

**CITY OF LINCOLN**  
**COMMITTEE OF THE WHOLE MEETING**  
**AGENDA**  
**MARCH 23, 2021**  
**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. Pledge of Allegiance**
- 3. Public Participation**
- 4. Jeanette Harris, Chairperson City of Lincoln Diversity & Inclusion Commission update.**
- 5. Superintendent for Illinois American Water, Nathan Pennisi update on status of projects that are taking place in the community.**
- 6. Request to Permit: Use of Postville Park for vendors for the Route 66 Garage Sales Event June 11<sup>th</sup>, 12<sup>th</sup>, 13<sup>th</sup> 2021**
- 7. 2020 Bond Expenditure item for Fire Department Battery-Operated Extrication Equipment to replace 25 year-old hydraulic system.**
- 8. Approval of a Lincoln Economic Development Grant Application for \$6,500.00 for the Lincoln Woman's Club structural building work as recommended by the Lincoln Economic Development Grant Commission.**
- 9. Update and discussion on Mulligan Solar Farm request.**
- 10. Ordinance Creating Section 8-12 of Lincoln City Code "Parklets"**
- 11. Discussion regarding Committees**
- 12. Discussion of F.Y. 2021/2022 Budget**
- 13. Announcements:**
- 14. Possible Executive Session**
- 15. Adjournment**
- 16. Upcoming Meetings:** City Council: Monday, April 5, 2021 at 7:00 PM  
Committee of the Whole Tuesday, April 13, 2021

# REQUEST TO PERMIT

MAR 18 2021

DATE: March 18, 2021

RECEIVED

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

Use of Postville PARK for vendors for

the RT (Le) Garage Sales Event

June 11, 12 + 13, 2021

8-5 Friday, Saturday + Sunday

Setup on Thursday mid afternoon

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 May 31, 2021.

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: Michelle Ramlow

Address: 1038 N. College St.

Lincoln

Phone: 217-480-0057

Cell:

Email: YNCRamlow@yahoo.com



CITY CLERK  
LINCOLN, ILLINOIS

MAR 17 2021

RECEIVED

1040 East Morton Ave. • Jacksonville, IL 62650 • 217-245-6777 • ron@jacksonvillestainedglass.com

Lincoln Woman's Club  
Attn: Sue Beaver  
230 North McLean  
Lincoln, IL 62656

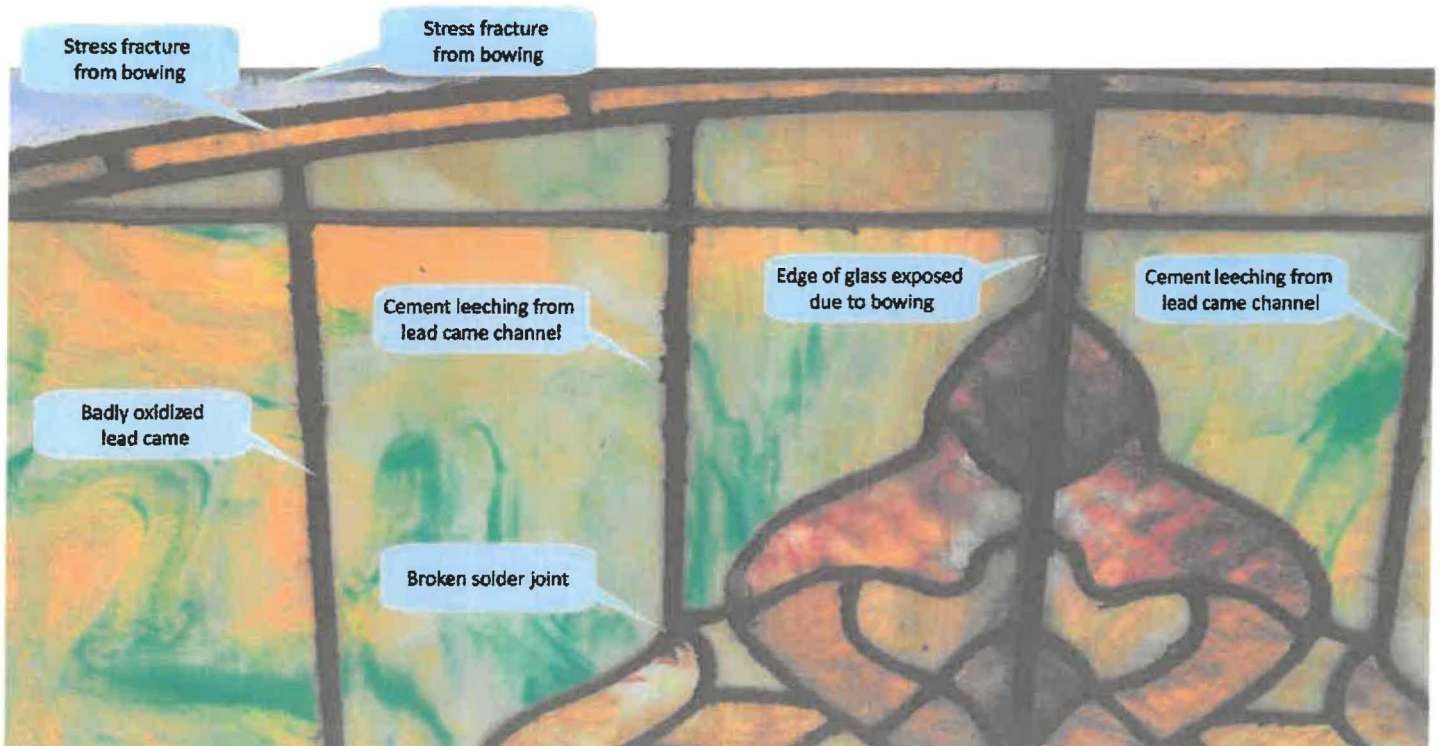
2/24/2020

Dear Lincoln Woman's Club:

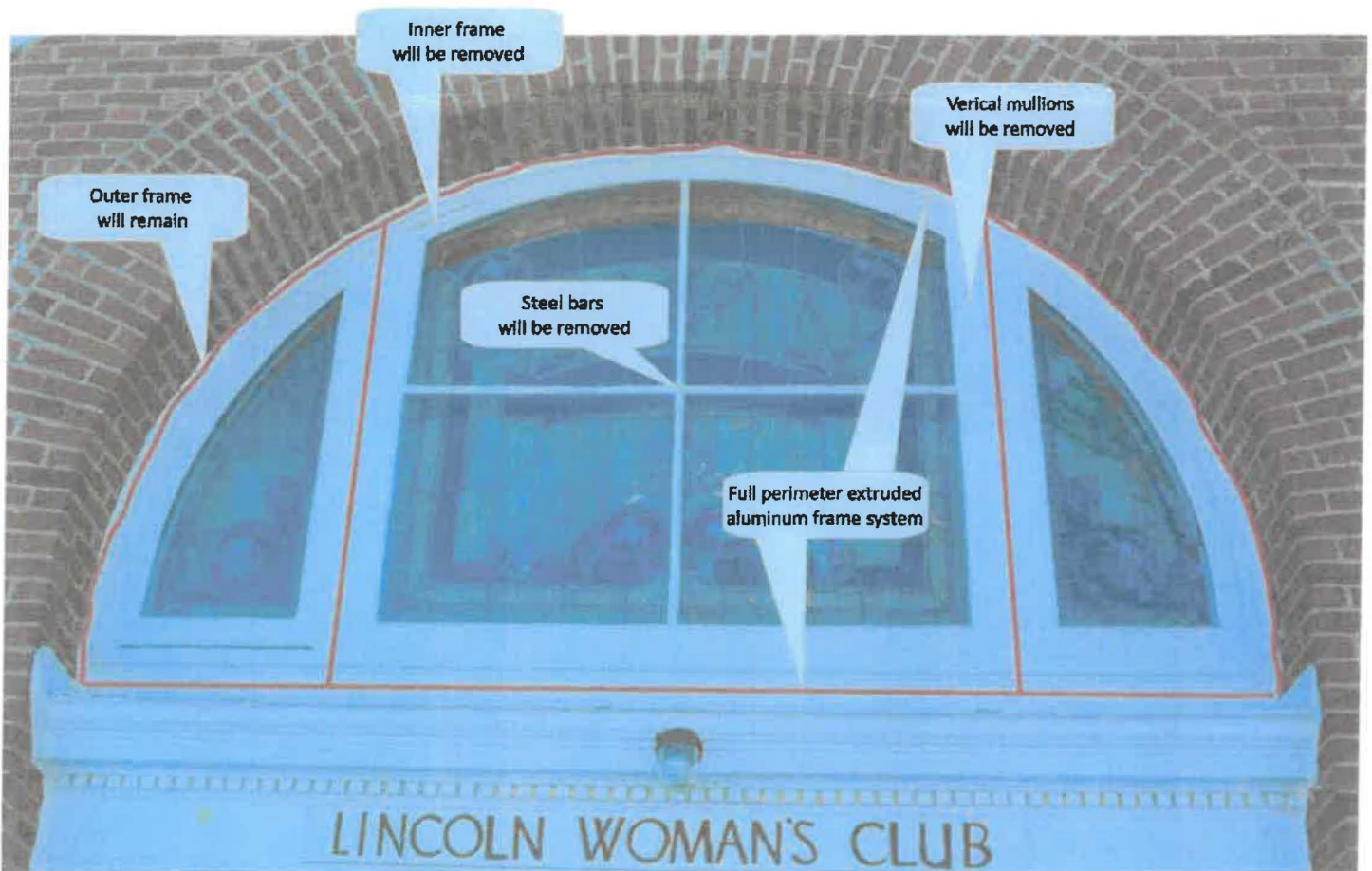
Thank you very much for the opportunity to inspect and evaluate your window. Jacksonville Stained Glass continues to be one of the only full service art glass studios in central Illinois. Our studio specializes in restoration of ecclesiastical stained glass windows. We continue the centuries old methods of restoration handed down from generation to generation. We approach each restoration project with conservation as our number one priority.

Your window is well over 100 years old. The lead has oxidized and become brittle over the years and the cement that provides structural support has deteriorated to the point that the window is compromised. The only true fix is a full restoration. Please see the accompanying document titled, "Our Restoration Process", for a detailed description of the process.

This photo depicts some of the problems your window is experiencing.



The challenging part with your window is removal of the stained glass. The stained glass can only be extracted to the exterior of the building. This means that the existing storm glazing (exterior protection) and surrounding wood framing must be removed to access and extract the stained glass. Once this is removed the sight line of the stained glass will be much improved. To properly protect the stained glass and the entire exterior framing, my suggestion would be to install a full perimeter extruded aluminum frame system that we custom manufacture in our studio. This system would be installed after scraping and painting the entire exterior frame. It would fasten to the brick and be painted white so as to blend into the wood frame behind it. It would be broken into three sections (instead of 6 currently) and would incorporate a ventilation system to properly circulate the air between the exterior glazing and the stained glass. The window is located directly over the front door so our recommendation would be to use 1/4" tempered glass as the glazing material. Tempered glass is 5 times stronger than plate glass and breaks into very small, harmless pieces. This solution will provide many years of maintenance free use.



This mock up of the new aluminum frame system (shown in red) is a little rough, as it is difficult to draw smooth curved lines. I think you can see how much cleaner and nicer this system will be.

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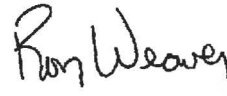
## Conclusion

Once again, thank you for allowing Jacksonville Stained Glass this opportunity to inspect your windows and provide a true conservation approach to restoring your windows. We pride ourselves in quality craftsmanship and fully expect our restored windows to last 100-125 years.

One of the most important elements of my job is to provide our customer's with the education and knowledge necessary to make a qualified decision concerning window restoration. The statement that *"you get what you pay for"* has never been more pertinent than when hiring a stained glass restoration studio. I am at your disposal to answer questions, provide demonstrations, give tours of our studio or meet with committees.

Please see the next page for a breakdown of your pricing and our terms.

Sincerely,



Ron Weaver  
Owner  
Jacksonville Stained Glass

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**Fully Accredited Member**  
**Stained Glass Association of America**



*"Where the craft becomes a tradition"*



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3/11/2021

### Front Arch Stained Glass Window – FULL RESTORATION

#### Proposal to include all materials and labor to:

- Extract existing storm glazing and inner wood window framing
- Extract all stained glass
- Perform full "in studio restoration" of all stained glass, using restoration quality lead came
- Touch up interior wood frame/scrape and paint exterior frame
- Re-install all restored stained glass panels

### Front Arch Window – STORM GLAZING PROTECTION

#### Proposal to include all materials and labor to:

- Scrape, prime and paint exterior wood frame
- Install full perimeter extruded aluminum frame with ventilation system
- 1/4" tempered glass glazing
- Caulk all perimeter joints

**\$15,000**

Proposal accepted as written:

TITLE \_\_\_\_\_

CHURCH TRUSTEE

DATE \_\_\_\_\_

TITLE \_\_\_\_\_

CHURCH TRUSTEE

DATE \_\_\_\_\_

**Payment Schedule:** Please sign and return. A 50% down payment is due before work can begin. The remaining balance will be due within 15 days of Jacksonville Stained Glass' completion. Optional payment terms are available at the discretion of Jacksonville Stained Glass.

#### **Policies and Disclaimers:**

1. This Agreement contains the entire agreement between the parties, and the terms of this Agreement. Any alteration, amendment, or modification must be agreed to in writing and signed by all parties. You represent that no promise, inducement, representation or agreement not contained in this Agreement has been made to you or your church. 2. Additional travel costs may be added in the event gasoline exceeds \$4.00 per gallon. 3. Pricing will expire 6 months from date on proposal. 4. Glass replacements are made at our discretion and color matches made may vary based upon manufacturer and the age of the glass being replaced. 5. Replacement lead came will be restoration quality and a close match to the original using stock lead comes. 6. Payments due and unpaid under the terms of this Contract shall bear interest from the date payment is due at the rate of 5% per annum until paid. 7. Jacksonville Stained Glass shall be entitled to recover its reasonable attorneys' fees and costs incurred in order to enforce any of these provisions, or otherwise in connection with any dispute arising out of this Agreement.



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12/28/2020

### Front Arch Stained Glass Window – REPLACEMENT COST



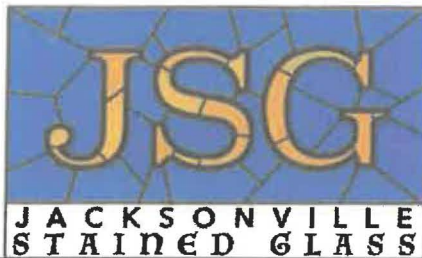
Overall size is 40" x 75"

Contains mostly domestic opalescent art glass with no kiln fired painting.

Window can be duplicated using like materials available today.

Wood frame made using red oak.

Total replacement cost **\$18,750**



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3/11/2021

## *Front Arch Stained Glass Window Restoration* **Scope and Cost Breakdown**

### **\$1,000 Extraction of Stained Glass Panels**

- ◆ Documentation of the window using high resolution photography.
- ◆ Protection of the surrounding area with tarps.
- ◆ Dust is eliminated by wetting the panels.
- ◆ Three panels will be extracted to the interior of the building by removing the inner trim stop boards.
- ◆ The panels will be fitted to custom crates for transport to the JSG studio facility.
- ◆ The window opening is inspected for rotted wood and other issues.
- ◆ Clean up.
- ◆ Crates are securely loaded into our work trailer and driven to Jacksonville for restoration.

### **\$8,000 Full Restoration Stained Glass**

- ◆ Crates are unloaded and opened.
- ◆ Photo documentation again.
- ◆ A rubbing is produced that defines the lead matrix and solder jointing.
- ◆ The panels are soaked in large flat tubs filled with water for 48 hours to soften the dirt and grime build up on the glass.
- ◆ Dismantling of the panels begins and every piece of glass is removed from the lead matrix.
- ◆ All art glass pieces are cleaned by hand.
- ◆ Broken glass is dealt with at this point using two methods.
  1. Straight line breaks are edge glued back together using Hxtal epoxy.
  2. Shattered glass is matched to the best of our abilities and replaced.
- ◆ Re-leading using restoration quality lead came.
- ◆ The panels are soldered on both sides.
- ◆ Our proprietary formula of cement is brushed into the lead came channels of the panel.
- ◆ Whiting is used to soak up the excess cement and polish the glass.
- ◆ Support bars are soldered to the interior side of the stained glass panels.
- ◆ The panels are given a final cleaning and crated for transport to Lincoln.

### **\$2,000 Installation of Restored Stained Glass Panels**

- ◆ Crates opened on site Lincoln Woman's Club
- ◆ Panels are inserted into the wood window frame and secured in place.
- ◆ Window frame is touched up with stain.
- ◆ Clean up.



**\$4,000 Installation of Storm Glazing Protective Covering**

- ◆ Scrape, prime and paint exterior wood frame
- ◆ Install full perimeter extruded aluminum frame with ventilation system
- ◆ 1/4" tempered glass glazing
- ◆ Caulk all perimeter joints with color matched high performance sealants

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**\$15,000 Total Cost All Detail Listed Above**

September 1, 2021 Expected Start Date  
October 30, 2021 Expected Completion Date

**ORDINANCE NO.**

**AN ORDINANCE CREATING SECTION 8-12 OF LINCOLN  
CITY CODE "PARKLETS"**

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 \_\_\_\_\_, 2021, WITNESSETH:

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

WHEREAS, the CITY OF LINCOLN acknowledges that due to COVID issues there were measures passed last year that would help various downtown businesses stay open while in restaurant/bar consumption was not allowed; and

WHEREAS, the CITY OF LINCOLN has noted that the businesses and patrons enjoyed being able to consume their beverages/food outside; and

WHEREAS, the CITY OF LINCOLN desires to institute a parklet system which codifies parklets into the Lincoln City Code; and

WHEREAS, the CITY OF LINCOLN would be adding Section 8-12 titled "Parklets";

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

1. The City of Lincoln will add Title 8 Chapter 12 Lincoln City Code titled "Parklets" (See below Exhibit).
2. 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 Welch	_____
Alderman Hoinacki	_____	Alderman Downs	_____
Alderman Fleshman	_____	Alderman Bateman	_____

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Abstain: \_\_\_\_\_

Absent: \_\_\_\_\_

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2021.

CITY OF LINCOLN,

BY: \_\_\_\_\_

Tracy Welch, Acting Mayor  
City of Lincoln, Logan County, Illinois

ATTEST: \_\_\_\_\_ (SEAL)

City Clerk, City of Lincoln,  
Logan County, Illinois

## EXHIBIT A

### **8-12: Parklets**

#### **8-12-1: Definitions.**

As used in this article, the following terms shall have the meanings indicated:

**(A) ADJACENT BUILDING.** A building whose principal facade fronts on the sidewalk where the parklet is or is proposed to be located.

**(B) PARKLET.** A temporary curb extension in place of one or more on street diagonal or parallel parking spaces intended to provide space for customers to sit and enjoy space where existing narrow sidewalk would preclude such occupancy. Parklets are intended as sidewalk/street furniture, providing opportunities for outdoor dining.

**(C) DOWNTOWN PARKING DISTRICT.** The downtown area of the City of Lincoln, defined by the boundaries, where there is the desire to permit the use of parking spaces for the purposes of parklets.

**(D) DOWNTOWN PARKING DISTRICT BOUNDARIES.** The following streets (both sides of each street are within the district unless specifically indicated otherwise in this section:

1. Broadway Street from Chicago Street to the alley east of McLean Street
2. Kickapoo Street from Pekin Street to Clinton Street
3. McLean Street from Pekin Street to Pulaski Street
4. Pulaski Street from Chicago Street to McLean Street

**(E) PERSON.** Any individual, partnership, corporation, association, or other entity.

**(F) PRINCIPAL FAÇADE.** That portion of the facade of a building which fronts on a public street.

**(H) SIDEWALK.** The paved surface provided for the exclusive use of pedestrians and situated between and extending from any building to the curb of any street (excluding therefrom any unpaved area).

#### **8-12-2: Parklets permitted.**

Property owners fronting on streets within the Downtown Parking District will be allowed to construct a parklet along their frontage as long as they apply for and receive the parklet license as required in this article.

#### **8-12-3: License required.**

No person shall operate a parklet within the Downtown Parking District without first obtaining a parklet license and satisfying all of the requirements of this section.

**8-12-4: Parklet applications.**

(A) Each applicant for a parklet license shall submit and file an application with the City Clerk, together with three copies of a development plan (as defined below) and the appropriate fee. The application shall set forth:

1. The name and address of the applicant;
2. The name and address of the owner of the adjacent building (if other than the applicant);
3. The name and address of the person who has prepared the development plan; and
4. Shall be accompanied by the written authorization and approval of the owner of the adjacent building (if other than the applicant).
5. The development plan, which is a written plan setting forth the following information (and such other additional information, if any, as may be subsequently requested by the Town):
  - a. description of the adjacent building and a description of all properties immediately adjacent to such building;
  - b. description of the proposed design and location of the parklet and all temporary structures, equipment, and apparatus to be used in connection with its operation, including tables, chairs, planters, awnings, lighting, and electrical outlets (if any);
  - c. statement of the seating capacity of the proposed parklet and of the existing business actually operated by the applicant in the adjacent building;
  - d. diagram demonstrating that pedestrian traffic along the sidewalk upon which the parklet is proposed to be located will in no way be impeded; and
  - e. description of the proposed location of the parklet showing the actual dimensions of the area to be utilized and the building, street, and sidewalk upon which it fronts and on which it is to be located.
6. Required insurance policy.
7. Indemnification agreement.
8. Maintenance agreement.
9. License fee.

**8-12-5: Development plan review and approval.**

The development plan shall be referred to the Building & Safety Officer, or other appropriate official designated by the Building & Safety Officer to review such plans, who shall thereupon recommend approval, disapproval or modification of the plan within 10 business days following its submission. The City Clerk may also refer the development

plan to the Chiefs of the Police and Fire Departments for their review and recommendation.

**8-12-6: Insurance required.**

No parklet license shall be issued unless the licensee shall have first filed with the City Clerk a copy of an insurance policy, issued by a company duly authorized to transact business under the laws of the State of Illinois, providing for the payment of not less than \$1,000,000, combined single limit, to satisfy all claims for damage by reason of bodily injuries to or the death of any person as a direct or indirect result of the operation of the parklet or for injury to any person occurring on the premises occupied by such business, and further providing for the payment of not less than \$10,000 to satisfy all claims for property damage occurring as a direct or indirect result of the operation of such business. The insurance policy shall provide that the insurance company shall notify the City 10 days prior to cancellation or substantial change in coverage.

**8-12-7: Indemnification agreement required.**

No parklet license shall be issued unless the licensee shall have first executed and filed with the City Clerk an indemnification agreement pursuant to which the licensee, in further consideration of the issuance of the license, shall agree to forever defend, protect, indemnify and save harmless the City, its officers, agents and employees, from and against any and all claims, causes of action, injuries, losses, damages, expenses, fees and costs arising out of or which may arise out of the licensee's operation of such parklet.

**8-12-8: Maintenance agreement required.**

No parklet license shall be issued unless the licensee shall have first executed and filed with the City Clerk a maintenance agreement pursuant to which the licensee, in further consideration of the issuance of the license, shall agree, at the option of the City, either to repair at its sole cost and expense any damage caused to the sidewalk by the operation of the cafe, or to reimburse the City in full for all costs and expenses incurred by it in making any such repairs. The City Clerk may require a bond to be filed by the licensee in an amount to be fixed by the City.

**8-12-9: License fee.**

The annual fee for a parklet license shall be \$250.

**8-12-10: Term of license; renewals.**

All parklet licenses shall be issued for a one-year period commencing April 1 and ending November 1. Licenses may be renewed annually by the filing of an application in accordance with the provisions of this article.

**8-12-11: Rules, regulations and specifications.**

A parklet authorized and operating pursuant to this article shall comply with all of the following rules and regulations and such others as may be adopted by resolution of the City Council:

**(A)** Compliance with development plan. The parklet shall be operated and maintained in accordance with the development plan as finally approved when the parklet permit is issued.

**(B)** Placement of furniture near fire hydrants. No furniture, apparatus, decoration, or appurtenance used in connection with the operation of the parklet shall be placed within 10 feet of any fire hydrant, plug or standpipe without the specific written authorization of the Chief of the Fire Department.

**(C)** Obstruction of ingress and egress. No furniture, apparatus, decoration, or appurtenance used in connection with the operation of the parklet shall be located in such a way as to impede the safe and speedy ingress and egress to or from any building or structure.

**(D)** Minimum pedestrian passageway. No furniture, apparatus, decoration, or appurtenance used in connection with the operation of the parklet shall protrude into, on or above the required pedestrian passageway.

**(E)** Temporary barrier required. The parklet shall be separated from the required street by a suitable temporary and portable barrier designed for such or similar use, which shall have been shown on and approved as part of the development plan.

**(F)** Safety barrier required. The parklet shall have a concrete barrier placed at the end of the parklet of oncoming traffic to prevent personal injury. This safety barrier may be covered by decorative fixtures which compliment the design of the parklet and are approved by the Building & Safety Officer.

**(G)** Service to patrons. Service in the parklet shall be provided by persons engaged or employed for that purpose and shall be furnished to seated patrons only.

**(H)** Litter; maintenance of sidewalks. The parklet area utilized by the adjacent building shall be kept clean and free of litter. Sidewalks shall be cleaned daily, and trash receptacles shall be provided as required and approved by the City.

**(I)** Hours and months of operation. Parklets shall be permitted to operate only within the permitted Downtown Parking District between April 1 and ending November 1 and only from 7:00 a.m. until 11:00 p.m.

**(J)** Removal of furniture after closing. Within 30 minutes after the closing of the parklet, the operator shall have all the furniture, apparatus, decorations and any other items used in connection with the operation of the parklet removed from the street, except for decorative planters, platform and barriers. All such materials shall be stored in a safe and secure interior location.

**(K) Compliance with State Sanitary Code.** The operator shall comply with all the sanitary requirements of Logan County Health Department.

**(L) Operation limited to operator of primary restaurant.** The parklet shall be actually operated and maintained by the same person who operates and maintains the related restaurant/business of the adjacent building which the parklet is a part and an extension.

**(M) Compliance with ordinances.** The operator shall comply with all other ordinances of the City of Lincoln. In the case that any outdoor dining ordinance provisions conflict with this article for the district herein regulated under these regulations and requirements shall prevail.

**(N) Number of parklets allowed.** The number of parklets permitted in the Downtown Parking District shall not occupy in excess of 10% of the total number of parking spaces available in the district. The intent is to provide a fair distribution of accessible spaces for parking and parklets.

**8-12-12: Alcoholic beverages.**

**(A)** The parklet area upon which an adjacent building use has been authorized to operate pursuant to this section shall constitute premises duly licensed for the sale and consumption of alcoholic beverages; provided, however, that the related restaurant of which the parklet is a part and an extension is so licensed and provided further that specific approval has been obtained from the City of Lincoln Liquor Commission for the extension of the alcoholic beverage consumption license to the parklet area. Such approval shall be separate from, and must be obtained in addition to, the license to operate a parklet pursuant to this section.

**(B)** Patrons of a parklet must keep alcoholic beverages in the parklet. Consumption of alcoholic beverages is not permitted on public sidewalks unless approved by the City of Lincoln Liquor Commission.

**8-12-13: Notice of violation; failure to comply; revocation.**

Upon a determination by an officer or employee of the City charged with the responsibility for enforcing the provisions of this section that a parklet licensee has violated one or more of such provisions, such officer or employee shall give written notice to the licensee to correct the violation within 24 hours of the receipt of such notice by the licensee. Such notice shall also be filed with the Mayor and City Clerk. In the event that the licensee fails or refuses to correct such violation within such period, the City Clerk shall revoke the parklet license. Upon the revocation of such license, the licensee, upon written request, shall be entitled to a hearing before the City Council within 14 days of the date of its request. Such hearing shall be conducted according to such rules as are determined by the City Council.