

**CITY OF LINCOLN**  
**REGULAR CITY COUNCIL MEETING**  
**AGENDA**  
**MAY 1, 2023**  
**7:00 PM**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Swearing in of Elected Officials**  
Alderwomen Ward 1 Robin McClallen (4 year term)  
Alderman Ward 2 Tony Zurkammer (4 year term)  
Alderman Ward 3 Kevin Bateman (4 year term)  
Alderman Ward 4 Craig Eimer (4 year term)

5. **Swearing in of Patrolman Brandon Smith**

6. **Public Participation**

7. **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 anyone 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 for March 14, 2023 Committee of the Whole Meeting, March 20, 2023 Regular City Council Meeting.
- C. Approval of Request to Permit the closing of various City Streets from Lincoln Community High School for the Senior Parade on Saturday, May 6, 2023 from 5:00 pm until its conclusion.

8. **Ordinances and Resolutions**

- A. Resolution Establishing Salaries and/or Pay Increases for the City of Lincoln.
- B. Ordinance Creating 3-26 of the City Code Regulating Indoor Gun Ranges Within the City of Lincoln and Allowing Them as C-1 Businesses.

9. **Bids**

10. **Reports**

11. **New Business/Communications**

- A. Approval of Facade Grant to Jamie Harnacke, D/B/A Sublime, for signage at 111 ½ S. Kickapoo Street.
- B. Approval of Façade Grant to Spirited Republic and Guzzardo's for signage at 509 Pulaski Street.
- C. Advise & Consent to the Appointment of Jim Davis to the Fire and Police Commission.
- D. Advice & Consent to the Mayoral appointment of Joe Meister as Chief of Police.
- E. Advice & Consent to the Mayoral appointment of Robert Dunovsky as Fire Chief.
- F. Advice & Consent to the Mayoral appointment of Walt Landers as Street Superintendent.
- G. Advice & Consent to the Mayoral appointment of Wes Woodhall as Building & Safety Inspector.
- H. Swearing in of Approved Department Heads.

12. **Announcements**

13. **Possible Executive Session**

14. **Adjournment**

We welcome the participation of persons with disabilities at all City of Lincoln meetings. If auxiliary aid or service is required for most effective participation and communication, please notify the City Clerk's Office at 217-735-2815 or [cityclerk@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, March 14, 2023**

The Committee of the Whole Meeting of the City Council of Lincoln was called to order by Mayor Tracy Welch at 7:02 p.m., with proper notice given. City Clerk Peggy Bateman called roll.

### **Present:**

Vacant, Ward 1  
Alderman Steve Parrott, Ward 1  
Alderman Tony Zurkammer, Ward 2  
Alderman Sam Downs, Ward 2  
Alderman Kevin Bateman, Ward 3  
Alderwoman Wanda Lee Rohlf, Ward 3  
Alderwoman Kathy Horn, Ward 4  
Alderman Rick Hoefle, Ward 4

### **Staff Present:**

Peggy Bateman, City Clerk  
Chuck Conzo, City Treasurer  
Walt Landers, Streets Superintendent  
Bob Dunovsky, Fire Chief  
Joe Meister, Police Chief  
Andrew Bowns, Veolia Water, Project Manager

### **Remotely:**

John Hoblit, City Attorney  
Wes Woodhall, Building and Safety Officer

### **Presiding:**

Mayor Tracy Welch

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### **Public Comment:**

There is no one present for public comment.

### **Sara Harvey, Liberty Canady, and Cassie Everson with Christian Child Care to raise Community awareness about a National Celebration sponsored by NAEYC.**

In Early Childhood the week of April 3 – 7 is called 'The week of the young child'. Staff from Christian Child Care wants to raise awareness, in the community, about the importance of education and care in the early years of every child. The staff invited each council member to stop by their facility during that week to volunteer for certain activities and cook/sell sandwiches at a fundraiser on 4/15. A proclamation is also requested and was submitted in the packets. The proclamation will be created.

### **Proclamation for the 50<sup>th</sup> Anniversary of the Vietnam War.**

This item will be read before next week's vote.  
This item will be placed on the regular agenda.

**Appointment of James Abbott to the Historic Preservation Commission.**

This item will be placed on the regular agenda.

**Request to permit – Road Closure for Lincoln Community High School Grand March on Saturday, April 29, 2023.**

This item will be placed on the consent agenda.

**Approval of renewal with Principal for employee Dental and Life Insurance effective May 1, 2023.**

No change in cost of life insurance. Dental insurance increased 5.4%.

This item will be placed on the regular agenda.

**Extension of Lincoln Speedway race times.**

The four nights that will have extended hours (extra 30 minutes, until 10:30pm) are May 11, June 25, July 29 & 30.

This item will be placed on the regular agenda.

**Notto Technology & Consulting LLC – IT contract for the City of Lincoln effective May 1, 2023.**

The contract is for \$66,000 per year. This amount is based on what he has done in the last year. All department heads weighed in on the amount of work and the level of professionalism that Mr. Notto does/has.

This item will be placed on the regular agenda.

**Purchase of a 2023 John Deere Gator XUV835M UTV.**

This piece of equipment will be used to treat the parks, dog park and with downtown events. Safety grant money will pay for a portion of this, the remaining will be paid out of the line Street Department vehicles. It will be ordered with the additions to be street legal according to the ordinance.

This item will be placed on the regular agenda.

**New Street Department employee.**

There are currently nine full time employees at the Street Department. Mr. Landers is asking to add a tenth employee. He included in the agenda packet, the cost of salary and benefits.

This item will be placed on the regular agenda.

**City Engineer – Request for proposals review.**

The committee consisted of Alderman Downs, Alderman Jones, Mayor Welch, Superintendent Landers, Veolia Project Manager Andrew Bowns, Building & Safety Official Woodhall. Mr. Bowns compiled the questionnaire and grading/scoring system for proposal reviews and Engineer Firm interviews.

Discussion was had regarding the grading/scoring. Farnsworth scored the highest followed by Crawford Murphy and Tilly (CMT). Grading was based strictly on what the firms submitted. The committee was fair and impartial.

EMC did not feel they could provide the City with everything we need. They would like to be considered as a one off.

There were concerns with Farnsworth being chosen due to past engineering/construction mistakes on the Municipal Services Building project and unpaid invoices being brought to the city years after the work was done.

There was concern with CMT as an engineer due to the bridge being built rather than finding out if the city owned the road that goes to Lincoln Lakes. If the city owned the road, the Sewer plant would have had access to their property on the other side of the ditch.

Alderman Bateman would like to put a timeline on when invoices must be turned in for payment for any firm.

Superintendent Landers clarified that this contract is for a 2-year term with an option for an additional year. He also thanked the committee for all of their time and work on this process. It was not an easy task.

The council agreed to place CMT on the regular agenda.

Mayor Welch moved on to other items on the agenda.

**Announcements:**

- Mayor Welch thanked Mr. Bowns and his crew for the extra work done on an emergency case on Elm Street. They worked from 2:45pm – 1am on the matter to make sure residents in that area had functional sewer.
- Alderwoman Rohlf's wanted to remind homeowners that advertising and political signs need to be on their private property not in the right of way.
- The Lincoln Day dinner is Thursday. Alderman Hoefle asked for a council presence.
- American Legion is having a 2<sup>nd</sup> breakfast this month to support baseball. Also a schnitzel dinner. A catfish dinner at the KCs on Friday.
- The Landscape Waste Facility will reopen on Wednesday, March 22<sup>nd</sup>. Extended spring hours will be coming soon.
- Alderman Bateman asked Mr. Conzo, Mr. Landers, and Mr. Bowns if it could be found in the budget to build a better shed with indoor plumbing for the attendants at the Landscape Waste facility. They currently only have a porta potty to use.

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**Adjournment:**

There being no further discussion to come before the City Council of Lincoln, Alderman Hoefle motioned to adjourn, seconded by Alderman Zurkammer. All were in favor. Mayor Welch adjourned the meeting at 9:02 p.m.

**Respectfully Submitted by:**

Charity Hutchison, Recording Secretary

## **REGULAR CITY COUNCIL MEETING**

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

**Monday, March 20, 2023**

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

### **Present:**

Vacant, Ward 1  
Alderman Steve Parrott, Ward 1  
Alderman Tony Zurkammer, Ward 2  
Alderman Sam Downs, Ward 2  
Alderman Kevin Bateman, Ward 3  
Alderwoman Wanda Lee Rohlf, Ward 3  
Alderman Rick Hoefle, Ward 4  
Alderwoman Kathy Horn, Ward 4

### **Staff Present:**

Peggy Bateman, City Clerk  
John Hoblit, City Attorney  
Chuck Conzo, City Treasurer  
Bob Dunovsky, Fire Chief  
Walt Landers, Streets Superintendent  
Matt Comstock, Deputy Police Chief

### **Remotely:**

Wes Woodhall, Building and Safety Officer  
Andrew Bowns, Veolia Water, Project Manager

### **Absent:**

Joe Meister, Police Chief

### **Presiding:**

Tracy Welch, Mayor

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### **Public Comment:**

There was no one present or on the phone for public comment.

### **Consent Agenda by Omnibus Vote:**

**A. Payment of Bills**

**B. Approval of minutes for February 21, 2023 Regular City Council Meeting, March 6, 2023 Regular City Council Meeting**

**C. Approval of Request to Permit the closure of Kickapoo Street between Pulaski Street and Broadway Street for the Lincoln Community High School Prom Grand March from 4:30 pm to 5:30pm on Saturday, April 29<sup>th</sup>, 2023.**

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

Alderman Bateman asked about the \$5000 Farnsworth invoice in the payment of bills and when the work will be done for the bike path at short 11<sup>th</sup> and Route 66. Mr. Landers responded saying this invoice was for the cost estimate of the project, not the work itself. A cost estimate was required for the county to apply for the grant for the project. City Clerk Bateman felt the City needs reimbursed for this cost. Administrative Assistant Ashley Metelko reached out to Bret Aukamp, with the county, for an update on the project. She had not heard back from him. Mrs. Bateman will hold the check for Farnsworth until she receives the cost estimate report.

There being no other discussion, City Clerk Bateman called roll.

**Yeas: (7)** Alderman Steve Parrott, Alderman Sam Downs, Alderman Rick Hoefle, Alderman Wanda Lee Rohlfs, Alderman Kevin Bateman, Alderman Kathy Horn, Alderman Tony Zurkammer

**Nays: (0)**

**Abstain: (0)**

**Absent: (0)**

Mayor Welch moved to other items on the agenda.

**Bids:**

**A. Approval of RFP from Crawford, Murphy, and Tilly for engineering services for the City of Lincoln for a two-year term from May 1, 2023 – April 30, 2025.**

Alderman Bateman made the motion to approve, Alderman Rohlfs seconded. Mayor Welch called for discussion.

Alderman Rohlfs was mistaken in last week's meeting that Farnsworth was the engineer for the 5<sup>th</sup> St Road project, it was in fact CMT. She stated she will be voting no for CMT and would rather go with the Committee recommendation of Farnsworth. Alderman Parrott wasn't happy with CMT with the land acquisitions within the 5<sup>th</sup> St Road project. He was still undecided at that point but did like the cost savings the city would have with CMT.

Superintendent Landers stated that both firms being discussed tonight have made mistakes on projects. There will always be issues that arise within a project, no matter the firm. He did not make a recommendation of one over the other because that was not how the RFP process was designed to work. The firm with the best score is what the committee brought to the council. He also made a request that the city retain Farnsworth to oversee the MFT portion as they have done. He feels their knowledge with how the city operates if beneficial. The council would like to give CMT a chance to work on the MFT.

There being no other discussion, City Clerk Bateman called the roll.

**Yeas: (6)** Alderman Steve Parrott, Alderman Sam Downs, Alderman Tony Zurkammer, Alderman Kevin Bateman, Alderman Kathy Horn, Alderman Rick Hoefle

**Nays: (1)** Alderman Wanda Lee Rohlfs

**Abstain: (0)**

**Absent: (0)**

Mayor Welch moved to other items on the agenda.

**Reports:**

**City Treasurer's Report for FY 21/22**

Reports were included in the packet. Treasurer Conzo touched on a couple points

Compensation Summary:

under \$25,000 – employees part of the year or part-time

\$25,000 - \$49,000 – employees here only part of the year or nearly all employee's entire salary (which is comparably low to other municipalities) Treasurer Conzo hopes the council will be favorable in increasing these salaries during budget discussions this year.

Total Revenue = \$29,814,720.00

Total Expenditures = \$26,520,252.00

**City Treasurer's Report for February, 2023**

General Fund Balance = down from last month, but still a respectable balance

Police Pension = down from last month

Fire Pension = February stats from the State have not been available

Sales tax = down from last month

Non Home Rule Sales tax = up from last month

State Income Tax = up from last month

Video Gaming Tax = down in the last month from the previous January

MFT = declined as well

**City Clerk's Report for February, 2023**

\$645,010.13 was received in the month of February. \$21,304.40 was received from both prisons

**Department Head Reports for February, 2023**

These reports are either on file or will be soon.

Mayor Welch moved to other items on the agenda.

**New Business/Communications:**

**A. Approval of Mayoral proclamation 2023-470 Commemoration the 50<sup>th</sup> Anniversary of the Vietnam War and proclaiming Wednesday, March 29, 2023 as Vietnam Veteran's Day in Lincoln, Illinois.**

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

**Yeas: (7)** Alderman Steve Parrott, Alderman Sam Downs, Alderman Rick Hoefle, Alderwoman Wanda Lee Rohlfs, Alderman Kevin Bateman, Alderwoman Kathy Horn, Alderman Tony Zurkammer

**Nays: (0)**

**Abstain: (0)**

**Absent: (0)**

**B. Advise and consent to the Mayoral appointment of John Abbott to the Historic Preservation Commission.**

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

**Yeas: (7)** Alderman Steve Parrott, Alderman Sam Downs, Alderman Rick Hoefle, Alderwoman Wanda Lee Rohlfs, Alderman Kevin Bateman, Alderwoman Kathy Horn, Alderman Tony Zurkammer

**Nays: (0)**

**Abstain: (0)**

**Absent: (0)**

**C. Approval of the renewal of employee Dental and Life insurance with Principal Life Insurance effective May 1, 2023.**

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

**Yeas: (7)** Alderman Steve Parrott, Alderman Sam Downs, Alderman Rick Hoefle, Alderwoman Wanda Lee Rohlfs, Alderman Kevin Bateman, Alderwoman Kathy Horn, Alderman Tony Zurkammer

**Nays: (0)**

**Abstain: (0)**

**Absent: (0)**

**D. Approval of 30-minute time extension for the Lincoln Speedway for Thursday, May 11, 2023, Sunday, June 25, 2023, Friday, September 29, 2023, and Saturday, September, 30, 2023.**

Alderman Bateman made the motion to approve, Alderman Downs seconded. Mayor Welch called for discussion

There were a few constituents that emailed Mayor Welch that are against the race track time extension. One constituent asked that this item be tabled while they organized a petition of people for/against. They requested 2 weeks for the petition.

Alderman Downs and Alderman Bateman rescinded their motion and second. Alderman Hoefle made the motion to table, Alderman Zurkammer seconded.

There being no other discussion, City Clerk Bateman called the roll.

**Yeas: (7)** Alderman Steve Parrott, Alderman Sam Downs, Alderman Rick Hoefle, Alderwoman Wanda Lee Rohlfs, Alderman Kevin Bateman, Alderwoman Kathy Horn, Alderman Tony Zurkammer

**Nays: (0)**

**Abstain: (0)**

**Absent: (0)**

This item will be brought back at the next COW.

**E. Approval of IT contract between Notto Technology and Consulting, LLC and the City of Lincoln for the period of May 1, 2023 – April 30, 2024 in an amount not to exceed \$66,000.00.**

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

**Yeas: (7)** Alderman Steve Parrott, Alderman Sam Downs, Alderman Rick Hoefle, Alderman Kevin Bateman, Alderwoman Kathy Horn, Alderman Tony Zurkammer

**Nays: (1)** Alderwoman Wanda Lee Rohlfs

**Abstain: (0)**

**Absent: (0)**



**F. Approval of a purchase of a John Deere Gator UTC from Cross Implement in Minier in an amount not to exceed \$20,397.34.**

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

**Yeas: (7)** Alderman Steve Parrott, Alderman Sam Downs, Alderman Rick Hoefle, Alderwoman Wanda Lee Rohlfs, Alderman Kevin Bateman, Alderwoman Kathy Horn, Alderman Tony Zurkammer

**Nays: (0)**

**Abstain: (0)**

**Absent: (0)**

**G. Approval to request to hire an additional employee for the Streets and Alley Department effective April 1, 2023.**

Alderwoman Horn made the motion to approve, Alderwoman Rohlfs seconded. Mayor Welch called for discussion

Treasurer Conzo stated the additional costs for benefits for an additional employee.

There being no other discussion, City Clerk Bateman called the roll.

**Yeas: (7)** Alderman Steve Parrott, Alderman Sam Downs, Alderman Rick Hoefle, Alderwoman Wanda Lee Rohlfs, Alderman Kevin Bateman, Alderwoman Kathy Horn, Alderman Tony Zurkammer

**Nays: (0)**

**Abstain: (0)**

**Absent: (0)**

Mayor Welch read aloud the Proclamation for the 50<sup>th</sup> Anniversary of the Vietnam War.

**Announcements:**

- The Landscape Waste Facility will reopen Wednesday, March 22, 2023. Extended spring hours will be coming soon. There is a finely ground mulch available at the Street Department that is available to the public for free.
- Ribbon cutting for the new i3Broadband offices on Thursday at 11am. Located on the 2<sup>nd</sup> floor on the Regions Bank building.

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**Adjournment:**

There being no further discussion to come before the City Council of Lincoln, Alderman Hoefle motioned to adjourn, seconded by Alderman Zurkammer. Mayor Welch adjourned the meeting at 8:22 p.m.

**Respectfully Submitted By:**

Charity Hutchison, Recording Secretary

THE CITY OF LINCOLN

Date Received APR 10 2023

REQUEST TO PERMIT EVENT WITH STREET CLOSURE

Must Have Council Approval

RECEIVED

Date(s) of Event: 5/6/2023 A copy of this form must be available at the Event!

Please describe below your request for use of City Property.

Description of Event (including participating merchants, vendors, exhibitors, and units, etc.)

2022-2023 LCHS Senior Parade

Police Escort Requested

Location of Event Property: (Address Utilized Space) Start / End @ 1000 Railer Way

Items occupying street space utilized: NONE

Date(s) and time(s) for usage of Property: 5/6/23 @ 5:00pm

Are licenses needed, if yes, please attach. YES  NO

Street Closures and Parking Street(s) will be closed (Please attach map or sketch of all closures.)

If closed, which streets and blocks? See attached Parade Route

Closed from \_\_\_\_\_ a.m./p.m. until \_\_\_\_\_ a.m./p.m. (circle a.m. or p.m.)

If different times on different days, please specify. \_\_\_\_\_

Does this street normally have access to a permitted parking lot? Specify, \_\_\_\_\_

Certificate of Insurance Liability for event must be attached to request before approval.

Business/Organization/Sponsor Name: Lincoln Community High School

Contact Name: David Helm Email: dhelm@dchshsraiders.org

Address: 1000 Railer Way Signature: [Signature]

Phone: Business: 217-732-4131 Cell: 217-299-0198

APPROVED: (signatures)

Police Department: Joseph H. Meister Jr.

Mayor: [Signature]

Fire Department: [Signature]

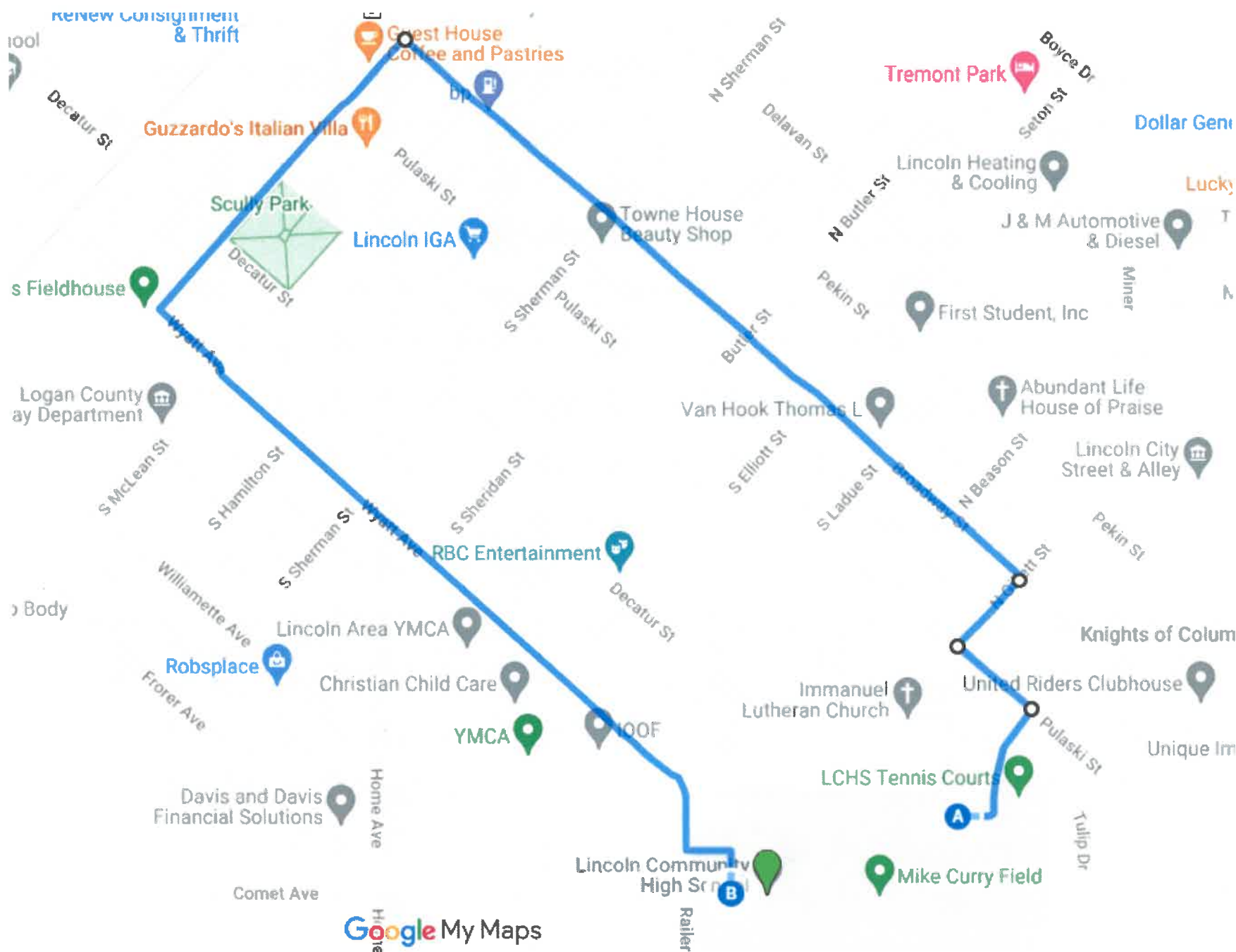
Vote: Council Approval \_\_\_ Yeahs \_\_\_ Nays

Street Department: Walt Jankowski

Date: \_\_\_\_\_

As soon as all signatures are obtained, you will be contacted at the phone number you provided.

If your special event will be held more than once during this year with the same location and arrangements, you may use the same application with a change in dates.



## RESOLUTION

### RESOLUTION ESTABLISHING SALARIES AND/OR PAY INCREASES FOR THE CITY OF LINCOLN

THIS RESOLUTION 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 \_\_\_\_\_, 2023, WITNESSETH:

WHEREAS, the City of Lincoln establishes a salary for all appointed officials and employees for the City of Lincoln; and

WHEREAS, the City Council will consider the performance, skill levels, and market conditions in determining the amount and type of pay increases for its employees;

NOW, THEREFORE, IT IS HEREBY RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LINCOLN, as follows:

Section 1: The following full-time, exempt positions shall receive a cost of living increase to their current annual salary in the amount of five percent (5.0%) to be paid out in a manner established by City policy and shall be paid retroactive to May 1, 2023:

1. Fire Chief
2. Police Chief
3. Street Superintendent
4. Assistant Fire Chiefs (3)
5. Deputy Police Chief

Section 2: The following full-time, exempt positions shall receive a cost of living increase to their current annual salary in the amount of seven percent (7.0%) to be paid out in a manner established by City policy and shall be paid retroactive to May 1, 2023:

1. Building & Safety Inspector

Section 3: The following full-time, exempt positions shall receive a cost of living increase to their current annual salary in the flat amount of \$4,183.00 to be paid out in a manner established by City policy and shall be paid retroactive to May 1, 2023:

1. Deputy City Clerk
2. Sewer Clerks (2)
3. Administrative Assistant to the Chief of Police
4. Police Records Clerk
5. Deputy Building and Safety Official
6. Administrative Assistant to the Street Department, and Building & Zoning Department

Section 4: The following full-time, exempt positions shall receive a cost of living increase to their current annual salary in the flat amount of \$4,000.00 to be paid out in a manner established by City policy and shall be paid retroactive to May 1, 2023:

1. Administrative Assistant to the Mayor and City Council

Section 5: The following part-time positions shall receive a cost of living increase to their current hourly rate in the amount listed below to be paid out in a manner established by City policy and shall be paid retroactive to May 1, 2023:

- |    |                                     |                  |
|----|-------------------------------------|------------------|
| 1. | Sewer Clerk (Part-Time)             | \$18.68 per hour |
| 2. | Landfill Attendants (2) (Part-Time) | \$14.00 per hour |
| 3. | School Crossing Guard (Part-Time)   | \$23.00 per hour |

The vote on the adoption of this Resolution was as follows:

Alderman Parrott \_\_\_\_\_ Alderwoman Rohlf's \_\_\_\_\_

Alderman Downs \_\_\_\_\_ Alderman Zurkammer \_\_\_\_\_

Alderman Hoefle \_\_\_\_\_ Alderman Bateman \_\_\_\_\_

Alderman Eimer \_\_\_\_\_ Alderwoman McClallen \_\_\_\_\_

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

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

Abstain \_\_\_\_\_

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF LINCOLN,

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

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

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

City Clerk, City of Lincoln,  
Logan County, Illinois

**ORDINANCE NO.**

**ORDINANCE CREATING 3-26 OF THE CITY CODE REGULATING INDOOR  
GUN RANGES WITHIN THE CITY OF LINCOLN AND ALLOWING THEM  
AS C-1 BUSINESSES**

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 \_\_\_\_\_, 2023, WITNESSETH:

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

WHEREAS, the CITY OF LINCOLN acknowledges that State Statute provides for gun ranges as an allowable use within a municipality provided they meet certain criteria; and

WHEREAS, the CITY OF LINCOLN believes it would be of benefit to the constituents of Lincoln that they have access to indoor gun ranges provided said indoor gun ranges are operated in a safe manner with proper sound dampening; and

WHEREAS, the CITY OF LINCOLN acknowledges that its Planning Commission met on April 20, 2023 and recommended that indoor gun ranges be classified as C-1 business;

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

1. That the City of Lincoln will create a new 3-26 to regulate indoor gun ranges within the City of Lincoln. (see attached exhibit A).
2. That the City of Lincoln will amend 11-5-2 to add indoor gun ranges as an allowable C-1 business. (see attached exhibit B).
3. Effective Date. That this Ordinance is effective upon passage of the same.

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

Alderman Parrott	_____	Alderman Zurkammer	_____
Alderwoman McClallen	_____	Alderwoman Rohlfs	_____
Alderman Hoefle	_____	Alderman Bateman	_____
Alderman Downs	_____	Alderman Eimer	_____

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

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

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

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

Passed and approved this \_\_\_\_ day of \_\_\_\_\_, 2023.

CITY OF LINCOLN,

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

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

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

City Clerk, City of Lincoln,  
Logan County, Illinois



## **EXHIBIT A**

### **3-26: SHOOTING RANGES**

**3-26-1. Definitions:** Following are the definitions for the purpose of this section:

**ENCLOSED SHOOTING RANGE:** A fully enclosed building of a permanent character specifically designed or subsequently modified for the specific purpose of providing a location for the discharge of firearms for purposes of practicing marksmanship.

**OUTDOOR SHOOTING RANGE:** An outside area designed specifically or subsequently modified for the specific purpose of providing a location for the discharge of firearms for purposes of practicing marksmanship.

**3-26-2. Outdoor Shooting Ranges Prohibited:** Outdoor shooting ranges are prohibited within the City of Lincoln corporate limits.

#### **3-26-3. Construction Requirements:**

1. Buildings containing shooting ranges shall have walls, ceilings and floors that are impenetrable to the bullets of the firearms being used within it, or have internal baffling built so that the bullets cannot hit the walls or ceiling. Doors and windows which are in front of the firing points must be bolted from the range side and must always comply with this subsection as a part of the building walls at all times the range is in use.

2. The range shall be so constructed and insulated from noise that the discharge of firearms within the range shall not disturb the peace of other persons; eye protection and hearing protectors which fully cover the shooter's ears will be made available for all shooters or other persons in the firing area. No gas or incendiary projectiles shall be allowed.

3. Any construction of a new building, or remodeling of an existing building in order to establish a range, will require the issuance of a building permit, as otherwise provided in this Code. Detailed plans and specifications must be submitted along with the application for such permit. Prior to the issuance of such permit, the plans and specifications must be approved in writing by the Lincoln building inspector and the Lincoln Chief of Police.

4. Protective stalls shall be built in between each firing point.

5. Range shall have an exhaust fan or system placed above the shooting and target area capable of a complete change of air in the range no less than twenty (20) times per hour.

6. Nothing in this section shall be construed to exempt such range, or its construction or remodeling, or its operation, from any applicable City, State or Federal law, or rule or regulation.

#### **3-26-4. Licensing Requirements:**

1. A license to operate a range is required by each operator prior to the commencement of a range operation and said license must be renewed annually as a condition for continued operation.

2. All instructors shall be certified by the National Rifle Association or by the State of Illinois and shall provide proof of said certification before a City license will be issued. Instructors shall maintain their certification with the National Rifle Association and shall provide proof of such certification on an annual basis before a City license will be renewed.

3. The application for a license shall be made in writing, and said application shall contain the following information:

- a. Name of applicant, stating whether individual, partnership, corporation or association.
- b. Address of applicant.
- c. Age of applicant (individual's age, or date of incorporation or formation if a business entity).
- d. If applicant is not an individual, name and addresses of all officers and members (if there are more than five (5) such officers and members, the list shall include only the managing officers, and those persons or entities which collectively own majority interests).
- e. Location and legal description of the premises sought to be licensed, and a statement of whether the premises are owned or leased by applicant.

- f. Qualifications and experience of applicant which will include a "Firearms Instructor and/or Range Safety Officer" certification
- g. Designation of service agent for service of legal process.

4. The annual license fee for the operation of a range shall be fifty dollars (\$50.00), payable at the time of application and at the time of the application for renewal. A license issued under this section shall not be transferable or assignable, and any attempt to transfer, assign or encumber such license shall render such license void.

5. Prior to the issuance of any license, or the renewal of any license, the Chief of Police or his designee who are certified Firearms Instructors and/or Range Safety Officers shall inspect the range to see that all requirements of this section are met. Such inspector may inspect the range more often as needed. The operator, by applying for a license, consents to such safety inspections during any normal business hours.

6. No license granted under this section shall ever be held to bar a prosecution for violation of any other ordinance of the City, or to prevent the enforcement of any ordinance or inhibit the exercise of powers and duties of any officer under the terms of any such ordinance.

7. A license issued for the operations of a shooting range shall set forth the name and location of the range covered by such license, name, or names of those persons to whom the license is issued, and any other information the Chief of Police or his designee may deem necessary.

8. Such license shall be placed and maintained at all times in an open, prominent and conspicuous place inside the range.

**3-26-5. Insurance Requirements:** The owner of the range, whether individual, or corporation, or other business entity, shall carry liability insurance protecting the general public and users of the range against any injury resulting from the discharge of firearms in the range in an amount no less than one million dollars (\$1,000,000.00).

**3-26-6. Alcohol Prohibited:** It shall be unlawful for any licensee to permit any person or persons to bring any alcoholic beverages on the premises of any range, or to permit the consumption of same on the premises, or to permit same to be left at any place on the premises. It shall be unlawful for any person operating a range to permit any intoxicated person to be or remain therein.

### **3-26-7. Operations Requirements:**

1. The permissible hours for enclosed shooting ranges operations are between the hours of 9 a.m. through 8 p.m. Monday through Saturday and 11 a.m. through 6 p.m. Sunday.

2. Any person under the legal age of eighteen (18), desiring to use the range must be accompanied by an adult.

3. No more than one (1) person shall shoot from a single firing point at one (1) time. All other persons (except instructors) must stand behind the firing point. No one shall be allowed in front of the firing points without express approval of the Firearms Instructor or Range Safety Officer.

4. Loaded weapons shall be allowed only in the firing area on the range and shall not be permitted at any other place inside the building or premises (may offer caveat for employees/owner).

5. It shall be unlawful for any person to discharge any firearm in a manner so that the shot, bullets, or fragments thereof will avoid the backstop and other safety precautions and escape the confines of the range or cause bodily injury to persons on the range. The operator shall supervise the users of the range and shall remove and bar from the range any person who refuses to comply with generally accepted safety practices, or with this section, or with the rules and regulations concerning safety imposed by the operator.

6. Shotguns, handguns, and rifles of any caliber larger than a .22 caliber long rifle shall not be used in enclosed ranges, unless the range is equipped with backstop equipment which will safely contain such ammunition, and the Chief of Police or his designee specifically certifies the range to be so equipped, following actual inspection of the equipment as installed.

7. Any shooting range establishment, gunsmith, or firearm retailer shall be authorized and encouraged to utilize a discharge barrel or other similar safety apparatus to ensure the safe handling of firearms.

8. A sign stating the Rules and Regulations of the range operation shall be placed in a prominent and conspicuous location within the range.

9. The provisions preventing a discharge of a firearm under Lincoln City Code 6-3-8 are hereby relieved while making use of an enclosed firing range under this chapter.

**3-26-8. Mandatory Reporting:** If at any time, an accidental discharge involves injury or death, the licensee shall provide a written Incident Report to the Lincoln Police Department that shall include the following:

1. Name of shooter.
2. Name of victim.
3. Time and date of the incident.
4. Detailed statement of the events that occurred.

**3-26-9. Revocation of License:** The Chief of Police or his designee is hereby vested with authority to revoke or suspend any license issued under this section on any of the following grounds:

1. Violation of any of the provisions of this section, or of any rules or regulations existing now or hereafter adopted, or of any laws of the State.
2. Permitting, aiding or abetting the commission of an illegal act in or on the licensed premises.
3. Selling or permitting the consumption of alcoholic beverages or any intoxicating substances on the licensed premises.
4. Admitting any person under the influence of alcohol or any intoxicating substance to use the facilities of the range.
5. In any case of such suspension or revocation, the reasons therefore shall be furnished the owner or manager of the range in writing, and the licensee shall have the right to appeal to the City Council by filing notice of his intent to appeal within ten (10) days from the date of receipt of the notice of suspension and revocation from the Chief of Police. Such appeal shall be set down for hearing within thirty-one (31) days after the City Clerk receives the notice of intent to appeal.

**3-26-10. Penalty:**

Violations of this Chapter that do not result in permanent revocation of their license will subject the business to a fine of not less than \$400.00 to a fine of no greater than \$2,500.00 for each violation.

## **EXHIBIT B**

### **§ 11-5-2. C-1 District, Uses.**

[1960 Code § 12.08.051; amended Ord. 199, 3-18-1985; Ord. 317, 10-15-1990, 0-3-2022 by Ord. No. 2022-988]

The following uses shall be permitted in all C-1 districts:

Any use permitted in a residential district; individual mobile homes when located in an approved trailer park.

Accessory uses or buildings.

Automotive and related uses: new and used car sales, service and repair (providing such repairs are of a minor nature and totally contained within buildings), gasoline filling stations, motorcycle and bicycle shops, cab and bus stands and depots.

Business and advertising signs pertaining to the business on the property on which the sign is located; providing that:

- (A) Illumination of all signs shall be diffused or indirect and shall be arranged so as not to reflect direct rays of light into adjacent residential districts or into the public ways, and
- (B) That any sign located in the direct line of vision of any traffic control signal shall not have flashing intermittent red, green or amber illumination.

Business and professional offices: medical and dental offices and clinics, law offices, insurance and real estate offices, banks, finance and utility companies.

Community residential alternatives and community living facilities providing the following requirements are met:

- (A) The minimum lot area shall be 750 square feet per resident.
- (B) The required off street parking shall be provided only in the rear and side yards.
- (C) The facility shall be licensed or approved by the state agency.

Food, drug and beverage: grocery stores, supermarkets, meat markets, drugstores and liquor stores, bakery in conjunction with retail sales, restaurants, tea rooms and taverns.

Major retail outlets: furniture, department, clothing, shoe and variety stores; hardware, appliance, paint and wallpaper stores.

Non Retail Cannabis Business Establishment: craft growing facilities, infuser organization, processing organization, and transporting organizations as defined in 3-25-2

Nursing homes.

Service and recreation: motels and hotels; laundromats; dry cleaning and laundry pick up stations; barber and beauty shops; shoe repair and tailor shops; mortuaries,

newspaper publishing, indoor gun ranges, printing shops, with not more than 10 full time regular employees; storage and transfer establishments; places of amusement and assembly; commercial recreation.

Specialty shops: gift shops, magazine, book and stationery outlets, florist shops, camera and photography shops, sporting goods.



## MEMORANDUM

**TO:** Mayor and City Council Members  
**FROM:** Ashley Metelko, Administrative Assistant  
**MEETING DATE:** April 25, 2023  
**RE:** Economic Development Commission Grant Approvals

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### **Background:**

On April 21, 2023, the Economic Development Grant Commission met and approved the following applications:

### **FACADE GRANTS:**

**Jamie Harnacke/Sublime (Guest House) – 111 ½ S. Kickapoo Street**

*Signage for front of building*

**Amount approved by Economic Development Commission: \$447.12**

**Spirited Republic/Guzzardo's – 509 Pulaski Street**

*Signage for front and back of building*

**Amount approved by Economic Development Commission: \$4,848.00**