

**ANNUAL MEETING OF THE
BOARD OF DIRECTORS
JOLIET ARSENAL DEVELOPMENT AUTHORITY**

Friday, January 17, 2025
8:30 A.M.

A G E N D A

- I. CALL TO ORDER
- II. APPROVAL OF MINUTES
- III. TREASURER'S REPORT
 - a. Presentation & approval of bills for payment
- IV. PUBLIC PARTICIPATION
- V. CHAIRPERSON'S REPORT
 - a. Election of Officers
- VI. EXECUTIVE DIRECTOR'S REPORT
 - a. Intergovernmental Agreement with Village of Symerton
 - b. Agreement Frey Design Group Website Development
 - c. Executive Session Minutes Retain/Release
- VII. BOARD COMMENTS
- VIII. ADJOURNMENT

This meeting will be held at:

*302 N. Chicago Street
2nd Floor
Joliet, IL 60432*

JOLIET ARSENAL DEVELOPMENT AUTHORITY
ANNUAL MEETING OF THE BOARD OF DIRECTORS
SEPTEMBER 25, 2024

The Joliet Arsenal Development Authority Board of Directors held their Annual meeting on Wednesday, September 25, 2024. Chairman Brophy called the meeting to order at 8:36 a.m. Roll Call: Adrieansen-present, Bottomley-present, Brophy-present, Dorris-absent, Geiss-present, Jenco-present, McMillan-present, Plese-absent, and Strong-present.

Staff in attendance: Kwasneski-present and Belom present. Counsel in attendance: Dave Neal.

Approval of Minutes:

A motion was made by McMillan, seconded by Adrieansen to approve the minutes of the regular meeting of March 12, 2024. All in favor say aye. Adrieansen-aye, Bottomley-aye, Brophy-aye, Geiss-aye, Jenco-aye, McMillan-aye, and Strong-aye. Motion carried.

Treasurer's Report:

The Director provided the Board with a copy of the Treasurer's Report for the period of September 26, 2024 through January 17, 2024. The total amount for approval is \$146,814.60. A motion was made by McMillan, seconded by Geiss to approve the Treasurer's Report. Roll Call: Adrieansen-aye, Bottomley-aye, Brophy-aye, Geiss-aye, Jenco-aye, McMillan-aye, and Strong-aye. Motion carried.

Public Participation:

None

Chairman's Report:

Spoke about the Joliet Area Historical Museum event on Thursday, October 3rd, that will be highlighting the history and redevelopment of the Joliet Arsenal Development Authority.

JADA winddown looking to be approximately August 2025.

Chairman

Executive Director's Report:

Grant FY25 – will cover admin costs in addition to community & transportation projects, the guardhouse completion, inland ports, and the Joliet Area Historical book. A motion was made by McMillan, seconded by Jenco to authorize and approve entering into a grant agreement for FY25. Roll Call: Adrieansen-aye, Bottomley-aye, Brophy-aye, Geiss-aye, Jenco-aye, McMillan-aye, and Strong-aye. Motion carried.

FY24 Audit – Crowe will be doing a 13-month audit for the closeout. A motion was made by McMillan, seconded by Adrieansen to authorize Crowe to complete the FY24 Audit. Roll Call: Adrieansen-aye, Bottomley-aye, Brophy-aye, Geiss-aye, Jenco-aye, McMillan-aye, and Strong-aye. Motion carried.

Guardhouse Lease Agreement – with Local 150 and the JAHM. A motion was made by Strong, seconded by McMillan to authorize Crowe to complete the FY24 Audit. Roll Call: Adrieansen-aye, Bottomley-aye, Brophy-aye, Geiss-aye, Jenco-aye, McMillan-aye, and Strong-aye. Motion carried.

Guardhouse Renovation – Update provided for the last standing building of the former arsenal. Should be completed by Sept 2024.

Community Study Updates – Guides for grants. A program for grant applications should be considered. (Bottomley) WCGL will maintain the information on the website.

Comprehensive Plan – Updates on Manhattan, Elwood, Wilmington, and Joliet.meeting

Meetings – important for the board to have three future meetings and one for closeout.

Board Comments:

JAHM October event; can guests be invited? Yes.

Executive Session:

None.

A motion was made by Jenco, second by Adrieansen to adjourn at approximately 9:27 a.m. All in favor say aye. Adrieansen-aye, Bottomley-aye, Brophy-aye, Geiss-aye, Jenco-aye, McMillan-aye, and Strong-aye. Motion carried.

Eli Geiss, Secretary/Treasurer

Transaction Detail by Account

September 7, 2024 through January 17, 2025

Date	Name	Memo	Amount
09/11/2024	Ann Schneider & Assoc, LLC	Intermodal Transp MP Grants Strateg	4,094.75
09/27/2024	Cosgrove Construction, Inc.	Guard House - Electrical	17,050.00
09/27/2024	Cosgrove Construction, Inc.	Guard House - Masonry	2,000.00
09/27/2024	Cosgrove Construction, Inc.	Guard House - Demo & Caulking	48,705.27
09/27/2024	Cosgrove Construction, Inc.	Guard House - Painting	10,384.41
09/27/2024	CitiBusiness Card	Miscellaneous/Supplies	1,153.83
09/27/2024	Dave Neal, Govt Consulting	Legal Services-Jul 24	2,100.00
09/27/2024	Dave Neal, Govt Consulting	Legal Services-Aug 24	1,875.00
09/27/2024	Verizon Wireless	Business Phone Service	109.39
09/30/2024	Narvick Brothers	Guardhouse - Concrete	2,728.00
10/10/2024	Ann Schneider & Assoc, LLC	Workshop Materials/Transp MP	14,552.74
10/10/2024	The Jacob Henry Mansion	Business Breakfast	480.00
10/31/2024	CitiBusiness Card	Miscellaneous/Supplies	535.92
11/04/2024	Verizon Wireless	Business Phone Service	109.42
11/14/2024	Arthur M. Holz	Project Administration	8,850.00
11/21/2024	DCEO	Rtn of grant int - Grant# 10-203112	345.16
11/21/2024	Verizon Wireless	Business Phone Service	109.42
11/25/2024	CitiBusiness Card	Miscellaneous/Supplies	546.69
11/25/2024	Electrical Resource Mgmt	Guard House Lighting	15,600.00
11/25/2024	Plainfield Signs	Guard House Sign	5,511.60
12/11/2024	176 West Banquet Facility	Guard Shack - Thank You	1,250.00
12/11/2024	Dave Neal, Govt Consulting	Legal Services-Sept 24	2,175.00
12/11/2024	Dave Neal, Govt Consulting	Legal Services-Oct 24	1,875.00
12/11/2024	Dave Neal, Govt Consulting	Legal Services-Nov 24	2,100.00
12/11/2024	Flynn Fence & Supply Comp	Guard House - Access Gates	1,840.00
12/27/2024	CitiBusiness Card	Miscellaneous/Supplies	733.00
			<u>146,814.60</u>
			<u>146,814.60</u>

OFFICE OF THE MAYOR
TERRY D'ARCY
MAYOR
PHONE: 815/724-3700
FAX: 815/724-3715
tdarcy@joliet.gov




150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

County Executive Bertino-Tarrant
Will County Executive's Office
302 N. Chicago Street, Suite 500
Joliet, IL 60432

Dear County Executive Bertino-Tarrant,

I am writing to respectfully request your consideration in reappointing Timothy Brophy to the Joliet Arsenal Development Authority Board of Directors. Tim's current term will expire on January 20, 2025.

As you know, I am deeply committed to the continued development of the former Arsenal property, and I believe this project is vital not only to the City of Joliet but also to our surrounding communities as well. Tim has consistently demonstrated his dedication to the best interests of our region, and I am confident in his ability to continue making meaningful contributions in this capacity.

Given his leadership, expertise, and unwavering commitment to our community's growth and prosperity, I fully support Tim's reappointment for another term. I would also appreciate the support of the Will County Board in ensuring his continued service.

Thank you for your consideration.

Respectfully,



Mayor Terry D'Arcy

**Intergovernmental Agreement between the Joliet Arsenal
Development Authority and the Village of Symerton**

The Joliet Arsenal Development Authority (JADA) purpose is to facilitate and promote the utilization of property formerly occupied and used by the United States government as an ammunition plant and arsenal and to replace and enhance the economic benefits generated by those former uses with diversified projects and land uses that will create new job opportunities and foster new economic development within the area. The Authority has an obligation to work with the municipalities that are in the Arsenal planning area. The Authority has the power to enter into intergovernmental agreements with local governments to benefit the region and the State of Illinois.

The Village of Symerton is one of the municipalities that is within the Arsenal planning area. The impacts of the Arsenal development have had significant impacts on the Village of Symerton including additional traffic, noise, etc.

The Village of Symerton is in the process of developing a Park Master Plan for development of their park within the village. The Village of Symerton has requested assistance from JADA to help fund a portion of the Village's Master Park Plan Development. JADA will assist the Village of Symerton with \$100,000.00 toward the funding of this important plan for recreational uses in the Village. JADA and the Village will develop a payment schedule, and the Village will provide regular project updates to JADA and keep JADA involved in the process through its completion.

The Joliet Arsenal Development Authority and the Village of Symerton hereby agree to enter into this Intergovernmental Agreement.

Joliet Arsenal Development Authority

Village of Symerton

Joliet Arsenal Development Authority Website Proposal

QUOTE # JADA001



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Project Details



Overview

In this document, we will discuss how we intend to create a new website for the Joliet Arsenal Development Authority. The solution proposed here takes into account every aspect of the build, the timeline, and the investment required. Through research, excellent design, and best-practice coding, we will create a website that is both beautiful and easy to use.

PROCESS DRIVEN

Since every project and every client is unique, we work closely with our clients to ensure that the process we establish at the beginning of the project is something that is comfortable for both parties. In the Web Process section of this quote, we explain our recommended three-phase website design and development process in detail.

PROJECT MANAGEMENT & COMMUNICATION

Frey will manage all phases of the project from start to completion which includes the following:

- Coordinating a project plan
- Scheduling meetings
- Ongoing client communication
- Ongoing budget monitoring
- Art directing web design comps
- Coordinating steps for website development
- Pre- and Post-launch testing and QA
- Providing training and support after site launch

Base Function

All websites created at Frey include the functionality noted below. We have included our proposed sitemap for your new website including custom functionality, detailed on the next page. Included in the cost of this project proposal, is the finalization of an approved sitemap that includes all pages, page types, and functions required of the new site, with two rounds of revisions, that will be created upon project kick-off. Please note that additional functionality outside of the scope set forth by the approved sitemap and functionality requirements may increase the price.

DETAILS

- Fully responsive, mobile-friendly
- Cross-browser compatibility
- Built on the WordPress CMS platform (unless otherwise requested)
- Email newsletter sign-up form (unless otherwise requested)
- Functionally ready for SEO
- Email newsletter sign-up form

Proposed Sitemap & Function

LEVEL 1	LEVEL 2	NOTES / FUNCTION
Home		Website homepage with introductory content and links to internal pages.
About Us		Content page.
Regional Studies		Regional Studies post aggregation page.
	Regional Studies Post	Individual Regional Studies post content page.
History		Content page with history timeline.
Our Parks		Our Parks post aggregation page.
	Regional Studies Post	Individual Our Parks post content page.
Contact Us		General contact information with contact form.
Privacy Policy		Content page.
Terms of Use		Content page.

Phase I - Setup & Design

PROJECT SETUP

- Project Kickoff Call
- Project Plan Development
- Content & Asset Organization

DESIGN DISCOVERY

- Internal Kickoff
- Art Direction
- Design Discovery
- Internal Sketching & Wireframing

DESIGN PHASE 1

- Art Direction
- Homepage Mockup Design
- Internal Review
- Client Delivery
- Client Change Review x2

DESIGN PHASE 1 APPROVAL*

DESIGN PHASE 2**

- Art Direction
- Interior Page Mockup Design
- Internal Review
- Client Delivery
- Client Change Review x2

DESIGN PHASE 2 APPROVAL*

- Full Client Approval Received
- Design Freeze

FINAL ART PREPARATION FOR DEVELOPMENT

* Any changes beyond two rounds are considered scope expansion and will be invoiced at an hourly rate.

** Not all interior pages will be designed, only key page templates or modules. We will identify which pages will be designed after a final sitemap is approved.

Phase II - Development, Testing & Launch

PRE-DEVELOPMENT

- WPEngine Server Setup
(See Page 14)
- Design to Development Handoff

DEVELOPMENT PHASE

- Functionality Development
- Style Development
- Partial Content Implementation

INTERNAL ALPHA PHASE

- Internal Functionality and Styling
Development Review
- Debugging
- Style Audit

CONTENT IMPLEMENTATION

- Client Delivery

BETA PHASE*

- Mobile Optimization
- Cross-Browser Optimization
- QA Testing
- Client Change Review x2
- Client Delivery

APPROVAL

- Development Approved
- Code Freeze

LAUNCH

- Launch Prep
- Website Launch

* Any design changes or alterations requested once development has been approved may alter the timeline and price.

Phase III - Training & Post Launch Support

CLIENT TRAINING & SUPPORT

- Training Session Prep
- Live Website Training Session with Client Team (Recorded)
- Project Debrief

QUARTERLY MAINTENANCE SUPPORT

- Core, Server and Plugin Updates (See Page 15)

Investment



Costs

Below are the total costs and timeline for our three-phased approach. Please note that the cost specified below is valid for 45 days from the date noted on this proposal.

* These costs are considered additional or optional future costs not included as part of the overall web build.

Core Build Upfront Costs

Custom Website Design & Development	Costs
Base Content Support & Implementation (See Page 13)	\$1,920
Phase I (Design) Budget	\$7,560
Phase II (Development) Budget	\$12,960
Base SEO Setup + Implementation (See Page 16)	\$725
Phase III (Training & Debrief) Budget	\$1,080
CUSTOM WEBSITE DESIGN & DEVELOPMENT SUBTOTAL	\$24,245

Other Future Costs*

Optional / Additional Costs	Costs
WPEngine Server (See Page 14)	\$240 / Year 1 \$360 / Year 2+
Quarterly Maintenance Support (See Page 15)	\$1,920 / Year
ADA & WCAG 2.1 AA Guideline Compliance (See Page 17)	\$3,000

Timeline

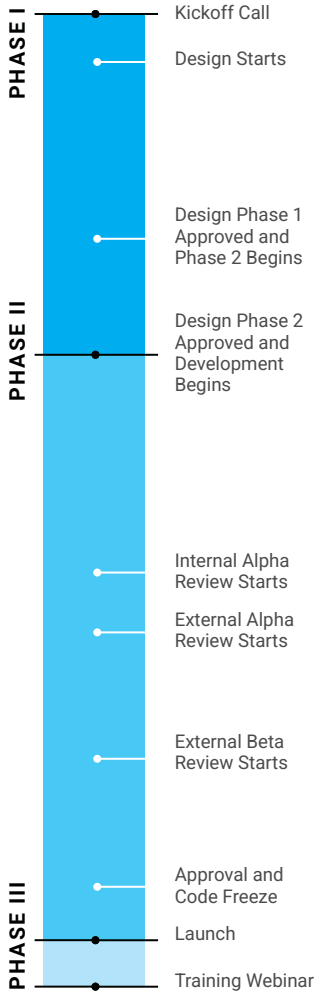
Project Milestones

PHASE I	DAY
Kickoff Call	1
Design Starts	3
Design - Phase 1 Approved (Home Page Design Approved)	12
Design - Phase 2 Approved (Inside Page Design Approved)	28
PHASE II	DAY
Development Begins	29
Internal Alpha Review Starts	52
Content Implementation	52
External Beta Review Starts	60
Development - Approved for Launch (Code Freeze)	77
Launch Day	79
PHASE III	DAY
Training Webinar & Debrief	84

Turnaround Times (Client Approvals)

CLIENT APPROVALS NEEDED	DAY
Design R1 Review Period (Home Page Selection)	3
Design R2 Review Period (Home & Inside Page Review)	3
Final Design Review Period (All Design Approved for Development)	3
Beta Review Period	7
Launch Approval	5
Total Review Days	21
Percentage of Total Timeline	25%

PHASE OVERVIEW



* If you feel that the turnaround times are not going to work for you we can extend and reshape the timeline as needed to meet timelines that work for you!

Base Content Support & Implementation Costs

Frey Design can provide content support to ensure the website content is setup for success to use through the different project phases and align with industry best practices.

* Additional content support can be requested at anytime.

Advanced Content Support Cost*

Optional / Additional Costs	Cost
Base Content Support & Implementation	\$1,920
Total Base Content Support & Implementation Costs	\$1,920

Base Content Support & Implementation Includes:

- Intake of all client content, organized and edited for design and implementation
- Post type database form setup and upload for up to (2) post types
- Implementation of all page content

Hosting Costs

Before project development begins, a hosting environment will need to be set up for the website. We recommend WPEngine for its reliable performance, robust security features, and seamless support for WordPress development.

* These costs are considered additional costs not included as part of the overall web build and can be added or removed by the client, based on their resources.

Hosting Cost*

Optional / Additional Costs	Cost
Annual Hosting Year #1 (WPEngine.com)	\$240
Annual Hosting Year #2+ (WPEngine.com)	\$360 (per yr. actual)

All Managed WordPress plans include:

- Maximize speed, performance & SEO
- Proactive threat blocking & security
- Automated WordPress & PHP updates
- Customizable themes & workflow tools
- Effortless 1-click staging & backup

Frey Notes:

- This will be a client owned server. Your team will sign-up and then add Frey Design (Jason Frey – jfrey@freydesigngroup.com) as an admin user of the server.
- The cost above is reflective of our current server level recommendation for your website—the Startup Plan, which you can learn more about and setup [here](#). Should your server needs change, our team will provide an updated recommendation.

Maintenance Costs

Any website will need a base level of website updates and maintenance once it has been developed.

* These costs are considered additional costs not included as part of the overall web build and can be added or removed by the client, based on their resources.

Ongoing Maintenance Costs*

Optional / Additional Costs	Costs
Annual Frey Wordpress Website Maintenance Plan (Quarterly Cadence)	\$1,920 (\$480 4x per year actual)

Fall 2024 Example (Opt IN/OUT Email):

We're kicking off our quarterly website maintenance program for Q3 2024. For \$480 per site, we will perform maintenance updates to the websites you select from the list below. We have pulled the attached report of your website's current health to help you make an informed decision. Please let us know if you would like to OPT IN or OPT OUT of this round of updates. If you opt out of this quarter, no worries, we will connect again next quarter.

Your Frey Managed WordPress Websites:
www.websiteurl.com

Your reply needed:
OPT IN
OPT OUT

=====

Q3 2024 Plan Includes:

- Pull a backup of your website to your development environment (or our local server if your hosting plan does not have an automatic backup to the development server)
- If required, update the PHP version
- Update to the latest core version of WordPress and review key page types for errors
- Update plugins, replace abandoned plugins, and fix any plugin compatibility issues
- Perform a website health checkup and report on any issues
- Provide before and after summary reports of work completed

Should any major errors occur during this process that fall out of the scope of this maintenance program, Frey will provide you with an estimate to make the required changes before proceeding. Our quarterly maintenance program runs in or around February, May, August, and November of each year.

SEO Costs

Your website will be optimized for search engines using best practices, including the integration of the Yoast SEO plugin and advanced SEO techniques to enhance visibility and performance.

* These costs are based on current assumptions of total page and image count.

SEO Cost*

Optional / Additional Costs	Cost
Base SEO Setup + Implementation	\$725
Total SEO Costs	\$725

Base SEO Setup + Implementation Includes:

- Image Alt Tag Writing & Media Management (Up to 30 Images)
- Custom Meta Descriptions (Up to 15 Pages)
- Focus Keyphrase (Up to 15 Pages)

Accessibility Costs

We will ensure your website meets ADA and WCAG 2.1 AA standards by implementing accessibility measures at the design and development stages, conducting thorough audits, providing SEO-friendly enhancements, and performing ongoing compliance testing for an inclusive user experience.

Accessibility Cost

Optional / Additional Costs	Cost
ADA & WCAG 2.1 AA Guideline Compliance	\$3,000
Total Accessibility Costs	\$3,000

ADA & WCAG 2.1 AA Guideline Compliance Includes:

- Design to Meet ADA & WCAG 2.1 AA Guidelines
 - Development to Meet ADA & WCAG 2.1 AA Guidelines
 - Testing & Adjustments to Ensure Alignment to ADA & WCAG 2.1 AA Guidelines
-

Agreement



Terms & Conditions

ASSUMPTIONS & TERMS

1. The website will be developed using the latest version of Wordpress.
2. The site will be designed to be viewed across a wide range of browsers including Chrome, Safari, Firefox, and Microsoft Edge. The site will be tested on Windows and OSX. If during the development process, it is decided by the Client that website compatibility with antiquated browsers is necessary, the additional cost for redevelopment will result in additional time billed at \$120 an hour.
3. Project management, communications, and tracking will be primarily handled by email, over the phone, and through Mavenlink, our project management software
4. Joliet Arsenal Development Authority will provide any current style guides, company branding elements available, source files, and/or photography for the design process.
5. All Joliet Arsenal Development Authority deliverable reviews, including design revision and website QA, will be completed within the timeline outlined on page 12 of this proposal.
6. Joliet Arsenal Development Authority will provide Copywriting and Photography.
7. Joliet Arsenal Development Authority will provide hosting server (we use WordPress Engine, a fully-managed WordPress hosting service). Cost detailed on page 11 of this proposal.
8. The development environment will be installed on Joliet Arsenal Development Authority's hosting server for the development phase.
9. The pricing and timing estimates indicated above are based on our current understanding of your needs.
10. If services outside the scope of this document are required, a separate quote can be provided
11. Miscellaneous expenses, including stock photography, will be billed separately at cost.
12. Once the project fee is paid in full to Frey Design, any elements of text, graphics, photos, contents, trademarks, or other artwork furnished to Joliet Arsenal Development Authority for inclusion in the project quoted are owned by Joliet Arsenal Development Authority.
13. Frey Design assumes Joliet Arsenal Development Authority has permission from the rightful owner to use any images or design elements that are provided by Joliet Arsenal Development Authority for inclusion in the project and will hold harmless, protect, and defend Frey Design from any claim or suit arising from the use of such elements.
14. Frey Design retains the right to display graphics and other web content elements as examples of their work in their portfolio and as content features in other projects.
15. The agreement contained in this contract constitutes the sole agreement between Joliet Arsenal Development Authority and Frey Design regarding all items included in this agreement.

TO

Rick Kwasneski

Joliet Arsenal Development
Authority
rkwasneski@jada.org
(815) 630-2800

FROM

Jason Frey

Frey Design Group
jason@freydesigngroup.com
(847) 301-7796 ext. 201

Acceptance of Proposal

BILLING & PAYMENT

If Joliet Arsenal Development Authority approves Frey Design to move forward with the project:

- Frey Design will progress bill its time monthly during the life of the project not to exceed the quote listed here.
- Frey Design will not bill beyond the quoted cost unless an approved scope shift has occurred during the course of the project.

NEXT STEPS

To proceed with this project, Joliet Arsenal Development Authority is required to take the following steps:

1. Accept the proposal “as is” or discuss desired changes. Please note that changes to the scope of the project can be made at any time, but additional charges may apply.
2. Finalize and sign this Acceptance of Proposal.

Once these steps have been completed, we will begin the project.

SIGNED

DATE

TO

Rick Kwasneski

Joliet Arsenal Development
Authority
rkwasneski@jada.org
(815) 630-2800

FROM

Jason Frey

Frey Design Group
jason@freydesigngroup.com
(847) 301-7796 ext. 201

Thank You

We appreciate being considered as a partner for the JADA.org website project and value the time and effort your team has invested in this process.

At Frey Design, we're committed to delivering reliable, high-quality work at every project phase. From discovery and design to launch and ongoing support, we aim to meet your expectations and ensure the new JADA.org website serves its purpose effectively.

Thank you again for this opportunity. We're excited about the potential to work together and support your goals.

