

CITY OF LINCOLN
COMMITTEE OF THE WHOLE MEETING
AGENDA
JULY 12, 2022
CITY HALL COUNCIL CHAMBERS
7:00 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Participation**
- 4. Alice Roate/Logan County Tourism – 2nd Quarter report**
- 5. Bid opening for 227 N. Kickapoo Street**
- 6. F.Y. 2022/2023 Appropriations**
- 7. Updating Equipment for City Parks**
- 8. Appointment of Mayor Pro Tem**
- 9. Tourism Budget**
- 10. Announcements**
- 11. Possible Executive Session**
- 12. Adjournment**
- 13. Upcoming Meetings:** City Council Meeting: Monday, July 18, 2022 at 7:00 PM
Committee of the Whole Meeting: Tuesday, July 26, 2022 at 7:00 PM



101 N. Chicago St. Lincoln, IL 62656 / 217.732.8687 / www.destinationlogancountyil.com

Logan County Tourism Bureau 2022 2nd Quarter Report

Board of Directors

President: Kathie Williams	Tracy Welch- (<i>ex officio</i>)
Vice President: Gail Sasse	Emily Davenport
Treasurer: Neal Patel	Nila Smith
Secretary: Marilyn Wheat	Steve Parrott
	Jim Wessbecher
	Olivia Partlow
	Rick Hoefle
	Melanie Blankenship
	Molly Pickering

- **Financials**
 - Hotel/Motel Tax Income (95%) 4/2022 & 5/2022 - **\$28,364.85**
 - Have not received 6/2022 hotel/motel tax yet
 - Hotel/Motel Tax 2022 Quarter 2 revenue is **up 40%** compared to 2021 Quarter 2 revenue
- **Grants Received**
 - Illinois Department of Commerce & Economic Opportunity LCTB Grant July 2022 – June 2023 - **\$46,287.00**
- **Advertising Efforts**
 - **Digital Marketing continued for July 2022 – June 2023** – Radio spots, Location Targeted Geo-Fencing, Facebook/Instagram Ads.
 - **The Depot and The Mill are official stops in the Route 66 Passport-** (<https://www.route66navigation.com/passport>). We had **429** people with Tourism related inquiries (via in person/phone/web) at The Depot and **480** people visit the Mill Museum (April-June); **209** of those were visitors with Route 66 Passports.
- **Welcome Garden – Butterfly Habitat**
 - Grand opening on May 20th during 3rd Friday. We had an awesome turn out and the garden is looking great!
- **The Mill Museum**
 - Held a Cruise-In fundraiser on June 18th. Raised \$681.98

Financials attached – Account Balances as of June 30th, 2022

Logan County Tourism Bureau

Balance Sheet

As of June 30, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10002 State Bank Savings	49,508.96
10003 State Bank Money Market	0.00
10004 LCTB Checking-State Bank	107,675.24
10005 State Bank Savings Tropic Sign	0.00
10006 Lincoln Initiative Checking Acc	6,315.71
10007 The Mill Museum Checking	7,084.18
10008 Balloons Over 66	15,000.00
Total Bank Accounts	\$185,584.09
Accounts Receivable	
12000 Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
10900 Petty Cash	137.26
14990 *Undeposited Funds	205.00
Total Other Current Assets	\$342.26
Total Current Assets	\$185,926.35
Fixed Assets	
18000 Furniture and Equipment	19,864.72
18010 Equipment	103.02
18011 Computers	173.10
18012 Furnishings	499.00
18099 Accumulated Depreciation	-19,864.72
Total 18000 Furniture and Equipment	775.12
Total Fixed Assets	\$775.12
TOTAL ASSETS	\$186,701.47

Logan County Tourism Bureau

Balance Sheet

As of June 30, 2022

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Credit Cards	
21000 Visa ***2239	0.00
Total Credit Cards	\$0.00
Other Current Liabilities	
26200 Payroll Liabilities	
26201 FWT FICA Medicare Payable	1,593.62
26202 SWT Payable	322.56
26204 SUTA Payable	0.00
Total 26200 Payroll Liabilities	1,916.18
Total Other Current Liabilities	\$1,916.18
Total Current Liabilities	\$1,916.18
Total Liabilities	\$1,916.18
Equity	
30000 Opening Balance Equity	0.00
32000 Net Assets	148,468.20
Net Income	36,317.09
Total Equity	\$184,785.29
TOTAL LIABILITIES AND EQUITY	\$186,701.47

MEMORANDUM

TO: Mayor and Council of the City of Lincoln
FROM: Peggy Bateman, City Clerk
MEETING
DATE: July 12, 2022
RE: Authorized Real Estate Went Out for Bid – 227 N. Kickapoo

Background: On April 4, 2022 the Council approved Ordinance No. 2022-973 authorizing Real Estate to go out for bid. On June 6, 2022 voting session council decided to go back out for bid with changes of taking out “minimum bid”. The ad below was listed in the Lincoln Courier on June 27, 2022, July 5, 2022, and July 11, 2022.

The City of Lincoln will be accepting sealed bids for sale of city owned property. Lot Eleven and Twenty-five feet of even width off of the full Southwest side of Lot Twelve in Block Five in the Original Town, now City of Lincoln, Illinois; and a strip of land of the even width of fifteen (15) feet off of the full Northeast side of Lot 12; and Lots 13, 14, 15, and 16, all in Block Five (5) in the Original Town, not City of Lincoln, County of Logan and State of Illinois. Both parcels were combined into one parcel with the Tax I.D. number as follows: 08-210-044-00 this property is otherwise known as 227 N. Kickapoo Street. Acceptance of bid will include a permanent easement to the City of Lincoln for use of existing drop boxes located on property, an agreement to keep the parking lot in good condition so vehicles can access those drop boxes, and a stipulation indicating that the garage on property must be demolished or rehabilitated within two years of the sale; and there will be no warranties of the condition of the structure located on property and the property will be sold “AS IS”. All bids must be turned into City Hall, 700 Broadway Street, Lincoln, Illinois no later than 4:00 PM on Tuesday, July 12, 2022.

City Council Recommendation: Preferred bid to be approved on Regular City Council Meeting July 18, 2022.

MEMORANDUM

TO: Mayor and City Council Members

FROM: Tony Zurkammer and Kevin Bateman, Alderman
Ashley Metelko, Administrative Assistant

MEETING DATE: July 12, 2022

RE: Update of City Parks – Starting with Melrose Park

Background:

We are wanting to set a \$50,000.00 Remodel/Update Budget (per park) using the ARPA funds. This amount will be used to remodel/update our local city parks. We are looking to update one park per year until all (4) parks have been updated. The total amount of obligation would be \$200,000.00. These are the following parks owned by the city:

Melrose Park – Adams and 13th Street
Ray White Park – Monroe and Short 11th Street
Postville Park – 5th and Washington Street
Allison Park – Southgate and Allison Drive (Mayfair)

Melrose Park is the most outdated of the (4) parks. It also has the least amount of play equipment. We have put together a proposal for the expansion and remodel/update of Melrose Park. Please note that we have provided a current photo of the standing equipment along with a photo of the new equipment. There are quotes provided and other options given. We are also looking to add a small basketball court. Depending on the money remaining, we may add a small pavilion over time.

Please note: We will not be removing the swing arches. We will be painting them and replacing the swings seats.

Council Recommendation:

City Council to vote at regular city council meeting on July 18th, 2022.



Melrose Park

Lincoln, IL

Improvements needed:

- *(9) trees need to be removed due to bad conditions*
- *(5-6) bushes need to be removed due to overgrowth*
- *Playground area needs a complete removal/overhaul/replacement*
- *Needs new picnic tables and benches*

Possible Improvements needed:

- *Power relocation*
- *Basketball pad/hoop (24x24x4)*

Replacements needed:

- *Could replant 5 trees over time*

ITEMIZED LIST – BURKE PLAYGROUND EQUIPMENT/BOONE RIDGE CONSTRUCTION

Playground Equipment - **\$23,590.00**

Playground, Border & Mulch installation -**\$18,110.00**

BID TOTAL - \$41,700.00

Accessories from – American Parks Company

Swing Seats (4)- **\$160.00** (\$40.00 each)

Bucket/Baby Seat (2) - **\$194.00** (\$97.00 each)

Picnic Table (2) - **\$1,186.00** (\$593.00 each)

Metal Bench with back (2) - **\$1,128.00** (\$564.00 each)

ESTIMATED COST = **\$3,000.00**

Basketball Court & Post/Hoop Installation - **\$5,000.00**

TOTAL ESTIMATED COST = \$49,700.00

OTHER OPTIONS:

Rubber Mulch (6 in depth) - **\$13,026.00**

ADA Accessible Swing, Set/Platform - **\$2,921.00**

ADA Swing Seat - **\$634.00**



\$23,590.00 – BURKE SY-3097

**Service Address**

Melrose Park

Bill To**City Of Lincoln**
City Of Lincoln, PO
Box 509
Lincoln, Illinois 62656**Boone Ridge Construction llc**255 Boone Ridge Rd
Manchester, Oh 45144
Phone: (513) 519-1961
Email: booneridgeconstruction@gmail.com**Estimate #**

1046

Date

06/21/2022

Business / Tax #

5135191961

Description**Total**

Option 3: Remove and dispose of slide, spring rider and border. Installation of Burke SY-3097. Expand Border area to 60' x 60' and add 100 yards of EWF surfacing and all new border.	\$41,700.00
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Subtotal

\$41,700.00

Total**\$41,700.00****Notes:**

If City of Lincoln provides all equipment the labor only price would be 13300

** Equipment Installation Only **



Contact: Ashley Metelko
City of Lincoln
700 Broadway St.
Lincoln, IL 62656
217-732-2122

6/13/2022

Qty.	Item #	Description	Unit Price	Price
		SY-3097	23,590	23,590
			Subtotal:	\$23,590
			Shipping:	\$3,000
			TOTAL:	\$26,590.00

Approximate Installation: \$17,800

Approved by: _____

Date: _____

*Above prices are valid for 30 days. Terms are Net 30. Signing is agreement to these terms.
An invoice will be submitted after the order is placed and payable by check.*

310 N. Grant Street
Westmont, IL 60559

Phone: 844.222.9990
Fax: 844.217.1113

www.playil.com
info@playil.com

ITEMIZED LIST – American Parks Company

The Big One - **\$28,692.00**

Playground Installation - **\$12,444.00**

Swing Seats (4)- **\$160.00** (\$40.00 each)

Bucket/Baby Seat (2) - **\$194.00** (\$97.00 each)

Picnic Table (2) - **\$1,186.00** (\$593.00 each)

Metal Bench with back (2) - **\$1,128.00** (\$564.00 each)

TOTAL ESTIMATED COST = \$43,804.00

Basketball Court & Post/Hoop Installation - **\$5,000.00**

12" Plastic Border - **\$2,000.00**

Certified Wood Mulch - **\$6,000.00**

TOTAL ESTIMATED COST = \$56,804.00

OTHER OPTIONS:

Rubber Mulch (6 in depth) - **\$13,026.00**

ADA Accessible Swing, Set/Platform - **\$2,921.00**

ADA Swing Seat - **\$634.00**

Itemized List – WILLYGOAT EQUIPMENT

12" Plastic Border - \$2,000.00

Main Playground Equipment - \$15,750.00

Pebble Path Pods - \$1,409.00

Playground/Pebble Path Installation - \$11,438.00

Bucket/Baby Seat (2)- \$424.00

Swing Seats (4) - \$280.00

Park Bench (2) - \$1,250.00

Picnic Table (2) - \$1,166.00

TOTAL ESTIMATED COST = \$33,717.00

Certified Wood Mulch (12 in depth) - \$6,000.00

Basketball Court & Post/Hoop Installation - \$5,000.00

SHIPPING COSTS = \$3,500.00

TOTAL ESTIMATED COST = \$48,217.00

OTHER OPTIONS:

Rubber Mulch (6 in depth) - \$13,026.00

ADA Accessible Swing, Set/Platform - \$2,921.00

ADA Swing Seat - \$634.00

TO: City Council Members
FROM: Alderwoman Wanda Lee Rohlf's
MEETING DATE: July 12, 2022
REGARDING: Appointment of Mayor Pro Tem

Background

At the May 17, 2021, Regular City Council Meeting, under Mayor Advice and Consent appointment of Alderman Kevin Bateman, Ward 3, to the positions of Mayor Pro. The discussion that followed included a motion by Alderman Parrott "to amend the motion to add a one-year term, Alderman Downs seconded." The amended motion passed with 5 Yeas, 1 Nays and 1 Abstain.

City Code for the City of Lincoln IL

§ 1-5-3 Mayor Pro Tem.

[1975 Code]

If a majority of the City Council members present at a regular meeting, or at a meeting specially called by any member of the City Council pursuant to this section, agree at such meeting that an emergency exists within the City during: a) a vacancy in the office of Mayor, or b) the temporary absence of the Mayor from the City, then the City Council may appoint one of its members to exercise the duties of the Mayor until: a) a vacancy in the office of Mayor ceases to exist, b) the return of the Mayor, or c) until such time as the City Council revokes the appointment of the member of the City Council to exercise the duties of the Mayor. During such temporary appointment, the appointed member of the City Council shall be designated Mayor pro tem, and shall receive no additional compensation because of such appointment.

§ 1-5-4 Vacancy.

[Ord. 2015-834, 6-15-2015]

Whenever a vacancy shall occur in the office of Mayor on account of death, resignation, removal from the limits of the City or for any other cause, the office of Mayor shall be filled in accordance with the laws of the state of Illinois, as amended from time to time.

Fiscal Impact: None

COW Recommendation: I believe the above information provides the data to place this item on the agenda for discussion for the Committee of the Whole meeting on July 12, 2022.

Council Recommendation: To determine how the City Code will be impacted and the merit of the change.

MEMORANDUM

TO: Mayor and City Council Members
FROM: Tony Zurkammer and Rick Hoefle,
Alderman
MEETING DATE: July 12, 2022
RE: Tourism Budget

Background:

Tourism funds in the budget have been used historically for the same items that come under our Logan County Tourism. This has put the Council and the City in a difficult position with a number of groups coming for funding. In the past the current mayor and I have discussed putting this entirely in the hands of Tourism. We want to continue to save 5% of the Heads & Beds tax for items related to Tourism that will need servicing such as the Tropics sign and Picnic tables. Also, 3rd Fridays, as they offer so much to the community and County. (Nashville Nights this past 3rd Friday). Finally, using these funds for updating the City Owned Parks.

Below lines have been put through items that would now be exclusively handled under Logan County Tourism and/or no longer considered under the City Budget.

55-0000-7000	Pass through To Tourism Bureau	\$199,580
55-0000-7003	Tropics Sign	2,300
55-0000-7005	Balloonfest	2,000 (ARPA Funds have been granted – Reallocate to City Park Line item)
55-0000-8604	Railsplitter	1,500 (ARPA Funds have been granted – Reallocate to City Park Line item)
55-0000-7009	LG&HS	1,500 (Tourism provide some annual funding)
55-0000-7011	Add'l Tourism Projects & Events	20,000 (18,000 to City Park Upgrades/Maint/Picnic Tables)
55-0000-7012	Timber Frame Pavillion	3,400

~~55-0000-7013 Picnic Table Replacement~~

~~55-0000-7014 Deck Dogs~~ 2,000 (ARPA Funds have been granted – Reallocate to City Park Line item)

55-0000-8500 3rd Friday 6,000

55-0000-xxxx City Park Upgrades/Maintenance/Picnic Tables 25,000

55-0000-xxxx Misc Maintenance/Repairs (Under \$250) 2,000

55-0000 Hotel/Motel Tax Expenditures 238,280.00

Council Recommendation: