



**City of Wilmington  
1165 South Water Street  
Wilmington, IL 60481**

**Agenda  
Regular City Council Meeting  
Wilmington City Hall  
Council Chambers  
May 15, 2018  
7:00 p.m.**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call by City Clerk**

John Persic, Jr.	Kevin Kirwin
Lisa Butler	Dennis Vice
Frank Studer	Fran Tutor
	Steve Evans

**IV. Approval of Minutes from the May 1, 2018 Regular City Council Meeting**

**V. Old Business**

1. Reconsideration of Final Action Taken at the City Council meeting of May 1, 2018

**VI. Mayor's Report**

1. Wilmington American Legion Poppy Tag Day is Friday, May 25<sup>th</sup> from 11AM to 12PM at the Water & Baltimore Street Intersection
2. South Island Clean Up Day is May 19<sup>th</sup> from 10AM to 2PM
3. Route 66 Bar & Grill will be opening at 113 E. Baltimore Street
4. Approve the Mayoral Appointment of Floyd Combes as Second Ward Alderman

*Posting Date:  
5/11/2018 11:12 AM jjz*

5. Swearing In of Floyd Combes as Second Ward Alderman

**VII. Public Comment**

*(State your full name clearly; limit 5 minutes each per Ordinance 17-10-17-05)*

**VIII. Planning & Zoning Commission**

1. The next scheduled meeting is Thursday, June 7, 2018 at 5:00 p.m.

**IX. Committee Reports**

**A. Buildings, Grounds, Parks, Health & Safety Committee**

*Co-Chairs – John Persic, Jr. & Steve Evans*

1. The next scheduled meeting is Wednesday, June 13, 2018 at 5:30 p.m.

**B. Water, Sewer, Streets & Alleys Committee**

*Co-Chairs – Frank Studer & Kevin Kirwin*

1. The next scheduled meeting is Wednesday, June 13, 2018 at 6:00 p.m.

**C. Police & ESDA Committee**

*Co-Chairs – Frank Studer & Fran Tutor*

1. The next scheduled meeting is Tuesday, June 12, 2018 at 5:30 p.m.

**D. Finance, Administration & Land Acquisition Committee**

*Co-Chairs – Frank Studer & Fran Tutor*

1. Approve the Accounting Reports as Presented by the City Accountant
2. Approve the Offer and Agreement between the City and Joie Ziller to serve as Interim City Administrator
3. Approve the Interim City Administrator to seek and hire a temporary Executive Secretary
4. Approve the Hire of Craig D. Palmer, Public Works Department Street Crew 1 as Classified in the American Federation of State, County, and Municipal Employees Collective Bargaining Agreement
5. Approve the Professional Fees for Water Main Replacement on Kankakee Street from Baltimore to Canal as provided by Ruettiger, Tonelli & Associates, Inc.

*Posting Date:  
5/11/2018 11:12 AM jjz*

6. The next scheduled meeting is Tuesday, June 19, 2018 at 6:00 p.m.

**E. Ordinance & License Committee**  
*Co-Chairs – Kirby Hall & Lisa Butler*

1. The next scheduled meeting is Tuesday, June 12, 2018 at 6:00 p.m.

**F. Personnel & Collective Bargaining Committee**  
*Co-Chairs – John Persic, Jr. & Dennis Vice*

Nothing at this time

**X. Attorney's Report**

**XI. Executive Session**

1. Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees [5 ILCS 120/2(c)(1)]

**XII. Action to be Taken Following Executive Session**

**XIII. Adjournment**

**The next City Council meeting is Tuesday, June 19, 2018 at 7:00 p.m.**

*DRAFT*

**Minutes of the Regular Meeting of the  
Wilmington City Council  
Wilmington City Hall  
1165 South Water Street  
Tuesday, May 1, 2018**

**Call to Order**

The Regular Meeting of the Wilmington City Council on May 1, 2018 was called to order at 7:02 p.m. by Mayor Roy Strong in the Council Chambers of the Wilmington City Hall.

**Roll Call**

Upon Roll Call by the Clerk the following members of the corporate authorities answered “Here” or “Present”:

**Aldermen Present** Studer, Tutor, Persic, Butler, Kirwin, Vice, Evans

**Quorum**

There being a sufficient number of members of the corporate authorities in attendance to constitute a quorum, the meeting was declared in order.

**Other Officials in Attendance**

Also, in attendance were the Deputy City Clerk Joie Ziller, City Accountant Kim Doglio, Attorney Bryan Wellner

**Approval of Minutes**

Alderman Studer made a motion and Alderman Persic seconded to approve the April 17, 2018 Regular City Council meeting minutes and have them placed on file

Upon roll call, the vote was:

**AYES:**     7 Studer, Persic, Evans, Tutor, Kirwin, Vice, Butler

**NAYS:**     0

The motion carried.

**Mayor’ Report**

Mayor Strong made his recommended appointment for Second Ward Alderman. Mayor Strong informed the Council that he would like to appoint Floyd Combes to fill this recently vacated seat. Mr. Combes has been a citizen of the City for 17 years and once was the Alderman for the Second Ward.

Alderman Persic made a motion and Alderman Vice seconded to approve the Mayoral Appointment of Floyd Combes as Second Ward Alderman with the term expiring in May 2019

Upon roll call, the vote was:

**AYES:**     3 Persic, Studer, Vice

**NAYS:**     4 Kirwin, Tutor, Butler, Evans

The motion denied.

## ***DRAFT***

Mayor Strong made the following announcements:

- *Route 66 Red Carpet Corridor is Saturday, May 5*
- *Waste Management City Wide Pick Up is Thursday, May 10*
- *11<sup>th</sup> Annual Memorial Day Ceremony is Saturday, May 26 at 11AM at Veteran's Memorial Park*
- *First Responders Appreciation Day is Saturday, May 26 from 11AM to 2PM at Wilmington City Hall Parking Lot, Sponsored by Country Financial*

### **Public Comment**

Marty Orr briefed the Council on this year's Catfish Days festival. This year will mark the 20<sup>th</sup> year since its re-inception and the event will take place July 26-29, 2018.

Sherri Michaels informed the Council that she would like to serve as 2<sup>nd</sup> Ward Alderman. Ms. Michaels stated that she has been a Wilmington citizen for 16 years and has lived in the second ward for 12 years.

### **Planning & Zoning Commission**

The next meeting is scheduled for Thursday, June 7, 2018 at 5:00 p.m.

### **Committee Reports**

#### **Buildings, Grounds, Parks, Health & Safety Committee**

The next scheduled meeting is Wednesday, May 9, 2018 at 5:30 p.m.

#### **Water, Sewer, Streets and Alleys Committee**

The next scheduled meeting is Wednesday, May 9, 2018 at 6:00 p.m.

#### **Police & ESDA Committee**

The next scheduled meeting is Tuesday, May 8, 2018 at 5:30 p.m. The meeting will be the WESCOM facility in Plainfield, IL.

#### **Finance, Administration & Land Acquisition Committee**

Alderman Studer made a motion and Alderman Evans seconded to approve the Accounts Payable Report dated May 1, 2018, FY2018 Final Check Listing, in the amount of \$212,953.28 and the Accounts Payable Report dated May 1, 2018, FY2019, in the amount of \$553,996.95 as presented by the City Accountant

Upon roll call, the vote was:

**AYES:**     7   Studer, Persic, Evans, Tutor, Kirwin, Vice, Butler

**NAYS:**     0

The motion carried.

***DRAFT***

Alderman Studer made a motion and Alderman Tutor seconded to approve the IDOT Preliminary Engineering and Construction Guidance Agreement for Motor Fuel Tax Funds

Upon roll call, the vote was:

**AYES:**     7 Studer, Persic, Evans, Tutor, Kirwin, Vice, Butler

**NAYS:**     0

The motion carried.

Alderman Studer made a motion and Alderman Tutor seconded to approve the City Engineer's recommendation to accept and enter a contract with D Construction, Inc. the lowest responsible bidder, to complete the 2018 Motor Fuel Tax Project

Upon roll call, the vote was:

**AYES:**     7 Studer, Persic, Evans, Tutor, Kirwin, Vice, Butler

**NAYS:**     0

The motion carried.

The next scheduled meeting is Wednesday, May 15, 2018 at 6:00 p.m.

**Ordinance & License Committee**

*Co-Chairs – Kirby Hall & Lisa Butler*

The scheduled meeting of Tuesday, May 8, 2018 will need to be rescheduled.

**Personnel & Collective Bargaining Committee**

*Co-Chairs – John Persic Jr.*

Nothing at this time

**Attorney's Report**

Attorney Wellner had nothing to report.

**Executive Session**

Alderman Persic made a motion and Alderman Tutor seconded to go into Executive Session to discuss the Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Specific Employees [5 ILCS 120/2(c)(1)] at 7:39 p.m.

Upon roll call, the vote was:

**AYES:**     7 Studer, Persic, Evans, Tutor, Kirwin, Vice, Butler

**NAYS:**     0

The motion carried.

Alderman Persic made motion and Alderman Tutor seconded to come out of Executive Session at 8:10 p.m.

Upon roll call, the vote was:

**AYES:**     7 Studer, Persic, Evans, Tutor, Kirwin, Vice, Butler

**NAYS:**     0

The motion carried.

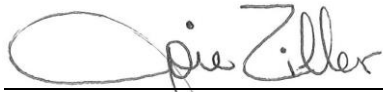
**Action Taken Following Executive Session**

No action was taken.

**Adjournment**

Motion to adjourn the meeting made by Alderman Tutor and seconded by Alderman Evans. Upon voice vote, the motion carried. The Regular Meeting of the City of Wilmington City Council held on May 1, 2018 adjourned at 8:12 p.m.

Respectfully submitted,



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Joie Ziller, Deputy City Clerk



LESTER J. SMITH  
AMERICAN LEGION POST 191  
(Riders, Sons, Auxiliary)  
557 W. Baltimore St.  
Wilmington, Illinois 60481  
815-476-9210  
Fax: 815-476-7408  
www.vfwpost5422.org  
vfw5422@sbcglobal.net

## City of Wilmington

We the Wilmington American Legion , Lester Smith Post 191. Respectfully request to be allowed to collect funds and pass out Poppies on the corner of Water and Baltimore Streets on Friday , May 25<sup>th</sup> from 11AM to 12PM. This is the Friday of Memorial Day weekend. The Poppy represents the Fields of Poppies in Flanders where many of our Military Service Members were buried after the War. We will also be having a Flag Line along Rte. 53 in front of Nelson's Furniture at the same time.

Please help us help Veterans by allowing us the Honor of collecting funds for our Veterans.

Thank You in Advance

*Ken Watt*

Ken Watt  
Commander  
Wilmington American Legion  
Lester Smith Post 191

Signed by Adjutant :

A handwritten signature in black ink that reads 'Patrick W. Nugent'. The signature is written in a cursive style with a large, prominent 'P' and 'N'.

Patrick W. Nugent  
Wilmington American Legion  
Lester Smith Post 191





**COME HELP CLEAN UP  
THE SOUTH ISLAND!**

**May 19, 2018**

**10:00 am—2:00 pm**

**\*meet at the large pavilion\***

**We will be raking and picking up sticks & trash**

**Garbage bags will be supplied**

**Bring your rake of choice**

**Hot dogs and drinks will be served**



Please call or text John M. Persic, Jr. at  
815/210-5155, or email at  
spyder60@aol.com with any questions.

# City of Wilmington

Check Register Meeting Date: May 15, 2018



Check#	Date	Vendor/Employee	Amount
<b>Fund</b>	<b>1</b>	<b>General Corporate Fund</b>	
0	5/15/2018	Payroll Sweep	91,411.11
0	5/15/2018	Misc Vendors	314.55
0	5/15/2018	Paycor	451.61
0	5/15/2018	WEX Bank	2,983.24
0	5/15/2018	FedEx	21.91
19984	5/15/2018	Air Gas USA, LLC	57.00
19985	5/15/2018	Brown's Building Maintenance, Inc.	2,352.00
19986	5/15/2018	Comcast	149.85
19987	5/15/2018	ComEd	68.04
19988	5/15/2018	Commercial Lighting Company	305.37
19989	5/15/2018	Constellation New Energy, Inc	5,975.97
19990	5/15/2018	D'Orazio Ford	110.21
19991	5/15/2018	Kimberley Donald	600.00
19992	5/15/2018	DTW Inc	832.49
19993	5/15/2018	First Midwest Bank 520	41,904.30
19994	5/15/2018	Fisher Auto Parts Inc	142.25
19995	5/15/2018	G & D Tire Alignment	252.00
19996	5/15/2018	G W Communications	192.00
19997	5/15/2018	Galls, LLC	48.94
19998	5/15/2018	Grundy Supply	569.75
19999	5/15/2018	Heritage FS, Inc.	1,032.18
20000	5/15/2018	DS Waters of America Hinckley Springs	69.21
20001	5/15/2018	Illinois Office of the Attorney General	30.00
20002	5/15/2018	Illinois State Police	30.00
20003	5/15/2018	IVG Operating LLC	34.25
20004	5/15/2018	Jcm Uniforms	253.15
20005	5/15/2018	Joshua Johnke	1,800.00
20006	5/15/2018	Konica Minolta	273.69
20007	5/15/2018	Konica Minolta	285.86
20008	5/15/2018	Language Line Services	9.04
20009	5/15/2018	Marlin Business Bank	366.00
20010	5/15/2018	Neopost USA, Inc.	20.00
20011	5/15/2018	Petty Cash Fund	165.79
20012	5/15/2018	Porter Lee Corporation	875.00
20013	5/15/2018	Ray O Herron Inc	118.80
20014	5/15/2018	Rendels, Inc.	141.50
20015	5/15/2018	Spesia & Taylor	864.00
20016	5/15/2018	Attn: Financial Services State Treasurer - Idot	1,462.50

20017	5/15/2018	TA Operating, LLC	281.52
20018	5/15/2018	TheTamis Corporation	5,242.00
20019	5/15/2018	TransUnionsRisk&Alternative Data Solutions, Inc.	25.00
20020	5/15/2018	Treasurer of the State of Illinois	5.00
20021	5/15/2018	Underground Pipe & Valve Co	207.00
20022	5/15/2018	Waste Management Of Il SW	586.21
20023	5/15/2018	WESCOM	20,028.28
20024	5/15/2018	Whitmore Investments Inc	996.96
TOTAL:			<u>183,945.53</u>

<b>Fund</b>	<b>2</b>	<b>Water Operating M &amp; R Fund</b>	
0	5/15/2018	Payroll Sweep	14,759.38
0	5/15/2018	WEX Bank	285.70
10331	5/15/2018	Accela, Inc. #774375	372.00
10333	5/15/2018	Allied Nursery, Inc.	242.00
10335	5/15/2018	Comcast	104.85
10337	5/15/2018	G W Communications	589.90
10339	5/15/2018	Konica Minolta	94.57
10341	5/15/2018	PDC Labs Inc	1,013.00
10345	5/15/2018	Viking Chemical Company	4,762.40
10347	5/15/2018	Whitmore Investments Inc	36.99
10346	5/15/2018	Waste Management Of Il SW	36,817.63
TOTAL:			<u>59,078.42</u>

<b>Fund</b>	<b>3</b>	<b>Sewer Capital Project Fund</b>	
0	5/15/2018	Payroll Sweep	2,000.00
10344	5/15/2018	Underground Pipe & Valve Co	2,168.88
TOTAL:			<u>4,168.88</u>

<b>Fund</b>	<b>4</b>	<b>Sewer Operating M &amp; R Fund</b>	
0	5/15/2018	Payroll Sweep	13,704.12
0	5/15/2018	Misc. Vendors	541.00
0	5/15/2018	WEX Bank	112.95
10331	5/15/2018	Accela, Inc. #774375	372.00
10332	5/15/2018	Alarm Detection Systems, Inc.	124.98
10334	5/15/2018	Arro Laboratories Inc	100.00
10336	5/15/2018	Darin Fowler	75.45
10337	5/15/2018	G W Communications	781.90
10338	5/15/2018	Hach Company	810.41
10339	5/15/2018	Konica Minolta	94.57
10340	5/15/2018	Nestle Water North America	81.87
10342	5/15/2018	Petty Cash Fund	18.00
10343	5/15/2018	Steiner Electric Company	1,848.60
10346	5/15/2018	Waste Management Of Il SW	939.20
10347	5/15/2018	Whitmore Investments Inc	111.17
TOTAL:			<u>19,716.22</u>

<b>Fund</b>	<b>7</b>	<b>ESDA Fund</b>	
0	5/15/2018	TAP Publishing Company	435.36
20023	5/15/2018	WESCOM	2,244.92
20024	5/15/2018	Whitmore Investments Inc	28.69
TOTAL:			<u>2,708.97</u>

<b>Fund</b>	<b>17</b>	<b>Water Capital Project Fund</b>	
0	5/15/2018	Payroll Sweep	6,000.00
TOTAL:			<u>6,000.00</u>
GRAND TOTAL:			<u><u>275,618.02</u></u>

\_\_\_\_\_  
Dennis Vice

\_\_\_\_\_

\_\_\_\_\_  
Steve Evans

\_\_\_\_\_  
John Persic, Jr.

\_\_\_\_\_  
Kevin Kirwin

\_\_\_\_\_  
Frank Studer

\_\_\_\_\_  
Lisa Butler

\_\_\_\_\_  
Fran Tutor

**Approved: May 15, 2018**

April 16, 2018

Joie Ziller  
1165 S. Water Street  
Wilmington, IL 60481

Dear Joie:

The City of Wilmington has assigned you to serve as Interim City Administrator. You will also be performing your current duties of Executive Secretary during this assignment until the appointment of an Interim Executive Secretary. Your duties will remain FLSA exempt for both assignments. Below are the benefits of your employment during your service in that interim position.

Your role as the Interim City Administrator began on April 3, 2018 and you will remain in that position until such time as the City appoints a permanent City Administrator but for no longer than a six-month period from your start date. Upon the appointment of a new City Administrator, you will return to your position as Executive Secretary at the same salary and benefits you had prior to serving in the interim position, provided the City still retains an Executive Secretary position and you have not otherwise been terminated from employment with the City of Wilmington. Your employment with the City of Wilmington remains at-will both as an Executive Secretary and while assigned to perform the duties of Interim City Administrator.

While serving as the Interim City Administrator, your bi-weekly salary will be increased to \$3,076.92, less applicable mandatory and voluntary withholdings. This salary increase will be retroactively effective on April 3, 2018. Your benefits otherwise will remain unchanged from the benefits to which you are currently entitled as City of Wilmington Executive Secretary.

You will perform on a full-time basis the functions and duties of the City Administrator of the City of Wilmington as outlined in Ordinance No. 1330 of the City of Wilmington Code of Ordinances, a copy of which is attached as Exhibit A, as well as perform all such other legally permissible and proper duties and functions as the Mayor or corporate authorities of the City of Wilmington shall from time to time direct, delegate or assign. While employed by the City as its Interim City Administrator and recognizing this position involves many hours of work at times exceeding forty (40) hours per week, you will not be employed by or provide employment related services including acting as consultant to any other entity unless specifically authorized and approved by the Mayor and City Council of City of Wilmington.

Joie Ziller  
April 17, 2018  
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You agree to begin this assignment upon signing of the letter. This letter is for informational purposes only and should not be interpreted as an employment contract. Your employment with the City of Wilmington remains at-will and either party can terminate the employment relationship with or without cause and with or without notice. You acknowledge that this offer letter represents the entire agreement between you and the City of Wilmington and that there are no verbal or written agreements, promises, or representations that are not specifically stated in this offer letter.

The City of Wilmington is very much looking forward to your service to the City as the Interim City Administrator. If you have any questions, please do not hesitate ask me.

Very truly yours,  
City of Wilmington,  
An Illinois Municipal Corporation,

By \_\_\_\_\_  
Roy Strong, Mayor

ACCEPTED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Ruettiger, Tonelli & Associates, Inc.

Surveyors • Engineers • Planners • Landscape Architects • G.I.S. Consultants

May 3, 2018

City of Wilmington  
1165 S. Water Street  
Wilmington, IL 60481  
Attn: Mayor Strong

Re: Professional Fees for Water Main Replacement  
Kankakee Street - Baltimore to Canal

Dear Mayor Strong,

It was a pleasure to meet with you Ken and Patrick to discuss the water main improvements on Kankakee Street between Baltimore and Canal Streets. We understand that the existing 4 inch water main located in the right-of-way is no longer functioning properly to provide adequate flow to the existing hydrants.

As discussed the 4 inch main would be removed and replace with a new 6 inch water main. Three hydrants will be replaced and new hydrants provided near the intersection of Canal Street. All new ¾" services will be provided replacing the existing 23 services.

Ruettiger Tonelli & Associates, Inc. will provide professional surveying and engineering services to collect existing conditions data, water main design, permitting, preparation of plans, assist the City with bidding, provide construction staking and as-built documents.

Our detailed services will include;

#### Concept Plan/Scoping

Based on our meeting April 25, 2018 and our site visit RT&A will provide a Concept Plan on an aerial indicating the proposed location of the new water main. RT&A will highlight areas of concern and provide an initial cost estimate for the construction.

#### Topographic Survey

RT&A will conduct a topographic survey of Kankakee Street right-of-way from the existing water main at Baltimore Street to Canal Street. Right-of-way will be established by locating marked property corners. Intersecting Streets will be surveyed 50 feet beyond the intersection. All above ground built environment will be located and location marks for underground utilities.

#### Design Plans

RT&A will prepare full engineering design plans for the use of permitting, bidding and construction. Plans will be prepared on 24x36 inch plan sheets and will include existing conditions, plan and profile of new water main, restoration, details and notes. RT&A will provide reduced size copies and PDF files for City records.

#### Permitting

RT&A will prepare applications as needed on behalf of the City and submit the required documents. Permitting may include Illinois Environmental Protection Agency and Illinois Department of Transportation.

#### Bidding

Once the appropriate permits are in place and City staff has approved the work RT&A will prepare bidding packages for contractors to submit bids. RT&A will answer RFI's and prepare addendums as may be required. RT&A will attend meetings during the bidding process including pre-bid meeting and bid opening.

RT&A will evaluate the bids received and make recommendations to the City.

Once the contractor has been selected RT&A will prepare the contract documents for the construction.

Construction Staking/Construction Services

RT&A will provide construction staking of the water main improvements and restoration improvements. RT&A will also provide limited construction administration for the project. Construction administration will include onsite visits at critical points of construction, review pay applications, and answer RFI's and communicate with the City.

As-built Documents

Once the improvements are completed RT&A will complete an as-built survey of the improvements. As-built plans will be provided to the City for records and future information.

RT&A will complete the above noted services for the following fees.

Stage 1	\$ 750.00
• Concept Plan/Scoping	
Stage 2	\$15,000.00
• Topographic Survey	
• Design Plans	
• Permitting	
Stage 3	\$12,500.00
• Bidding	
• Construction Staking	
• Construction Administration	
• As-built documents	
<b>Total</b>	<b>\$28,250.00</b>

We will work closely with City staff through the process to meet the City's goals.

If you agree to the terms noted above please sign and return to the undersigned.

Sincerely,



Joseph P. Hammer, P.E

Accepted by:

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_