CITY OF LINCOLN
COMMITTEE OF THE WHOLE MEETING
AGENDA
SEPTEMBER 24, 2024
CITY HALL COUNCIL CHAMBERS
700 BROADWAY STREET
6:00 PM

1. **Call to Order**

2. **Pledge of Allegiance**

3. **Public Participation**

4. **Website Design for City of Lincoln – PRYNT Digital/ Cale West.**

5. **Request for Design for a Community Pavilion – 8th Street Park.**

6. **Economic Development Commission Grant Approval – Community Action Partnership of Central Illinois, amount requested $7,500.00 for roof replacement.**

7. **Request from Land of Lincoln CEO for pledge donation**

8. **Rebuild Illinois MFT Resurfacing Project.**

9. **Capital Project Fund Resurfacing Project.**

10. **Discussion regarding Ethics for Elected Officials, possibly an Ethics Committee.**

11. **Announcements**

12. **Possible Executive Session**

13. **Adjournment**

14. **Upcoming Meetings:** City Council Meeting: Monday, October 7, 2024 at 6:00 PM
    Committee of the Whole Meeting: Tuesday, October 15, 2024 at 6:00 PM

MEMORANDUM

TO:	Mayor and City Council Members
FROM:	Ashley Metelko, Administrative Assistant
MEETING DATE:	September 24, 2024
RE:	Website Design for City of Lincoln

Background:

The current website has served the city well, but it is in desperate need of modernization. Mayor Welch and Clerk Bateman met with representatives from PRYNT Digital to discuss our thoughts on an upgrade. PRYNT Digital then did an analysis of the website, and our request, and has presented this proposal. Given the amount of work that would be involved to design the website and migrate decades of historical data, we feel that this proposal is more than reasonable. Having PRYNT Digital design and serve as host of our website would also ensure a quicker response to future enhancements and upgrades and would be supporting a local business.

PRYNT Website Build:

Total (One-Time): $*16,275* *(ACH / Check)*

Hosting / Managed (Monthly): $125/mo (*Card on file*)

- Website Hosting / Management
- AudioEye Intergration
- Membership Integration

*A 50% deposit is required to initiate the build.

There are many benefits to redesigning your website, including:

- Improved user experience: A new design can make your website more accessible and improve navigation.

- Better security: You can incorporate the latest security measures to protect against hacking and malware attacks.

- Improved SEO: You can optimize your site performance with relevant keywords and ensure your content matches what users are searching for.

- Faster loading times: Faster page loading times can lead to an increased conversion rate.

- Responsive web design: A responsive design allows your website to adjust its layout, fonts, and images depending on the size of the viewing device.

- Stay current: You can stay current on the latest web design best practices and trends.

Requesting funding from Tech & Equipment 2023 Bond Expenditures # 43-0200-8865

Council Recommendation: To be placed on regular agenda October 7th, 2024.

PRYNT
DIGITAL

PROJECT OVERVIEW

PRYNT Digital service to create a site for the City Of Lincoln that will allow for Redo the website so that users can easily find information regarding the city, we also will need a resource page accessed by city employees such as Code of Conduct, Handbooks, Guides, etc. We'll need a membership side with 20 or less logins) The agenda and minutes will be moved over to ECode. Then PRYNT will link Ecode to the landing page (if PRYNT needs to sort everything in Ecode we can but that isn't added into this pricing at the moment.) The site needs to be optimized for desktop, mobile, and tablet devices. This will also include a build-out of 77 pages and photography for the website.

Basic Website Design Features:
- Built from scratch
- Effectively tells the story of a client
- Responsively designed for all devices (Mobile, Desktop, Tablet, etc.)
- Integrates with social media pages, MailChimp, etc.
- Effectively describes client
- Uses Digital analytics to track efficacy
- Allows for redesign/reorganization of site navigation

Front-End User Interface (What Users Need to Be Able to Do):
- Contact the client with questions or issues
- Easily navigate or search through the site to find what they are looking for
- Sign up for their email list and find clients on social media

Back-End Functionalities (What Client Needs to Be Able to Do)
- Add private "site comments" to inform Web Developers of requested changes
- Receive notifications about website form fills

Beyond the basic features requested, we envision a site that:

- **Emphasizes Calls to Action:** Focused, direct calls to action that remove friction in key processes such as increasing time on the site.

- **Facilitates Use of Statistics and Analytics:** Metrics are key in determining the efficacy of any campaign. We provide an in-depth client Analytics dashboard.

- **Embraces Ergonomics:** Navigation, menus, links, aesthetics, and error management techniques born from the preferences and behaviors of client-unique users.

- **Allows for Social Integration:** Leverages businesses' social media presence through automatically updated integration between the site and social media channels.

- **Is Beyond Responsive:** Goes beyond simple responsiveness. With seamless integrations, custom device-by-device experiences, and a site optimized to inform, we will

create a website that informs and converts new customers.

KEY DESIGN FEATURES
Visual Storytelling to Capture and Captivate Audiences: We live in a visual culture, and our eyes are drawn to images, colors, and patterns, rather than words on a page. We will utilize the power of visual storytelling with photos and data visualization to communicate businesses' powerful stories, specials, upcoming events, and other key info with easily digestible and aesthetically pleasing pages that keep people's interest and, most importantly, make sales.

Contact and Communication: businesses' Newsletter signup will be available on the website "Footer," "Contact" page, and on select content pages.

Contact forms will be found on the "Contact" page, in addition to several other site pages. In addition to sending the selected client contact(s) an email notification about form fills. These forms (and their notification recipient) will be easily editable through the Editing Dashboard.

Security: The client website will include an SSL Certificate, a global standard security certificate that enables encrypted communication. This will improve the website and store's security, performance, and ranking on Google and other search engines.

Navigation: In addition to experience-oriented site navigation, a sitemap will be accessible through the site footer.

SEO OPTIMIZATION
The website will be optimized at the site level, page level, and by element. This includes (but is not limited to) metadata and optimized site headers, image ALT tags, Google Schemas, and more.

PROPOSED CUSTOM FEATURES

- No Custom Development Needed

SITE LAYOUT
This is our vision of the site's navigation upon "launch." there may be hidden pages created to accomplish some of the client's requested functionality.
- We'd keep the same format for the navigation layout

SITE BUILD TIMELINE
The custom development will take 5-6 Months to build. During this time, we will complete a full buildout of the website.

If PRYNT Digital is awaiting any crucial assets (descriptions, photos, copy, other content, etc.), this will delay the timing of our build, First Draft review, and other key milestones.

PROPOSED COST

Please see below the cost breakdown for the City Of Lincoln project. Once this project is launched as this project it will be hosted/managed through the PRYNT Digital dashboard.

City Of Lincoln

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Proposal valid for 30 days from *9/2/2024*

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the date set forth above.

PRYNT Digital, LLC

Signature:_____

Print Name: Cale West

Title: President/Founder

Customer:

Signature:_____

Print Name:_____

Title:_____

MEMORANDUM

TO:	Mayor and City Council Members
FROM:	Ashley Metelko, Administrative Assistant
MEETING DATE:	September 24, 2024
RE:	Community Pavilion – 8th Street Park - $32,000.00 Design Cost Request

Background:

I am requesting to proceed with the engineering and design cost for the community pavilion. In order to apply for any grants, I will need to have the engineering/design processes completed. As of right now, the community pavilion is the only project I have that may qualify for a few upcoming grants and I would like to move forward in completing the necessary beginning steps.

I have looked at all of our open park spaces and feel that 8th Street Park would be the perfect spot for a community pavilion.

- **Centrally located**
- **Residential area**
- **Wheelchair accessible**
- **Located next to two schools**
- **Safe passages leading to the location (sidewalks, cross walks, 4-way stops)**

I have attached the estimate from CMT with a few other documents supporting this project. Please review them and let me know if you have any questions.

Requesting funding from the Grant Matching Expenditures #02-3000-7853.

What is a Community Pavilion?

A community pavilion is a structure that can provide a space for community gathering, events, and other activities. Pavilions can be a key part of a park, and can help to create a more inviting and aesthetically pleasing environment

Community pavilions can provide many benefits, including:

- Safe location for social gatherings
- Community event hosting
- Educational spaces
- Outdoor dining

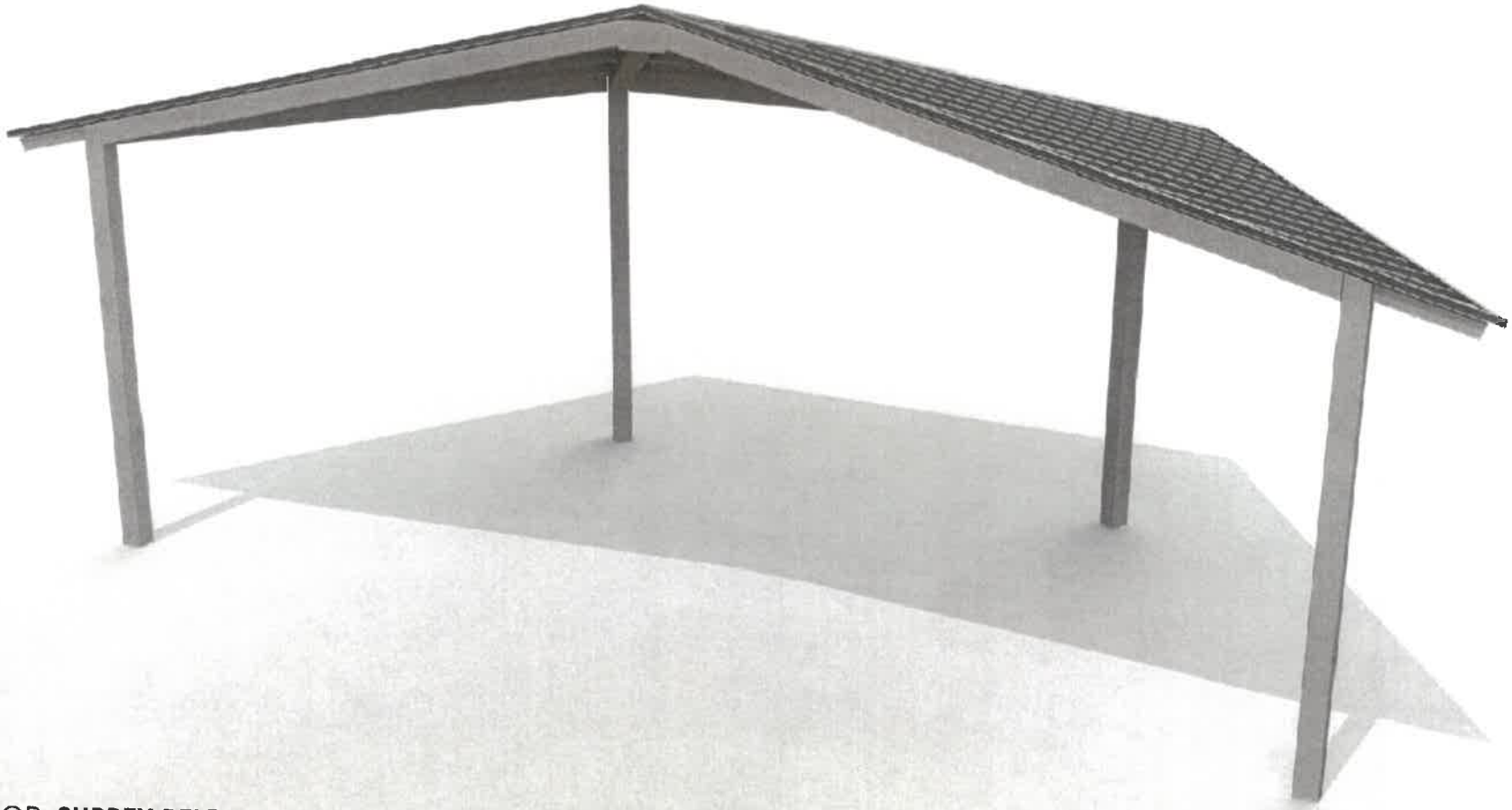**_Council Recommendation:_** To be placed on regular agenda October 7th, 2024.

CITY OF LINCOLN
AMPHITHEATER PROJECT
PRELIMINARY ESTIMATE
DATE: 03/25/2024

ENGINEERS' OPINION OF PROBABLE CONSTRUCTION COST

Item	Unit	No. of Units	Unit Cost or Equip. Cost	Total Unit or Equip. Cost	Installation Cost	Total Item Cost
General Conditions / OH&P	LS	1	$21,000	$21,000	$0	$21,000
Mobilization	LS	1	$10,000	$10,000	$0	$10,000
Pre-Engineered Amphitheater	LS	1	$37,200	$37,200	$25,000	$62,200
Footings	CY	14	$790	$11,060	$0	$11,060
Excavation/Backfill	CY	100	$45	$4,500	$0	$4,500
Raised Concrete	CY	20	$790	$15,800	$0	$15,800
Brick Surround	EA	4	$800	$3,200	$0	$3,200
Ramps, Stairs, Sidewalks	SF	250	$25	$6,250	$0	$6,250
Handrail	LS	1	$800	$800	$0	$800
						$134,810

Construction Subtotal		$135,000
Contingency	20%	$27,000
Construction Total		$162,000
Design Engineering		$24,000
Construction Engineering		$8,000
Total (2024 Dollars)		$194,000

Cost Estimate.xlsx

poligon

FRAME COLOR: **SURREY BEIGE**
ROOF COLOR: **EVERGREEN**
COLORS SHOWN FOR ILLUSTRATIVE PURPOSES ONLY. FOR OTHER
COLOR SELECTIONS, PLEASE SUBMIT AN E1 DRAWING REQUEST.

HHA-32

MEMORANDUM

TO: Mayor and City Council Members

FROM: Ashley Metelko, Administrative Assistant

MEETING DATE: September 24, 2024

RE: Economic Development Commission Grant Approvals

Background:

On September 20, 2024, the Economic Development Grant Commission met and approved the following applications:

STRUCTURAL GRANTS:

1. Community Action Partnership of Central Illinois – 1800 5th Street.
- Roof replacement
- Amount requested $7,500.00
Amount approved by Economic Development Commission on Sept. 20, 2024: $7,500.00

Council Recommendation: Place on Regular City Council Meeting Agenda for October 7, 2024.

September 15, 2024

Dear Mayor Welch,

Thank you for your continued support in bringing the transformational power of CEO to our community.

Your commitment and support over this last year has been invaluable. The Students and Alumni of Land of Lincoln CEO have greatly benefited from your support.

In our Post-Impact survey this year one student said *"CEO has given me the ability to support myself and follow my ambitions by placing me on the path to becoming an entrepreneur."*

In the 2023-2024 term LLCEO was able to:

- Increase community awareness among Gen Z Students by over 50%
- Experience record attendance of 18 at our "Get to Know CEO" Day
- Double the class size from 4 to 8 students for our 2024-2025 term
- Welcome new facilitator and business owner, Sarah Tomaszewski
- Add 2 new Advisory Board Members: Kelsi Edwards (Heartland) and Dirk Conrady (AG FS)

The 2024-25 term marks a very significant milestone for Land of Lincoln CEO, our 10th Year as a program! Your financial commitment throughout these last ten years has brought us to this point, we are so excited to continue for another 10 years to come.

Mark your calendar for the evening of **Saturday, January 11th** as we celebrate this milestone together. Land of Lincoln CEO will host the *Land of Lincoln CEO 10 Year Anniversary Gala* where we look to honor your commitment as an Investor. More details to follow in October, watch the mail!

Thank you for partnering with us to help transform students and the community of Logan County. Your gift is helping turn the vision of creating lifelong local entrepreneurs into a reality.

With Thanks,

Land of Lincoln CEO, Investor Committee
Michelle Bauer
Rachael Judd
David Pickering

09/15/2024

Invoice Year 2024-2025

ATTN:

City of Lincoln

Tracy Welch
Mayor

Year	Commitment
1 of 3	$1000.00

Due: October 15, 2024

Return to:

Land of Lincoln
CEO
PO Box 23
Tremont, Il 61568
Attn: David Pickering

Upon receiving the enclosed invoice, I have taken the following actions:

☐ My $1,000 Pledge is included in the attached envelope

☐ My $1,000 Pledge has been paid online at
https://ilprairiecf.org/land-of-lincoln-ceo

☐ I am renewing my support for the 3-year period of 2025, 2026, & 2027 and
have included a payment of $3,000

☐ **I have included an additional donation of $_____ to help
celebrate 10 Years of Land of Lincoln CEO!**

Thank you for being an Investor in the future entrepreneurs of Logan County!

Land of Lincoln CEO	Land of Lincoln CEO PO Box 23 Tremont, Il 61568	Info@llceo.org www.LLCEO.org	LAND OF LINCOLN CEO