

**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Graff pointed out that there are significant costs associated with the improvements and the modular equipment is outdated.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