



City of Wilmington
Finance, Administration & Land Acquisition Committee
February 21, 2023 at 6:30 p.m.

In Person & Via Zoom

join by video at:

<https://us02web.zoom.us/j/85462968156?pwd=UUJVUEZWOVBTMiNna1ZzMXVnaW5BUT09>

join by phone at:

1-312-626-6799

Meeting ID: 854 6296 8156 / Passcode: 147666

Location & Time

Council Chambers
1165 S Water St
Wilmington, IL 60481

6:30 p.m. 02/21/2023

Agenda

1. Call to Order
2. Review and Approve Previous Meeting Minutes
3. Public Comment
(State your full name clearly; limit 3 minutes each per Ordinance 19-06-18-01)
4. Review Accounting Reports
5. Other Pertinent Information
6. Adjournment

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

Kevin Kirwin, Co-chair
Ryan Jeffries, Co-chair
Dennis Vice
Ryan Knight
Leslie Allred
Jonathan Mietzner
Todd Holmes
Thomas Smith

CITY OF WILMINGTON
FINANCE, ADMINISTRATION & LAND ACQUISITION COMMITTEE
Tuesday, January 17, 2023, at 6:30 p.m.
Wilmington City Hall, Council Chambers
1165 S. Water Street, Wilmington IL

Committee Members in Attendance:

Co-Chair, Kevin Kirwin
Co-Chair, Ryan Jeffries
Dennis Vice
Ryan Knight
Leslie Allred
Jonathan Mietzner
Tom Smith

Committee Members Absent

Todd Holmes

Other City Officials in Attendance:

Mayor Ben Dietz, City Administrator Jeannine Smith, Finance Director Nancy Gross, Chief of Police Adam Zink, Public Works Director James Gretencord, and Deputy City Clerk Joie Ziller

The meeting of the Finance, Administration & Land Acquisition Committee was called to order at 6:32 P.M. by Mayor Dietz.

Approve Previous Meeting Minutes

Alderman Knight made a motion and Alderman Jeffries seconded to approve the December 20, 2022 meeting minutes as written and have them placed on file.

Upon roll call, the vote was:

AYES: 6 Kirwin, Jeffries, Allred, Vice, Smith, Knight

NAYS: 0

PASS: 1 Mietzner

ABSENT: 1 Holmes

The motion carried.

Review Accounting Reports

The Committee reviewed the accounts payable report as presented in the agenda packet. Director Gross informed the Committee that the City's account at Old National Bank has been closed out.

Public Comment

No public comment was made.

Consideration to Approve Resolution 2023-02, A Resolution Approving the First Data Omaha Account User Information Change for the City of Wilmington

The Committee reviewed the resolution as presented in the agenda packet and agreed that this is moved to City Council for a full vote at the January 17, 2023 meeting.

Consideration to Approve the National Business Furniture Quote in an amount not exceeding \$26,034.99

The Committee reviewed the quote as presented in the agenda packet and agreed that this is moved to City Council for a full vote at the January 17, 2023 meeting.

Consideration to Approve the West Flooring Company, Inc. Quote in an amount not exceeding \$16,400

The Committee reviewed the quote as presented in the agenda packet and agreed that this is moved to City Council for a full vote at the January 17, 2023 meeting.

Other Pertinent Information

No other pertinent information was discussed.

Adjournment

The motion to adjourn the meeting was made by Alderman Knight and seconded by Alderman Jeffries. Upon voice vote, all yes, and the motion carried. The meeting was adjourned at 6:43 P.M.

Respectfully submitted,
Joie Ziller
Deputy City Clerk

Bills to be presented to the City of Wilmington Council on
February 21, 2023

GENERAL FUND	
01 ADMINISTRATION	\$10,640.17
02 BUILDINGS & GROUNDS	19,031.63
03 POLICE	23,704.21
05 PUBLIC WORKS	21,225.13
13 BUILDING	2,454.84
14 PLANNING & ZONING	0.00
25 GENERAL LIABILITY	0.00
CATFISH DAYS	0.00
ESDA FUND	378.05
MOBILE EQUIPMENT FUND	0.00
TOTAL TO BE PAID FROM GENERAL FUND	\$77,434.03
WATER/SEWER	
WATER OPERATIONS	\$10,253.73
WATER CAPITAL	0.00
SEWER OPERATIONS	10,981.31
SEWER CAPITAL	0.00
TOTAL TO BE PAID FROM WATER/SEWER	\$21,235.04
DFC FEDERAL GRANT FUND	\$0.00
CAPITAL PROJECTS	\$0.00
DEBT SERVICE	0.00
RIDGEPORT TIF #2	0.00
PAYROLL	
PAY DATE 2/10/2023	\$125,324.16
TOTAL PAYROLL	\$125,324.16
TOTAL BILLS TO BE PAID	<u>\$223,993.23</u>

These checks here listed have been approved and ordered paid at the meeting of the City of Wilmington Council on the 21st of February 2023.

Dennis Vice

Kevin Kirwin

Ryan Jeffries

Leslie Allred

Jonathan Mietzner

Thomas Smith

Ryan Knight

Todd Holmes

Prepared by: Nancy Gross, Finance Director/Treasurer

Accounts Payable

GL Distribution Report

User: Msurman
 Printed: 2/21/2023 - 9:53 AM
 Batch: 00010.02.2023
 Fiscal Period: 10
 JE Date: 2/21/2023 12:00:00 AM

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



FUND	DR Amount	CR Amount	Account Number	Description
01 General Corporate Fund				
	0.00	77,055.98	01-00-3202	Accounts Payable
	2,469.65	0.00	01-01-6380	Employee Health & Life Insurnc
	102.20	0.00	01-01-6385	Retired Empl Health Ins/Dental
	3,312.04	0.00	01-01-6385	Retired Empl Health Ins/Dental
	1,334.00	0.00	01-01-6385	Retired Empl Health Ins/Dental
	102.20	0.00	01-01-6385	Retired Empl Health Ins/Dental
	102.20	0.00	01-01-6385	Retired Empl Health Ins/Dental
	102.20	0.00	01-01-6385	Retired Empl Health Ins/Dental
	107.80	0.00	01-01-6385	Retired Empl Health Ins/Dental
	870.00	0.00	01-01-6655	PUBLISHING/PRINTING
	488.16	0.00	01-01-6760	Telephone/Internet
	605.70	0.00	01-01-6760	Telephone/Internet
	257.38	0.00	01-01-6760	Telephone/Internet
	786.64	0.00	01-01-7950	Refunds
	189.63	0.00	01-02-6510	Maintenance - Equipment
	16,992.00	0.00	01-02-6510	Maintenance - Equipment
	1,850.00	0.00	01-02-6531	Prof Fess - Janitorial
	300.00	0.00	01-03-6360	Dues Subscrp. & Memberships
	349.00	0.00	01-03-6360	Dues Subscrp. & Memberships
	19,919.13	0.00	01-03-6380	Employee Health & Life Insurnc
	821.25	0.00	01-03-6460	Legal Services
	351.00	0.00	01-03-6670	Prof Fees - Other
	157.11	0.00	01-03-6760	Telephone/Internet
	257.96	0.00	01-03-6760	Telephone/Internet
	1,191.62	0.00	01-03-6760	Telephone/Internet
	78.43	0.00	01-03-6970	Oper Supplies and Tools
	55.71	0.00	01-03-6970	Oper Supplies and Tools
	223.00	0.00	01-03-7010	Uniforms & Accessories
	19,308.97	0.00	01-05-6380	Employee Health & Life Insurnc
	188.99	0.00	01-05-6640	Maint-Vehicles
	604.05	0.00	01-05-6760	Telephone/Internet

FUND	DR Amount	CR Amount	Account Number	Description
	346.71	0.00	01-05-6760	Telephone/Internet
	776.41	0.00	01-05-6970	Oper Supplies and Tools
	2,451.77	0.00	01-13-6380	Employee Health & Life Insurnc
	3.07	0.00	01-13-6760	Telephone/Internet
	<u>77,055.98</u>	<u>77,055.98</u>		
07 ESDA Fund				
	0.00	378.05	07-00-3202	Accounts Payable
	335.86	0.00	07-00-6760	Telephone/Internet
	42.19	0.00	07-00-6760	Telephone/Internet
	<u>378.05</u>	<u>378.05</u>		
	<u><u>77,434.03</u></u>	<u><u>77,434.03</u></u>		
Grand Total:				

Accounts Payable

To Be Paid Proof List

User: Msurman
 Printed: 02/21/2023 - 9:52AM
 Batch: 00010.02.2023

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



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
Aqua Solutions, LLC									
108657									
*** 438214	2/20/2023	55.71	0.00	02/21/2023				No	0
01-03-6970 Oper Supplies and Tools					Water/bottle deposit				
		55.71							
438214 Total:		55.71							
		55.71							
Aqua Solutions, LLC Total		55.71							
AT&T									
0030									
815476977302	2/20/2023	604.05	0.00	02/21/2023				No	0
01-05-6760 Telephone/Internet					02/04/23 - 03/03/23				
		604.05							
815476977302 Total:		604.05							
815476978202	2/20/2023	488.16	0.00	02/21/2023				No	0
01-01-6760 Telephone/Internet					02/04/23 - 03/03/23				
		488.16							
815476978202 Total:		488.16							
		488.16							
AT&T Total:		1,092.21							
Blue Cross & Blue Shield of IL									
0174									
March2023a	2/21/2023	2,469.65	0.00	02/21/2023				No	0
01-01-6380 Employee Health & Life Insurnc					Finance & Admin Health Ins				

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number					Description	Reference			
	March2023a Total:	2,469.65							
March2023b	2/21/2023	3,312.04	0.00	02/21/2023				No	0
01-01-6385 Retired Empl Health Ins/Dental					Retirees Health Ins				
	March2023b Total:	3,312.04							
March2023c	2/21/2023	19,308.97	0.00	02/21/2023				No	0
01-05-6380 Employee Health & Life Insurnc					PubWrks Health Ins				
	March2023c Total:	19,308.97							
March2023d	2/21/2023	19,919.13	0.00	02/21/2023				No	0
01-03-6380 Employee Health & Life Insurnc					Police Health Ins				
	March2023d Total:	19,919.13							
March2023e	2/21/2023	2,451.77	0.00	02/21/2023				No	0
01-13-6380 Employee Health & Life Insurnc					P&Z Health Ins				
	March2023e Total:	2,451.77							
	Blue Cross & Blue Shield	47,461.56							
Blue Cross Blue Shield of Illinois									
9103									
*** ILO65LB00060	2/20/2023	1,334.00	0.00	02/21/2023				No	0
01-01-6385 Retired Empl Health Ins/Dental					March 2023				
	ILO65LB000608-4 Total:	1,334.00							
	Blue Cross Blue Shield of	1,334.00							
Blue Cross Medicare Rx (PDP)									
1487									
000069741823	2/20/2023	102.20	0.00	02/21/2023				No	0
01-01-6385 Retired Empl Health Ins/Dental					.Peggy Daniels March 2023				

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date Description	Task Label	Type Reference	PO #	Close PO	Line #
000069741823 Total:		102.20							
Blue Cross Medicare Rx (P)		102.20							
Blue Cross Medicare Rx (PDP) 1488									
*** Cheryl Roach	2/20/2023	102.20	0.00	02/21/2023				No	0
01-01-6385 Retired Empl Health Ins/Dental				March 2023 Cheryl Roach RX Premium					
Cheryl Roach Total:		102.20							
Blue Cross Medicare Rx (P)		102.20							
Blue Cross Medicare Rx (PDP) 1489									
000069751230	2/20/2023	102.20	0.00	02/21/2023				No	0
01-01-6385 Retired Empl Health Ins/Dental				Suzanne Johnston March 2023 RX Premium					
000069751230 Total:		102.20							
Blue Cross Medicare Rx (P)		102.20							
Blue Cross MedicareRx (PDP) 9116									
*** Ken Olson	2/20/2023	107.80	0.00	02/21/2023				No	0
01-01-6385 Retired Empl Health Ins/Dental				Ken Olson March 2023 RX Premium					
Ken Olson Total:		107.80							
Blue Cross MedicareRx (P)		107.80							
Blue Cross MedicareRX (PDP) 1773									
Ken Jeffries	2/20/2023	102.20	0.00	02/21/2023				No	0

AP-To Be Paid Proof List (02/21/2023 - 9:52 AM)

*** means this invoice number is a duplicate.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
01-01-6385 Retired Empl Health Ins/Dental				Ken Jeffries March 2023 RX Premium					
	Ken Jeffries Total:	102.20							
	Blue Cross MedicareRX (P	102.20							
Clark Baird Smith, LLC 1286 16388	2/20/2023	821.25	0.00	02/21/2023				No	0
01-03-6460 Legal Services				Jan. 2023 Legal					
	16388 Total:	821.25							
	Clark Baird Smith, LLC To	821.25							
Comcast 9059									
*** 8771200150023:	2/20/2023	257.38	0.00	02/21/2023				No	0
01-01-6760 Telephone/Internet				02/05/23 - 03/04/23					
	877120015002329 Total:	257.38							
*** 8771200150123	2/20/2023	257.96	0.00	02/21/2023				No	0
01-03-6760 Telephone/Internet				02/05/23 - 03/04/23					
	877120015012314 Total:	257.96							
*** 8771200150224	2/20/2023	335.86	0.00	02/21/2023				No	0
07-00-6760 Telephone/Internet				02/05/23 - 03/04/23					
	877120015022443 Total:	335.86							
*** 8771200210101:	2/20/2023	157.11	0.00	02/21/2023				No	0
01-03-6760 Telephone/Internet				02/05/23 - 03/04/23					
	877120021010180 Total:	157.11							
	Comcast Total:	1,008.31							

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date Description	Task Label	Type Reference	PO #	Close PO	Line #
Fast Trac Automotive, Inc. 1018 15653 01-05-6640 Maint-Vehicles	2/20/2023	188.99	0.00	02/21/2023 Exhaust Leak FordF-350				No	0
15653 Total:		188.99							
Fast Trac Automotive, Inc.		188.99							
Great Lakes Water & Safety Products Inc. 108586 1218 01-03-7010 Uniforms & Accessories	2/20/2023	223.00	0.00	02/21/2023 SULLIVAN- Blue Cover for vest				No	0
1218 Total:		223.00							
Great Lakes Water & Safet		223.00							
Illinois LEAP 1462 497 01-03-6360 Dues Subscrp. & Memberships	2/20/2023	349.00	0.00	02/21/2023 2023 Illinois LEAP Conference - Heather Whyte				No	0
497 Total:		349.00							
Illinois LEAP Total:		349.00							
Municipal Electronics Division LLC 0296 069291 01-03-6670 Prof Fees - Other	2/20/2023	351.00	0.00	02/21/2023 Radar Certs.				No	0
069291 Total:		351.00							

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	Municipal Electronics Divi	351.00							
R.L. Lyon, Inc. 108693 45099	2/21/2023	16,992.00	0.00	02/21/2023	City Hall Furnace & AC replacement			No	0
01-02-6510 Maintenance - Equipment									
45099 Total:		16,992.00							
R.L. Lyon, Inc. Total:		16,992.00							
Uni Max Management Corp. 1768 4399	2/20/2023	1,850.00	0.00	02/21/2023	Feb. 2023 Janitorial			No	0
01-02-6531 Prof Fess - Janitorial									
4399 Total:		1,850.00							
Uni Max Management Cor		1,850.00							
Verizon Wireless 0455 9927033012a	2/20/2023	605.70	0.00	02/21/2023	Finance & Adm. Dept. Wireless Alloca	Wireless Teleph		No	0
01-01-6760 Telephone/Internet									
9927033012a Total:		605.70							
9927033012b	2/20/2023	1,191.62	0.00	02/21/2023	Police Dept. Wireless Svc Allocation	Wireless Teleph		No	0
01-03-6760 Telephone/Internet									
9927033012b Total:		1,191.62							
9927033012c	2/20/2023	346.71	0.00	02/21/2023	Public Works Dept. Wireless Allocation	Wireless Teleph		No	0
01-05-6760 Telephone/Internet									
9927033012c Total:		346.71							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
*** 9927033012e	2/20/2023	3.07	0.00	02/21/2023				No	0
01-13-6760 Telephone/Internet				Bldg Dept Wireless Telephone Allocation		Wireless Teleph			
*** 9927033012e	2/20/2023	42.19	0.00	02/21/2023				No	0
07-00-6760 Telephone/Internet				ESDA Dept. Wireless Tele Allocation		Wireless Teleph			
9927033012e Total:		45.26							
Verizon Wireless Total:		2,189.29							
Village of Shorewood									
1693									
0063316	2/20/2023	300.00	0.00	02/21/2023				No	0
01-03-6360 Dues Subscrp. & Memberships				ILEAS Mobile Field Force Annual Dues					
0063316 Total:		300.00							
Village of Shorewood Tota		300.00							
Whitmore Investments Inc									
0472									
Dec. 2022a	2/21/2023	189.63	0.00	02/21/2023				No	0
01-02-6510 Maintenance - Equipment				Dec. 2022 Statement					
Dec. 2022a Total:		189.63							
Dec. 2022b	2/21/2023	776.41	0.00	02/21/2023				No	0
01-05-6970 Oper Supplies and Tools				Dec. 2022 Statement					
Dec. 2022b Total:		776.41							
Dec. 2022c	2/21/2023	78.43	0.00	02/21/2023				No	0
01-03-6970 Oper Supplies and Tools				Dec. 2022 Statement					
Dec. 2022c Total:		78.43							
Whitmore Investments Inc		1,044.47							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description			Reference		
Will County Treasurer									
0482									
Reimburse	2/20/2023	786.64	0.00	02/21/2023				No	0
01-01-7950 Refunds					Reimbursement for ACH meant for Fire Dept.				
	Reimburse Total:	786.64							
	Will County Treasurer Total	786.64							
Wilmington Public Library District									
108664									
Feb.6,2023	2/20/2023	870.00	0.00	02/21/2023				No	0
01-01-6655 PUBLISHING/PRINTING					01/31/2023 Newsletters				
	Feb.6,2023 Total:	870.00							
	Wilmington Public Library	870.00							
	Report Total:	77,434.03							

Accounts Payable

GL Distribution Report

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City of Wilmington
 1165 S. Water St
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FUND	DR Amount	CR Amount	Account Number	Description
02 Water Fund				
	0.00	10,253.73	02-00-3202	Accounts Payable
	7,568.20	0.00	02-21-6380	Employee Health & Life Insurnc
	874.38	0.00	02-21-6760	Telephone/Internet
	176.28	0.00	02-21-6760	Telephone/Internet
	290.09	0.00	02-21-6760	Telephone/Internet
	287.02	0.00	02-21-6760	Telephone/Internet
	882.76	0.00	02-21-6970	Telephone/Internet
	175.00	0.00	02-21-7010	Oper Supplies and Tools
				Uniforms & Accessories
	<u>10,253.73</u>	<u>10,253.73</u>		
04 Sewer Fund				
	0.00	10,981.31	04-00-3202	Accounts Payable
	244.00	0.00	04-00-6360	Dues Subscrip. & Memberships
	6,947.03	0.00	04-00-6380	Sewer Dept. Health & Life Ins.
	2,198.00	0.00	04-00-6530	Maintenance - Grounds/Building
	180.71	0.00	04-00-6760	Telephone/Internet
	460.94	0.00	04-00-6760	Telephone/Internet
	132.44	0.00	04-00-6760	Telephone/Internet
	165.00	0.00	04-00-6770	Training, Mtg & Travel Expense
	48.00	0.00	04-00-6770	Training, Mtg & Travel Expense
	236.91	0.00	04-00-6970	Oper Supplies & Tool
	333.10	0.00	04-00-6970	Oper Supplies & Tool
	35.18	0.00	04-00-6970	Oper Supplies & Tool
	<u>10,981.31</u>	<u>10,981.31</u>		
Grand Total:	<u>21,235.04</u>	<u>21,235.04</u>		

Accounts Payable

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



Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
AAA Comfort Heating & Air 1940									
96498	2/20/2023	2,198.00	0.00	02/21/2023				No	0
04-00-6530 Maintenance - Grounds/Building				Blower Motor at Waste Water Plant					
96498 Total:		2,198.00							
AAA Comfort Heating & A		2,198.00							
American Water Works Assoc 0018									
SO70150	2/20/2023	244.00	0.00	02/21/2023				No	0
04-00-6360 Dues Subscrp. & Memberships				AWWA Dues 5/1/23-4/30/24 Patrick Nugent					
SO70150 Total:		244.00							
American Water Works Ass		244.00							
AT&T 0030									
815476975402	2/20/2023	132.44	0.00	02/21/2023				No	0
04-00-6760 Telephone/Internet				02/04/2023 -03/03/2023					
815476975402 Total:		132.44							
815476975702	2/20/2023	874.38	0.00	.02/21/2023				No	0
02-21-6760 Telephone/Internet				02/04/2023 -03/03/2023					

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Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			
	815476975702 Total:	874.38							
*** 815476977402	2/20/2023	460.94	0.00	02/21/2023				No	0
04-00-6760 Telephone/Internet				02/04/2023 -03/03/2023					
	815476977402 Total:	460.94							
	AT&T Total:	1,467.76							
Blue Cross & Blue Shield of IL									
0174									
March2023s	2/21/2023	6,947.03	0.00	02/21/2023				No	0
04-00-6380 Sewer Dept. Health & Life Ins.				Sewer Health Ins		Health Ins			
	March2023s Total:	6,947.03							
March2023w	2/21/2023	7,568.20	0.00	02/21/2023				No	0
02-21-6380 Employee Health & Life Insurnc				Water Health Ins		Health Ins			
	March2023w Total:	7,568.20							
	Blue Cross & Blue Shield	14,515.23							
Capital One Trade Credit									
108594									
1647005660	2/20/2023	236.91	0.00	02/21/2023				No	0
04-00-6970 Oper Supplies & Tool				Northern Tool Purchase WWTP					
	1647005660 Total:	236.91							
	Capital One Trade Credit T	236.91							
Comcast									
108688									
165719355	2/20/2023	290.09	0.00	02/21/2023				No	0
02-21-6760 Telephone/Internet				01/18/23 - 2/28/23					

Invoice Number Account Number	Invoice Date	Amount	Quantity	Payment Date Description	Task Label	Type Reference	PO #	Close PO	Line #
165719355 Total:		290.09							
Comcast Total:		290.09							
Comcast 9059 *** 8771200150230.	2/20/2023	287.02	0.00	02/21/2023 02/05/23 - 03/04/23				No	0
02-21-6760 Telephone/Internet									
877120015023030 Total:		287.02							
Comcast Total:		287.02							
Illinois Section AWWA 0204 200078109	2/20/2023	48.00	0.00	02/21/2023 3/2/23 Multimeter Patrick Nugent				No	0
04-00-6770 Training, Mtg & Travel Expense									
200078109 Total:		48.00							
Illinois Section AWWA Tot		48.00							
Nestle Water North America 1439 23A8103700285	2/20/2023	35.18	0.00	02/21/2023 Cooler Rental				No	0
04-00-6970 Oper Supplies & Tool									
23A8103700285 Total:		35.18							
Nestle Water North Americ		35.18							
Nugent, Patrick 0311 Reimb.Conferenc	2/20/2023	165.00	0.00	02/21/2023				No	0

AP-To Be Paid Proof List (02/21/2023 - 9:53 AM)

*** means this invoice number is a duplicate.

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description	Reference				
04-00-6770 Training, Mtg & Travel Expense					Reimbursement IRWA Conf. 2023				
	Reimb.Conferenc Total:	165.00							
	Nugent, Patrick Total:	165.00							
Verizon Wireless 0455									
9927033012s	2/20/2023	180.71	0.00	02/21/2023				No	0
04-00-6760 Telephone/Internet					Sewer Dept. Wireless Tele Allocation	Wireless Teleph			
	9927033012s Total:	180.71							
9927033012w	2/20/2023	176.28	0.00	02/21/2023				No	0
02-21-6760 Telephone/Internet					Water Dept. Wireless Tele Allocation	Wireless Teleph			
	9927033012w Total:	176.28							
	Verizon Wireless Total:	356.99							
Whitmore Investments Inc 0472									
Dec. 2022s	2/21/2023	333.10	0.00	02/21/2023				No	0
04-00-6970 Oper Supplies & Tool					Dec. 2022 statement				
	Dec. 2022s Total:	333.10							
Dec. 2022w	2/21/2023	175.00	0.00	02/21/2023				No	0
02-21-7010 Uniforms & Accessories					Dec. 2022 statement				
	Dec. 2022w Total:	175.00							
Dec. 2022wa	2/21/2023	882.76	0.00	02/21/2023				No	0
02-21-6970 Oper Supplies and Tools					Dec. 2022 statement				
	Dec. 2022wa Total:	882.76							
	Whitmore Investments Inc	1,390.86							

Invoice Number	Invoice Date	Amount	Quantity	Payment Date	Task Label	Type	PO #	Close PO	Line #
Account Number				Description		Reference			

Report Total:

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 21,235.04
 =====



City of Wilmington

1165 S. Water Street ■ Wilmington, IL 60481-1633
Phone: 815-476-2175 ■ Fax: 815-476-9782 ■ www.wilmington-il.com

MEMORANDUM

February 21, 2023

TO: City Council

CC: Jeannine Smith, City Administrator

FROM: Nancy Gross, Finance Director 

RE: City of Wilmington Budget to Actual Analysis

Attached you will find a summary analysis of the City's fiscal budget to what has actually been received and disbursed in this fiscal year only. This report is as of January 31, 2023, which is nine (9) months into the fiscal year or three-quarters of the year complete. Therefore, both the percentages collected and separately disbursed should hit the 75% threshold for both before and after TIF monies.

The report is set up to show you the totals per fund and then by department within each fund. The first set of columns show the revenues as budgeted versus the actual revenues recorded to date. Overall, the City has collected 66.6% of revenues budgeted before consideration of the TIF and 77.2% of the forecasted revenues with the TIF.

The middle set of columns show the disbursements/expenditures as budgeted versus the actual expenses recorded to date. Overall, the City has spent 61.6% of the budgeted expenses before consideration of the TIF and 73.6% with the TIF in the mix.

The last set of columns shows the net effect of the revenues less expenses for both the budgeted amounts for the fiscal year and the actual amounts. Actual figures collected and disbursed show a better picture of the City with a surplus of \$287,009 before the TIF and \$314,357.91 with the TIF.

Please note that due to a change in personnel, there are reclassifications and adjustments to be made in the accounting system. Some of these will come once the audit is complete. The balance of adjustments are in process now. Staff is working diligently to complete the picture accurately. A rough draft of fiscal year 24 budget numbers have been dispersed to department heads to start the process. I am working closely with each department to complete next year's budgets.

City of Wilmington
 Fiscal Year End Budget vs Actual to Date Analysis
 For the Fiscal Year to Date at January 31, 2023

	REVENUES				EXPENSES				NET EFFECT	
	FYE 2023 BUDGET	TO	9 of 12 Months ACTUAL	%	FYE 2023 BUDGET	TO	9 of 12 Months ACTUAL	%	FYE 2023 BUDGET	9 of 12 Months ACTUAL
GENERAL FUND										
01-00 General	\$ 5,022,774.07		\$ 3,626,700.07	72.2%	\$ -		\$ -	0.0%	\$ 5,022,774.07	\$ 3,626,700.07
01-01 Administrative	-		-	0.0%	1,554,044.99		555,077.71	35.7%	(1,554,044.99)	(555,077.71)
01-02 Buildings & Grounds	-		-	0.0%	173,400.00		93,078.97	53.7%	(173,400.00)	(93,078.97)
01-03 Police Department	249,592.80		186,793.85	74.8%	2,643,731.00		1,871,394.84	70.8%	(2,394,138.20)	(1,684,600.99)
01-05 Public Works Department	-		95,937.15	0.0%	829,484.12		705,539.12	85.1%	(829,484.12)	(609,601.97)
01-09 Payroll Taxes/Pension Department	92,263.67		175,401.79	190.1%	-		-	0.0%	92,263.67	175,401.79
01-10 Audit & Acctg Department	-		8,184.64	0.0%	-		-	0.0%	-	8,184.64
01-13 Building Department	585,000.00		543,703.93	92.9%	54,103.00		41,836.73	77.3%	530,897.00	501,867.20
01-14 Planning & Zoning Department	-		-	0.0%	82,035.00		161,857.79	197.3%	(82,035.00)	(161,857.79)
01-15 Police Pension	445,089.63		430,945.48	96.8%	445,089.63		430,945.48	96.8%	-	-
01-25 General Liability Department	96,771.68		78,623.25	81.2%	364,230.87		357,789.01	98.2%	(267,459.19)	(279,165.76)
TOTAL GENERAL FUND	6,491,491.85		5,146,290.16	79.3%	6,146,118.61		4,217,519.65	68.6%	345,373.24	928,770.51
WATER FUND										
02-21 Water Operations	1,254,443.44		849,723.71	67.7%	1,338,536.15		821,422.51	61.4%	(84,092.71)	28,301.20
02-23 Garbage Service	504,474.48		318,824.08	63.2%	537,508.20		303,928.64	56.5%	(33,033.72)	14,895.44
SEWER CAPITAL PROJECT FUND										
03-00 Sewer Capital	69,854.13		38,488.38	55.1%	840,000.00		98,440.70	11.7%	(770,145.87)	(59,952.32)
SEWER FUND										
04-00 Sewer Operations	1,221,347.06		838,715.41	68.7%	2,088,771.80		781,007.63	37.4%	(867,424.74)	57,707.78
DFC FEDERAL GRANT FUND										
05-00 DFC Federal Grant	-		-	0.0%	-		-	0.0%	-	-
MOTOR FUEL TAX FUND										
06-00 Motor Fuel Tax	297,729.15		230,007.00	77.3%	35,000.00		27,056.80	77.3%	262,729.15	202,950.20
ESDA FUND										
07-00 ESDA	122,927.73		5,182.99	4.2%	122,926.00		57,034.99	46.4%	1.73	(51,852.00)
DEBT SERVICE FUND										
12-00 Debt Service	1,465,583.37		920,269.99	62.8%	613,315.00		798,830.76	130.2%	852,268.37	121,439.23

City of Wilmington
 Fiscal Year End Budget vs Actual to Date Analysis
 For the Fiscal Year to Date at January 31, 2023

	REVENUES				EXPENSES				NET EFFECT	
	FYE 2023 BUDGET	TO	9 of 12 Months ACTUAL	%	FYE 2023 BUDGET	TO	9 of 12 Months ACTUAL	%	FYE 2023 BUDGET	9 of 12 Months ACTUAL
WATER CAPITAL PROJECT FUND										
17-00 Water Capital	117,298.41		98,990.65	84.4%	811,500.00		676,566.95	83.4%	(694,201.59)	(577,576.30)
BUILDING DEPOSIT HOLDING										
20-00 Building Deposit Holding	-		3,150.00	0.0%	-		-	0.0%	-	3,150.00
MOBILE EQUIPMENT FUND										
21-00 Mobile Equipment	269,000.00		283.49	0.1%	267,000.00		174,678.74	65.4%	2,000.00	(174,395.25)
WATER TP REHAB FUND										
23-00 Water TP Rehab	-		-	0.0%	-		-	0.0%	-	-
CAPITAL PROJECT FUND										
24-00 Capital Projects	884,246.00		1,887.17	0.2%	456,647.40		208,316.37	45.6%	427,598.60	(206,429.20)
CITY WIDE TOTAL BEFORE RIDGEPORT TIF#2	12,698,395.62		8,451,813.03	66.6%	13,257,323.16		8,164,803.74	61.6%	(558,927.54)	287,009.29
RIDGEPORT TIF#2 FUND										
25-00 TIF #2	6,282,676.00		6,203,919.32	98.7%	6,220,413.00		6,176,570.70	99.3%	62,263.00	27,348.62
CITY WIDE TOTAL	\$ 18,981,071.62		\$ 14,655,732.35	77.2%	\$ 19,477,736.16		\$ 14,341,374.44	73.6%	\$ (496,664.54)	\$ 314,357.91



City of Wilmington

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MEMORANDUM

February 21, 2023

TO: City Council

CC: Jeannine Smith, City Administrator

FROM: Nancy Gross, Finance Director *NG*

RE: Utility billing accounts

The City has followed the practice of bills are mailed on the 1st of the month with due dates of the 21st of the month. Past due penalties are applied on the 22nd day. When the account becomes 45 days in arrears the resident/business receives a shut off notice. At that point, payment of the past due amount or binding arrangements to pay must be made. If an account is shut off, payment in full must be made before the service will be restored.

In the month of January 2023 the City sent out 2,385 bills for water/sewer. The total billed out was \$361,176.03 As of January there was \$91,675.16 in arrears. Of that number the City has \$26,783.70 set up on payment plans. The staff expects the \$64,891.46 in arrears to be collected prior to shut off, or at the very least arrangements to pay made with the City.

As of January 31st, the City has 31 estimated accounts. We have several appointments made to get these accounts off the estimated list.

Lastly, on the billing side, in the month of January there were 11,492,620 gallons in actual consumption vs 11,426,742 gallons billed. This leaves a variance of 65,878 gallons actual consumption above billed consumption.