



**City of Wilmington**  
**Finance, Administration & Land Acquisition Committee**  
**Tuesday, May 15 2018 at 6:00 p.m.**

**Location & Time**

Council Chamber  
Wilmington City Hall  
1165 S. Water Street  
6:00 p.m. 05/15/18

**Agenda**

1. Call to Order
2. Review & Approve the minutes from the April 17, 2018 meeting
3. Review Accounting Reports as Presented by City Accountant
4. Fiscal Year 2019 Budget Update
5. Review and Approve the Professional Fees for Water Main Replacement on Kankakee Street from Baltimore to Canal as provided by Ruettiger, Tonelli & Associates, Inc.
6. Public Comment  
*(State your full name clearly; limit 5 minutes each per Ordinance 17-10-17-05)*
7. Adjournment

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

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

**CITY OF WILMINGTON**  
**FINANCE, ADMINISTRATION & LAND ACQUISITION COMMITTEE**  
**Tuesday, April 17, 2018 at 6:00 p.m.**  
**Wilmington City Hall, Council Chambers**  
**1165 S. Water Street**

**In Attendance**

**Committee Members**

Co-Chair, Alderman Frank Studer  
Co-Chair, Alderman Fran Tutor  
Alderman Kevin Kirwin  
Alderman Steve Evans  
Alderman John Persic, Jr.  
Alderman Lisa Butler<sup>(6:09pm)</sup>

**Other City Officials**

Mayor, Roy Strong  
City Accountant Kim Doglio  
Executive Secretary Joie Ziller

**The meeting of the Finance, Administration & Land Acquisition Committee was called to order at 6:02 p.m. by Alderman Studer.**

**Review / Approve the minutes from the March 21, 2018 Meeting**

Alderman Persic made a motion and Alderman Evans seconded to approve the minutes from the March 21, 2018 meeting and have them placed on file. Upon voice vote, THE MOTION CARRIED, all yes.

**Review Accounting Reports as Presented by City Accountant**

Accountant Doglio reviewed and explained the reports to the Committee.

**Review and Approve the Purchase of Sixteen Jersey Barriers**

The Committee discussed Chief Arnold's request for jersey barriers and the public safety they will provide. After some discussion, Alderman Kirwin made a motion and Alderman Evans seconded to approve the purchase of sixteen jersey barriers in an amount not to exceed \$6,000 and bring this request to purchase to vote by full City Council at the April 17, 2018 City Council meeting. Upon voice vote, THE MOTION CARRIED, all yes.

**Review and Approve Resolution No. 2018-07 – A Resolution Designating Mayoral Authority on All City of Wilmington Bank Accounts**

City Account Doglio advised the Committee that since the City has numerous bank accounts and by passing this resolution it will cover them all. Alderman Persic made a motion and Alderman Kirwin seconded to bring this resolution to full vote by City Council at the April 17, 2018 City Council meeting. Upon voice vote, THE MOTION CARRIED, all yes.

**Review and Approve Resolution 2018-08 – A Resolution for Construction on State Highways**

After a brief informative discussion, Alderman Kirwin made a motion and Alderman Vice seconded to bring this resolution to full vote by City Council at the April 17, 2018 City Council meeting. Upon voice vote, THE MOTION CARRIED, all yes.

**Review and Approve the Authorization for the Superintendent of Public Works to Hire Two (2) Temporary Part-Time Employees**

After a brief discussion it was confirmed that Superintendent Ewenson will be bringing back the same two individuals who have been seasonal employees for the past five years. Alderman Butler made a motion and Alderman Kirwin seconded to bring this to full vote by City Council at the April 17, 2018 City Council meeting. Upon voice vote, THE MOTION CARRIED, all yes.

**Review and Approve the Authorization for the Superintendent of Public Works to Seek and Hire One (1) Permanent Full-Time Employee**

After a brief discussion, Alderman Vice made a motion and Alderman Kirwin seconded to bring this to full vote by City Council at the April 17, 2018 City Council meeting. Upon voice vote, THE MOTION CARRIED, all yes.

**Review and Approve the Authorization for the Superintendent of Water Reclamation to Seek and Hire One (1) Temporary Part-Time Employees**

After a brief discussion, Alderman Kirwin made a motion and Alderman Butler seconded to bring this to full vote by City Council at the April 17, 2018 City Council meeting. Upon voice vote, THE MOTION CARRIED, all yes.

**Discussion on Designated Parking for ESDA Personnel**

ESDA Director Dennis Housman expressed his concerns about parking for ESDA personnel especially during emergency now that the reserved parking signs have been removed from the old Police Department on Main Street. The Committee agreed that the alley could be blocked off for their use during emergency and City events.

**Public Comment**

No Public Comment

**Adjournment**

**With no further business before the Committee, Alderman Persic made a motion and it was seconded by Alderman Butler to adjourn. Upon voice vote, THE MOTION CARRIED unanimously and the meeting was adjourned at 6:27 p.m.**

Respectfully submitted,

Joie Ziller  
Executive Secretary

# 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>

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Dennis Vice

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Steve Evans

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John Persic, Jr.

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Kevin Kirwin

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Frank Studer

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Lisa Butler

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Fran Tutor

**Approved: May 15, 2018**



# 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.

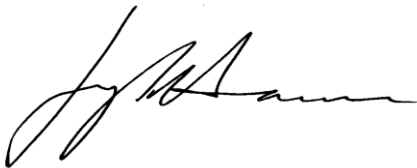
RT&A will complete the above noted services for the following fees.

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: \_\_\_\_\_