

**CITY OF LINCOLN**  
**REGULAR COMMITTEE OF THE WHOLE MEETING**  
**AGENDA**  
**FEBRUARY 13, 2018**  
**CITY HALL COUNCIL CHAMBERS**  
**7:00 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Participation**
- 4. Presentation- Chris Isbell IDOT – Local Roads**
- 5. Request to Permit- Lincoln/Logan Rt66 Garage Sale Days June 8<sup>th</sup>, 9<sup>th</sup>, & 10<sup>th</sup> 2018 would like to advertise garage sales & private sponsors**
- 6. Request To Permit – VFW Post 1756 to use Postville Park for vendors for Rt66 Garage sale June 8<sup>th</sup>, 9<sup>th</sup>, & 10<sup>th</sup> 2018**
- 7. Amendment to City Code Section 8-3-20: Encroachment on Public Rights of Way**
- 8. Resolution Creating a Stop Intersection at Chicago Street and Pekin And At Chicago Street and Sangamon Street**
- 9. Approval to Hire Rachel Shew Full- Time Effective March 1, 2018 per Ordinance 2018-874**
- 10. Discussion on forming a committee for Union Negotiations**
- 11. Ward 2 Vacancy Candidates**
- 12. Announcements**
- 13. Possible Executive Session**
- 14. Adjournment**
- 15. Upcoming Meetings:**
  - City Council: Tuesday, February 20 2018 at 7:00pm**
  - Committee of the Whole: Tuesday, February 27, 2018 at 7:00pm**

## REQUEST TO PERMIT

DATE: June 8, 9, 10 / 2018 (submit date 1/30/18)

We, the undersigned of the City of Lincoln, do hereby respectfully request the Mayor and City Council to permit

Lincoln/Logan Rt. 66 Garage Sale Days.

for June 8, 9, 10 2018.

If people<sup>who</sup> participate want to use city property they will ask on their own behalf. We just want to advertise the <sup>individual</sup> garage sales & private sponsors of the sales. (1756 VFW, Humane Soc. of Logan County, various church & non-prof. org.)

If the above request is for use of City property, including streets and/ or alleys, please check one of the two boxes below:

A Certificate of Insurance Liability for the event is attached.

A Certificate of Insurance Liability for the event will be provided to the City no later than \_\_\_\_\_.

If City property is used, a Certificate of Insurance Liability is required listing the City as an additional insured. The City reserves the right to postpone review and consideration of this Request to Permit until a Certificate of Insurance Liability is provided.

Name: Andrea Dykman (Lincoln Printers)

Address: 711 Broadway St. Lincoln, IL, 62656  
1371 2200<sup>th</sup> St. Atlanta, IL, 61723

Phone: (217) 735-0294 cell: Lincoln Printers (217) 732-3121

Email: dykmanandrea@yahoo.com

# REQUEST TO PERMIT

DATE: 1/30/18\_\_\_\_\_

We, the undersigned of the City of Lincoln, do hereby respectfully request the Mayor and City Council to permit:

VFW Post 1756 to use Postville Park for Vendors to set up and sell garage sale, craft and other vendor type items for the RT 66 Garage Sale event June 8, 9 & 10. The day of June 7<sup>th</sup> will be needed to set up. Porta Potty will be provided. No water will be used. There is a possibility that electricity will be used.

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If the above request is for use of City property, including streets and/ or alleys, please check one of the two boxes below:

A Certificate of Insurance Liability for the event is attached.

A Certificate of Insurance Liability for the event will be provided to the City no later than 6/1/18.

If City property is used, a Certificate of Insurance Liability is required listing the City as an additional insured. The City reserves the right to postpone review and consideration of this Request to Permit until a Certificate of Insurance Liability is provided.

Name: Michelle K. Ramlow\_\_\_\_\_

Address: 915 5<sup>th</sup> ST. Lincoln, IL 62656

Phone: 217-480-0057\_\_\_\_\_

Email: YNCRAMLOW@YAHOO.COM\_\_\_\_\_

# MEMORANDUM

**TO: Mayor Seth Goodman and Members of the City Council**

**FROM: Wes Woodhall, Building and Safety Official**

**DATE: February 8, 2018**

**RE: Amendment to City Code Section 8-3-20: Encroachment on Public Rights of Way**

**Background:** The City of Lincoln Streets and Alleys and Building and Safety Departments have in the past been approached by citizens requesting work to be done with regards to their property that would encroach on the Public Right of Way.

**Analysis/Discussion:** An example of some of the items requested have been the addition of a culvert to access the rear of the property off of a public street and the addition of a retaining wall between the city sidewalk and street for visual enhancement and erosion control. While the construction itself in these cases posed no threat to the public right of way with regards to functionality nor aesthetics, staff feels this type of request should be reviewed and properly approved and permitted to maintain satisfactory conditions and general construction/safety standards. The Building and Safety Department along with the Streets and Alleys Department will be responsible for review and approval/denial of all requested encroachments as well as future observation for maintenance and compliance. This continuous or temporary encroachment will be revocable at the discretion of the City.

With the addition of the permitting process, City Code 8-3-20 (D) should be removed and replaced with the following:

(D) Revocable encroachment permits may be issued by the City upon the completion and approval of the appropriate permit application, on a form designated by the building and safety department from time to time, and upon the payment of any applicable permit fees.

The record keeping portion of the existing permissible encroachments as well as all future granted encroachments will be maintained by the Building and Safety Department.

**COW Recommendation:** Place on Council agenda to adopt an ordinance amending The Lincoln City Code.

**Fiscal Impact:** The city would accept application and permitting fees as dictated on the application.

**Council Recommendation:** Approve ordinance to amend the Lincoln City Code as outlined.

# ENCROACHMENT PERMIT APPLICATION

Municipal Code, Title 8-3-20

APPLICATIONS MUST BE SUBMITTED AT LEAST TEN DAYS IN ADVANCE OF CONSTRUCTION

The undersigned hereby makes application for an Encroachment Permit as provided for in Title 8-3-20 of the City of Lincoln Municipal Code for a period commencing \_\_\_\_\_ and ending \_\_\_\_\_ as indicated hereafter.

Type of Encroachment Requested (choose one):

Temporary  Continuous

Location where encroachment will be positioned:

Business/Organization/PropertyOwnerName:

\_\_\_\_\_

Address: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Applicant Name (if different than above) \_\_\_\_\_

Telephone No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

Describe in detail proposed encroachment including nature of construction, material to be used, and dimensions: \_\_\_\_\_

\_\_\_\_\_

Names, addresses, telephone numbers of officers and persons in charge of operating and maintaining this Encroachment (if corporation, list officers and registered agent): \_\_\_\_\_

\_\_\_\_\_

The period of time for which the encroachment permit is requested (specific dates and hours): \_\_\_\_\_

\_\_\_\_\_

Attach the following to this application:

- a. A description of the proposed encroachment including nature of construction, material to be used, exact dimensions, drawing of the encroachment, and explanation of any utility requirements and location of such utilities. All encroachments shall not unreasonably interfere with access to building entrances or pedestrian and traffic safety. A minimum sidewalk width of four feet (4') must be maintained free and clear of any encroachment. Maximum encroachment height shall not exceed five feet (5').

APPLICATION CONTINUED ON NEXT SIDE

- b. A certificate of insurance indicating the applicant has purchased and maintains public liability and property damage insurance in an amount of at least One Million Dollars (\$1,000,000.00) to secure payment for any loss or damage caused by the encroachment. The certificate of insurance shall name the City as an additional insured, and the applicant shall indemnify and hold the City harmless from any action, proceeding or claim of liability asserted against it as a result of the operation of an encroachment.
- c. The applicant will be responsible for all maintenance and related costs to provide for the adequate function of the permitted encroachment. The permitted encroachment must be maintained as to not deter the intended use, previous to the encroachment installation. The City of Lincoln Streets and Alley Department and Building and Safety Department shall dictate acceptable conditions.
- d. This permit is revocable by the City of Lincoln at their discretion with or without notice to the applicant based on reasons found to be detrimental to the city.

**STATEMENT**

The undersigned, being duly sworn, hereby states that information contained in this application is true to the best of his/her knowledge and that all statements set forth are of his/her own free will. The undersigned applicant agrees to pay any and all expenses, including compensation for damages, caused by the encroachment and that will indemnify and hold harmless the City from any action, proceeding or claim of liability asserted against the City resulting from the encroachment or from the issuance of the encroachment permit.

Applicant's  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print  
Title: \_\_\_\_\_

Name: \_\_\_\_\_

**FEES**

- Application Fee: \$25.00
- Temporary Encroachment Permit: \$10 per day; up to a maximum of \$100
- Continuous Encroachment Permit: \$100 (one-time fee)

**Return completed application to:**  
City of Lincoln  
700 Broadway St.  
Lincoln, IL 62656

Please call the Building and Safety Department (217) 732-6318 with questions regarding this application.

OFFICE USE ONLY	
<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
Date: _____	By: _____
Fee Waived: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No

**RESOLUTION CREATING A STOP INTERSECTION**  
**AT CHICAGO STREET AND PEKIN AND AT CHICAGO STREET AND**  
**SANGAMON STREET**

THIS RESOLUTION is made and adopted by the CITY COUNCIL OF THE CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, WITNESSETH:

WHEREAS, the CITY OF LINCOLN is a municipal corporation situated in Logan County, Illinois; and,

WHEREAS, the City Council of the CITY OF LINCOLN has received a request from the Chief of Police of the CITY OF LINCOLN to create a three-way stop at the intersections of Pekin Street and both Chicago Street and Sangamon Streets in the CITY OF LINCOLN; and,

WHEREAS, the Chief of Police of the Police Department of the City of Lincoln investigated these intersections and are making this recommendation to the City Council; and,

WHEREAS, the City Council feels that it is in the best interests for the safety of the citizens of the CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, that said intersections be made a three-way stop intersections.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the CITY COUNCIL OF THE CITY OF LINCOLN as follows:

1. That pursuant to Title 9, Chapter 10, Section 2 (B), the intersections of Pekin Street and both Chicago Street and Sangamon Street are hereby declared to be three-way stop intersections.

2. That the Superintendent of the Street & Alley Department shall forthwith erect appropriate stop signs at said intersection requiring a complete stop from all directions.

3. That this Resolution was read to the City Council at a

regular voting session on Monday, \_\_\_\_\_, 2018, and adopted by said Council by a majority of the voting members then holding office.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2018, in the City of Lincoln, Logan County, Illinois.

CITY OF LINCOLN, LOGAN COUNTY,  
ILLINOIS,

BY: \_\_\_\_\_  
Seth Goodman  
Mayor

The undersigned, being the City Clerk of the City of Lincoln, Logan County, Illinois, does hereby certify that the foregoing is a true and correct copy of a Resolution which was passed by the City Council of the City of Lincoln, Illinois, on the \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_  
City Clerk



## MEMORANDUM

**TO:** Mayor and Alderman of the City of Lincoln  
**FROM:** Tracy Welch, Alderman Ward 1  
**MEETING DATE:** January 22, 2018  
**RE:** Request to Promote Rachel Shew to Full-Time

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### Background

As the need for greater transparency in government increases so do the number of Freedom of Information Act (FOIA) requests.

Over the past several months the City Clerk's office has seen an increase in their workload. While some of this can be attributed to the implementation of the new Accella software much of the increase is due to the number of Freedom of Information Act (FOIA) requests that the city receives. The City Clerk, Peggy Bateman, stated during the Regular City Council meeting on January 16, 2018 that the city has seen approximately 40 FOIA requests since May of 2017. There are some that she can fulfill by providing a simple attachment or instructions to find the information on the city website. Others take a considerable amount of time. For example, Rachel Shew recently spent two full days assisting Peggy with a FOIA request. This does not include the amount of time Peggy spent on the request.

The City Clerk estimates that for the past several months she has worked 20+ hours each week in addition to her normal hours. These additional hours were performed by coming in early, staying late, or coming in on weekends and holidays.

### Analysis/Discussion

To meet the increasing demands of the Clerk's office it is recommended that the Council adopt a new ordinance which creates the position of Assistant City Clerk. The duties of the Assistant City Clerk would include processing accounts payables, performing research and fulfilling FOIA requests, and other duties as assigned by the City Clerk.

### Fiscal Impact

Annual salary for Rachel Shew would be \$27,810.00. The city's contribution for benefits, if Rachel chose the most expensive plan available, would be; Life insurance at \$2.01/month, family dental at \$58.90/month, and medical at \$878.00 with the employee paying \$21.95/month and the employee paying 100% of family coverage if they elected to cover their family.

The following line items could be used to support the creation of this position:

- 02-0204-4016 Salaries/Part Time YTD \$8,797.56: Budget remaining \$6,178.44 (this is the line Rachel is currently paid from)
- 02-0254-4016 Salaries/Part Time (Assistant to the Mayor) YTD \$0: Budget remaining \$14,976.00

Total budget remaining: \$21,154.44. Per the Treasurer this is enough to support this request.

### COW Recommendation

Place on the February 5, 2018 Council agenda

### Council Recommendation

Approve the adoption of a new ordinance which creates the position of Assistant City Clerk.