

CITY OF LINCOLN
REGULAR CITY COUNCIL MEETING
AGENDA
OCTOBER 15, 2018
CITY HALL COUNCIL CHAMBERS
7:00 PM

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Participation**
5. **Consent Agenda by Omnibus Vote**

All items under the Consent Agenda are considered to be routine in nature and/or non-controversial and will be approved by one motion. If any one wishes to have a separate vote on any item, it will be pulled from the Consent Agenda and voted on separately.

- A. Payment of Bills
 - B. Approval of minutes October 1, 2018 Regular City Council Meeting, October 9, 2018 Committee Of The Whole Meeting
 - C. Request from Dr. Don and Janice Sielaff to conduct a Block Party on Tenth Street from the intersection of Chestnut Street to the intersection of Union Street on Wednesday, October 31, 2018 from 4:30 p.m. until 8:00 p.m.
 - D. Request from the Logan County Tourism Bureau to close various streets for the annual Christmas Parade on Thursday, December 6, 2018 from 6:30 p.m. until its conclusion
6. **Ordinance and Resolution**
 - A. Resolution from Improvement under the Illinois Highway Code for Fifth Street Road land acquisition and professional services
 - B. Ordinance creating the position of Police Records Clerk of the City of Lincoln
 7. **Bids**

Approval of Fast Track Demolition of property at 107 W. Monroe Street by Byrne's Backhoe & Excavating in an amount not to exceed \$6,250.00
 8. **Reports**
 - A. City Treasurer Report for September, 2018
 - B. City Clerks Report for September, 2018
 - C. Department Head Reports for September, 2018
 9. **New Business/Communications**

Advise and consent to the Mayoral appointment of Alderman Tracy Welch as Mayor Pro-Tem
 10. **Announcements**
 11. **Possible Executive Session**
 12. **Adjournment**

We welcome the participation of persons with disabilities at all City of Lincoln meetings. If auxiliary aid or service is required for most effective participation and communication, please notify the City Clerk's Office at 217-735-2815 or cityclerk@lincoln.il.gov no later than 48 hours prior to the meeting time.



REGULAR CITY COUNCIL MEETING
Lincoln City Hall, Council Chambers
700 Broadway Street | Lincoln, Illinois

Monday, Oct. 1, 2018

The Regular Meeting of the City Council of Lincoln was called to order by Mayor Seth Goodman at 7 p.m., with proper notice given. City Clerk Peggy Bateman called roll.

Present:

Alderman Steve Parrott
Alderman Tracy Welch
Alderman Ron Fleshman
Alderdwoman Michelle Bauer
Alderman Ron Keller
Alderman Jeff Hoinacki
Alderman Dayne Dalpoas

Staff Present:

City Administrator Elizabeth Kavelman
City Clerk Peggy Bateman
City Attorney Blinn Bates
Treasurer Chuck Conzo
Fire Chief Mark Miller
Police Chief Paul Adams
Building and Safety Officer Wes Woodhall
Streets Superintendent Walt Landers

Staff Absent:

Waste Water and Treatment Manager Shawn Wright
Alderdwoman Heidi Browne

Presiding:

Mayor Seth Goodman

Swearing in Ceremony:

Mr. Nick Davis was sworn in as the newest firefighter on the Lincoln Fire Department. He has a four-year degree as a mechanic, has an EMT-Basic Certification, completed some firefighter training courses, and will soon be sent to the fire academy. He swore to support the Constitution of the United States and State of Illinois. Fire Chief Mark Miller presented him with a badge.

Public Comment:

Mayor Goodman called upon citizens registered to speak, there being none, he moved to the Consent Agenda.

Mr. Casey Lore came forward to discuss a grant to help fund a comic convention at the VFW to help raise funds for the Land of Lincoln Honor Flight. The event will be held on Saturday, Oct. 13. A guest star will come from The Power Rangers television show. He will be donating his time for the event. There will be a Halloween Costume Competition, video game tournaments, prize packages, etc. They would like a grant up to \$700.

Alderman Parrott asked where the event would be held. It will be at the VFW. Alderman Welch asked if the grant was in addition to the \$300 they are getting from the Logan County Tourism Bureau. At this point Mr.

Lore said the VFW can cover it, but if they do, there will not be extra money to put back into Land of Lincoln Honor Flight. Alderman Parrott asked how the group is advertising—they are passing around online flyers and some post cards. He said vendors are spreading word as well.

Alderman Hoinacki asked how the general public could donate. They can donate in person at the convention or at Retro Relics. They can also donate through the Facebook page and website.

Consent Agenda by Omnibus Vote:

A. Payment of Bills

B. Approval of Sept. 17, Regular City Council, and Sept. 25, Committee of the Whole Meeting Minutes

C. Mayoral Proclamation (2018-388) of Sept. 29, as the 15th Annual Worldwide Day of Play

D. Approval of request to extend the closing of a portion of Pulaski St. until 11 p.m. on Friday, Sept. 21, for 3rd Friday's Downtown Lincoln

Alderman Welch motioned to approve the agenda item, seconded by Alderman Keller. Mayor Goodman called for further discussion, there being none, City Clerk Bateman called roll.

Yeas: (7) Alderman Steve Parrott, Alderman Tracy Welch, Alderman Ron Fleshman, Alderwoman Michelle Bauer, Alderman Ron Keller, Alderman Jeff Hoinacki, Alderman Dayne Dalpoas

Nays: None

Absent: (1) Alderwoman Heidi Browne

Mayor Goodman moved to other items on the agenda.

Ordinance and Resolution:

N/A

Bids:

Approval of bid from Kinney Contractors for curb and sidewalk improvements in an amount not to exceed \$125,000.

Alderwoman Bauer motioned to approve the agenda item, seconded by Alderman Fleshman. Mayor Goodman called for further discussion, there being none, City Clerk Bateman called roll.

Yeas: (7) Alderman Steve Parrott, Alderman Tracy Welch, Alderman Ron Fleshman, Alderwoman Michelle Bauer, Alderman Ron Keller, Alderman Jeff Hoinacki, Alderman Dayne Dalpoas

Nays: None

Absent: (1) Alderwoman Heidi Browne

Mayor Goodman moved to other items on the agenda.

Reports:

N/A

New Business/Communications:

Approval of the purchase of a Roots 711 URAi Blower for the Sewer Plant from Powered Equipment and Repair in the amount of \$6,399, plus freight.

Alderwoman Welch motioned to approve the agenda item, seconded by Alderman Dalpoas. Mayor Goodman called for further discussion, there being none, City Clerk Bateman called roll.

Yeas: (7) Alderman Steve Parrott, Alderman Tracy Welch, Alderman Ron Fleshman, Alderwoman Michelle Bauer, Alderman Ron Keller, Alderman Jeff Hoinacki, Alderman Dayne Dalpoas

Nays: None

Absent: (1) Alderwoman Heidi Browne

Mayor Goodman moved to other items on the agenda.

Announcements:

- Mayor Goodman announced Alderman Welch will be appointed as mayor pro tempore. The item will be placed on the Committee of the Whole Meeting Agenda for Tuesday, Oct. 9.
- Mayor Goodman called for a public discussion to discuss his performance and the performance of the City Administrator.

City Attorney Blinn Bates said he would comment if no one else was going to. He said the performance of the City Administrator is lacking greatly. He said the individual who was put in this position was not qualified and she is a liability to the city. He said she doesn't return phone calls, does not understand things being explained, confuses issues, misses meeting. He said his office has received numerous complaints and they keep coming. He said he has made his concerns known to the Mayor, the aldermen, and the public.

City Administrator Elizabeth Kavelman said the person he hasn't made this known to is her. She said she and the Mayor are City Attorney Blinn Bates' immediate supervisor. City Administrator Elizabeth Kavelman handed out the Attorney Bates' contract. [Inaudible] . . . he said he explained that issue at least seven or eight times. She said she has a council here and when you're not at those meetings, they ask these questions, and you're not here . . . Mr. Bates interrupted saying, "You handed out the contract, Beth . . . what does this say . . ." He said he attends two meetings a month. She said well whoever signed that, was not thinking, because we need you at four meetings a month, we need you when we're talking about the . . . He interrupted saying he'd be happy to renegotiate the contract. He said the contract says he serves at the leisure and pleasure of the mayor at the advice of the consent of the City Council of Lincoln, it provides for termination of 30 days. He said if they don't like it, make a motion to terminate the contract. He said they have that right.

She said, "Well, mayor—what's your pleasure?" Mayor Goodman turned discussion over the Alderman Welch. He said he was shocked by some of the stuff the attorney had to say last week. He said so far he has heard allegations against the administrator, but not real hard facts, or specific situations. He said there was a meeting missed, but that was a communication error. He said half the people showed up at 10 o'clock and Alderman Fleshman showed up at 9 o'clock. He said we should be talking specifics if they were going to make allegations against someone who has been in office for 75 days. He said Beth did walk into a mess, and she has had no assistant, similar to what previous city administrators have had in the past.

Mayor Goodman called for further comment. Alderman Keller wanted City Administrator Kavelman to point to where in the contract it stated that the city attorney falls under direct supervision of the city administrator. She said, "On the first page, it is underlined." He said . . . providing legal advice—he was not sure that was the same thing as being a direct supervisor or answering to . . .

She said since he's an attorney, and he's supposed to be giving us legal advice—it is pertinent. She said no one goes behind someone's back and does this, she said you come to me and talk to me. She called it insubordination, saying the trust is gone, it's an ethics violation, a breach of contract. She said as far as doing something like this.

Treasurer Chuck Conzo said he has worked in periods where there were previous city administrators and he has been able to work with her and get more direct answers out of Mrs. Kavelman than he has gotten out of any of the other three. He said and on a more detailed level. He did not want to diminish any contributions of the other individuals, but he's been able to work with her on a lot of things.

Mayor Goodman said he wanted to say a few comments because Beth was his appointment. He said nothing against any previous administrators, but he speaks to City Administrator Kavelman on a daily basis, he said he's kept up to date on meetings, everything that happens. He said he didn't have that before. He said he personally has not had one complaint, call, text, or stop in to talk about this. He said if anyone has an issue with this. He wanted to hear those concerns. He wanted to hear public voicing about concerns—made directly to him.

He said it was also his understanding that during the call from City Attorney Blinn Bates that there were complaints about his performance at mayor as well. He said does anyone want to voice that concern publicly?

Alderman Fleshman said he is in a hard spot running his business and trying to juggle Lincoln City Hall. He questioned his office hours on Thursdays, saying he could not be reached on Thursdays from 3-5 p.m. He said Lincoln is too small to have a full-time Mayor, but yet he believes that future citizens who'd like to run for Mayor should take into consideration how much time it takes. He said he, being an Alderman—there's more to just coming to meetings on Mondays and Tuesdays, if you want to do the job properly. He said maybe people should look at that amount of time of running the city and being the mayor also.

Mayor Goodman the biggest thing with the office hours, is when they were set—they did not have a city administrator, he said he's very easily accessible. He said with his presence on social media and his phone number being everywhere—people contact him at all hours of the day, he is always accessible. He said the office hours, he's not quite sure on that, he said those were set hours were set initially, he said there have been some conflicts, he takes full responsibility—but he is accessible and he does respond.

Alderman Fleshman said yes, you have returned my calls and my texts. There are times when he feels certain things can wait so he can talk to him during his office hours so he's not bothering him when he is out running his business.

Mayor Goodman said the one time the meeting was missed, he and two other people showed up the same time Beth did. He said it wasn't just her who missed the meeting or was late to that meeting. He said he is also responsible for that.

Alderman Welch said he is curious if that's the only meeting, he said he is still baffled at the allegations of her performance with no specifics to back it up.

City Attorney Blinn Bates said he represents the City of Lincoln and he has brought the concerns to the city. He said he thinks, "If you're not seeing the things that he's seeing—you're not paying attention."

City Administrator Kavelman said she'd like to see him, "But we don't see you,"—we only see you here at these two meetings when everything is cut and dried, when we're going down the agenda, and you're out in 30 minutes. She said we need a city attorney who comes to our liquor commission meetings, someone who gives the legal and technical advice that is needed.

He said no one has asked him to attend those meetings, he said the contract says he attends two meetings a month, and he does that religiously. He said if you want me at different meetings, you need to ask me.

City Attorney Blinn Bates said, somebody brought up in his last contract, that he didn't give a report to the city. He said at no point in time, had anybody ever asked him to give a monthly report to the city. He said, "I cannot read minds, folks. I cannot."

He then said the firm he represents, has represented this city for years and the fact that this is coming out now, and trying to be blamed on him is ridiculous. He said, I already told you if, "You don't like my performance, if you don't like anything, you don't even like me, this contract says you can terminate it."

City Administrator Kavelman asked if he wanted to continue being city attorney. He said, "Yes, I do."

Alderman Fleshman said as far as Mr. Bates' accessibility—for the past six months, since he had been in office, the city attorney has been accommodating to the council. He did not believe that Mr. Bates had not responded to requests.

She said she agrees, he has been good about this, but she is still waiting on an answer about blending License B and License C as he had told her could be done. He said the city council can pass any ordinance they would like to. He said he does not

She said it goes back to the ordinance that was passed on March 17, 2015. She said it is difficult to understand, she said she was not there at the time, it was Mayor Keith Snyder, Dan Wheat, and Les Plotner. She said Dan Wheat will be at the meeting next week.

Alderman Parrott wanted to know how many Class B Tavern License holders had turned in their 60-40% over the years they were supposed to. She said only one was required to, it was Mr. Cliff McCumber, owner of 5th Street Food Mart, he was required to because he got his license in 2015. She said they count on the calendar year. He said his understanding from the last time was April 1, she said yes, and they have to review it. He said there were seven businesses under this, she said, "that's correct." He continued saying so from April 1, 2016 to April 1, 2017—there should be seven, if they were issued in 2015.

Alderwoman Bauer said it was her understanding that it is based on a year from the time they applied, she said not all of them applied at that time.

He said if they get the license in February, it goes not to February the next year, but April. He said it's not a 12 month thing. Alderwoman Bauer said it is a year from when they received this video gaming license. Alderman Parrott asked if there is record of when they should be getting reviewed, and when they should provide the receipts. City Administrator Kavelman said they will receive a letter early January from the commission, telling them to get their receipts ready from the previous calendar year.

She said if receipts come out appropriately, they will be reissued a license. He wanted to see when the seven were issued the license, what month and what year. He asked what Mr. McCumber's percentages were. He said he would like to see what the percentages were as well. She said these could be kept on record. She was not sure who take care of all of this before she was commissioner.

She said this is an example of the questions she gets. City Attorney Blinn Bates said he does not handle the day to day business of the city.

Further Announcements:

- Alderman Fleshman said this past week he was contacted by a company in regards to the city pairing with them in a solar energy project. He said in 2016, the State of Illinois passed a long-term energy renewable resources procurement plan. He said this is to be accomplished by the year 2025. He said several companies have come to the city. City Administrator Kavelman said originally they had thought to refer these people to the county, but now the city is interested. He said it would be a potential source

of revenue for Lincoln. Treasurer Conzo asked how the city is going to make any money on this. He wanted to know if it would be a revenue stream or a dollar for dollar spend. Alderman Fleshman said whatever area per acre the panels would be set up on, the city would get upwards of \$2,500 an acre for installation of these panels, or after a certain amount of kilowatts was produced, the city would be reimbursed . . . Alderman Conzo said it would be a lot like the cell towers. Alderman Fleshman said there are 40 acres of land by the sewer plant.

- Mayor Goodman said back to the question City Administrator Kavelman asked, he said he was the sole liquor commissioner at the time and would work with her to get the answers and get back to the council.
- Alderman Fleshman said this is a highly needed position. He said this position is a must-fill position in his mind, so the city does not miss out on grant dollars and reimbursements with things such as the new Lincoln Police Station.
- Police Chief Paul Adams said the Lincoln Police Department collected about 80 pounds of drugs/unused medications and prescriptions on Saturday, Sept. 29, at their drug drop off event. He said if anyone has any additional prescriptions, there is a drop box on their grounds, located outside their entrance.

Possible Executive Session:

N/A

Adjournment:

There being no further business to come before the City Council of Lincoln, Alderman Hoinacki motioned to adjourn, seconded by Alderman Welch. Mayor Goodman adjourned the meeting at 7:41 p.m.

Upcoming Meetings:

Committee of the Whole Meeting | Tuesday, Oct. 9, 2018, at 7 p.m.
Regular City Council Meeting | Monday, Oct. 15, at 7 p.m.

Respectfully Submitted By:

Alex Williams, Recording Secretary



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

Tuesday, Oct. 9, 2018

The Committee of the Whole Meeting of the City Council of Lincoln was called to order by Mayor Seth Goodman at 7 p.m., with proper notice given. City Clerk Peggy Bateman called roll.

Present:

Alderman Steve Parrott
Alderman Tracy Welch
Alderman Ron Fleshman
Alderwoman Michelle Bauer
Alderman Ron Keller
Alderwoman Heidi Browne
Alderman Jeff Hoinacki
Alderman Dayne Dalpoas

Staff Present:

City Administrator Elizabeth Kavelman
City Clerk Peggy Bateman
Treasurer Chuck Conzo
Fire Chief Mark Miller
Police Chief Paul Adams
Building and Safety Officer Wes Woodhall
Streets Superintendent Walt Landers

Absent:

City Attorney Blinn Bates
Shawn Wright of Veolia Water

Presiding:

Mayor Seth Goodman

Public Comment:

Mayor Goodman called upon citizens registered to speak. Mr. Bill Hubbard of the Illinois Gold Rush came forward representing Apple Food Mart regarding Class B Liquor (video gaming) Licenses. He said the store is looking to expand and acquire a license, and this should draw more revenue to keep their business afloat, and should require them to hire more employees.

He said there is a lot of money invested in SKUs out there on these store shelves. Having these machines should increase store sales, reduce crime, and increase the number of jobs in the city. According to Mr. Hubbard's handout, Video Gaming paid out \$275,071.13 to the City of Lincoln from Sept. 2017 to Aug. 2018.

City Administrator Kavelman said—you do realize we do not have any licenses available. Treasurer Conzo asked about jobs, bartenders needed. Alderman Welch said there is so much to go around, adding new video gaming machines could detract from other businesses. He wanted to hear Mr.

Hubbard's take on this. He said Springfield has 150 locations that have video gaming, but he said it's a big city. He said he's driven around Lincoln and there are places that it might be nice to have open. He talked about drawing more people into the city.

Alderman Fleshman wanted to know if the bar scanner code is used at other locations. Mr. Hubbard said it is used at Qik-n-EZ. Alderman Fleshman then asked about serving drinks out of a vending machine. Mr. Hubbard weighed in, saying convenient stores do not want to see anyone drink too much. He said it would be served from a locked cooler. The employee would unlock it, and register them out.

Mayor Goodman called for further questions. There being none, he invited Mr. Kevin Bateman to come forward. He came forward to discuss Mayor Seth Goodman and what was said at the last meeting. He said he also ran for mayor and has a full-time job, and it this is a part-time job. He said he could say, without a doubt, that this young man contacts him at all hours of the day, and there is no lag time. He said this is the electronic age—he said to say someone has to sit in their office, and wait for people to come in, is the kind of statement that moves things backwards. He said he's been a very good mayor, trying to do the best he can—given the situation he was put in. He said he hasn't seen communication problems with the mayor, he said for someone to point that out last week was totally wrong. He said he could only speak of his dealings with the mayor, he said they have been professional and timely when they have needed to be. He again said, "This is the electronic age." He said the comments we heard last week were inappropriate for the world we live in now at days, saying he has been nothing by communicative in his dealings.

Alderman Fleshman said he made that comment last week and he wanted to expand on it. He said when he was appointed, he had meetings with the mayor during his office hours on Thursdays. He said being in the business world himself, he thought rude to be on the phone when conducting businesses, that is why he did not contact the mayor at all hours of the day. He said he thinks he has been proven wrong in that situation, and that the two of them had been in contact that day. He said sorry to Mr. Bateman and the mayor for offending them in any way for trying to conduct business face to face.

There being no further public participation, Mayor Goodman moved down to other agenda items.

Logan County Tourism Bureau Director Morgan Gleason—Quarterly Report:

Miss Gleason came forward saying she had handed out a quarterly report from the bureau. She said she wanted the council to have an updated list of the members of the board. She said since Chris left and she took over, she had hired a new staff member. She said last year, there was a \$9,000 grant that they lost out on, and however, the grant is back up to the \$33,000 range.

She listed out a number of groups and events that have received this grant funding. She said she wanted to make the bureau county wide and explained how she and the group are working to improve communications. She said the group is filling the Lincoln Depot with items from around the county and has invited the council to come look at it.

Alderman Keller asked how visitors are responding about their Lincoln Depot location. He wanted to know the pros and cons of the space. She said the signage currently directs them off the highway and down 5th Street. She said she has been working with Mr. Landers on how to better direct them to the Lincoln Depot. She said people do ask if they can buy train tickets.

Treasurer Conzo said every time he goes in there it looks better than it did before. He said the group has done a great job representing the space.

Crawford, Murphy & Tilly (CMT) regarding upcoming sewer rates with water reads:

Mrs. Christy Crites and Mrs. Shannon Brady came forward to offer an update from the last presentation. She said they started giving presentations on this, dating back to January. They covered loans and principal forgiveness which cannot be guaranteed until a later date.

Mrs. Brady discussed the newer rate structure, based off of a more accurate number of accounts. She said they're proposing a tiered rate structure. She said there are four different levels. There are three tiers that could be implemented from 2019 to 2021, depending on a customer's usage. Each tier increases by \$5. Tiers would be based on average water usage between October and December. There could also be a pre-pay sewer bill option.

Mrs. Crites said they need to make sure they can show the Illinois EPA finance people that the city can raise the rates to a level where the city can pay back the loan.

Alderman Keller wanted to know what would happen to someone who moves into the community. The average use in the city is 4,000. Most people would be in Tier 2. Mrs. Crites said everyone could be put into Tier 2, and then adjusted for the following year. She said there are some issues that need to be addressed and resolved within the ordinance.

Alderman Keller said we have to come up with a calculation to get us to the amount we need to pay off this loan . . . he said quick math . . . he's assuming all of this, if this plays out, the numbers do add up to what we need to do. Mrs. Crites, said yes, they do.

Alderwoman Bauer wanted to know about commercial users. She said where do we find ourselves if God forbid one of the commercial users were to leave us?

Mrs. Crites said we'd have to do a reevaluation at that point. She said a very small percentage of commercial users are paying the bills. She said we never wanted to be on that very hairline of being able to pay, and ensuring there was a little bit more. She said you can always adjust backwards. She said she thinks CMT is comfortable through Tier 3 in what that brings in for a revenue projection. She said this makes her feel a lot better.

Alderman Dalpoas asked if the tiers would remain static after 2021-2022 going forward. Mrs. Crites said to pay for this program, yes—she said so long as the overall usage stays the same, Tier 3 can cover their loan. It would be plenty enough to pay for the program.

Alderman Welch asked about the ordinance about the dollar increase every two years and how it played into the numbers. Mrs. Crites said the base cost to keep the plant running is always going up. She then discussed inflation. Mayor Goodman called for further questions, there being none, he moved down to other items on the agenda.

Mayor Goodman's appointment of Alderman Tracy Welch as Mayor Pro Tempore:

The item will be placed on the agenda.

Application by Dr. Don and Janice Sielaff to hold a block party on Oct. 31, 2018, at the intersection of Chestnut and 10th Streets to Union Street, 4:30-8 p.m.:

The item will be placed on the consent agenda.

Request to Permit: Logan County tourism requesting for street closures for 2018 Christmas Parade scheduled for Thursday, Dec. 6, at 6:30 p.m.:

The item will be placed on the consent agenda.

Discussion regarding email system required due to the volume and storage of city emails, requested by Police Chief Paul Adams in his role as IT Manager:

Chief Adams opened discussion—he opened up a memo on the front television screen. He said the city is using an email service that is attached to the website. He said it is free, but it is not backed up. He presented other options for email such as an internally hosted exchange server. He weighed the pros and cons. He then covered cloud based options such as G Suite for Business and Microsoft Office 365. Alderman Keller asked how many users there are at the moment. There are about 75 users, however, city fire and streets and alleys do not utilize all of their accounts.

Alderman Welch said option three sounds like the better option, he said it's more portable, more costs are involved, but it is one less piece of equipment that has to be utilized. Chief Adams said it would be about \$4,500 to go with Microsoft Office 365. Alderwoman Bauer said her office just transitions to Office 265. Alderman Welch wanted to know if Microsoft Office 365 would allow for easier usage for FOIA requests. He then brought up the budget—how the service would be paid for. Treasurer Conzo said he had no idea at this point, but he could look at some of the lines in there. He said he would look at it.

Alderwoman Bauer wanted to know if it eliminated IT Services. He said it could lessen the need. There would be much less overhead. Alderman Welch said do we put it on the agenda, or review it at the next COW? He said he didn't know the city was in a big hurry. The item will be placed on the next COW.

IDOT Resolution for 5th Street Road Land Acquisition and Professional Services:

City Administrator Beth Kavelman asked that a resolution be placed on the agenda for the next meeting. She said CMT has been talking with the citizens about signing on. She said the meeting helped explain to them what the city is trying to accomplish.

Alderman Parrott had asked how many had signed on since the meeting at the City Police Station. She said maybe six or seven. Alderwoman Bauer said there is one resident that is open, but was unable to attend the meeting. Alderman Parrott asked if anyone had made the comment that they would never sign. She said one made the comment that they weren't disagreeable, but that they would want to be the very last to sign on. The item will be placed on the regular agenda.

Campus View Drive street approval and recommendations:

Streets Superintendent Walt Landers said, if the city does take this on, this year is probably not a good idea, that he would recommend resurfacing be put off for next year—and approached next season. The quote is \$37,916.95. That has about \$4,600 of mobilization in it. He said the cost could be lower next year and that the city could look at doing some of this work ourselves also. Alderman Welch said so the topic then is, based on the information they've been given about this topic, in his mind, it's safe to say the road was annexed in, when the properties were annexed in. He said I think it's important the council takes some action to make their intentions known about this road. So future councils do not need to go through these hoops again, like Mr. Kevin Bateman had to go through.

Alderwoman Bauer said it needed to be made clear, that if this project is taken on, it is not because of nepotism or because Mr. Bateman has come up to the council week after week. She said it would be to take action on something the previous councils did not take action on—she said it is not about that fact that we like him better, or there was some sort of nepotism, or some sort of coming up here and being present and that is what it took. She said the decision would be based on something that should have been done years ago.

Alderwoman Browne said we as a council see that on an on-going basis—that we have to clean up past mistakes made by other councils—such as the sewer mandate. She said this is something we do need to make a final judgment on.

Alderman Keller agreed the council needed to act on this—he said while he agreed the annexation already happened, the letter that was handed to the council from Lincoln Christian University (LCU)—seems to him to give evidence that the city does own it.

Alderwoman Browne said if you're going to measure roads, you can come measure my road. She said she doesn't know where her property ends and the road begins anyways. She said she's sure a lot of people here and at home may have that same issue.

Alderman Dalpoas said there are certain exceptions and variances, which would be his interpretation. But that would not be a hang up on his end.

Alderwoman Bauer asked if the council needed to formally adopt the letter from LCU—to accept the deed or ownership and then at that point . . . the council could instruct Mr. Landers to include that portion of the roadway into next year's bid packet.

Treasurer Conzo wanted clarification from Alderman Keller on when the letter was sent and he wanted to know what it said. Mr. Kevin Bateman said the last letter was from 1999 [inaudible]. He said all of this was brought forward before anyone knew about the state statute, about annexation and city streets [off microphone, inaudible].

Alderman Welch said we need to take the action that Alderwoman Bauer outlined. He said we should ask the City Administrator to draft it up and bring it back to the next COW. Alderman Fleshman asked about the deed of dedication and if it needed to be recorded. He then asked about a title company.

Alderwoman Bauer said she believed a title search was done at one time and it was a moot point. Mr. Bateman stood up from the audience once more and talked about a document signed by Mayor Malerich in June of 1976 [inaudible]. He brought up the Legends Subdivision as an example of when properties are moved into a taxing body. The item will be readdressed during the next COW. Alderwoman Bauer wanted City Administrator Kavelman to look into seeing if there is a need to do a title search.

Further discussion of request by the City of Lincoln Liquor Commission to expand/add three additional Class B Liquor Licenses for video gaming to its allowable number, to reach 15 total:

Mr. Danny Wheat came forward talking about 17 locations in town, with 85 machines. He said we gave the state gaming board, permission to put video gaming machines in the City of Lincoln. He said the only way we can limit machines, is by limiting liquor licenses. He said we have issued three Class B licenses that formerly had Class A licenses. He said we had three locations now, use these up. He said this is what happened, not really any new locations, he said now Class A and Class B licenses have the same hours, the price for the license is the same—he said Class C licenses require 50% of sales must be food. Class B licenses require 60% or more of sales have to be alcohol.

He wanted to combine the Class B and C licenses. He said there are four licenses we're not using in Class C. He said they'd like to have the 50% of sales line be waived from the ordinance. He said they'd also like to waive the 60% line waived, because it is so hard to enforce. He said you can't really track it down. He wanted to waive the 50% and 60% criteria. He said almost every bar in town is almost a restaurant with a bar.

He said we have no control over the gaming licenses. He said they have to get a Class B or Class C license, he said then they take it to Springfield and get a state license. They then go to the gaming board for approval. He said we cannot promise anyone they can have video gaming, just because we

give them a liquor license. He said we'd like to put the B and C together, disregard the percentage criteria's, then they could have four licenses they could utilize.

Alderman Parrott wanted to know how many license holders have reported out. He wanted to know if the commission has the records. He said if someone brings in documentation on a napkin, he said the commission should have revoked their licenses. Mr. Wheat said it would shut the business down. He said he is still waiting to see what these businesses submitted. Mr. Wheat said we don't have any of those figures given to us. City Administrator Kavelman said they'd go back to looking at the records. Alderman Parrott said he does not feel the council should move forward on giving any more licenses, until they sort things out.

Alderwoman Bauer said the 60% rule could have been thrown in arbitrarily. She said there was no way to track the information, or force the license holders to do so. She said they had an entire year past the time they took out their license, plus the entire tax season—she said these seven who were grandfathered in, have never had to present their sales. Alderman Parrott said he didn't want to make it any easier, he wanted to make it more difficult. Alderman Parrott said we have a lower population, our income for our people here is above poverty, they're all fighting for more pieces of pie—he said and we're trying to open up more of these—disposable income for folks so they can gamble it away? He said why would we make it easier for folks to have access to gambling and liquor, when they are barely above poverty. He said how do these businesses make it, if they don't have valid documentation?

Alderwoman Browne said Alderman Parrott made some valid points, but she did not want to keep any new businesses from coming in, she said she didn't want to limit things for the city by not having any licenses available. She also acknowledged there could be greater accountability.

Alderwoman Bauer said they have to meet certain expectation for the gaming. She said the space is there, but they need to clean up the different ordinances. She said we as a council make that judgment. Alderman Parrott said we have ordinances now that are not being followed through on. He said he still wants the data. He said let's say we don't have it, we move forward, and we enforce the ordinance. She did not want to hurt some of the population that might need jobs.

Alderwoman Bauer said the purpose is to differentiate the difference—between the liquor licenses, she said gaming licenses are separate. She said if we want to control the total number of liquor licenses, we can do that—but she said there is no need to create more space, the space is there—they need to clean up the existing two licenses—combine the two ordinances, and keep the 50% sales criteria, keep the accountability. But this would avoid creating more spots, and clean up the mess.

Alderman Parrott said we have ordinances now that are not being followed through on. He said he still wants the data, but he never gets it. He said we either say, we don't have it, we ask them now for it—whatever you have to do, but let's enforce the ordinance.

Treasurer Conzo said you can have people type it up, have them fill out a form, but sometimes you can have ordinances that are unenforceable. He said it's very difficult to know if what they're putting on that paper is truthful. He said the council could create an audit process, like the Illinois Department of Revenue (IDoR) and IRS does, but then you're going to hire someone to go out and do those audits. He said you're talking about creating that—he said that's someone going through receipts, a full year's worth of expenditures. Like the IDoR and the IRS does when they conduct a tax audit. He said it is admirable to try to do that, but it is difficult to do that with any accuracy. He said combining the licenses is a good idea. The city would then be able to accommodate what they have before them without exceeding the total number allowable by both licenses combined.

City Administrator Kavelman said this was the question she still had out to City Attorney Blinn Bates, she said he initially said yes about a month ago, but he did not respond the second time. Mr. Danny Wheat said two years ago, the commission looked to combine them. Alderwoman Browne wanted to know how other communities are satisfying this. She wanted to know if it was possible to reach out to these other cities, such as Springfield.

Alderman Welch said to take into consideration the request to Mr. Bates—if the city council received a yes, then move forward with a draft ordinance—and include what Mr. Wheat said about removing the percentages. He said shouldn't it be as simple as looking at their tax documents, and looking at their sales revenues on the internet.

Treasurer Conzo said their tax documents are not automatically publicly, you'd have to require that they be submitted. He said the city had done this with sales tax rebates, as part of a requirement for new businesses, he said the city did this with three or four different places. Alderman Welch said if we made it a part of the ordinance, it should be just that simple. He said if we're going to put a percentage in here, we're going to have to know what that percentage is.

Alderman Parrott said it is incumbent upon their part to submit it. He said they don't automatically get this, they have to provide the documentation to get the licenses. Mr. Wheat said if they don't give a report, if they don't submit it, they'll make the commission come get it. Alderman Parrott said if they don't give you access, they lose their license. He said they don't automatically get this. Alderman Welch said these are rules they have to follow. Mr. Wheat said, but who do we send out there?

City Clerk Peggy Bateman weighed in, about sending a letter. She everybody says the clerk is responsible for this, she asked am I responsible for this? She said we are all new in there, we have no idea what was done in the past—we have no idea, "Because none of us was in there."

City Administrator Kavelman said she and Melanie Riggs used to do them, and would check the percentages out, but they did not have B Licenses when she was in there.

Alderman Bauer asked about combining the licenses and keep the 50% rule—to allow for monitoring and to have some teeth in the game. "It still allows us to monitor moving forward," she said. Mayor Goodman said this 50% still won't apply to everyone.

Alderman Welch wanted to clarify, he said he previously read information from the ordinance, a Class B paragraph that states 50%, and a Class C paragraph that states 60%, but he mentioned paragraph "M." He said there is still 60% in paragraph "M" to cover the rule. Alderwoman Bauer said, "That's beautiful." City Administrator Kavelman said, "Sounds good to me." Alderman Welch said at some point we need to clean up the situation, but Alderman Parrott may not get the answers he wants. Alderman Parrott said that's what I need to hear and the public needs to hear, that we don't have that information.

Alderwoman Bauer said we had a mayor, then we had another mayor who left us too soon, then we had an interim mayor, and then we had this election. She said in this process, when we should have been keeping accurate records, it did not get done. She said the head of the liquor commission at any given time, was the mayor. And that mayoral influx and change, led to some discrepancies. Mayor Goodman said he takes responsibility, he did not have that information, this information is not available, but looking back it is not going to do any good at this point. Alderman Parrott said he appreciates all that, but said it is hard to look at voting to change things, unless it is to clean it up.

He said in talking with businesses—can small businesses stay in business, with gaming at other facilities? He said we have less population, fixed incomes, people above poverty—he said there is only

so much water in the pool, there is so much money in the pool. He said just because we have more gaming, doesn't mean there's more dollars. He said we have to be mindful as a council and look at that as well. He said why do we even have a number?

Alderman Dalpoas talked about having proper protocols, some sort of enforcement mechanism. Mayor Goodman said that documents would need to be required at the time of renewal, otherwise they would not get the renewal. City Administrator Kavelman weighed in about those that were grandfathered in and do not need to require proof.

Alderman Hoinacki said there was a number and a limit placed on these for a reason, he said we'll be faced with raising that number down the road. He said keeping the numbers and classes where they are at—there is a reason why they are there. He's in favor of just keeping it.

Alderman Welch wanted to know if there was a set of rules or guidelines that the commission follows. City Administrator Kavelman said they follow the ordinance code, Title 7. Alderman Welch said then the guidelines need to be included. He wanted recommendations for an auditing process. Alderman Welch wanted Mr. Wheat to explain the process of how someone gets their license renewed.

Mayor Goodman weighed in on how they could enforce this going forward, as part of the application. He wanted to know if there was any way of getting away from the grandfathering in. Alderman Dalpoas said he liked the idea of seeing what other cities do. Mayor Goodman said it would be fairer to have it across the board, if that was an option.

Alderman Parrott talked about when the license would begin, he wanted to know when the percentages would begin. Administrator Kavelman said the state has been delayed. Alderman Fleshman asked about the liquor licenses. Asking if this was issued in April. She said effective May 1.

Treasurer Conzo said they get a license from us, and a license from the state, but they cannot serve liquor until they get it. He asked for ordinance violations, are we going to pull the license every time? Mr. Wheat said we're going to pull their license and put them out of businesses. Alderwoman Bauer said these are the places that have gaming. She said that is what we're talking about, not all liquor licenses would be subject to this.

Alderman Welch said this topic is not ready to move forward for any sort of decision. He said the liquor commission has more to discuss. Mr. Wheat asked do you know what you're doing to do then? He said what are we going to do, turn businesses away? Mayor Goodman said we don't want to pass up on an opportunity for growth. City Administrator Kavelman wanted to remind the council that there are two entities that want to move forward with growth.

Alderman Parrott asked what kind of license a Ruby Tuesday's would apply for. It would be a Class C, Restaurant license.

Mr. Bateman said he has always agreed with Steve, he was not a huge gaming fan, but asked the council, why are you limiting one section of a business community to one business sector? He suggested removing the limit with the idea of how many hoops they would have to jump through—it'd be survival of the fittest.

Alderwoman Bauer said enterprise is being limited because of this number. She said who are we to decide who get the opportunity to be in the game and who doesn't? She said it makes her hesitant to put a total number of cap on who can get liquor licenses, but for the gaming piece, there needs to be an added component.

Alderman Parrott said they are addictive vices (alcohol and gambling). He listed fatalities in the county due to alcohol. He said when you're looking at addictive activities, by providing more opportunities, the city is looking at more potential problems down the road. Alderman Welch said it's just like the gaming—when it comes to the drinking. He as a consumer decides where to spend his money. He said we can open up 50 bars in this town, but the market will decide. He said the risk is on the owner. As a council they have to make the opportunity and let the cards fall as they may.

Request to hire a full-time Police Records Clerk:

Police Chief Paul Adams began by saying rather than hiring another police officer, he could be more productive by hiring more staff. He said this would take a lot of work load off of, "the guys." Alderwoman Browne wanted to confirm it is in the budget. The item will be placed on the agenda.

Fast Track Demolition at 107 N. Monroe:

Building and Safety Officer Wes Woodhall said this home was involved in a fire in Feb. 2018. There was no insurance. He said it was in bad shape prior to the fire. He said the property owner was in a bad accident which delayed the process for a long time. He said the property is in terrible, terrible shape—not just an eye sore, but very dangerous. He recommended hiring a company the city used previously—to demolish this property. Alderman Welch wanted to know where he is at in his budget. He said probably through about half of it. He said the money is there, he'd hate to use it for this purpose, but the property is in terrible shape. He said it wasn't planned, but he likely has enough to cover one more property such as this site, and maybe a smaller one. The item will be placed on the agenda.

Announcements:

Mayor Goodman asked if anyone had any announcements.

- City Administrator Kavelman said Comcast contacted the city, the company has announced two new channels will be coming, plus 12 more, as part of their digital economy package.
- Alderman Fleshman wanted to make it known that the resignation of the City Attorney should have been discussed first and then released to the public and the press. He said this is a contract, similar to the contracts awarded by the department heads. Alderwoman Bauer said given the resignation, she wanted to know where the city was in the process of obtaining new legal service for the city. City Administrator Kavelman weighed in on a Request for Proposal (RFP), she said she has contacted quite a few people and spoke with several of them today, she brought up the last agreement that the city had. She said we don't have much time, it would be nice to have one come in right away. Alderwoman Bauer wanted to know if the goal was to review candidates, or have an opportunity to discuss some contracts by Oct. 23, by the COW. Unless they call a special meeting, said City Administrator Kavelman. Alderwoman Bauer did not want to be without service. Mayor Goodman said he distributed the resignation notice from Woods and Bates. He said he did not see a reason not to have it become public knowledge. He said with 30 days, and the need for transparency, the city does not have much time to get someone in there, needing alternate services. He said that was him, he was the only one who would be able to answer that. Alderman Fleshman said from a pool of perspective candidates out there, that the transparency problem is very true. He said in order to maintain Open Meetings Act it should have been presented here. Mayor Goodman said when he has had aldermen resign, he shared the information in the same way. Alderman Fleshman said he could have been wrong, he was wrong last week according to Mr. Bateman. Alderman Hoinaki said he'd like to see a short-term contract, 30 or 60 days, to avoid a gap in service. City Administrator Kavelman said that was probably smart, but when she went over everything with potential candidates, and said she asked for their resumes by the end of this week, what their salary expectations would be, outlined some of the job description. She said she asked them for

their response by the end of this week. Alderman Fleshman asked the council if they should ask Mr. Bates if he would be willing to help someone with the transition. Alderman Welch said the mayor's release of the email, makes it fully transparent what his intentions are. He said we need to get on the ball and get this resolved so we are not in a legal predicament where we don't have council. Mayor Goodman said since the council was informed with that letter, he thought it beneficial for everyone else to know. Alderman Fleshman said he gave 30 days, but that did not mean he would not pickup contractual work as needed. He said it would be worth asking him. Alderman Welch asked if the council would really want to extend an offer to someone who said they did not want to work for us. Alderwoman Bauer said if we are able, and if it is within our time constraints, she did not see it outside of the possibility to ask for a new contract to be drafted, for an as-needed basis, to utilize services so they can continue to do city business. She said it does not have to be Mr. Bates, there are other people who work in his firm. Alderwoman Browne, said just with the ordinances that we are working on. So the services do not stop. So we don't stop where we are at like the council has on the projects in the past. She wanted to know if the council received the resumes by Friday, if they could discuss them by Monday's meeting. City Administrator Kavelman said they could go into Executive Session, there are two who are very interested right now. Alderman Parrott asked if the city would have to put this out for bid, or if they can just ask individuals. She said we're asking anybody, she said this is professional and artistic contract, so you don't have to go out for bids.

- The owner of Apple Food Mart stood up in the back to talk about her business and what they are trying to do to bring businesses back to the downtown area. She said she and her family moved from Chicago. She said they are doing well, and trying their best to change the convenience store.

Adjournment:

There being no further discussion to come before the City Council of Lincoln, Alderwoman Browne motioned to adjourn, seconded by Alderman Dalpoas. Mayor Goodman adjourned the meeting at 9:06 p.m.

Upcoming Meetings:

Regular City Council | Monday, Oct. 15, 7 p.m.
Committee of the Whole | Tuesday, Oct. 23, 7 p.m.
Regular City Council | Monday, Nov. 5, 7 p.m.
Committee of the Whole | Tuesday, Nov. 13, 7 p.m.
Regular City Council | Monday, Nov. 19, 7 p.m.

Respectfully Submitted By:

Alex Williams, Recording Secretary



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 INSURED Janice & Don Sielaff 145 10th St Lincoln IL 62656-1559	CONTACT NAME: Lindsay Volle PHONE (A/C, No, Ext): (217) 732-7341 FAX (A/C, No): (217) 732-9340 E-MAIL ADDRESS: lindsay@dpcminsurance.com INSURER(S) AFFORDING COVERAGE INSURER A : Auto Owners Insurance Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
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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 <input type="checkbox"/> 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 <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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,

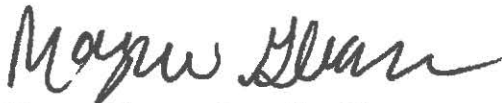
The Logan County Tourism Bureau is requesting your permission to hold the 2018 Christmas Parade in downtown Lincoln. The parade is scheduled for Thursday, December 6, 2018 at 6:30pm.

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 Hickapoo 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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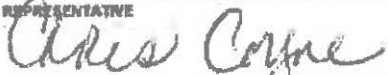
PRODUCER State Farm Chris Coyne Insurance Agency Inc 1301 Woodlawn Rd Lincoln, IL 62656	CONTACT NAME: Chris Coyne PHONE (A.C. No. Ext.): 217-732-7755 FAX (A.C. No.): 217-732-8885 E-MAIL ADDRESS: chris.coyne.ij7@statefarm.com
	INSURER(S) AFFORDING COVERAGE
INSURED Logan County Tourism Bureau 101 N Chicago St Lincoln, IL 62656	INSURER A: State Farm Fire and Casualty Company NAIC #: 25143
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

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

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INSURER 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 <input type="checkbox"/> OTHER		93-E8-D707-2	08/31/2018	08/31/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EP) \$ 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
<input type="checkbox"/>	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					UNDESIGNED SINGLE LIMIT (E&E equipment) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
<input checked="" type="checkbox"/>	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$		93E6D6970	08/31/2018	08/31/2019	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$
<input type="checkbox"/>	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 <input type="checkbox"/> N/A	83E6D6970	08/31/2018	08/31/2019	PER STATUTE / OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY UNIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Christmas Parade - 12/8/18

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 



Resolution for Improvement Under the Illinois Highway Code



Resolution Number	Resolution Type	Section Number
2018-369	Original	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:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
+ 5th Street Road	1.575	N/A	5th Street Road	Forrest Hills Road
+ Forrest Hills Road	0.027	N/A	Forrest Hills Road	Connolley Road
+ Connolley Road	0.39	N/A	Connolley Road	Memorial Park Road
+ Memorial Park Road	0.02	N/A	Memorial Park road	Lincoln Parkway

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed
+				

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

Approved

Regional Engineer Department of Transportation Date

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

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/05/2018

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.

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.

PRODUCER: Goodenow Insurance Agency Inc. 719 North Grand Ave East Springfield, IL 62702
INSURED: JASON BYRNE DBA: Byrne's Backhoe & Excavating 1836 600 Street Mount Pulaski, IL 62548
CONTACT NAME: Shannon Elliott PHONE: (217)523-5443 FAX: (217)523-5456 E-MAIL ADDRESS: ehannon@goodenowinsurance.com
INSURER(S) AFFORDING COVERAGE: Erie Insurance Group NAIC #: 26271

COVERAGES CERTIFICATE NUMBER: 00000000-184657 REVISION NUMBER: 7

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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INFO, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella, and Workers Compensation sections.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) For jobs located at 107 N Monroe, Lincoln, IL 62656

CERTIFICATE HOLDER: City of Lincoln 700 Broadway Street 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: Shannon Elliott (SKE)

“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





