

CITY OF LINCOLN
REGULAR COMMITTEE OF THE WHOLE MEETING
TUESDAY, OCTOBER 9, 2018
CITY HALL COUNCIL CHAMBERS
7:00 PM

Call to Order

- 1. Pledge of Allegiance to the Flag**
- 2. Public Participation:**
 - Greg Haji Patel regarding Class B-Tavern (video gaming) licenses
 - Bill Hubbard of AppleMart regarding Class B-Tavern (video gaming) licenses
- 3. Logan County Tourism Director Morgan Gleason – Quarterly Report**
- 4. Presentation: Crawford Murphy & Tilly regarding upcoming sewer rates with water reads**
- 5. Mayor’s appointment for Mayor Pro-tem**
- 6. Application by Dr. Don and Janice Sielaff to hold a block party on 10.31.2018, at the intersection of Chestnut and Tenth Streets to Union Street, 4:30 p.m. to 8:00 p.m.**
- 7. Request to Permit: Logan County tourism requesting for street closures for 2018 Christmas Parade scheduled for Thursday December 6, 2018 at 6:30 PM**
- 8. Discussion regarding Email system required due to the volume and storage of city emails, requested by Police Chief Adams in his role as IT Administrator for the City.**
- 9. IDOT Resolution for 5th Street Road Land Acquisition and Professional Services**
- 10. Campus View Drive street approval and recommendations.**
- 11. Further Discussion of Request by City of Lincoln Liquor Commission to expand/ add three more Class B-Tavern licenses for video gaming to its allowable number, to now equal 15 total. The City has 12 licenses allowed at the present time and are all filled to date with two very solid inquiries and one speculative inquiry. Also to cap the total number of allowed video gaming machines within the city to 120. We now have 113.**
- 12. Request to hire a full-time Police Records Clerk.**
- 13. Fast Track Demolition – 107 N. Monroe**
- 14. Announcements:**
 - 09.28.2018’s Comcast Letter announcing two new channels effective 10.11.2018.**
- 15. Possible Executive Session**
- 16. Adjournment**
- 17. Upcoming Meetings:**
 - City Council Meeting: Monday, October 15, 2018**
 - Committee of the Whole (COW) Meeting: Tuesday, October 23, 2018**



Apple Food Mart
Establishment



City of Lincoln
Municipality



Illinois Gaming Board
Authority



Illinois Gold Rush
Terminal Operator

ILLINOIS GAMING BOARD
1000 EAST WASHINGTON STREET
SPRINGFIELD, ILLINOIS 62761
TEL: 217-243-1234
WWW.IGB.ILGOV.GOV

ILLINOIS GOLD RUSH
1000 EAST WASHINGTON STREET
SPRINGFIELD, ILLINOIS 62761
TEL: 217-243-1234
WWW.IGR.ILGOV.GOV

CITY OF LINCOLN
1000 EAST WASHINGTON STREET
SPRINGFIELD, ILLINOIS 62761
TEL: 217-243-1234
WWW.CITYOFLINCOLN.ILGOV.GOV

APPLE FOOD MART
1000 EAST WASHINGTON STREET
SPRINGFIELD, ILLINOIS 62761
TEL: 217-243-1234
WWW.APPLEFOODMART.COM

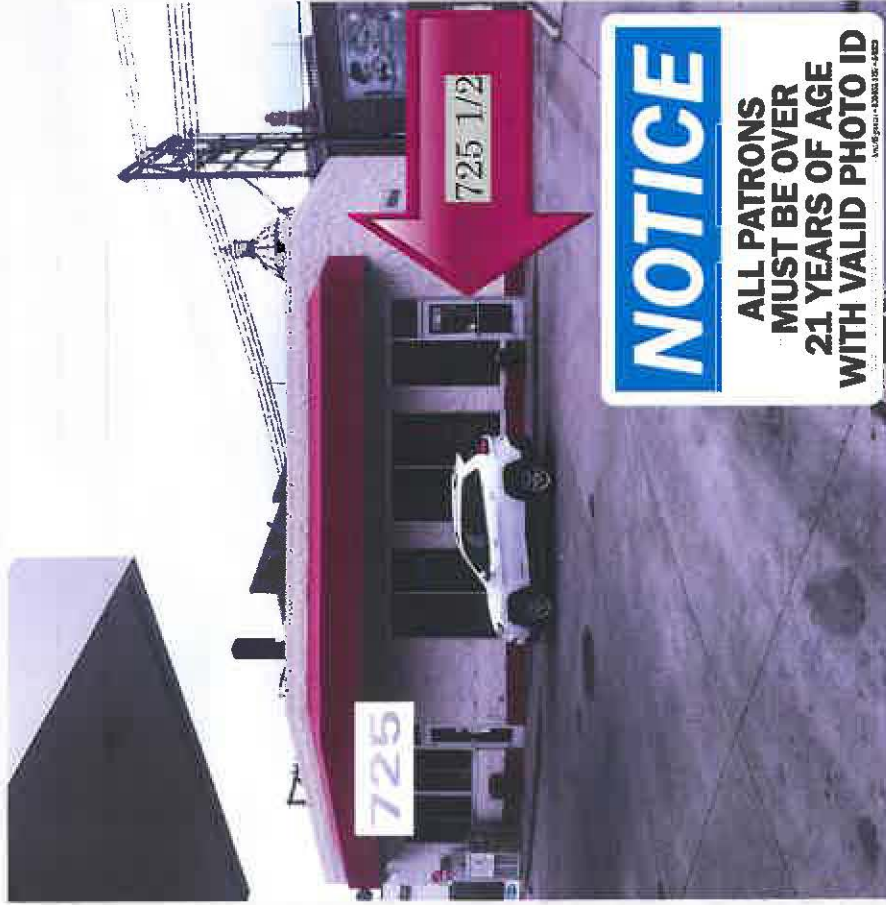
Option 1 – Establish a Separate Address for Class B Liquor Licensing & Video Gaming

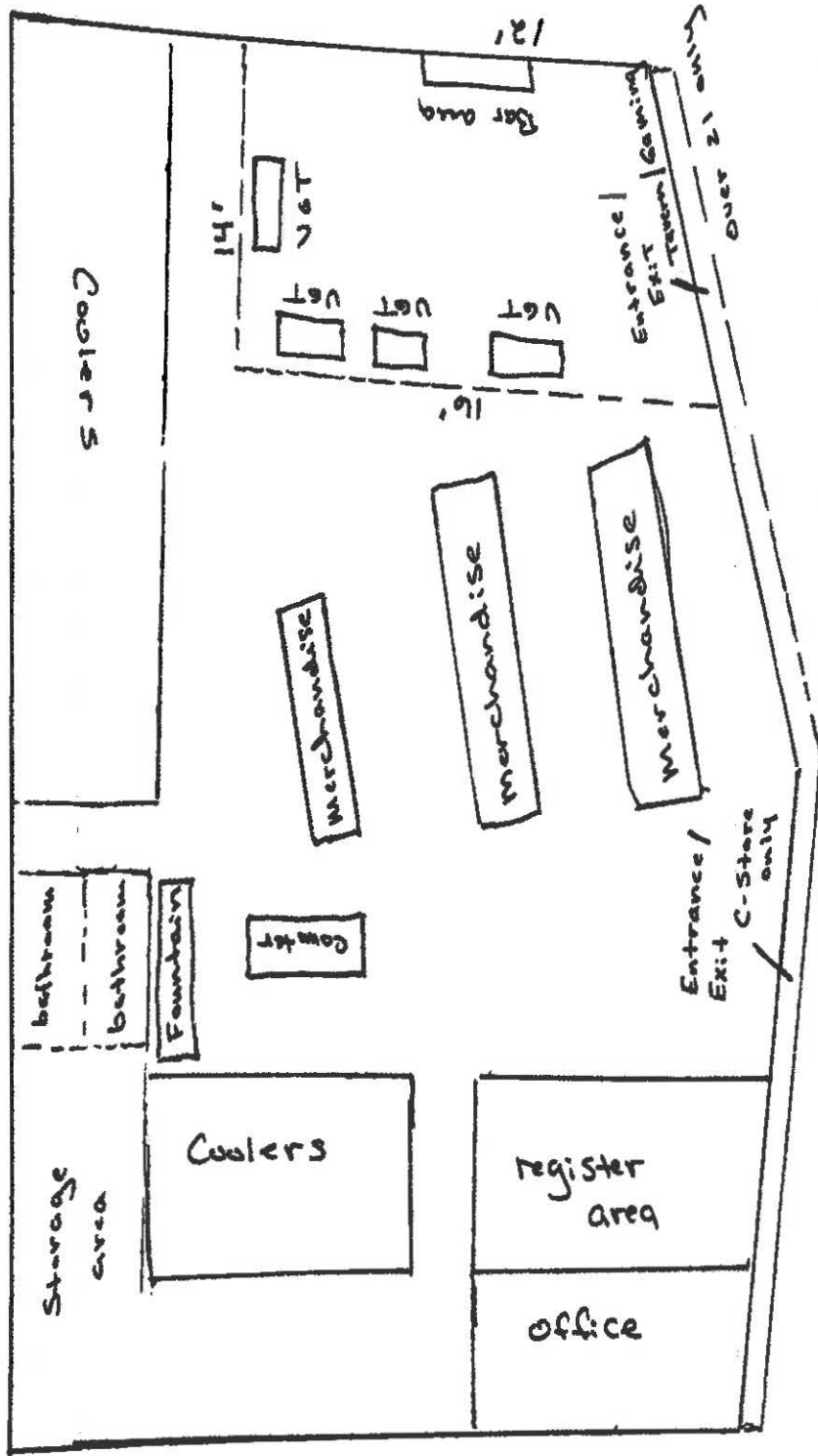
- The Apple Food Mart has two doors in the front of the Convenience Store which will be one door for the enter and exit for the Convenient Store . As for the other door will be the enter & exit for only over 21 years of age (Signs on the outside of door) which will include a scanned device before entering , that will need a Drivers License or ID with a barcode. If they are 21 or over that will unlock the door with a magnetic lock to enter into the area . There will be also an Employee on site to double check all ID to make sure they are the correct person by the ID given. (See Photo)
- The area will also have High security cameras with monitor system as well to help with safety.
- The area inside will have walls up to the ceiling and firewalls as well , to block off the Convenience store business as well . This will be a different address to meet the Lincoln Ordinance as well as a new Business License.

Option 1 – Establish a Separate Address for Class B Liquor Licensing & Video Gaming

- The inside of the Business will have only certain Single bottle Beer and Wines and stored into a cooler area in the establishments for buying customers that only consume in the establishment.
- This will help with getting more job opportunity and help those small business owners drawing more revenue that they need to keep the business afloat.
- Owner is aware that it will need a permit to build inside and to meet the requirements on the building codes .
- Establishments is also aware of the 60 % Rule by the ordinance.
- This will help bring in the Major Oil Brands with the increase of fuel per month (Phillip 66, Mobil & BP)

Outside Door Entrance & Exit

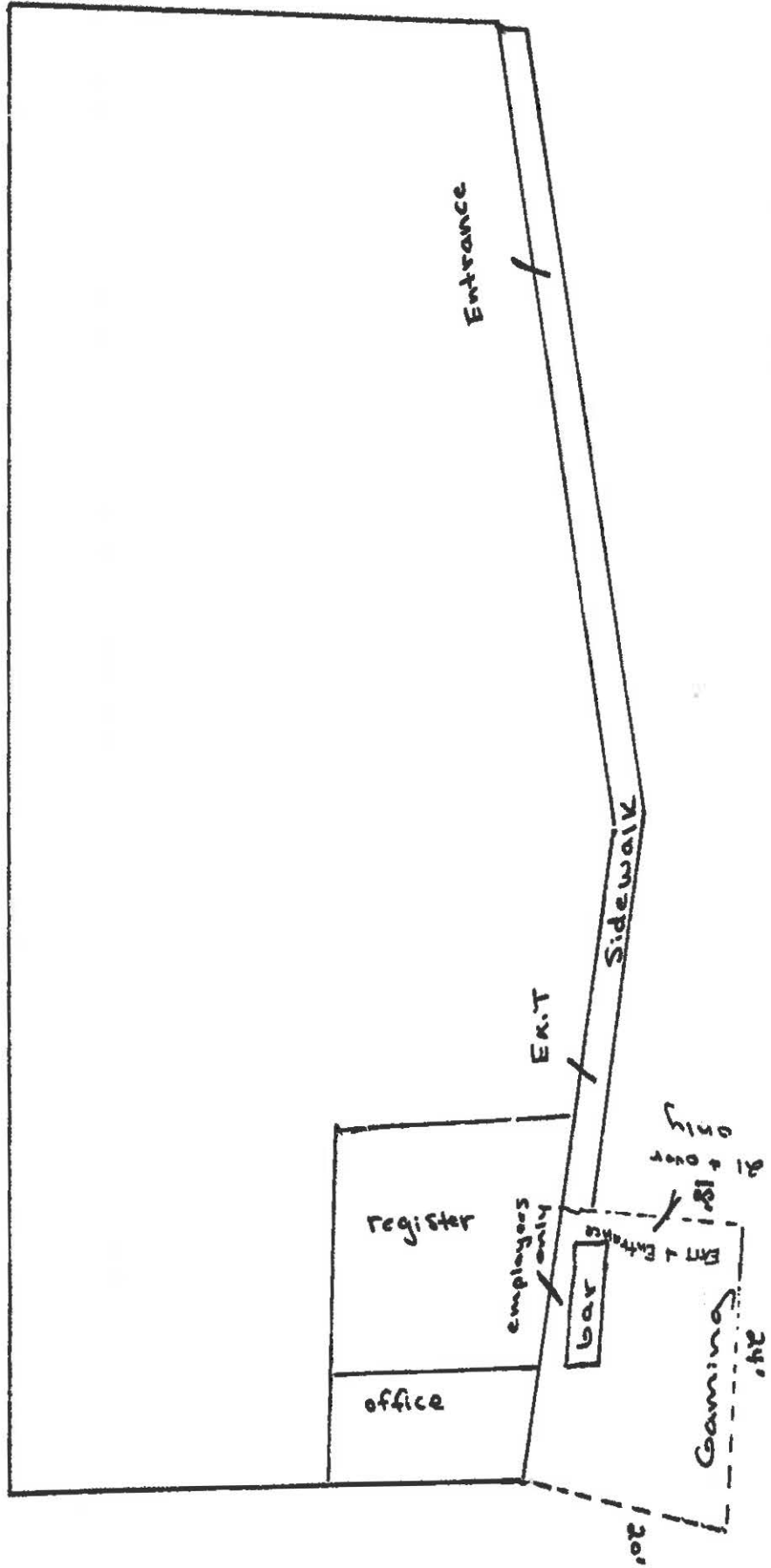




VGT - Video Gaming
Terminals

Option 2 – Establish a Separate Address for Class B Liquor Licensing & Video Gaming

- This would be addition to the North end of the convenience store to build out. (See Drawing)
- To add a scanner from the outside for the ID & Driver License to be scanned before the door can open for over 21 only. There will also be an employee there as well to make sure they are the correct age as well .
- The area will also have High security cameras with monitor system as well to help with safety.
- Owner is aware of the permits needed to allot for the expansion of the business.



Addition
Tavern | Gaming

Who Plays?

- Average player age is 50-75
- Equal mix of male and female
- Average income with stable employment or fixed income
- Usually has graduated high school, often with some college education
- Player spends average of 30 mins at a time playing a VGT
- Players tend to frequent locations with safe, clean environments
- Players prefer gaming areas which are segregated from non-gaming activities
- Players tend to be law-abiding, everyday citizens

The Benefits

- Video Gaming in the state of Illinois paid out **\$72,062,374.14** for the trailing 12 months to local municipalities (Sept 2017 thru August 2018)
- Video Gaming has paid out **\$275,071.13** to the City of Lincoln for the same time period
- Video Gaming location in convenience stores & truck stops typically outperforms other venues (bars, restaurants), potentially earning the City of Lincoln **\$29,970.00 per year** per licensed convenience store & truck stop by the issued areas now.
 - Avg Net Terminal Income for a location in IL is \$186,000 per year
 - Avg Net Terminal Income for convenience stores is \$599,000 per year
 - As four licenses were issued to convenience stores, the City of Lincoln has earned an additional **\$119,880.96 per year**
- Winnings are handled by terminal operator
 - Secure ATM-style device handles all payouts
- Additional patrons reduce crime as well as increase store sales
- More Job availability

Current State of Affairs – City of Lincoln

- City of Lincoln currently has nineteen (19) live locations for gaming
- All current locations are either Bars, Restaurants, Fraternal Organizations , Convenience stores & Truck stops
- Illinois Gaming Board requires gaming sites to obtain an on-site consumption license.
 - Our convenience store locations offer single-serve beer or wine available for purchase and consumption on-site.
 - Consumption is limited strictly to the Gaming Area



LOGAN COUNTY TOURISM BUREAU

101 N. Chicago St., Lincoln, IL 62656

Telephone: 217-732-8687 Email: director@destinationlogancountyil.com

Logan County Tourism Bureau Quarterly Report

Board of Directors FY 19

Tracy Welch	Steve Parrott
Emily Davenport	Kevin Bateman
Cindy Fleshman	Marilyn Wheat
Shawn Taylor	Gail Sasse
Tom McLaughlin	Kathy Horn
Nila Smith	Neal Patel
Executive Director: Morgan Gleason	
Office staff: Kaylee Kirby	

- In good standing with the state to be eligible for the tourism state grant in the amount of \$33,166.00.
- FY 19 tourism state grant approved by state.
- Provided grants to the following events (4/18-9/18): Logan County Fair, Lincoln Pigs & Swigs Festival, Dock-Dogs, Railsplitter Festival, Christmas on Vinegar Hill, Haws Elevator, Route 66 Garage Sales, Purple Heart, The Mill Museum of 66, VetCon by VFW, American Pool Association tournament and Governor's Motorcycle Ride Tour.
- Promoted Logan County at the following events: Logan County Fair, Lincoln Pigs & Swigs Festival, Railsplitter Festival, 3rd Fridays in downtown Lincoln, State Fair and Mother Road Festival.
- Organized a monthly meeting with historical and tourist organizations/sites around the county.
- Made 350 welcome bags for hotels to disburse for the National Bikers Roundup and 80 welcome bags for two tours at The Mill Museum on 66.
- Organized a tour for a group of 10 senior citizens from Springfield to tour downtown Lincoln, Postville Courthouse and The Mill Museum on 66.
- Partnered with Lincoln Heritage Museum and Postville Courthouse to organize 100 senior citizens from Wisconsin to tour in November.
- Kept website, Facebook page, Illinois website and brochures current with all things happening in Logan County. New website look is coming soon!
- Filling depot with information/objects on Logan County to entice visitors to explore everything we have to offer.

Attached: Approved FY 19 Budget (July '18- June '19), Final Reports & Director's Action Plan

Logan County Tourism Bureau
 FY '19 June 18 - July 19

Category	Estimated Cost
Expenses	
Subscriptions	
ICCVB	\$1,300.00
Route 66 Association of Illinois	\$50.00
Route 66 Senic Byway	\$100.00
Subscriptions Total	\$1,450.00
Advertising	
Billboard	\$8,400.00
Highway Signage	\$3,000.00
IL Times	\$500.00
Capital City Vistors Guide	\$1,200.00
Route 66 Senic Byway Magazine	\$1,700.00
Digital Ads	\$6,750.00
Email Newsletter Blast	\$1,500.00
Looking For Lincoln AD	\$800.00
Search Engine Marketing	\$4,617.00
Regional Advertising	\$500.00
Depot pics/videos	\$800.00
Advertising Total	\$29,767.00
Training/Conference	
Hotels	\$800.00
Food	\$500.00
Mileage	\$700.00
Governors Conference	\$690.00
ICCVB Conference	\$200.00
Miles of Possibilities Conference	\$100.00
Networking Total	\$2,990.00
Management Fees	
Salaries	\$71,000.00
Payroll Taxes	\$5,500.00
Professional Fees (Atty Fee)	\$5,831.00
Professional Fees (Audit Fee/Payroll Tax Filling)	\$3,650.00
Entertainment	\$100.00
Accounting	\$2,000.00
Office Cleaning	\$2,300.00
Office & Cleaning Supplies	\$1,500.00
Computer/Software	\$2,000.00
Rent	\$10,800.00
Management Fees Total	\$104,681.00
Sub Grants	
Pigs & Swigs	\$5,000.00
Logan County Fair	\$5,000.00
Railsplitter	\$1,000.00
Other Grants	\$6,000.00
Sub Grants Total	\$17,000.00
Operation Expenses	

Copier Expense	\$800.00
Website/Software Subscriptions	\$3,000.00
Trade Shows	\$1,500.00
Telephone	\$750.00
USPS	\$500.00
Operation Expenses Total	\$6,550.00
Printing	
Downtown Walking Guide	\$200.00
Visitors Guides	\$2,000.00
Dining Guides	\$800.00
Misc	\$700.00
Printing Total	\$3,700.00
Insurance	
Workers Comp	\$510.00
Liability	\$1,867.00
Umbrella Policy	\$254.00
Non Profit/Liability Director & Officers	\$1,122.00
Insurance Deductible	\$1,000.00
Insurance Total	\$4,753.00
Wagon Fee/Landscaping/Repairs	\$2,500.00
Other Expenses	\$3,000.00
Preservation	\$3,000.00
Total	\$8,500.00
Standardized Total	\$178,391.00
Income	
Misc	
State Grant	\$33,166.00
Hotel\Motel Tax	\$147,500.00
Totals	\$180,666.00
Net Totals	\$1,275.00
Net Total	\$1,275.00

Logan County Tourism Bureau
Balance Sheet
As of September 30, 2018

	<u>Sep 30, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
10003 · State Bank Money Market	45,120
10004 · LCTB Checking-State Bank	39,183
10005 · State Bank Savings Tropic Sign	100
Total Checking/Savings	<u>84,403</u>
Other Current Assets	323
Total Current Assets	<u>84,726</u>
Fixed Assets	
18000 · Furniture and Equipment	775
Total Fixed Assets	<u>775</u>
TOTAL ASSETS	<u><u>85,502</u></u>
LIABILITIES & EQUITY	85,502

Logan County Tourism Bureau (LCTB) DIRECTOR'S ACTION PLAN

Logan County Tourism Bureau (LCTB) Mission Statement

The mission of the LCTB is to promote awareness of its historical, architectural and cultural significance of Logan County; to support interpretive and educational programs that help increase tourism; to promote events and activities that help increase tourism in Logan County; to help support preservation, restoration and reconstruction efforts along with supporting Logan County businesses and organizations by offering financial support in the form of funding grants.

ACTION PLAN	
Review and approval of this action plan is intended to ensure that the Board and Director are in agreement.	
Business Needs	Problem Statement
<p>The LCTB needs an ACTION PLAN to provide the leadership necessary for Logan County to become a premiere destination for quality, high-standard tourist activities and facilities.</p> <p>The LCTB needs an ACTION PLAN to provide quality services, support and professional leadership to businesses and non-for-profit organizations to increase the economic and social benefit of tourism in Logan County.</p> <p>The LCTB is responsible to efficiently and effectively administer the revenues from the Logan County hotel/motel tax for the greatest growth of tourism in the county, and the ACTION PLAN will help achieve this.</p>	<p>The LCTB was behind in state reporting standards, certification and not-profit status needed for tourism-related grants and connections throughout Illinois.</p> <p>The LCTB had lost its place of business and had a series of directors, causing it to lose focus.</p> <p>The LCTB did not have an up-to-date web site or Facebook page.</p> <p>The LCTB needed to regain the trust and collaboration of Logan County organizations, communities and volunteers.</p> <p>Currently there is no ACTION PLAN for the LCTB Director.</p>
ACTION PLAN GOAL STATEMENT	
<p><i>This plan will provide leadership to the LCTB by</i></p> <ul style="list-style-type: none"> • <i>focusing on attracting tourists to Logan County,</i> • <i>working with county-wide affiliated entities,</i> • <i>and maintaining a professional profile for the LCTB.</i> 	

ACTION ITEMS		
<i>Attracting tourists to Logan County</i>	<i>Working with county-wide affiliated entities</i>	<i>Maintaining a professional profile</i>
Promote tourism and attractions	Facilitate the collaboration of Logan County organizations	Foster a higher standard for the LCTB
Develop advertising and promotions through multiple medias	Communicate and work with towns/villages to coordinate experiences for visitors	Develop a budget and procedures for appropriating funds for the LCTB
Encourage tourism activities that support overnight stays, shopping, dining and the purchase of fuel	Reinstate the Sports Committee	Develop two main themes: Route 66 and Abe Lincoln
Improve website and social media content	Partner with attractions that already do tours to increase bus and motorcycle tour activities and tour sites	Provide visitors with information about Logan County through literature, videos and knowledgeable hotel staff
Advertise and distribute tourism information beyond Logan County	Increase transparency and awareness of LCTB ACTION PLAN activities throughout Logan County affiliated entities	Preserve attractions and our heritage by funding through the LCTB
Research how to get more bus tours and motorcycle tours to Logan County	Reinstate a county-wide committee with representatives from each Logan County affiliated entity	Continue LCTB Board Management an General Office Administration and provide monthly reports to the Board
SUCCESS METRICS FOR THE ACTION PLAN		
<i>Attracting tourists to Logan County</i>	<i>Working with county-wide affiliated entities</i>	<i>Maintaining a professional profile</i>
Increased hotel/motel tax revenues	Increased participation with affiliated entities resulting in more county-wide involvement with the LCTB	LCTB certification, 501(c)3, and recognition as the premiere tourism organization for Logan County as measured by completed action plan activities
REQUIREMENTS FOR THE ACTION PLAN		
Sufficient office space and equipment	Approval as a Certified Tourism Bureau	Revenues from the hotel/motel tax
Web site host	Full-time assistant	Support from City and County

SCOPE	
<p>Scope Management is the ongoing process of identifying, managing and controlling changes to the action plan (e.g., products/services deliverables, schedule (timeline) or costs). Proposed action plan work that is outside the established scope of this ACTION PLAN (as defined below) must follow an approved change management process.</p>	
<p>In Scope</p> <ul style="list-style-type: none"> • Membership in the following affiliated entities: <ul style="list-style-type: none"> ○ Lincoln City Council ○ IL Council of Convention & Visitors Bureau ○ Illinois Tourism Office ○ Logan County Board • Work on obtaining grants • Increasing communication and transparency about the LCTB accomplishments – including monthly reports to the Board • Action Items (listed above) 	<p>Out of Scope</p> <ul style="list-style-type: none"> • Expenditures over \$500 • Planning and executing events • Membership/participation in entities other than listed “In Scope” • Previous Chamber of Commerce type activities, business incentives and programs • Decisions on LCTB logo/tagline and/or symbols/graphics
RISK FACTORS	
<ul style="list-style-type: none"> • Loss or lack of funding for the LCTB • Loss of full-time assistant • Loss of City Council and County Board support 	<ul style="list-style-type: none"> • Loss of Certification or 501(c)3 • Board does not approve action plan
CHANGE MANAGEMENT	
<p>Any change that impacts the timeline, scope or cost of the action plan will be documented using a formal change control memo. The memo describes the desired change and the impacts to the plan. It will be discussed and approved by the LCTB Board.</p>	
APPROVAL OF THE ACTION PLAN	
<p>Approval of the action plan will be annually by Board vote and documented in the Board minutes.</p>	



CITY OF
LINCOLN, ILLINOIS

City Clerk 700 Broadway St.
217/735-2815 Lincoln, IL 62656

**City of Lincoln
Block Party Application**

Date Application Submitted: 9/28/18
 Name of Block Party Sponsor: Don Sielaff Phone #: 217-732-3182
 Name of Alternate Contact: Janice Sielaff Phone #: 217-73-73210
 Sponsor's Address: 145 10th St. E-Mail: djas98@comcast.net
 Alternate's Address: _____ E-Mail: _____
 Date of Block Party: 10/31/18 Start Time: 4:30 pm End Time: 8:00 pm
 Location of Block Party (Specify hundred block, street name from cross street, i.e. 400 Block of Elm from 9th Street to 10th Street)
145 10th St. - Intersection of Chestnut & 10th - Union St.

Do you plan to use a tent? Yes: _____ No: X
 Do you plan to have a fire pit? Yes: _____ No: X

(Please note that all tents and fire pits must be inspected and approved by Fire Dept. personnel prior to the start of the block party. To schedule a tent or fire pit inspection, contact the Fire Dept. at 735-4020.)

Please Circle Yes or No

Do you request a visit from the Lincoln Fire Department? Yes No

Do you request a visit from the Lincoln Police Department? Yes No

Applicant does hereby promise and agree to indemnify and save harmless the City of Lincoln from any and all claims, demands, causes of action or judgments made by any person and arising in any manner from the granting of Block Party Agreement. The applicant agrees to be responsible for accepting delivery of barricades to their home, for the placement of the barricades upon the City right-of-way and for the return of barricades to their property for City pickup. Any questions in regard to barricades, contact the Street Dept. at 732-4655.

Name (Print): Janice L. Sielaff

Signature: [Handwritten Signature]

Note: The Police and or Fire Departments reserve the authority to terminate the event if complaints are received, City ordinances are violated, or if public safety or peace is compromised.

FOR OFFICIAL USE ONLY

Date Received: _____ Application is: Approved: _____ Denied: _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/28/2018

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

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

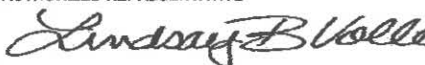
PRODUCER Moriarty Insurance Services 617 KEOKUK ST LINCOLN IL 62656-2173		CONTACT NAME: Lindsay Voile PHONE (A/C, No, Ext): (217) 732-7341 E-MAIL ADDRESS: lindsay@dpcminsurance.com FAX (A/C, No): (217) 732-9340	
INSURED Janice & Don Sielaff 145 10th St Lincoln IL 62656-1559		INSURER(S) AFFORDING COVERAGE INSURER A: Auto Owners Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Personal Liability			44 674 303 00	09/18/2018	09/18/2019	Each Occurrence 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Proof of personal liability for the residence located at 145 10th St, Lincoln, IL 62656

CERTIFICATE HOLDER City of Lincoln 700 Broadway St Lincoln IL 62656		CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 	
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Logan County Tourism Bureau
101 N Chicago Street, Lincoln, IL 62656
Director@destinationlogancountyil.com • 217.732.8687

October 9, 2018

Mayor Seth Goodman, City of Lincoln
c/o Lincoln City Council
City Hall
700 Broadway St.
Lincoln, IL 62656

Dear Mayor Goodman & City Council Members,

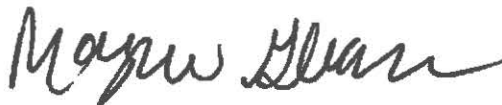
The Logan County Tourism Bureau is requesting your permission to hold the 2018 Christmas Parade in downtown Lincoln. The parade is scheduled for Thursday, December 6, 2018 at 6:30pm.

We would like to use the following parade route:

The parade line up will begin at 5:30pm on Wyatt Avenue. The parade will begin at 6:30pm. All entries will proceed down Wyatt Avenue to Kickapoo Street, turning right on Kickapoo; right on to Pulaski Street; left on to McLean Street; left on to Broadway Street, ending at Chicago Street. Pictures with Santa will be held at the depot after the parade.

The theme for this year's Christmas Parade will be "Christmas Magic". The Logan County Tourism Bureau is looking forward to ending 2018 with this magical and memorable event. We appreciate your support and cooperation. Please contact the Logan County Tourism Bureau office if you have any questions regarding this request.

Sincerely,



Morgan Gleason, Executive Director
Logan County Tourism Bureau

REQUEST TO PERMIT

DATE: 10/2/18

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

Road closure on Thursday, December 6, 2018 for

the Christmas parade in downtown Lincoln.

Line up starts at 5:30pm with the parade starting

at 6:30pm. The route this year is as follows:

all entries will proceed down Wyatt Ave, turn

right onto Kickapoo St, right on to Pulaski St,

left on to Melean St, left on to Broadway St, ending at
Chicago St.

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

A Certificate of Insurance Liability for the event is attached.

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

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

Name: Morgan Gleason - Logan County Tourism Bureau

Address: 101 N. Chicago street

Lincoln, IL 62656

Phone: 217-732-8687 Cell: _____

Email: director@destinationlogancountyil.com



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/02/2018

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

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PRODUCER State Farm Chris Coyne Insurance Agency Inc 1301 Woodlawn Rd Lincoln, IL 62655	CONTACT NAME: Chris Coyne PHONE (AG, No. Ext.): 217-732-7755 FAX (AG, No.): 217-732-8885 E-MAIL ADDRESS: chris.coyne.jr7@statefarm.com
	INSURERS AFFORDING COVERAGE INSURER A: State Farm Fire and Casualty Company NAIC # 25343 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

INSURED
Logan County Tourism Bureau
101 N Chicago St
Lincoln, IL 62656

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF DATE (MM/DD/YYYY)	POLICY EXP DATE (MM/DD/YYYY)	LIMITS
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		99-E6-D707-2	08/31/2018	08/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					OCCURRED SINGLE LIMIT (Per occurrence) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		93E6D6970	08/31/2018	08/31/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? (Mandatory in HI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	83E6D6970	08/31/2018	08/31/2019	PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 600,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Christmas Parade - 12/6/18

CERTIFICATE HOLDER City of Lincoln 700 Broadway St Lincoln, IL 62656	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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Resolution for Improvement Under the Illinois Highway Code



Table with Resolution Number (2018-369), Resolution Type (Original), and Section Number (98-00081-00-pv)

BE IT RESOLVED, by the Council of the City of Lincoln Illinois that the following described street(s)/road(s)/structure be improved under the Illinois Highway Code. Work shall be done by Contract

For Roadway/Street improvements:

Table with columns: Name of Street(s)/Road(s), Length (miles), Route, From, To. Rows include 5th Street Road, Forrest Hills Road, Connolley Road, and Memorial Park Road.

For Structures:

Table with columns: Name of Street(s)/Road(s), Existing Structure No., Route, Location, Feature Crossed. Row 1 is empty.

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Land acquisition for Right-of-Way and Professional Services

2. That there is hereby appropriated the sum of Two Hundred Thousand Dollars

Dollars (\$200,000.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Peggy S. Bateman City Clerk in and for said City of Lincoln in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council of Lincoln at a meeting held on October 15, 2018

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 15 day of October, 2018

(SEAL)

Clerk Signature box

Approved

Regional Engineer Department of Transportation and Date box

Instructions for BLR 09110

This form shall be used when a Local Public Agency (LPA) wants to construction an improvement using Motor Fuel Tax(MFT) funds. Refer to Chapter 9 of the Bureau of Local Roads and Streets Manual (BLRS Manual) for more detailed information. For signature requirements refer to Chapter 2, Section 3.05(b) of the BLRS Manual.

When filling out this form electronically, once a field is initially completed, fields requiring the same information will be auto-populated.

Resolution Number	Enter the resolution number as assigned by the LPA, if applicable.
Resolution Type	From the drop down box choose the type of resolution: <ul style="list-style-type: none">- Original would be used when passing a resolution for the first time for this project.- Supplemental would be used when passing a resolution increasing appropriation above previously passed resolutions.- Amended would be used when a previously passed resolution is being amended.
Section Number	Insert the section number of the improvement the resolution covers.
Governing Body Type	From the drop down box choose the type of administrative body. Choose Board for County; Council for a City or Town; President and Board of Trustees for a Village or Town.
LPA Type	From the drop down box choose the LPA body type. Types to choose from are: County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Contract or Day Labor	From the drop down choose either Contract or Day Labor.

Roadway/Street Improvements:

Name Street/Road	Insert the name of the Street/Road to be improved. Use a separate line for each street/road. If there are more names to be inserted than the table allows, type "See Attached" and place the additional information on a separate piece of paper.
Length	Insert the length of this segment of roadway being improved in miles.
Route	Insert the Route number of the road/street to be improved if applicable.
From	Insert the beginning point of the improvement as it relates to the Street/Road listed to the left.
To	Insert the ending point of the improvement as it relates to the Street/Road listed to the left.

Structures:

Name Street/Road	Insert the name of the Street/Road on which the structure is located. Use a separate line for structure. If there are more structures to be inserted than the table allows, type "See Attached" and place the additional information on a separate piece of paper.
Existing Structure No.	Insert the existing structure number this resolution covers, if no current structure insert n/a.
Route	Insert the Route number on which the structure is located.
Location	Insert the location of the structure.
Feature Crossed	Insert the feature the structure crosses.
1	Insert a description of the major items of work of the proposed improvement.
2	Insert the dollar value of the resolution for the proposed improvement to be paid for with MFT funds in words followed by in the same amount in numerical format in the ().
Name of Clerk	Insert the name of the LPA clerk.
LPA Type	Insert the type of clerk based on the LPA type. Types to choose from are:County, City, Town or Village.
Name of LPA	Insert the name of the LPA.
Governing Body Type	Insert the type of administrative body. Choose Board for County; Council for a City or Town; President and Board of Trustees for a Village or Town.
Name of LPA	Insert the name of the LPA.
Date	Insert the date of the meeting.

Day	Insert the day Clerk is signing the document.
Month, Year	Insert the month and year of the clerk's signature.
Seal	The Clerk shall seal the document here.
Clerk Signature	Clerk shall sign here.
Approved	The Department of Transportation shall sign and date here once approved.

A minimum of four (4) certified signed originals must be submitted to the Regional Engineer's District office.

Following the Regional Engineer's approval, distribution will be as follows:

- Local Public Agency Clerk
- Engineer (Municipal, Consultant or County)
- District Compliance Review
- District File

MEMORANDUM

TO: Mayor and Aldermen of the City of Lincoln

FROM: Walt Landers, Street Superintendent

MEETING DATE: October 9, 2018

RE: Campus View Drive Resurfacing Recommendations

Background

After the council's discussions involving Campus View Drive, if the decision is to move forward with resurfacing the East end of the street from the previous resurfacing that recently took place to the terminus would include a segment of roadway 935' X 20'. It is currently an oil & Chip surface and I believe it was last resurfaced in 1984.

Analysis/Discussion

Out of the 935' of roadway I would recommend that the West end segment of 135' receive a standard A/1 oil & chip surface. The remaining 800, should be Scarified reshaped and receive a prim coat then an A/2 oil and chip.

There is some concern trying to complete this work yet this year depending on the weather, more specifically temperatures. If the weather is to cool the oils may not adhere and bind the materials together. The IDOT Standard Specifications allow for oil and chip placement up to October 30, provided the high temperature for the 3 preceding days is at least 60 degrees and the low temperature for those three days does not get below 40 degrees, and the temperature at the time of application is at least 60 degrees.

Beniach Construction the city's contractor for the 2018 oil & Chip project has provided a quote to do the work mentioned above for \$37,916.95. They believe they can still get the work done yet this season.

Other options would be to have city staff scarify the roadway and reshape it yet this fall and maintain through the winter and have it resurfaced next season. The council could also consider postponing any work till next year and include it in next year's resurfacing project.

SCHEDULE OF ITEMS

CONTRACTOR : **** BENIACH CONSTRUCTION ****

LINE	PAY ITEM	ITEM DESCRIPTION	QUANTITY	UNIT PRICE		BID AMOUNT
			UNITS	DOLLARS	CTS	DOLLARS
		Preparation of Base	1,778.000			
0010	1		S.Y.	5.25		9,334.50
		Bit Materials Prime Coat MC-30	445.000			
0030	3		GAL	7.35		3,270.75
		Bit. Materials Cover & Seal Coat	2,254.000			
0070	7		GAL	6.05		13,636.70
		Cover Coat Aggregate	44.000			
0080	8		TON	95.00		4,180.00
		Seal Coat Aggregate	27.000			
0090	9		TON	105.00		2,835.00
		Mobilization	1.000			
0100	10		L.S.	4,660.00		4,660.00
TOTAL BID						37,916.95

Beniach Construction Company, Inc.
 307 S. Main Street
 P.O. Box 20
 Tuscola, IL 61953

Mike Barr
 O (217) 253-6100
 F (217) 253-6144
 mike@beniachconstruction.com

LINCOLN POLICE DEPARTMENT

CHIEF OF POLICE PAUL ADAMS



DEPUTY CHIEF MATTHEW VLAHOVICH

To: City Administrator Beth Kavelman
From: Chief of Police, Paul Adams
Meeting Date: October 9, 2018

Re: Police Records Clerk Ordinance

Background

Due to the space limitations with the Lincoln Police Department being housed in the Safety Complex there was no space to hire additional employees. This space limitation has been rectified with the new Lincoln Police Station and we now have the space for the necessary administrative positions. These positions will help take a lot of burden off the police officers and properly utilize our officers protecting our streets. This position will help answer phones and provide personnel to monitor the lobby during the day.

Analysis/Discussion

Due to the sensitive nature of police investigations and that this position would be required to handle and secure sensitive information it is requested that the City Council authorize this position through ordinance and that it be appointed by the Mayor and approved by the City Council.

Fiscal Impact

During the budgeting process we took the necessary steps to account for salary and benefits of two administrative positions. At this time we are looking to staff the first of the two positions. Recommended annual salary of \$28,574.78 which is the same as other full time administrative positions.

COW Recommendation

Place on Council Agenda for October 15, 2018, to approve the Ordinance for Police Records Clerk position and authorize the hiring of said position.

Attachments

Ordinance Establishing Police Records Clerk Position
Police Records Clerk Job Description

ORDINANCE NO. _____

ORDINANCE CREATING THE POSITION OF Police Records Clerk OF THE CITY
OF LINCOLN BY ADDING TITLE 1, CHAPTER 25

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

WHEREAS, the City Code of the City of Lincoln, specifically
Title 1, governs the appointed employment positions of the City of
Lincoln; and,

WHEREAS, the City of Lincoln wishes to create the position
of Police Records Clerk by adding Title 1, Chapter 25 to the City
Code of the City of Lincoln; and,

WHEREAS, the City Council of the City of Lincoln believes
that the general job description and duties of the Police Records
Clerk of the City of Lincoln should be further outlined in the
Lincoln City Code in Title 1, Chapter 25; and,

WHEREAS, the position of Police Records Clerk controls
important and sensitive information and requires a person of special
skills and qualities; and,

WHEREAS, Illinois State Statute, 65 ILCS 5/10-1-3 and 65
ILCS 5/10-1-17, exempts employees that are appointed by the Corporate
Authorities from the designation of classified civil service
positions; and,

WHEREAS, the Lincoln Civil Service Rules exempt officers
who are elected by the City Council or whose appointment is subject
to approval by the City Council from the designation of classified

civil service positions; and,

WHEREAS, the Agreement between the City of Lincoln and the International Union of Operating Engineers, Local 399 exempts confidential, managerial, and supervisory employees from the bargaining unit; and,

WHEREAS, the City Code of the City of Lincoln, Section 1-16-6, exempts employees whose appointment is subject to confirmation by the City Council from the designation of classified civil service positions; and,

WHEREAS, pursuant to 65 ILCS 5/3.1-30-5, the Mayor may appoint any officers necessary to carry into effect the powers conferred upon municipalities; and,

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

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

1. That Title 1, Chapter 25 is hereby created as follows:

"1-25-1: Creation of Office.

There is hereby created the office of Police Records Clerk of the City of Lincoln.

1-25-2: Appointment of Police Records Clerk.

(a) The Police Records Clerk shall be appointed by the Mayor by and with the advice and consent of the city council. The Police Records Clerk shall be confirmed by the city council, upon recommendation received from the Chief of Police, and said choice shall be considered by the council solely on the basis of the individual's administrative qualifications with special reference to actual experience in or knowledge of the duties of his office hereinafter set forth and specific professional education for, actual experience in, and knowledge of accepted practice in respect to the position.

1-25-3: Tenure of office.

(a) The term of the office of the Police Records Clerk shall be not shorter than for one year nor longer than the term of the mayor appointing the Police Records Clerk. The Police Records Clerk may resign from office or may be removed therefrom only in such manner as is provided by the statutes of the state pertaining to the resignation or the removal of the appointed officers.

1-25-4: Bond and oath.

(a) Before entering upon the duties of his office, the Police Records Clerk shall furnish a surety bond in the amount of \$5,000.00 to be approved by the City Council, said bond to be conditioned on the faithful performance of the Police Records Clerk's duties. The premium of the bond shall be paid by the City.

(b) Before entering upon the duties of his office, the Police Records Clerk shall take and subscribe the oath of his office.

1-25-5: Compensation.

The Police Records Clerk shall receive compensation in such amount and manner as the council shall fix from time to time.

1-25-6: Authority and duties.

The Police Records Clerk, subject to the limitations defined in resolutions and ordinances of the city and state statutes, shall report directly to the Chief of Police, shall be responsible to the Chief of Police for the proper administration of police records, pursuant to the statutes of the state, the ordinances of the city, and the resolutions, motions, and directives of the corporate authorities with duties including, but not limited to, the following:

(1) *General duties.*

a. Maintain at all times the confidentiality of all sensitive matter associated with the duties of office. Disclosure of confidential information may lead to the compromise of an investigation or the

prosecution of a criminal case. Disclosure of confidential information may also lead to civil liability for the City of Lincoln. Unauthorized disclosure of confidential information could lead to discipline and criminal prosecution.

b. Perform a wide variety of technical and clerical duties in support of departmental operations including those related to collecting, indexing, processing, maintaining, retrieving, copying, and distributing technical and confidential law enforcement data and information including police reports, citations, warrants, protective orders, and subpoenas.

c. Draft and/or type, word process, format, edit, revise, and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.

d. Enter, maintain, and retrieve data, reports, and information into and from a variety of automated law enforcement records systems; enter police reports and citations including names, vehicle information, property, dispositions, and classification of charges.

e. Photocopy and distribute crime, incident, arrest, and accident reports, warrants, subpoenas, follow-up requests, and related paperwork to various agencies including departmental staff, other local and state law enforcement personnel, insurance companies, and other agencies and organizations; process and distribute police reports and criminal complaints to the State's Attorney's Office for prosecution.

f. Assist, provide information, and respond to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; forward calls to appropriate personnel; take and provide phone messages; respond to public inquiries for information regarding police reports and other matters; ensure that the release of records follows state, federal, and local laws.

g. Perform duties as the department's freedom of information act (FOIA) officer, which includes accepting and responding to all approved requests for police records by the public and collecting associated fees.

h. Assist with police file and record management including their expungements, destruction, and transformation to digital records; scan reports, citations, and photographs; shred old files; assist in the implementation of file record management systems and programs.

- i. Receive calls for service from individuals at the lobby; route calls for service to dispatch in order for an officer to respond to take report.
- j. Perform general clerical duties including typing, distributing mail, and filing.
- k. Maintain at all times the confidentiality of all sensitive matter associated with the duties of office. Disclosure of confidential information may lead to the compromise of an investigation or the prosecution of a criminal case. Disclosure of confidential information may also lead to civil liability for the City of Lincoln. Unauthorized disclosure of confidential information could lead to discipline and criminal prosecution.
- l. Provide completed reports to state and local agencies as per federal and state guidelines.
- m. Attend to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up to date; organize and maintain office and specialized files in accordance with the City's records management program.
- n. Other duties as assigned by the Chief of Police or his designee.

1-25-7: City council.

The term "city council", whenever used herein, refers to the entire city council, sitting as one body, and not to the individual members thereof. No individual member of the city council shall have any direct authority over the Police Records Clerk."

2. That should any clause, sentence, or paragraph of the above-noted Ordinance be declared invalid by any Court of competent jurisdiction, such invalidity shall not affect any other portion of said Ordinance.

3. That this Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

The vote on the adoption of this Ordinance was as follows:

Alderman Parrot	_____	Alderman Welch	_____
Alderwoman Bauer	_____	Alderman Fleshman	_____
Alderman Keller	_____	Alderwoman Browne	_____
Alderman Hoinacki	_____	Alderman Dalpoas	_____

Ayes: _____

Nays: _____

Absent: _____

Abstentions: _____

Passed and approved this _____ day of October, 2018.

CITY OF LINCOLN

BY: _____
 Seth Goodman, Mayor
 City of Lincoln, Logan
 County, Illinois

ATTEST: _____ (SEAL)
 City Clerk, City of Lincoln,
 Logan County, Illinois

POLICE RECORDS CLERK

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general supervision, performs a wide variety of general and/or specialized office support, clerical, and technical work in support of the Police Department; collects, indexes, processes, maintains, retrieves, copies, and distributes confidential law enforcement data and information; performs a variety of record keeping functions including processing police reports; receives and provides assistances to the public at the front counter and over the telephone; and provides other support and assistance to other non-sworn functions and activities of the Police Department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of technical and clerical duties in support of departmental operations including those related to collecting, indexing, processing, maintaining, retrieving, copying, and distributing technical and confidential law enforcement data and information including police reports, citations, warrants, protective orders, and subpoenas.
2. Draft and/or type, word process, format, edit, revise, and process a variety of documents and forms including reports, correspondence, memoranda, agenda items and reports, agreements, ordinances, resolutions, technical and statistical charts and tables, and other specialized and technical materials from rough drafts, dictation, modified standard formats, and brief verbal instructions.
3. Enter, maintain, and retrieve data, reports, and information into and from a variety of automated law enforcement records systems; enter police reports and citations including names, vehicle information, property, dispositions, and classification of charges.
4. Photocopy and distribute crime, incident, arrest, and accident reports, warrants, subpoenas, follow-up requests, and related paperwork to various agencies including departmental staff, other local and state law enforcement personnel, insurance companies, and other agencies and organizations; process and distribute police reports and criminal complaints to the State's Attorney's Office for prosecution.
5. Assist, provide information, and respond to questions and concerns from the general public, departmental staff, and other agencies in person and by telephone; forward calls to appropriate personnel; take and provide phone messages; respond to public inquiries for information regarding police reports and other matters; ensure that the release of records follows state, federal, and local laws.
6. Perform duties as the department's freedom of information act (FOIA) officer, which includes accepting and responding to all approved requests for police records by the public and collecting associated fees.
7. Assist with police file and record management including their expungements, destruction, and transformation to digital records; scan reports, citations, and photographs; shred old files; assist in the implementation of file record management systems and programs.

CITY OF LINCOLN

Administrative Assistant to the Chief of Police (Continued)

8. Receive calls for service from individuals at the lobby; route calls for service to dispatch in order for an officer to respond to take report.
9. Perform general clerical duties including typing, distributing mail, and filing.
10. Maintain at all times the confidentiality of all sensitive matter associated with the duties of office. Disclosure of confidential information may lead to the compromise of an investigation or the prosecution of a criminal case. Disclosure of confidential information may also lead to civil liability for the City of Lincoln. Unauthorized disclosure of confidential information could lead to discipline and criminal prosecution.
11. Provide completed reports to state and local agencies as per federal and state guidelines.
12. Attend to a variety of office administrative details such as ordering supplies, arranging for equipment repair, transmitting information, and keeping reference materials up to date; organize and maintain office and specialized files in accordance with the City's records management program.
13. Other duties as assigned by the Chief of Police or his designee.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Modern office procedures, methods, and equipment including computers.
- Computer applications such as word processing, spreadsheet, and database applications.
- Automated law enforcement information systems and procedures.
- Law enforcement records management principles, procedures, techniques, and equipment.
- Basic police terminology.
- Principles and practices of sound business communication.
- Records management principles and procedures including record keeping and filing principles and practices
- Public and agency desk procedures and methods for providing services and information including those related to collecting, maintaining, and releasing information, files, and documents.
- Pertinent federal, state, and local laws, codes, and regulations and department rules, policies, and procedures.
- Customer service principles and practices.
- Methods and techniques of proper phone etiquette.
- Principles and procedures of record keeping and filing.
- Mathematical principles.
- English usage, spelling, grammar, and punctuation.

Ability to:

- Perform a full range of varied complex, sensitive, highly responsible, and confidential office administrative, secretarial, advanced clerical, and routine programmatic support functions of a general or specialized nature in support of assigned programs, division, and/or department with only occasional instruction or assistance.
- Understand the organization, operation, and services of the City, the Police Department, and of outside agencies as necessary to assume assigned responsibilities.
- Understand, interpret, and apply general administrative and departmental policies and procedures.

CITY OF LINCOLN

Administrative Assistant to the Chief of Police (Continued)

- Use sound judgment in following and applying pertinent laws, regulations, policies, and procedures.
- Perform a variety of office support and clerical duties and activities of a general and specialized nature in support of departmental operations.
- Compile, maintain, process, and prepare a variety of records and reports.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person; exercise good judgment, and make sound decisions in emergency situations.
- Meet critical deadlines.
- Exercise good judgment in maintaining critical and sensitive information, records, and reports.
- Read, understand, and review documents for accuracy and relevant information.
- Use applicable office terminology, forms, documents, and procedures in the course of the work.
- Organize and prioritize work assignments.
- Deal successfully with the public, in person and over the telephone.
- Courteously respond to community issues, concerns, and needs.
- Understand and follow oral and written instructions.
- Operate and use modern office equipment including a computer and various software packages.
- Operate specialized automated law enforcement information systems including public safety computer systems to access and maintain data.
- Type and enter data accurately at a speed necessary for successful job performance.
- Effectively communicate with and elicit information from upset and irate citizens.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to the completion of the twelfth grade. Supplemental specialized or college level course work in business administration, office management, secretarial science, or a related field is highly desirable.

Experience:

One year of clerical experience that demonstrates a general aptitude for working with the public in a multi-task environment, preferably with a criminal justice agency.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting and at a public counter with extensive public contact and constant interruptions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

CITY OF LINCOLN

Administrative Assistant to the Chief of Police *(Continued)*

Hearing: Hear in the normal audio range with or without correction.

Appointed Position
FLSA Status: Exempt
September 2018

ACKNOWLEDGMENT

I acknowledge that I have read the job description and requirements for the Police Records Clerk position and I certify that I can perform these functions.

Applicant Signature

Date

Witness

***Management has the right to add or change these duties of the position at any time.**

MEMORANDUM

TO: Mayor Seth Goodman and Members of the City Council

FROM: Wes Woodhall, Building and Safety Official

DATE: October 9th, 2018

RE: Fast Track Demolition 107 N. Monroe.

Background: The 2nd property the Building and Safety Department intends on demolishing under the FY 1018/2019 budget is 107 N. Monroe. This property was involved in a total loss house fire on February 21st of this year. The property had no homeowners' or renters' insurance and unfortunately has not been addressed in any way to clean up the property. The property owner has been unresponsive to all requests for compliance and the property sits open and full of trash. The structure itself is beyond repair and is a danger to the general public while being a continuous eye sore and source of blight. This property unfortunately must be addressed using Building and Safety Department demolition funds.

Analysis/Discussion: The Building and Safety Department reached out to five contractors and received three bids in return:

Byrne's Backhoe & Excavating:	\$6,250.00
Harold Goodman Inc.:	\$6,650.00
Ag Drainage Inc.:	\$14,625.00

Given that the estimate from Byrnes Backhoe and Excavating was the low bid the Building and Safety Department would like to proceed with the demolition of this dangerous structure using this contractor. All title work, required mailings and postings have been completed. Demolition may proceed on October 30, 2018. Tonnage dumping fees will be paid by the City of Lincoln out of credited moneys on hand at the landfill.

COW Recommendation: Place on Council agenda for approval of using budgeted funds for the fast track demolition of 107 N. Monroe

Fiscal Impact: Money has been included in the FY 2018/2019 budget for this demolition, line item 02-0224-8599.

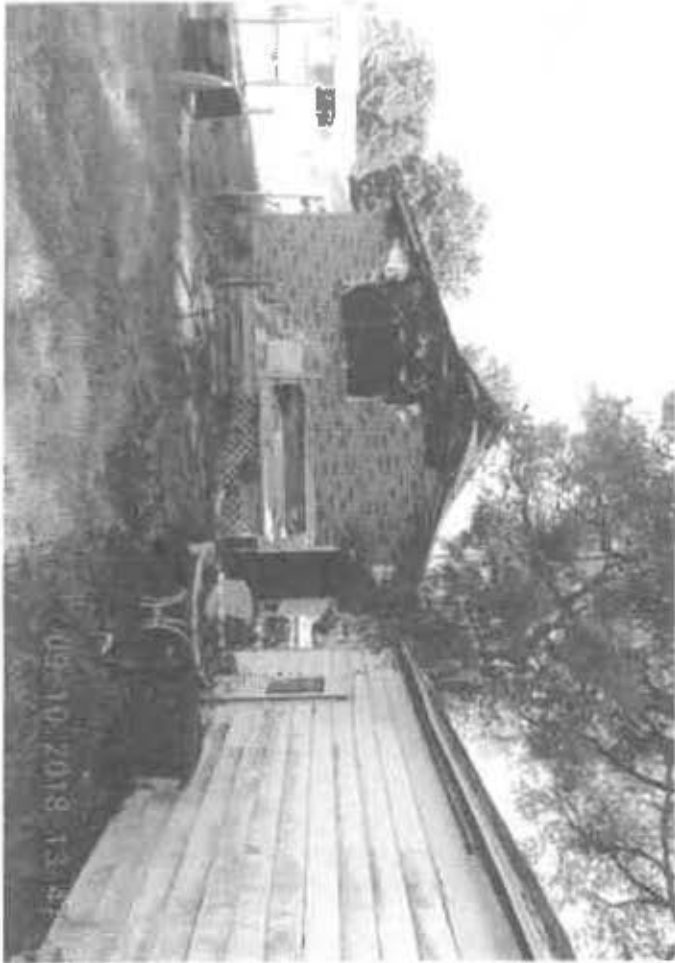
Council Recommendation: Approve bid from Byrnes Backhoe & Excavating for the demolition and removal of the garage at 107 N. Monroe.

“Unless the building is demolished, repaired, or enclosed and unless any garbage, debris, and other hazardous, noxious, or unhealthy substance or materials are removed so that an immediate and continued hazard to the community no longer exists, then the building may be demolished, repaired, or enclosed, or any garbage, debris, and other hazardous, noxious, or unhealthy substances or materials may be removed, by the municipality”

09.10.2018 13:44









September 28, 2018

Mr. Clay Johnson
City Administrator
City of Lincoln
P.O. Box 509
Lincoln, IL 62656

RE: Additions to the Xfinity Instant TV channel line-up

Dear Mr. Johnson:

In Comcast's continuing effort to keep you updated and informed, I wanted to take this opportunity to provide you with information regarding additions to the Xfinity Instant TV channel line-up.

Beginning on October 11, 2018, *truTV* will be included as part of the Xfinity Instant TV (XITV) Entertainment package and will be displayed on channels 63 and 161 in standard definition and channels 603 and 1430 in high definition. Customers subscribing to the XITV Entertainment package will be able to view these channels.

Also taking place on October 11, 2018, the Tennis Channel will be included as part of the Xfinity Instant TV (XITV) Sports & News package and will be displayed on channel 557 in standard definition and channels 966 and 1224 in high-definition. Customers subscribing to the XITV Sports & News package will be able to view these channels.

Please feel free to contact me if you have any questions or would like additional information; I can be reached at (224) 229-5295.

Sincerely,

Libbie Stehn Tumulty
Government Affairs Manager

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