

CITY OF LINCOLN
REGULAR COMMITTEES-OF-THE-WHOLE (COW) MEETING AGENDA
TUESDAY, FEBRUARY 25, 2020
CITY HALL COUNCIL CHAMBERS
7:00 PM

1. Call to Order.
2. Pledge of Allegiance.
3. Public Participation:
4. Stahlhut Drive Payment Schedule.
5. Request to Permit the 31st Annual Royal Grand March at the Logan County Courthouse and grounds on Saturday, May 2, 2020, beginning at approximately 3:30 p.m. A minimum of ten barricades is needed to block streets from Broadway (Flossie & Delzena's Restaurant) to McLean (US Postal Office). A letter of approval has been sent to the Logan County Board/Sheriff Mark Landers, as well. Proof of Insurance is on file and will be provided at the City's request. Submitted by Jeff Maxell, Royal Grand March Director, on behalf of the WLCN 96.3FM and LCHS Junior Class.
6. Mayor's Appointment of Three New Members to the Lincoln City Civil Service Commission: James Meece, Jason Maxheimer, and Bobbie Jo Smith.
7. FOP Union/City current Lincoln Labor Contract Agreement, Amendment to Article 22.1, Health Insurance to be effective March 1, 2020 for the remainder of CY 2020.
8. IAFF#3092 Fire Fighters Union/City current Lincoln Labor Contract Agreement, Amendment to Article 22.1, Health Insurance to be effective March 1, 2020 for the remainder of CY 2020.
9. Street Operators #399 Union/City current Lincoln Labor Contract Agreement, Amendment to Article 22.1, Health Insurance to be effective March 1, 2020 for the remainder of CY 2020.
10. CMT Invoice #0207922 for \$10,928.15 for Professional Services for Union Street Construction for the period 01.01.2020 - 01.31.2020.
11. Discussion to Authorize Police Chief Adams to hire to fill Travis Cole Grenlund's position due to his resignation.
12. City Administrator's Proposed Resolution Amendment to Add Language to New Subsection 8, "Being kept apprised of all City operations."
13. Greater Peoria Economic Development Council (GPEDC)'s \$2,000.00 invoice for services to the City of Lincoln.
14. Discussion about reinstating the annual 10% discount for sewer bills.
15. Discussion regarding Proposed Amendment to City of Lincoln's Garbage/Trash Ordinance.
16. Update of the Progress on the City's Portion of the Fifth Street Road Project and Eminent Domain Progress.
17. Announcements:
18. Executive Session: 2(c)(6): Sale or Lease of Real Estate; 2(c)(11): Pending, Probable, or Imminent Litigation.
19. Adjournment.
20. Upcoming Meetings:
 - Regular City Council Voting Meeting, Monday, March 2, 2020, 7:00 p.m..
 - Committees-of-the-Whole (COW) Meeting: Tuesday, March 10, 2020, 7:00 p.m.

LOAN AMORTIZATION SCHEDULE FOR: City of Lincoln - Stahlhut Drive Extension Project

ENTER VALUES

Loan amount \$1,161,174.00
 Annual interest rate 1.00%
 Loan period in years 8
 Number of payments per year 2
 First payment due date 8/15/2020

LOAN SUMMARY

Scheduled payment \$75,696.20
 Scheduled number of payments 16
 Actual number of payments 16
 Total early payments \$0.00
 Total interest \$49,965.17

Optional extra payments

LENDER NAME Abraham Lincoln Memorial Hospital

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	EXTRA PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
1	8/15/2020	\$1,161,174.00	\$75,696.20	\$0.00	\$75,696.20	\$69,690.33	\$6,805.87	\$1,091,283.67	\$6,805.87
2	02/15/2021	\$1,091,283.67	\$75,696.20	\$0.00	\$75,696.20	\$70,238.78	\$5,456.42	\$1,021,043.89	\$11,262.29
3	08/15/2021	\$1,021,043.89	\$75,696.20	\$0.00	\$75,696.20	\$70,690.98	\$5,105.22	\$950,452.91	\$18,367.51
4	02/15/2022	\$950,452.91	\$75,696.20	\$0.00	\$75,696.20	\$70,943.93	\$4,752.26	\$879,508.98	\$21,119.77
5	08/15/2022	\$879,508.98	\$75,696.20	\$0.00	\$75,696.20	\$71,298.65	\$4,397.54	\$808,210.33	\$25,517.32
6	02/15/2023	\$808,210.33	\$75,696.20	\$0.00	\$75,696.20	\$71,656.15	\$4,041.05	\$736,555.18	\$29,558.37
7	08/15/2023	\$736,555.18	\$75,696.20	\$0.00	\$75,696.20	\$72,013.42	\$3,682.78	\$664,541.76	\$33,241.14
8	02/15/2024	\$664,541.76	\$75,696.20	\$0.00	\$75,696.20	\$72,373.49	\$3,322.71	\$592,168.27	\$36,563.85
9	08/15/2024	\$592,168.27	\$75,696.20	\$0.00	\$75,696.20	\$72,735.36	\$2,960.84	\$518,432.91	\$39,524.69
10	02/15/2025	\$518,432.91	\$75,696.20	\$0.00	\$75,696.20	\$73,099.03	\$2,597.16	\$446,333.86	\$42,121.85
11	08/15/2025	\$446,333.86	\$75,696.20	\$0.00	\$75,696.20	\$73,464.53	\$2,231.67	\$372,869.35	\$44,353.53
12	02/15/2026	\$372,869.35	\$75,696.20	\$0.00	\$75,696.20	\$73,831.85	\$1,864.35	\$299,037.50	\$46,217.88
13	08/15/2026	\$299,037.50	\$75,696.20	\$0.00	\$75,696.20	\$74,201.01	\$1,486.19	\$224,836.49	\$47,713.06
14	02/15/2027	\$224,836.49	\$75,696.20	\$0.00	\$75,696.20	\$74,572.02	\$1,124.18	\$150,264.48	\$48,837.25
15	08/15/2027	\$150,264.48	\$75,696.20	\$0.00	\$75,696.20	\$74,944.88	\$751.32	\$75,319.60	\$49,588.57
16	02/15/2028	\$75,319.60	\$75,696.20	\$0.00	\$75,319.60	\$74,943.00	\$376.60	\$0.00	\$49,965.17

**Stahlhut Drive Development
Cost of Project**

Paid to Date

MEC	29385	3/18/2019	\$	5,762.85	\$	5,762.85	
MEC	29472	4/30/2019	\$	5,358.00	\$	11,120.85	
MEC	29561	5/28/2019	\$	4,397.75	\$	15,518.60	
MEC	29646	6/30/2019	\$	14,364.05	\$	29,882.65	
MEC	29713	7/29/2019	\$	13,648.00	\$	43,530.65	
MEC	29782	8/29/2019	\$	21,579.25	\$	65,109.90	
MEC	29866	10/2/2019	\$	48,403.25	\$	113,513.15	
MEC	29967	11/5/2019	\$	8,483.00	\$	121,996.15	
MEC	30026	11/30/2019	\$	5,812.75	\$	127,808.90	
MEC	30099	12/31/2019	\$	5,638.00	\$	133,446.90	no check
MEC	30109	12/31/2019	\$	762.50	\$	134,209.40	no check
MEC	30160	1/31/2020	\$	1,146.00	\$	135,355.40	no check
Harold Goodman Trucking	8190	7/25/2019	\$	440.00	\$	135,795.40	
PSI	672944	11/30/2019	\$	1,790.25	\$	137,585.65	
PSI	679138	12/31/2019	\$	360.00	\$	137,945.65	
Tru-Stripe, Inc	12753	12/14/2019	\$	4,897.00	\$	142,842.65	
Truman Flatt & Sons	1	10/2/2019	\$	60,398.39	\$	203,241.04	
Truman Flatt & Sons	2	10/31/2019	\$	262,934.91	\$	466,175.95	
Truman Flatt & Sons	3	11/30/2019	\$	400,698.38	\$	866,874.33	
Truman Flatt & Sons	4	12/31/2019	\$	56,409.09	\$	923,283.42	
Truman Flatt & Sons	5	1/31/2020	\$	1,589.99	\$	924,873.41	no check
AmerenIL			\$	16,428.00	\$	941,301.41	
AmerenIL (transformer)		1/29/2020	\$	2,500.00	\$	943,801.41	no check
Brown, Hay & Stephens	10115-405	07/19-01/20	\$	12,865.00	\$	956,666.41	

Payments Pending

Truman Flatt & Sons		\$	82,247.55	\$	1,038,913.96
Bodine Electric		\$	72,260.44	\$	1,111,174.40
Hurwitz Enterprises		\$	40,000.00	\$	1,151,174.40
Contingencies		\$	10,000.00	\$	1,161,174.40

Request To Permit

CITY CLERK
LINCOLN, ILLINOIS

Date: February 19, 2020

FEB 19 2020

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

RECEIVED

On Behalf of WLCN 96.3FM and The Lincoln Community High School Junior Class, we request the approval to conduct the 31st annual Royal Grand March at The Logan County Courthouse and grounds. The event will be held on Saturday, May 2nd, 2020 beginning at approximately 3:30pm. We will need a minimum of 10 barricades to block streets, from Broadway(Flossie & Delzena's to McLean@Post Office). A letter of approval has also been sent to The Logan County Board/Sheriff Mark Landers, as well. Proof of Insurance, as always, is on file and can be provided at your request. Thank you in advance for your time and consideration with regard to this matter.

Best regards,



Jeff Maxwell
Royal Grand March Director
217.648.5510

State of Illinois)
)
County of Logan) SS.

LETTER OF UNDERSTANDING
between the
CITY OF LINCOLN
Logan County, A Municipal Corporation
and the
Fraternal Order of Police, Lodge 208

WHEREAS the parties acknowledge that the first year of the insurance advisory commission had some growing pains to undergo and endeavor to streamline the process in the future; and,

WHEREAS said the City acknowledges that if the Council were to switch to the HAS POS Alternate 2 plan (\$1,500.00 deductible) it would result in an increase to the City of approximately \$87,000.00; and,

WHEREAS the agreed upon \$2,800.00 deductible/increase HSA option will only result in an increase to the City of approximately \$55,000.00, thus saving the City approximately \$32,000.00:

NOW, THEREFORE, BE IT RESOLVED BY AND BETWEEN THE CITY OF LINCOLN AND THE FRATERNAL ORDER OF THE POLICE, LODGE 208, THAT THEY AGREE AND APPROVE THE FOLLOWING:

1. The insurance plans that were already approved by the Council will go into effect on March 1, 2020; and,
2. The contracts will not be opened and will be amended with signatories from both parties; and,
3. Employees who choose the HSA insurance will receive \$215.00 contribution from the City per month for the remaining ten months of the year (excluding retirees); and,
4. Amendments will expire on 12/31/20220 and benefits will revert to those stated in the original contracts; and,
5. The Insurance Advisory Committee will convene within 30 days to begin work on 2021 insurance options.

Letter of Understanding
[page two]

Dated and approved this _____ day of February, 2020, by the parties' duly authorized and approved representatives:

Seth Goodman
Mayor of the City of Lincoln

John A. Hoblit
Attorney For Employer

Field Representative, FOP

President, FOP Lodge 208

Side Letter of Agreement

By and Between
City of Lincoln, Illinois
And
Illinois Fraternal Order of Police Labor Council

Re: 2020 Health Insurance Plan Changes

This Side Letter of Agreement is entered into by the City of Lincoln, Illinois (hereafter referred to as the "City") and the Illinois Fraternal Order of Police Labor Council (hereafter referred to as the "Union"), representing Lincoln Police Officers, Corporals, and Sergeants.

On or about December 19, 2019, the City provided the Union with a 60-day notice of insurance plan changes pursuant to Article 22-Insurance, Section 22.1 of the parties' collective bargaining agreement. The changes were to be effective on March 1, 2020. After receipt of the notice the parties meet on several occasions and reached an agreement relative to the City's notice.

The parties agree as follows:

1. The Union agrees to the plan changes including an increase in deductibles as provided in the PPO 2500 plan and the HMO 500 A plan: to be effective March 1, 2020 through December 31, 2020.
2. The Union agrees to the plan changes including an increase in deductibles as provided in the QHDHP 2800 plan and the addition of the QHDHP 5000 plan as an additional option for its bargaining unit members: to be effective March 1, 2020 through December 31, 2020.
3. The City agrees that effective March 1, 2020, it will increase its monthly Health Savings Account (HSA) contributions by one hundred (\$100.00) dollars to a total monthly contribution of two hundred fifteen (\$215.00) dollars. The additional one hundred (\$100.00) dollar monthly contribution shall end on December 31, 2020, so long as the successor QHDHP plan returns to a \$1,500.00 deductible or unless agreed otherwise.

For the City of Lincoln:

For the Illinois FOP Labor Council:

Mayor

Date

Field Representative

Date

President, FOP Lodge 208

Date

State of Illinois)
)
County of Logan) SS.

LETTER OF UNDERSTANDING
between the
CITY OF LINCOLN
Logan County, A Municipal Corporation
and the
International Association of Fire Fighters, Local 3092

WHEREAS the parties acknowledge that the first year of the insurance advisory commission had some growing pains to undergo and endeavor to streamline the process in the future; and,

WHEREAS said the City acknowledges that if the Council were to switch to the HAS POS Alternate 2 plan (\$1,500.00 deductible) it would result in an increase to the City of approximately \$87,000.00; and,

WHEREAS the agreed upon \$2,800.00 deductible/increase HSA option will only result in an increase to the City of approximately \$55,000.00, thus saving the City approximately \$32,000.00:

NOW, THEREFORE, BE IT RESOLVED BY AND BETWEEN THE CITY OF LINCOLN AND THE INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS, LOCAL 3092, THAT THEY AGREE AND APPROVE THE FOLLOWING:

1. The insurance plans that were already approved by the Council will go into effect on March 1, 2020; and,
2. The contracts **will** not be opened and will be amended with signatories from both parties; and,
3. Employees who choose the HSA insurance will receive \$215.00 contribution from the City per month for the remaining ten months of the year (excluding retirees); and,
4. Amendments will expire on 12/31/20220 and benefits will revert to those stated in the original contracts; and,
5. The Insurance Advisory Committee will convene within 30 days to begin work on 2021 insurance options.

Letter of Understanding
[page two]

Dated and approved this _____ day of February, 2020, by the parties' duly authorized and approved representatives:

Seth Goodman
Mayor of the City of Lincoln

John A. Hoblit
Attorney For Employer

Field Representative, IAFF #3092

President, IAFF #3092

State of Illinois)
)
County of Logan) SS.

LETTER OF UNDERSTANDING
between the
CITY OF LINCOLN
Logan County, A Municipal Corporation
and the
International Union of Operating Engineers, Local #399

WHEREAS the parties acknowledge that the first year of the insurance advisory commission had some growing pains to undergo and endeavor to streamline the process in the future; and,

WHEREAS said the City acknowledges that if the Council were to switch to the HAS POS Alternate 2 plan (\$1,500.00 deductible) it would result in an increase to the City of approximately \$87,000.00; and,

WHEREAS the agreed upon \$2,800.00 deductible/increase HSA option will only result in an increase to the City of approximately \$55,000.00, thus saving the City approximately \$32,000.00:

NOW, THEREFORE, BE IT RESOLVED BY AND BETWEEN THE CITY OF LINCOLN AND THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL #399, THAT THEY AGREE AND APPROVE THE FOLLOWING:

1. The insurance plans that were already approved by the Council will go into effect on March 1, 2020; and,
2. The contracts will not be opened and will be amended with signatories from both parties; and,
3. Employees who choose the HSA insurance will receive \$215.00 contribution from the City per month for the remaining ten months of the year (excluding retirees); and,
4. Amendments will expire on 12/31/20220 and benefits will revert to those stated in the original contracts; and,
5. The Insurance Advisory Committee will convene within 30 days to begin work on 2021 insurance options.

Letter of Understanding
[page two]

Dated and approved this _____ day of February, 2020, by the parties' duly authorized and approved representatives:

Seth Goodman
Mayor of the City of Lincoln

John A. Hoblit
Attorney For Employer

Field Representative, IUOE #399

President, IUOE #399



INVOICE

CITY CLERK
LINCOLN, ILLINOIS

FEB 21 2020

RECEIVED

Beth Kavelman
City of Lincoln, IL
700 Broadway St
P O Box 509
Lincoln, IL 62656

Invoice 0207922
Project 19000114.00
Invoice Date 02/17/2020
Client ID LI0050
Dept CMT.WR.08.SPI
Page 1

Lincoln Union St P.S. Construction

Professional Services from January 1, 2020 to January 31, 2020

Professional Personnel

	Hours	Rate	Amount	
Project Engineer II	5.00	220.00	1,100.00	
Project Engineer I	41.00	190.00	7,790.00	
Senior Engineer I	1.00	150.00	150.00	
Technician I	19.50	95.00	1,852.50	
Totals	66.50		10,892.50	
Total Labor				10,892.50

Reimbursable Expenses

Travel - Employee Mileage			35.65	
Total Reimbursables			35.65	35.65

Total Billings

	Current	Prior	To-Date	
Total Billings	10,928.15	1,018.28	11,946.43	
Limit			195,000.00	
Remaining			183,053.57	
Total this Invoice			\$10,928.15	

----- **Project Summary** -----

Contract Amount	Previous	Current	Project To Date	Remaining	Payments	Outstanding
0.00	1,018.28	10,928.15	11,946.43	0.00	0.00	11,946.43

CRAWFORD, MURPHY & TILLY * ENGINEERS AND CONSULTANTS * 2750 WEST WASHINGTON ST * SPRINGFIELD, IL 62702-3465

(217) 787-8050 * F.E.I.N 37-0844662 * FAX (217) 787-4183

Billing Backup

Monday, February 17, 2020

Crawford, Murphy & Tilly, Inc.

Invoice 0207922 Dated 2/17/2020

10:34:10 AM

Professional Personnel

		Hours	Rate	Amount
Project Engineer II				
Crites, Christina	1/20/2020	1.00	220.00	220.00
Crites, Christina	1/22/2020	1.00	220.00	220.00
Crites, Christina	1/30/2020	3.00	220.00	660.00
Project Engineer I				
Brady, Shannon	1/9/2020	2.00	190.00	380.00
Brady, Shannon	1/16/2020	3.00	190.00	570.00
Brady, Shannon	1/17/2020	4.00	190.00	760.00
Brady, Shannon	1/20/2020	2.00	190.00	380.00
Brady, Shannon	1/21/2020	2.00	190.00	380.00
Brady, Shannon	1/22/2020	1.00	190.00	190.00
Brady, Shannon	1/23/2020	2.00	190.00	380.00
Brady, Shannon	1/29/2020	5.00	190.00	950.00
Brady, Shannon	1/30/2020	8.00	190.00	1,520.00
Brady, Shannon	1/31/2020	2.00	190.00	380.00
Remmert, Shane	1/16/2020	1.00	190.00	190.00
Remmert, Shane	1/20/2020	.50	190.00	95.00
Remmert, Shane	1/21/2020	.50	190.00	95.00
Remmert, Shane	1/29/2020	1.00	190.00	190.00
Remmert, Shane	1/30/2020	6.00	190.00	1,140.00
Remmert, Shane	1/31/2020	1.00	190.00	190.00
Senior Engineer I				
Schmitz, Henry	1/30/2020	1.00	150.00	150.00
Technician I				
Langheim, Jennifer	1/13/2020	2.75	95.00	261.25
Langheim, Jennifer	1/14/2020	1.25	95.00	118.75
Langheim, Jennifer	1/15/2020	1.00	95.00	95.00
Langheim, Jennifer	1/16/2020	1.00	95.00	95.00
Langheim, Jennifer	1/17/2020	1.00	95.00	95.00
Smith, Mathew	1/13/2020	1.50	95.00	142.50
Smith, Mathew	1/14/2020	1.00	95.00	95.00
Smith, Mathew	1/15/2020	2.00	95.00	190.00
Smith, Mathew	1/16/2020	4.00	95.00	380.00
Smith, Mathew	1/17/2020	4.00	95.00	380.00
Totals		66.50		10,892.50
Total Labor				10,892.50

Project	19000114.00	Lincoln Union St P.S. Construction	Invoice	0207922
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Reimbursable Expenses

Travel - Employee Mileage

EX 0011560	1/30/2020	Crites, Christina / Attend Pre- construction meeting for Union Street Pump Station / 62.00 miles @ 0.575	35.65
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Total Reimbursables			35.65	35.65
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Total this Project	\$10,928.15
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Total this Report	\$10,928.15
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LATERAL TESTING

LINCOLN POLICE DEPARTMENT
LINCOLN, ILLINOIS



ORIENTATION
March 7th
2:00PM
APPLICATIONS DUE
March 16th
ORAL INTERVIEWS
March 21st
To be Determined



Police Station
710 5th St.
Lincoln, IL

The City of Lincoln is testing for Lateral Police Officer. Lincoln, with a population around 14,000, is a wonderful bedroom community that is the hub of four large cities within 30 minutes. Our new police station is home to 27 officers that support SRO, K9, tactical squad, general and narcotics investigators and some of the best staff to work with. With our fully outfitted officers and our take home fleet program it is great place to live, work and raise your children.

BENEFITS

Starting Salary \$60,641
Health, Vision, Dental Ins.
Vacation, PTO, Sick Time
Holiday Pay
Downstate Pension Fund
College Reimbursement(BA/BS)
12-Hour Schedule

REQUIREMENTS

ILETSB Certified
2yrs continous service
Must be 21 YOA
High School Diploma
Valid Driver License
No Felony Convictions
15 mile Residency

More Information at <https://lincolnil.gov/recruitment>

ORDINANCE NO.
ORDINANCE AMENDING 1-20-7 OF THE LINCOLN CITY CODE
AMENDING THE DUTIES AND RESPONSIBILITIES OF THE
CITY ADMINISTRATOR

THIS ORDINANCE is made and adopted by the CITY COUNCIL OF THE CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, at a regular meeting held in the City Council Chambers in said City on the ____ day of _____, 2020, WITNESSETH:

WHEREAS, the CITY OF LINCOLN is a municipal corporation located in Logan County, Illinois; and

WHEREAS the City Council of the CITY OF LINCOLN in 2011 established and created the office of city administrator (Ord. 2011-731, 9-19-2011), and by ordinance defined the authority and duties of the city administrator position (1-20-7); and

WHEREAS, the CITY OF LINCOLN considers it necessary to modify the duties and the responsibilities of the City Administrator; and

WHEREAS, the CITY OF LINCOLN desires to amend 1-20-7(A) to add subsection 8 indicating that the City Administrator is to be kept apprised of all city operations; and

WHEREAS, the CITY OF LINCOLN desires to amend 1-20-7(B)(2) to assist in the preparation of agendas, instead of being responsible solely for them; and

WHEREAS, the CITY OF LINCOLN desires to amend 1-20-7(C)(1) to eliminate direct oversight of the various city departments and instead act in a advisory role; and

WHEREAS, the CITY OF LINCOLN desires to amend 1-20-7(D)(1) to assist in the preparation of the annual budget, instead of being responsible solely for it;

NOW, THEREFORE, IT IS HEREBY RESOLVED by the CITY COUNCIL OF THE CITY OF LINCOLN, as follows:

1. That the City of Lincoln will amend 1-20-7(A) to add subsection 8 to keep the City Administrator apprised of all city operations (see attached Exhibit A).
2. That the City of Lincoln will amend 1-20-7(B)(2) to assist in the preparation of the agenda (see attached exhibit A).

3. That the City of Lincoln will amend 1-20-7(C)(1) to make the city administer act in an advisory role for the department heads along with recommending employee policies to the council (see attached exhibit A).

4. That the City of Lincoln will amend 1-20-7(D)(1) to make the city administrator assist in the creation of the yearly budget (see attached exhibit A).

5. Effective Date. That this Ordinance is effective immediately upon passage of the same.

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

Alderman Parrott	_____	Alderman Keller	_____
Alderwoman Horn	_____	Alderman Leith	_____
Alderman Hoinacki	_____	Alderman Bateman	_____
Alderman Downs	_____	Alderman Welch	_____

Ayes: _____

Nays: _____

Absent: _____

Abstain: _____

Passed and approved this ___ day of _____, 2020.

CITY OF LINCOLN,

BY: _____

Seth Goodman, Mayor
City of Lincoln, Logan County, Illinois

ATTEST: _____ (SEAL)

City Clerk, City of Lincoln,
Logan County, Illinois

EXHIBIT A

1-20-7: AUTHORITY AND DUTIES:

The city administrator, subject to the limitations defined in resolutions and ordinances of the city and state statutes, shall be the chief administrative officer of the city, shall report directly to the mayor, shall be responsible to the mayor and the city council for the proper administration of the business affairs of the city, pursuant to the statutes of the state, the ordinances of the city, and the resolutions, motions, and directives of the corporate authorities with powers and duties as follows:

(A) General Duties:

1. Plan, integrate, and evaluate the work and function of all city departments to ensure that operations and services comply with all applicable laws and regulations, direction as set by the mayor, and the policies as adopted by the city council.
2. Assess community and citizen needs and ensure objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality services.
3. Direct and prepare analyses and recommendations on public policy issues before the council and on short and long term plans for city services.
4. Prepare news releases and materials for dissemination to the media and the public; maintain effective relationships with the media.
5. Assess the information technology assets of the city; develop, implement, and monitor an information technology program designed to ensure IT assets are appropriate and effective for the services needed by the city and the community.
6. Participate in professional and community organizations on behalf of the city; maintain good working relationships with key community constituencies.
7. Participate in regional, state, and national meetings and conferences to stay abreast of municipal trends and technology related to municipal operations.
8. Be kept apprised of all city operations.

(B) Responsibilities To The City Council:

1. Attend all meetings of the city council and be present for all discussions, unless excused by the mayor or a majority vote of the city council. Assist the mayor and the city council as required in the performance of their duties.

2. Assist in the preparation of agendas for all meetings of the city council, all city council committees, and all other appropriate committees and commissions of the city, together with such supporting materials as may be required; with nothing herein being construed as to give the city administrator authority to limit or in any way prevent matters from being considered by the city council or any of its committees and commissions.
3. Assist in the preparation of ordinances and resolutions as requested by the mayor or the city council.
4. Keep the mayor and the city council regularly informed about the activities of the city administrator's office by oral or written report at regular and special meetings of the city council.
5. In the event that action requiring city council approval is necessary at a time when the city council cannot meet, the city administrator shall receive directives from the mayor.

(C) Personnel:

1. The city administrator shall work with the corporate authorities to recommend employee policies and regulations; however, the department heads shall remain responsible for the implementation of the policies and regulations in their respective departments.
2. Recommend to the mayor the appointment, suspension, or termination of department heads, and when necessary, for the good of the city, the suspension or termination of other city employees.
3. Be responsible for all collective bargaining processes of the city and recommend to the mayor and city council collective bargaining agreements for consideration and possible final approval by the council. The city administrator shall be responsible for administering all employee organization contracts reached through the collective bargaining process, except as provided herein.
4. Propose to the mayor and city council for their consideration such personnel rules and regulations as the administrator deems necessary to manage the personnel policies of the city.

(D) Budgeting:

1. Assist with the preparation of the annual budget and city budget proceedings, in accordance with guidelines as may be provided by the finance committee and/or the city council and in coordination with department heads, and pursuant to state statutes, for review and approval by the mayor and city council.

2. Administer the budget as adopted by the city council and advise the mayor and city council regularly as to the present financial condition and future financial requirements of the city.
3. Report regularly to the city council on the current fiscal position of the city.
4. Understand and be familiar with the accounting system of the city to ensure that the system employs methods in accordance with current professional accounting practices; and recommend any changes to the mayor and city council.
5. Coordinate and direct the city's efforts to secure alternative funding for city services including grant writing and other appropriate measures. (Ord. 2011-731, 9-19-2011)



Invoice

401 NE Jefferson Ave.
Peoria IL 61603
Tel. (309) 495-5910

Date	Invoice #
2/5/2020	GPEDC 2020

Bill To
City of Lincoln Mayor Goodman 700 Broadway St., PO Box 509 Lincoln IL 62656

Due Date
3/31/2020

Description	Amount
2020 Investment	2,000.00
Total	\$2,000.00