



Office of the Mayor
Diane Wolfe Marlin

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TO: Urbana City Council
FROM: Diane Wolfe Marlin
RE: Staff/Board and Commission Appointments
DATE: February 8, 2021

I am pleased to submit the following Appointments for your approval:

Traffic Commission – City Council Member Erik Sacks

Tim Cowan, Interim Public Works Director – City Engineer

Ross McNeil – FOIA Officer

Ross is a 40-year resident of Urbana and is a permanent part-time employee at the City of Urbana. He has worked the past 7 years as a contract paralegal for the City, Cunningham Township, and CU-Public Health District.

TIM A. COWAN, PE



PROFESSIONAL EXPERIENCE

2019-Present
Donohue & Assoc, Inc.
Project Manager

2011-2019
C2 Engineers, LLC
Principal

2009-2012
City of Danville
Civil Engineer II

2007-2009
Farnsworth Group, Inc.
Engineer Intern I

CERTIFICATIONS/LICENSES

Illinois Licensed Professional Engineer No. 062.063966
Indiana Licensed Professional Engineer No. PE11400731
Michigan Licensed Professional Engineer No. 621062849

EDUCATION

B.S. in Civil Engineering
Minor in Mathematics
Southern Illinois University of Carbondale
Carbondale, IL

Land Surveying Course Work
(plan to test for surveyor in training lic. in 2019)
Parkland College
Champaign, IL

PROFESSIONAL SKILLS

- Bentley/AutoCAD Drafting
- Plan and specification development
- Bidding services
- Surveying with Total Station and GPS
- Business, staff, & project management
- Utility Maintenance Planning
- Construction layout and observation
- Permitting
- Business Development
- Contract Writing
- Multi-agency/entity coordination
- Long-term capital improvement planning

PROJECT EXPERIENCE

IL American Collector Well and Water Treatment Plant, Lincoln, IL (2019-Present)

Lead civil design engineer for new collector well, raw water main, distribution main, sanitary sewer force main, site piping and site development for new 3 MGD water source development, treatment plant, and distribution system connections.

Sanitary Sewer System Flow Study, Tolono, IL (2018-2019)

Condition evaluation and capacity analysis of sanitary sewer collection system to develop long term plan.

Water Main Improvements, Tolono, IL (2017, 2018, 2019)

Design nearly 5,000 feet of water main replacement in residential areas.

Various Motor-Fuel Tax (MFT) Programs, Danville, Bismarck, Potomac, Tolono, IL (2010-2019)

Designed and coordinated annual municipal MFT programs including roadway rehabilitation, ADA improvements, and other transportation related maintenance projects.

Danville Sanitary District Allied Chemical Sewer Capacity Analysis, Danville, IL (2018)

Capacity analysis of existing lift station and gravity sewers to support future economic development.

SYGMA South Parking Lot Improvements, Danville, IL (2016)

Design of 1,000 feet of storm sewer to improve drainage for over 10,000 sq yds. of heavy-duty PCC pavement replacement at distribution facility.

Aqua IL Various Water Main Replacements, Danville, IL (2014-2015)

Design of 10,000 feet of water main and construction observation on 4,500 feet of water main in residential and commercial areas.

Aqua IL QIPS Projects, Danville, IL (2013)

Design of 7,500 feet of water main and construction observation on over 35,000 feet of water main

Fairchild Street Overpass, Danville, IL (2012)

Resident Engineer on \$23 million overpass project abandoning a nearly 100-year-old tunnel and constructing a new overpass.

Westwood Sanitary Improvements, Danville, IL (2011-2012)

Design of 3,600 feet of sanitary sewer replacement in residential area to alleviate frequent undocumented sanitary sewer overflows that were occurring in a heavily wooded area.

Ross McNeil, Paralegal Knowledge, Skills and Abilities

I. Litigation Support

Preparation of written documents, including:

Complaints, answers, briefs (including trial, appellate, amicus, etc), evidence and exhibits for trials and hearings, petitions for leave to appeal, orders, motions (including motions to dismiss, motions for summary judgment, motions for summary determination, motions to consolidate, etc), responses, objections, petitions, hearing notices, lis pendens notices, post-trial motions and responses, rule 137 and rule 11 sanction motions, requests for admissions, motions to admit, discovery requests, discovery responses, interrogatory requests and responses, affidavits, subpoenas, protective orders, docketing statements, research summaries, case summaries, letters, emails, etc.

Prepared documents for proceedings before:

Illinois Circuit Court

Illinois Appellate Court

Illinois Supreme Court

Federal Bankruptcy Court (both primary proceedings and adversary proceedings)

Federal District Court

Illinois Department of Revenue hearings and proceedings

Administrative Review Proceedings in the Circuit Court

Illinois Department of Human Rights and Human Rights Commission proceedings

Champaign County Board of Review proceedings

Experience working with and for Attorneys

Participation in legal discussions, legal strategies, case strategies, etc.

Attend and assist at meetings with clients

Attend and assist at meetings with witnesses

Attend and assist at meetings, hearings, trials

Assist in hearing, trial and oral argument preparation

Attend and assist at oral arguments in Circuit Court

Attend and assist at oral arguments at Appellate Court

Attend and assist at oral arguments at Illinois Supreme Court

Court and Court Room Experience

Experience with Circuit Court proceedings

Interaction with Circuit Court Clerk and deputies

Experience with Appellate Court proceedings

normal appeals as of right (301/303) and appeals under rule 304a

Interaction with Appellate Court Clerk

Experience with Illinois Supreme Court proceedings

Interaction with Illinois Supreme Court Clerk

Participate in witness preparation for depositions and trials

Work with clients and attorney to prepare discovery and interrogatory responses

Prepare for and attend depositions, hearings, trials

Review of case documents and related matters

- Review and preparation of discovery materials
- Review of evidence and preparation of trial evidence
- Review of FOIA requests and responses

Filing, eFiling and electronic retrieval of filed documents

- Filed documents in-person at the Circuit Court and Appellate Court under the old paper-based systems
- Extensive use of electronic filing and case retrieval systems
 - Odyssey Efile and re:SearchIL for state cases
 - ECF and Pacer for federal cases
- Electronically filed complaints, motions, objections, briefs, petitions for leave, etc with
 - Illinois Circuit Court
 - Illinois Appellate Court
 - Illinois Supreme Court
 - Federal Bankruptcy Court
 - Federal District Court

Sanctions Proceedings

- Extensive experience with Illinois Supreme Court Rule 137, Federal Rule 11 and Bankruptcy Rule 9011

Organization

- Created electronic records from paper records before electronic filing and service was common for all cases I have been involved in
- Organized case records electronically for quick retrieval for all cases, starting long before electronic filing and service were common
- Organize research, documents and evidence

Research

- Perform both simple and complex legal research on Westlaw and LexisNexis.
 - (more experience with LexisNexis)
- Understanding of different types of searches
 - native language, keyword, and complex search parameter construction
- Title and land records research
 - old-style book and page research
 - modern electronic searching
- Internet based research
- Law School Library
- Public Library Records
- Property Tax records
 - Champaign County online property tax records
 - Research in cooperation with Township Assessor, Supervisor of Assessments and Board of Review
- Illinois Compiled Statutes
- Illinois Supreme Court Rules
- FOIA
- IICLE resources
- Champaign Circuit Court online access to public files
- Champaign County GIS

Interactions with supervising attorney beyond working cooperatively on the items above
Act as a sounding board when attorney needs to bounce ideas
Act as devil's advocate in helping attorney to find holes in strategies and theories
Help develop case strategies, both short term and long term
Make sure short term tactics don't interfere with long term strategies
Always looking for and discussing news, ideas, changes to law or other input that could benefit a client and/or a case

II. Communication Skills

Interpersonal

Communicate with attorneys using appropriate legal terminology
Communicate with clients using lay terms to explain legal concepts when necessary
Communicate with multiple attorneys on multi-party cases
Communicate with witnesses. Ability to evaluate credibility and value of evidence
Communicate with court clerks. Prevent issues from occurring and resolve issues when necessary

Technological

Experience with Microsoft Office and Adobe Products
Experience with Linux and open-source alternatives
Experience with online resources for legal research, online filing and retrieval, etc.
Experience with remote meeting software

Writing

Correspondence with attorneys, parties, witnesses, resources, etc. via paper and electronic mail
Drafting and editing of
Pleadings
Briefs
Motions
Correspondence
Discovery requests, responses, objections, etc.

III. Professional Conduct

Thoughtfulness

Ability to think logically
Ability to think strategically
Detail oriented
Always act with highest standard of ethics, legally and morally.
Ability to bring perspective and original thinking.

Timeliness

Meet filing and work deadlines
Present at in-person and electronic meetings on time and prepared
Manage and prioritize multiple overlapping case schedules

Independence

Ability to work independently and efficiently

Persistence and Patience

Ability to participate and contribute in meetings without overstepping

Ability to communicate alternative ideas

Respectfulness and Discretion

Ability to adapt to and implement the ideas of others

Ability to recognize the time and place for alternative ideas

Ability to apply discretion, orally and in communications