



City of Wilmington  
1165 South Water Street  
Wilmington, IL 60481

**Agenda**  
**Regular City Council Meeting**  
**Wilmington City Hall**  
**Council Chambers**  
**February 7, 2017**  
**7:00 p.m.**

**I. Call to Order**

**II. Pledge of Allegiance**

**III. Roll Call by City Clerk**

John Persic, Jr.	Kevin Kirwin
Kirby Hall	Larry Hall
Joe VanDuyne	Fran Tutor
Steve Evans	Frank Studer

*Mayor Orr: I declare that the regular meeting of the City Council on February 7, 2017 is now in session at \_\_\_\_\_ p.m.*

**IV. Approval of Minutes of the January 17, 2017 Regular City Council Meeting**

**V. Mayor's Report**

1. Consideration to Reduce/Eliminate Building Permit Fees for VFW New Construction
2. Mayoral Appointment of Ken Ewenson as Temporary Superintendent of Public Works Department

**VI. Citizens Comments**

*All citizens wishing to speak please state your name and/or sign in with the City Clerk for record keeping purposes*

**VII. Planning & Zoning Commission**

1. The next scheduled meeting is Thursday, March 2, 2017 at 5:00 p.m.

*Posting Date:  
2/3/2017 8:46 AM jjz*

## **VIII. Committee Reports**

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

*Co-Chairs – John Persic, Jr. & Joe VanDuyne*

1. The next scheduled meeting is Wednesday, February 15, 2017 at 5:30 p.m.

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

*Co-Chairs – Frank Studer & Kevin Kirwin*

1. The next scheduled meeting is Wednesday, February 15, 2017 at 6:00 p.m.

### **C. Police & ESDA Committee**

*Co-Chairs – Frank Studer & Fran Tutor*

1. The next scheduled meeting is Tuesday, February 14, 2017 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. The next scheduled meeting is Tuesday, February 21, 2017 at 6:00 p.m.

### **E. Ordinance & License Committee**

*Co-Chairs – Kirby Hall & Steve Evans*

1. The next scheduled meeting is Tuesday, February 14, 2017 at 6:00 p.m.

### **F. Personnel & Collective Bargaining Committee**

*Co-Chairs – Larry Hall & John Persic, Jr.*

1. Approve the Authorization to Seek Replacement for Building Inspector/Code Enforcement Officer
2. Approve the Authorization to Seek Management Intern

## **IX. City Administrator's Report**

## **X. Attorney's Report**

## **XI. Executive Session**

1. Matters of Personnel ó 2(C)(1) and 2(C)(2)
2. Matters of Land Acquisition ó 2(c)(5) and 2(c)(6)

**XII. Action Taken Following Executive Session**

**XIII. Adjournment**

**The next regular City Council meeting is Tuesday, February 21, 2017 at 7:00 p.m.**

*DRAFT*

**Minutes of the Regular Meeting of the  
Wilmington City Council  
Wilmington City Hall  
1165 South Water Street  
Tuesday, January 17, 2017**

**Call to Order**

The Regular Meeting of the Wilmington City Council on January 17, 2017 was called to order at 7:00 p.m. by Mayor Orr 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** Persic, Tutor, Kirwin, K. Hall, Evans, Studer and Van Duyne

**Alderman Absent** L. Hall

**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 Interim City Administrator Frank Koehler, Deputy City Clerk Joie Ziller, City Engineer Colby Zemaitis, City Account Kim Doglio and Attorney John Urban

**Approval of Minutes**

Alderman Studer made a motion and Alderman Tutor seconded to approve the January 3, 2017 Regular City Council meeting minutes and have them placed on file

Upon roll call, the vote was:

**AYES:** 7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:** 0

**ABSENT:** 1 L. Hall

The motion carried.

**Mayor's Report**

Fred Koch representing the Wilmington Lions Club presented the City with a \$250.00 donation to the Wilmington K9 Unit fund.

Nancy & Kevin Kirwin presented the City with a \$1,200.00 donation to the Wilmington K9 Unit fund.

The Wilmington Coalition for a Healthy Community presented the City with a \$14,116.36 donation to the Wilmington K9 Unit fund.

***DRAFT***

Alderman Van Duyne made a motion and Alderman Persic seconded to approve the Mayoral Appointment of Scott Nemanich and Klein, Thorpe, and Jenkins. LTD as Special Legal Counsel for the City of Wilmington

Upon roll call, the vote was:

**AYES:**     7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:**     0

**ABSENT:** 1 L. Hall

The motion carried.

**Citizen Comments**

None

**Planning & Zoning Commission**

Alderman Persic made a motion and Alderman Evans seconded to approve Ordinance No. 17-01-17-01 ó An Ordinance Authorizing the Will County Historic Preservation Commission and Will County to Designate 114 N. Main Street, Wilmington AKA Old City Hall, Wilmington as a County Landmark

Upon roll call, the vote was:

**AYES:**     7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:**     0

**ABSENT:** 1 L. Hall

The motion carried.

The next meeting is scheduled for Thursday, February 2, 2017 at 5:00 p.m.

**Committee Reports**

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

*Co-Chairs – John Persic Jr. & Joe VanDuyne*

The next scheduled meeting is Wednesday, February 8, 2017 at 5:30 p.m.

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

*Co-Chairs – Frank Studer & Kevin Kirwin*

The next scheduled meeting is Wednesday, February 8, 2017 at 6:00 p.m.

**Police & ESDA Committee**

*Co-Chairs – Frank Studer & Fran Tutor*

Alderman Studer made a motion and Alderman Tutor seconded to approve Resolution No. 2017-01 ó A Resolution for Participation in the State of Illinois Federal Surplus Property Program

***DRAFT***

Upon roll call, the vote was:

**AYES:** 7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:** 0

**ABSENT:** 1 L. Hall

The motion carried.

Alderman Studer made a motion and Alderman Evans seconded to approve the hire of Lynn Rung, Permanent Part Time Police Department Clerk, AFSCME Collective Bargaining Unit

Upon roll call, the vote was:

**AYES:** 7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:** 0

**ABSENT:** 1 L. Hall

The motion carried.

The next scheduled meeting is Tuesday, February 14, 2017 at 5:30 p.m.

**Finance, Administration & Land Acquisition Committee**

***Co-Chairs – Frank Studer & Fran Tutor***

Alderman Tutor made a motion and Alderman Studer seconded to approve the Accounts Payable Report dated January 17, 2017 in the amount of \$353,904.72 and the December 31, 2016 Collectorø Report in the amount of \$341,598.46 as presented by the City Accountant

Upon roll call, the vote was:

**AYES:** 7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:** 0

**ABSENT:** 1 L. Hall

The motion carried.

Alderman Tutor made a motion and Alderman Kirwin seconded to approve the Contractual Agreement with Mack & Associates, P.C. for Auditing Services for Fiscal Year End April 30, 2017 in the amount of \$17,900

Upon roll call, the vote was:

**AYES:** 7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:** 0

**ABSENT:** 1 L. Hall

The motion carried.

Alderman Tutor made a motion and Alderman Persic seconded to approve the Purchase of a Replacement Vehicle for the Wilmington Police Department through the Lease Program Offered by DøOrazio Ford

***DRAFT***

Upon roll call, the vote was:

**AYES:**     7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:**     0

**ABSENT:** 1 L. Hall

The motion carried.

Alderman Tutor made a motion and Alderman K. Hall seconded to approve Resolution No. 2017-02 ó A Resolution Authorizing the Participation in the Northern Illinois Municipal Electric Collaborative (NIMEC) and Authorizing the Interim City Administrator to Approve a Contract with the Lowest Cost Effective Provider for a Period Up to 36 Months

Upon roll call, the vote was:

**AYES:**     7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:**     0

**ABSENT:** 1 L. Hall

The motion carried.

The next scheduled meeting is Tuesday, February 21, 2017 at 6:00 p.m.

**Ordinance & Licensing Committee**  
*Co-Chairs – Kirby Hall & Steve Evans*

The next scheduled meeting is Tuesday, February 14, 2017 at 6:00 p.m.

**Personnel & Collective Bargaining Committee**  
*Co-Chairs – Larry Hall & John Persic Jr.*

Nothing at this time

**City Engineer’s Report**

Engineer Zemaitis gave his report to the Council.

**Interim City Administrator’s Report**

Administrator Koehler informed the Council that he recently attended a Route 66 Meeting in Joliet and their plans are underway for the Red Carpet Corridor event held the first weekend of May. He also spent some time at Midewin meeting with their staff and has several other meetings scheduled for this week and the next.

**Attorney’s Report**

Attorney Urban reported that he worked on the Electoral Board Hearing which was recently held and also drafted a revised ordinance regarding solicitors.

**Executive Session**

Alderman Persic made a motion and Alderman Kirwin seconded to go into Executive Session at 7:31 p.m. for Matters of Personnel ó 2(c)(1) and 2(C)(2)

*DRAFT*

Upon roll call, the vote was:

**AYES:** 7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:** 0

**ABSENT:** 1 L. Hall

The motion carried.

Alderman Persic made a motion and Alderman Kirwin seconded to come out of Executive Session at 7:58 p.m.

Upon roll call, the vote was:

**AYES:** 7 Aldermen Studer, Tutor, Persic, K. Hall, Kirwin, Evans, Van Duyne

**NAYS:** 0

**ABSENT:** 1 L. Hall

The motion carried.

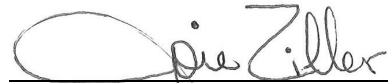
**Action Taken Following Executive Session**

No action taken

**Adjournment**

Motion to adjourn the meeting made by Alderman Tutor and seconded by Alderman Studer. Upon voice vote, the motion carried. The Regular Meeting of the City of Wilmington City Council held on January 17, 2017 adjourned at 7:59 p.m.

Respectfully submitted,

  
\_\_\_\_\_  
Joie Ziller, Deputy City Clerk



*City of Wilmington*  
**Check Register Meeting Date: February 7, 2017**



Check#	Date	Vendor/Employee	Amount
Fund	1	General Corporate Fund	
18572	1/30/2017	AT&T	64.00
18573	1/30/2017	Blue Cross Blue Shield of Florida, Inc.	203.40
18574	1/30/2017	Blue Cross Blue Shield of Illinois	1,162.00
18575	1/30/2017	Comcast	427.13
18576	1/30/2017	ComEd	325.21
18577	1/30/2017	Florida Blue	172.00
18578	1/30/2017	DS Waters of America Hinckley Springs	22.06
18579	1/30/2017	United Communications Systems Inc	613.78
18580	1/30/2017	Verizon Wireless	1,121.83
0	1/31/2017	Payroll Sweep	77,095.12
0	1/31/2017	WEX Bank	2,404.71
0	1/31/2017	Paycor	125.34
0	1/31/2017	Misc Vendors - WPD	647.98
0	1/31/2017	Misc Vendors - PW	24.99
0	1/31/2017	IMRF Illinois Municipal Retirement Fund	13,637.73
0	1/31/2017	ICMA	665.00
0	1/31/2017	IL Funds	2.42
0	2/7/2017	ICMA	665.00
0	2/7/2017	Misc Vendors - City Hall	788.48
0	2/7/2017	Misc Vendors - WPD	659.48
0	2/7/2017	Paycor	430.04
0	2/7/2017	Payroll Sweep	71,242.19
18581	2/7/2017	Alice Training Institute, LLC.	595.00
18582	2/7/2017	Phillip Arnold	201.98
18583	2/7/2017	Blue Cross Medicare RX (PDP)	135.00
18584	2/7/2017	Blue Cross Medicare Rx (PDP)	163.70
18585	2/7/2017	Blue Cross Medicare Rx (PDP)	163.70
18586	2/7/2017	Blue Cross Medicare Rx (PDP)	163.70
18587	2/7/2017	Blue Cross MedicareRx (PDP)	179.00
18588	2/7/2017	Clark Baird Smith, LLC	5,248.75
18589	2/7/2017	Clennon Electric Co Inc	22.50
18590	2/7/2017	ComEd	530.73
18591	2/7/2017	D'Orazio Ford	1,135.12
18592	2/7/2017	DTW Inc	1,131.20
18593	2/7/2017	First Tactical	29.99
18594	2/7/2017	G W Communications	48.40
18595	2/7/2017	George E. Rydman & Associates. LTD	125.00
18596	2/7/2017	GovTemps USA, LLC	3,528.00
18597	2/7/2017	Hinshaw & Culbertson LLP	1,210.00
18598	2/7/2017	Illinois Public Risk Fund	12,724.00
18599	2/7/2017	Jcm Uniforms	342.48
18600	2/7/2017	Julie Inc	2,152.59
18601	2/7/2017	Kankakee Truck Equipment, Inc.	4,286.00
18602	2/7/2017	Lifetouch N.S.S.	300.00
18603	2/7/2017	Menards Bradley	218.00
18604	2/7/2017	Peckham Guyton Albers & Viets, In	2,900.00
18605	2/7/2017	Police Chiefs of Will County	1,000.00

18606	2/7/2017	Prairie Material Sales Inc	1,240.91
18607	2/7/2017	Schoppe Design Associates, Inc.	1,050.00
18608	2/7/2017	Staples Advantage	500.69
18609	2/7/2017	State Treasurer - IDOT	1,462.50
18610	2/7/2017	TA Operating, LLC	616.30
18611	2/7/2017	Vulcan Construction Materials	112.08
18612	2/7/2017	Will County Animal Control	150.00
18613	2/7/2017	Wilmington Collision Center	1,426.61
18615	2/7/2017	Elyse Aion	63.55
18616	2/7/2017	Annemarie Dell'Aquila	2,590.00
18617	2/7/2017	AT&T Mobility	38.81
18618	2/7/2017	Beglers Auto Repair	330.90
18620	2/7/2017	Cintas Corporation	639.25
18621	2/7/2017	ComEd	196.28
18622	2/7/2017	Commercial Electronic Systems, Inc.	304.00
18623	2/7/2017	Jeremy DeVivo	549.00
18624	2/7/2017	Fort Dearborn Life Insurance	377.46
18625	2/7/2017	G & D Tire Alignment	100.00
18626	2/7/2017	G W Communications	48.40
18627	2/7/2017	Galls, LLC	48.00
18628	2/7/2017	GovTemps USA, LLC	4,410.00
18629	2/7/2017	Healthcare Service Corp	33,183.93
18630	2/7/2017	Heritage FS, Inc.	822.00
18631	2/7/2017	Hinshaw & Culbertson LLP	825.00
18632	2/7/2017	Illinois Municipal League	675.00
18633	2/7/2017	Ken Jeffries	355.04
18634	2/7/2017	Frank Koehler	209.13
18635	2/7/2017	Konica Minolta	127.08
18636	2/7/2017	Konica Minolta	310.35
18637	2/7/2017	Stephanie Little	267.45
18638	2/7/2017	Marlin Business Bank	1,386.00
18639	2/7/2017	Menards Bradley	179.91
18640	2/7/2017	Municipal Code Corporation	507.50
18641	2/7/2017	Office Depot	118.60
18642	2/7/2017	Park Place Sign Systems, Inc.	457.15
18643	2/7/2017	Petty Cash Fund	207.92
18644	2/7/2017	Prairie Material Sales Inc	1,226.24
18645	2/7/2017	Secretary Of State	190.00
18646	2/7/2017	Yatin M Shah MD SC	120.00
18647	2/7/2017	Staples Advantage	483.17
18648	2/7/2017	TA Operating, LLC	771.63
18649	2/7/2017	Vulcan Construction Materials	112.00
18650	2/7/2017	WESCOM	14,703.16
18651	2/7/2017	Wilmington Overhead Door Co.	99.50
			<hr/>
TOTAL:			<u>284,627.23</u>

<b>Fund</b>	<b>2</b>	<b>Water Operating M &amp; R Fund</b>	
9623	1/30/2017	United Communications Systems Inc	98.42
9624	1/30/2017	Verizon Wireless	250.32
0	1/31/2017	Payroll Sweep	16,467.72
0	1/31/2017	WEX Bank	458.26
0	1/31/2017	US Post Office	495.65
0	1/31/2017	Chase Bank	125.40
0	1/31/2017	INB Bank	7.48
0	1/31/2017	IMRF Illinois Municipal Retirement Fund	3,415.29

0	1/31/2017	IL Funds	472.32
0	2/7/2017	Payroll Sweep	16,076.16
9626	2/7/2017	Clennon Electric Co Inc	42.50
9627	2/7/2017	ComEd	1,647.53
9628	2/7/2017	Illinois Public Risk Fund	2,450.00
9629	2/7/2017	Jack Henry & Associates, Inc.	44.80
9631	2/7/2017	Nicor	2,754.69
9633	2/7/2017	John Surman	75.00
9634	2/7/2017	USA Blue Book	484.28
9635	2/7/2017	AT&T Mobility	31.81
9636	2/7/2017	Clennon Electric Co Inc	109.00
9639	2/7/2017	Constellation New Energy, Inc	4,331.44
9640	2/7/2017	Fort Dearborn Life Insurance	77.29
9641	2/7/2017	Healthcare Service Corp	6,982.52
9642	2/7/2017	Kankakee Truck Equipment, Inc.	950.00
9643	2/7/2017	Konica Minolta	109.00
9644	2/7/2017	Stephanie Little	138.45
9646	2/7/2017	PDC Labs Inc	561.75
9647	2/7/2017	Petty Cash Fund	40.00
9648	2/7/2017	Staples Advantage	38.99
9650	2/7/2017	Viking Chemical Company	2,305.20
9651	2/7/2017	Waste Management Of Il SW	520.18
9652	2/7/2017	Water Products Company	142.80
TOTAL:			<u>61,704.25</u>

**Fund 3 Sewer Capital Project Fund**

0	1/31/2017	Payroll Sweep	453.20
0	2/7/2017	Payroll Sweep	453.20
9649	2/7/2017	Strand Associates Inc	3,030.00
TOTAL:			<u>3,936.40</u>

**Fund 4 Sewer Operating M & R Fund**

9623	1/30/2017	United Communications Systems Inc	149.87
9624	1/30/2017	Verizon Wireless	258.88
0	1/31/2017	Payroll Sweep	11,907.97
0	1/31/2017	WEX Bank	147.23
0	1/31/2017	US Post Office	495.65
0	1/31/2017	Chase Bank	125.40
0	1/31/2017	INB Bank	7.48
0	1/31/2017	IMRF Illinois Municipal Retirement Fund	2,273.07
0	1/31/2017	IL Funds	472.33
0	1/31/2017	Misc Vendors	201.93
0	2/7/2017	Payroll Sweep	11,604.76
9625	2/7/2017	Arro Laboratories Inc	72.38
9626	2/7/2017	Clennon Electric Co Inc	327.00
9627	2/7/2017	ComEd	441.25
9628	2/7/2017	Illinois Public Risk Fund	1,770.00
9629	2/7/2017	Jack Henry & Associates, Inc.	44.81
9630	2/7/2017	Nicor	784.42
9632	2/7/2017	Richard Quigley	300.00
9634	2/7/2017	USA Blue Book	978.61
9635	2/7/2017	AT&T Mobility	31.81
9637	2/7/2017	ComEd	83.95
9638	2/7/2017	Consolidated Pipe & Supply Co., Inc.	543.17
9639	2/7/2017	Constellation New Energy, Inc	8,172.86

9640	2/7/2017	Fort Dearborn Life Insurance	63.53
9641	2/7/2017	Healthcare Service Corp	5,526.89
9643	2/7/2017	Konica Minolta	109.00
9644	2/7/2017	Stephanie Little	184.61
9648	2/7/2017	Staples Advantage	335.94

TOTAL: 47,414.80

**Fund 5 DFC Federal Grant Fund**

0	1/23/2017	Better Business Planning Inc.	2,430.06
1338	1/24/2017	Cardmember Service	3,363.40
1339	1/24/2017	Konica Minolta	215.19
1340	1/24/2017	Uline	256.47

TOTAL: 6,265.12

**Fund 7 ESDA Fund**

18579	1/30/2017	United Communications Systems Inc	222.95
18580	1/30/2017	Verizon Wireless	163.17
0	1/31/2017	WEX Bank	181.24
18614	2/7/2017	Wilmington Fire Protection District	166.20
18619	2/7/2017	Berkot Foods	26.33
18650	2/7/2017	WESCOM	36.36

TOTAL: 796.25

**Fund 12 Debt Service Fund**

0	1/23/2017	Bayview Loan Servicing	32,025.00
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TOTAL: 32,025.00

**Fund 17 Water Capital Project Fund**

0	1/31/2017	Payroll Sweep	1,359.60
0	2/7/2017	Payroll Sweep	1,359.60
9645	2/7/2017	Midwest Meter Inc	2,118.25

TOTAL: 4,837.45

**Fund 24 Capital Project Fund**

2016	2/7/2017	Peckham Guyton Albers & Viets, In	500.00
2017	2/7/2017	Robert E Hamilton Cons Eng	416.25
2018	2/7/2017	James V. Smith	4,900.00

TOTAL: 5,816.25

GRAND TOTAL: 447,422.75

\_\_\_\_\_  
Larry Hall

\_\_\_\_\_  
Kirby Hall

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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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Joe VanDuyne

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

**Approved: Feb. 7, 2017**



# MEMORANDUM

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TO: Alderman Larry Hall, Co-Chair  
Alderman John Persic, Jr., Co Chair  
Alderman Frank Studer  
Alderman Fran Tudor  
Alderman Kevin Kirwin  
Alderman Kirby Hall  
Alderman Joe Van Duyne  
Alderman Steve Evans  
Mayor Marty Orr

FR: Frank Koehler, Interim City Administrator

DT: Friday, January 27<sup>th</sup>, 2017

RE: **BUILDING INSPECTOR / CODE ENFORCEMENT POSITION**

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As you know, Pam Tharge recently submitted her resignation as the Building Inspector / Code Enforcement officer position for the City. While the work load is not significant at this time, once warm weather arrives, it will be extremely important to have this position filled. The sooner we can have someone on board, the sooner they can become familiar with the City's ordinances, regulations, and procedures.

With your permission, I would like to proceed with seeking applications to fill this position.

Attached please find a copy of the position's job description, and a summary of wages and benefits associated with the position.

Thank you.



**CITY OF WILMINGTON, IL**  
**JOB DESCRIPTION - BUILDING INSPECTOR / CODE ENFORCEMENT**

**DISTINGUISHING FEATURES OF WORK:**

Subject to administrative approval, the successful candidate will perform field inspections and technical work in connection with the enforcement of City Ordinances and (International Code Council) ICC Building Codes. In addition, the following is also required; will complete work related to licensing, planning, zoning, permitting, light plan reviews and enforcement of municipal ordinances. Must be able to work flexible schedule to include weekends and evenings as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Inspects all types of structures including commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.
- Inspects existing buildings and premises for business license, change of use, and occupancy for compliance with applicable codes, ordinances and regulations.
- Performs vacant structure inspections as needed.
- Performs daily patrols and inspections for violation of applicable codes, ordinances and regulations.
- Conducts field inspections regarding violations and takes appropriate action for individuals to correct the violation, verbal warnings, correction notices, or citations.
- Documents violations by securing photographs and other pertinent data; researched ownership records, prior to complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
- Draft and distributes a variety of correspondence, memoranda, notices, and reports relating to code enforcement, including warnings, citations, notices to appear and other code documents.
- Meets with owners, tenants, contractors, business owners, etc. to review violations and explain code requirements in order to achieve code compliance.
- Issues notices to comply on violations and issues “stop work” orders for work without permits or in an unsafe manner; maintains records, files and reports regarding inspection and plan review activities and findings for possible legal actions.
- Maintain documentary evidence on cases of non-compliance for use in court. When necessary, appears in court and testifies professionally and impartially.
- Enforces municipal ordinances, ICC Codes and other related codes.
- Responds to complaints of code violations related to signage, building occupancy, nuisances, housing conditions, construction, land use, zoning, animals, noise, weeds, dumping, and other code related matters.
- Consults with legal, planning, engineering, public works departments and fire safety staff regarding buildings, fire, life safety, zoning and other code interpretations and applications.
- Examines permit plans and specifications for buildings to be constructed, altered, moved or demolished to ensure compliance with the provisions of applicable codes, ordinances and regulations; recommends modifications and adjustments as necessary.
- Applies valuations, costs, and permit numbers and issues documents such as building permits, inspection notices, occupancy certificates, stop-work orders, correction notices, and citations as appropriate.
- Logs, routes, tracks and processes all incoming plans and related permit submittals; responds to code and related questions in person and on the phone.
- Examines site plans for locations of structures, setback requirements, easements and conformance to planning and zoning regulations.
- Drafts, prepares, recommends, and participates in revisions to municipal code and enforcement policies, procedures, techniques, and standards, as well as the department director’s interpretation.
- Responds to 24/7 emergency on-call requests from the Police or Fire Departments, such as for property damage or structural fires on an as needed basis (as back-up to the Building Commissioner).
- Attends and participates in meetings, stays abreast of new trends and innovations in the field of building inspection and plans examination.
- Attends required continuing education classes to maintain current ICC Certifications/Licenses.
- Promotes and maintains a positive image in contacts with various persons and agencies, provides effective and efficient customer service, and resolves complex and sensitive issues as they arise.

- Reports situations that may be encountered and are outside the scope of the position to the supervisor.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

#### **DESIRABLE REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **Education**

- High school diploma or equivalent
- Valid Illinois State Driver's License
- ICC Certification in Residential (single and one-two family residential) and Commercial Building, Mechanical, and Plan Review
- Background in and knowledge of various codes and regulations

#### **Experience**

- Requires a minimum of one (1) to three (3) years of experience working with all phases of modern construction practices and building codes, code enforcement, planning, and plan review.
- Requires thorough knowledge of City building, environment and zoning codes, rules, ordinances and regulations.
- Requires certification by national building code agencies as determined by the City.
- Knowledge of construction practices, state and local building codes and ordinances.
- Excellent communication skills, both verbal and written, with the ability to prepare, organize and communicate field data reports.
- Computer proficiency and demonstrated knowledge of computer software applications such as word processing, spreadsheets, and databases required. Must have a working knowledge of general office equipment and other tools utilized during field inspections.
- Good leadership skills
- Ability of interact professionally with the public
- Any combination of experience and training that provides the desired skills, knowledge and abilities.

#### **Skills and Abilities**

- Required the ability to set priorities, meet critical time deadlines, follow written and oral instructions, and handle business activities with discretion and integrity is required.
- Requires ability to examine plans and specifications to make interpretations and to determine whether such plans conform to provisions of the applicable codes, rules and ordinances.
- Requires ability to provide accurate and sound testimony before the Planning & Zoning Commission, Buildings & Zoning Committee, courts of competent jurisdiction, and Board of Trustees as required.
- Requires ability to express ideas on technical subjects in a clear and concise manner in both verbal and written form.
- Requires ability to plan and organize the works incorporated in land development procedures, processes and building/zoning operations.
- Requires the ability to establish effective working relationships with employees, supervisors, contractors, architects, engineers, owners, and the general public.
- Requires the ability to exercise judgment, confidence and creativity in situations involving the evaluation of information against measurable criteria
- Requires the ability to work independently with minimal supervision and assistance.
- Requires proficiency in driving/operating a motor vehicle for company business, and maintain a valid driver's license in the state of residence with a good driving record.

#### **PHYSICAL REQUIREMENTS**

The Building Inspector must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working on heights or on scaffolding, and lifting or carrying up to 100 pounds. Job requirements may include the ability to climb, bend and work in tight or confined spaces. Corrective lenses may be utilized if use of such corrective lenses allows the employee to properly perform his/her job functions. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger. The work also involves indoor work involving a computer, and reviewing plans and code books that require the incumbent to sit for long periods of time. Requires hearing ability sufficient to understand conversations with other individuals both in person and over a telephone.

**SAFETY RESPONSIBILITIES:**

Each Department employee shall be fully responsible for implementing the following provisions of this program at it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

- Promptly report to your supervisor all accidents and injuries occurring within the course of their employment. If the hazard is not abated notify your Department Head.
- Cooperate with and assist in investigation of accidents to identify correctable cause and to present their recurrence.
- Good housekeeping must be practiced at all times in the work area.
- Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling, and other acts which tend to have an adverse affect on safety or the well-being of other employees are prohibited.
- Obey all safety rules and follow published work instructions.
- Wear required personal protection equipment (PPE) when working in hazardous operation areas (hard hats, respirators, eye protection), in accordance with the current PPE Chart and Job Safety Analysis (JSA) Sheets. Please refer to your departments PPE Policy and Chart.
- Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
- Do not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
- Be alert to see that all guards and other protective devices are in their proper places and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.
- Arrive at work suitably attired for the job to be performed.
- Communicate the need for safety devices, physical improvements, training and refresher courses.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.



**CITY OF WILMINGTON**  
**BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER**

This is a permanent, non-union, part-time position with the City of Wilmington. Hours are restricted to not more than 25 hours in any given week, nor more than 1,000 hours during a 12 month period.

Compensation: \$20.00 per hour

Benefits: None

City to provide:

- Access to City vehicle for work use
- City paid cell phone for work use
- Two polo shirts and jacket with City logo
- Desk, computer, printer, office supplies
- Business Cards
- City phone number and email address



# MEMORANDUM

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TO: Alderman Larry Hall, Co-Chair  
Alderman John Persic, Jr., Co Chair  
Alderman Frank Studer  
Alderman Fran Tudor  
Alderman Kevin Kirwin  
Alderman Kirby Hall  
Alderman Joe Van Duyne  
Alderman Steve Evans  
Mayor Marty Orr

FR: Frank Koehler, Interim City Administrator

DT: Friday, January 27<sup>th</sup>, 2017

RE: ESTABLISHMENT OF MANAGEMENT INTERN POSITION

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With your concurrence, I would like to establish a non-paying internship position within the city offices. Our intent would be to reach out to St. Francis University, Lewis University or perhaps Governors State University for a student enrolled in business, finance, public administration, communications, economics or related fields. We would provide supervisions to the intern and perhaps, working in conjunction with the university, devise a program whereby the student could earn credits for the time spent. No pay would be provided but we would reimburse the student, as we would for employees, for any work related expense they may incur. A desk is available outside of the Accountant's office to accommodate the student, so no additions office equipment would be needed.

Why an internships?

Couple of reasons

First, as part of the budget cycle, I would like to develop a capital improvement plan for the City of Wilmington. We would ask each department to list all anticipated or planned capital expenses for each of the next five years, describe each item or project, provide a cost estimate for the work, and where possible, identify a funding source. A capital expensed would be any item having a cost in excess of \$10,000.00, and a useful like beyond one year. Examples would include all vehicle purchases (even if funding has already been secured, such as the Police Vehicles and funding from Ridgeport), water line/sewer line replacements or extensions, roadway improvements, building improvements, land acquisitions, etc. Having identified potential expenses, we could prioritize those items and coordinate projects for a more efficient utilization of resources. The Capital Plan would be adopted by the Council and reviewed each year as part of the budget process.

Having a Capital Plan in place would be helpful if we were to seek long term financing or pursue grants. The intern would work with each department in the development of capital project / expense documentation.

Related to the project to develop a Capital Improvement Plan, the Intern would also help in developing a five year forecast of revenues and expenditures. This will allow us to identify any structural defects that may result in revenue shortfalls during the next five years.

A second area of work for the intern would be in the area of human resource management. To comply with applicable Federal and State laws, we need to separate medical records from day-to-day personnel files for each employee, and to place in the day-to-day file wage and salary information.

A third area of work for the intern would be Staff Support for the CMAP Steering Committee. Working in conjunction with CMAP, the intern would help coordinate communications between all agencies and the Steering Committee members, logistical arrangements for meetings and meeting supplies, and other areas as needed.

For your review, I have attached a sample job description for the Internship Position, as well as an announcement that would be sent to St. Francis, Lewis and Governors State Universities.

Thank you.



## **JOB DESCRIPTION – MANAGEMENT INTERN**

**Title:** Management Intern. This is a non-paying but potentially credit-eligible position with the City of Wilmington. The intern would work closely with the City Administrator and Department Heads in developing and maintaining a five year Capital Improvement Program, developing a five year projection of anticipated revenues and expenditures, promulgation of human resources standards, providing support service to on-going comprehensive planning initiatives, and working to identify and seek grants for City related activities.

**Wilmington:** The City of Wilmington is a growing community located in the southwest corner of Will County. Nestled along the banks of the Kankakee River and along the Historic Route 66 Corridor, Wilmington has an historic downtown affording retail, entertainment and leisure opportunities, and a diverse residential community offering rental and ownership opportunities. Served by I-55, IL 53, and IL-102, and by the Union Pacific and Burlington Northern Santa Fe Railroads, Wilmington has emerged a leading center for industrial and logistical development. Ridgeport Industrial park, at Lorenzo Road and I-55 is projected to grow to more than 2,500 acres and have more than 46 million square feet of industrial space. Additional industrial facilities are located as part of the Joliet Arsenal Development Authority acreage at Route 53 and S. Arsenal Road. Finally, Wilmington is home to the Midewin National Tall Grass Prairie, an area of more than 18,500 acres.

### **Duties and Functions:**

- Develop forms and procedures to allow Department Heads to successfully identify capital improvement expenses for each of the next five years, inclusive of name, description, maps (where necessary), cost estimates and source of funding.
- Develop excel spread sheet to list each project.
- Research potential grant sources for individual projects.
- In concert with the City Administrator and City Accountant, identify and quantify anticipated expenditures and revenues during each of the next five years so as to ascertain trends and anticipated revenue shortfalls.
- Assist in outreach to, and coordination and collaboration with area organizations, associations, and regional planning entities.

### **Skills and Abilities**

- Required the ability to set priorities, meet critical time deadlines, follow written and oral instructions, and handle business activities with discretion and integrity is required.
- Requires the ability to establish effective working relationships with employees, supervisors, contractors, architects, engineers, owners, and the general public.
- Requires the ability to exercise judgment, confidence and creativity in situations involving the evaluation of information against measurable criteria
- Requires the ability to work independently with minimal supervision and assistance.
- Requires proficiency in driving/operating a motor vehicle for company business, and maintain a valid driver's license in the state of residence with a good driving record.

- Computer proficiency and demonstrated knowledge of computer software applications such as word processing, spreadsheets, and databases required. Must have a working knowledge of general office equipment

### **Physical Requirements**

Job requirements may include the ability to climb, bend and work in tight or confined spaces. Corrective lenses may be utilized if use of such corrective lenses allows the employee to properly perform his/her job functions. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger. The work also involves indoor work involving a computer, and reviewing plans and code books that require the incumbent to sit for long periods of time. Requires hearing ability sufficient to understand conversations with other individuals both in person and over a telephone.

### **Safety Responsibilities**

Each Department employee shall be fully responsible for implementing the following provisions of this program at it pertains to operations. The responsibilities listed below are minimums and are in no way meant to limit individual initiative to implement more comprehensive procedures.

- Promptly report to your supervisor all accidents and injuries occurring within the course of their employment. If the hazard is not abated notify your Department Head.
- Cooperate with and assist in investigation of accidents to identify correctable cause and to present their recurrence.
- Good housekeeping must be practiced at all times in the work area.
- Avoid engaging in any horseplay and refrain from distracting others. Horseplay, scuffling, and other acts which tend to have an adverse affect on safety or the well-being of other employees are prohibited.
- Obey all safety rules and follow published work instructions.
- Wear required personal protection equipment (PPE) when working in hazardous operation areas (hard hats, respirators, eye protection), in accordance with the current PPE Chart and Job Safety Analysis (JSA) Sheets. Please refer to your departments PPE Policy and Chart.
- Obey all safety rules and follow work instructions. If any doubt exists about the safety of doing a job, stop and get instructions from your supervisor before continuing.
- Do not handle or tamper with any electrical equipment, machinery, or air or water lines in a manner not within the scope of their duties, unless they have received specific instructions.
- Be alert to see that all guards and other protective devices are in their proper places and adjusted correctly. Each employee will report deficiencies promptly to a supervisor.
- Arrive at work suitably attired for the job to be performed.
- Communicate the need for safety devices, physical improvements, training and refresher courses.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

### **Upside**

- Gain experience communicating directly with employees, public officials and related organizations.
- Gain knowledge and experience in areas of Public Administration, Finance, Public Safety and Public Works.
- Participating in Departmental meetings.
- Paid student membership in Illinois City/County Management Association
- Gain experience working in a team on your own initiative.

- Hours: A flexible schedule will be developed to best accommodate interns educational and professional needs. Intern will be expected to work between 10 and 15 hours a week for the duration of the Internship.

**Application Process:**

- Meet with School Guidance Counselor and/or Department Chair to determine if potential project would be eligible earned credits.
- Submit Applications to the City of Wilmington, 1165 S. Water Street, Wilmington, IL 60481, Attn: City Administrator no later than \_\_\_\_\_.
- Anticipated that position would be filled by \_\_, 2017.

Applicants must be enrolled in a four year degree program with emphasis in Business Administration, Public Administration, Finance, Economics, Communications, or related fields.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

The City of Wilmington is an Equal Opportunity Employer



City of Wilmington, Will County, Illinois is seeking applications for the position of A Management Intern Position. This is a non-paying but potentially credit-eligible position with the City of Wilmington. The intern would work closely with the City Administrator and Department Heads in developing and maintaining a five year Capital Improvement Program, promulgation of human resources standards, providing support service to on-going comprehensive planning initiatives, and working to identify and seek grants for City related activities.

**Application Process:**

- Meet with School Guidance Counselor and/or Department Chair to determine if potential project would be eligible earned credits
- Submit Applications to the City of Wilmington, 1165 S. Water Street, Wilmington, IL 60481, Attn: City Administrator no later than \_\_\_\_\_
- Anticipated that position would be filled by \_\_, 2017.