

Minutes of the Committee of the Whole
Wilmington City Hall
1165 South Water Street
February 8, 2022

Call to Order

The Committee of the Whole meeting on February 8, 2022, was called to order at 5:30 p.m. by Mayor Dietz in the Council Chamber 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 In-Person Jeffries, Vice, Allred, Mietzner, Smith

Aldermen Absent Kirwin, Knight, Holmes

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 City Administrator Jeannine Smith, Deputy Chief of Police Adam Zink, Superintendent Ken Ewenson, ESDA Director Dennis Housman, ROINC Patrick Nugent & Deputy City Clerk Joie Ziller.

Approve Previous Meeting Minutes

Alderman Allred made a motion and Alderman Vice seconded to approve the January 11, 2022 meeting minutes and have them placed on file. **Upon the voice vote, all yes, the motion carried.**

Public Comment

Sherry Michaels stated that she has been experiencing issues with receiving mail is looking forward to the incentive for autopay.

Police & ESDA

Co-Chairs Alderman Mietzner & Alderman Allred

Chief of Police Monthly Summary Report

Deputy Chief of Police Zink briefed the Council on the monthly happenings within the department. The report will be included with the approved meeting minutes for future reference.

Director of ESDA Monthly Summary Report

ESDA Director Housman reviewed the monthly summary report with the Committee. The report will be included with the approved meeting minutes for future reference.

FY 2022 Budget Summary

The Committee members reviewed the FY 2022 Budget Summary Reports. The Committee had no questions related to the budget.

Other Pertinent Information

Mayor Dietz informed the Committee that the fifty-two applications received for the Chief of Police position have been narrowed down to ten. Interviews are in the process of being scheduled.

Ordinance & License Committee

Co-Chairs Alderman Kirwin & Alderman Knight

Review & Recommend Approval of Draft Ordinance Amending Codes Pertaining to Police Related Tow Service Duties and Obligations

The Committee reviewed the draft ordinance as presented in the meeting packet. After some discussion, the Committee agreed to move this ordinance to the February 15, 2022, City Council meeting for full Council approval.

Review & Recommend Approval of Draft Ordinance Amending Codes Pertaining to Fire Alarms and Reimbursement for Contract Police Services

The Committee reviewed the draft ordinance as presented in the meeting packet. After some discussion, the Committee agreed to table this ordinance based on the recommendation by City Administrator Smith. City Administrator Smith and Deputy Chief Zink will revisit this draft and make the necessary corrections for the Council approval at a future meeting.

Other Pertinent Information

Nothing at this time.

Buildings, Grounds, Parks, Health & Safety Committee

Co-Chairs Alderman Jeffries & Alderman Smith

Review & Recommend Approval of Façade Improvement Grant Program Application – 113 E Baltimore St (RT 66 Bar & Grill)

The Committee reviewed the application as presented in the meeting packet. The applicant was present to explain the project and field questions by the Committee members. The Committee agreed to move this ordinance to the February 15, 2022, City Council meeting for full Council approval.

FY 2022 Budget Summary

The Committee members reviewed the FY 2022 Budget Summary Reports. The Committee had no questions related to the budget.

Water, Sewer, Streets and Alleys Committee

Co-Chairs Alderman Vice & Alderman Holmes

Monthly Reports

Reports were given and/or presented by the Superintendent of Public Works and the ROINC of the Water Treatment and Water Reclamation Plant.

Approve & Recommend Approval of Purchases Requested for Water Treatment Plant

The Committee reviewed the purchases for the Water Treatment Plant as presented in the meeting packet. After some discussion, the Committee agreed to move the necessary purchases to the February 15th Council meeting for full approval.

FY 2022 Budget Summary

The Committee reviewed the FY 2022 Budget Summary Reports. The Committee had no questions related to the budget.

Other Pertinent Information

Nothing at this time.

Personnel & Collective Bargaining Committee

Co-Chairs Alderman Mietzner & Alderman Holmes

Nothing at this time.

Adjournment

Motion to adjourn the meeting made by Alderman Mietzner and seconded by Alderman Jeffries. **Upon the voice vote, the motion carried.** The Committee of the Whole Meeting held on February 8, 2022, adjourned at 6:35 p.m.

Respectfully submitted,



Joie Ziller, Deputy City Clerk



City of Wilmington Police Department

Departmental Memorandum

To: City Council
From: Deputy Chief Zink
Subject: Monthly Status Report – January 2022

During the month the patrol division had the following activity:

- 0 Pedestrian/Suspicious Stops
- 37 Business (Walk and Talk) Checks (officers entering businesses during normal hours)
- 1171 Premise Checks (officer checking cursory checks of businesses after hours)
- Officers made 0 misdemeanor and/or warrant arrests
- Officers made 1 felony arrest
- Officers issued 8 traffic citations
- Officers issued 17 written traffic warnings
- Officers issued 2 compliance (local ordinance) tickets
- Officers issued 0 parking tickets
- Officers handled an additional 125 calls for service and wrote 7 related reports

Detective Sullivan had the following activity:

- Closed 15 active cases; 1 by warrant, 9 administratively, 1 referred to other agency, and 4 non-complaints
- Added 6 new cases.

Training:

- Officers participated in a total of 24 hours of off-site training
- Each officer participated in 27 Lexipol daily training scenarios
- 0 officers participated in life fire range training, other agencies used range 4 days in January.
- Each officer participated in 2 hours of Illinois Law Enforcement Executive Institute Online Training (mandatory) on CBRNE Lab Awareness

Other:



Wilmington Emergency Services Disaster Agency

103 North Main Street • Wilmington, IL 60481

Bus. (815) 476-2334 Fax (815) 476-5291

Wilmington ESDA

Committee Report

February 3, 2022

1-13-22	Light Tower request for Traffic accident	Mutual Aid/ Braidwood PD
1-21-22	Deer on ice Kankakee River	ESDA/Wilmington Fire
1-22-22	Rehab	Mutual Aid/Elwood Fire
1-26-22	Traffic	Mutual Aid/Will County Sheriff
2-3-22	Traffic	Mutual Aid/ Will County Sheriff

Last 2 weeks started conducting Drone Fly Overs on Kankakee River for ice jamming.

Upcoming Training:

1-10-22 Emergency Response Training for Pipeline Incident

1-15-22 Nuclear Emergency Worker Training /6:00 pm ESDA Station.

1-16-22 Nuclear Emergency Operation Center training/ 9:00 am ESDA Station

Nuclear Emergency Worker Training 10:15 am ESDA Station

Water Treatment & Distribution Report

February 2022

Note: Must be logged into wilmington-il.com account to review links.

Treatment Plant

- Plant operations:
 - Plant coverage and staffing hours have expanded due to increased demand on distribution.
- Water Plant Main Heaters:
 - Both units are greater than 8 years old.
 - 1 of the 2 process room heaters went out mid January and needs to be replaced.
 - AAA Comfort Heating Air Conditioning & Refrigeration - [\\$4,824.00 furnace and installation.](#)
 - The 2nd unit is now out of service as of 2/3/22. Technician scheduled for 2/4/22.
 - Process and chemical feed lines and equipment may be subject to freezing temperatures in the main process room.
- Cone #1 Blowdown Valve - Rebuilt 2 years ago, Actuating cylinder was scored on the inside and worn out during last rebuild.
 - Actuator is currently a seized, dismantled actuator to operate manually.
- River Intake Screens - Water Jet system - Motor.
 - Project Date: On Hold. Due to staffing and operational changes
- Lime Lagoons:
 - Catwalks need to be replaced (See Photos in west lagoon link)
 - The Lagoons surface water is decanted back to the raw water supply for retreatment. Periodically, The water operators have to adjust the decant arm on the lagoons. The original all wooden catwalks over the lagoons have been weathered and worn out. The wooden railings are nearly non-existent. The adjustment lever for that decant line is at the end of each catwalk above a concrete casing.
 - [West Lagoon - Inactive](#)
 - Concrete Casing needs to be reset. Remaining lime sludge needs to be removed.
 - Request chamlin to review.
- Building Replacement:
 - Plans to Remove roof fans, lighting, supports for electrical conduits, and coverings for treatment tanks.
- [Installed New plant RPZ Device.](#)
 - Additional branch line added to increase flow to Chlorine Injectors.
 - Working on metering water treatment plant main water supply line.
- Ammonia & Chlorine Feed equipment -
 - Chlorine feed system
 - All new tubing, plumbing, [ejectors](#), and [rebuilt all existing chlorine regulators](#) and switch over ejectors.
 - After rebuilding, 2 regulators are failing and leaking due. [Request to purchase option A - 2 new regulators.](#)

Distribution

- Valve Exercise Machine - Update
- Large Commercial Meters > 3".
 - Dupont. (In Progress)
 - West Ground Storage: 6" Meter. 8" service main
 - Main Plant Meter - 6" Meter.
 - Ready for installation.
- Ridgeport Water Tower.
 - ACS - February of 2022 will make the SCADA upgrades for the West Tower.
 - Request approval to upgrade radio communication for the water plant and Towers. [See attached quote from ACS.](#)
- [Ridgeport 16" Water Main Relocation](#) - Water mains off West Frontage Rd. were Relocated for Elion Blvd. Extension for drain culvert.
- Water Production Meters:
 - [10" raw meter](#): installed October 27th of 2021.
 - [16" finished meter update](#): Meter Installed November 3rd
 - [12" finished meter update](#): Installed early February 2022.
- [Updated Distribution and Utility Metering Numbers.](#)
 - Update on current operations and usage.

Well #3: Back up - Back In Service:

November 17th of 2021, the Air/Vac Pressure Relief Valve failed and needed to be replaced. IEPA notified regarding the status of Well #3. Custom piping spool piece was ordered for replacement along with additional material for repairs.

Public Works assisted with the installation of the new spool piece and new support stand. New gauges installed. Completed two coliform samples greater than 24 apart with passing results to put well #3 Back into service with IEPA.

Committee of the Whole Report

8 February 2022

Patrick W. Nugent ROINC

Plans are moving right along for North Island Lift Station Replacement. We have a set of plans for review and will be meeting with the Mayor and City Administrator to review them.

The Pharshall Flume (Influent Meter) plans are complete. Have received bids for the equipment and were approved by the Council. I will be ordering the equipment shortly. Once I have a delivery date for the equipment. I will work with Chamlin for the bidding of the installation.

The sludge tank level indicator control panel is bad and needs replacing. I have one quote from Gasvoda and are working on getting a couple of other quotes. Once I have all the quotes, I will get them to you for approval.

I am working with Matt on the budget. I am still getting quotes and numbers together.

We have a contract with Cummins for maintenance of our generators. There is a little discrepancy with the work they are supposed to be doing. I am working with them to get it straightened out. I will then have them out to perform the maintenance.

February 15 & 16 I will be in Effingham for the IRWA Annual Conference. On Tuesday, 15 February, they will be announcing the winner of the Wastewater Plant of the Year. I also attend the conference to acquire credit hours for my license renewal.



MEMO

Date: January 27, 2022
To: Honorable Mayor Dietz and City Council Members
From: Jeannine Smith, City Administrator
Cc: Joie Ziller, Deputy Clerk
Re: January Status Report

My first month in Wilmington have been busy and very successful. I am still in the process of visiting all facilities and other agencies/governmental units in Wilmington, however, I have met most of our employees. Everyone has been welcoming and ready to help advance the City Council's priorities for 2022.

Most of my time in the first few months will be spent learning about the cultures and subcultures that exist internally as well as externally. I am gathering information regarding policies and procedures and will be making suggestions to the Council after vetting the same with staff.

You should expect to receive a monthly report from me and all departments going forward. Water, Sewer, Police, Finance, and ESDA are reporting independently of this report. Streets and Public Properties will be reporting independently once a new Public Works Director is hired. These reports are meant to be brief; therefore, if you have any questions regarding a particular matter within any report, please do not hesitate to reach out to me for clarification.

ADMINISTRATION, BUILDING AND PUBLIC WORKS

Communication

Department Head staff meetings were initiated the first and third Tuesday of every month. Staff has been very receptive and participatory.

On January 19th, I met with Kirsten VanDuyne, Wilmington Park District Director, as a matter of introduction to the District and discussion on ways the City and the District can partner with one another.

I am working with staff on resolving telecommunications issues throughout the City departments. There are several concerns with calls dropping on cell phones, and internet connectivity problems at many of our buildings. We will be hosting a joint meeting with

existing vendors to address and ultimately fix the problems up to and including a recommendation to the City Council for contracting new vendors depending on staff feedback.

Executive Secretary Ziller has completed our first newsletter which was sent to you via email and placed on the City's website. Your feedback is appreciated as this is an evolving piece of communication.

Personnel

We have received 23 applications for the Public Works Director position. Of that number, 20 responded in time for the first round of interviews and the review team narrowed the pool to 6 candidates. The first round of interviews will take place on February 11th with the intent of selecting the top two candidates who will subsequently participate in a peer review process. The goal is to have an offer extended and accepted by the end of February with a start date in March for the new Director.

Finance

I am in the process of reviewing all parcels owned by the City to determine if a tax exemption has been applied for. There are currently two I have identified that are missing tax exemption status. Matt Hoffman has submitted the required paperwork to the County. I will continue with my research and will advise you of the status when completed.

As part of the next budget year process, staff will be creating a Capital Improvements Program which will enable staff and the Council to plan for equipment and improvements 5 years at a time. The purpose of creating a CIP is to systematically evaluate competing demands for resources based on a prioritization matrix that reflects the City's long-term goals and objectives.

Planning and Economic Development

During the Planning and Zoning Commission meeting of January 6th, staff was directed to forward the current Comprehensive Plan to the Commission. They would like to review the Comprehensive Plan and have a joint meeting with City Council members to discuss an amendment and other planning strategies.

On several occasions, the City Engineer and I have met to discuss proposed developments and review tentative plans for presentation to the Planning and Zoning Commission and ultimately City Council. We are working toward creating procedures for builders and developers to help clarify requirements and expedite the process.

On January 24th, I met with Doug Pryor of the Will County Center for Economic Development ("CED"). Most of our discussion centered around one project proposed for the east side of town; however, we agreed to have a follow up meeting to discuss ways in which the CED can proactively assist the City with marketing initiatives.

On January 25th, the Mayor and I met with Elion representatives to discuss pending build outs at Elion, traffic concerns presented to me, and ways in which Elion can be a better partner to the City.

On January 26th, I participated in the Regional Transportation Authority's ("RTA") Strategic Plan workshop to assist with their regional planning process. They are looking for feedback from the collar counties and other regions surrounding Chicago to help them formulate goals and objectives for the plan. To receive news and updates, residents may subscribe to their blog at <https://blog.rtachicago.org/>

Public Properties

Mid-month we received notification from the alarm company that the City Hall alarm was not transmitting signals to the alarm service. Alarm Detection Systems, Inc. responded quickly and repaired the wiring in the alarm panel at City Hall. All systems are up and operating. Staff will look into panel replacement if needed and include it in the upcoming budget discussions.

Most of the City Hall updates are completed. The remaining projects include new carpet in the boardroom, ramp up to dais, carpet in the Mayor's office and Building Department. Additionally, we will be replacing furniture in the Mayor's Office and Building Department to match the remainder of the building. These costs will be added to the next fiscal year budget and discussed during budget hearings.

Thank you in advance for your time and attention