

CITY OF LINCOLN
REGULAR CITY COUNCIL MEETING
AGENDA
DECEMBER 18, 2017
CITY HALL COUNCIL CHAMBERS
IMMEDIATELY FOLLOWING PUBLIC HEARINGS

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Participation**
5. **Consent Agenda By Omnibus Vote**

All items under the Consent Agenda are considered to be routine in nature and/or non-controversial and will be approved by one motion. If any one wishes to have a separate vote on any item, it will be pulled from the Consent Agenda and voted on separately.

Payment of Bills

6. **Ordinances and Resolutions**
 - A. Resolution approving the Special Use Permit for Lincoln College for a Multiple Family Dwelling in R-2 District at 200 Fifth Street
 - B. Ordinance approving Tax Levy for Tax Year 2017
7. **Bids**
 - A. Approval of bid from U.S. Electric for the New Police Station generator in an amount not to exceed \$24,500.00
 - B. Approval of bid from Harold Goodman, Inc. in an amount not to exceed \$5,080.00
8. **Reports**
 - A. City Treasurer Report for November, 2017
 - B. City Clerks Report for November, 2017
 - C. Department Head Reports for November, 2017
9. **New Business/Communications**
 - A. Approval of Funding Agreement between the City of Lincoln and the Logan County Tourism Bureau for the period from January 1, 2018 through December 31, 2018
 - B. Approval of proposal from GovHRUSA for recruitment of the full-time City Administrator position
 - C. Approval of 2018 City Council Meeting Schedule and City Holiday Schedule
10. **Announcements**
11. **Possible Executive Session**
12. **Adjournment**

We welcome the participation of persons with disabilities at all City of Lincoln meetings. If auxiliary aid or service is required for most effective participation and communication, please notify the City Clerk's Office at 217-735-2815 or cityclerk@lincolnil.gov no later than 48 hours prior to the meeting time.

MEMORANDUM

TO: Mayor and Aldermen of the City of Lincoln

FROM: Wes Woodhall, Building and Safety Official

MEETING

DATE: December 12, 2017

RE: Resolution Approving PC 2017-02, Lincoln College, Special Use Permit for Multiple Family Dwelling (Residence Hall) in R-2 District, 200 Fifth Street.

BACKGROUND:

On December 7, 2017, Planning Commission held a Public Hearing regarding an application from Lincoln College for a Special Use Permit for Multiple Family Dwelling (Residence Hall) in R-2 District at 200 Fifth Street.

St. Clara's Manor will soon be relocating and the Directors of the not-for-profit corporation have offered to donate the existing facility located at 200 5th Street to Lincoln College. Lincoln College has requested a Special Use Permit within the R-2 Residence District to establish a residence hall for students. The facility includes approximately 65 rooming units. (A copy of the Staff Report for PC 2017-02 and the meeting notes are attached for City Council review).

Following the Public Hearing, the Planning Commission voted (7-0) to recommend approval of the Special Use Permit with the following conditions:

- 1) The Special Use Permit approved under PC 2017-02 shall be issued to Lincoln College. A new Special Use Permit to continue the use for a Multiple Family Dwelling in the R2 District shall be required prior to change of ownership.
- 2) The Change of Use of the institutional facility shall comply with all applicable City of Lincoln Building Codes and Zoning Ordinances.
- 3) The south parking lot shall be restricted to one way traffic running east/west from Maple Street to Walnut Street.
- 4) Future commercial entrances to the property shall be limited to curb cuts off of Maple Street and/or Walnut Street.

Fiscal Impact: No anticipated cost associated with Special Use Permit application. Staff would be responsible for plan review and Building Permit issuance.

Committee of the Whole Recommendation: It is recommended that the Committee of the Whole adopt the Resolution approving the Special Use Permit with conditions at the City Council meeting on December 12, 2017.

City Council Recommendation: It is recommended that the City Council adopt the Resolution approving the Special Use Permit with conditions.

RESOLUTION NO. _____

RESOLUTION APPROVING SPECIAL USE IN AN R-2 DISTRICT

WHEREAS, the following-described real estate located in the CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, is currently zoned to R-2 pursuant to the Zoning Ordinance of the CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, to-wit:

All of Block 2 in the Town of West Lincoln, now a part of the City of Lincoln, Logan County, Illinois

and,

WHEREAS, LINCOLN COLLEGE, did file a Petition requesting that a special use be allowed in an R-2, Residential District to establish a residence hall for students at the above-described real estate pursuant to the Zoning Ordinance of the CITY OF LINCOLN, ILLINOIS; and,

WHEREAS, pursuant to Illinois law and the City Code of the CITY OF LINCOLN, ILLINOIS, public notice was given by a publication in The Courier, a newspaper of general circulation in Lincoln, Logan County, Illinois, of a public hearing before the Planning Commission, which publication was at least fifteen (15) days prior to the hearing; and,

WHEREAS, the Planning Commission of the CITY OF LINCOLN,

ILLINOIS, considered said Petition of LINCOLN COLLEGE at a public hearing held on Thursday, December 7, 2017, at 7:00 p.m. in the City Council Chambers in the CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS; and,

WHEREAS, the Planning Commission of the CITY OF LINCOLN, ILLINOIS, by a vote of seven (7) in favor and zero (0) against, recommended approval of the request of LINCOLN COLLEGE to allow a special use in an R-2, Residential District at the above-described real estate in order for LINCOLN COLLEGE to convert such real estate to a residence hall for students, for which they have petitioned the City Council for approval; and,

WHEREAS, the Petition of LINCOLN COLLEGE, as well as the recommendation of the Planning Commission to approve the Petition, were considered at regular City Council meeting of the City Council of the CITY OF LINCOLN, ILLINOIS, at a regularly scheduled meeting held on Monday, _____, 2017; and,

WHEREAS, the City Council of the CITY OF LINCOLN, ILLINOIS, has determined that the requested special use is compatible with the comprehensive plan of the CITY OF LINCOLN, ILLINOIS, and the special use requested should be allowed for the above-described real estate; and,

WHEREAS, the City Council of the CITY OF LINCOLN, ILLINOIS, has determined that it is in the best interest of the CITY OF LINCOLN, ILLINOIS, and the citizens of the CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, that said special use be allowed and that the Petition of LINCOLN COLLEGE be approved; and,

WHEREAS, the City Council of the CITY OF LINCOLN believes

that any detriment to the surrounding property owners is outweighed by the benefit to citizens of the community at large by allowing the special use.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, as follows:

1. That all of the recitals, as herein above set forth, are incorporated herein as if appearing verbatim herein.

2. That the Special Use Permit approved under PC 2017-02 shall be issued to Lincoln College. A new Special Use Permit to continue the use for a Multiple Family Dwelling in the R2 District shall be required prior to change of ownership.

3. That the Change of Use of the institutional facility shall comply with all applicable City of Lincoln Building Codes and Zoning Ordinances.

4. That the south parking lot shall be restricted to one way traffic running east/west from Maple Street to Walnut Street.

5. That future commercial entrances to the property shall be limited to curb cuts off of Maple Street and/or Walnut Street.

6. That the petition of LINCOLN COLLEGE requesting a special use in an R-2, Residential District to establish a residence hall for students, for the following-described real estate be approved, to-wit:

All of Block 2 in the Town of West Lincoln, now a part of the City of Lincoln, Logan County, Illinois

7. That the approval of this special use is made pursuant to the procedures set forth in the City Code of the CITY OF LINCOLN, ILLINOIS, including the requirement of public notice and a public

hearing before the Planning Commission.

8. That should any clause, sentence, or paragraph of the above-noted Ordinance be declared invalid by any Court of competent jurisdiction, such invalidity shall not effect any other portion of said Ordinance.

9. That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

The vote on the adoption of this Ordinance was as follows:

Alderman Parrott	_____	Alderman Keller	_____
Alderwoman Bauer	_____	Alderman Welch	_____
Alderman Hoinacki	_____	Alderwoman Brown	_____
Alderwoman Horn	_____	Alderman Hoefel	_____

Ayes: _____

Nays: _____

Absent: _____

Abstentions: _____

Passed and approved this _____ day of _____, 2017.

CITY OF LINCOLN,

BY: _____

Seth Goodman, Mayor
City of Lincoln, Logan
County, Illinois

ATTEST: _____ (SEAL)

City Clerk, City of Lincoln,
Logan County, Illinois

MEETING NOTES

CITY OF LINCOLN PLAN COMMISSION

December 7, 2017

7:00 P.M.

1. Call to Order

Meeting called to order at 7:02 P.M.

2. Roll Call

Members Present: David Klug (Chairman), Robert Coombs, Jim Wessbecher, Bruce Huskins, Victor Martinek, Brian Fuiten, Clifton Marble.

Staff Present: Bob Mahrt - Interim City Administrator, Wes Woodhall – Building and Safety Official, Mark Miller – Fire Chief, Reesa Riggs - Recorder

3. Public Participation

There were no public comments received.

4. New Business

- a. Consideration of Special Use Petition for Multiple Family Dwelling (Residence Hall), Lincoln College, 200 5th Street

Chair Klug opened the public hearing for PC 2017-02. Wes Woodhall read the Public Hearing Notice for the record. Bob Mahrt provided a summary of the case report.

Chair Klug asked if the applicant would like to speak. Dr. David Gerlach, President of Lincoln College, provided an overview of the college's impact on the community and their efforts to increase enrollment to 1,000 students by 2021. He indicated that the St. Clara's facility is a cost effective alternative to meeting student housing needs.

Kathy Schmidt expressed disappointment over the negative tone of social media regarding Lincoln College students. She indicated that she serves as a pastor to Lincoln College's Chi Alpha Christian Campus Ministry and has a very positive image of the students.

Kathy Henson, 222 Sixth Street, stated she was a forty year resident of the neighborhood. She was generally opposed to the request. If the project were to be approved she recommended that no parking should be allowed on the south side of Sixth Street, that no entrances should be allowed onto Sixth Street (only from Walnut and Maple Streets), and that the south parking lot be one way traffic from east/west.

Keith Snyder, reminisced about the former St. Clara's Hospital. He reviewed the six criteria for granting a Special Use and indicated that the application met those criteria. He stated that the students have a major impact on the community and that supporting the project is necessary for Lincoln's future growth.

Mike Eads, Director of St. Clara's, talked about the positive Lincoln College student interaction with the facility's residents.

Chair Klug asked if there were any more public comments. There were none.

Chair Klug requested a motion to close the public hearing.

The Commission had general discussion on two way traffic concerns on Sixth Street, the need for landscape buffering for the proposed parking area, questions on storm water management, and the occupancy limits on the facility.

Staff responses were that there could be issues with two way traffic on Sixth Street for the ladder truck and that this would be a separate issue for City Council consideration. Landscape buffering and storm water management is a part of the zoning ordinance requirements for new parking areas. The occupancy will be limited by the ICC Building Code based on the square footage requirement for occupants of a bedroom.

Chair Klug requested findings of fact. There were nine letters in support of the application, four persons speaking in favor of the request, and one person speaking in opposition to the request.

Chair Klug requested a motion on the six criteria for granting a Special Use Permit. Motion carried with 7 ayes and 0 nays.

Chair Klug requested a motion on the recommendation to the City Council. Motion by Huskins and Second by Wessbecher with the following conditions: 1) The Special Use Permit approved under PC 2017-02 shall be issued to Lincoln College. A new Special Use Permit to continue the use for a Multiple Family Dwelling in the R2 District shall be required prior to change of ownership, 2) The Change of Use of the institutional facility shall comply with all applicable City of Lincoln Building Codes and Zoning Ordinances, 3) The south parking lot shall be restricted to one-way traffic running east/west from Maple Street to Walnut Street, 4) Future commercial entrances to the property shall be limited to curb cuts off of Maple Street and/or Walnut Street. Motion carried with 7 ayes and 0 nays.

5. Adjournment

Meeting adjourned at 8:53 P.M.



MEMORANDUM

TO: City of Lincoln Planning Commission
FROM: Wes Woodhall, Building Safety Official
DATE: December 7, 2017
RE: PC 2017-02 (Special Use for Multiple Family Dwelling (Residence Hall), Lincoln College, 200 5th Street).

PART A. BACKGROUND:

1) **PUBLIC HEARING:** The Planning Commission of the City of Lincoln will conduct a public hearing on Thursday, December 7, 2017 at 7:00 p.m. in the City Council Chambers, City Hall, 700 Broadway Street, Lincoln, Illinois for Case No. PC 2017-02. The appropriate Public Hearing notice was published on November 19, 2017, in accordance with State Law. In addition, 43 adjoining property owners within 150 of the subject property were notified by Registered Mail.

2) **REQUESTED ACTION:** St. Clara's Manor will soon be relocating and the Directors of the not-for-profit corporation have offered to donate the existing facility located at 200 5th Street to Lincoln College. Lincoln College has requested a Special Use Permit within the R-2 Residence District to establish a residence hall for students. The facility includes approximately 65 rooming units.

3) **APPLICANT:**
Lincoln College
300 Keokuk Street
Agent Lincoln, IL 626561

OWNER:
Saint Clara's Senior Services
c/o E. Zachary Dinardo, Registered
North Old State Capital Plaza #200
Springfield, IL 62701

4) **APPLICABLE ZONING REGULATIONS:**

11-2-1: DEFINITIONS:

For the purpose of this title certain terms or words used herein shall be interpreted or defined as follows:

DWELLING UNIT: A dwelling or portion thereof providing complete living facilities for one family, but not to include trailer coaches or mobile homes.

(C) Dwelling, Multiple-Family: A permanent building or portion thereof providing separate living accommodations for three (3) or more families.

11-2-3: SPECIAL USE PROCEDURE:

In applying for a special use, the application shall follow all procedures set forth on zoning permits. The zoning enforcement officer shall refer the applications to the planning commission. The planning commission, after careful review of the application for special use, and, after holding a public hearing in accordance with state statutes shall make a recommendation within thirty (30) days of the concluded public hearing, forwarding such recommendations directly to the city council. The council may approve, modify or disapprove the application. In case of approval or disapproval with modification, this authorization shall remain on permanent file with the application. The council may attach special conditions to ensure conformance with the intent of all comprehensive plan elements. In case of disapproval by the planning commission, the application shall not be approved by the city council unless there is a favorable vote of at least two-thirds ($\frac{2}{3}$) of all members of the city council.

The special use shall, in all other respects, conform to the applicable regulations of the district in which it is located except as such regulations may be modified by another provision of this title or the city council. (Ord. 247, 12-7-1987)

11-2-4: SPECIAL USE STANDARDS FOR DECISIONS AND RECOMMENDATIONS OF PLAN COMMISSION:

No special use permit shall be recommended by the planning commission unless there is a concurring vote of a majority of all members on findings of fact that:

- (A) The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.
- (B) The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted nor substantially diminish property values within the neighborhood.
- (C) The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.
- (D) Adequate utilities, access roads, drainage or necessary facilities have been or will be provided.
- (E) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets. (1960 Code, Sec. 12.08.010; amd. Ord. 79, 5-1978)
- (F) The special use is necessary for public convenience at that location. (Ord. 79, 5-1978)

11-2-5: ENFORCEMENT:

The petitioner shall serve written notice by registered mail at least fifteen (15) days prior to a hearing to all owners, as recorded in the office of the county collector, of all property within one hundred fifty feet (150') of the tract for which a special use, conditional use, variance or zoning map amendment is requested; provided however, that the number of feet occupied by all public streets and alleys shall be excluded from computing the one hundred fifty foot (150') requirement. The petitioner for a special use, conditional use, variance or zoning map amendment shall supply to the enforcement officer a list under oath, containing the names and addresses of all property owners who are notified. The notice to the property owners shall contain the address of the tract, a brief statement of the nature of the petitioner's request, and the name(s) and address(es) of the legal owner(s) of the property for which the special use, conditional use, variance or zoning map amendment is requested. (1960 Code, Sec. 12.08.090; amd. Ord. 79, 5-1978)

11-4-4: R-1 AND R-2 DISTRICTS, USES:

The following uses shall be permitted in the R-1 and R-2 districts:

(B) In the R-2 district:

2. Special uses:

Multiple dwellings and public housing for the elderly; office buildings to house doctors, dentists, psychiatrists, chiropractors and other medical practitioners, mortuaries, insurance and real estate agents, lawyers, architects, and engineers. Required off street parking shall be provided as required in chapter 7 of this title and shall be screened from adjacent residences by an opaque fence or opaque vegetative screen at least six feet (6') in height. No off street parking is permitted in the required front yard(s). (Ord. 2014-808, 5-19-2014)

11-4-5: FLOOR AREA; LOT AREA, WIDTH:

(B) Required Lot Area And Widths:

	Minimum Lot Area Per Family Or Rental Unit (Square Feet)	Minimum Lot Width Per Structure (Feet)
In the R-2 district:		
Single-family dwelling	5,000	50
Two-family dwelling	3,000	50
Multiple-family dwelling; 1, 2 or more bedroom units	2,500	50
Rooming or lodging house	1,500	50

PART B. ISSUE:

It is Staff's understanding that the applicant, Lincoln College, is in need of additional residence halls for their on-going plans to increase enrollment. The transfer of the subject property to Lincoln College may address their immediate needs.

St. Clara's Manor is relocating to a new facility and there is a desire by the not-for-profit corporation to restrict future use of the property by competing skilled care providers. City staff is interested in maintaining the viability of the institutional facility to prevent neighborhood blight. There may be limited uses for the subject property under the current zoning regulations without a rezoning to allow for more intensive uses and/or demolition of the existing facility.

PART C. ANALYSIS:

The subject property is located at 200 5th Street and totals approximately 2.35 acres. The subject property currently includes a two story, skilled care nursing home and accessory parking totaling 47 spaces (45 Standard/2 Disabled). The facility includes approximately 65 rooming units.

The surrounding neighborhood and the lands along the 5th Street corridor consists of a mix of single family residential, institutional (St. Clara's, New Police Station, Carroll Catholic School) and commercial uses (CEFCU). The subject property is zoned R-2 Residential District, as are the surrounding lands in the immediate neighborhood.

In evaluating a Special Use, the Plan Commission will need to determine the appropriateness of the request based on following criteria outlined in the Zoning Ordinance. (Staff's responses are included for Plan Commission consideration).

- (A) **The establishment, maintenance or operation of the special use will not be detrimental to or endanger the public health, safety, morals, comfort or general welfare.**

The R-2 District does allow for Multiple Family Dwellings as a Special Use. City staff has interpreted the proposed residence hall to be considered a Multiple Family Dwelling. The residence hall would maintain the institutional use of the subject property.

- (B) The special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted nor substantially diminish property values within the neighborhood.**

The proposed residence hall is intended to maintain the established footprint of existing institutional facility. The facility is located within the block surrounded by 5th Street, 6th Street, Pine Street, and Walnut Street. The surrounding streets may serve as a buffer from the adjoining residential properties.

No significant alternations to the exterior of the structure have been proposed. The applicants are aware of the need to secure required Building Permits for the Change of Use of the structure. Appropriate accommodations for parking shall be provided for the proposed facility, with the intent to utilize established entrances on Maple and Walnut Streets.

- (C) The establishment of the special use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.**

The applicants intend to utilize the existing facility, as it was originally designed. It is assumed that the property would continue to maintain its institutional appearance. The surrounding neighborhood is entirely built out and this facility is already a part of the neighborhood fabric.

- (D) Adequate utilities, access roads, drainage or necessary facilities have been or will be provided.**

All public utilities and transportation access are in place to accommodate the existing and proposed uses.

- (E) Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.**

As per the IDOT Traffic Maps, the average daily traffic counts along 5th Street total approximately 8,200 vehicles per day. 5th Street is a State Route and would best be designated as a Major Arterial with comparative traffic counts to Woodlawn Avenue (12,900 ADT). This street would appear to be adequate to handle the traffic generated by this proposal and other development along the corridor.

- (F) The special use is necessary for public convenience at that location.**

Lincoln College is a significant economic contributor to the City. While it would be more advantageous to have residence halls on or directly adjacent to campus, this facility may meet current needs for the college. Continued use of the subject property may help

prevent potential blight from a vacant institutional building within the immediate neighborhood.

Generally, a Special Use is a land use which has a unique, special, or unusual impact upon the use and enjoyment of neighboring property. Typically, a community may allow for Special Use Permit approvals with conditions or restrictions applied in order to reduce the impact on the surrounding neighborhood. The Planning Commission may consider additional conditions to maintain compatibility with the surrounding residential neighborhood.

PART D. STAFF RECOMMENDATION:

Staff recommends the Planning Commission hold the Public Hearing on Case No. 2017-02 and to recommend approval of the Special Use Permit application with the following conditions:

- 1) The Special Use Permit approved under PC 2017-02 shall be issued to Lincoln College. A new Special Use Permit to continue the use for a Multiple Family Dwelling in the R2 District shall be required prior to change of ownership.
- 2) The Change of Use of the institutional facility shall comply with all applicable City of Lincoln Building Codes and Zoning Ordinances.

ATTACHMENTS:

Special Use Application; Location Map; and Zoning Map

AGENDA

CITY OF LINCOLN PLAN COMMISSION

December 7, 2017

7:00 P.M.

- 1. Call to Order**
- 2. Roll Call**
- 3. New Business**
 - a. Consideration of Special Use Petition for Multiple Family Dwelling (Residence Hall), Lincoln College, 200 5th Street
- 4. Adjournment**

NOTICIE OF PUBLIC HEARING

The Plan Commission of the City of Lincoln will conduct a public hearing on Thursday, December 7, 2017 at 7:00 p.m. in the City Council Chambers, City Hall, 700 Broadway Street, Lincoln, Illinois regarding the following petition:

Lincoln College has filed a petition with the City of Lincoln regarding a Special Use Permit for a Multiple Family Dwelling (Residence Hall) in a R-2 Residence District for the following described property.

A parcel commonly known as 200 5th Street and more particularly described as:

All of Block 2 in the Town of West Lincoln, now a part of the City of Lincoln, Logan County, Illinois.

The petition shall be on file in the Building Safety Office located at 313 Limit Street, Lincoln, Illinois for public inspection. All interested persons are invited to attend the public hearing and provide oral or written testimony.

PC 2017-02

Peggy Bateman
City Clerk



CITY OF
LINCOLN, ILLINOIS

CODE ENFORCEMENT OFFICE
City Hall 700 Broadway St.
217/732-6318 Lincoln, IL 62656

SPECIAL USE PETITION

City of Lincoln, Illinois
Lincoln Plan Commission

Date 11/14/2017

Applicant Name: Lincoln College

Address: 300 Keokuk Street, Lincoln

State: IL Zip: 62656 Telephone No: (217) 732-3155

Owner Name: St Clara's Manor, Inc.

Address: 200 5th St., Lincoln

State: IL Zip: 62656 Telephone No: (217) 732-3155

Address at which Special Use requested 200 5th St., Lincoln, Illinois 62656

Legal Description

All of Block2 in the Town of West Lincoln, now a part of the City of Lincoln, Logan County, Illinois.

Names & Addresses of Property Owners to be Notified:

See attached information

BRIEF SUMMARY OF SPECIAL USE REQUESTED (DETAILS TO BE PROVIDED ON PAGE 2)

SPECIFY ORDINANCE SECTION, DISTRICT, SPECIAL USE REQUESTED: _____

Allow conversion of existing nursing home scheduled for closure due to construction of a replacement facility, to be used for supervised student housing.

Special Use Petition -2-

CLEARLY EXPLAIN THE SPECIAL USE REQUESTED IN DETAIL. PROVIDE QUANTITATIVE DETAILS, IF APPLICABLE, REGARDING LOT SIZE SETBACKS, PARKING, ETC. SKETCHES, PHOTOS, AND APPROPRIATE EVIDENCE SHOULD BE INCLUDED. ATTACH ADDITIONAL PAGES AS NECESSARY.

The existing property is proposed to be converted to student housing for Lincoln College. The College anticipates assigning housing to junior and senior students in the expanding baccalaureate programs and will be providing a shuttle service between the site and campus. The project will result in a net decrease in the number of resident rooms in order to provide additional toilet and shower facilities for residents.

The property is anticipated to be maintained and upgraded over the course of its service life. Existing 5th Street parking lot and Walnut Street service entrance are to be maintained. Additional parking, as required, is proposed to be constructed north of the existing service drive and would be provided with landscape screening to meet City ordinances.

The proposed project will include development of a residential housing director suite and security upgrades to meet Lincoln College security standards and will include an office for on-site security. Subsequent phases of site improvements, including additional landscaping and amenities are anticipated.

NO SPECIAL USE SHALL BE RECOMMENDED FOR APPROVAL BY THE PLAN COMMISSION UNLESS THERE IS A CONCURRING VOTE OF A MAJORITY OF ALL MEMBERS REGARDING FINDINGS OF FACT. CLEARLY EXPLAIN HOW THE SPECIAL USE REQUESTED MEETS EACH OF THE FOLLOWING FINDINGS OF FACT STANDARDS:

1. The establishment, maintenance, or operation of the Special Use will not be detrimental to or endanger the public health, safety, morals, comfort, or general welfare.

The special use will allow an existing structure to have its service life extended, eliminating the potential for a large vacant building to be left on the site or for an open, undeveloped parcel to remain in the center of an otherwise established neighborhood with little recent development.

2. The Special Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted nor substantially diminish property values within the neighborhood.

The special use and revised occupancy will result in a marked decrease of emergency ambulance calls within the neighborhood and additional security presence, combined with anticipated subsequent site upgrades are anticipated to have a neutral to positive impact on use and enjoyment of other properties.

3. The establishment of the Special Use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district.

The site is in an established neighborhood and has experienced little recent development.

4. Adequate utilities, access roads, drainage or necessary facilities have been or will be provided.

Existing services are adequate to accommodate a greater occupancy within the existing building than is proposed. Additional parking and sitework as required will be designed in accordance with City Code to address and accommodate any additional required stormwater detention

Special Use Petition -3-

5. Adequate measures have been or will be taken to provide ingress and egress so designed as to minimize traffic congestion in the public streets.

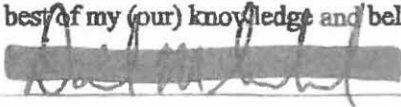
No modifications for ingress or egress are anticipated.

6. The Special Use is necessary for public convenience at this location.

The Special Use retains a viable existing building within the community and aids in extending the economic impact of Lincoln College on the Lincoln and Logan County economy.

I (We) certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true to the best of my (our) knowledge and belief.

Signature of Applicant



Date 11/15/2017

Signature of Owner



Date

Date 11/15/2017

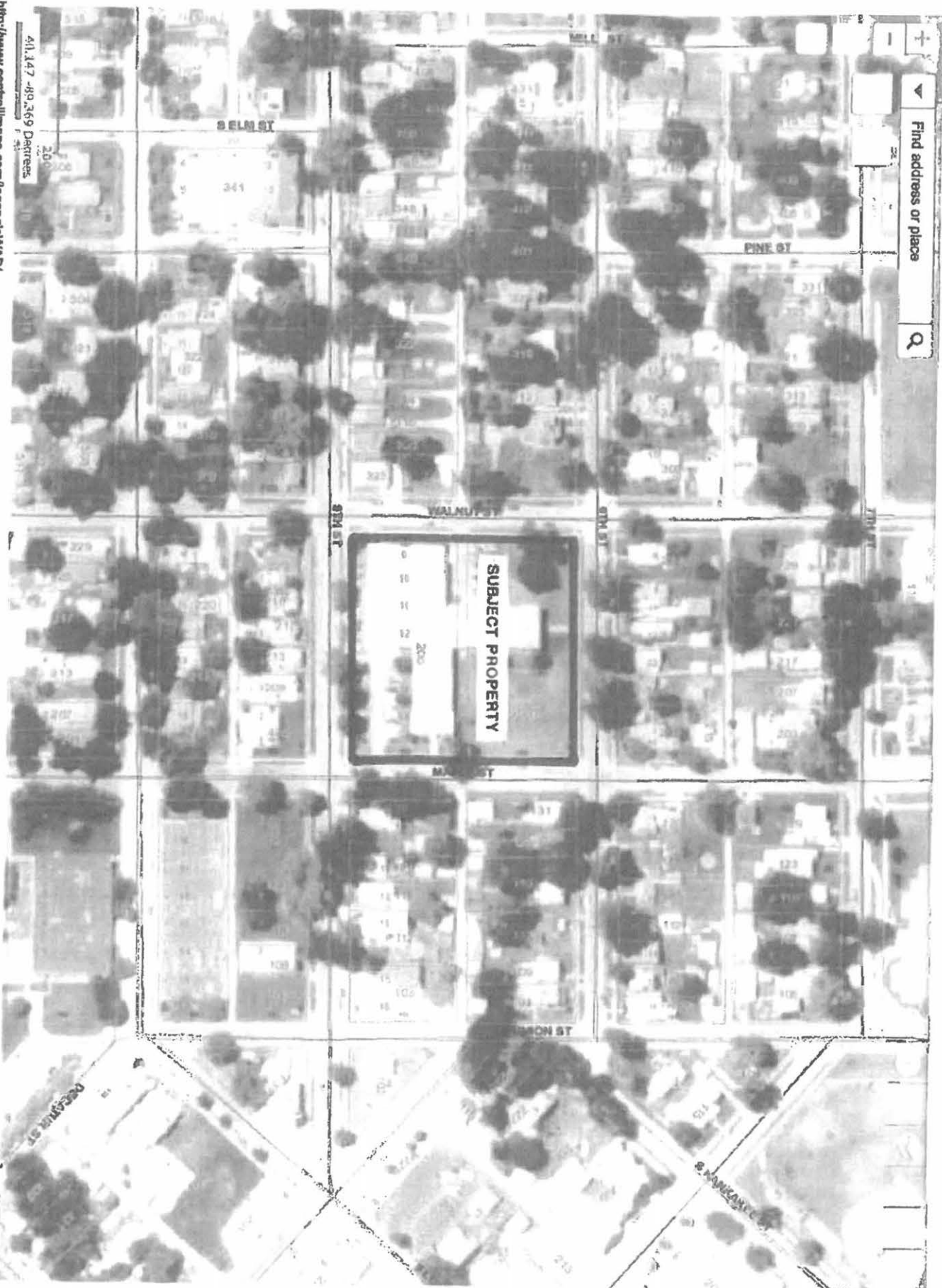
REVIEW RECORD – FOR OFFICE USE ONLY!

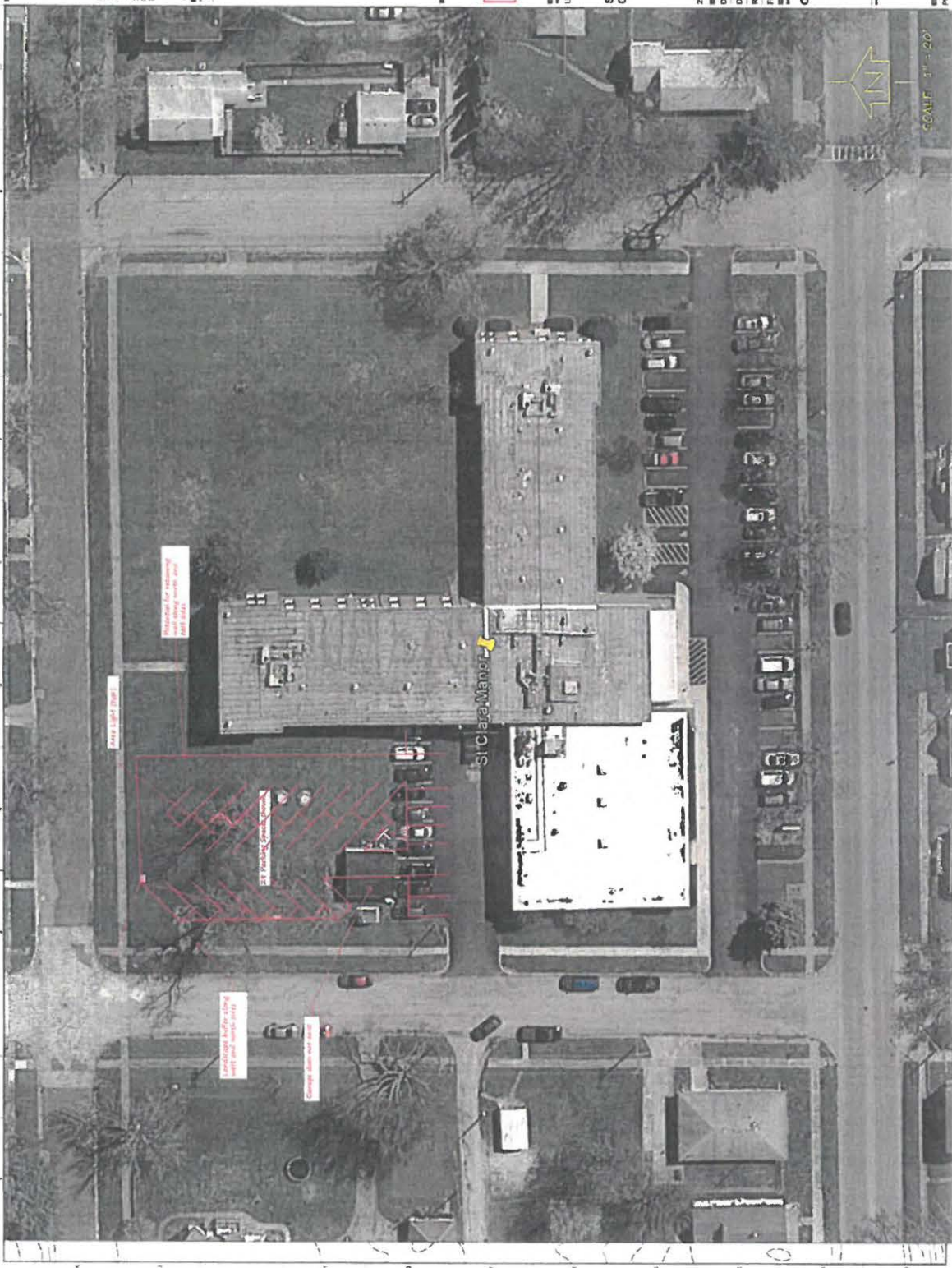
Date Filed _____
SWCD Letter Received _____
Notice Certification Received _____
LPC Recommendation & Conditions:

Date Published _____
Objections Filed _____
Hearing Date _____

Final City Council Disposition, Date and Action:

LOCATION MAP





Farnsworth
GROUP

200 WEST WASHINGTON STREET, SUITE 201
ANN ARBOR, MICHIGAN 48106
PH: 734.769.7100 / FAX: 734.769.7101

Project: St. Clara Manor, Ann Arbor, MI
Client: UNIVERSITY OF MICHIGAN

DATE: 10/15/2017
DESCRIPTION:

Conceptual
NOT FOR CONSTRUCTION

Project: St. Clara Manor
Client: University of Michigan

ST CLARAS MANOR
CONV

200 WEST WASHINGTON STREET, SUITE 201
ANN ARBOR, MI 48106
DATE: 10/15/2017
DESIGNER: FARNSWORTH GROUP
REVIEWED: JRM
FIELD BOOK NO.: 0000
DRAWN BY: JRM

CONCEPT SITE PLAN

SK1

PROJECT NO. 0000000000

SCALE: 3/16" = 1'-0"



PUBLIC NOTICE

Notice of Proposed Property Tax Levy for the City of Lincoln, Illinois

I. A Public Hearing to approve a proposed tax levy increase for the City of Lincoln, Illinois for 2017 will be held on Monday, December 18, 2017 at 7:00 P.M. at the City Council Chambers in City Hall, 700 Broadway Street, Lincoln, Illinois 62656.

Any person desiring to appear at the Public hearing and present testimony to the taxing district may contact Peggy Bateman, City Clerk, 700 Broadway Street, Lincoln, Illinois 62656; 217-735-2815.

II. The corporate and special purpose taxes extended or abated for 2016 were \$1,560,486.

The proposed corporate and special purpose property taxes to be levied for 2017 are \$1,594,285. This represents a 2.10% increase over the previous year.

III. The property taxes extended for debt service for 2016 were \$172,453.

The estimated property taxes to be levied for debt service for 2017 are \$ 182,988. This represents a 6.109% increase from the previous year.

IV. The total property taxes extended or abated for 2016 were \$1,735,710.

The estimated total property taxes to be levied for 2017 are \$1,777,273. This represents a 2.40% increase over the previous year.

Printed by order of the Corporate
Authorities of the City of Lincoln,
Logan County, Illinois.

TAX LEVY ORDINANCE

CITY OF LINCOLN

ORDINANCE NO. 2017-

AN ORDINANCE FOR THE LEVYING OF TAXES FOR ALL CORPORATE PURPOSES,
IN FOR THE CITY OF LINCOLN, ILLINOIS, FOR THE FISCAL YEAR
BEGINNING MAY 1, 2017 AND ENDING APRIL 30, 2018.

BE IT ORDAINED by the Mayor and City Council of the City of Lincoln, Logan County, Illinois:

SECTION 1: That the amount hereinafter set forth, or so much thereof as may be authorized by law, and the same are hereby levied upon all property subject to taxation within the municipality as that property is assessed and equalized for the current year, and for such purposes as General Corporate, Police Protection, Fire Protection, Streets and Alleys (Streets & Bridge), Audit, ESDA, Forestry, Liability Insurance, IMRF-Soc. Security, Public Benefits, Crossing Guards, Debt Service, Sewerage O. & M. (Chlorination), Police Pension, Firemen's Pension and Firemen's Spouse Benefit for the City of Lincoln, Logan County, Illinois, for the fiscal year beginning May 1, 2017 and ending April 30, 2018.

SECTION 2: That the amount levied for each object and purpose is placed in a separate column under the heading, "Amount Of Tax Levy," which appears over same being as follows, to wit:

SUMMARY--APPROPRIATION/LEVY
FOR THE FISCAL YEAR ENDING APRIL 30, 2018

<u>Fund Nos.</u>	<u>Fund Name</u>	<u>Appropriation</u>	<u>Amount Of Tax Levy</u>
02/01	General Fund-Corp.	\$ 7,991,300	\$ 2,535
02/012	Fire Protection (Incl. in Gen. Fund)		\$ 125,902
02/014	Police Protection (Incl. in Gen. Fund)		\$ 59,809
02/040	Street & Bridge (Incl. in Gen. Fund)		\$ 100
02-10/027	Audit Fund (Incl. in Gen. Fund)		\$ 17,470
02-12/046	ESDA Fund (Incl. in Gen. Fund)		\$ 4,064
02-16/065	Forestry Fund (Incl. in Gen. Fund)		\$ 48,705
02-18/035	Liability Ins./Tort (Incl. in Gen. Fund)		\$ 126,742
02-22/005	IMRF (Incl. in Gen. Fund)		\$ 137,006
02-22/047	Social Security (Incl. in Gen. Fund)		\$ 90,010
02-26/045	Public Benefits (Incl. in Gen. Fund)		\$ 47,010
02-32/048	Crossing Guard Fund (Incl. in Gen. Fund)		\$ 6,604
03	Police Grant	\$ 1,200	
20	Motor Fuel Tax Fund	\$ 841,000	
40/003	G.O. Bond Retirement Fund	\$ 182,988	\$ 182,988
70	Equipment Replacement Fund	\$ 254,000	
46	2017 G.O. Bond Expenditures	\$ 121,000	
48	2010 G.O. Bond Expenditures	\$ 18,240	
49	2013 G.O. Bond Expenditures	\$ 98,000	
60	Capital Projects Fund	\$ 5,100,000	
50	Sewerage O. & M. Fund	\$ 4,292,150	
55	Tourism Fund	\$ 230,000	
56	Sewer Bond Retirement Fund	\$ 643,000	
65	TIF Bond Retirement Fund	\$ 185,750	
65	TIF Bond Expenditures	\$ 15,000	
66	Street Facility Constr.	\$ 1,250,000	
74/015	Police Pension Fund	\$ 1,320,000	\$ 484,886
76	Firemen's Pension Fund	\$ 1,120,000	
/013	Firemen's Pension		{\$ 443,442
/013A	Firemen's Spouse Benefit		{\$ 1,000
82	Revolving Loan Fund	\$ 262,500	
89	"From The Ground Up" Fund	\$ 8,000	
07	Tobacco Grant Expenditures	\$ 3,200	
APPROPRIATIONS, THE TOTAL OF..... ..		\$ 28,938,028	
TAX LEVY, THE TOTAL OF..... ..			\$1,777,273

Section 3: That the City Clerk shall make and file with the County Clerk of said County of Logan on or before the last Tuesday in December, a duly certified copy of this ordinance.

Section 4: That if any section, subdivision, or sentence of this ordinance shall for any reason be held invalid or unconstitutional, such decision shall not affect the validity of the remaining portion of this ordinance.

Section 5: That this ordinance shall be in full force and effect after its passage, approval and publication in Pamphlet Form as provided by law.

Adopted this 18th day of December, 2017 pursuant to a roll call vote of the City council of the City of Lincoln, Logan County, Illinois.

The vote on the adoption of this Ordinance was as follows:

Alderman Parrott	_____	Alderman Welch	_____
Alderman Horn	_____	Alderman Bauer	_____
Alderman Keller	_____	Alderman Browne	_____
Alderman Hoinacki	_____	Alderman Hoefle	_____

Ayes: _____

Nays: _____

Absent: _____

Abstentions: _____

Passed and approved this _____ day of _____, 2017.

City of Lincoln,

By: _____
Seth Goodman, Mayor
City of Lincoln,
Logan County, Illinois

Attest: _____
Peggy S. Bateman, City Clerk
City of Lincoln,
Logan County, Illinois

(SEAL)

Comparative Tax Levies/Tax Years 2012-2017

<u>Tax Year</u>	<u>Total Tax Levy</u>	<u>Fire Pension Levy</u>	<u>Police Pension Levy</u>
2012	\$ 1,742,918	\$ 418,011	\$ 464,250
2013	\$ 1,776,684	\$ 418,011	\$ 464,250
2014	\$ 1,776,702	\$ 418,032	\$ 464,257
2015	\$ 1,776,702	\$ 425,188	\$ 470,112
2016	\$ 1,733,757	\$ 425,188	\$ 470,112
2017*	\$ 1,777,273	\$ 444,442	\$ 484,886

*Proposed Levy

LINCOLN POLICE DEPARTMENT

CHIEF OF POLICE PAUL ADAMS



DEPUTY CHIEF MATTHEW VLAHOVICH

To: Interim City Administrator, Robert Mahrt
From: Chief of Police, Paul Adams *PA*
Meeting Date: December 12, 2017

Re: Police Station Generator

Background

The new police station being erected at 710 5th St will need a 60KW 3phase generator at minimum to power the heating/cooling and necessary systems in the new building.

Analysis/Discussion

We have received three bids:

Springfield Electric – Briggs and Stratton 60KW - \$20,207
US Electric – Eaton 60KW 3P - \$24,500
Ryan Electric – Eaton 60KW 3p - \$33,314

Although Springfield Electric is the low bidder, we have worked with Eaton locally to donate products to the City in regards to generators and electrical products in the past including the 45KW generator they donated for City Hall. The original request for proposal was for an Eaton brand generator. We accepted the bid from Springfield Electric as they were awarded the bid for the other electrical equipment.

Laws/Ordinances

No effected laws or ordinances.

Fiscal Impact

This was a planned expenditure in the soft costs for the building project and would be included in the financing amount.

COW Recommendation

Place on Council Agenda for December 18, 2017: Approve the bid to US Electric in an amount not to exceed \$24,500.00.



Ryan Electrical Solutions
4151 West Jefferson Street
Springfield, IL 62707

Phone: 217-698-4877
Fax: 217-698-8481
Email: becky@ryanelectricalsolutions.com
Web: www.ryanelectricalsolutions.com

Estimate
3464

Printed 11/28/2017

Bill To: Lincoln Police Department Attn: Paul Adams 911 Pekin Street Lincoln, IL 62656 Work: (217) 732-2151 Work: (217) 732-2151	Work Location: New Police Station Lincoln Police Department Paul Adams 710 5th Street Lincoln, IL 62656 Work: (217) 732-2151
---	---

Estimate for a 60kw Eaton Generator

Description of Work

Ryan Electrical Solutions Generator Division proposes the following:

- (1) Eaton 60kw generator 3-phase 120/208 3600 RPM
- (1) Asco 300 service entrance rated automatic transfer switch 400amp 3-phase 120/208 NEMA 3

Note: All equipment will be shipped to 710 5th street, Lincoln, IL 62656. Customer must provide off load equipment.

*Payment Schedule: 100% due upon acceptance.

We propose to complete in accordance with the above specification, for the sum of:
Note: This Proposal may be withdrawn by us if not accepted within 30 days.

_____ **\$33,314.00**
Sales Rep: Steve C McLaughlin

All material is guaranteed to be as specified. All work to be completed in a substantial, workman like manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving additional costs will be executed only upon written orders, and will become an additional charge over and beyond the work order. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire tomado and other necessary insurance. Our Workers are fully covered by Workman's Compensation Insurance.

Authorized Signature: _____

Acceptance of Proposal: Work will not begin until work order is signed and copy is returned to a representative of Ryan Electric

Customer Signature: _____

The above specifications, conditions and prices are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. 2% carry charge is added to all invoices after 30 days and for each proceeding month thereafter.

Date: _____

Thank you for your business.



Ryan Electrical Solutions
4151 West Jefferson Street
Springfield, IL 62707

Phone: 217-698-4877
Fax: 217-698-8481
Email: becky@ryanelectricalsolutions.com
Web: www.ryanelectricalsolutions.com

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Authorized Signature: _____

Acceptance of Proposal: Work will not begin until work order is signed and copy is returned to a representative of Ryan Electric

Customer Signature: _____

The above specifications, conditions and prices are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. 2% carry charge is added to all invoices after 30 days and for each proceeding month thereafter.

Date: _____

Thank you for your business.



Paul Adams <paka63@gmail.com>

Electrical Items RFP

Tim Branham <Tim@usesupply.com>
To: Paul Adams <policechief@lincolnil.gov>

Mon, Sep 11, 2017 at 8:28 AM

Paul,

We were not able to get pricing on a majority of the fixture list. Given that we've decided to pass on that.

Eaton did have a gear package and I have attached their specs.

Per attached base bid: \$17,900 net

Per attached alternate adder bid: \$24,500 net

Best regards,

Tim Branham

p: (800)-252-5101 | f: (217)-522-5026 | tim@usesupply.com

UNITED STATES ELECTRIC COMPANY

From: Paul Adams [mailto:policechief@lincolnil.gov]
Sent: Friday, September 08, 2017 1:35 PM
To: Tim Branham
Subject: Re: Electrical Items RFP

[Quoted text hidden]

2 attachments

 **Lincoln Police Base Bid.pdf**
568K

 **Alternate Adder.pdf**
42K



Detail Bill of Material

Page 1 of 1

Project Name: Lincoln Police
General Order No:

Negotiation No: DC820425X7K9
Alternate No: 0002

Item No.	Qty	Product	Description
	1	Generator	GNT
		Catalog No	EGENX60GNAN
	Qty	List of Materials	
	1	60KW 3600 RPM ALUM 3PH 120/208 NG	
	1	300A 3 Phase Service Entrance Automatic Transfer Switch, Nema 3R	

Eaton Selling Policy 25-000 applies.

All orders must be released for manufacture within 90 days of date of order entry. If approval drawings are required, drawings must be returned approved for release within 60 days of mailing. If drawings are not returned accordingly, and/or if shipment is delayed for any reason, the price of the order will increase by 1.0% per month or fraction thereof for the time the shipment is delayed.



Quotation

QUOTE DATE	QUOTE NUMBER
11/20/17	S5557155
ORDER TO:	PAGE NO.
01 SPRINGFIELD ELECTRIC SUPPLY 700 N 9TH STREET SPRINGFIELD, IL 62702 217-788 2100 Fax 217-788-2134	1

QUOTE TO:
CITY OF LINCOLN, ILLINOIS
STREET DEPT
700 BROADWAY ST PO BOX 509
LINCOLN, IL 62656-2856

SHIP TO:
CITY OF LINCOLN, ILLINOIS
STREET DEPT
700 BROADWAY ST PO BOX 509
LINCOLN, IL 62656-2856

ORDERED BY	CUSTOMER ORDER NUMBER	RELEASE NUMBER	SALESPERSON	
PAUL / MA	POLICE GENERATOR		TIM TRESELER	
WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT ALLOWED
MIKE PRATT	BID	Pass Along	11/20/17	No
ORDER QTY	DESCRIPTION	Unit Prc	Ext Prc	
1ea	BRGS 076161 60KW 3-PHASE STANDBY GENERATOR 120/208V INTELINANO - ALUMINUM ENCLOSURE BLOCK HEATER INCLUDED BATTERY CHARGER NOT INCLUDED	17365.850/ea	17365.85	
1ea	BRGS 6343 35-60KW 36IN BATTERY WARMER BLANKET	151.220/ea	151.22	
1ea	BRGS 6279 35-60KW BATTERY CHARGER (NANO/LITE) STANDARD LIQUID COOLED APPLICATIONS	140.240/ea	140.24	
1ea	BRGS 071112 400 AMP TRANSFER SWITCH 208V NEMA 3R	2300.000/ea	2300.00	
1ea	FREIGHT CHARGE	250.000/ea	250.00	
TAXES NOT INCLUDED				
			Subtotal	20207.31
			S&H CHGS	0.00
			Amount Due	20207.31

*** This is a quotation ***

Unless otherwise specified, all prices are subject to change without notice. Prices do not include applicable taxes. Springfield Electric Supply Co. standard terms and conditions apply as posted at www.springfieldelectric.com/terms

#076161



60kW¹ STANDBY GENERATOR



BRIGGS & STRATTON® THE SMART CHOICE

Durable backup power for businesses and luxury homes. Help eliminate losses from power outages with a Briggs & Stratton® Commercial Standby Generator.



Corrosion Resistant Aluminum Enclosure

- Durable enclosures are built to last, protecting against extreme weather conditions and corrosion

Easy to Service

- Convenient internal swing open doors allow you to easily access the engine; no more taking apart the bolted finger guards, saving you precious time and the hassle of disassembly

Quality Clean Power

- Ensures your electronics are safely powered

Durable Industrial Engine

- Found in industrial applications, the premium industrial 1,800 RPM engine provides strong, reliable power without giving up quiet operation or durability

Custom Built Options

- A complete line of standby generators for commercial applications with multiple voltage configurations and controller options

NFPA 110 Capable

- Suitable for NFPA 110 applications when installed with required NFPA 110 accessories and installation methods



GENERATOR SET RATINGS

MODEL	VOLTAGE	POWER FACTOR	PHASE	HZ	BREAKER	LIQUID PROPANE		NATURAL GAS		CONTROLLER
						LP KW ¹	LP AMPS	NG KW ¹	NG AMPS	
Briggs & Stratton 076360	120/240	1	1	60	300	60	250	55	229	Briggs & Stratton
Briggs & Stratton 076161	120/208	0.8	3	60	225	62	215	55	191	IntelliName
Briggs & Stratton 076163	120/240	0.8	3	60	300	62	187	55	166	IntelliName
Briggs & Stratton 076165	277/480	0.8	3	60	100	62	93	55	83	IntelliName
Briggs & Stratton 076361	120/208	0.8	3	60	225	62	215	55	191	IntelliName
Briggs & Stratton 076363	120/240	0.8	3	60	300	62	187	55	166	IntelliName
Briggs & Stratton 076365	277/480	0.8	3	60	100	62	93	55	83	IntelliName

¹ The generator is rated in accordance with UL (Underwriters Laboratories) 2200 (stationary engine generator assemblies) and CSA (Canadian Standards Association) standard C22.2 No. 100-14 (motors and generators).

² Warranty details available at www.briggsandstratton.com



ENGINE SPECIFICATIONS

ENGINE	
Engine Model	5.7L Industrial Powertrain
Engine Type	8 Cylinder, 4-Cycle
Engine Speed (RPM)	1800
Engine Fuel	Liquid Propane Vapor (LPV) or Natural Gas (NG)
Induction System	Naturally Aspirated
Air Filter Type	Dry
Displacement (ltr / cc)	5.7 / 5736
Freq Reg NL to FL	Isochronous
Block Heater	Included
Governor Type	Electronic
Frequency Regulation	+ / -.5%
Starter Motor Rated Voltage	12 Volt
Battery (volts dc / cca)	12 Volt / 775

LUBRICATION	
Oil Capacity (qts / ltrs)	4.5 / 4.3
Oil Capacity with Filter (qts / ltr)	5.0 / 4.7
Oil Filter (quantity / type)	1 / Spin on
Lubrication System	Full Pressure
Recommended Oil	API GF-4 10W30

ALTERNATOR SPECS

Type	4-Pole, Rotating Field
Voltage Regulator	Solid State Volts / Hz
Insulation (rating)	Class F
Designed Temperature Rise Limit	125°C
Bearing (quantity / type)	1 / Sealed
Voltage Reg NL to FL	+ / -1.0%
Frequency Compensation	8V / Hz Voltage Drop Below 60 Hz

ENGINE OUTPUT DERATINGS - STANDBY

Rated Temp	104°F / 40°C
Rated Altitude	Sea Level
Max Altitude	15,000 ft
Temperature Derate	1% for each 10°F [5.6°C] above rated temp
Altitude Derate	3% / 1000 ft

ENGINE FUEL SYSTEM SPECIFICATIONS

Recommended Fuel	
LP min LHV (btu / ft³)	2250
NG min LHV (btu / ft³)	890
Fuel Supply Pressure (in H ₂ O)	7.11 (at full load)
Fuel Supply Line at Engine (npt)	1"

OPERATIONS

FUEL CONSUMPTION¹

	50% Load		100% Load	
	Liquid Propane	233 ft³ / hr	6.5 gal / hr	320 ft³ / hr
Natural Gas	512 ft³ / hr	512,000 btu / hr	682 ft³ / hr	682,000 btu / hr

SOUND RATING AT 7 METERS PER ISO 3744

68 dBA

Lowest measurement of 12 microphones around generator. Sound level measurement at other locations around generator may be different depending upon installation configuration.

¹ This generator is rated in accordance with UL (Underwriters Laboratories) 2200 (stationary engine generator assemblies) and CSA (Canadian Standards Association) standard C22.2 No. 100-14 (motors and generators).

² Fuel consumption rates are estimated based on normal operating conditions. Generator operation may be greatly affected by elevation and the cycling operation of multiple electrical appliances - Fuel flow rates may vary depending on these factors.



ADDITIONAL INFORMATION

OTHER FEATURES

Enclosure Material Corrosion-Resistant Aluminum

WEIGHT AND DIMENSIONS

Assembled Weight (lbs / kg) 2020 / 915

Overall Dimensions (in) 98 x 39.4 x 43

Packaged Weight (lbs) 2420 / 1100

Packaged Dimensions (in) 104 x 51 x 48

BATTERY CHARGERS FOR INTELINANO/INTELILITE

Standard 6279

NFPA 110 6339

CERTIFICATION

CARB Compliant Yes

UL Listed to 2200 Yes

cUL Listed to CSA 22.2 NO 100-04 Yes

NEMA Compliant Yes

EPA Certified Fuel System Yes

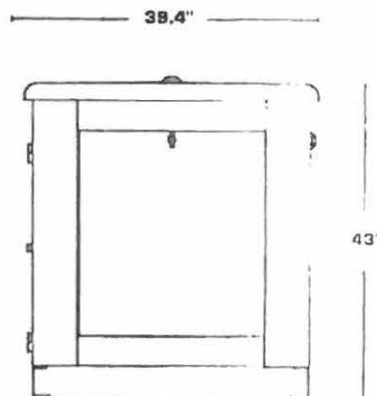
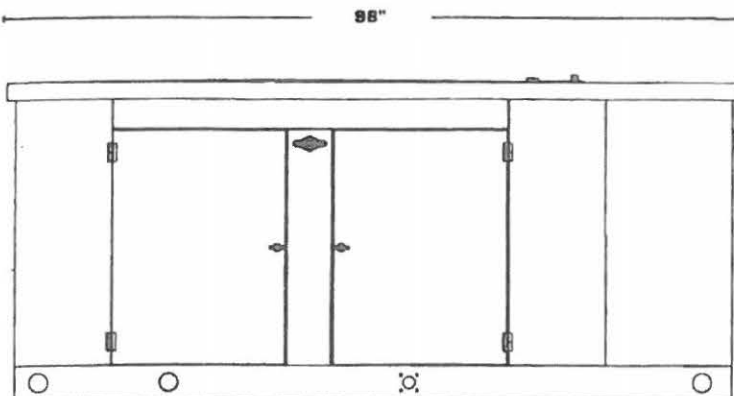
AVAILABLE ACCESSORIES

Battery Warmer 6343

Basic Wireless Monitor 6229

InfoHub 6200

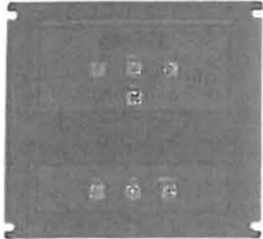
Remote Status Monitor 6144



¹ This generator is rated in accordance with UL (Underwriters Laboratories) 2200 (stationary engine generator assemblies) and CSA (Canadian Standards Association) standard C22.2 No. 100-14 (motors and generators).

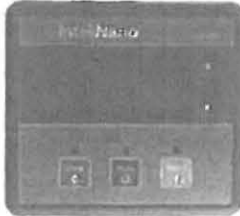


STANDARD CONTROLLERS



Briggs & Stratton® Standard AMF Controller for Single Phase

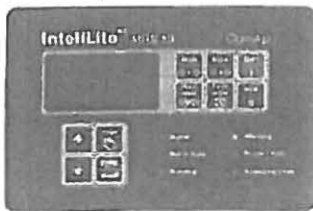
- User-friendly control panel for troubleshooting
- Conveniently monitors diagnostic conditions, displays system fault codes and sets weekly exercise cycle
- Easy-to-read alpha-numeric scrolling display
- Single-phase generator application only
- UL recognized



IntelliNano (NT) Controller for 3-Phase

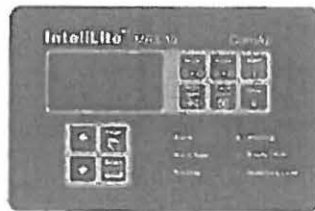
- 3-phase generator application only
- Large graphical display
- 3-phase voltage sensing
- "Zero" power consumption mode
- Easy installation and user-friendly operation
- 10 event history log
- USB communication interface
- Six binary inputs, three analog inputs
- Two low-current and two high-current binary outputs
- UL recognized

OPTIONAL CONTROLLERS



IntelliLite (NT) Controller

- 3-phase and single-phase generator applications
- 3-phase voltage sensing
- Current sensing
- Seven binary inputs, three analog inputs
- Seven binary outputs
- Additional input/output accessories available
- Various communication modules available
- Remote control and monitoring capabilities
- UL recognized



IntelliLite Accessories (sold separately)

- Remote Annunciator, NFPA 110 Compliant (6334)
- Remote Display (6353)
- IL-NT GPRS (6354)
- IB-LITE (6355)
- IL-NT RS232-485 (6356)
- IL-NT S-USB (6357)

¹ The generator is rated in accordance with UL (Underwriters Laboratories) 2200 (stationary engine generator assemblies) and CSA (Canadian Standards Association) standard C22.2 No. 100-14 (motors and generators).



FUEL PIPE SIZE RECOMMENDATION CHART (CAPACITY IN THOUSANDS OF BTU / HOUR)

Natural Gas / Inlet Pressure less than 2 PSI / Pressure Drop 1/2" Water Column / Specific Gravity 0.60

	1/2" pipe capacity	3/4" pipe capacity	1" pipe capacity	1-1/4" pipe capacity	1-1/2" pipe capacity	2" pipe capacity
20' Length*	118	247	466	957	1,430	2,760
40' Length*	81	170	320	657	985	1,800
60' Length*	65	137	257	528	791	1,520
80' Length*	58	117	220	452	677	1,300
100' Length*	50	104	195	400	600	1,150

Liquid Propane / Inlet Pressure 11" Water Column / Pressure Drop 1/2" Water Column / Specific Gravity 1.50

	1/2" pipe capacity	3/4" pipe capacity	1" pipe capacity	1-1/4" pipe capacity	1-1/2" pipe capacity	2" pipe capacity
20' Length*	200	418	788	1,617	2,423	4,666
40' Length*	137	287	541	1,111	1,665	3,207
60' Length*	110	231	435	892	1,337	2,575
80' Length*	101	212	400	821	1,230	2,370
100' Length*	101	212	400	821	1,230	2,370

*Total length of piping from outlet of regulator to appliance furthest away.

SUPPORT EVERY STEP OF THE WAY

NEED HELP? Just call 800-759-2744

Our technical support team is trained to answer questions on our generators, transfer switches and accessories.

CALL TODAY FOR A FREE IN-HOME ESTIMATE! 800-743-4115

* The generator is rated in accordance with UL (Underwriters Laboratories) 2200 (stationary engine generator assemblies) and CSA (Canadian Standards Association) standard C22.2 No. 100-14 (motors and generators).

Disclaimer: Not for Prime Power or use where standby systems are legally required, for serious life safety or health hazards, or where lack of power hampers rescue or fire-fighting operations.

BRIGGS & STRATTON

POST OFFICE BOX 702 MILWAUKEE, WI 53201 USA

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#071112



BRIGGS & STRATTON® 185 SERIES BY ASCO® RESIDENTIAL/LIGHT COMMERCIAL POWER TRANSFER SWITCHES

24-hour protection no matter when trouble strikes

Computers, communication and information systems, security systems, cash registers, heating systems, water heaters, refrigerators and freezers, air conditioners, sump pumps, well pumps... nearly every system in your business or home depends on electric power. It's easy to take that power for granted, but when it fails, the results can be disastrous. Generators can restore power to these vital systems... but they can only operate when someone turns them on! So what do you do when no one is around?



BRIGGS & STRATTON® THE SMART CHOICE

For the discerning business or home owner who is looking for the smartest, most reliable permanent backup power solution.

An Automatic Transfer Switch helps prevent...

- Your business or home from losing power during bad weather or utility power equipment failures
- The loss of valuable information needed from your computer to keep your business going or maintain important personal data
- Frozen and ruptured water pipes, flooded basements, as well as loss of heat, well water, air conditioning, sump pump, and other vital systems
- Frozen foods from thawing, and refrigerated foods from spoiling
- Personal injury and generator damage by eliminating the possibility of connecting the utility and generator at the same time

A Briggs & Stratton® 185 Series Automatic Transfer Switch by ASCO® provides all the intelligence your generator needs to make sure the power stays on when utility power fails. It automatically senses loss of utility power, and signals your generator to start and restore power to your business or home. A Series 185

Automatic Transfer Switch will automatically transfer your vital loads back to utility power when it has been restored. Working hand in hand with your generator, a Series 185 Automatic Transfer Switch silently provides dependable 24-hour protection from a power failure, and springs into action only when needed.



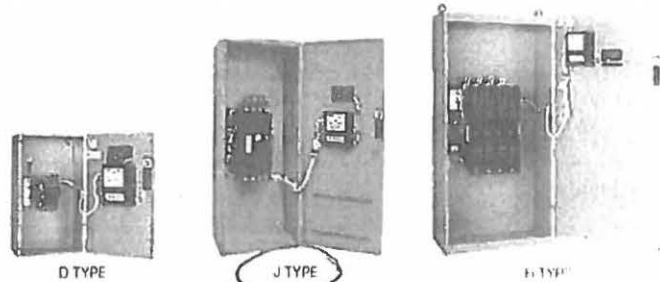
RESIDENTIAL/LIGHT COMMERCIAL POWER TRANSFER SWITCHES

Product Features

- User-friendly control interface with intuitive symbols and visual indicators to inform operator of transfer switch and power source status.
- Listed to UL 1008 for optional standby systems, handling total system load including motors and all other electrical loads.
- Meets Article 702, NFPA-70 National Electric Code (NEC) requirements.
- Nominal service voltage up to 480V 50/60Hz, single phase, and 3 phase AC systems.
- Available in 100 through 1000A ratings.
- True double-throw contacts with inherent mechanical interlocking to prevent connection of generator and utility sources.
- Terminals for convenient connection of neutral and ground conductors.
- Auxiliary contacts to indicate switch position (1) contact closed when TS is connected to normal 14A, and (1) contact closed when TS is connected to emergency 14B.
- Available in Type 3R Non-Secure Outdoor enclosure with hinged door design.

Performance Features

- 600 volt spacing per UL and CSA standards.
- Interfacing relays are industrial grade, plug-in type with dust covers.
- Meets or exceeds the requirements for Electromagnetic Compatibility (EMC).
- ANSI C37.90A/IEEE472 Voltage Surge Test
- NEMA ICS-109.21 Impulse Withstand Test
- Digital circuitry isolated from line voltages
- IEC 801-2 Electrostatic discharge (ESD) immunity
- ENV50140 and IEC 803-1: Radiated electromagnetic field immunity
- IEC 801-4 Electrical fast transient (EFT) immunity
- ENV50142 Surge transient immunity
- ENV50141: Conducted radio-frequency field immunity
- EN55011: Group 1, Class A conducted and radiated emissions
- Optically isolated RS-485 Serial Port
- EN61000-4-11 voltage dips and interruptions immunity



D TYPE ENCLOSURE 100-200 Amps

MODEL NUMBER	FRAME TYPE	PHASE POLES	OUTPUT AMPERAGE	OUTPUT VOLTAGE	ENCLOSURE TYPE	FREQUENCY, HZ
071097-00	D	2	100	240	3R	60
071098-00	D	3	100	208	3R	60
071099-00	D	3	100	240	3R	60
071101-00	D	3	100	220	3R	60
071102-00	D	3	100	415	3R	60
071103-00	D	3	100	480	3R	60
071105-00	D	2	200	240	3R	60
071106-00	D	3	200	208	3R	60
071107-00	D	3	200	240	3R	60
071109-00	D	3	200	415	3R	60
071109-00	D	3	200	480	3R	60

J TYPE ENCLOSURE 400-600 Amps

MODEL NUMBER	FRAME TYPE	PHASE POLES	OUTPUT AMPERAGE	OUTPUT VOLTAGE	ENCLOSURE TYPE	FREQUENCY, HZ
071111-00	J	2	400	240	3R	60
071112-00	J	3	400	208	3R	60
071113-00	J	3	400	240	3R	60
071114-00	J	3	400	415	3R	60
071115-00	J	3	400	480	3R	60
071117-00	J	2	600	240	3R	60
071118-00	J	3	600	208	3R	60
071119-00	J	3	600	240	3R	60
071120-00	J	3	600	415	3R	60
071121-00	J	3	600	480	3R	60

H TYPE ENCLOSURE 800-1000 Amps

MODEL NUMBER	FRAME TYPE	PHASE POLES	OUTPUT AMPERAGE	OUTPUT VOLTAGE	ENCLOSURE TYPE	FREQUENCY, HZ
071123-00	H	2	800	240	3R	60
071124-00	H	3	800	208	3R	60
071125-00	H	3	800	240	3R	60
071126-00	H	3	800	415	3R	60
071127-00	H	3	800	480	3R	60
071141-00	H	2	1000	240	3R	60

NEED HELP? Just call 800-759-2744
 Our technical support team is trained to answer questions on our generators, transfer switches and accessories.

FOR MORE INFORMATION PLEASE CONTACT YOUR LOCAL DEALER.

FIND A DEALER AT WWW.BRIGGSandSTRATTON.COM

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 MILWAUKEE, WI 53201 USA
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All Series 185 transfer switches are UL listed and rated for copper or aluminum conductors with the exception of the 200A D-frame which is rated for copper conductors only. This frame is listed in accordance with UL (Underwriters Laboratories) 1008 (transfer switch equipment).

LINCOLN POLICE DEPARTMENT

CHIEF OF POLICE PAUL ADAMS



DEPUTY CHIEF MATTHEW VLAHOVICH

To: Interim City Administrator, Robert Mahrt
From: Chief of Police, Paul Adams *PA*
Meeting Date: December 12, 2017

Re: New Police Station North Lot Demolition Bid Award

Background

The north lot which is slated for a parking lot and a pole garage currently has several trees, bushes, and concrete on the lot. These items will need to be removed and the site graded. The demolition is requested now so the lot can settle before being prepared for concrete. The rest of the north lot would be completed during the spring.

Analysis/Discussion

In regards to the demolition only on the north lot, we received four bids:

Company	Demo
Professional Pavement	\$23,670
Kinney Contractors	\$9,980
Tim Clark Concrete	\$19,800
Harold Goodman Inc	\$5,080

All bids include prevailing wages and all contractors are insured. The low bidder said he would add temporary fencing for erosion control.

Fiscal Impact

This will be added to the bond amount for financing of the entire new police station project.

COW Recommendation

Place on Council Agenda for December 18, 2017, to approve the bid for the North Lot Demolition and Grading to Harold Goodman Inc in amount not to exceed \$5,080.

Harold Goodman Inc

606 1400th St
Lincoln, IL 62656
217-732-8683

November 8, 2017

Proposal for the Lincoln Police Department

Demo bushes and trees from parking lot of new police station. Haul brush to city dump in Lincoln, remove concrete, garden box and children garden sign and haul away. Strip sod on site of parking lot and haul away spoils.

Estimate of this proposal

\$5080.00

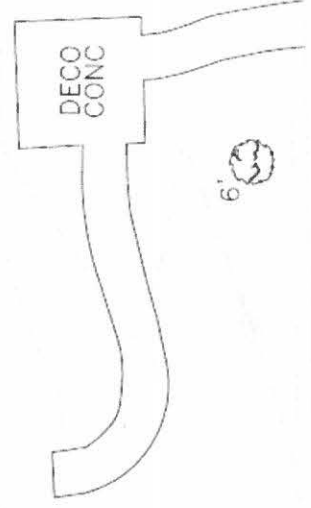
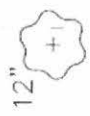
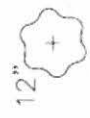
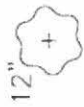
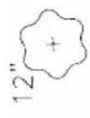
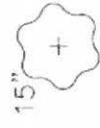
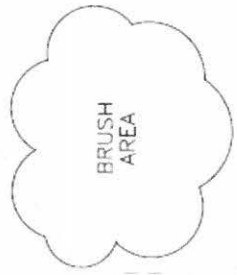
This does include prevailing wages

Acceptance of Proposal _____

TELE H

TELE H

FL



CHILDRENS GARDEN SIGN



FL

TELE H

MEMORANDUM

TO: Mayor and Aldermen of the City of Lincoln

FROM: Bob Mahrt, Interim City Administrator

MEETING

DATE: December 12, 2017

RE: Renewal of Funding Agreement between the City of Lincoln and Logan County Tourism Bureau.

Background: The City of Lincoln had executed the “Funding Agreement between City of Lincoln and Logan County Tourism Bureau” on February 2, 2017. The agreement established a funding support level for eighty-five (85%) of the Hotel/Motel Tax beginning on January 1, 2017 through December 31, 2017. The agreement is to automatically renew for another year, if the terms of the Funding Agreement are met. (A copy of the Funding Agreement is attached for Committee of the Whole review).

A determination shall be made by the City Council on whether the Funding Agreement terms have been met for automatic renewal.

Fiscal Impact: The Funding Agreement allows for eighty-five (85%) of the Hotel/Motel Tax to be provided to the Logan County Tourism Bureau.

Committee of the Whole Recommendation: It is recommended that the Committee of the Whole place the renewal of the Funding Agreement on the City Council regular agenda for December 18, 2017.

City Council Recommendation: It is recommended that the City Council pass a motion that the Funding Agreement terms have been met and allow for the automatic renewal of the Funding Agreement between the City of Lincoln and Logan County Tourism Bureau.

Logan County Tourism Bureau
1555 5th Street
Lincoln, Illinois 62656
217.732.8687
destinationlogancountyil.com

Funding Agreement
between
City of Lincoln and Logan County Tourism Bureau

This document constitutes the Funding Agreement between the City of Lincoln and the Logan County Tourism Bureau. The City of Lincoln agrees to fund the Logan County Tourism Bureau with eighty-five percent (85%) of the Hotel/Motel Tax beginning January 1, 2017 through December 31, 2017. If the Funding Agreement is being met by both parties, this agreement will automatically renew for another year. If either party neglects or is unsuccessful to fulfil this agreement; either party will have the right to terminate this agreement with a thirty (30) day written notice. In exchange for the funding provided by the City of Lincoln, the Logan County Tourism Bureau commits to the following:

1. Employ a full-time Tourism Director to provide tourism services for Logan County (See Appendix A for a detailed job description).
2. Develop media to advertise community programs that brand Logan County as a tourist destination, and deliver appropriate, physical medium to Logan County communities, along with travel stations throughout the state.
3. Execute the professionally developed marketing campaign approved by the Tourism Board of Directors.
4. Promote and provide support (if necessary) to parties planning and executing events that attract tourists to Logan County.
5. Promote Logan County to surrounding counties focusing on the immense features such as Abraham Lincoln and Route 66.
6. Comply with Illinois state requirements and maintain a state certified tourism bureau.
7. Keep a county diverse tourism board of directors to oversee tourism efforts and hold two (2) seats for city appointed officials and two (2) seats for Logan County board members on the tourism council that can act as a liaison between both parties.
8. Continue to provide sub-grants to events in Logan County that attract tourists and encourage overnight stays in the hotels/motels.
9. Work to identify all of Logan County's large events and strive to have a tourism presence at these events (if applicable) in order to promote Logan County assets.
10. Develop and maintain agreeable relationships with the hospitality personnel in Logan County.
11. Continue to make Logan County's online presence stronger and enhance mobile friendly technology.
12. Provide monthly financials and updates via email and present updates in person to the Lincoln City Council at least four times (4x) a year pertaining to an accountability report of usage of City funds and progress updates of the above commitments.

Logan County Tourism Bureau

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APPENDIX A- EXECUTIVE DIRECTOR DUTIES

Duties include, but are not limited to:

Committee Management

- Manage the day-to-day operations of the bureau: including administrative, financial management, marketing, and public relations.
- Prepare the Board agenda, write monthly director's reports, and send meeting notices and other pertinent Board meeting materials.
- Act on all policy decisions made by the board.
- Serve as chief advisor to the Tourism council and provide guidance, advice, and assistance in the selection of council members and council chairpersons.
- Provide supervision and guidance to staff, and volunteers.

Program of Work Development and Accomplishments

- Act in accordance with by-laws; annually review the by-laws and policies and present any revisions needed to the board.
- Identify community/county concerns and opportunities and bring them to the attention of the appropriate agency, group, individual, or committee.

Finances

- Prepare the annual budget for Board approval and work with the Board to continually monitor expenditures and grant programs.
- Submit the annual grant application in accordance with the guidelines, and submit quarterly and annual reports in compliance with grant requirements.
- Monitor the management of grant programs and pursue outside grant and funding opportunities.
- Prepare an annual report of the bureau's accomplishments for presentation to councils/boards.
- Provide monthly financial statements for the council information and approval.
- Meet necessary legal and financial reporting requirements for the State, Federal, and Grant requirements.

General Office Administration

- Maintain and keep a current set of procedures in a manual defining in a clear, concise manner the overall administrative operation of Tourism.
- Conduct official Tourism correspondence and maintain records the same.
- Maintain an organized office for efficient information retrieval and professional looking appearances.

Public Relations/Customer Service

- Maintain a network of communication with affiliated entities, such as: Lincoln/Logan County Chamber of Commerce, Logan County hotel/motels, the Logan County restaurant/bar community, area tourism attractions; arts and entertainment; the colleges, museum, and historical courthouses; State of Illinois tourism related agencies; and local, state, regional, and national industry organization that impact the Logan County tourism and hospitality industry.
- Develop and supervise a tourism community awareness program designed to reach the general public, elected officials, members of the hospitality and tourism industries and their employees.
- Supervise the development, research, and maintenance of comprehensive data on the local, state, and national hospitality and tourism industries.

Logan County Tourism Bureau

• • •

- Continually update the Logan County tourism website, social media, etc. and handle emails sent and received.
- Prepare and/or update brochures and marketing materials.
- Distribute Logan County Tourism brochures to Lincoln and Logan County communities.
- Serve as a public spokesperson for Tourism when asked to do so.
- Attend all required meeting, events, and various public function, and represent the Logan County Tourism Bureau in a positive and professional manner.
- Perform other duties as assigned by the board.

Physical Requirements

- Be able to lift and carry at least 30 pounds.
- Be able to climb a ladder.
- Be able to stand for long periods of time.
- Be able to work outdoors for long periods of time.

Personal Requirements

- Enjoy working with people.
- Good organizational skills.
- Attention to detail.
- Good interpersonal and supervisory skills.
- Be punctual.
- Able to work irregular hours.
- Good communication skills.
- Strong computer skills.
- Maintain a professional appearance.
- Able to negotiate, organize, delegate and work under pressure.

Signed:

X Gail Apel-Lasse Date: 1/30/17
Tourism Bureau Signature

X Martina B. Nitzel Date: 2/2/17
City of Lincoln Signature

MEMORANDUM

TO: Mayor and Aldermen of the City of Lincoln

FROM: Bob Mahrt, Interim City Administrator

MEETING

DATE: December 18, 2017

RE: Approval of proposal from GovHRUSA for recruitment of the full-time City Administrator position.

Background: On November 28, 2017, the Committee of the Whole heard a presentation from Katy Rush, GovHRUSA, regarding the recruitment of the full-time City Administrator position. The Committee of the Whole had requested revisions to the proposed contract to reduce costs. The Committee also had an opportunity to review the prior recruitment brochure prepared in 2014.

The final revised proposal for recruitment has been received and is attached for City Council review.

Fiscal Impact: The proposal includes a Recruitment Fee reduced from \$13,000 to \$10,000; Recruitment Expenses (not to exceed) from \$4,000 to \$3,000; and with Advertising remaining at up to \$2,000. Total estimated cost is approximately \$15,000, not including candidate travel and accommodations.

It should be understood that Staff time will be necessary for assisting in the development of the recruitment brochure, preparation of interview questions, coordinating interviews, and contract negotiation. In addition, the proposal does not include the guarantee of tenure for the selected candidate.

Committee of the Whole Recommendation: The Committee of the Whole previously recommended that the proposal be further revised to cut costs for the recruitment process.

City Council Recommendation: It is recommended that the City Council approve the proposal from GovHRUSA regarding the recruitment of the City Administrator position and authorize the Mayor to execute the same.



December 11, 2017

Mayor Seth Goodman
City of Lincoln
700 Broadway Street
Lincoln, IL 62656

Dear Mayor Goodman and City Council members:

Thank you for the opportunity to provide you with a Limited Scope Recruitment proposal for the City of Lincoln's recruitment and selection process for the City Administrator. GovHR USA ("GovHR") is pleased to offer this option to Clients who require only partial assistance with a recruitment.

Qualifications and Experience

GovHR is a public management consulting firm serving municipal clients and other public sector entities on a national basis. We work exclusively in the public sector, offering customized executive recruitment services, as well as providing other management studies and services for communities. GovHR is certified as an FBE (Female Business Enterprise) in the State of Illinois.

GovHR was established in 2009 as Voorhees Associates, LLC. In January, 2014 Voorhees Associates combined with GovTempsUSA to form GovHR USA. This combination enables us to more effectively serve our clients by utilizing our combined resources to provide not only executive recruiting and management consulting, but also temporary staffing solutions, including short-term, long-term, and interim placements. Our headquarters offices are in Northbrook, Illinois. GovHR is led by Heidi Voorhees, President, and Joellen Earl, CEO. Ms. Voorhees previously spent 8 years with the nationally recognized public sector consulting firm, The PAR Group and was President of The PAR Group from 2006 – 2009. Ms. Voorhees has conducted more than 240 recruitments in her management consulting career, with many of her clients repeat clients, attesting to the high quality of work performed for them. In addition to her 12 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service with the Villages of Wilmette and Schaumburg, Illinois, as well as the City of Kansas City, Missouri. Ms. Earl is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Earl has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

The firm has a total of twenty-two consultants, both generalists and specialists (public safety, finance, parks, etc.), who are based in Arizona, Florida, Illinois, Indiana, Michigan, and Wisconsin, as well as five reference specialists and eight support staff

630 Dundee Road, Suite 130, Northbrook, Illinois 60062
Local: 847.380.3240 Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT • INTERIM STAFFING • MANAGEMENT AND HUMAN RESOURCE CONSULTING

Experience

GovHR has completed more than 400 recruitments since its establishment in 2009. Our consultants are experienced executive recruiters who have conducted over 600 recruitments, working with cities, counties, special districts and other governmental entities of all sizes throughout the country. In addition, we've held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Consultant Assigned

GovHR Vice President Katy Rush will be responsible for your recruitment and selection process. Her biography is attached to this Proposal and her contact information is:

Katy Rush
Vice President
GovHR USA LLC
630 Dundee Road, Suite 130
Northbrook, IL 60062
Telephone: 630.432.2677
Facsimile 866.401.3100
KRush@GovHRusa.com

A complete list of GovHR's clients is available on our website at www.govhrusa.com

References

The following references can speak to the quality of service provided by GovHR:

Lindenhurst, IL (Village Administrator, 2017) – Katherine Rush

Mayor Dominic Marturano
2301 East Sand Lake Road
Lindenhurst, IL 60046
847-356-8252
dominic.marturano@gmail.com

Lake Bluff, IL

(Assistant to the Village Administrator, 2016)

(Village Engineer, 2015)

(Chief of Police, 2013)

Drew Irvin, Village Administrator
40 East Center Ave.
Lake Bluff, IL 60044
847-234-0774
dirvin@lakebluff.org

Hanover Park, IL

(Village Manager, 2012)

(Director of Public Works, 2014)

(Director of Finance, 2015)

(Chief Information Officer, 2015)

(Human Resources Director, 2016)

Juliana Maller
Village Manager
2121 West Lake Street

Hanover Park, IL 60133
630-823-5608
jmaller@hpil.org

Scope of Work

We believe our experience and ability to professionally administer your recruitment will provide you with the best possible outcome. GovHR clients are kept informed of the progress of a recruitment throughout the recruitment process. Consultants are always available to provide information and answer questions, and details of the process such as placement of advertising and applications received are discussed in regular updates via either telephone or email.

GovHR suggests the following approach to your recruitments, subject to your requests for modification:

Phase I – Position Assessment, Position Announcement and Brochure Development (modified)

Phase I will include the following steps:

- The City of Lincoln will provide GovHR USA with the text and photos and position announcement for the Recruitment Brochure. The text will be provided in the template that is provided by GovHR USA. Once the template is received, GovHR will develop the brochure for publication online.
- Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes 90 days from the time you sign the contract until you are ready to appoint the finalist candidate.

Phase II – Advertising, Candidate Recruitment and Outreach

Phase II will include the following steps:

- Placement of the Job Announcements in appropriate professional online publications. In addition to public sector publications and web sites, outreach will include LinkedIn and other private sector resources. We can provide the City with placement recommendations, if so desired.
- The development of a database of potential candidates unique to each position and to the City of Lincoln, focusing on the leadership and management skills identified in Phase I as well as size of organization, and experience in addressing challenges and opportunities also outlined in Phase I.
- Outreach will be done through e-mail, telephone contacts, and U.S. mail as appropriate. GovHR consultants have extensive knowledge of the municipal government industry and will personally identify and contact potential candidates. With more than 600 collective years of municipal and consulting experience among our consultants, we often have inside knowledge about candidates.

Phase III – Candidate Evaluation and Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure.
- Candidates will be interviewed by skype or facetime to fully grasp their qualifications and experience as well as their interpersonal skills. These hour-long interviews ask specific questions about their experience and skill set. This allows us to ask follow up questions and probe specific

areas. It also provides us with an assessment of their verbal skills and their level of energy for and interest in the position.

- Formal and informal references (two per candidate) and an internet search of each candidate will be conducted to further verify candidates' abilities, work ethic, management and leadership skills, analytical skills, interpersonal skills, ability to interact with the media, and any areas identified for improvement.
- All résumés will be acknowledged and contacts and inquiries from candidates will be personally handled by GovHR, ensuring the City of Lincoln's process is professional and well regarded by all who participate.

Phase IV – Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a **Recruitment Report** that presents the credentials of those candidates most qualified for the position. We will provide one copy of this report for the City of Lincoln to reproduce. We provide a binder which contains the candidate's cover letter and résumé. In addition, we prepare a "mini" résumé for each candidate, so that each candidate's credentials are presented in a uniform way. As résumés come in all different formats, these "mini" résumés will give you a clear, consistent look at each candidate "at a glance."
- GovHR will provide you with a log of all candidates who applied for each position. You may also review all of the résumés should you so desire.
- GovHR will meet with you to review the Recruitment Report and expand upon the information provided. The report will arrive two to three days in advance of the meeting, giving you the opportunity to fully review it. In addition to the written report, we will spend 2 to 3 hours with you to bring the candidates to "life" by reviewing their telephone interview and providing excerpts from two (2) references we will have done on the individual.
- GovHR will conduct background investigations (court, credit, motor vehicle records checks, etc.) on up to three finalist candidates.
- GovHR will notify all applicants of the final appointment, including professional background information on the successful candidate.

GovHR will not be involved in any components of the Recruitment Process beyond the presentation of candidates. As the Limited Scope Recruitment is not a Full Scope Recruitment and Selection Process, GovHR will not:

- prepare interview questions or make arrangements for the candidate interviews.
- provide assistance with contract negotiations with finalist candidates.
- offer any guarantee of tenure of the candidates or "redo" the recruitment process if the Client is unsuccessful in hiring someone from the group of recommended candidates.

Recruitment Schedule

A detailed recruitment schedule will be provided in Phase I. The recruitment and selection process typically takes 90 days from the time the contract is signed until the candidate is appointed. We can work with you on a shorter process, should you so desire.

Our typical recruitment process includes the following milestones and deliverables:

➤ Weeks 1 - 2	City will send brochure text and photos to GovHR for development of the final copy of the Recruitment Brochure Deliverable: recruitment brochure
➤ Weeks 3 - 8	Placement of professional announcements; candidate identification, screening, interview and evaluation by consultant
➤ Week 9	Consultant recommendation to Council of qualified candidates Deliverable: recruitment report
➤ Week 10	Selection of candidate finalists by the Council; additional background and reference checks of up to three finalist candidates
➤ Weeks 11-12	Council will conduct interview process and report to GovHR when a finalist is appointed. GovHR will notify all applicants of the appointment.

Summary of Costs	Price
Recruitment Fee:	\$10,000
Recruitment Expenses: (not to exceed) ➤ Expenses include consultant travel, postage/shipping, telephone, support services, candidate due diligence efforts, copying etc.	3,000
Advertising: *Advertising costs over \$2,000 will be placed only with client approval. If less than \$2,000, Client is billed only for actual cost.	2,000*
Total:	\$15,000**

**This fee does not include travel and accommodations for candidates interviewed. Recruitment pamphlets are produced as electronic files.

The above cost proposal is predicated on one consultant visit to the client; this visit will be to present recommended candidates; Any additional consultant visits requested by the client will be billed at \$125/hour; \$500 for a half day and \$950 for a full day. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

Payment for Fees and Services

Professional fees and expenses will be invoiced as follows: Recruitment expenses will be itemized with sufficient detail and invoiced as incurred. The Recruitment Fee will be invoiced in two (2) equal payments, billed during the course of the recruitment. The first invoice for the Recruitment Fee will be sent upon

acceptance of our proposal. The second invoice will be sent following the recommendation of candidates and will include any expenses incurred to date. Upon receipt of each invoice the City will approve payment in accordance with its claims procedures within thirty (30) days of receipt.

Why Choose GovHR USA?

We ask you to consider the following as you deliberate:

- We are a leader in the field of local government recruitment and selection with experience in more than 24 states, in communities ranging in population from 1,000 to 1,000,000. More than 28% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients.
- We are committed to bringing a diverse pool of candidates to your recruitment process. We network extensively with state, city and county management associations, attending more than 20 state and national conferences each year. In addition, we support and attend the meetings of Women Leading Government, the International Hispanic Network, the California Network of Asian Public Administrators, and the National Forum for Black Public Administrators.
- We conduct comprehensive due diligence on candidates. Before we recommend a candidate to you, we will have interviewed them via Skype, conducted reference calls, and media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.
- We are your partners in this important process. You are welcome to review all the resumes we receive and we will share our honest assessment of the candidates.
- Our goal is your complete satisfaction. We are committed to working with you until you find the candidate that is the best fit for your position.

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

We look forward to working with you on this recruitment and selection process!

Sincerely,



Heidi J. Voorhees
President
GovHR USA

Attachment: Consultant Biography

ACCEPTED BY CITY OF LINCOLN, ILLINOIS

BY: _____

TITLE: _____

DATE: _____

CONSULTANT BIOGRAPHY

KATHLEEN F. RUSH **Vice President**

Kathleen F. Rush has over 30 years experience as a local government management professional including Woodridge and Riverside, Illinois. She is known for her extensive professional network. From 2009 until 2017, Ms. Rush served as the Village Administrator in Woodridge, a progressive, vibrant, diverse community in south central DuPage County. During her tenure in Woodridge, Ms. Rush was responsible for an approximate \$44.5 million budget and 126 full-time employees. During her tenure in Woodridge intergovernmental cooperation and regional service arrangements were initiated. Technology improvements, including a new phone system and a new Enterprise Resource System solution was initiated and implemented. The use of social media as a key tool for community engagement advanced. There was an improved commitment to infrastructure including the streets and water system. She participated extensively at a leadership level in regional and County-wide agencies ensuring the implications of decisions were considered during decision making.

Ms. Rush served as the Village Manager In Riverside, Illinois (a national historic landmark) from 1998 to 2009. Riverside is a unique, small town with a high demand for resident service and attention to historic preservation. Designed by Frederick Law Olmsted, designer of Central Park, NY, the Village of Riverside presented a unique set of challenges and projects. The community is known for its significant amount of open space, distinctive zoning and curvilinear streets. The community retains its historic character that essentially has been unchanged since 1879. The community is part of the National Park Service inventory of designated landmarks. During her tenure, financial challenges provided a great deal of experience. Capital project financing, operational reductions and increased service demands were a focus. Significant water, street, sewer, forestry projects were completed. Significant grant funding assisted in the financial undertakings. In Riverside, Ms. Rush was supervised both parks/recreation and fire services as well as other typical Village operations.

Prior to serving in the Manager's role in Riverside, Ms. Rush did serve as the Assistant Village Administrator in Woodridge where she was responsible for human resources, information technology, purchasing, agenda management, community relations, special events and Village Board support. She served as the acting Director of Public Works and served as the project manager during the construction of a new Village Hall.

Ms. Rush holds a Bachelor of Science degree in Political Science and a graduate degree in Public Administration from Northern Illinois University. She has served in various leadership roles in professional and civic associations including serving as President of the Illinois City/County Manager's Association, President of the Illinois Municipal Management Assistants Association, and Chairperson of the Intergovernmental Risk Management Agency. Ms. Rush presently serves as a Board member and treasurer for the DuPage Credit Union as well as serving on the Board of Directors for the DuPage Federation on Human Services Reform. She has recently completed a term on the Board of Advisor's for the Northern Illinois University division of Public Administration. She was selected as the ASPA Administrator of the Year in 2014.

SETH A. GOODMAN
MAYOR

Robert Mahrt - Interim
CITY ADMINISTRATOR

PEGGY S. BATEMAN
CITY CLERK

CHARLES N. CONZO
CITY TREASURER

WILLIAM B. BATES, JR.
CITY ATTORNEY



CITY OF LINCOLN, ILLINOIS

700 Broadway St., P.O. Box 509, Lincoln, IL 62656

Named for and Christened by Abraham Lincoln, 1853—Incorporated February 16, 1865
CITY COUNCIL MEETS FIRST AND THIRD MONDAY NIGHTS EACH MONTH

CITY OF LINCOLN SCHEDULED MEETING DATES FOR 2018 CALENDAR YEAR

REGULAR CITY COUNCIL MEETINGS @ 7:00 P.M.

January 2, 2018 (1st is Holiday)
January 16, 2018 (15th is Holiday)
February 5, 2018
February 20, 2018 (19th is Holiday)
March 5, 2018
March 19, 2018
April 2, 2018
April 16, 2018
May 7, 2018
May 21, 2018
June 4, 2018
June 18, 2018
July 2, 2018
July 16, 2018
August 6, 2018
August 20, 2018
September 4, 2018 (3rd is Holiday)
September 17, 2018
October 1, 2018
October 15, 2018
November 5, 2018
November 19, 2018
December 3, 2018
December 17, 2018

COMMITTEE OF THE WHOLE MEETINGS @ 7:00 P.M.

January 9, 2018
January 23, 2018
February 13, 2018
February 27, 2018
March 13, 2018
March 27, 2018
April 10, 2018
April 24, 2018
May 15, 2018
May 29, 2018
June 12, 2018
June 26, 2018
July 10, 2018
July 24, 2018
August 14, 2018
August 28, 2018
September 11, 2018
September 25, 2018
October 9, 2018
October 23, 2018
November 13, 2018
November 27, 2018
December 11, 2018
December 26, 2018 (25th Holiday)

REGULAR CITY COUNCIL MEETINGS – 1st & 3rd Monday of each month.

COMMITTEE OF THE WHOLE MEETINGS – 2nd & 4th Tuesday of each month.

If the 1st of the month falls on a Tuesday, then meetings would be held on the 3rd & 5th Tuesdays or as changed by City Council.

(If meeting date falls on a holiday, then it is held the following night as changed by City Council).

If any of the above referenced meeting dates are changed, a notice will be sent out, setting forth the new time and date.

Peggy S. Bateman

CITY COUNCIL

FIRST WARD
STEVE PARROTT
TRACY WELCH

SECOND WARD
MICHELLE BAUER
KATHLEEN M. HORN

THIRD WARD
RON KELLER
HEIDI BROWNE

FOURTH WARD
JEFF HOINACKI
RICK HOEFLE

SETH A. GOODMAN
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CITY OF LINCOLN 2018 HOLIDAYS

JANUARY 1 st	MONDAY	NEW YEAR'S DAY
JANUARY 15 th	MONDAY	MARTIN LUTHER KING DAY
FEBRUARY 12 th	MONDAY	LINCOLN'S BIRTHDAY
FEBRUARY 19 th	MONDAY	PRESIDENT'S DAY
MARCH 30 th	FRIDAY	GOOD FRIDAY
MAY 28 th	MONDAY	MEMORIAL DAY
JULY 4 th	WEDNESDAY	INDEPENDENCE DAY
SEPTEMBER 3 rd	MONDAY	LABOR DAY
OCTOBER 8 th	MONDAY	COLUMBUS DAY
NOVEMBER 12 th	MONDAY	VETERAN'S DAY
NOVEMBER 22 ND	THURSDAY	THANKSGIVING
NOVEMBER 23 rd	FRIDAY	DAY AFTER THANKSGIVING
DECEMBER 25 th	TUESDAY	CHRISTMAS DAY

Peggy S. Bateman
City Clerk

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