel, asked when Mr. Palma completed his probation. Mr. Palma answered 2016.

Mr. Boyle asked if he had any issues since. Mr. Palma stated traffic tickets for speeding only.

Counsel Boyle asked about the capacity of the venue and verified that the license applied to the indoor space only. Mr. Palma agreed and stated he was unsure about capacity until after inspections were completed.

Paul Williams, Asst. Police Chief, inquired about cameras and security at the venue and in the parking lot. Mr. Palma stated they would have hybrid camera systems installed and security for large gatherings. He also mentioned that there were no cameras in the parking lot currently.

Mr. Williams asked about the possibility of being underprepared for the number of guests and what would be done in this situation. He asked if there would be a vetting process for prospective clients. Mr. Palma stated he intended to vet guests and would cater to higher-end clientele.

Chris McAllister, Building Official, stated that an occupancy of 300 sounded accurate and referenced upcoming inspections to finalize as well as working with Mr. Palma.

Elizabeth Palma, Co-Owner, after being sworn, addressed the Commission.

Commissioner Mwilambwe asked again about BASSET certification.

Mrs. Palma referenced that the bartenders would card anyone who comes to the bar for alcohol, all non-alcoholic beverages would be table served, and all staff serving alcohol would be BASSET Certified.

Commissioner Meister noted the hours in the application were listed as 9 a.m. to 11 p.m. Mrs. Palma stated that their usual operation would include those hours, but they might extend the hours in special situations. She stated they did not intend to be open past 1 a.m.

Mr. Williams asked what time the loud music would cease and expressed concern over large groups. Mrs. Palma stated that because of the per-person charge requirement for all events, it would not be a likely situation where unscheduled guests would arrive. She also stated they would comply with all rules and regulations, as well as contact authorities when needed.

Commissioner Mwilambwe and Mr. Williams expressed concern about the screening of potential clients. Mr. Palma stated that they would have a vetting process in place and that they would be active and aware of the events to monitor for potential issues.

Commissioner Meister clarified that hours would be modified to 9 a.m. to 11 p.m. She also asked if one or both of the owners would be present during all events. Mr. Palma confirmed the hours and stated that one of them would be present.

Mr. Boyle asked if the Station Saloon would remain in business. Mr. Palma answered yes.

Commissioner Mwilambwe closed the public hearing at 4:36 p.m.

Commissioner Meister made a motion, seconded by Commissioner Mwilambwe, to positively recommend the Item to Council with the condition that the hours be 9 a.m. to 1 a.m.

Commissioner Mwilambwe directed the Clerk to call the roll:

AYES: Mwilambwe; Meister

Motion carried.

Old Business

No Old Business was discussed.

New Business

George Boyle, Asst, Corporation Counsel, provided an update on compliance checks that were completed by the Bloomington Police Department on October 19, 2023.

Executive Session

No Executive Session was held.

Adjournment

The Meeting Adjourned at 4:39 p.m.

CITY OF BLOOMINGTON