

**CITY OF LINCOLN**  
**REGULAR CITY COUNCIL MEETING**  
**AGENDA**  
**MARCH 5, 2018**  
**CITY HALL COUNCIL CHAMBERS**  
**7:00 PM**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Participation**
5. **Swearing in of Rachel Shew as Assistant City Clerk**
6. **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. Request from the Lincoln BBQ Committee to permit the closing of various streets for the Pigs & Swigs Festival from Thursday, May 31, 2018 at 4:00 PM through Sunday, June 6, 2018 at 6:00 PM, with the possible closing of Kickapoo Street at Broadway Street until 8:00 AM on Monday, June 4, 2018
6. **Ordinance and Resolution**
  7. **Bids**
    - A. Approval of bid for Fast Track Demolition of the property at 618 Fourth Street from Byrne's Backhoe and Excavating in an amount not to exceed \$3,500.00
    - B. Approval of bid from Ryan Electric Solutions for a standby generator for the Municipal Service Bldg. in an amount not to exceed \$29,682.00
  8. **Reports**
  9. **New Business/Communications**
    - A. Authorization to hire a replacement Police Officer from the new hire list or the lateral hiring list
    - B. Approval to hire the Stone River Group as the consultant for the purpose of soliciting bids for electrical aggregation
    - C. Approval of changes to policy regarding the City Council Recording Secretary
    - D. Authorization to hire a City Council Recording Secretary
  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](mailto:cityclerk@lincolnil.gov) no later than 48 hours prior to the meeting time.



**Up in Smoke on the Square**  
**C/O K of C #1250**  
270 Limit Street Lincoln, IL 62656  
[www.lincolnbbq.com](http://www.lincolnbbq.com)

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Feb 22, 2018  
Mayor Goodman, City of Lincoln  
City Hall  
700 Broadway Street  
Lincoln, IL 62656

Dear Mayor Goodman & City Council Representatives:

The Lincoln BBQ Committee respectfully requests your permission to use the following city property and streets during the Lincoln's Pigs and Swigs Festival:

**Closure of the following streets starting Thursday, May 31st after 4pm and stay closed until Sunday, June 3rd at 6pm:**

- Kickapoo Street from Clinton Street to Broadway **(with a possibility of this corner being closed until 8:00 am Monday morning)**
- McLean Street from Clinton Street to Broadway Street
- Broadway Street from the alley at State Bank to McLean Street
- Pulaski Street from the alley at the Alley-Bi to Hamilton Street
- The west end of Clinton Street from Kickapoo to McLean Street. Only a portion of Clinton Street would be closed to allow a way to Scully park and traffic to enter the city parking lot north of Scully Park.

Thank you for your kind consideration.

Sincerely,

The Lincoln BBQ Committee  
Chris Graue  
Event Organizer

# MEMORANDUM

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

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

**DATE: February 21, 2018**

**RE: Fast Track Demolition of 618 4<sup>th</sup> St.**

**Background:** The property that staff is recommending for fast track demolition under the FY 2017/2018 budget is 618 4<sup>th</sup> St. This property has a long history of ordinance violations dating back to 2011 and totaling nineteen (19) violations. The property owner has proven to be unresponsive to many years of requests to obtain compliance. The house has been vacant for several years and is in an extreme state of dilapidation. The majority of the windows in this structure are broken and/or boarded up. The foundation is crumbled and collapsed in several locations while the roof is beyond the point of simple maintenance. Investigation shows the house to be full of refuse and reports of feral animals in and around the house have been received on several occasions. A vacant home of this nature poses a danger to the neighborhood and is the type of dangerous building that should be addressed by the fast track demolition process.

**Analysis/Discussion:** The Building and Safety Department has received three estimates for the demolition and removal of the property at 618 4<sup>th</sup> Street and they are as follows:

Jim Moody Excavating: \$5,400.00

Harold Goodman Excavating: \$4,100.00

Byrne's Backhoe and Excavating: \$3,500.00

Given that the estimate from Byrne's Excavating came in at \$600.00 less than the next estimate, staff is recommending that the fast track demolition of 618 4<sup>th</sup> St. be performed by Byrne's Excavating. The City will be responsible for the dump fee associated with the demolition of this property. It is likely that the dangerous building at 618 4<sup>th</sup> St. will be demolished in mid-March upon the expiration of the mandatory 30-day waiting period. All title searches and legal notices have been conducted.

**COW Recommendation:** Place on Council agenda for approval of using budgeted funds for the fast track demolition of 618 4<sup>th</sup> st.

**Fiscal Impact:** An estimated cost of \$2,500.00 would be realized for the dumping of materials from this property.

**Council Recommendation:** Approve bid from Byrne's Excavating for the demolition and removal of the property at 618 4<sup>th</sup> St.



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
**02/13/2018**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	Goodenow Insurance Agency Inc. 719 North Grand Ave East Springfield, IL 62702	CONTACT NAME: Shannon Elliott PHONE (A/C No. Ext): (217)523-5443 E-MAIL ADDRESS: shannon@goodenowinsurance.com	FAX (A/C No.): (217)523-5456
	INSURED	INSURER(S) AFFORDING COVERAGE	
	JASON BYRNE DBA: Byrne's Backhoe & Excavating 1836 600 Street Mount Pulaski, IL 62548	INSURER A : Erie Insurance Group	NAIC # 26271
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

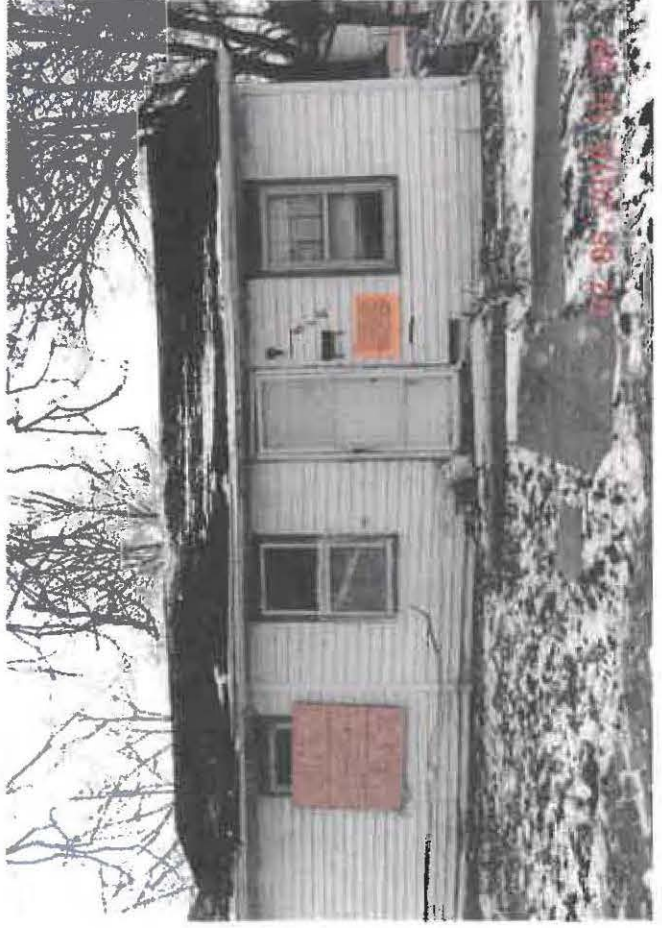
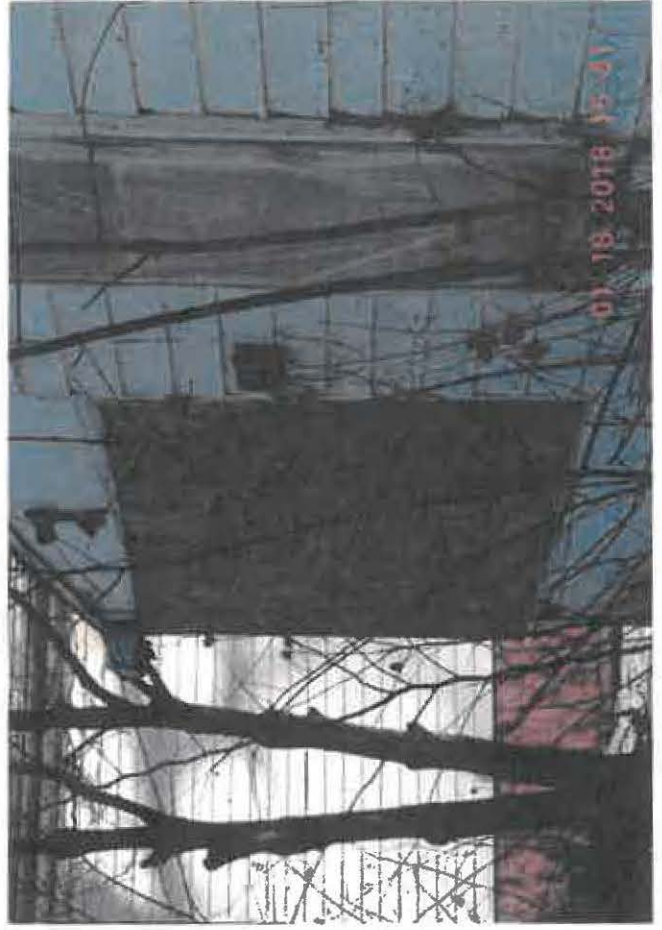
COVERAGES CERTIFICATE NUMBER: 00000000-0 REVISION NUMBER: 2

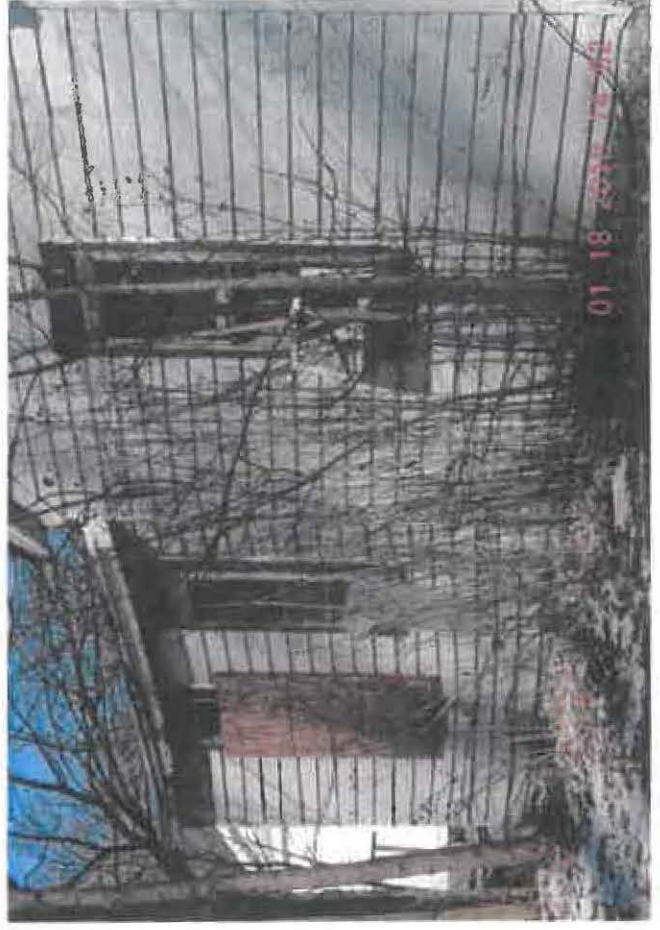
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

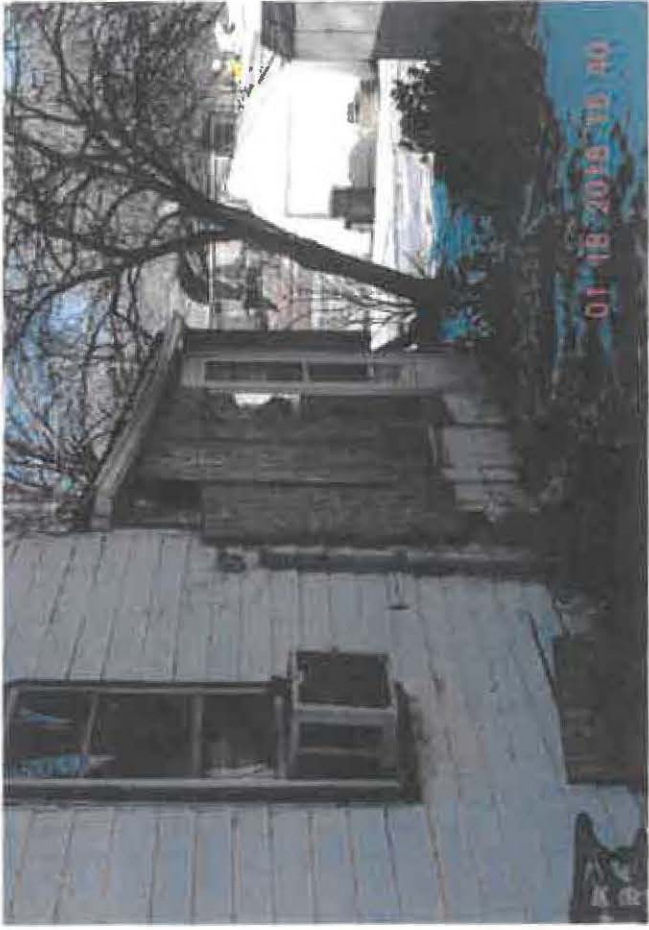
INSR LTR	TYPE OF INSURANCE	ADDL SUBR INFO WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A X	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		Q31-2700843	07/27/2017	07/27/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					
	AUTOMOBILE LIABILITY					
	ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY	SCHEDULED AUTOS NON-OWNED AUTOS ONLY				COMBINED SINGLE LIMIT (Per accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB	OCCUR CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	DED RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
For jobs located at 618 & 634 4th St, Lincoln, IL 62658

CERTIFICATE HOLDER	CANCELLATION
City of Lincoln 700 Broadway Street Lincoln, IL 62658	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Shannon Elliott</i> (SKE)









## MEMORANDUM

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

**FROM:** Walt Landers, Street Superintendent

**MEETING**

**DATE:** February 27, 2018

**RE:** Diesel Powered Standby Generator

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**Background**

Funds were budgeted in the 2017 GEO Bond Fund #46-0009-9969 for the purchase of a 60KW Standby Generator for the Municipal Services Building.

**Analysis/Discussion**

A Standby Generator will allow the Lincoln Street Department and the Building and Safety Office to remain completely operational during short or long term power outages that could be caused by severe weather or any other event that could cause outages. The bid results were as follows.

Ryan Electric Solutions - \$29,682.00

Egizii Electric Inc - \$32,465.00

Bodine Electric of Decatur - \$79,700.00

**COW Recommendation**

Approve Bid from approve bid from Ryan Electric Solutions in an amount not to exceed \$29,682.00 and place on the agenda for the March 5, 2018 City Council Meeting

**Fiscal Impact**

\$29,682.00 from the 2017 GEO Bond Fund #46-0009-9969. Funds were budgeted for this purchase.

**Council Recommendation:**

Approve bid form Ryan Electric Solutions for a Standby Generator for the Municipal Services Building



Ryan Electrical Solutions  
4151 West Jefferson Street  
Springfield, IL 62707

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

**Estimate**

**3617**

Printed 2/12/2018

**Bill To:**

Lincoln Street Department  
Attn: Walt Landers  
113 Limit Street  
Lincoln, IL 62656

Work: (217) 519-3619  
: (217) 732-4655

**Work Location:**

Primary  
Lincoln Street Department  
Walt Landers  
113 Limit Street  
Lincoln, IL 62656

Work: (217) 519-3619  
: (217) 732-4655

**Estimate for a Cummins 60kw Diesel Generator**

**Description of Work**

Ryan Electrical Solutions Generator Division proposes the following:

- Cummins 60kw Diesel generator 120/208 3-phase
- Poured in place concrete pad
- Connect to existing automatic transfer switch
- Battery
- Generator start up

Note: This proposal does not include diesel fuel

\*Payment Schedule: 50% due upon acceptance and 50% due upon completion.

**We propose to complete in accordance with the above specification, for the sum of:**

**Note: This Proposal may be withdrawn by us if not accepted within 30 days.**

**\$29,682.00**

**Sales Rep: Steve C McLaughlin**

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

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

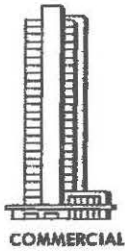
**Acceptance of Proposal: Work will not begin until work order is signed and copy is returned to a representative of Ryan Electric**

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

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

Date: \_\_\_\_\_

**Thank you for your business.**



## EGIZII ELECTRIC INC.



February 13<sup>th</sup>, 2018

To: City of Lincoln  
RE: Standby Generator

Egizii Electric, Inc. is pleased to submit our proposal for providing and installing a new Standby Generator per the specifications provided, for the City of Lincoln Municipal Services Building. Egizii's proposal is based on review and acceptance of mutually acceptable terms and conditions and as clarified below.

**TOTAL LUMP SUM BASE BID PRICE:**

THIRTY TWO THOUSAND FOUR HUNDRED SIXTY FIVE DOLLARS (\$32,465.00)

**TERMS AND CONDITIONS:**

- A. Prices – The prices quoted are good for sixty (60) days from date of bid.
- B. Form of Contract – Our proposal is based upon entering into the AIA Standard Form of Agreement which shall incorporate this scope letter and such other acceptable terms and conditions no less favorable than those of the prime contractor.
- C. Terms of Payment – Our proposal is based upon monthly progress payments and an acceptable schedule of values with retention per AIA contract requirements.

**CLARIFICATIONS:**

- 1. Permits/Fees/Taxes are NOT included
- 2. Generator is 118" x 40", 3205 lbs., with 260 gallon fuel tank capacity
- 3. Fuel is included (260 gallons)
- 4. Generator Pad is included
- 5. Assumes remote annunciator will be located near existing ATS
- 6. Proposal is based on 40 hours straight time work

Thank you for the opportunity to provide a quote for this project. Should you have any questions or comments, please feel free to contact us.

Very truly yours,  
EGIZII ELECTRIC, INC.

Harold Hayes  
Egizii Electric, Inc.





# Bodine Electric

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## Traffic Division

1845 North 22nd Street ▪ Post Office Box 976 ▪ Decatur, IL 62526  
Phone (217) 423-2593 ▪ (800) 252-3369 ▪ Fax (217) 420-4275

February 12, 2018

Project: City of Lincoln Municipal Services Building Generator  
Location: Lincoln, IL  
Attention: City of Lincoln City Clerk

### Scope of Work

We will provide all necessary supervision, labor, materials and equipment for the successful completion of the above referenced project as herein specified.

- Provide and install (1) concrete generator pad.
- Provide and install (1) New 60KW Diesel Generator per specs provided.
- Provide and install conduit from existing stub ups to ATS.
- Provide and install wire from generator to ATS.
- Terminate and test per specs provided.
- **Our Price: \$79,700.00 Dollars.**

Costs for premium wages are not included in this proposal. Our standard working hours are 7:00AM – 3:30PM, Monday through Friday excluding holidays.

Use of this quotation is based upon the understanding that Bodine Electric Traffic Division of Decatur has necessarily assumed certain conditions in order to arrive at its best estimate for doing the work. In the event that actual conditions significantly vary from our assumptions, then a fair adjustment to the price is expected. These include:

- Physical conditions significantly different from what could be determined from a reasonable inspection of the worksite and/or information supplied by customer.
- The correctness and completeness of the contract documents is the sole responsibility of those who have prepared them. This proposal covers only that work that is adequately shown, described and/or detailed in the provided contract documents.
- Inability to start work and have reasonably uninterrupted access to Bodine Electric of Decatur's work until completed.
- Reasonably prompt resolution of any questions that may arise in the course of the work, including any necessary approvals by the customer or its agents.
- Standard insurance coverage currently in effect at the time of submission. All non-standard insurance requirements shall be waived or the direct cost paid by the requestor.
- Due to the volatility of the copper market, this proposal will be held firm for 15 days.

We further reserve the right to negotiate the terms of the contract that the customer may wish to use. Bodine Electric's payment terms are 30 days from date of invoice.



# Bodine Electric

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Bodine Electric has and always will hold the safety of their employees in the highest regard. This standard will be demonstrated on this project with the presence of our safety department personnel on a regular basis. Our experience modification rate of .68 is far below the national average.

Thank you for the opportunity to offer this estimate. Please feel free to contact me at 217-420-4224 or by fax at 217-420-4296 if you have any questions, or to schedule this project.

Regards,

Scott McIntyre  
Project Manager



## Municipal Aggregation Quote

**Customer:** City of Lincoln IL

**Start Date:** Jun-18  
**End Date:** Jun-20  
**Current Utility:** Ameren  
**Current Default Rate:** \$ 0.0617

**Supplier 1:** Constellation  
**Contract Term (Months)** **Rate (per kWh)**  
24 | \$ 0.0483

**Supplier 2:** Nordic  
**Contract Term (Months)** **Rate (per kWh)**  
24 | \$ 0.0486

**Supplier 3:** MidAmerican  
**Contract Term (Months)** **Rate (per kWh)**  
24 | \$ 0.0493

**Supplier 4:** Homefield  
**Contract Term (Months)** **Rate (per kWh)**  
24 | \$ 0.0502

**Atwood, Bement, DeWitt County, Sidell**

**Prices offered 6-28-2017**

*Prices expressed in cents per kilowatt-hour (¢/kWh)*

Term beginning Oct 2017 through:	Jun 2019
MidAmerican Energy Services	4.90
	5.00

no civic fee  
with civic fee

Constellation	4.98

Dynergy (Homefield)	5.016

Crius (Public Power)	5.288

All prices include Good Energy fee of \$.00075/kWh



## MEMORANDUM

**TO:** Mayor and Alderman of the City of Lincoln  
**FROM:** Tracy Welch, Alderman Ward 1  
**MEETING DATE:** February 27, 2018  
**RE:** Request to hire a new Council Recording Secretary

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### **Background**

On February 13, 2018, Council Recording Secretary Risa Riggs submitted her resignation to Mayor Goodman and City Clerk Bateman. Her resignation is effective February 28, 2018.

Research was done to determine if the City could save money by hiring a transcription service to transcribe audio recordings of City Council meetings. The results show that it would be more cost effective to hire a new Council Recording Secretary.

Current pay rates for the Council Recording Secretary are:

- City Council Meetings \$25 for attending meeting and \$50 for submitted minutes
- Committee of the Whole Meetings \$25 for attending meeting and \$50 for submitted minutes
- Budget Meeting \$25 for attending meeting and \$50 for submitted minutes
- Special Meeting \$25 for attending meeting and \$20 for submitted minutes

### **Analysis/Discussion**

It is recommended that the City Council approve the following:

- Hiring of a new Council Recording Secretary
- The proposed pay rates as shown above
- Require that meeting minutes be completed and submitted to the City Clerk within 48 hours
- Paychecks will include \$25 for meetings attended and payment for meeting minutes be made after they have been completed and submitted to the City Clerk.

### **Fiscal Impact**

Use the remaining funds in line item 02-0204-4014 Salaries – Council Secretary to pay a new Council Recording Secretary. This position would once again be budgeted for in the 2018-2019 budget.

### **COW Recommendation**

Place on the March 5, 2018 Council agenda for approval

### **Council Recommendation**

Approve the hiring of a new Council Recording Secretary, approve the proposed pay rates as shown above, approve the requirement that meeting minutes be completed and submitted to the City Clerk within 48 hours and approve that paychecks will include \$25 for meetings attended and payment for meeting minutes will be made after they have been completed and submitted to the City Clerk.