

**CITY OF LINCOLN**  
**REGULAR COMMITTEE OF THE WHOLE MEETING**  
**AGENDA**  
**JANUARY 23, 2018**  
**CITY HALL COUNCIL CHAMBERS**  
**7:00 PM**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Public Participation**
4. **Lincoln Speedway Racing Schedule**
5. **Farnsworth-Presentation of Paver Program**
6. **Request To Permit – Lincoln Community High School’s Railerthon to host the Honest Abe 5K Color Splash Run/Walk on February 17, 2018.**
7. **Request to Permit – Lincoln Community High School Junior Class 29<sup>th</sup> Royal Grand March Saturday, May 5, 2018. Will need to block streets, from Broadway (Flossie & Delzena’s to McLean @ Post Office**
8. **Bid: One Ton Dump Truck/Street & Alley Department**
9. **Discussion regarding use of Lincoln Depot**
10. **Discussion regarding Residential Sewer Rates changing to water usage. Changing of the looks of bill with New Software if changes are made**
11. **Request to Promote Rachel Shew to Full-Time**
12. **Announcements**
13. **Possible Executive Session**
14. **Adjournment**
15. **Upcoming Meetings:**
  - City Council: Monday, February 5 2018 at 7:00pm**
  - Committee of the Whole: Tuesday, February 13, 2018 at 7:00pm**



# 2018 Tentative Racing Schedule

Fri-Sun, Mar 16-18 Hickory Point Mall Car Show

Friday, March 30 Test & Tune For All Divisions (3:00-Dark)

Sunday, April 8 Test & Tune For All Divisions (12:00-4:00)

Sunday, April 15 2018 Season Opening Door Buster College Students Night At The Races Midwest Street Stock Championship Opener (PLM, MOD, MSSC, DII, HOR)

Friday, April 27 Fan Appreciation FIVE BUCK Night Grandstand Admission Just \$5 (PLM, MOD, 305 SPRINTS, DII, HOR)

Friday, May 18 Super Late Model Shootout (B10 SLM, MOD, B10 SS, DII, HOR)

Friday, June 1 MOWA Sprint Cars & Modified 50 (MOWA Sprints, PLM, MOD)

Sunday, June 10 POWRI Illinois Midget Week Presented By US 92.7 FM (POWRI Midgets, Micros, B10 PLM, MOD, DII)

Friday, June 15 WAR Sprint Cars On Fallen Heroes Night 3rd Hornet Challenge \$1,000 To Win (WAR Sprints, PLM, KIDSMODZ, DII, HOR)

Sunday, July 1 DIRTcar Summer Nationals Hell Tour "Graue Chevrolet Showdown" +POWRI National Midgets (SLM, MIDGETS, MOD)

Friday, July 13 Neal Tire MOWA Sprint Cars Presented By The Courier (MOWA, B10 PLM, MOD, DII)

Sunday, July 22 Lincoln Chrysler Family Day (PLM, MOD, B10 SS, DII, HOR)

Friday, August 3 Racing At The Fair (Tentative) (Divisions TBA)

Friday, August 10 Kenny Wallace Racing Experience (www.dirtracewithkenny.com)

Friday, August 17 Night Before State Fair Race (Non-Wing Sprints, B10 PLM, MOD, DII)

Friday, August 31 Brandt Season Championships FIVE BUCK Night Grandstand Admission Just \$5 (PLM, MOD, SPORT, B10 SS, DII, HOR)



\*SLM=Super Late Model - PLM=Pro Late Model - MOD=Modifieds - SS=Street Stocks - DII=DII Midgets HOR=Hornets - SPORT=Sportsman - B10=Big Ten Point Event

Lincoln Speedway - Logan County Fairgrounds - 1408 Short Eleventh St. - Lincoln, IL 62656

For More Information Visit: [www.lincolnspeedwayil.com](http://www.lincolnspeedwayil.com) Or Call 217-764-3200



Normal Friday Times  
Pits 4:00  
Stands 5:00  
Hotlaps 6:00  
Racing 7:00  
(Sunday's 1 Hr Earlier)



# REQUEST TO PERMIT

DATE:

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

Lincoln Community High School's Railerthon program to host the Honest Abe 5K Color Splash Run/Walk on February 17<sup>th</sup>, 2018. The race would be throughout downtown Lincoln and beginning and ending at Integrity Data at 9:00 am. We are asking if we could use the city streets to run the route through. There will be color powder, which is not permanent and easily washes out. We are also requesting for police/fireman/EMT aids to help with the crowd and blocking off roads.

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:

Address:

Phone: \_\_\_\_\_ Cell:

Email:

**REQUEST TO PERMIT****DATE: January 18, 2018**

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

**On behalf of WLCN 96.3FM and The Lincoln Community High School Junior Class, we request the approval to conduct the 29<sup>th</sup> annual Royal Grand March at The Logan County Courthouse and grounds. The event will be held on Saturday, May 5th, 2018 beginning at approximately 3:30pm. We will need a minimum of 10 barricades to block streets, from Broadway (Flossie & Delzena's to McLean @ Post Office). A letter for approval has also being sent to The Logan County Board/Sheriff Steven G. Nichols, as well. Proof of Insurance, as always, is on file and can be provided at your request. Thank you in advance for your time and consideration with regard to this matter.**

**Best regards,**

 A handwritten signature in black ink that reads "Jeff Maxwell". To the right of the signature is a simple hand-drawn smiley face with two dots for eyes and a curved line for a mouth.

**Jeff Maxwell**

**Royal Grand March Director  
217.648.5510**



## MEMORANDUM

**TO:** Mayor and Aldermen of the City of Lincoln

**FROM:** Walt Landers, Street Superintendent

**MEETING**

**DATE:** January 23, 2018

**RE: One Ton Truck Bid**

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**Background**

Funds were budgeted in the Equipment fund #70-3600--7860 for the purchase of a one ton dump truck in the 2017/2018.

**Analysis/Discussion**

This truck will replace truck #5 which was a pickup that had a slip in dump body that didn't meet the department's needs. Truck #5 has been fitted with a lift gate that was purchased with safety grant money and is used for other purposes.

This truck will be used for various operations such as patching, basin cleaning, brush and leaf pickup

**COW Recommendation**

Approve the recommended bid and place on the agenda of the February 5, 2018, City Council Meeting

**Fiscal Impact**

Information to be provided at Committee of the Whole meeting

**Council Recommendation:**

Approve purchase of one ton dump truck

**Notice to Bidders**

The City of Lincoln is accepting sealed bids for one (1) new 2017 or 2018 one ton dump truck. Truck specifications can be obtained by contacting Street Supt. Walt Landers at 217-732-4655 or [wlanders@lincolnil.gov](mailto:wlanders@lincolnil.gov).

Sealed bids will be received at the City Clerk's Office, City Hall, 700 Broadway St., Lincoln Illinois until 5:00 P.M. January 22, 2018. Bids must be in a sealed envelope marked "Ton Truck Bid". All bids will be opened at 10:00 A.M. January 23, 2018, at City Hall. Bids will be awarded February 5, 2018, at the regular City Council Meeting which begins at 7:00 P.M. Successful bidders will be notified February 6, 2018.

The City of Lincoln reserves the right to reject any or all bids and waive irregularities therein. All bidders must agree that such rejections shall be without liability on the part of the City of Lincoln for any penalty brought by a bidder because of such rejections, nor shall the bidders seek any recourse of any kind against the City of Lincoln because of such rejections. Filing of any bid in response to the invitation shall constitute an agreement of the bidder to those conditions.

**Peggy Batman, City Clerk**

**Please publish January 12, 2018**

City of Lincoln Street Dept.

Request for bids

One ton Dump Truck

Truck Specifications

- 2017 or 2018 One ton Truck regular chassis.
- GVRW of #14,000
- 60 inch Wheel base
- Color White
- Including standard equipment package
- V8 gasoline engine.
- Automatic Transmission.
- Dual Rear Wheels.
- 2-Wheel drive
- Spare tire and wheel.
- Trailer tow mirrors.
- Air conditioning.
- AM/FM Radio.
- Auxiliary switch Panel.
- Limited slip Rear Axle.
- All terrain tires.
- Built-in factory backup alarm.
- Built in Factory trailer brake.
- Tow package/class V hitch receiver.
- Factory running boards.
- Vinyl interior and floors.

Body Specifications

- Low profile 9' body with single acting electric Hoist, fixed sides, paint black
- Minimum of 3 cubic yards.
- Cab Shield.
- Mud flaps.
- Lighting.
- 4 way LED strobe lights in rear body and front grill.

# City of Lincoln - Facility Plan Update



Provided by Crawford, Murphy & Tilly,  
Inc.

January 9, 2018

## Why?

- **Approved LTCP schedule:**

- Begin Union Street Pump Station Design 8/1/17
- Begin CSO Improvements Design 1/1/18
- Begin Union Street Pump Station Construction 1/1/19
- Complete Union Street Pump Station Construction 5/1/20
- Begin CSO Improvements Construction 10/1/19
- Complete CSO Improvements Construction 10/1/21



## Projects and Total Cost

- Project Cost Estimation:
  - Total annual loan payback for both projects range beginning in 2019:
    - \$1,200,000 - \$1,400,000
- Dependent upon:
  - Loan interest rate
  - Final project cost

## Rate Increase Options

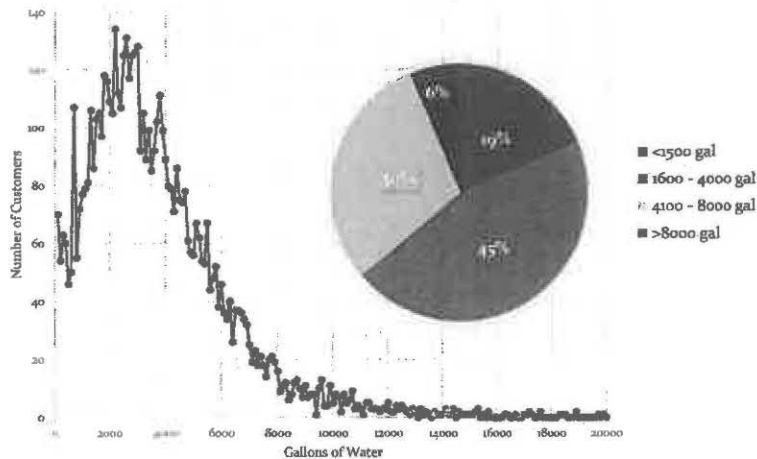
- Flat rate blanket increase
  - To accommodate the two projects, and no increase in commercial rates:
    - Each residential bill would increase by ~\$19/month to \$43/month
- Usage based rate structure consisting of:
  - Sewer connection fee (base rate)
  - \$/unit of water consumed (1 unit = 100 gallons)

## Residential Affordability

- Current bill: \$24/month flat rate
- IEPA states that affordability for residents to pay is 1.5% median household income for sewer bill:
  - \$53.13/month
- USEPA states that affordability for residents to pay 2% median household income for sewer bill:
  - \$70.83/month

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## Current Water Usage Breakdown



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## Example Rate Structure Based on Usage

- Example bills for low user (1,500 gallons/month), average user (4,000 gallons/month) and high user (8,000 gallons/month)

Monthly Residential Bill - Low User (1,500 gallons)				
Gallons/month	Units/month	Base Rate	\$/Unit	\$/month
1,500	15	\$5.50	\$0.50	\$23.00

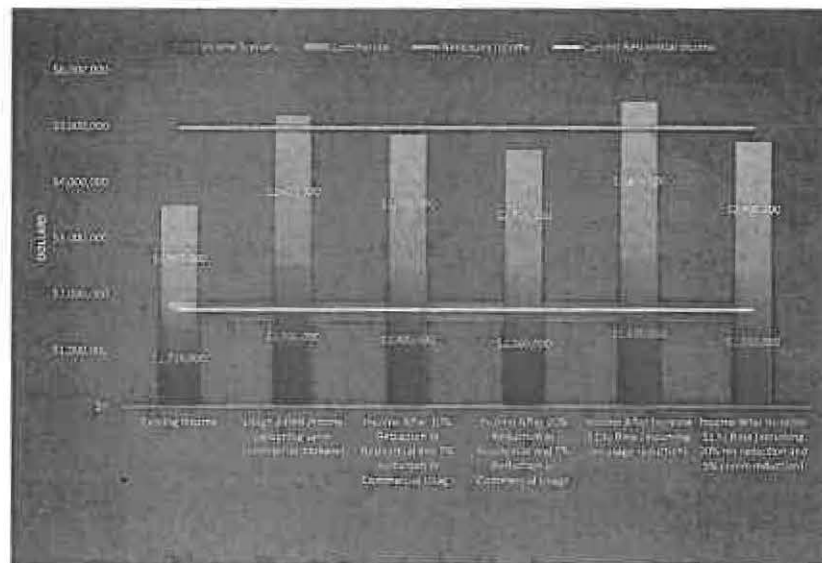
Monthly Residential Bill - Average User (4,000 gallons)				
Gallons/month	Units/month	Base Rate	\$/Unit	\$/month
4,000	40	\$5.50	\$0.50	\$35.50

Monthly Residential Bill - High User (8,000 gallons)				
Gallons/month	Units/month	Base Rate	\$/Unit	\$/month
8,000	80	\$5.50	\$0.50	\$55.50

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## Revenue Scenarios



## Wrap-Up

- Snapshot in time, usage based rates are fluid
- With proposed usage base rates, ~20% of residential bills will decrease initially.
- 45% of the users fall between 1,600 gallons per month and 4,000 gallons per month.
  - Those bills will increase 0-48%
- When rates increase, usage tends to decrease, by as much as 20%
  - Biannual increase to base rate is proposed to continue
- Proposed rate structure implementation by May 1, 2018 to stay on permit schedule.

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## THANK YOU

Christy Crites

[ccrites@cmtengr.com](mailto:ccrites@cmtengr.com)

Shannon Brady

[sbrady@cmtengr.com](mailto:sbrady@cmtengr.com)

217-787-8050

**ACCELA CITY SERVICES**  
**WATER BILL**  
 1000 MAIN STREET  
 ACCELA, CA 99999  
 WWW.ACCELA.COM  
 (866) 777-0069  
 8:30AM TO 4:30PM (MON-FRI)

**GUS BARKER**  
 712 10th St NW  
 Springbrook, OR 99999

# Account Statement

## ACCOUNT INFORMATION

**ACCOUNT:**  
**SERVICE ADDRESS:**  
**SERVICE PERIOD:**  
**BILLING DATE:**  
**DUE DATE:**

## METER READING

Serial No	Date	Reading	
11014169	4/5/2017	1515	11/
11014169	12/16/2017	3000	1/1
11014169	11/16/2017	2000	12/
11743	11/17/2017	0	1/1
12224758	4/7/2016	200	4/

## SPECIAL MESSAGE

Visit Website For  
 Auto Pay Form

## CURRENT CHARGES

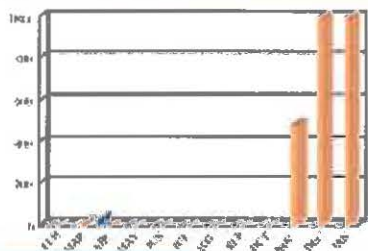
Water  
 Electric  
 Sewer  
 Garbage  
 Storm Water

## TOTAL CURRENT CHARGES

## BILL SUMMARY

Previous Balance  
 Payments Received  
 Additional Billing  
 Current Charges  
**TOTAL AMOUNT DUE**

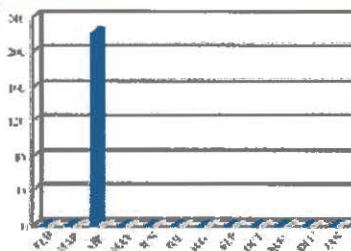
### Water Consumption



Prior Usage

Current Usage

### Electric Consumption



Prior Usage

Current Usage

From: pbateman@lincolnil.gov [mailto:pbateman@lincolnil.gov]  
 Sent: Monday, January 15, 2018 11:08 AM  
 To: Morris McCutchen <mmccutchen@accela.com>

## Meeting Summary

**Date:** January 12, 2018 at 1:00pm

**Present:** Peggy Bateman, Tim Ferguson, Tracy Welch, Ron Keller, Christina Coffman, Ashley Davis, Shannon Brady (CMT)

### Purpose

The purpose of the meeting was to determine if the new software can accommodate usage based sewer billing should the Council decide to proceed with the Usage Based Rate option to fund the mandated sewer upgrades. We all feel it is possible and came up with the following recommendations:

### Recommendations

- **Switch Over** - The Clerk's Office is ready to switch over to the new software on March 5, 2018. It is recommended that we proceed with this timeline.
- **Software Changes** – The new software is designed to import a file from Illinois-American Water to accommodate flat rate billing for residential service. An upgrade will be necessary to accommodate the usage based rate structure. Peggy has already talked to Accella developers about this. They will be visiting the City on February 5, 2018 and this can be discussed further. We have until around the time we submit our application (sometime in the Fall) before we must have these changes in place.
- **Past Water Bills Amounts on Sewer Bills** – Because water is billed month and sewer is billed quarterly customers may want to review their past water usage which is used to calculate their sewer bill. Peggy is going to speak to Accella developers to see if amounts for the past three water bills can be printed on the sewer bills.
- **Annual Pre-Pay (10%)** – Currently customers can pre-pay for a year of service and receive a 10% discount for doing so. Because there is no equitable way to pre-pay with usage based billing it is recommended that this program be terminated, and that the city fulfill its commitment to those who have already taken advantage of this program by grandfathering them in until their year of pre-pay has expired. After their year has expired they will then be billed based on usage.
- **Late Fees** – Currently a 10% penalty is imposed for sewer bills that are 30 days late. A flat \$25 fee is imposed for bills that are 60 and 90 days late. To ensure that late fees are equitable, sewer bills that are 30 days late should also be a flat \$25 fee.
- **Accounts in Arrears** - Usage based billing will result in bills that are in arrears as opposed to advanced bills for flat rate billing. Council will need to discuss how this will be handled.



## 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.

ORDINANCE NO. \_\_\_\_\_

ORDINANCE CREATING AN ASSISTANT CITY CLERK  
WITHIN THE CITY OF LINCOLN, ILLINOIS

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 Title 1, sets forth Ordinances pertaining to administration within the City of Lincoln; and,

WHEREAS, the City of Lincoln wishes to create the position of an Assistant City Clerk by adding Section 10 to Chapter 7, Title 1 of the City Code of the City of Lincoln; and,

WHEREAS, the City Council of the City of Lincoln believes that the general job qualifications and duties of the Assistant City Clerk of the City of Lincoln should be further outlined in the Lincoln City Code in Title 1, Chapter 7, Section 10; and,

WHEREAS, the City Council believes it is in the best interest of the citizens of Lincoln, Logan County, Illinois, that the position of Assistant City Clerk of the City of Lincoln be created.

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 Title 1, Chapter 7, Section 10 is hereby added as follows:

"1-7-10: ASSISTANT CITY CLERK

(A) Assistant City Clerk Position Created; Term: There is hereby created the office of Assistant City Clerk of the City of Lincoln. The Assistant City Clerk shall

serve at the discretion of the City Clerk. The term of office shall be for one year and until a successor is appointed and qualifies for the office. The appointment shall be made on the first Monday in May of each and every year, or as soon thereafter as practicable. Compensation of the Assistant City Clerk shall be determined by the City Council from time-to-time.

(B) Duties and Status: The Assistant City Clerk shall perform the duties as assigned by the City Clerk from time-to-time. The Assistant City Clerk shall be appointed by the City Clerk, with the advice and consent of the Mayor and City Council.

(C) Bond: The Assistant City Clerk, before entering upon his or her duties of office shall take and subscribe the oath provided by law for city officers and shall give a bond to the city in the penal sum of one thousand five hundred dollars (\$1,500.00) with sureties as the city council shall approve, conditioned upon the faithful performance of the duties of the office."

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 affect 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 Horn	_____	Alderman Hoefel	_____

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