#### CITY OF LINCOLN REGULAR CITY COUNCIL MEETING AGENDA MARCH 19, 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 noncontroversial 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 February 12, 2018 Committee Of The Whole, February 20, 2018 Regular City Council Meeting, February 27, 2018 Committee Of The Whole, March 5, 2018 Regular City Council Meeting, March 12, 2018 Budget Workshop, March 13, 2018 Committee Of The Whole Meeting
- 6. Ordinance and Resolution
- 7. Bids

#### 8. <u>Reports</u>

- A. City Treasurer Report for February, 2018
- B. City Clerks Report for February, 2018
- C. Department Head Reports for February, 2018

#### 10. New Business/Communications

- A. Approval of City of Lincoln membership in the Illinois Public Works Mutual Aid Network (IPWMAN)
- B Approval of the purchase a 24' High Flow Planer attachment for the skid steer loader through the National Joint Paver Alliance in an amount not to exceed \$16,487.40
- C. Approval of proposal to retain Mr. Chris Walters as labor attorney for negotiation of contracts with IAFF and Operating Engineers as a cost of \$175.00 per hour
- D. Approval of Mayoral appointment of Aimee Galvin to Historic Preservation Commission
- E. Approval of Executive Session minutes from July 31, 2017 and August 15, 2017
- F. Approval of release of Executive Session minutes from July 31, 2017 and August 15, 2017, subject to redaction
- 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 <u>cityclerk@lincolnil.gov</u> no later than 48 hours prior to the meeting time.

Lincoln, Illinois City Council Committee of the Whole Meeting February 13, 2018 Page -1-

Minutes of the City of Lincoln City Council Committee of the Whole Meeting held in the Council Chambers on Tuesday, February 13, 2018.

Mayor Goodman called the regular City Council Committee of the Whole Meeting to order at 7:01 p.m. There were seven Aldermen present (Alderman Bauer, Alderman Browne, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Keller, Alderman Parrott and Alderman Welch), none absent and one seat vacant. Also present were City Street and Alley Superintendent Mr. Landers, Police Chief Adams, American Water Mr. Ferguson, City Building and Safety Officer Mr. Woodhall, and Fire Chief Miller. Also present were Mayor Goodman, City Treasurer Mr. Conzo, City Clerk Mrs. Bateman and Recording Secretary Mrs. Riggs.

Mayor Goodman led the Pledge of Allegiance.

# **Public Participation:**

Jim Loeffler was present for the Railsplitter Antique Auto Club. He was asking to do the cruiseins again this year. He was present to let everyone know the dates of this year's May 24, 2018, June 23, 2018, July 28, 2018, and September 22, 2018. They would like to use Pulaski Street from Kickapoo Street to McLean Street and overflow on the courthouse side of McLean Street. They have a copy of the insurance for the City.

Alderman Hoefle said he wanted this on the agenda for approval. This will be on the agenda for next week. Alderman Welch said this should be on the Consent Agenda.

#### Presentation - Chris Isabell IDOT Roads:

Mr. Isabell was not present.

# <u>Request To Permit – Lincoln/Logan Rt 66 Garage Sale Days June 8th, 9th, & 10th 2018 would</u> like to advertise garage sales & private sponsors:

Alderman Welch did not see a problem with their request and asked to have this on the Consent Agenda for Tuesday, February 20, 2018.

# <u>Request to Permit – VFW Post 1756 to use Postville Park for vendors for Rt 66 Garage sale</u> June 8<sup>th</sup>, 9<sup>th</sup>, & 10<sup>th</sup> 2018:

It was agreed to place this on the Consent Agenda.

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

City Building and Safety Officer Mr. Woodhall said this does not happen often but they found that sometimes they don't have access to sheds or yard mowers and what not and he felt this should be reviewed and permitted so it is done correctly.

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# <u>Resolution Creating a Stop Intersection at Chicago Street and Pekin and at Chicago Street</u> and Sangamon Street:

Street Superintendent Mr. Landers said these are the intersections on the side of the railroad tracks on Pekin Street by the Depot. They would like to have 3 way stops for safety reasons. This would be on Pekin Street and Sangamon Street and Pekin Street and Chicago Street.

Alderman Hoefle thought that was a great idea and saw no reason not to do that. He said this should be placed on the agenda.

# Approval to Hire Rachel Shew Full-Time Effective March 1, 2018 per Ordinance 2018-874:

Alderman Welch said this is just the next step in the discussion that we had in the previous voting meeting. It is City Clerk Mrs. Bateman's desire to promote Rachel or appoint her to that position. He did not see a reason why they could not put this on the agenda.

Mayor Snyder said to place this on the agenda.

# Discussion on forming a committee for Union Negotiations:

Mayor Goodman said they need to form committees in order to start union negotiations. He understood that in the past the committee was made up of City Administrator, Mayor, and 1 Alderman. There are three separate unions. Police Chief Adams said they will not need to go through negotiations at this time.

# Ward 2 Vacancy Candidates:

#1

Mr. Ron Fleshman said he would like to be a part of the City of Lincoln. He has some ideas on possible sewer treatment project. He has worked at the Department of Corrections.

Alderman Hoefle said wanted to pick Mr. Fleshman's brain.

Mr. Fleshman said they have had to do readings for the BOD count can be monitored. He is part of the Masonic Lodge.

#2

Mrs. Georgia Allison wanted to try to give back to the community and she had assistance with getting a sign for a parking place with Alderman Horn. She has been involved in Girl Scouts, Boy Scouts and other organizations.

Mrs. Allison said she would give her best. She has an open mind.

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#3

Mr. Sam Downs and has lived in Lincoln for 8 or 9 years. He was raised in Atlanta, Illinois. He runs group homes for adults with developmental disabilities. There are 3 homes in Lincoln and has been doing this for the past 16 years. For the past 10 years he has been a Special Olympics coach, takes a small group of adults to the Special Olympics to compete every year, and he coached track and field and bowling. He has been getting more involved in politics. He is a people person.

Alderman Keller thanked all three candidates for coming forward.

Mayor Goodman said he would like to have this on the agenda for next week.

#### Announcements:

Mayor Goodman said there was a vacancy on the Tourism Board due to Kathy Horn's resignation. He said Alderman Welch has filled that vacancy.

American Water Manager Mr. Ferguson said he had an item that he didn't have time to put on the agenda. The long term control plan they will have to do some property acquisition or some type of Agreement. He wanted to get the City Council's blessing for himself, CMT and Mayor and any other entities to start the discussion on that. This is part of the Lincoln College station and there have been some preliminary discussions with them. This is just advising the Council.

#### Other Discussion:

There was no other Discussion.

#### Executive Session:

There was no Executive Session.

#### <u>Upcoming Meetings</u>: City Council: Monday, February 20, 2018 at 7:00 p.m. Committee of Whole: Tuesday, February 27, 2018 at 7:00 p.m.

Alderman Welch made a motion to adjourn the meeting and Alderman Keller seconded it. There were seven (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Keller, Alderman Parrott and Alderman Welch), one seat vacant and none absent motion carried.

The City of Lincoln Committee of the Whole Meeting adjourned at 7:26 p.m.

Respectfully submitted, Risa Riggs, Recording Secretary City of Lincoln, Illinois February 20, 2018 Page -1-

Minutes of a regular City Council Meeting held in the Council Chambers of City Hall, Lincoln, IL, on Tuesday, February, 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, American Water Manager Mr. Ferguson, City Safety and Building Officer Mr. Woodhall, and Fire Chief Miller. Also present were Mayor Goodman, City Attorney Mr. Blinn Bates, City Treasurer Mr. Conzo, City Clerk Mrs. Bateman, and Recording Secretary Mrs. Riggs.

Mayor Goodman led the Pledge of Allegiance.

# **Public Participation:**

There was no one present for Public Participation.

# Mayor Goodman called for the Consent Agenda by Omnibus Vote:

Payment of Bills

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 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 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

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

Alderman Hoefle moved to approve the Consent Agenda with the exception of the Farnsworth bill as read and Alderman Welch 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, none absent, one seat vacant and none absent; motion carried.

#### **Ordinances and Resolutions:**

Ordinance #2018 - 875 amending City Code Section 8-3-20, Encroachment on Public Right of Way

Alderman Hoinacki moved to approve Ordinance # 2018 – 875 amending City Code Section 8-3-20, Encroachment on Public Right of Way and Alderman Hoefle seconded it. City Clerk Mrs.

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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, none absent, one seat vacant and none absent; motion carried.

<u>Resolution #2018 – 359 creating three-way stop intersections at Chicago Street and Pekin Street</u> and at Sangamon Street and Pekin Street

Alderman Parrott moved to approve Resolution #2018 – 359 creating three-way stop intersections at Chicago Street and Pekin Street and at Sangamon Street and Pekin Street 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 Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent (Alderman Horn); motion carried.

# **Bids:**

There were no Bids to come before the City Council.

# **Reports:**

City Treasurer Report for January, 2018 and a copy is on file with the City Clerk's office. City Clerks Report for January, 2018 is on file with the City Clerk's office. Department Head Reports for January, 2018 are on file with the City Clerk's office.

# New Business/Communications:

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

Alderman Welch moved to approve City Clerk appointment of Rachel Shew as Assistant City Clerk 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 Keller, Alderman Parrott, and Alderman Welch), zero nays, and one absent (Alderman Horn); motion carried.

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

Alderman Browne moved to approve the Mayoral appointment of Ron Fleshman to fill an Aldermanic vacancy in Ward 2 and Alderman Bauer 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, none absent and one seat vacant); motion carried.

# Swearing in of Alderman for Ward 2 – City Attorney Mr. Blinn Bates swore in Ron Fleshman as Ward 2 Alderman

# Announcements:

Alderman Bauer said most everyone has started seeing the totes for trash and recyclables out to the citizens of Lincoln. The billing for recycling will not start until March. After Area Disposal

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is finished delivering all the totes they will go back and start addressing any issues that have come up.

Alderman Hoefle said they put out and RFP for electric aggregation and they received 2 bids and City Clerk Mrs. Bateman has both of the bids and she will put them on the COW meeting on February 27, 2018. There was one from the Stone River Group and the other was from Good Energy. They were both received before the 16<sup>th</sup> of February deadline.

Mayor Goodman said Monday at 7:00 p.m. is the presentation at the Rec with the County Board.

Mayor Goodman stated that our recording Secretary Risa's last day will be next Tuesday, February 27, 2018. She started in 1997 and they appreciated all that she has done. If anyone is interested in the position please submit a resume to City Clerk Mrs. Bateman at <u>pbateman@lincolnil.gov</u>. He thanked Mrs. Riggs for all she has done.

Alderman Bauer asked if the position had been posted on the City's website to access to see the qualifications. Mayor Goodman said there has not been anything officially posted. Alderman Bauer said it would be hard to apply for a job if people don't know about it. Mayor Goodman said that City Clerk Mrs. Bateman has already received 1 resume.

Alderman Keller said this is somewhat like an agenda item earlier. There were a couple of questions regarding the carriage walk and what the responsibility for the City from the curb to the sidewalk. This was done but has never been codified. He thanked Street and Alley Superintendent Mr. Landers and Building and Safety Officer Mr. Woodhall they put together a private benefits on a public right of way which lays out the carriage walk policies, guidelines and construction of maintenance.

Fire Chief Miller said this Saturday will be the final day of mandatory orientation for firefighters and a list should be available in March.

#### Executive Session

There was no Executive Session held.

Alderman Keller moved to adjourn the meeting and Alderman Bauer 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 one absent; motion carried.

The City Council Meeting was adjourned at 7:30 p.m.

Respectfully Submitted By:

Risa Riggs Recording Secretary Lincoln, Illinois City Council Committee of the Whole Meeting February 27, 2018 Page -1-

Minutes of the City of Lincoln City Council Committee of the Whole Meeting held in the Council Chambers on Tuesday, February 27, 2018.

Mayor Goodman called the regular City Council Committee of the Whole Meeting to order at 7:01 p.m. There were eight Aldermen present (Alderman Bauer, Alderman Browne, Alderman Browne, Alderman Fleshman, Alderman Hoefle, Alderman Hoinacki, Alderman Keller, Alderman Parrott and Alderman Welch) and none absent. Also present were City Street and Alley Superintendent Mr. Landers, Police Chief Adams, American Water Mr. Ferguson, City Building and Safety Officer Mr. Woodhall, and Fire Chief Miller. Also present were Mayor Goodman, City Treasurer Mr. Conzo, City Clerk Mrs. Bateman and Recording Secretary Mrs. Riggs.

Mayor Goodman led the Pledge of Allegiance.

#### **Public Participation:**

There was no Public Participation.

# Presentation – Angela Stolzenburg, ALMH Community Health Director

discuss use of 8th Street (previous hospital site) to install a Fitness Court:

Angela Stolzenburg was present to discuss a partnership. They are trying to be the healthiest community. The National Fitness team approached ALMH to install a fitness court which is free for anyone to use. The ALMH wellness trail and they thought the former ALMH site would be ideal. It is made in the USA. The community receives national exposure. There would not be a charge to the City of Lincoln. A donation of \$140,000.00 will be given by ALMH. The City of Lincoln would need to maintain the equipment and yearly power washing would be needed. This is to promote fitness.

Alderman Bauer thought it was a wonderful idea. Alderman Hoinacki also thought it was a good idea and that a potential drinking fountain should be installed.

# <u>Request to Permit: Up in Smoke on the Square street closure Thursday, May 31<sup>st</sup></u> <u>After 4:00 PM until Sunday, June 3n1 at 6:00 PM:</u>

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.

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Alderman Hoefle asked to have this on the Consent Agenda for Monday, March 5, 2018. Kevin Bateman said the craft booths are back at the Park this year.

#### Hiring of replacement Police Officer:

Police Chief Adams said they had a new officer who resigned and was taking employment with the State of Illinois. They are currently doing background checks on two candidates. This will be placed on the regular agenda for Monday, March 5, 2018.

#### Fast Track Demolition of 618 4th Street:

The Building and Safety Department has received three estimates for the demolition and removal of the property at 618 4th 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 4th 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 4th 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.

Approve bid from Byrne's Excavating for the demolition and removal of the property at 618 4th Street.

City Building and Safety Officer Mr. Woodhall has started another dangerous problem and it will be done by the end of this fiscal year.

This will be placed on the regular agenda.

#### Discussion regarding RFO for Engineering Services:

Farnsworth Group's engineering services contract ends as of the end of the fiscal year.

City Street Superintendent Mr. Landers said he hoped that Farnsworth would be able to get the rest of their work done before the end of the physical year. He wasn't sure if the Jefferson Street Bridge would be done by the end of the physical year.

Alderman Hoefle said they had approved the funds and it is a separate issue. He had a nice discussion regarding the master agreement with Gary Davis. He believes that they were open with working with the City and other communities they work with them on item per item basis. This might be something to look at when they do the budget.

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Alderman Bauer said they have other engineering services from other companies. She stated that City Clerk Mrs. Bateman sent out an email that engineering agreement renews unless they give them 30 days' notice.

Mrs. Bateman said that was correct. Alderman Hoefle said he checked with City Attorney Mr. Blinn Bates and he believes that by the contracts terms it was 120 days and it supersedes any other contract.

Alderman Hoinacki asked if they were going out for RFK's. Alderman Hoefle thought they would wait until they started the budget. Alderman Hoinacki said then you get into MFT.

City Street Superintendent Mr. Landers said Farnsworth was responsible for the 2017/2018 MFT and that they would probably start the 2018/2019 MFT in the next month or less to put that together. He recommended using Farnsworth for the MFT for next year.

Alderman Hoefle wanted to bid it out. Alderman Hoinacki said he didn't want to leave Mr. Landers without anyone and that this is a lengthy process. Alderman Welch said it sounds like Mr. Landers and Alderman Hoefle needed to check into this. This will be placed on the next COW.

#### **Bids: Diesel Powered Standby Generator:**

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

Walt asked to go with Ryan Electric Solutions. He would like to get the go ahead on this.

This will be placed on the Regular Agenda.

<u>Bids: Electric Aggregation:</u> <u>Stone River Group - Constellation .0483</u> <u>Good Energy - Constellation .0498</u> <u>Ouote Sheet included in Agenda Packet</u> Start date: Jun-18 End date: Jun-20 Ameren current default rate - \$ 0.0617

Supplier 1: Constellation Contract Term (Months) Rate (per kWh) 24 months 0.0483 Lincoln, Illinois City Council Committee of the Whole Meeting February 27, 2018 Page -4-

Supplier 2: Nordic Contract Term (Months) Rate (per kWh) 24 months 0.0486

Supplier 3: MidAmerican Contract Term (Months) Rate (per kWh) 24 months. 0.0493

Supplier 4: Homefield Contract Term (Months) Rate (per kWh) 24 months 0.0502

This will be placed on the regular agenda.

#### Union negotiation discussions:

There are two unions that are ready to begin negotiations. Woods & Bates has previously done the negotiations. Alderman Hoinacki said he has sat through some that go well but others have been costly. City Treasurer Mr. Conzo said they had a person that there were additional costs with having a person that was out of Chicago. Mayor Goodman said he has heard they don't have to and the cost is \$200.00 per hour.

Police Chief Adams said there were 6 or 7 meetings at 3-4 hours. It is up to how the Council wants to proceed. An attorney will need to review the negotiations. The labor attorney explained things to him that he didn't know about and someone local might not know.

Alderman Bauer recommended that there be another Alderman. Mayor Goodman said he was told that was not advisable.

Alderman Keller asked if the scenario without the attorney and then have the attorney review after they have come to an agreement. He would trust the Department heads.

Alderman Browne said Mr. Bates has also negotiated the schools. Alderman Welch felt they reach out and Alderman Hoinacki has done this in the past. Alderman Hoefle asked who Police Chief Adams what would make him comfortable. Police Chief Adams said it was whatever the Council wanted.

Alderman Fleshman said they will need to obtain counsel of some sort.

City Treasurer Mr. Conzo said they were along the line \$50,000.00.

Fire Chief Miller said the last time with having outside counsel that it could take two or three weeks before they would meet again. A lot of the preliminary items are necessary

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#### Announcements:

Alderman Welch said there was a last minute item. This is due to needing a new Counsel Secretary since today is Mrs. Riggs last meeting. There have been some resumes that have been received. No disbursement will be made until the work is done. He recommended that the Council could have a discussion. He had four items: changing the rates, create a policy to require meeting minutes to be completed within 48 hours and submitted to the City Clerk; change the reimbursement until the service is done; there is money in the budget to hire someone new; and they can have time to look at resumes to hire someone.

Alderman Keller said they need to get the wheels in motion to get someone in to the position.

City Clerk Mrs. Bateman said they first need to post the job for the position before they can interview anyone. She said they needed to figure out the payment structure first.

Alderman Hoefle said that Mrs. Bateman should not be doing the interviews and the ultimate decision will be the City Council's. Alderman Welch asked if they should take the resumes that they have already received. City Clerk Mrs. Bateman if they could post without the compensation part and get resumes. City Street Superintendent Mr. Landers asked if they had checked with any temporary agencies to see if they could help. Alderman Bauer said she felt if they were asking the people to be at the meetings and then the turnaround time within 48 hours and to take the time to transcribe and get them turned around and she was comfortable with that.

Alderman Keller asked Mrs. Riggs how long it takes to transcribe the meetings. Mrs. Riggs said approximately 3 hours. Alderman Keller said he had to ask if that is a reasonable amount and that you are asking someone to be there the entire meeting.

Alderman Hoinacki wanted to change the Public Hearing to no payment. Alderman Bauer said she did not see special meetings on that. Alderman Welch said they were told not to have the Recording Secretary to do those meetings.

Alderman Welch said they would have turned around in 48 hours and to be approved at the next voting meeting.

The changes in salary etc. will be placed on the agenda.

#### **Other Discussion:**

Alderman Hoefle said he had a nice conversation with Gary Davis on the billing. He has agreed to lower the bill and it they deducted \$3,000.00.

Alderman Hoefle said he and Mayor Goodman sat on the ETSB 911 board.

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Alderman Hoefle was McLean and Oklahoma need stop signs. There have been multiple accidents there. Police Chief Adams said they would do a traffic study.

Alderman Keller asked about GOVHR and if they had the resumes. Mayor Goodman said he had an email that they would have them by the end of the week.

City Treasurer Mr. Conzo said budget meetings need to begin on the week of March 12 and the second will be March 22. Hoping to get done in 2 sessions. This would start at 5:30 p.m.

Alderman Welch said the hot topic of trash said now that cans have to be in the front but you can contact Area to get where these will be picked up.

City Clerk Mrs. Bateman had a presentation for Mrs. Riggs with a clock with the years of service and her name and also had a Gift Certificate from Guzzardo's.

*Executive Session:* There was no Executive Session.

# Upcoming Meetings: City Council: Monday, March 5, 2018 at 7:00 p.m. Committee of Whole: Tuesday, March 13, 2018 at 7:00 p.m.

Alderman Welch made a motion to adjourn the meeting and Alderman Keller seconded it. There were eight (Alderman Bauer, Alderman Browne, Alderman Fleshman, Alderman Hoefle, Alderman Hoinacki, Alderman Keller, Alderman Parrott and Alderman Welch), and none absent; motion carried.

The City of Lincoln Committee of the Whole Meeting adjourned at 8:36 p.m.

Respectfully submitted, Risa Riggs, Recording Secretary City of Lincoln, Illinois March 5, 2018 Page -1-

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

Mayor Goodman called the regular City Council Meeting to order at 7:00 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, Alderman Fleshman and Alderman Welch), none absent. 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 Treasurer Chuck Conzo and City Clerk Mrs. Peggy Bateman.

Mayor Goodman led the Pledge of Allegiance.

Public Participation: There was no Public Participation.

# Swearing in of Rachel Shew as Assistant City Clerk

Mayor Goodman called for the Consent Agenda by Omnibus Vote: Payment of Bills

Request from the Lincoln BBQ Committee to permit the closing of various streets for the Pigs and Swigs Festival from Thursday, May 31, 2018 at 4:00 PM through Sunday, June 6, 2018 at 6 PM, with the possible closing of Kickapoo street at Broadway Street until 8:00 AM on Monday, June 4, 2018.

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

#### Ordinances and Resolutions:

#### Bids:

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 \$3,5000.00.

Alderman Hoefle invited Building and Safety Officer Woodhall to speak on the project. Mr. Woodhall said house and roof are beyond repair and City staff boarded up the windows last year. Byrne's are scheduled to begin March 16<sup>th</sup>, 2018 and utilities will be shut off.

Alderman Parrott moved to approve the Fast Track Demolition Bid and Alderman Keller seconded it. City Clerk Mrs. Bateman called the roll call. There were eight ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Fleshman Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays; motion carried.

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.

Street Superintendent Mr. Landers was invited to speak. Mr. Landers said the generator will give

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the Street and Alley and Building and Zoning Departments the capability to run during long and short term outages. Questions were asked about life expectancy of the generator and Mr. Landers was uncertain. Question was asked about preventative maintenance and service agreement. Mr. Landers said this bid is only for the setup of the generator. Mr. Landers also said the Street and Alley staff are capable of maintenance on the generator.

Reports: None

#### New Business/Communications:

Authorization to hire a replacement Police Officer from the new hire list or the lateral hiring list.

Chief Adams was invited to speak about the hire. Chief Adams said an officer resigned. They have two candidates, both qualify for lateral hiring and both currently work at county.

Alderman Browne moved to approve the Authorization to Hire a Replacement Police Officer as read and Alderman Hoefle seconded it. City Clerk Mrs. Bateman called the roll call. There were eight ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Fleshman Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays; motion carried.

Approval to hire the Stone River Group as the consultant for the purpose of soliciting bids for electrical aggregation.

Alderman Hoefle was invited to speak. First Alderman Bauer made the statement as a response to a constituent's questions, both bidding groups were in theory interviewed at previous times so that is why they have proceeded as they have. Alderman Hoefle stated the intent was to hire a consultant to bid out electric aggregation to offer to the citizens of the City of Lincoln. It is an opt out program and has no mandate. Treasurer Conzo asked if there would be additional charges incurred by the City. Alderman Hoefle's response was that this was a complete bid.

Alderman Hoefle moved to approve the Hiring of the Stone River Group for a 2 Year Period and Alderman Parrott seconded it. City Clerk Mrs. Bateman called the roll call. There were seven ayes (Alderman Bauer, Alderman Browne, Alderman Hoinacki, Alderman Fleshman Alderman Keller, Alderman Parrott, and Alderman Welch), Alderman Hoefle abstained; motion carried.

# Authorization to Hire a City Council Recording Secretary (C. and D. were switched on the Council Meeting Agenda)

Alderman Hoinacki proposed hiring someone temporarily to fill in until someone is hired. Discussion was held, it was decided that motion is not needed for temporary hiring. It was also determined that the alderman would send their top three candidates to City Clerk Bateman and Mayor Goodman by March 7<sup>th</sup>, 2018. Alderman Keller and Alderman Bauer will compile top three list and interview the candidates.

Alderman Browne moved to approve Authorization to hire a City Council Recording Secretary. Alderman Keller seconded it. City Clerk Mrs. Bateman called the roll call. There were eight ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle; Alderman Hoinacki, Alderman Fleshman Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays; motion carried City of Lincoln, Illinois March 5, 2018

#### Approval of changes to policy regarding the City Council Recording Secretary.

Alderman Welch was invited to speak. Alderman Welch said that meeting minutes are now to be completed and submitted within 48 hours of the meeting. He said that the amounts paid for each meeting will stay the same with the change being that the Council Secretary will receive \$25 to attend the meeting and the remaining amount will be paid after the minutes are submitted. Alderman Hoefle then amended the motion per the request of Alderman Keller and moved to approve the following "Approval of changes to policy regarding the City Council Recording Secretary to add meeting minutes will be typed up and completed and submitted within 48 hours so they can be voted on and approved at the next meeting."

Alderman Bowne seconded it. There were eight ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Fleshman Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays; motion carried.

#### Announcements:

Alderman Hoefle announced that he and Mayor Goodman met with Gary Davis and Justin of Farnsworth in regards to the Motor Fuel Tax bills they submit. Several engineers agree that the State determines the hourly rate but the hours needed can be negotiated. Alderman Hoefle said going forward we will be working with Jason.

Alderman Welch was invited by the Mayor to relay information regarding the City Administrator search with Gov HR. Alderman Welch said he'd been forwarded an email from Mayor Goodman from Gov HR asking for a date to meet with the council to determine how to proceed to interview candidates as Gov HR has narrowed their pool. There were 33 interested candidates. Alderman Keller asked if Gov HR would be able to keep their original timeline for applicant interviews and Alderman Welch said they would. He would be setting a date with Gov HR to meet with the council.

The meeting adjourned at 7:32pm.

Alderman Welch moved to adjourn the meeting and Alderman Parrott seconded it. City Clerk Mrs. Bateman called the roll call. There were eight ayes (Alderman Bauer, Alderman Browne, Alderman Hoefle, Alderman Hoinacki, Alderman Fleshman Alderman Keller, Alderman Parrott, and Alderman Welch), zero nays; motion carried.

The City Council Meeting was adjourned at 7:32 pm.

Respectfully Submitted By: Rachel Shew, Assistant City Clerk



CITY COUNCIL BUDGET WORKSHOP Lincoln City Hall, Council Chambers 700 Broadway Street | Lincoln, Illinois

#### Monday, March 12, 2018

The Budget Workshop of the City Council of Lincoln was called to order by Mayor Seth Goodman at 5:32 p.m., with proper notice given.

#### **Present:**

Alderman Steve Parrott Alderman Tracy Welch Alderman Ron Fleshman Alderman Michelle Bauer Alderman Ron Keller Alderwoman Heidi Browne Alderman Rick Hoefle Alderman Jeff Hoinacki

#### **Present:**

Treasurer Chuck Conzo City Clerk Peggy Bateman Streets Superintendent Walt Landers Fire Chief Mark Miller Waste Water and Treatment Manager Tim Ferguson Building and Safety Officer Wes Woodhall Police Chief Paul Adams

Absent: City Attorney Blinn Bates

#### Presiding: Mayor Seth Goodman

#### **Public Comment:**

Mayor Goodman called upon citizens registered to speak. Bill Donath, representing the Logan County Genealogical Historical Society. Requests a \$750 donation from City for continued support. The County has already donated. Notes that during the depot renovations Chicago Street was closed which hindered their foot traffic.

Treasurer Chuck Conzo comments that he is a member of this organization. Points out the work of the society in terms of two statues in Logan County. Civil War Statue and Abraham Lincoln Statue.

Alderman Ron Keller asks about the county donation, asks if it is a regular contribution.

Alderman Tracy Welch asks about the request listed in the budget.

Treasurer Chuck Conzo said this is a first draft of the budget, but was aware of the request.

Welch would be in favor of this donation - stated it's very important we preserve the history of our county.

Bill Donath shares that the current budget for the group is \$12,000.

Alderman Rick Hoefle shared the positives of the society, stating that some of their events draw visitors to the city and county, and said he could see this at the depot.

Treasurer Conzo: Explains that it could fit under, "tourism."

# **Budget Workshops begins:**

Mayor Goodman turns discussion over the Treasurer Conzo.

Treasurer Conzo begins by thanking Mayor Goodman and Councilmembers – outlines what the council members will find in the budget proposal, states it's a preliminary budget draft. Shares draft of revenue projections. He mentions that in future the document will all be in one spread sheet. Points out this goes through Fund 56. The only real large fund that needs more time and attention is the capital improvements fund.

Treasurer Conzo shares the item will be up for inspection 10 days prior to the voting meeting and that it will be publicized in the Lincoln Courier.

# Gen. Fund Consolidated Sub-Funds:

Treasurer Conzo starts from the beginning, at page one of the proposed Budget – Fiscal Year 2018-2019. Notes that asterisks bring attention to changes in line item dollar amounts.

# Transfers:

Transfers to the TIF Fund (we don't know what the property tax revenue will be, we may not need that much - \$45,000)

# **City Clerk:**

Treasurer Conzo moves to discussion of City Clerk, City Administrator categories.

# **Building and Zoning:**

Discussion of Building and Zoning is turned over to Building and Safety Officer, Mr. Wes Woodhall.

Building and Safety Officer, Wes Woodhall states there really are not really a lot of changes as he did not want to ask for anything. Dropped \$1,000 from part-time salaries. There are two houses in town that may need to be torn down – the cost to tear down one bigger home could run \$20,000-\$30,000, this would bring his department over budget on this line items as \$25,000 is allocated under item #02-0224-8599. His team has started to look into grants to help alleviate some of the costs for demolition and cleanup.

Building and Zoning may need a new vehicle for the department. They are looking for a small SUV type vehicle – no other specifications, it just needs to drive. Their 2005 Dodge Stratus was recently in an accident and likely needs to be replaced.

Alderman Hoefle asked if Mr. Woodhall is looking into a leasing program. Mr. Woodhall said he has found some vehicles including a \$13,000 vehicle with lower miles from a local dealer.

Alderman Bauer inquired about the equipment fund, asked Treasurer Conzo if this is something that would be considered equipment and if it could be woven in. Treasurer says she made a good point, and it is a definite possibility.

Alderman Fleshman stated the Vehicle Repair cost line item could be reduced if they acquire a new vehicle.

Department, Merit Commission, Mayor and City Council:

Treasurer Conzo moves to discussion of Crossing Guards (only one guard), Merit Commission (nothing new here), Mayor and City Council, the part-time salary position line item is eliminated.

Alderman Welch touched on the challenges of reaching all of our constituents and the need for postage, this falls into Public Communication, item #02-0254- which is listed at \$3,000. Per feedback from the trash/recycling program – Alderman Welch has learned there are some residents who don't have access to computers or television – but a mailing may be an effective way to reach this demographic. He supports the budget for postage for this purpose.

Alderman Keller said he would like to find an effective way to reach these people without adding this new budget line, such as through the press.

Alderman Welch said the simple answer is, "no," – that the media does a very good job, this line item is meant to cover items that the public needs to be informed about.

Alderman Bauer said she can see that if there were a mandate, it would be advantageous to have this line item in order to get a communication in front of people in a way the City of Lincoln can control. The postage may be needed to cover mailings about big issues. She does not think it is a bad idea.

Alderman Welch said this \$3,000 would really only cover one and a half mailings. He cites the sewer changes as an example where this could be needed.

# **Contract Services – Legal:**

Treasurer Conzo moved discussion to Contract Services through Woods and Bates Attorneys at Law. Commented on the need for a line item for Outside Legal Services if there is ever a conflict of interest. Treasurer Conzo moves to Contingencies.

# **Contingencies:**

Pension Consultation Fees, \$25,000 is cut.

Walt Landers speaks on the \$20,000 not currently allocated in the FY 2018-2019 budget, proposal, Mr. Landers said the funds were intended to cover the costs of three concrete entry signs that were never purchased – line item #02-0604-6440, the line item listed as "Public Art" to be revised as it does not indicate "signage." The \$20,000 will be carried over. Treasurer Conzo to make this adjustment and budget for it.

# Fire Department:

Treasurer Conzo turns the discussion of the Fire Department budget on page four, over to Chief Miller. Noted there is a contract coming up and this budget takes that into account. This does not include an addition of another firefighter.

Fire Chief Miller shared that most of his department's operating fees have remained the same as the previous year. No changes in supply, gas/oil, equipment/computers line items, etc.

Noted that Grant Expenses had risen by \$25,000 – as there were two grants received for the department this year, one is an Illinois grant that will be 100 percent paid for. A large grant they are considering is a communications grant to upgrade radios, this is about a \$350,000 grant through the Federal Government. There would be a cost to the city, if the department does not get this grant, they would not use this the \$30,000 allocated in item # 02-0800-9002.

Anticipates that at some point in the future there may no longer be a need for the \$10,000 Accrued Overtime fund. On his wish list for the budget, he would like to hire two new firefighters to the payroll.

Adding one new firefighter to staff would be helpful, as this employee could be hired as a floater on various shifts as needed.

Currently around \$25,000 over on overtime due to a firefighter injury. If the firefighter cannot return, workman's comp will stop and the overtime hours will come out of the next budget.

Alderman Hoefle asked how much could be saved in overtime if the chief were to hire two floaters.

There will always be overtime for injuries, no matter if you hire three of four firefighters, however there could be some \$60,000 in savings in overtime costs if there is a new hire. Starting salary would be around \$45,000 for a new hire. New firefighters drive costs down for their first few years on staff. Salaries-Overtime item #02-0806-4018 is currently listed at \$110,000.

Salaries Monthly, item #02-0806-4013 allocates for one new firefighter hire, includes the potential firefighters' pension, health insurance. The payroll deduction for their pension contribution is 9.45 percent.

Treasurer Conzo to run the numbers on the costs of one or two new hires - will share with council.

# **Police Department:**

Treasurer Conzo moves to Police Department. Mentioned two new clerical roles, pay raises.

Turns discussion over to Chief Adams.

Police Chief Adams begins discussion about police uniforms, they received \$12,000 this year – these costs are bumped up by \$4,125 in FY 2018-2019 – to cover the costs of vests, but they should be reimbursed back for the cost of these vests. His department has already used these funds. They need to purchase six more vests.

Item #02-1200-5220 shows an increased budget allocation for Medical Supplies, covers the costs of items such as NARCAN.

- Salaries-Appointed item #02-1206-4012 to increase by \$4,550
- Salaries-Monthly item #02-1206-4013 to increase by \$51,665 a 2.75 percent increase

Police Chief Adams would like to hire another officer – recognizes the city has a drug problem – said the city is seeing an increase in crack-cocaine usage. Chief Adams said this is a problem that is not going to go away, but that we are headed in the right direction. One thing he would like to see happen would be to have a School Resource Officer (SRO) hired in conjunction with District 27.

The Chief thinks grant funding could cover the SRO in a school such as the Lincoln Junior High – 75 percent of their salary (not including pension, health insurance, social security contributions) would be covered by a three year grant. Following the three years, Dist. 27, and Police Department would need to pick up this individuals' salary.

With the permission of the council Chief Adams would like to move forward with requesting Dist. 27 pay the remainder of the salary for this SRO.

Chief Adams also calls for the creation of two new, full-time administrative positions at the police station:

- Records Clerk
- Investigations Clerk

The roles could cover the writing of reports, the property room, copying CD's, filling out additional paperwork, dispositions etc. Chief Adams would prefer his officers were on the streets rather than covering these duties. He also notes these positions could save in overtime expenses.

Alderman Jeff Hoinacki excuses himself from the workshop for a matter of personal business.

Mayor Goodman calls for a five minute recess.

Upon reconvening, Mayor Goodman turns the floor back over to Treasurer Conzo. Treasurer Conzo addresses Chief Adams for final comment.

Chief Adams reiterates that the hiring of two clerks could put one, possibly two officers back on the streets.

# **Building and Grounds:**

Treasurer Conzo turns discussion of Buildings and Grounds over to Fire Chief Miller, as he has covered these duties for several years. Chief Miller explained there are quite a few increases, including changes to phone Telephone Service. He would also like to see the city add phone lines into the Buildings and Grounds budget, to simplify and pay it out of one budget – item #02-1400.

He is also interested in hiring a part-time custodian to cover Buildings and Grounds. Alderman Keller raises question over a custodian contract increase. Asked if this increase includes the projected cost of cleaning The Depot once it's occupied. Chief Miller shared that whoever occupies the space will be responsible for cleaning it.

Treasurer Conzo said the Logan County Tourism Bureau would be able to clean and care for The Depot if they were to occupy the space. Discussion of rent, reimbursement pursues.

Alderman Bauer brings up page 10 and the Pass through to Tourism Bureau line item, Treasurer Conzo said the increase is based on projected revenue.

Treasurer Conzo moves on to contract services.

# **Economic Planning and Development:**

Treasurer Conzo begins comment on line items for the New Community Organization as the Logan County Alliance no longer exists, the Chamber of Commerce-Balloon Fest, and Branding Initiative.

Alderman Keller would prefer the Balloon Fest line item remain in place, in hopes the festival will return in 2019.

Alderman Hoefle proposes a \$500 line item, rather than the \$5,000 to be used as a placeholder, Alderman Bauer is more comfortable with leaving a budget of \$1,000 a placeholder. The Branding Initiative line item of \$4,200 has been cut.

Alderman Bauer raises the point that someone associated with the Pigs and Swigs Festival may be interested in a donation from the funds previously allocated to the Balloon Fest – knowing that it could be a one-time gift.

# **Streets and Alleys:**

Treasurer Conzo moves discussion to Streets and Alleys, passes discussion to Streets Superintendent Walt Landers.

Tree Trim and Stump Removal has an increased budget of \$3,500 for FY 2018-2019. There is an adjustment for a Labor Attorney, listed at \$13,500 over the previous FY. Alderman Bauer requests it be listed at \$10,000 to keep it consistent with other Labor Attorney budgets.

The Streets and Alleys budget also calls for the creation of a new hourly position (\$51,655) – item #02-3606-4014 includes a 2.5 percent increase. Superintendent Landers believes this position could be filled for \$40,000. Hiring would likely not take place before May 1, 2018. Superintendent Landers believes an additional employee could help alleviate some of the backlog of jobs currently left on hold. Alderman Hoefle asked if the new hire could assist in the replacement of sidewalks and mentions the Capital Project.

Alderman Welch asked if seasonal help would still be hired. Superintendent Landers stated there would still be seasonal help. This would stay at last year's rate. Mentioned the landscape waste attendant and those who help with storm cleanup and snow removal are also paid from this line item.

Alderman Welch asked what we would be putting in the budget for Salaries-Hourly (New) – asked if it is \$40,000-\$45,000. Superintendent Landers said \$40,000.

Several revisions coming to Streets and Alleys. Equipment rental is not included in this proposal.

# **Health Benefits:**

Treasurer Conzo moved to health benefits. Treasurer Conzo took current health insurance premiums and increased them by 10 percent over FY 2017-2018 budget after speaking with the insurance broker. To take effect Jan. 1, 2019. Dental and Life Insurance amounts are based off of a possible three percent increase.

This takes care of the General Fund, the amount will change based on Budget Workshop discussion. Talks can continue when the City Council convenes on March 22, 2018. At 5:30 p.m.

# **Additional Items**

# **Police Grant:**

Treasurer Conzo moved to discussion to Police Grant for safety equipment. The Fire Grant has been used for safety equipment. There is \$1,261.28. Chief Adams is certain he will find a way to use it with the new police department.

# **Motor Fuel Tax:**

Treasurer Conzo moved to discussion on the Motor Fuel Tax. Superintendent Landers mentioned current MFT, and the current engineering fees are around roughly \$76,000 and only \$56,000 was budgeted. Treasurer Conzo says he could raise it to \$70,000 tentatively. Superintendent Landers supports that move.

Superintendent Landers moves to discussion on Salaries-Hourly items #20-0006-4014. The line item is currently listed at \$40,000 down from \$90,000. Superintendent Landers and Alderman Bauer support increasing it to \$50,000.

#### 2017 Project Fund:

Treasurer Conzo turns discussion to the 2017 Project Fund.

Alderman Welch mentions the \$10,000 estimated for new laptops for the City Council Chambers that would come out of this fund.

# Sewer Accounting and Admin:

Treasurer Conzo transitions discussion to Sewer. City Clerk Bateman said there could be additional costs incurred if the sewer changes it water reads – due to the new computer system, software, and contractual services adjustments may need to be made.

Alderman Welch asked if the \$3,000 allocated basically covers contractual services, and not enhancements or upgrades to software.

The annual cost for the computer system and software is \$17,180 per Clerk Bateman. Currently, item #50-7004-7877, Capital Expense-Software is allocated at \$10,000. Clerk Bateman to work with the software contractor to discuss costs of upgrades and enhancements of the software per Alderman Welch's suggestion.

Alderman Welch to work with Clerk Bateman on the matter.

# Sewer Plant:

Treasurer Conzo turned discussion to Waste Water and Treatment Manager Tim Ferguson. Manager Ferguson expressed the need for the following:

- John Deere Gator Utility Vehicle
- · Carport or structure to cover pipes, fittings currently exposed and deteriorating
- Furnace updates and repairs

He mentioned their current furnace is aged and has been under repair in years past, parts are getting hard to find, and a wasp nest was found inside. Manager Ferguson moved to other line items.

# Sewer Bond Repayments:

Treasurer Conzo thanked Manager Ferguson, moved on to Sewer Bond Repayments, Bond Fees on page 11, skipped over Hotel/Motel Tax on page 10.

#### Hotel/Motel Tax:

Treasurer Conzo oved to Hotel/Motel Tax. Mentioned the passage of 85 percent of the tax to go to the Logan County Tourism Bureau.

Lincoln Civic Foundation line item removed from budget, but added a line item for 3rd Friday events.

The money (\$17,000) allocated for the Tropic Sign, item #55-0000-7003, was carried over because it was not spent in FY 2017-2018.

Alderman Bauer asked what was shared publicly in the job description for the salary range of the City Administrator, she would like to know what the high end is on this salary range, so this information can be shared with Treasurer Conzo and reflected accurately in the budget proposal.

Alderman Welch reviewed notes and said the starting salary range is up to \$75,000.

Treasurer Conzo shared the could be a higher of lower projection in Hotel/Motel Tax, said we were up in some months, but without the Balloon Festival the amount might go back down.

#### Adjournment:

There being no further discussion to come before the City Council, Alderman Welch motioned to adjourn, seconded by Alderman Hoefle. Mayor Goodman adjourned the Budget Workshop at 8:37 p.m.

# **Upcoming Meetings:**

Committee of the Whole | Tuesday, March 13, 2018 at 7 p.m. Regular City Council | Monday, March 19, 2018 at 7 p.m. Budget Workshop | Thursday, March 22, 2018 at 5:30 p.m.

# **Respectfully Submitted By:**

Alex Williams, Recording Secretary



REGULAR COMMITTEE OF THE WHOLE MEETING Lincoln City Hall, Council Chambers 700 Broadway Street | Lincoln, Illinois

Tuesday, March 13, 2018

The Regular Committee of the Whole Meeting of the City Council of Lincoln was called to order by Mayor Seth Goodman at 7:01 p.m., with proper notice given.

**Present:** 

Alderman Steve Parrott Alderman Tracy Welch Alderman Ron Fleshman Alderman Michelle Bauer Alderman Ron Keller Alderwoman Heidi Browne Alderman Rick Hoefle Alderman Jeff Hoinacki

#### **Present:** Treasurer Chuck Conzo City Clerk Peggy Bateman Streets Superintendent Walt Landers Waste Water and Treatment Manager Tim Ferguson Building and Safety Officer Wes Woodhall Police Chief Paul Adams

Absent: City Attorney Blinn Bates Fire Chief Mark Miller

Presiding: Mayor Seth Goodman

#### Public Comment:

Mayor Goodman called upon citizens registered to speak. None were present.

#### Illinois Public Works Mutual Aid Network (IPWMAN):

Per Superintendent Landers, Illinois Public Works Mutual Aid Network (IPWMAN) is a Statewide Mutual Aid System for Public Works agencies in the state. This provides different resources, really at no cost to the city if we need help during a disaster. The Logan County Emergency Management agency has agreed to cover the cost for the first year.

Alderman Parrott inquired about what portion of costs may be on the city.

Superintendent Landers said if the city has a request to respond, his department would like to do that to return the favor that another community may have offered to us. In a large scale disaster, you have to look outside your area.

Alderman Hoefle, mentioned July 2017 – and the support the city received from the City of Normal, he said it would be nice to reciprocate.

Police Chief Paul Adams said it is nice to have this resource . . . to be a part of these organizations. The items will be placed on the agenda.

#### Presentation | Community Action Partnership of Central Illinois (CAPCIL):

Mrs. Allison Rumler-Gomez from CAPSIL presented information on the working poor in Lincoln and Logan County. She said the organization is tucked in a nook in a corn field. In 2014 CAPCIL began a strategic shift in their organization – no longer offer handouts but hands up.

The services included transportation, meals prepared/delivered to home of homebound seniors, foster care, and job skills training through their Jobs for Life classes.

She noted the group's plan to continue to evolve the economic and workforce development role within the community. She said it is nice to come back and share good news sometimes. About 60 percent of the population they serve is pursuing educational opportunities.

She noted great success stories with these individuals and the measurements they study to determine their success. She noted having students being so successful, yet they do not have proper, professional clothing to secure a job. The organizations also helps with transportation, gas cards etc. to get these students to classes. Alderman Parrott asked about the average age range of these students – Mrs. Rumler-Gomez stated most students are "non-traditional" students. She said the age range is around 25-40 years old, however she can get the exact range.

She said the group would be good stewards of the city's funding and noted they have been. Mrs. Rumler-Gomez also noted their new thrift store on the square, The Witz End and The Hanger. She mentioned the need for financial literacy – ecommerce classes for students. She stated \$400 is typically the tipping point for people to stay off of welfare. The group is introducing an internship within their store to help build soft skills and motivation. Under their current course plan, students would enroll in Jobs for Life, then take ecommerce classes or intern at the store. Then they will take Financial Peace University and get some life counseling.

She said anytime anyone wants to know how their sales are going – they should stop by her office. Alderman Keller said kudos to the organization – and inquired about the six counties serviced. He wanted to know where Logan County stands on the scale.

Alison Rumler-Gomez said Fulton and Logan Counties are the largest. Of close to the 4,000 households they serve, 1,800 come from Logan County.

Alderman Hoefle thanked Mrs. Rumler-Gomez and all the people who put the business together – complimented the impact on all the downtown businesses.

CAPCIL is currently renting the space, however if they make it past August, they are interested in buying the building. She said the group had more than 2,000 volunteer hours to prepare the store.

Alderman Bauer asked about the funding given to CAPCIL – asked if the money was used to launch their store. The SWF 5 funds were not used for the store. Alderman Bauer alluding to a misconception in the community – that the city is supporting the downtown business.

Alderman Welch requested for a copy of the sheet Mrs. Rumler-Gomez was reading from, she said she will make sure to give copies through Peggy.

Proposal | Logan County Board of Tourism regarding Tourism Leasing The Depot:

Mrs. Chris Wibben of The Logan County Board of Tourism presented the group's plans and vision for the occupation of The Depot. They would like to take over two rooms – the ticket window and another behind the ticket window (the offices). They are also open and willing to occupy the entire space.

In one area they would give out brochures, maps and other takeaways. On the other end, facing the "watermelon" statue – they could share artwork displays. On the opposite end, Mrs. Wibben likes the idea of promoting and showcasing other areas of the county. Per their vision, Lincoln and Logan County historical artifacts and information about the community could be displayed. These elements would fill the whole area. Mrs. Wibben shared the group is comfortable cleaning, caring and furnishing their planned offices and the remainder of the building if they occupy the entire property.

The city would still be responsible for grounds keeping, however the nonprofit could support flower pots. Under the proposal, Logan County Board of Tourism has offered to pay \$650 per month in rent. They currently pay around \$615-\$650 a month for their current venue. Per the submission packet submitted to the council, the rent would cover trash, internet, electric, water and sewage bills.

Alderman Hoinacki inquired about the internet, asked Building and Safety Officer Wes Woodhall if there is one COMCAST line going into the facility. Chief Adams mentioned internet is just in the waiting station. Alderman Hoinacki then asked about Ameren Illinois service.

Alderman Keller said at this particular point, the Logan County Board of Tourism is the only group that has expressed interest in occupying it, however, he did share that the city may have their own interest in hosting public events in The Depot.

Mrs. Wibben said it may depend on what the building had on display at the time, and that items could be moved into a secure area as needed. Private information could be moved into the offices, but Mrs. Wibben said the majority of things they had on display could be complimentary to events.

Alderman Keller again asked about what spaced would or would not be occupied. He asked about afterhours events.

Mrs. Wibben shared that her board was not really envisioning the space serve as a "conference center" for outside events.

Alderman Parrott spoke up – weighing in on the potential for the space on the north side to be used for hosting meetings and events. He made the point that souvenirs should not be exposed during events. He raised the question of knocking off their cost of rent for these events.

Alderman Keller said he thinks all options should be on the table and that if the city has an opportunity to have a small gathering of people – where they would want to have a nice location at a historic spot – the city could use it. The Depot is a prime location as it is one of the more beautiful historic buildings in town now.

Alderman Welch weighed in on examples. He said the tourism board had already thought about Alderman Keller was alluding to. He said their ideas are not "locked." He mentioned the idea of televisions on the wall – playing videos of historic sites. The space could also fit if an elected official such as Representative Butler were to come to town.

Alderman Hoefle asked about the Tourism Board renting out the space themselves and as a 501(c)(3) if they could make money. He said he could see people wanting to "do things" in there – events, receptions – to have something in the depot may be on interest. He said that is what he had envisioned, something of a meeting place... that people would come to the location.

Mrs. Wibben said yes. They could make money on souvenirs and subletting opportunities. Alderman Bauer made comment to Officer Wes Woodhall about stipulations.

Officer Wes Woodhall brought up the intergovernmental agreement about leases and funds need to be maintained for the operations of the building.

Alderman Bauer said this is something we may need to check into.

Officer Wes Woodhall said if they make money, that's their business.

Mayor Goodman asked if there were more comments or questions.

Alderman Parrott asked Mrs. Wibben about a time frame for moving in. Mrs. Wibben said it would be great to move in by the Pigs and Swigs Festival or by the beginning of June.

Alderman Parrott then asked if they could move in by May. She said they could move in anytime.

Alderman Welch said he thinks the idea of allowing any person to rent that building, and then turn around and rent it out to make money on it – does not seem right to him. Mentions he himself is a member of this board. He said doing this could "become a mess."

Mrs. Wibben said it's a large space, the board does not need to maintain an historical space and that the city could do the same thing.

Alderman Welch mentioned the vision of the board and their desire, but that the city and board would need to talk this out.

Alderman Parrott said it probably is not a good idea to rent the space out, that it is not a good idea to pick and choose who is going to rent the space – unless the city could use it for an event with some historical or political aspect.

Alderman Welch said, if tourism occupies the entire building – the desire if to pay \$650, no more than they are currently paying. Alderman Welch said Alderman Keller did an analysis. He said the numbers show it would be \$1,500 in expenses.

He said the depot itself is a tourist attraction and therefore the Hotel/Motel Tax has to be spent on tourist related activities or attractions.

Alderman Bauer said she didn't think \$1,500 was the "math" during the March 12, Budget Workshop. She said the city chose to take on this project – as a part of a necessity for high speed rail, but also for the interest of having the entire Depot completed inside/outside. She noted that the city would be paying the bill regardless of whether or not the tourism group would occupy the space. She noted that the bureau is getting less money from the state this year – and that increasing their rent and then leveraging the additional \$500 – seems a little unnecessary only because the city does not have anyone else knocking on their door.

Alderman Parrott said this wouldn't be taking money from tourism necessarily, because that's the 15 percent that the city had. He said \$1,000 is pretty reasonable given the building location, larger space. He then said \$900 to \$1,000.

Treasurer Chuck Conzo said the current agency we have now has come a long way in a short time – he said tourism was the only part of the Logan County Alliance that has survived ... and that the group has brought us a long, long way and have big plans he and everyone would like to succeed.

Treasurer Conzo said one of the reasons people come to Logan County is because of our historic sites and other tourist attractions. Treasurer Conzo said rather than quiver over \$200, \$300 – to try to accommodate them and give them a break to get this thing started, maybe \$750-\$800.

Mrs. Wibben thanked Treasurer Conzo. She said it will be a little costly when they first move in, they will need to get appropriate furnishings and that having a few more funds in order to do that would be great.

Alderman Hoinacki said he thinks \$1,000 is very comparable as the board is at \$650 now for a smaller space and that to keep the rent the same – is not very prudent. He said \$1,000 is a good point to be at to start at the least.

**Public Comment:** Mrs. Wanda Rolfs said it is her understanding that the Hotel/Motel Tax comes from the State of Illinois. Treasurer Conzo corrects and clarifies her. Mrs. Wanda Rolfs then asked about the board's funding – she wanted to know if the rent would come from funds they have to raise.

Mrs. Wibben said all of their funding comes from the State of Illinois or the Hotel/Motel Tax.

Alderman Hoefle raises the idea of \$900 – which he said could limit their exposure until they get settled down. Alderman Parrott asked if someone would want to put this on the agenda to vote.

Alderman Bauer said she wanted to see a contract, as this was a proposal. She wanted to see a legal binding contract with parameters, terms, the lease agreement, how may years – a legal binding kind of contract opposed to a proposal. She said she is not comfortable putting it on an agenda at this point for vote. She would like to see something get drafted.

Alderman Parrott asked Alderman Bauer about a time length of a contract, that the city or tourism would want to do, he said maybe a one year contract to see how things are going.

Alderman Welch - said it is clean to align this with the annual funding agreement.

Alderman Hoefle asked if their board would approve it if the rent was agreed on being \$900 a month.

Alderman Welch said, yes. There are nods in the back of the room. He said their rent technically pays for the upkeep.

Alderman Bauer said, "right."

Alderman Hoefle asked if the City Attorney could draft a contract that could be presented at the next meeting. Alderman Bauer said it would follow all the parameters that are in the proposal. One year, in conjunction with the funding agreement at \$900 a month for the entire building.

Alderman Keller said we should have it in the contract – as for what the city can still occupy or utilize within the space. He said he is glad this is happening and thanked the tourism board and for all they do. He recognized their economic impact.

Mayor Goodman asked for any additional comments or questions. He said he will work with Mr. Bates on a contract and get it presented.

Mrs. Wibben thanked the council and recognized the opportunity it is for tourism. Mayor Goodman thanked her for her dedication.

#### Crawford Murphy & Tilly (CMT) | Update on Long Term Control Plan: Mayor Goodman moved to the CMT updated.

Mrs. Christy Crites and Mrs. Shannon Brady from Crawford Murphy & Tilly (CMT) said there is an approved long term control plan for rates and how to pay for them. The highlights are the Union Street pump station. Said they are hoping to get this wrapped up so they can get the facility plan submitted, she shared the timeline for the LTCP.

Alderman Bauer paused the speakers and asked if this was already listed in the budget. Confirmed that it is. Presentation continued, presenters went slide by slide – covering water usage breakdown, proposed new rate structures etc. The new base rate for the average user is \$35 per month – using (4,000 gallons).

Reduced water usage will continue – home renovations, new low water use appliances – will continue to reduce water usage and reduce the income the city will see coming in.

Alderman Parrott asked if CMT sees a tremendous drop in the commercial side.

Mrs. Crites said CMT just wanted to "show something." Some of the highest water users in Lincoln are the two prisons and the glass factory – there are seven high consumers in town. These seven users use over one million gallons a month. If they change their usage behaviors, there will be a significant impact on the funding stream.

Waste Water Treatment Manager Tim Ferguson mentioned common efficiencies these higher consumption users could put in place.

Mrs. Crites said Lincoln Developmental Center is still one of the seven largest consumers of water and sewer in Lincoln.

Manager Ferguson said a good portion of commercial users will still be below the minimum threshold. The top seven consumers are the two prisons, the glass factory, Lincoln Developmental Center, International Paper, Eaton Cutler Hammer, and Illinois American South. These are one millions gallons and over consumers.

Alderman Bauer said the last time the CMT was before the council, she received a lot of phone calls about the sewerage usage fee. She said the people she consistently hears from will need clarification, as people will now be put in the \$35 base category – even though they may not consume the average 4,000 gallons per month. Mrs. Crites talked cost sharing. She said this is a proposal but the council will ultimately have to pass this if they believe this is the right thing to do.

Waste Water Treatment Manager Tim Ferguson said the \$35 base rate is a happy medium. Mrs. Crites – if you reduce on one end, the other end is paying a lot.

Alderman Fleshman asked how much of a difference there is between the highest commercial consumers – out of the seven listed highest consumers. The highest consumer is uses over five million gallons per month. Prison population was discussed. Whether or not these inmates are factored into the population. Manager Ferguson said to add on to Alderman Fleshman's point, there are four different categories: residential, industrial, commercial, and institutional.

Mrs. Crites said a surcharge could be another option based on certain conditions –it is based on sampling, i.e. high strength waste etc. Because it costs the city more to treat what they are putting out. She said this would give the city the reason for charging these high consumption consumers more.

Alderman Bauer asked City Clerk Peggy Bateman how far behind the state is behind on their sewer payments. Clerk Bateman said around six months.

Alderman Parrott asked about the comparisons in the rates for commercial and residential locations. Commercial is around \$35 for 1,500 gallons etc.

Manager Ferguson mentioned the "multiplier" how it doesn't kick in on commercial until they use another 2,000 gallons.

Mrs. Crites said 65 percent of businesses would fall at the \$35 or less – that the city does have a lot of small businesses.

Alderman Keller asked for the sake of comparison – what a comparable rate might be in central Illinois. Manager Tim Ferguson said around \$30 a month – flat rate for a comparable community in southern Illinois. But that it has been that way for several years.

Alderman Bauer asked prior to the dollar increase – how long was the city at the rates prior to that – the rate structure was put in place in 2008.

Treasurer Chuck Conzo said it went up incrementally during that time.

Alderman Bauer said – what they are asking the council to do is make a decision by May 1, 2018. Mrs. Crites weighed in, discussed the City Attorney redrafting the ordinance – said the pickle they are in is a five year deadline that they have, and then the need to work backwards.

At present the SRF loan program is at 1.75 percent – but it could go to 1.89 percent over a 20 year life of the loan. The bond market is in the threes and fours. She said this is a very attractive way to support these infrastructure projects. Wants to take advantage of these low rates and the program that is out there.

The goal is to get as much as they can out of the program. Mrs. Crites said that is another angle CMT is trying to take.

Mayor Goodman asked for questions or commented. He turned to Alderman Bauer. Alderman Bauer said the council's concern at this point is getting this on the agenda – she asked Clerk Bateman where things stand in her office.

Clerk Bateman said in March they are running the live bills. She has been in talks with the "software guy." She said she could send this to her contact tomorrow – to get a sort of game plan... he will change it on "our" end. Adlerman Welch mentioned modifying the equation in the future... on the commercial side. He said the software guy had already hard coded it.

Alderman Bauer asked if City Attorney Blinn Bates needs to start working on an ordinance... or if the council needs to approve a structure for next week and the vote on the actual ordinance at a different time. Mrs. Crites said CMT just needs an approval so they can finalize the facility plan.

Alderman Hoefle asked if CMT would like the council to move forward on this proposal.

Alderman Welch asked if this is the best the city and CMT can do on the rates. He said the council does not want to put a burden on employers as job cuts could be a result – he asked when these rates come take effect. Manager Ferguson said there are not enough commercial users to offset the cost.

Mrs. Crites said there are 6,000 residential customers and 600 industrial customers.

Alderman Welch asked when this would take effect.

Mrs. Crites said it is up to the council and that there are engineering fees.

Manager Ferguson said this is something the city would want to move forward with sooner rather than later. Alderman Bauer said ideally it would start June 1.

Alderman Keller said he sees the need to move on this quick, however, he mentioned this is going to be a significant increase in family budgets and if the council agreed to June 1, it is fair.

Clerk Bateman asked if this affected the bills that would go out June 30. Confirmed.

Mayor Goodman asked how the council wanted to proceed.

Alderman Welch asked if this is something the city needs to have a public hearing about. Alderman Hoefle agreed. Alderman Keller agreed too. He said the council needs to have a public relations campaign and reach the public as soon as possible.

Alderman Hoefle mentioned April.

Treasurer Conzo proposed the public hearing for the last week of March.

Ideally it would be March 26, 2018, before the Committee of the Whole Meeting on March 27.

Alderman Welch said it would be an hour at minimum.

Alderman Hoefle asked if the council would want to hold it in the Council Chambers or in a larger forum.

Alderman Browne said she will not be there as she will be in New Orleans. She said she could be there on a different day.

Alderman Welch asked if CMT can be available. They can. The proposed time is 6 p.m. or 6:30 p.m. on March 26. The venue is TBD.

Alderman Bauer said if not Lincoln College, then the Lincoln Rec Center.

Alderman Keller said he can check with Lincoln College to use the auditorium.

Alderman Welch proposed Lincoln College at 6 p.m. Will be scheduled after that.

Mayor Goodman closed discussion, thanked CMT.

# Purchase of 24" High Flow Planer Attachment:

Street Superintendent Walt Landers shared that the street department is in the process of purchasing attachment for the street skid loader. The funds would come from their FY 2017-2018 equipment budget. The cost is \$16,487.40.

Alderman Keller asked how often this piece of equipment would be used.

Superintendent Landers said it would not be used daily – but rather 20 hours, maybe 30 hours during work season in summer. He stated his department went through a cooperative purchasing group and realized a \$1,375.20 discount – a municipal discount.

Mayor Goodman said it will be placed on the agenda.

# Further discussion of hiring a Labor Attorney for labor negotiations:

Mayor Goodman said he spoke with Attorney Bates on this several times and has been advised that the city is in need of a labor attorney for negotiations.

Chief Adams said he has had discussions with Sheriff Nichols and has received advice that there is an attorney available for \$175 per hour. He has already used this attorney for disciplinary issues.

Alderman Hoinacki agreed that it is important to have someone with specialized experience on the city's side. Mayor Goodman said the attorneys want to get things started right away. Alderman Bauer asked if this is already covered in the budget – in three different areas. Alderman Welch moved to put it on the agenda.

Alderman Bauer inquired about a contract – or an arrangement the council might see. Chief Adams said the attorney can be found at chriswalterslaw.com.

Mayor Goodman said it will be placed on the agenda and moved down to announcements.

#### Announcements:

- Mayor Goodman said there is an opening on the Historic Preservation Commission. He would like to appoint Amy Galvin. This item will be placed on the agenda.
- Superintendent Landers is looking for direction from the council on the MFT program to go with Farnsworth Group on the 2018-2019 program. Alderman Hoefle said he and the Mayor have already been in talks with Farnsworth Group on the MFT program. He also mentioned the Jefferson Street bridge construction – in spring of 2019.
- Treasurer Conzo said he and Mr. Landers spoke about the bridge on March 13, 2018, too they considered splitting the engineering costs and the construction costs to different fiscal years.
- Superintendent Landers said \$25,000.

Mayor Goodman asked for other announcements.

- Alderman Hoinacki mentioned the 11<sup>th</sup> Annual Boy Scout Pulled Pork Barbecue happening at the K of C Hall in Lincoln on Saturday, March 17. Tickets are being sold for \$7.50, it is between 10:30 a.m. – 2 p.m.
- Alderman Keller asked if the hospital is looking for direction on the Fitness Court. Alderman Hoefle brought up liability insurance and that the city may want to donate the property back the hospital.
- Clerk Peggy Bateman said City Hall will be without power on Wednesday, March 14, relating to a
  generator's installation.

Alderman Welch made a motion to go into Executive Session, Alderman Bauer made the second. Clerk Bateman made the roll call.

Yeas: (7) Alderman Steve Parrott, Alderman Tracy Welch, Alderman Ron Fleshman, Alderman Michelle Bauer, Alderman Ron Keller, Alderwoman Heidi Browne, Alderman Rick Hoefle, Alderman Jeff Hoinacki Nays: None.

Mayor Goodman called for Executive Session at 9:01 p.m.

#### Executive Session | 2C21:

Executive session began at 9:05 p.m. and ended at 9:35 p.m.

#### Return from Executive Session | 2C21:

The Committee of the Whole reconvened at 9:36 p.m. Mayor Goodman asked if the council would like to put this on the agenda. Agreed.

#### Adjournment:

There being no further discussion to come before the City Council, Alderman Hoefle motioned to adjourn, seconded by Alderman Bauer. Mayor Goodman adjourned the meeting at 9:37 p.m.

# **Upcoming Meetings:**

Regular City Council | Monday, March 19, 2018 at 7 p.m. Budget Workshop | Thursday, March 22, 2018 at 5:30 p.m. Committee of the Whole | Tuesday, March 27, 2018

# **Respectfully Submitted By:**

Alex Williams, Recording Secretary

# MEMORANDUM

TO: Mayor and Aldermen of the City of Lincoln

FROM: Walt Landers, Street Superintendent

# MEETING

**DATE:** March 13, 2018

# RE: ILLINOIS PUBLIC WORKS MUTUAL AID NETWORK (IPWMAN)

# **Background**

Illinois Public Works Mutual Aid Network is a Statewide Mutual Aid System for Public Works agencies in Illinois that was founded in 2009, it similar to the police and fire departments mutual aid organizations, Illinois Law Enforcement Alarm System (ILEAS) and Mutual Aid Box Alarm System (MABAS).

IPWMAN provides a formalized system for government agencies to enter into a written mutual aid agreement to provide and receive emergency assistance in the event of natural or man-made disasters or other situations that require action beyond the normal capabilities of an agency. Membership provides a network to receive and or provide others with personnel, equipment, materials and other resources.

The organization was formed to coordinate resources for local municipal public works departments, public water agencies, public waste water agencies, township unit road districts, county highway departments and other governmental entities that perform public works functions while they respond to emergency situations.

# Analysis/Discussion

# Benefits for belonging to IPWMAN

In an emergency members receive assistants from other members with appropriate resources. There is no cost for the first five days. Provides a network of responding agencies with more diverse resources from all over the state not just local agencies. Access to educational workshops and training to prepare agencies for emergencies and disasters. There is also a membership agreement that provides reimbursement protocols after the first five days or if the disaster becomes eligible for FEMA or IEMA aid.

The mutual aid agreement does not obligate any agency to respond, nor does it require an explanation as to why it chose not to.

To join IPWMAN an agency must submit a signed ordinance, resolution or other binding document authorizing the agency to enter into the IPWMAN Mutual Aid Agreement. A completed application form, list of emergency contacts and contact your local accredited/certified Emergency Management Agency to let them know you are joining IPWMAN and payment of annual dues. The dues are based on population, 15,000 or less \$100.00 15,001 to 75,000 is \$250.00 Over 75,000 is \$500.00

# **COW Recommendation**

Have a discussion regarding joining IPWMAN and place on the agenda of the March 19, 2018, regular City Council Meeting

# **Fiscal Impact**

Annual dues of up to \$250.00. The Logan County EMA has offered to sponsor our membership for the first year. Becoming a member of this organization could potentially save the city a thousands of dollars in city funds in the event of a disaster.

# Council Recommendation:

Approve becoming a member of the Illinois Public Works Mutual Aid Network.



Frequently Asked Questions About Illinois Public Works Mutual Aid Network (IPWMAN)

#### Q 1. What is IPWMAN?

A. The Illinois Public Works Mutual Aid Network (IPWMAN) provides a formalized system for government agencies to enter into a written mutual aid agreement to provide and receive emergency assistance in the event of natural or man-made disasters or other situations that require action or attention beyond the normal capabilities of an agency. This organization embodies the concept of "community helping community" by providing an organized process for response to an emergency. An agency requesting assistance receives the type of equipment, materials and personnel services that are needed to react to the event.

#### Q 2. What is the purpose of the Mutual Aid and Assistance Agreement?

A. The formation of IPWMAN complies with criteria established by the Federal Emergency Management Agency (FEMA) for recognizing the eligibility of costs under the Public Assistance Program incurred through mutual aid agreements between applicants and other entities. (FEMA Disaster Assistance Policy Number DAP9523.6, August 13, 2007) IPWMAN provides a network to help others with personnel, equipment, materials and other resources for natural and man-made disaster response.

#### Q 3. Who can belong to this organization?

A. This organization was formed to coordinate resources for local municipal public works departments, public water agencies, public waste water agencies, township road districts, unit road districts, county highway departments and any other governmental entity that performs a public works function as they respond to emergency situations.

#### Q 4. Does my agency have the legal authority to become a member?

A. The Illinois Intergovernmental Cooperation Act, 5 ILCS 220/1 et seq., provides the basic legal authority for units of local government to contract with other units of government. Please consult your agency's legal counsel for detailed legal advice.

#### Q 5. What are the benefits of belonging to this organization?

#### A. Members of IPWMAN -

- 1. In an emergency, members receive assistance from other members with appropriate resources. There is no cost for the first five days of assistance.
- 2. Provide a network of responding agencies with more diverse resources.
- 3. Have access to various resources for all areas within the state, not just limited to the areas in close proximity to the event.
- 4. Promote educational workshops and training to prepare agencies for emergencies and disasters
- 5. Have a membership agreement that provides reimbursement protocols after the first five days or if the disaster becomes eligible for FEMA or IEMA aid.
- 6. Have a defined operation plan that expedites the arrival of aid.
- 7. Have access to a list of emergency contacts.
- 8. Have added peace of mind knowing that your community has access to aid during time of need when local resources are overwhelmed.

#### Q 6. How does an agency request aid?

- A. 1. In the event of major incident disaster:
  - a. The requesting agency assesses the extent of the event to determine what type of assistance is needed.
  - b. The requesting agency contacts its accredited Emergency Management Agency Coordinator to request needed assistance.
  - c. The Emergency Management Agency Coordinator will contact member agencies to secure the requested resources.
  - 2. In the event of a local emergency:
    - a. The requesting agency assesses the extent of the event to determine what type of assistance is needed.
    - b. The requesting agency contacts the organization's Call Center to request assistance.
    - c. The organization's Call Center sends the request to member agency and coordinates response.

#### Q 7. What is the difference between a major incident and a local emergency?

A. A major incident is a natural or man-made event that has widespread impact upon your community. Examples include tornados, ice storms with significant damage to utilities and public property, floods, wind storms, widespread damage from explosions or chemical spills as may result from railroad, freight or industrial accidents, and terrorist caused incidents.

A local emergency is an event that may have limited geographical impact requiring a response that exceeds the capacity of local agencies to respond. Examples may include large sewer, water main or pipeline collapses, bridge collapses, or an unusual event that requires specialized equipment for response that is not available locally.

#### Q 8. Does an agency have to respond to a request for assistance?

A. No. The idea behind the mutual aid agreement is that we are here to help each other when an unusual situation needs an immediate response beyond our resources. There will be times when an agency may call for assistance, but another neighboring agency is unable to respond. They may be experiencing effects of the same disaster events, or may be fully committed to other work, or may not be in the financial position to assist. The mutual aid agreement does not obligate any agency to respond, nor does it require an explanation as to why it chose not to respond.

# Q 9. What if an agency responds and needs its resources back?

- A. An agency is not expected to send resources if it impacts its own ability to effectively manage daily operations or response to its own emergency. Resources remain under the authority of the responding agency and can be recalled at any time.
- Q 10. What happens if one of my agency employees gets hurt while rendering aid to another agency?
- A. Each member agency remains fully responsible for their employees. This means that each agency will pay their employees salary, benefits, insurance and provide liability coverage. Should a disaster become eligible for IEMA or FEMA reimbursement, these costs may be paid by FEMA.

#### Q 11. How long must I provide assistance if deployed?

A. There is no obligation to respond. However, we ask that responding agencies put in at least one full work day. The total length of your response may be as long as the requestor needs assistance or as long as you can help, whichever is less. If you need to bring your resources home, you always have the right and authority to do so under the IPWMAN agreement.

# Q 12. If an agency responds to a request for assistance, will that agency receive reimbursement?

A. The intent of "mutual aid" is that we help each other. We have the same relationship with each other—"If I need help, you will help me; if you need help, I will help you." The original premise of the mutual aid movement was that we helped each other without the thought of getting paid. Based on the principle of neighbor helping neighbor, no financial reimbursements will be paid to the responding community for the first 5 work days of assistance. (There is one exception to this principle that will be explained later.) In other words, the first 5 days of help are free.

#### Q 13. Why are the first 5 days free? What happens after the first 5 days?

A. In the past, agencies operated with the understanding that the responding agency would not seek reimbursement from the agency requesting assistance unless the requesting agencies received state and/or federal assistance. That type of understanding is no longer possible. Under current federal guidelines, reimbursement cannot be contingent upon receiving state

or federal assistance. Thus, IPWMAN is faced with a dilemma. If a responding agency does not bill the requesting agency for its personnel, equipment and materials, the responding agency may not receive funding from FEMA for work performed by the neighboring community. If the responding agency does bill the requesting agency, that agency may be pushed into further economic hardship as a result of a disaster that didn't qualify for state or federal assistance. Also, it was learned that bills submitted with "a wink and a nod" to informally indicate that the bill need not be paid will receive the same response from FEMA - they won't get paid. The agency plans to check past practice to verify performance on written agreements.

As a compromise, IPWMAN (with the assistance of the Illinois Emergency Management Agency) proposed a plan for reimbursement that will benefit both the requesting party and the responding party. Under the IPWMAN agreement, the responding party will provide personnel, equipment and materials for the first five (5) days of the event without reimbursement. If the requesting party requires assistance longer than five days, the responding party will bill the requesting party.

The value of donated assistance helps the community requesting help in a second way: The value of the unpaid assistance may be credited to the requesting agency as part of the non-federal cost share of the requesting agency's emergency work under the provisions of Disaster Assistance Policy #9525.2., entitled "Donated Resources."

FEMA reimbursement may apply only after a Presidential declaration of emergency and the following eligibility requirements:

- 1. The assistance must be requested by the agency in need;
- 2. The work performed, supplies used and materials consumed are directly related to the disaster and is otherwise eligible for FEMA assistance;
- 3. The entity can provide documentation of rates and payment for services, if requested; and
- 4. The agreement is written and was in effect prior to the disaster.
- 5. The One Exception: If an agency responds to a request for assistance made by the State of Illinois, the agency will be reimbursed from the first day of response.
- Q 14. Can the responding party be forced to work at a location other than where they were originally deployed?
- A. No. Although there may be times when a responding party may be relocated to better utilize the resource, the responding agency may refuse to go there.

#### Q 15. What if an agency is part of another mutual aid agreement? Is that agreement nullified by signing this organization's Mutual Aid and Assistance Agreement?

A. Signing the Illinois Public Works Mutual Aid Network Agreement does not invalidate any other mutual aid agreement. Signing the IPWMAN agreement should increase the resources available to the agency during an emergency situation.

#### Q 16. Is there a fee for membership?

s,

- A. Yes. IPWMAN dues are a necessity to enable the organization to cover the operating costs for processing applications, maintaining resource records and updating and maintaining our website and to provide support for the IPWMAN dispatch center and costs to sustain the operation of the network. The dues paid by an agency are based upon the population of the area the agency serves. Currently, the membership fees have been established to be:
  - \$100 for agencies with a population of 15,000 or less
  - \$250 for agencies with a population between 15,001 and 75,000
  - \$500 for agencies with a population greater than 75,000.
- Q 17. What does an agency need to do to become a member?
- A. To become a member of IPWMAN, an agency must submit the following documents:
  - 1. A signed copy of an ordinance, resolution or other legally binding document authorizing the agency to enter into the IPWMAN Mutual Aid Agreement,
  - 2. A signed copy of the IPWMAN Mutual Aid Agreement,
  - 3. A completed application form,
  - 4. A list of mutual aid resources submitted to its local accredited/certified Emergency Management Agency, and
  - 5. Payment of dues.

# Q 18. My agency is not NIMS compliant at this time. Does this make a difference? Can my agency still become a member?

- A. Yes, you may become a member. However, should a disaster become eligible for IEMA or FEMA reimbursement, your organization may not be eligible to receive reimbursement unless you are NIMS compliant.
- Q 19. My county is a member. Do I need to become a member to get help?
- A. Your county can assist you. To request aid from IPWMAN for your organization, you need to be willing to provide aid to others who may need help and therefore your organization should be a member of IPWMAN.
- Q 20. Where can my agency obtain more information about IPWMAN?
- A. You can obtain a copy of the membership agreement, by-laws, operation plan and other information from the Illinois Public Works Mutual Aid Network website. The web address is:

www.ipwman.org

#### 7 | IPWMAN

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# **IPWMAN Region 7**

Bloomington, City of 401 S. East St. 61701 Bloomington , IL See map: Google Maps

# Champaign Co. Hwy Dept 1605 E. Main St. 61802 Urbana , IL See map: Google Maps

Champalgn Township Road Dist. 3900 Kearns Dr. 61822 Champaign , IL See map: Google Maps

# Champaign, City of 702 Edgebrook Dr. 61820 Champaign , IL See map: Google Maps

Downs, Village

211 S. Seminary

61736 Downs , IL

See map: Google Maps

of

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Cincinnati Township 206 E. Main St. 61564 South Pekin , IL

See map: Google Maps

#### Danville, City of

1155 E. Voorhees St., Ste. A 61832 Danville , IL See map: Google Maps

# Decatur, City of 2600 N. Jasper St. 62526 Decatur , IL See map: Google Maps

#### East Peoria, City

of 2232 E. Washington St. 61611 East Peoria , IL See map: Google Maps

# Eureka, City of 128 N. Main St. 61530 Eureka , IL

See map: Google Maps

Fisher, Village of 100 School St. 61845 Fisher , IL

Ford County 305 N. State Route 54 60962 Roberts , IL See map: Google Mape Forsyth, Village of 301 S. Rte. 51 62535 Forsyth , IL See map: Google Maps Germantown, Village of 216 Holland Road 61548 Germantown Hills , IL See map: Geogle Maps LeRoy, City of 207 S. East St. 61752 LeRoy, IL See map: Google Maps

Luciow, Village of P.O, Box 177 60949 Luciow , IL See map: Google Maps

Macon County Highway Dept. 2405 N. Woodford 62526 Decatur, IL See map: Google Maps

# Mahomet, Village of 218 S. Lake of the Woods Rd. 61853 Mahomet , IL See map: Google Maps

Monticello Township Highway Department 832 E Old Route 47 61856 Monticello , IL See map: Google Maps Morton Township Road District 300 W. Jefferson St. 61550 Morton , IL See map: Google Maps

Morton, Village of 120 N. Main St., POB 28 61550 Morton , IL See map: Google Maps

Newcomb Township 61853 Mahomet , IL See map: Google Maps Normal, Town of 11 Uptown Circle 61761 Normal, IL See map: Google Maps Ogden, Village of 101 W. Main 61859 Ogden , IL See map: Google Maps Pekin, City of 111 S. Capitol St. 61554 Pekin , IL See map: Google Maps

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# Pesotum, Village of 103 E. Lincoln 61863 Pesotum, IL See mep: Google Maps

Philo Township 408 E. Jefferson St. 61864 Philo , IL See map: Google Maps Philo, Village of 127 W. Washington St. 61866 Philo , IL See map: Google Maps

Savoy, Village of 611 N. Dunlap Ave. 61874 Savoy , IL See map: Google Maps Sidney, Village of 221 S. David St 61877 Sidney , IL See map: Google Maps

St. Joseph, Village of 207 E. Lincoln, PO Box 716 61873 St. Joseph , IL See map: Google Maps

Tazewell County 21308 IL Rt. 9 61568 Tremont , IL See map: Google Maps Urbana & Champaign Sanitary District 1100 E. Univesity Ave. 61802 Urbana , IL See map: Google Maps

#### Urbana, City of

706 S. Glover Ave. 61802 Urbana , IL See map: Google Maps Vermilion

County 6 N. Vermilion St. 61832 Danville , IL See map: Google Maps

Washington Township Road Dist. 58 Valley Forge Dr. 61571 Washington , IL See map: Google Maps Washington, City of 301 Walnut St. 61571 Washington , IL See map: Google Maps

Watseka, City of 230 W. North

# MEMORANDUM

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

FROM: Walt Landers, Street Superintendent

MEETING

**DATE:** March 13, 2018

# RE: Purchase of 24" High Flow Planer Attachment

# **Background**

The street department is in the process of purchasing a planer attachment for the skid steer loader. Funds were allocated for this purchase in the 2017/2018 budget in the Equipment Fund #70-3600-7860, Misc. Equipment. This is a piece of equipment we have borrowed on several occasions from another local agency in the last two years.

# Analysis/Discussion

The planer will be used for milling out for spot patching, repairing deteriorating utility cuts so new surface can be put in. This process will be more efficient and not require backfilling that would have had to been done if areas were excavated. Leveling heaved pavement and bumps in the roadways and parking lots, tapering edges of roadways, milling around manholes and correcting minor drainage issues. The planer will also mill concrete surfaces.

The planer is being purchased through the city's membership in the National Joint Powers Alliance Cooperative Purchasing, Contract #042815-CEC.

# Fiscal Impact

\$16,487.40 from the Equipment Fund

#### **Chris W. Walters**

"I have practiced law for more than 18 years and have provided legal services to individuals, businesses, municipalities and local governments throughout the State of Illinois. I was a partner in the law firm of Claudon, Kost, Barnhart, Beal & Walters from 1999 to 2014 before starting my own firm, Walters Law Office, Ltd., in January of 2014."

# **Attorney Profile**

Chris W. Walters is a native of Canton, Illinois and graduated from Canton High School in 1990. He attended Illinois State University and graduated with a Bachelor of Science Degree in Economics in 1994. He then attended Western Illinois University and graduated with a Bachelor of Arts Degree in History and Education in 1995. In 1998 he earned his Juris Doctorate Degree from Washington University School of Law, St. Louis, Missouri. While in law school, Chris completed a Fellowship in Comparative Law at Cambridge University, Trinity College, in Cambridge, England in 1997, where he studied primarily contract, labor law, civil procedure and tort law.

In 1998, Chris received his license to practice law in the State of Illinois and has practiced continually since then. He is licensed to practice law before the United States District Courts for the Northern, Southern and Central Districts of Illinois. Previously, he was a principal in the law firm of Claudon, Kost, Barnhart, Beal & Walters from 1999 to 2014. In 2014, Chris opened his own firm, Walters Law Office, Ltd., with a primary emphasis in the areas of Labor and Employment, Estate Planning, Probate and Guardianship, Real Estate, and Civil Litigation. He is a member of the Fulton County Bar Association (serving as its President in 2006 & 2007), the Illinois State Bar Association, and is a shareholder and member of the Attorneys' Title Guaranty Fund.

He has considerable legal experience in labor-management relations law representing management in collective bargaining negotiations; arbitrations; matters before the NLRB, the EEOC and similar state administrative agencies; and otherwise counseling employers on matters which concern management and affect employees. Chris' labor and employment practice is particularly focused on the representation of public and private sector management clients in collective bargaining, union certification/representation cases, grievance and interest arbitrations, workplace counseling and unfair labor practice matters. His labor law clients include, but are not limited to, more than eighteen (18) counties throughout the State of Illinois as well as numerous municipalities. For the past 17 years, he has provided legal services on behalf of the State's Attorney Appellate Prosecutor Office for Labor Units of the Agency, and continues his legal service with government agencies around the State of Illinois. Chris has practiced labor and employment law, representing employer clients since 1999. During this time, he has negotiated labor contracts with such unions as the International Brotherhood of Teamsters, the International Brotherhood of Electrical Workers, the International Union of Operation Engineers, the Fraternal Order of Police, the Policemen's Benevolent and Protective Association, AFSCME, International Association of Fire Fighters, United Steelworkers, and a number of other private and public sector units of government including with Local, State, and Federal labor organizations. Chris has handled over fifty grievance arbitrations, numerous union certification and decertification elections, and unfair labor practice hearings before the Illinois Labor Relations Board, and has represented public employers in numerous interest arbitration cases under the IPLRA. In addition to his public sector collective

bargaining activities, Chris has advised private employers in labor and employment matters.

Mr. Walters has been labor and employment counsel to public and privately owned entities throughout the United States, including employers such as the State's Attorney Appellate Prosecutor's Office, Rock Island County, Livingston County, Tazewell County, Lee County, Bureau County, Clinton County, Logan County, Pike County, Jersey County, Montgomery County, Bond County, Henry County, Clark County, Saline County, Fulton County, Knox County, McDonough County, McHenry County, Schuyler County, Verizon Wireless, Napa Auto Parts (Genuine Parts Company), Health Dimensions Group, Inc., Heartland Health Care, Mid Century Communications, Spoon River Electric Cooperative, Corn Belt Energy Corporation, Spoon River Towers, and Libertyland Investments, Inc. Mr. Walters has also represented numerous municipalities throughout the State of Illinois in labor, employment and municipal law. Mr. Walters has negotiated multiple collective bargaining agreements on behalf of management for bargaining units ranging from five (5) to approximately 565 employees. Mr. Walters has represented management in numerous cases before the National Labor Relations Board, the Illinois Labor Relations Board, the Equal Employment Opportunity Commission, the Illinois Department of Human Rights, and labor arbitrators throughout the country.

#### Education

Illinois State University, BS, Economics Western Illinois University, BA, History and Education Washington University School of Law, St. Louis, Mo., Juris Doctor

#### Bar Admissions\_

State of Illinois U.S. District Court – Central, Southern, Northern Districts of IL