

CITY OF LINCOLN
REGULAR CITY COUNCIL MEETING
AGENDA
FEBRUARY 20, 2018
CITY HALL COUNCIL CHAMBERS
7:00 PM

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.

A. Payment of Bills

B. Approval of minutes March 14, 2017 Committee Of The Whole, March 21, 2017 Budget Workshop, March 27, 2017 Special Committee Of The Whole/Budget Workshop, April 17, 2017 Public Hearing/Budget FY 17-18, February 5, 2018 Regular City Council Meeting

C. Request from Andrea Dykman of Lincoln Printers to permit Lincoln/Logan Route 66 Garage Sale Days from Friday, June 8, 2018 through Sunday, June 10, 2018

D. Request from VFW Post #1756 to permit the use of Postville Park for vendors for the Lincoln/Logan Route 66 Garage Sale from Friday, June 8, 2018 through Sunday, June 10, 2018

E. Request from Railsplitter Antique Auto Club to permit the use of various City Streets For Antique Automobile shows on Saturday, May 26, Saturday, June 23, 2018 Saturday, July 28, 2018 and Saturday, September 22, 2018 from 5:00 PM – 8: 00 PM

6. Ordinance and Resolution

A. Ordinance amending City Code Section 8-3-20, Encroachment on Public Right of Way

B. Resolution creating three-way stop intersections at Chicago Street and Pekin Street and at Sangamon Street and Pekin Street

7. Bids

8. Reports

A. City Treasurer Report for January, 2018

B. City Clerks Report for January, 2018

C. Department Head Reports for January, 2018

10. New Business/Communications

A. Advise and Consent to the City Clerk appointment of Rachel Shew as Assistant City Clerk

B. Advise and Consent to the Mayoral appointment to fill an Aldermanic vacancy in Ward 2

C. Swearing in of Alderman for Ward 2

11. Announcements

12. Possible Executive Session

13. 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.

Minutes of the City of Lincoln City Council Committee of the Whole Meeting held in the Council Chambers on Tuesday, March 14, 2017.

Mayor Neitzel called the regular City Council Committee of the Whole Meeting to order at 7:00 p.m. There were six Aldermen present (Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Parrott, Alderman Tibbs and Alderman Welch), one seat vacant and one absent (Alderman Bauer) Also present were Street Superintendent Mr. Landers, Fire Chief Miller, Waste Water Manager Mr. Ferguson, Deputy Building and Safety Officer Mrs. Ingram and Police Chief Adams. Also present were Mayor Neitzel, City Administrator Mr. Johnson, City Treasurer Mr. Conzo, City Clerk Mrs. Gehlbach, City Attorney Mr. Blinn Bates and Recording Secretary Mrs. Riggs.

Mayor Neitzel led the Pledge of Allegiance.

Public Participation:

Mayor Neitzel asked for Kevin of FGM Architects to come forward to give an update on the Police Station.

Mr. Kevin said they were almost ready to turn the project back to the City. They had a meeting today which lasted about three hours. This was going through the almost 100 pages of construction documents. They have gone over the construction documents with City Administrator Mr. Johnson. They have been working on the city setbacks and drainage. They were going to save the playground in the front of the building but the playground equipment does not meet the ADA accessibility. They will place some benches. They are working on the abatement schedule, the furniture vendor, the final colors and materials have been finalized for the building, the layout has not changed, a full set of contract documents are in the Mayor's office, Fire Chief Miller will see the final documents to make sure they have not missed anything, they have contacted some contractors, a pre-bid meeting on April 11, 2017 and open the bids on May 9, 2017.

Request to Permit:

The Mill Grand re-grand opening Parade:

This will be held on April 29, 2017 at 10:00 a.m. starting at Pekin Street and working its way to the Mill.

His hands Outreach:

They requested this to be on the agenda for different activities at Ray White Park.

This will be placed on the Consent Agenda for Monday, March 20, 2017.

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Route 66 Garage Sale:

This will be held on June 9-11, 2017. This is a city wide and mostly on residential property.

This will be placed on the Regular Agenda for Monday, March 20, 2017.

Pigs and Swigs Festival:

Kari Adams of the Logan County Chamber of Commerce requested the following street closures for the Festival: McLean Street from Clinton Street to Broadway; Broadway from the alley to State Bank of Lincoln to McLean; Pulaski Street from the alley to Alley-Bi to Hamilton; Clinton Street from Kickapoo Street to McLean Street; from Thursday, June 1, 2017 until Sunday, June 4, 2017 at 6:00 p.m. and closing Kickapoo from Clinton Street to Broadway until 8:00 a.m. Monday, June 5, 2017,

Logan County Joint Solid Waste Intergovernmental Agreement

There have been 4 increases in the last 8 years. The most recent increase brought the total to \$65,268.00 which is a 12.5% increase for the City.

This will move forward with an RFP request and more discussion by the City of Lincoln. There should be revisions to the proposed agreement. City Administrator Mr. Johnson would not recommend this pass at this time.

Kent Cross Farm Lease:

City Administrator Mr. Johnson said that Mr. Cross has leased the 40 acres since 2013. In 2015, the City is owed \$6,000.00 for base rent and \$3,087.60 in variable rent. This would also allow the Mayor to execute the agreement for the extension.

This will be placed on the Agenda for Monday, March 20, 2017.

Downtown Parking Agreement – Intergovernmental Agreement

The most notable changes is the removing of the designated offices. The language is more generalized to provide the County flexibility for those parking spaces.

The Intergovernmental Agreement will be placed on the Agenda for the March 20, 2017 agenda.

Landscape Waste Intergovernmental Agreement:

Upon the successful bid of T. Kirk Brush to reduce the landscape waste stockpile.

This will be placed on the March 20, 2017 agenda.

Lincoln Depot Change Order:

Bulletin #22 – Ameren Utility pole and guy wire in the corner of Pekin Street and Chicago Streets. The storm water plan had to be redesigned to get clearance of the conflict and maintain proper drainage slopes. The redesign includes an additional manhole and cover. There is a slight increase in the amount of 12 inch pipe for the new design. The total cost of this bulletin \$8,783.00.

RFP 20 – At the suggestion of the design team, a request was made to utilize a new material for the counter flashing instead of the specified stainless steel. The roofing subcontractor had difficulty. The new product proposed is made of zinc copper which will be much easier to work with for the roofing contractor and better match the parapet cover cap on the roof and rotunda. The total cost for this item is \$2,167.00.

Alderman Hoinacki asked to have this placed on the Agenda for Monday, March 20, 2017.

Ordinance: Disposal of Surplus Property – Lincoln Police Department:

Police Chief Adams said the Deputy Chief and other officers have been working on cleaning up their storage area. There were several items that they would like to be disposed. There is a company that will take items. He asked to have this on the Agenda for Monday, March 20, 2017.

City Council Chambers Audio Upgrade Bid:

Fire Chief Millers said last October they went out for bids and they came back very high. The committee decided to downsize the project and they went out for bids again. They received the information mid-February and they only received one bid. The only bid was from Lincoln Land Communication. They would like to move forward so they can get this project completed. They will reuse the cabinet, the digital recording system and the ADA wireless transmitter for the hearing impaired. They will replace the existing desk microphones, gated audio mic mixers, two ADA receivers, new cabling would be installed throughout the system, and they will replace the existing 2 ceiling speakers with the addition of 6 new speakers.

The total cost for this project is \$19,936.92 and they had budgeted \$60,000.00 for this project.

Alderman Hoinacki said they could place this on the Agenda for Monday, April 3, 2017.

Land Swap With Illinois American Water:

Tract 1 – is currently owned by the City and comprises .73 acres of real estate. Tract 2 – is currently owned by Illinois American Water Company and also comprises .73 acres of real estate. Tract 1 will be utilized for the City for access to the new Streets and Alleys facility.

There must be a Public Hearing on the proposed exchange. This Public Hearing must actually call for a vote by three fourths (3/4). The Public Hearing should be placed on the agenda as a voting item at a voting meeting of the Council. Three fourths (3/4) of the City Council votes in favor of calling a public hearing, a notice of the public hearing must be published in the Courier and must be published not less than 15 days and not more than 30 days before the Public Hearing. The notice must contain (1) legal description of property to be exchanged; (2) legal description of the property to be received; and (3) the proposed terms and conditions of the exchange.

After the Public Hearing the exchange may be authorized by the Council's adoption of an ordinance by a vote of 3/4th of the City Council. The Ordinance will contain (1) the property to be conveyed is no longer needed by the municipality for the interest; (2) the property to be received will be useful to the municipality is approximately equal to or exceeds the value of the property conveyed.

If the exchange is approved, the City would receive a deed from Illinois American Water for the parcel outlined on the Plat as Tract 2 and Illinois American Water would receive a deed from the City for the parcel outlined on the Plat as Tract 1.

City of Lincoln Administrative Adjudication:

Consideration of Continuation of the City Hearing Process

Consideration of Contract Extension

Consideration of Payment of Past Invoices

The City Council should come to a consensus on these items on how to proceed. Memoranda regarding this subject accompany this correspondence materials.

The following items are for consideration:

1. Retaining the services of the Hearing Officer (in consideration)
2. Streamlining ordinance violations by allowing those of the Building and Safety Office, Police Department, and (on occasion) Fire Department through the City Court process. (Process underway).
3. Setting up authority through Local Debt to collect on any unpaid fines levied by the City Court process. (Process underway).
4. Creating revenue lines which tracks the revenues of the fines received based on the department issuing the violation. (Completed).
5. Fast-Tracking, where possible, cases may take the issuance of a judgment from the Circuit Court. (Process on-going).

Alderman Bauer felt they should pay the invoices. Alderman Hoinacki and Alderman Welch felt they should pay them also. One and two will be placed together and three will be separate on the agenda.

Other Discussion:

Alderman Hoefle said he wanted to put the Farnsworth up review and consideration and wanted it placed on the agenda. Mayor Neitzel said the Council needs a chance to look at and would put it on the next COW if Alderman Hoefle wanted it on. Alderman Hoefle said everyone should review it out.

Alderman Hoinacki said the Boy Scout Barbecue is Sunday at the KC's from 10:30 a.m. to 2:00 p.m. Tickets are available at the door.

Mayor Neitzel said the blood bank is at Abraham Lincoln Memorial Hospital (did not hear time or day).

Fire Chief Miller said last week on Monday morning we had that severe storm with the high winds and it blew down one of the sirens at Pulaski Street. They put it on the Facebook page. The insurance company will pay for the replacement of the siren. There is a deductible and the wheels are rolling, the equipment is ordered, the pole is here in Lincoln and as soon as the equipment gets here and they get the ok they will get everything replaced. Ameren sells a pole to the city at their cost.

Alderman Welch said this was for Chief Adams and wanted to let him convey this to Corporal Johnson. He happened to be driving through town last week or the week before and saw him on a corner talking to a bunch of kids on bikes and thought it was really cool that he stopped his car and talked to the kids and he was sure that Corporal Johnson was just taking time to talk to the kids.

Street Superintendent Mr. Landers said due to safety concerns the landfill will be closed on Wednesdays through the entire process of the grinding.

Fire Chief Miller said this Saturday the Red Cross will be doing a home safety and smoke detector community project through Red Cross.

Executive Session:

There was no Executive Session.

Upcoming Meetings:

Council: Monday, April 3, 2017 – 7:00 p.m.

Committee of Whole: Tuesday, April 11, 2017 – 7:00 p.m.

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Alderman Tibbs made a motion to adjourn the meeting and Alderman Horn seconded it. There were six ayes (Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Parrott, Alderman Tibbs and Alderman Welch), zero nays, one seat vacant and one absent (Alderman Bauer); motion carried.

The City of Lincoln Committee of the Whole Meeting adjourned at 8:19 p.m.

Respectfully submitted,

Risa Riggs
Recording Secretary

Minutes of the City of Lincoln Special City Council Committee of the Whole Meeting held in the Council Chambers on Thursday, March 21, 2017.

Mayor Neitzel called the regular City Council Meeting to order at 7:00 p.m. City Clerk Mrs. Gehlbach called the roll call. There were seven Aldermen present (Alderman Bauer, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Parrott, Alderman Tibbs and Alderman Welch), one seat vacant and none absent. Also present were Street Superintendent Mr. Landers, American Water Manager Mr. Ferguson, Police Chief Adams, and Fire Chief Miller. Also present were Mayor Neitzel, City Treasurer Mr. Conzo, City Administrator Mr. Johnson, City Clerk Mrs. Gehlbach, and Recording Secretary Mrs. Riggs.

Mayor Neitzel led the Pledge of Allegiance.

Public Participation:

There was no public participation.

Fiscal Year 2017-2018 Draft Budget Discussion:

Departmental Budget Discussion

Expenditures

Street and Alley:

Street Superintendent Mr. Landers was hoping to get another employee which would take his department up to 8 employees. The Civil Service Commission will have testing on Saturday, March 25, 2017. Mr. Landers had the following changes in his budget for 2017/2018

02-36-06 4012 Salaries –appointed – up to \$69,100.00
02-36-06 4014 Salaries – hourly – up to \$343,000.00
02-02-06 4084 CDLs – up to \$195.00
02-36-06 4086 Clothing allowance – up to \$4,050.00
02-36-06 5102 Supplies – down to \$6,000.00
02-36-06 5106 Gasoline/oil – decreased to \$25,000.00
02-36-06 5116 Materials – up to \$70,000.00
02-36-06 8618 Sidewalk rebates – up to \$5,000.00

Motor Fuel Tax:

Revenues

20-00-01 3700 Interest Earned – decreased to \$580.00
20-00-02 3830 Motor Fuel Taxes – up to \$400,000.00
20-00-06 3855 Reimbursements - \$140,000.00

Motor Fuel Tax:

Expenditures

20-00-06 4014 Salaries Hourly – up to \$90,000.00
20-00-06 5116 Supplies – up to \$120,000.00
20-00-06 5214 Repairs/Maint – Equipment Fund – down to \$130,000.00
20-00-06 5235 Traffic Signal Electric Service – down to \$30,000.00
20-00-06 6430 Street Light Electric Service – up to \$100,000.00

Fire Department:

Fire Chief said the accrued overtime decreased by \$10,000.00, Salaries – appointed was raised to \$284,196.00, Salaries – Monthly was raised to \$917,046.00; Equipment was lowered to \$6,000.00; travel and training line was raised to \$15,000.00; telephone/pagers was lowered to \$2,200.00; and FEMA Grant #2 Expenses started the line item at \$5,000.00.

Buildings and Grounds:

Fire Chief Miller said repairs/maintenance – equipment was raised to \$1,000.00; repairs/maintenance – Building was lowered to \$15,000.00; custodian was raised to \$7,500.00; complex maintenance was raised to \$36,596.00; contract service – City Hall was raised to \$1-3,000.00; and gas was raised to \$3,000.00.

ESDA Fund:

Fire Chief Miller said this line would remain the same.

Sewer Plant:

American Water Manager Mr. Ferguson said the repairs/main – vehicles was raised to \$1,325,000.00; the vehicle line item was lowered to \$3,000.00; facility power was raised to \$265,000.00; Insurance – flood was raised to \$4,500.00; taxes were raised to \$1,500.00; and the repairs/maintenance – equipment was raised to \$60,000.00.

Sewer Collection System:

American Water Manager Mr. Ferguson said salaries – hourly was lowered to \$15,000.00; supplies was lowered to \$2,500.00; repairs/maintenance – equipment fund was lowered to \$5,000.00; repairs/maintenance – equipment was lowered to \$5,000.00; sewer equipment was raised to \$133,000.00; lift station was lowered to \$50,000.00; and CSO/LTCP was raised to \$300,000.00 and this number will be bigger in the next few years.

Sewer Accounting & Administrative:

City Clerk Mrs. Gehlbach said salary appointed was lowered to \$15,500.00 (half of the Deputy City Clerk's salary); salary hourly was raised to \$18,906.00; Health insurance was raised to \$14,500.00 (half of the Deputy City Clerk's salary); and contractual services has been lowered to \$3,000.00.

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City Clerk:

City Clerk Mrs. Gehlbach said the elected salary was dropped to \$41,000.00; salaries appointed was lowered to \$15,500.00; salaries – council secretary was moved to the Mayor’s line; contractual services was lowered to \$3,000.00; dues were lowered to \$500.00; and Travel and training was raised to \$2,000.00.

City Administrator:

City Administrator Mr. Johnson said the salary line was lowered to \$74,700.00 and travel and training was raised to \$11,425.00.

Police Department:

Police Chief Adams said the accrued overtime was raised to \$151,697.00; salaries – appointed was raised to \$1,507,935; salaries – monthly was raised to \$36,952.00; supplies was lowered to \$16,000.00; equipment replacement fund was lowered to \$67,438.00; contractual services was raised to \$25,800.00; labor attorney was lowered to \$1,000.00; travel and training was lowered to \$14,000.00; telephone/pagers was lowered to \$6,500.00; and tuition reimbursement was lowered to \$10,000.00.

Building and Zoning:

City Administrator Mr. Johnson said the salaries – appointed was lowered to \$90,583.00; salaries – PT Office was lowered to \$13,000.00; supplies was lowered to \$1,000.00; gasoline/oil was lowered to \$1,000.00; vehicle repair was raised to \$4,000.00; nuisance abatement was raised to \$9,000.00; Plan Design Review was a new line with an amount of \$5,000.00, legal notices was raised to \$600.00; printing/publishing was raised to \$1,300.00; travel and training was raised to \$2,500.00; demolition/cleanup was raised to \$25,000.00; and zoning books etc. was lowered to \$250.00.

Other Discussion:

The next meeting will be

Upcoming Meetings:

Council: Tuesday, March 28, 2016 – 7:00 p.m.

Committee of Whole: Monday, April 3, 2017 – 7:00 p.m.

Alderman Hoinacki made a motion to adjourn the meeting and Alderman Welch seconded it. There were seven ayes (Alderman Bauer, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Parrott, Alderman Tibbs and Alderman Welch), zero nays, one seat vacant and none absent; motion carried.

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The City of Lincoln Committee of the Whole Meeting adjourned at 9:40 p.m.

Respectfully submitted,

Risa Riggs
Recording Secretary

Minutes of the City of Lincoln Special City Council Committee of the Whole Meeting held in the Council Chambers on Thursday, March 27, 2017.

Mayor Neitzel called the regular City Council Meeting to order at 6:30 p.m. City Clerk Mrs. Gehlbach called the roll call. There were seven Aldermen present (Alderman Bauer, Alderman Hoefle, Alderman Hoinacki, Alderman Horn (arrived at 6:36 p.m.), Alderman Parrott (arrived at 6:36 p.m.), Alderman Tibbs and Alderman Welch), one seat vacant and none absent. Also present were Street Superintendent Mr. Landers, Police Chief Adams, and Fire Chief Miller. Also present were Mayor Neitzel, City Treasurer Mr. Conzo, City Administrator Mr. Johnson, City Clerk Mrs. Gehlbach, and Recording Secretary Mrs. Riggs.

Mayor Neitzel led the Pledge of Allegiance.

Public Participation:

There was no public participation.

Fiscal Year 2017-2018 Draft Budget Discussion:

Other Operational Programs Budget Discussion

Mayor/City Council

Changes that were made: the Recording Secretary is now under the Mayor's office.

Capital Projects

There was discussion in Building and Grounds for a Fire Apparatus and Fire Apparatus bays.

Alderman Bauer said that the streetscape needs to finish and redesign to evaluate. They would look at a design and make a correction on the bump outs.

City Administrator Mr. Johnson said there is nothing for economic development in the budget.

Alderman Hoefle said Route 66 is being utilized by out of town people. Alderman Bauer said they need a plan for the downtown area to be finished.

Alderman Welch said the City needs to show that they are vested in the City. Alderman Parrott said the CAPCIL money could be used.

Alderman Bauer said some design work for the downtown area would be needed. City Administrator Mr. Johnson said they could do the work on the design for downtown and the City could look at getting free money to do this work.

Budget Considerations

Merit Commission

All lines remained the same as the previous year.

Mayor/City Council

02-02-54 4016 Salaries – PT Office increased to \$14,976.00
02-02-54 8520 Public Relations – increased to \$4,000.00
02-02-54 8522 Safety Grant – increased to \$31,621.00

Contract Services – Legal

02-04-04 8432 Outside Legal Services – increased to \$2,500.00

Contingencies

02-06-04 4096 Unemployment Compensation – decreased to \$1,500.00
02-06-04 5408 Property Taxes – decreased to \$1,500.00
02-06-04 New line added by City Administrator Mr. Johnson - \$35,000.00
02-06-04 5414 JULIE fees – increased to \$3,000.00
02-06-04 6432 Centralized Dispatch – increased to \$215,000.00
02-06-04 6438 Communications – decreased to \$8,041.00
 Copier Lease raised to \$8,000.00
 Entryway Signage – increased to \$20,000.00

Contract Services

02-22-06 5227 Contract Services remained at \$5,000.00

Economic Dev/Planning

This is the final payment of \$1,000.00 to the CEO Program 3 year commitment.
02-30-03 8479 Branding Initiative – decreased to \$5,000.00

Health Benefits

02-37-04 4070 Health Insurance – raised to \$541,081.00
02-37-04 4071 Retirees – increased to \$187,962.00
02-37-04 4072 Dental Insurance – increased to \$38,818.00
02-37-04 4073 Injured Officer Premium – decreased to \$14,050.00
02-37-04 4074 Life Insurance – decreased to \$2,120.00
02-37-04 4075 HSA – increased to \$55,717.00
02-37-04 4076 HSA Benefit Retirees – increased to \$3,100.00

Audit Fund

02-00-10 8324 Audit Fee – remained the same at \$25,000.00

Life Insurance

02-00-18 8385 Vehicle Liability – increased to \$40,719.00
02-00-18 8387 Liability Insurance – increased to \$70,488.00
02-00-18 8388 Workman’s Compensation – decreased to \$273,502.00
02-00-18 8389 Insurance – Property – increased to \$32,065.00

IMRF

02-00-22 4096 Social Security Contribution – decreased to \$105,000.00
02-00-22 4098 Municipal Retirement Contrib – decreased to \$100,000.00

Public Benefits

02-00-26 6342 Animal Control – remained the same at \$40,200.00

Crossing Guard Salaries

02-00-32 4014 Salaries – Hourly – remained the same at \$5,000.00

Tobacco Grant

07-00-02 3950 Grant Proceeds – increased to \$2,700.00

Expenditures

07-02-04 4013 Salaries – increased to \$2,700.00

Debt Service Fund

Revenues

40-00-09 9903 Transfer from GF – Property Tax
There was nothing placed in this item.

40-00-08 Bond Principal – increased to \$175,000.00

2014 ARS Bonds (TIF)

65-00-07 8832 Bond Interest – decreased to \$173,868.00
65-00-07 8842 Services – increased to \$500.00

2016 GO Bond

Revenues

Beginning Fund Balance - \$386,979.00

Expenditures

46-36-00 7861 Decreased to \$236,380.00

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2010 GO Bond

Revenues

Beginning Fund Balance - \$18,240.00

Expenditures

48-00-08 Decreased to \$18,240.00

2013 GO Bond

Revenues

Beginning Fund Balance - \$96,493.00

Expenditures

49-02-00 7865 Technology Equipment - \$64,420.00

49-14-00 7866 Buildings and Grounds Improvements - \$32,000.00

Tourism

Revenues

Beginning Fund Balance - \$40,114.00

00-01-55 3825 Hotel/Motel – decreased to \$160,000.00

Expenditures

Tropics Sign – increased to \$17,000.00

2014 Alt Rev Bond (Sewer)

Revenues

56-00-09 9938 Transfer from Sewer decreased to \$640,725.00

Expenditures

56-00-07 8832 Interest – decreased to 94,925.00

56-00-07 8842 Service Fees – decreased to \$800.00

56-00-07 2502 Loan Payment – increased to \$800.00

Capital Projects

Revenues

Beginning Fund Balance (3/14) \$329,251.00

60-00-09 9951 Interfund Xfr from GF – NHR Sales Tax – decreased to \$780,000.00

60-00-09 9952 Interfund Xfr from GF – Utility Tax – decreased to \$302,750.00

Interfund Transfer – DCEO Rev. Loan – increased to \$261,675.00

State Reimbursements Depot – decreased \$3,200,483.00

Expenditures

60-00-09 9001 Sales Tax Rebates – Coy remained at \$25,000.00

Buildings and Grounds

60-14-00 7810 Council Chambers – decreased to \$20,000.00

Fire Apparatus Bays, ADA Doors - \$46,00.00 (could be moved to 2016 GO Bond)

60-14-00 7815 Financing - \$235,000.00

High Speed Rail

60 Depot/Waiting Area – decreased to \$3,259,099.00

Streets and Alleys

60-36-00 7827 Resurfacing – decreased to \$500,000.00

Extension of Short 11th - \$150,000.00

Buildings

60-14-00 7816 New Street Garage – decreased to \$50,000.00

Bridges

60-36-00 Jefferson Street Bridge – new amount \$60,000.00

Misc Street Department Projects

60-36-00 Sidewalk improvements – increased to \$125,000.00

60-36-00 Pavement study – increased to \$25,000.00

Administration

60-02-00 7850 Design Engineering – decreased to \$180,000.00

Central Business TIF Fund

Revenues

Fund Balance (3/14) \$56,992.00

65-00-01 3825 Property Tax Increment – increased to \$137,000.00

65-00-01 3830 Bond/Loan – nothing in this line item

65-00-01 3700 Interest – decreased to \$50.00

65-00-09 9903 Transfer from General Fund – nothing in this line item

Expenditures

65-00-04 5102 Supplies – nothing in this line item
65-00-04 5300 Business Meeting expense – nothing in this line item
65-00-04 6435 Contractual services – Audit – nothing in this line item
65-00-04 8342 Legal – nothing in this line item
65-00-04 8475 TIF Grants – nothing in this line item
65-00-07 8832 Bond Interest – decreased to \$173,868.00
65-00-07 8842 Bond Service Fees – remained at \$500.00

Alderman Parrott left the meeting at 8:37 p.m. and returned at 8:48 p.m.

Street Facility

Revenues

66-00-01 3901 ComEd Access and Remediation – decreased to \$1,200,000.00
66-00-01 3700 Interest – remained the same at \$150.00

Expenditures

66-36-00 7816 Construction Expenses – decreased to \$1,200,000.00

Equipment Fund

Revenues

Beginning Fund Balance

70-00-01 3320 Equipment Rental Receipts – decreased to \$130,000.00
70-00-01 3700 Interest Earned – increased to \$850.00
70-00-01 Transfer from General Fund – increased to \$74,064.00
70-00-01 Land Rental Income – increased to \$12,525.00

Expenditures

Streets

70-36-06 7850 End Loader payment – no dollar amount
70-36-06 7860 Truck – started at \$45,000.00 but was decreased to \$35,000.00
70-36-06 7860 Used Bucket Truck - \$50,000.00 was placed in this line item
70-36-06 7860 Misc. Equipment – started at \$18,375 but was decreased to \$16,000.00

Fire

70-08-06 7850 Fire Truck payments – no dollar amount
70-08-06 7860 Fire Rescue Truck – no dollar amount

Police

70-12-06 7860 Squad Cars (7) – remained the same at \$67,438.00
70-12-06 7861 Squad Car Equipment – no dollar amount

70-00-06 7870 Equipment Loan – State Bank – no dollar amount

Police Pension Fund
Revenues

74-00-01 3010 Property Taxes – remained at \$470,112.00
74-00-01 3650 Payroll Deductions – decreased to \$160,287.00
74-00-01 3700 Interest and Dividends Earned – remained at \$2,000.00
74-00-01 3800 Replacement Taxes – decreased to \$47,250.00
74-00-01 3820 Utility Tax – decreased to \$116,775.00

74-00-09 GF Transfer – budgeted \$35,000.00

Expenditures

74-00-04 8420 Schools/Conferences – remained at \$2,000.00
74-00-04 8600 Misc. Expenditures – decreased to \$2,000.00
74 00 04 8620 Professional Fees – remained at \$12,800.00
74-00-04 8660 Pension Payments – increased to \$1,200,000.00

Fire Pension Fund
Revenues

76-00-01 3010 Property Taxes – remained at \$425,188.00
76-00-01 3650 Payroll Deductions – increased to \$121,050.00
76-00-01 Interest & Dividends Earned – remained at \$2,000.00
76-00-01 3800 Replacement Taxes – decreased to \$40,950.00
76-00-01 3812 Utility tax – decreased to \$142,725.00
76-00-07 1451 GF Transfer – increased to \$65,000.00

Expenditures

76-00-04 8420 School/Conferences – remained at \$1,500.00
76-00-04 8600 Misc. Expenditures – remained at \$2,500.00
76-00-04 8620 Professional Fees – remained at \$12,800.00
76-00-04 8660 Pension payments – remained at \$1,000,000.00

Lincoln, Illinois
City Council Special Committee of the Whole Meeting
March 27, 2017
Page -8-

Revolving Loan Fund

Revenues

Fund Balance – increased to \$261,675.00

82-00-01 3700 interest had a zero balance

Expenditures

82-00-00 1290 Loans – had a zero balance

82 Transfer to Capital Projects - \$261,675.00

From the Ground Up

Revenues

Beginning Fund Balance – decreased to \$5,687.00

Expenditures

89-00-00 5500 Expenses – decreased to \$2,000.00

Upcoming Meetings:

Council: Monday, April 3, 2017– 7:00 p.m.

Committee of Whole: Tuesday, March 28, 2017 – 7:00 p.m.

Alderman - made a motion to adjourn the meeting and Alderman - seconded it. There were seven ayes (Alderman Bauer, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Parrott, Alderman Tibbs and Alderman Welch), zero nays, one seat vacant and none absent; motion carried.

The City of Lincoln Committee of the Whole Meeting adjourned at 9:40 p.m.

Respectfully submitted,

Risa Riggs
Recording Secretary

Lincoln, Illinois
Public Hearing – FY 17-18 Budget
April 17, 2017
Page -1-

The City of Lincoln Public Hearing met in the Council Chambers on Monday, April 17, 2017 to discuss the tentative budget for FY 17-18.

City Clerk Mrs. Gehlbach called the roll call. There were six Aldermen present (Alderman Bauer, Alderman Hoefle, Alderman Horn, Alderman Parrott, Alderman Tibbs and Alderman Welch), one absent (Alderman Hoinacki) and one seat vacant. Also present were Street Superintendent Mr. Landers, Police Chief Adams, Fire Chief Miller and Assistant Building and Safety Officer Mrs. Ingram. Also present were Mayor Neitzel, City Treasurer Mr. Conzo, City Administrator Mr. Johnson, City Attorney Blinn Bates, City Clerk Mrs. Gehlbach, and Recording Secretary Mrs. Riggs.

Mayor Neitzel called the Public Hearing for FY 17-18 Budget to order at 7:00 p.m.

Tentative Budget Resolution in the amount of \$19,551,542.00, before transfers, for the fiscal year beginning May 1, 2017 is on file and conveniently available for public inspection at the City Clerk's Office in City Hall from 9:00 am to 5:00 pm, daily except Saturdays and Sundays.

Mrs. Wanda Rohlf was present to discuss the Capital Projects Budget, TIF funding and expenditures, and TIF grants. Mrs. Rohlf was not happy with the TIF grants being given out.

The hearing was adjourned at 7:10 p.m.

Respectfully submitted,

Risa Riggs
Recording Secretary

City of Lincoln, Illinois

February 5, 2018

Page -1-

Minutes of a regular City Council Meeting held in the Council Chambers of City Hall, Lincoln, IL, on Monday, February 5, 2018.

Mayor Goodman called the regular City Council Meeting to order at 7:01 p.m.

City Clerk Mrs. Bateman called the roll. There were seven Aldermen present (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Keller, Alderman Parrott and Alderman Welch), none absent and one seat vacant. Also present were Street Superintendent Mr. Landers, Police Chief Adams, City Safety and Building Officer Mr. Woodhall, and Fire Chief Miller. Also present were Mayor Goodman, City Attorney Mr. Blinn Bates, City Clerk Mrs. Bateman, and Recording Secretary Mrs. Riggs.

Mayor Goodman led the Pledge of Allegiance.

Public Participation:

There was no Public Participation.

Mayor Goodman called for the Consent Agenda by Omnibus Vote:

Payment of Bills

Approval of minutes April 13, 2015 Budget Workshop, March 17, 2016 Special Committee Of The Whole, March 30, 2016 Special Committee Of The Whole, September 13, 2016 Committee Of The Whole, June 19, 2017 Public Hearing Appropriation Ordinance, July 17, 2017 Regular City Council Meeting, December 18, 2017 Regular City Council Meeting, January 9, 2018 Committee Of The Whole, January 16, 2018 Regular City Council Meeting, January 23, 2018 Committee Of The Whole

Alderman Welch moved to approve the Consent Agenda as read and Alderman Hoinacki seconded it. Alderman Hoefle City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

Ordinances and Resolutions:

Ordinance creating an Assistant City Clerk within the City of Lincoln

Alderman Hoinacki moved to approve the Ordinance creating an Assistant City Clerk within the City of Lincoln and Alderman Parrott seconded it. City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

Bids:

Approval of bid from Jim Xamis Ford for the purchase of a one-ton dump truck in an Amount not to exceed \$33,330.00

Alderman Bauer moved to approve the bid from Jim Xamis Ford for the purchase of a one-ton dump truck in an Amount not to exceed \$33,330.00 and Alderman Browne seconded it. City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

Reports:

City Treasurer Mr. Conzo Bond Issuance Update Report. Mr. Conzo was not present to give his report. Clerk Mrs. Bateman said she would not do this justice and he wanted her to give the following information: the bond proceeds will hit this Wednesday, the credit rating was an A+ and the schedule for repayment will get to the City in a few days.

New Business/Communications:

Approval of the Lincoln Speedway Racing Schedule for 2018. Permission for the normal 90 minute allowances on curfew, with no more than 30 minutes to be used a night

Alderman Hoefle moved to approve the Lincoln Speedway Racing Schedule for 2018 and permission for the normal 90 minute allowances on curfew, with no more than 30 minutes to be used a night and Alderman Welch seconded it. Alderman Hoefle City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

Approval of Request to Permit - LCHS Railerthon Programs Honest Abe SK Color Splash Run/Walk on February 17, 2018, beginning at 9:00 a.m. and continuing through its conclusion. Beginning and ending at Integrity Data

Alderman Browne moved to approve Request to Permit - LCHS Railerthon Programs Honest Abe SK Color Splash Run/Walk on February 17, 2018, beginning at 9:00 a.m. and continuing through its conclusion. Beginning and ending at Integrity Data and Alderman Keller seconded it. Alderman Hoefle City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

Approval of Request to Permit- LCHS Junior Class and WLCN 96.3 FM to close Broadway Street from McLean Street to Kickapoo Street for the 29th Royal Grand March on Saturday, May 5, 2018 from 3:30 PM until it's conclusion

Alderman Parrott moved to approve Request to Permit - LCHS Junior Class and WLCN 96.3 FM to close Broadway Street from McLean Street to Kickapoo Street for the 29th Royal Grand

March on Saturday, May 5, 2018 from 3:30 PM until its conclusion and Alderman Hoefle seconded it. Alderman Hoefle City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

Approval of Change Order from P.J. Hoerr for the addition of HVAC for the storage & fitness rooms at the New Police Station in an amount not to exceed \$12,707.67

Alderman Welch moved to approve change Order from P.J. Hoerr for the addition of HVAC for the storage & fitness rooms at the New Police Station in an amount not to exceed \$12,707.67 and Alderman Browne seconded it. City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

Approval of Mayoral Appointment of Chris Herzog to the Police & Fire Commission

Alderman Bauer moved to approve the Mayoral appointment of Chris Herzog to the Police and Fire Commission and Alderman Keller seconded it. City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

Announcements:

Alderman Bauer said she received a couple of phone calls which included one from her father with regards to the trash and recycling agreement information. Her parents are senior citizens and they were not seeing the senior citizen discount with Area Disposal and were not receiving the discount because they did not know you could get one. Per the City's franchise agreement there is a significant savings for seniors.

Mayor Goodman read a thank you from Arianna Spencer and the other girls on behalf of the Railerthon and thanking everyone allowing them to come and give their request.

Mayor Goodman said By the Bean has been taken over as Guesthouse Coffee and they opened today.

Kathy Horn resigned her seat as Ward 2 Alderman. Mayor Goodman said there are a few people who are interested in the position and they will be coming to the February 13, 2018 meeting.

Alderman Welch said there is a Program Information on the Residential Waste and Recycling program and it pretty much answers all the questions which most of the Aldermen have been asked. This has been placed on the City's website.

City of Lincoln, Illinois

February 5, 2018

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City Street Superintendent Mr. Landers said Lincoln High School will be hosting the Class 2A HAS Wrestling Sectionals Tournament this Friday and Saturday. This starts at 5:00 p.m. on Friday, February 9, 2018 and will resume at 10:00 a.m. Saturday. Lincoln has four qualifiers from the High School team.

Alderman Keller said this is on the trash and recycling and a conversation with Area Disposal and that recyclables will be co-mingled in the trash bin and asked that everyone wash out the recycling items.

Executive Session

Alderman Welch moved to go into Executive Session under 5 ILCS 120/2(c) (11) and Alderman Hoefle seconded it. City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

The meeting adjourned at 7:17p.m.

The meeting returned to regular session at 8:11 p.m.

City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Horn, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent, and one seat vacant; motion carried.

Alderman Welch moved to adjourn the meeting and Alderman Hoefle seconded it. City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays, and none absent and one seat vacant; motion carried.

The City Council Meeting was adjourned at 8:12 p.m.

Respectfully Submitted By: Risa Riggs, Recording Secretary

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^{who} participate want to use city property they will ask on their own behalf. We just want to advertise the ^{individual} garage sales & private sponsors of the sales. (1756 VFW, Humane Soc. of Logan County, various church & non-prof. orgs.)

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 2200th 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 7th 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.

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 5th ST. Lincoln, IL 62656

Phone: 217-480-0057_____

Email: YNCRAMLOW@YAHOO.COM_____

REQUEST TO PERMIT

DATE: 2-9-18

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

Monthly Cruise ~~200~~ on Pulaski St
from McLean to Tukopos St, with overflow
on Courthouse side of N. McLean St from 5:00 PM
To 8:00 PM on the following dates
May 26, June 23, July 28, and Sept 22
2018, Rainsplitter Antiques Auto Club

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 on file with city
insurance renewed annually in march, copy sent to city

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: Jim Joebble

Address: 5025 Short Tenth St
Lincoln Il

Phone: 217-732-3519 Cell: 217-871-8431

Email: joc27ford@gmail.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.

ORDINANCE NO. _____

**ORDINANCE ADDING PERMIT REQUIREMENTS FOR ENCROACHMENT OF PUBLIC RIGHT
OF WAYS WITHIN THE CITY OF LINCOLN**

WHEREAS, the City of Lincoln is a municipal corporation situated in Logan County, Illinois; and,

WHEREAS, the City Code of the City of Lincoln, specifically Chapter 3 of Title 8, sets forth regulations for the use of public ways within the City of Lincoln; and,

WHEREAS, the City Council of the City of Lincoln believes that the regulations pertaining to the encroachment on City rights of way as contained in the City Code, Section 8-3-20(d), should be modified to add permitting requirements; and,

WHEREAS, the City Council believes it is in the best interest of the citizens of Lincoln, Logan County, Illinois, that such encroachment regulations be amended.

NOW, THEREFORE, the City Council of the City of Lincoln, Logan County, Illinois, does hereby amend the City Code in the following regards:

1. That Section 8-3-20(d) is hereby deleted, and the following section is substituted in place thereof:

"8-3-20

(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 and upon the payment of any applicable permit fees, as established by the building and safety department from time to time."

2. 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.

3. 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 _____	_____	Alderman Hoefle	_____

Ayes: _____

Nays: _____

Absent: _____

Abstentions: _____

Passed and approved this _____ day of _____, 2018.

CITY OF LINCOLN,

BY: _____

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

ATTEST: _____ (SEAL)

City Clerk, City of Lincoln,
Logan County, Illinois

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 PEKIN 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

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.