

**CITY OF LINCOLN**  
**REGULAR CITY COUNCIL MEETING**  
**AGENDA**  
**NOVEMBER 2, 2020**  
**CITY HALL COUNCIL CHAMBERS**  
**7:00 PM**

Due to the State of Illinois Phase 4 of the Coronavirus Covid-19 Precautions the City of Lincoln Council will need to continue setting 6' apart in conducting a Regular City Council Meeting. If you would like to participate in public participation you may come to City Hall 2<sup>nd</sup> Floor and remain in the hall way until you are called upon. Once you speak you will be asked to leave the meeting. You may still call in for Public Participation by dialing 217-735-1612 extension 1. We ask that you keep your phone muted until you are recognized to speak by the Mayor. You may view the meeting from Channel 5 or from the city website <https://lincolnil.gov/livestream>

1. **Call to order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Public Participation** Rachel – Lincoln Salvation Army
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 September 29, 2020 Committee of the Whole Meeting, October 5, 2020 Regular City Council Meeting.
  - C. Request to permit Carriage rides on the Square from Red Gate Farms on Friday, November 27, 2020, Friday, December 11, 2020 and Friday, December 18, 2020 from 6:00 p.m. until 9:00 p.m. each day.
6. **Ordinance and Resolution**
  7. **Bids**
  8. **Reports**
  9. **New Business/Communications**
    - A. Approval of "2020 Standard Agreement for Professional Services Nutrient Study (002)" between Crawford, Murphy and Tilly and the City of Lincoln in an amount not to exceed \$60,000.00.
    - B. Approval of request from the Logan County Tourism Bureau for \$16,500.00 for the purpose of completing repairs to the Mill.
  10. **Discussion**
  11. **Announcements**
  12. **Possible Executive Session**
  13. **Adjournment**

We welcome the participation of persons with disabilities at all City of Lincoln meetings. If auxiliary aid or service is required for most effective participation and communication, please notify the City Clerks' Office at 217-735-2815 or [cityclerk@lincolnil.gov](mailto:cityclerk@lincolnil.gov) no later than 48 hours prior to the meeting time.

## **COMMITTEE OF THE WHOLE MEETING**

Lincoln City Hall, Council Chambers  
700 Broadway Street | Lincoln, Illinois

**Tuesday, September 29, 2020**

The Committee of the Whole Meeting of the City Council of Lincoln was called to order by Acting Mayor Tracy Welch at 7:00 p.m., with proper notice given. City Clerk Peggy Bateman called roll.

### **Present:**

Alderman Tracy Welch, Ward 1  
Alderman Steve Parrott, Ward 1  
Alderman Ron Fleshman, Ward 2  
Alderman Sam Downs, Ward 2  
Alderman Kevin Bateman, Ward 3  
Alderman Ron Keller, Ward 3  
Alderman Kathy Horn, Ward 4  
Alderman Jeff Hoinacki, Ward 4

### **Present:**

Elizabeth Kavelman, City Administrator  
John Hoblit, City Attorney  
Peggy Bateman, City Clerk  
Chuck Conzo, City Treasurer

### **Remotely:**

Bob Dunovsky, Fire Chief  
Wes Woodhall, Building and Safety Officer  
Andrew Bowns, Veolia Water, Project Manager  
Paul Adams, Police Chief  
Walt Landers, Streets Superintendent

### **Absent:**

### **Presiding:**

Acting Mayor Tracy Welch

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The Council had a moment of silence for the passing of Supreme Court Justice Ruth Bader Ginsburg and Retired Sergeant Darrell Sisk. Sergeant Sisk had 31 years of service with the Lincoln Police Department and was the City's first DARE officer.

### **Public Participation:**

Jonathon and Melissa Cox phoned in regarding a letter they received from Building & Safety Official Wes Woodhall informing the Cox's that they were required to obtain a permit to have chickens within the city limits. The Cox's have had their chickens for a few years with no objections from their neighbors. They don't have a backyard to speak of so they have been using their side yard to house their chickens. In order to obtain a permit and keep their chickens, The Cox's will need to obtain a variance through the Zoning Board of Appeals. The Cox's would rather not go through the Zoning Board of Appeals and asked for leniency from the council since they only have side yards on their property. City Attorney Hoblit replied that there is a process and it must be followed to be fair to everyone. The Cox's questioned why there was \$25 permit fee and the \$150 variance fee. Treasurer

Conzo explained the \$25 permit fee goes into the General Fund and is used to run the City just as other permit fees are used. Alderman Bateman explained that the \$150 variance fee is used to pay the board members on the Zoning Board.

**Eric Larson with Illinois American Water (IAW) phoned in to address water shut offs due to COVID. The council will then have discussion on how to proceed from the City standpoint.**

The Illinois Commerce Commission (ICC) and private utilities have been engaging in a moratorium for non-pay water shut offs due to COVID-19 and financial strains it has caused to some individuals. The expiration date has been moved back several times, with the current expiration date is October 1<sup>st</sup>, 2020. The ICC and private utilities recently decided to extend the date to March 31, 2021 for anyone who self certifies that they are having financial hardship. IAW asks that the City partner with them and not enforce sewer shut offs for anyone that self certifies financial duress until March 31, 2021. Mr. Larson said there is no proof of financial hardship required, only a verbal recording to self-certify.

Acting Mayor called for discussion:

There are currently 197 sewer accounts past due. Late fees were waived briefly after COVID but have been reinstated.

The City may need to implement Tier 3 for sewer accounts to cover operation costs due to delinquent accounts.

The Council is concerned with how cumbersome 197 individualized payment arrangements could be on the Clerk's office so Alderman Fleshman will work with the Clerk's office to find the most ideal plan then add that plan to the agenda.

**Stark Excavating Change Order 1-3 for Union Street Pump Station**

Christy Crites was present remotely and gave an update.

Change order 1 and 2 total \$70,000. These are closing costs and ancillary outstanding changes.

Change order 3 is zeroing out the contract. This will take it down to just what Stark has completed to date. The total payout to Stark is \$1,184,076.77. The majority of these costs are for materials.

The next contractor cannot begin work until all the lien waivers have been received and turned in to the IEPA.

Ameren and Illinois American Water have moved their lines while the Contractor switch is being processed.

This item will be placed on the regular agenda.

**Invoice from Crawford, Murphy & Tilly for the CSO Improvement Construction Phase Services from August 1, 2020 through August 28, 2020 in the amount of \$49,649.93.**

This item will be placed in the regular agenda.

**Invoice from Crawford, Murphy & Tilly for 5th Street Road Professional Services from August 1 Through August 28, 2020 in the amount of \$6,111.23.**

This item will be placed in the regular agenda.

**Invoice from Hanson Professional Services for the 5th Street Road Project in the amount of \$11,896.78.**

This item will be placed in the regular agenda.

**Employee HSA Contributions for Calendar Year 2021.**

There will not be a rate increase for insurance this fiscal year. The council will vote at the next regular meeting to approve and continue the \$215/month HSA contribution.

This item will be placed in the regular agenda.

**Enhancement to the existing language regarding Social Networking to the Employee Handbook.**

Language was added to reference other city policies and statement of protected classes defined in the Americans with Disabilities Act.

This item will be placed in the regular agenda.

**Discussion of Bids presented for one (1) new 3/4 Ton and one (1) new 1/2 Ton truck for the Fire Department.**

Bids for a new truck for the Fire Department were received from Lincoln, Chrysler, Dodge and Jeep, Jim Xamis, and Graue. Lowest bid was from Lincoln, Chrysler, Dodge and Jeep for both trucks. The ½ ton truck bid was \$26,200 and the ¾ ton truck bid was \$31,213 plus licensing and fees. \$65,000 was budgeted for the two trucks. Red will be the color of the new vehicles. All bids will be emailed to the Council.

This item will be placed on the regular agenda.

**Discussion on "Say No To Panhandling"**

Panhandling is not against State law. Panhandlers are exercising their rights to free speech. There has been some concern with panhandlers standing in public right of way. Chief Adams said there isn't any difference with them standing there then with pedestrians walking in the public right of way. Both will need to be treated the same. There has been discussion in other municipalities to put up signs that say "Say No to Panhandling" and encourages people to give to charities instead. These signs would be placed at the intersection at Walmart. 6 signs total would be needed. The only alternative to the signs would be creating an ordinance against panhandling. These types of ordinances have been contested in the past and could possibly bring forth lawsuits against the City. There is concern of individuals coming off the median to receive donations and some have left debris. City Attorney Hoblit said many ordinances have been recently repealed due to the Constitutional right to free speech.

Mr. Hoblit will do more research regarding this and this item will be brought back to another COW.

**An Ordinance Authorizing the Issuance of Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020, of the City of Lincoln, Logan County, Illinois in an Aggregate Principal amount not to exceed \$1,915,000 for the purpose of refunding certain outstanding obligations of the City and paying for costs related thereto.**



Treasurer Conzo explained that when this bond, Series 2014, was issued it was at a much higher interest rate making the annual payment between \$173,000 - \$176,000. This bond was issued to fund the TIF. There are two refunding options he'd like the council to consider.

1. Annual payments would be approximately \$160,000-\$165,000 with payments going down after that. An overall savings would be \$146,000.

2. Take the savings up front. The payments for the next three years would be \$137,000-\$144,000 then increase to \$168,000-\$171,000. An overall savings of \$132,000.

Cost of issuance would be \$40,000 for both options. Treasurer Conzo prefers option #2. These payment amounts are an estimate and depend on the interest rate at the time of issuance. This ordinance will need to be created by the end of the current Council Session which is in April 2021.

This item will be placed on the regular agenda.

### **Discussion on moving forward with the 5th Street Road Project**

Ambra Knox from CMT was present and shared with the council that there are **12** total parcels not finalized. **3** are signed by the property owners and at IDOT for review. **4** are just receiving their revised offers from the design changes. **4** have verbal agreements with the property owners. And **1** is outstanding due to not being able to get in touch with the property owner.

City Administrator Kavelman recommends to the council to continue with this project. By pulling out now, the City could lose federal funding and the integrity with IDOT for future projects and the integrity with the citizens for starting a project and not completing it.

The Council will look over the recent information they were given regarding the project and this item will be brought back to the next COW.

### **Announcements:**

- Permit request from Spirited Republic to close road between the Arcade and Kickapoo on Pulaski Street on Friday October 16th from 4pm-11pm for outdoor entertainment. This item will be placed on the Consent Agenda.
- Halloween/trick or treating discussion: The department of public health does not have any restrictions for trick or treating but recommends to maintain social distancing and to wear masks. The CDC recommends not doing traditional door to door trick or treating.
- Business Interruption Grant: \$220 Million in grant funding. Anyone interested apply online with Illinois Department of Commerce or [www.gpcovid.com](http://www.gpcovid.com).

### **Executive Session | 2 (C) 1 Personnel:**

There being no further announcements to come before the council, Alderman Parrott made a motion to move into Executive Session, seconded by Alderman Keller. City Clerk Bateman called the roll.

### **Present:**

Alderman Tracy Welch, Ward 1  
Alderman Steve Parrott, Ward 1  
Alderman Ron Fleshman, Ward 2  
Alderman Sam Downs, Ward 2  
Alderman Kevin Bateman, Ward 3  
Alderman Ron Keller, Ward 3  
Alderman Kathy Horn, Ward 4  
Alderman Jeff Hoinacki, Ward 4

**Yeas: (8)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Aldeworman Kathy Horn, Alderman Steve Parrott, Alderman Ron Fleshman

**Nays: (0)**

**Abstain: (0)**

**Absent: (0)**

The council recessed from the meeting at 9:15pm in order to enter into Executive Session. Acting Mayor Welch announced there may be city business conducted upon reconvening.

**Return from Executive Session:**

The council reconvened from Executive Session at 9:27pm in order to reconvene the Committee of the Whole meeting. Roll call was taken.

**Present:**

Alderman Tracy Welch, Ward 1  
Alderman Steve Parrott, Ward 1  
Alderman Ron Fleshman, Ward 2  
Alderman Sam Downs, Ward 2  
Alderman Kevin Bateman, Ward 3  
Alderman Ron Keller, Ward 3  
Alderman Kathy Horn, Ward 4  
Alderman Jeff Hoinacki, Ward 4

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**Adjournment:**

There being no further discussion to come before the City Council of Lincoln, Alderman Bateman motioned to adjourn, seconded by Alderman Parrott. All were in favor. Acting Mayor Welch adjourned the meeting at 9:28 p.m.

**Respectfully Submitted By:**

Charity Hutchison, Recording Secretary

**REGULAR CITY COUNCIL MEETING**

Lincoln City Hall, Council Chambers  
700 Broadway Street | Lincoln, Illinois

**Monday, October 5, 2020**

The Regular Meeting of the City Council of Lincoln was called to order by Acting Mayor Welch at 7:00 pm, with proper notice given. City Clerk Peggy Bateman called roll.

**Present:**

Alderman Tracy Welch, Ward 1  
Alderman Ron Fleshman, Ward 2  
Alderman Sam Downs, Ward 2  
Alderman Kevin Bateman, Ward 3  
Alderman Ron Keller, Ward 3  
Alderwoman Kathy Horn, Ward 4  
Alderman Jeff Hoinacki, Ward 4

**Staff Present:**

City Administrator Elizabeth Kavelman  
City Clerk Peggy Bateman  
Treasurer Chuck Conzo  
Police Chief Paul Adams  
City Attorney John Hoblit

**Remotely:**

Fire Chief Bob Dunovsky  
Building and Safety Officer Wes Woodhall  
Streets Superintendent Walt Landers  
Veolia Water, Andrew Bowns

**Absent:**

Alderman Steve Parrott, Ward 1

**Presiding:**

Acting Mayor Tracy Welch

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The Council had a moment of silence for Shirley Bartelmay. Mrs. Bartelmay was a former Courier Citizen of the Year, former Tourism Board member and volunteer at the Postville Courthouse.

**Public Comment:**

There was no one present for public participation.

Christopher Collins was sworn in by City Attorney John Hoblit as a new patrolman for the Lincoln Police Department.

**Consent Agenda by Omnibus Vote:**

**A. Payment of Bills**

**B. Approval of minutes: September 15, 2020 Committee of the Whole Meeting, September 21, 2020 Regular City Council Meeting.**

**C. Request from Spirited Republic to permit the closure of Pulaski Street from Kickapoo Street through the Arcade Walkway on Friday, October 16, 2020 from 4:00 PM until 11:00 PM for an outdoor concert.**

Alderman Hoinacki made the motion to approve, Alderwoman Horn seconded. Acting Mayor Welch called for discussion, there being none, City Clerk Bateman called the roll.

**Yeas: (7)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Alderwoman Kathy Horn, Alderman Ron Fleshman

**Nays: (0)**

**Abstain: (0)**

**Absent: (1)** Alderman Steve Parrott

Acting Mayor Welch moved to other items on the agenda.

**Ordinance and Resolution:**

**A. 2020-933 Ordinance and Resolution An Ordinance Authorizing the Issuance of Taxable General Obligation Refunding Bonds (Alternate Revenue Source), Series 2020, of the City of Lincoln, Logan County, Illinois, in an Aggregate Principal amount not to exceed \$1,915,000 for the purpose of refunding certain outstanding obligations of the City and paying for costs related thereto.**

Alderwoman Horn made the motion to approve, Alderman Keller seconded.

Treasurer Conzo explained that this would be refinancing the current TIF bond, which was issued in 2014, at a lower interest rate.

Acting Mayor Welch called for discussion, there being none, City Clerk Bateman called the roll.

**Yeas: (7)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Alderman Kathy Horn, Alderman Ron Fleshman

**Nays: (0)**

**Abstain: (0)**

**Absent: (1)** Alderman Steve Parrott

**Bids:**

**A. Approval of bid from Lincoln Chrysler, Dodge, Jeep for the purchase of a 1/2 ton truck in an amount not to exceed \$26,200 and 3/4 ton truck in an amount not to exceed \$31,213.00, plus licensing fees.**

Alderman Hoinacki made the motion to approve, Alderwoman Horn seconded. Acting Mayor Welch called for discussion.

Chief Dunovsky will be in contact with the dealership regarding trade-in value of the 2 vehicles being replaced. He will also be checking on new lighting systems and/or transferring lights and sirens from the old vehicles to the new.

Acting Mayor Welch called for further discussion, there being none, City Clerk Bateman called the roll.

**Yeas: (7)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Alderwoman Kathy Horn, Alderman Ron Fleshman  
**Nays: (0)**  
**Abstain: (0)**  
**Absent: (1)** Alderman Steve Parrott

Acting Mayor Welch moved to other items on the agenda.

**New Business/Communications:**

**A. Approval of Change Order No. 1 from Stark Excavating for work on the Union Street Pump Station in an amount not to exceed \$34,205.79.**

Alderman Hoinacki made the motion to approve, Alderman Bateman seconded. Acting Mayor Welch called for further discussion, there being none, City Clerk Bateman called roll.

**Yeas: (7)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Alderwoman Kathy Horn, Alderman Ron Fleshman  
**Nays: (0)**  
**Abstain: (0)**  
**Absent: (1)** Alderman Steve Parrott

**B. Approval of Change Order No. 2 from Stark Excavation for work on the Union Street Pump Station in an amount not to exceed \$35,794.21.**

Alderman Bateman made the motion to approve, Alderman Downs seconded. Acting Mayor Welch called for discussion, there being none, City Clerk Bateman called roll.

**Yeas: (7)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Alderwoman Kathy Horn, Alderman Ron Fleshman  
**Nays: (0)**  
**Abstain: (0)**  
**Absent: (1)** Alderman Steve Parrott

**C. Approval of Change Order No. 3 from Stark Excavating for work on the Union Street Pump Station in an amount not to exceed \$70,000.00.**

Alderman Keller made the motion to approve, Alderman Downs seconded. Acting Mayor Welch called for discussion, there being none, City Clerk Bateman called roll.

**Yeas: (7)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Alderwoman Kathy Horn, Alderman Ron Fleshman  
**Nays: (0)**  
**Abstain: (0)**  
**Absent: (1)** Alderman Steve Parrott

**D. Invoice from Crawford, Murphy & Tilly for CSO Improvement Construction Phase Services from August 1, 2020 through August 28, 2020 in an amount not to exceed \$49,649.93.**

Alderman Downs made the motion to approve, Alderman Bateman seconded.

Alderman Fleshman asked that moving forward, percentages for how much was allocated for the project and how much has been used be shown on the invoices from CMT. This will be asked for all engineering services.

Acting Mayor Welch called for further discussion, there being none, City Clerk Bateman called roll.

**Yeas: (7)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Alderwoman Kathy Horn, Alderman Ron Fleshman

**Nays: (0)**

**Abstain: (0)**

**Absent: (1)** Alderman Steve Parrott

**E. Invoice from Crawford, Murphy & Tilly for Professional Services for the Fifth Street Road Project from August 1, 2020 through August 28, 2020 in an amount not to exceed \$6,111.23.**

Alderwoman Horn made the motion to approve, Alderman Downs seconded. Acting Mayor Welch called for discussion, there being none, City Clerk Bateman called roll.

**Yeas: (6)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Jeff Hoinacki, Alderwoman Kathy Horn, Alderman Ron Fleshman

**Nays: (1)** Alderman Kevin Bateman

**Abstain: (0)**

**Absent: (1)** Alderman Steve Parrott

**F. Invoice from Hanson Professional Services for Professional Services for the Fifth Street Road Project in an amount not to exceed \$11,896.78.**

Alderman Downs made the motion to approve, Alderwoman Horn seconded. Acting Mayor Welch called for discussion.

City Administrator Kavelman said this invoice should be the last from Hanson for any previous work.

Acting Mayor Welch called for further discussion, there being none, City Clerk Bateman called roll.

**Yeas: (6)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Jeff Hoinacki, Alderman Kathy Horn, Alderman Ron Fleshman

**Nays: (1)** Alderman Kevin Bateman

**Abstain: (0)**

**Absent: (1)** Alderman Steve Parrott

**G. Approval of the authorization of the City's continued HSA contribution if the Insurance Committee brings forward those HSA plans to support it.**

Alderwoman Horn made the motion to approve, Alderman Keller seconded.

The next Insurance Committee meeting is 10/7/2020. Acting Mayor Welch clarified that this vote would be offering the same \$215 employer contribution per employee if the same insurance plan is kept. If the Insurance Committee brings forward a different plan, then this would not be offered.

Acting Mayor Welch called for further discussion, there being none, City Clerk Bateman called roll.

**Yeas: (6)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Jeff Hoinacki, Alderwoman Kathy Horn, Alderman Ron Fleshman

**Nays: (0)**

**Abstain: (1)** Alderman Kevin Bateman

**Absent: (1)** Alderman Steve Parrott

#### **H. Approval of the addition of a Social Networking Policy to the Employee Handbook.**

Alderman Downs made the motion to approve, Alderman Keller seconded. Acting Mayor Welch called for discussion, there being none, City Clerk Bateman called roll.

**Yeas: (7)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Alderman Kathy Horn, Alderman Ron Fleshman

**Nays: (0)**

**Abstain: (0)**

**Absent: (1)** Alderman Steve Parrott

#### **I. Approval of hiring a new Firefighter from the eligible list due to a vacancy.**

Alderman Fleshman made the motion to approve, Alderwoman Horn seconded. Acting Mayor Welch called for discussion, there being none, City Clerk Bateman called roll.

**Yeas: (7)** Alderman Tracy Welch, Alderman Sam Downs, Alderman Ron Keller, Alderman Kevin Bateman, Alderman Jeff Hoinacki, Alderman Kathy Horn, Alderman Ron Fleshman

**Nays: (0)**

**Abstain: (0)**

**Absent: (1)** Alderman Steve Parrott

Acting Mayor Welch moved to other items on the agenda.

#### **Announcements:**

- Census Update: 2020 Census is 99% completed and will be finalized on October 31, 2020. Alderman Keller thanked the media, The Lincoln Public Library, The Farm Bureau and CAPCIL for their assistance.
- City Clerk Bateman reminded everyone to watch their water usage in October, November and December. Water readings from these months determine your sewer bill amount for next year.
- Trick or Treating: October 31<sup>st</sup> from 5-8pm. The Council reminds everyone participating to wear PPE and keep your distance from others when possible. More information for Trick or Treating with the Mayor will be available soon and posted to the City website and Facebook.
- A thank you to Adam Mackey with Lincoln Speedway. The 1<sup>st</sup> of a 3 year National Racing presence was held last weekend and resulted in a big economic boost to the community. Ex: Hotels, restaurants, gas stations.
- Along with October being Breast Cancer Awareness Month, it is also Manufacturing Month. The City thanks Eaton, Precision Products, Cresco Labs, Heritage Packaging, and International Paper and its employees for continued support to the community.



**Adjournment:**

There being no further discussion to come before the City Council of Lincoln, Alderman Hoinacki motioned to adjourn, seconded by Alderman Keller. Acting Mayor Welch adjourned the meeting at 7:34 p.m.

**Respectfully Submitted By:**

Charity Hutchison, Recording Secretary

# REQUEST TO PERMIT

CITY CLERK  
LINCOLN, ILLINOIS

OCT 22 2020

RECEIVED

DATE: 10/22/2020

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

Carriage rides on the square on Nov 27<sup>th</sup>, Dec 11<sup>th</sup>  
and Dec 18<sup>th</sup> from 6pm-9pm each of  
these nights.

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 11/24/2020

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: Red Gate Farm

Address: 15276 New Salem Bluff Rd, Petersburg, IL 62675

Phone: 217-501-4234 Cell: \_\_\_\_\_

Email: manager@redgatefarmllc.com



## CITY OF LINCOLN, ILLINOIS

700 Broadway St., P.O. Box 509, Lincoln, IL 62656

Named for and Christened by Abraham Lincoln, 1853—Incorporated February 16, 1865  
CITY COUNCIL MEETS FIRST AND THIRD MONDAY NIGHTS EACH MONTH

To: Mayor and Aldermen of the City of Lincoln

From: Andrew Bowns, Wastewater Project Manager

Meeting Date: October 27, 2020

RE: Phosphorus Study - CMT to Complete

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### Background

The City's wastewater permit issued on October 16, 2019 and made effective on November 1, 2019 has a requirement for completing a system wide phosphorus study.

### Analysis/Discussion:

The City's permit has special condition 19; which requires the City to develop a "Phosphorus Discharge Optimization Plan" within 18 months of the effective date of the permit. This plan will identify the heaviest phosphorus contributors to the collections system, and have a plan to reduce the phosphorus entering the system. The plan will include a timeframe outline of when these activities should be able to be completed. It will also develop a plan for reduction of phosphorus discharges from the wastewater treatment facility.

### Fiscal Impact:

This will be a time and materials (T&M) agreement with Crawford, Murphy, and Tilly Incorporated, for the development of the phosphorus optimization plan, and as is with any T&M agreement, a total cost for completing this study is not known at this time. \$75,000 was included in the wastewater budget under the "50-7400-7856 Sewer Study" line item this fiscal year, for the purposes of completing this study; which I believe will be adequate to cover the cost of the completed study.

### COW Recommendation:

Place "2020 Standard Agreement for Professional Services Nutrient Study (002)" on the November 2<sup>nd</sup> voting session.

### Council Recommendation:

Approve "2020 Standard Agreement for Professional Services Nutrient Study (002)" to allow CMT to expense against the "50-7400-7856 Sewer Study" line item.

#### CITY COUNCIL

FIRST WARD  
STEVE PARROTT  
TRACY WELCH

SECOND WARD  
RON FLESHMAN  
SAM DOWNS

THIRD WARD  
KEVIN BATEMAN  
RON KELLER

FOURTH WARD  
JEFF HOINACKI  
KATHY HORN

**2020 STANDARD AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT** made between City of Lincoln, whose address is 700 Broadway Street, hereinafter called the **CLIENT** and Crawford, Murphy & Tilly, Inc., Consulting Engineers, 2750 West Washington Street, Springfield, Illinois 62702, hereinafter called the **ENGINEER**.

**WITNESSETH**, that whereas the **CLIENT** desires the following described professional engineering, land surveying or architectural services:

Services for assisting with the development of a wastewater treatment facility nutrient reduction plan as required by the NPDES permit. See Exhibit A for Scope of Services.

**NOW THEREFORE**, the **ENGINEER** agrees to provide the above described services and the **CLIENT** agrees to compensate the **ENGINEER** for these services in the manner checked below:

- On a time and expense basis in accordance with the attached Schedule of Hourly Charges which is subject to change at the beginning of each calendar year. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.
- At the lump sum amount of \$\_\_\_\_\_.

**IT IS MUTUALLY AGREED THAT**, payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**.

**IT IS FURTHER MUTUALLY AGREED:**

The **ENGINEER** shall provide assistance to the **CLIENT** as outlined in Exhibit A, Scope of Services. The Scope of Services and associated costs are estimated at \$60,000. The **ENGINEER** shall not exceed the \$60,000 without the expressed written authorization from the **CLIENT**. The **ENGINEER** shall inform the **CLIENT** on a monthly basis of the progress/status of work and the associated cost. The **ENGINEER** shall inform the **CLIENT** in writing, if the \$60,000 fee is reached and shall not continue work until the **CLIENT** authorizes additional fee.

The **CLIENT** and the **ENGINEER** each binds himself, his partners, successors, executors, administrators and assignees to each other party hereto in respect to all the covenants and agreements herein and, except as above, neither the **CLIENT** nor the **ENGINEER** shall assign, sublet or transfer any part of his interest in this **AGREEMENT** without the written consent of the other party hereto. This **AGREEMENT**, and its construction, validity and performance, shall be governed and construed in accordance with the laws of the State of Illinois. This **AGREEMENT** is subject to the General Conditions attached hereto.

**IN WITNESS WHEREOF**, the parties hereto have affixed their hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

**CLIENT:**

City of Lincoln, Illinois  
(Client Name)

\_\_\_\_\_  
(Signature)

Tracy Welch - Mayor  
(Name and Title)

\_\_\_\_\_  
Date

**ENGINEER:**

CRAWFORD, MURPHY & TILLY, INC.

\_\_\_\_\_  
(Signature)

Christina Crites – Vice President  
(Name and Title)

\_\_\_\_\_  
Date

**CMT Job No.** \_\_\_\_\_

**STANDARD GENERAL CONDITIONS**  
**Crawford, Murphy & Tilly, Inc.**

**1. Standard of Care**

In performing its professional services hereunder, the **ENGINEER** will use that degree of care and skill ordinarily exercised, under similar circumstances, by members of its profession practicing in the same or similar locality. No other warranty, express or implied, is made or intended by the **ENGINEER'S** undertaking herein or its performance of services hereunder.

**2. Reuse of Document**

All documents including Drawings and Specifications prepared by **ENGINEER** pursuant to this Agreement are instruments of service. They are not intended or represented to be suitable for reuse by **CLIENT** or others on extensions of the Project or on any other project. Any reuse without written verification or adaptation by **ENGINEER** for the specific purpose intended will be at **CLIENT'S** sole risk and without liability or legal exposure to **ENGINEER**; and **CLIENT** shall indemnify and hold harmless **ENGINEER** from all claims, damages, losses and expenses including attorneys' fees arising out of or resulting therefrom.

**3. Termination**

This Agreement may be terminated by either party upon seven days prior written notice. In the event of termination, the **ENGINEER** shall be compensated by the client for all services performed up to and including the termination date, including reimbursable expenses, and for the completion of such services and records as are necessary to place the **ENGINEER'S** files in order and/or to protect its professional reputation.

**4. Parties to the Agreement**

The services to be performed by the **ENGINEER** under this Agreement are intended solely for the benefit of the **CLIENT**. Nothing contained herein shall confer any rights upon or create any duties on the part of the **ENGINEER** toward any person or persons not a party to this Agreement including, but not limited to any contractor, subcontractor, supplier, or the agents, officers, employees, insurers, or sureties of any of them.

**5. Construction and Safety**

The **ENGINEER** shall not be responsible for the means, methods, procedures, techniques, or sequences of construction, nor for safety on the job site, nor shall the **ENGINEER** be responsible for the contractor's failure to carry out the work in accordance with the contract documents.

**6. Payment**

Payment for services rendered shall be made monthly in accordance with invoices rendered by the **ENGINEER**. If payment is to be on a lump sum basis, monthly payments will be based on the portion of total services completed during the month. Invoices, or any part thereof, which are not paid within 30 days after the date of issue shall bear interest at the rate of 1-1/2% for each month or fraction thereof from the date 30 days after issue to time of payment. **CLIENT** will pay on demand all collection costs, legal expenses and attorneys' fees incurred or paid by **ENGINEER** in collecting payment, including interest, for services rendered.

**7. Indemnification for Release of Pollutants**

If this project does not involve pollutants, this provision will not apply. This provision may not be deleted if the project involves pollutants.

If, due to the nature of the service covered under this Agreement including the potential for damages arising out of the release of pollutants, **CLIENT** agrees that in the event of one or more suits or judgments against **ENGINEER** in favor of any person or persons, or any entity, for death or bodily injury or loss of or damage to property or for any other claimed injury or damages arising from services performed by **ENGINEER**, **CLIENT** will indemnify and hold harmless **ENGINEER** from and against liability to **CLIENT** or to any other persons or entities irrespective of Engineer's compensation and without limitation. It is understood that the total aggregate liability of **ENGINEER** arising from services performed by **ENGINEER** shall in no event exceed \$50,000 or the total compensation received under this agreement whichever is greater, irrespective of the number of or amount of such claims, suits, or judgments.

**8. Risk Allocation**  Check box if this does not apply

The total liability, in the aggregate, of the **ENGINEER** and **ENGINEER'S** officers, directors, employees, agents and consultants, and any of them, to **CLIENT** and anyone claiming by, through or under **CLIENT**, for any and all injuries, claims, losses, expenses or damages arising out of the **ENGINEER'S** services, the project or this agreement, including but not limited to the negligence, errors, omissions, strict liability or breach of contract of **ENGINEER** or **ENGINEER'S** officers, directors, employees, agents or consultants, or any of them, shall not exceed the total compensation received by **ENGINEER** under this agreement, or the total amount of \$50,000, whichever is greater.

**9. Project Schedule and Scope**

Based on the schedule objectives provided by **CLIENT**, **ENGINEER** will develop a schedule of important milestones as necessary for the project for **CLIENT'S** review and approval. **ENGINEER** will monitor performance of services for conformance with the schedule and will notify **CLIENT** of any necessary changes to or deviations from the schedule. Where required by approved project schedule, **ENGINEER** will present the required deliverables and complete the required tasks at the appropriate intervals for **CLIENT'S** review and approval prior to payment.

**CRAWFORD, MURPHY & TILLY, INC.**  
**STANDARD SCHEDULE OF HOURLY CHARGES**  
**JANUARY 1, 2020**

<b>Classification</b>	<b>Regular Rate</b>
Principal	\$ 230
Project Engineer II Project Architect II Project Manager II Project Environmental Specialist II	\$ 220
Project Engineer I Project Architect I Project Manager I Project Environmental Specialist I Project Structural Engineer I	\$ 190
Sr. Structural Engineer II	\$ 175
Sr. Technician II	\$ 160
Aerial Mapping Specialist	\$ 155
Sr. Engineer I Sr. Architect I Sr. Structural Engineer I Land Surveyor	\$ 150
Technical Manager II Environmental Specialist III	\$ 140
Sr. Technician I	\$ 135
Sr. Planner I GIS Specialist Engineer I Architect I Structural Engineer I	\$ 130
Environmental Specialist II Technician II	\$ 115
Planner I Technical Manager I Environmental Specialist I Technician I Project Administrative Assistant	\$ 95
Administrative/Accounting Assistant	\$ 60

If the completion of services on the project assignment requires work to be performed on an overtime basis, labor charges above are subject to a 15% premium. These rates are subject to change upon reasonable and proper notice. In any event this schedule will be superseded by a new schedule effective January 1, 2021.

Out of pocket direct costs will be added at actual cost for blueprints, supplies, transportation and subsistence and other miscellaneous job-related expenses directly attributable to the performance of services. A usage charge may be made when specialized equipment is used directly on the project.

Subconsultant services furnished to CMT by another company will be invoiced at actual cost, plus ten percent.

## EXHIBIT A

### SCOPE OF SERVICES

#### WWTP NUTRIENT REDUCTION

##### 1. COLLECT AND ASSES EXISTING PLANT INFORMATION

- Plant Influent Flow & Load Data
- Plant Effluent Flow & Load Data
- Plant Operations Control Data
- Plant Design Plans
- Previous Studies, Evaluations, Conditions, Assessments, Etc.
- Determine if additional information is required and discuss with the **CLIENT**
- Kick off meeting with the **CLIENT**

##### 2. CONDUCT PLANT WALK-THRU WITH FACILITY OPERATIONS STAFF

##### 3. IDENTIFY ADDITIONAL SAMPLING AND TESTING (IF REQUIRED)

##### 4. PHOSPHORUS DISCHARGE OPTIMIZATION PLAN

The **ENGINEER** will assist the **CLIENT** in developing the Optimization Plan identified in the latest Lincoln NPDES Permit No. IL0029564 (SPECIAL CONDITION 19). The Optimization Plan will consider three areas for optimization: (A) Source Reduction (B) Existing Operational Improvements and (C) Minor Facility Modifications.

###### A. Source Reduction

- Assist the **CLIENT** with evaluating the phosphorus reduction potential of users.
- Assist the **CLIENT** with establishing a strategic sampling, testing and data analysis of users.
- Assist in determining which sources have the greatest opportunity for reducing phosphorus (ie. Industrial, commercial, institutional).
- Assist with evaluation of user source reduction and where this potential exists, assist with implementing local limits.
- Meet with the **CLIENT** for review.

###### B. Existing Operational Improvements

- Assist with evaluating Solids Retention Time (SRT) for:
  - i. Nitrification
  - ii. Denitrification
  - iii. Biological Phosphorus Removal
- Assist with the evaluation of adjusting aeration rates (D.O. operating set points) to promote simultaneous nitrification-denitrification
- Assist in evaluating existing recycle stream impacts on the treatment process and possible modifications where negative impacts are identified.
- Meet with the **CLIENT** for review.

###### C. Minor Facility Modifications

- Assist in evaluating potential baffle additions to create anaerobic, anoxic, aerobic zones within the existing aeration tanks.
- Assist in evaluating control modification for auto ON-OFF operation of aeration and mixing.
- Assist in evaluating reconfiguration of flow through existing aeration basins.
- Assist in evaluating process waste stream characteristics for appropriate balance of constituents for BPR operation (re: volatile fatty acids, etc.)



- Meet with the **CLIENT** for review.

## 5. **PHOSPHORUS REDUCTION FEASIBILITY STUDY**

The **ENGINEER** will assist the **CLIENT** in developing feasible options for meeting potential future phosphorus limits of 0.5mg/L and 0.1mg/L as identified in the latest Lincoln NPDES Permit No. IL0029564 (SPECIAL CONDITION 20).

- Assist in evaluating chemical precipitation process
- Evaluate existing WWTF Configurations
  - Develop an evaluation matrix for selecting the process configuration for each of the limits.
  - Meet with the **CLIENT** to review
  - Develop process flow diagrams for selected configuration.
  - Conceptually design each process configuration into the existing plant layout where possible.
  - Conduct process simulation of the selected processes for the limits noted.
  - Develop a preliminary hydraulic profile for each selected configuration.
  - Develop preliminary concept designs of system components for each selected process configuration.
  - Develop preliminary capital costs and operation and maintenance costs for each selected process configuration.
    - Develop concept level preliminary capital costs
    - Develop concept level operational costs
    - Develop concept level maintenance costs
    - Evaluate the impact of limits applied on:
      - Monthly average basis
      - Seasonal average basis
      - Annual average basis
    - Meet with the **CLIENT** for review.

## 6. **PREPARE A FINDINGS REPORT ON THE PHOSPHORUS REDUCTION FEASIBILITY STUDY AND THE PHOSPHORUS DISCHARGE OPTIMIZATION PLAN**

- Develop draft report and meet with the **CLIENT** for review.
- Finalize findings report.
- Assist **CLIENT** with IEPA submittal.