



**City of Wilmington**  
**Buildings, Grounds, Parks, Health & Safety Committee**  
**Tuesday, September 13, 2016 at 5:30 p.m.**

**Location & Time**

Council Chamber  
Wilmington City Hall  
1165 S. Water Street  
5:30 p.m. 09/13/16

**Agenda**

1. Call to Order
2. Approval of the August 10, 2016 Meeting Minutes
3. Old Business
  - a. Update South Island Park Building
4. New Business
  - a. Review/Approve Wilmington Rotary Club Request
5. Review FY 2017 Budget Report
  - a. Building Department-Building Inspector/Code Enforcement Officer
6. Adjournment

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

John Persic, Jr., Co-Chair  
Joe Van Duyne, Co-Chair  
Kirby Hall  
Kevin Kirwin  
Steve Evans

**CITY OF WILMINGTON  
BUILDINGS, GROUNDS, PARKS, HEALTH & SAFETY COMMITTEE  
Wednesday, August 10, 2016, 5:30 p.m.  
Wilmington City Hall, Council Chambers  
1165 S. Water Street**

**In Attendance**

**Committee Members**

Co-Chair, Alderman John Persic, Jr.

Alderman Steve Evans

Alderman Kevin Kirwin

Alderman Kirby Hall

**Absent**

Co-Chair, Alderman Joe Van Duyne

**City Officials**

City Administrator Tony Graff

Executive Secretary Joie Ziller

**The meeting of the Buildings, Grounds, Parks, Health & Safety Committee was called to order at 5:30 p.m. by Alderman Persic.**

**Previous Meeting Minutes – July 13, 2016**

The minutes were reviewed. Alderman Evans made a motion and Alderman Kirwin seconded to accept July 13, 2016 Committee meeting minutes as written and have them placed on file.

**Upon voice vote, THE MOTION CARRIED unanimously 4-0.**

**Old Business**

**1. Update – Skate Park**

City Administrator Graff informed the Committee that the group of teens who declared to help save the skate park to keep it open last year have taken no action on their plans to fundraise to help improve and maintain the skate park. City Administrator Graff pointed out that there are significant costs associated with the improvements and the modular equipment is outdated. The Committee agreed that declaring the equipment surplus property and bringing a resolution to City Council for passage so the Public Works Department can remove the equipment.

**New Business**

**1. Review and Approve Tree Inventory & Assessment Services for the Island Parks as Presented by Hey & Associates**

Committee reviewed the services with Vince Mosca of Hey & Associates. After some discussion, the Committee agreed to bring this item to Finance, Administration & Land Acquisition for further discussion at their August 16, 2016 meeting.

**2. City Hall Hours – discussion and update to consider 8am to 4pm**

City Administrator Graff explained that after City Council approved the new City Hall operating hours, 8:30am to 4:30pm he held an office staff meeting and the staff questioned if the operating hours could be 8am to 4pm. The main purpose we were modifying the hours was for relief purposes and have a set 8 hours of operation with no shifts. Administrator Graff stated that it was the decision of management to have the operating hours of 8:30am to 4:30pm. City Administrator Graff explained that there has been some difficulties so the Union agreed to a transition period beginning August 1-19, 2016 and that Fiscal Clerk Surman's shift would be 8am to 4pm and that Fiscal Clerk Botka's shift would be 8:30am to 4:30pm. Administrator Graff stated that this was working and recommends that this be revisited at the October meeting after further evaluation.

**3. Update South Island Park Building (former Park District Office)**

City Administrator Graff informed the Committee that Building Inspector Tharge went through the building, which has been unoccupied for two years, last week and found certain parts of the building do not meet code. Other damages have occurred and cost estimates will be discussed at the next meeting.

**Review Budget Report**

The Committee reviewed the budget reports as presented.

**Adjournment**

**With no further business before the Committee, Alderman Kirwin made a motion and it was seconded by Alderman Evans to adjourn. Upon voice vote, THE MOTION CARRIED unanimously and the meeting was adjourned at 6:04 p.m.**

Respectfully submitted,

Joie Ziller  
Executive Secretary



*General & Carpentry Contractors*

City of Wilmington  
Building Dept - Att: Pam Tharge  
Re: South Island Storage Building  
Aug 29, 2016

Based on my review of the existing building the following items are noted and or recommended before the facility is occupied by someone.

- Strong evidence of mold exists throughout structure. The source should be determined and mold remediated.
- The current restroom is in poor repair, and is not ADA compliant. New plumbing and fixtures would have to be provided and the restroom walls reconfigured for accessibility.
- The suspended ceiling in the office area is in poor repair and will require full replacement, at which time new lighting should also be installed.
- The walls in the office area have paint peeling and will need to be repaired and repainted.
- Life safety items will have to be addressed , such as exit and emergency lighting, providing an electrical service disconnect on the furnaces, addressing the water heater which has a service valve on both inlet and outlet pipes , covering the combustible ceiling in the furnace room with 5/8 FC drywall and installing GFCI outlets where required.
- A portion of the building currently has a gravel floor, which as it exists is acceptable. If a concrete floor is installed, a floor drain and sewer interceptor system will be required per plumbing codes.
- Electrical system in general will require some repair and updating to make it safe.
- All furnaces should be checked for safety and function. The integrity of the heat exchangers should be verified by inspection
- The meeting room currently has a raised platform and built in desk area which should be removed to make room suitable for other purposes.
- One of the exterior doors is in poor repair and should be replaced.
- Optionally , a decision as to any floor covering or leaving the office and meeting room with exposed concrete floors would have to be made

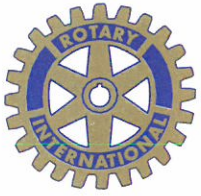
For purposes of a conceptual budget a figure of \$45,000.00 to \$50,000.00 would be realistic to address all of the above items.

*Rick Smith*

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34512 Elevator Rd, Wilmington, IL 60481*

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CITY OF WILMINGTON

September 8, 2016

City of Wilmington  
Mayor Marty Orr  
City Council Members

Dear Mayor Orr and Council Members,

The Wilmington Rotary Club believes a broad based community task force should explore potential uses and re-purposes for city owned parks and open spaces. Rotary sees benefit in a cooperative relationship among local civic organizations and taxing bodies to plan for and implement beautification and enhancement of parks and open spaces. The task force's goal will be to improve both personal and community lifestyle experiences. To that end, Rotary requests your blessing, your vision and your input to be given to such a task force.

The task force will seek potential sources of implementation and installation of city approved action through grants, as well as, donations of money, time, materials and talent. Rotary suggests that the task force's initial improvement focus on the two excellent sites of Veteran's Memorial Park and Winchester Estate's open space. Both could be greatly improved with the addition of modern playground equipment, fitness walking paths and appropriate tree additions.

Rotary believes you create opportunities in a community or for that matter the world, by asking for them.

Respectfully Submitted,

The Men and Women of the  
Wilmington Rotary Club  
Stephen J. Francis, President

# General Ledger

## B & G Exp vs Budget AUG16

User: kim  
 Printed: 09/07/2016 - 12:28  
 Periods: 04-04  
 Fiscal Year: 2017  
 JE Number: 000000

City of Wilmington  
 1165 S. Water St.  
 Wilmington, IL 60481  
 815-476-2175



Account Number	Description	Budgeted Amount	Period Amount	YTD Amount	YTD Var	Encumbered Amt	Available	% Avail
6510	Maintenance - Equipment Exp	4,000.00	0.00	1,295.00	2,705.00	0.00	2,705.00	67.63
6530	Maintenance - Grnds/Bldg Exp	88,000.00	1,066.24	38,881.46	49,118.54	0.00	49,118.54	55.82
6531	Prof Fees - Janitorial	30,000.00	2,184.00	11,407.00	18,593.00	0.00	18,593.00	61.98
6670	Prof Fees - Other	43,000.00	3,913.50	5,163.50	37,836.50	0.00	37,836.50	87.99
6715	Rental of Bldgs	1,400.00	460.00	690.00	710.00	0.00	710.00	50.71
6760	Tele/Internet Service Expense	800.00	81.14	287.15	512.85	0.00	512.85	64.11
6810	Utilities Expense	10,000.00	120.59	1,312.90	8,687.10	0.00	8,687.10	86.87
6970	Oper Supplies and Tools Exp	4,000.00	157.44	1,104.27	2,895.73	0.00	2,895.73	72.39
7160	Misc Expense	2,000.00	0.00	48.36	1,951.64	0.00	1,951.64	97.58
7320	Equipment Purchases Exp	2,000.00	0.00	499.95	1,500.05	0.00	1,500.05	75.00
Report Totals:		185,200.00	7,982.91	60,689.59	124,510.41	0.00	124,510.41	67.23