

CITY OF LINCOLN
REGULAR CITY COUNCIL MEETING
AGENDA
JUNE 2, 2025
CITY HALL COUNCIL CHAMBERS
700 BROADWAY STREET
6:00 PM

- 1. Call to Order**
- 2. Roll call**
- 3. Pledge of allegiance**
- 4. Public Participation**
- 5. Consent Agenda By Omnibus Vote**

All items under the Consent Agenda are considered to be routine in nature and/or non-controversial and will be approved by on 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 April 29, 2025 Committee of the Whole Meeting, May 5, 2025 Regular City Council Meeting, May 13, 2025 Committee of the Whole Meeting, May 19, 2025 Regular City Council Meeting.
- C. Approval of Request from the Hunt for Foundation for the closing of various City Streets on Thursday, June 19, 2025 from 11:00 a.m. until 7:00 p.m. for the Juneteenth Celebration.
- D. Approval of Request from Lincoln Christian Church for the closing of various City Streets on Saturday, June 14, 2025 from 11:00 a.m. until 4:00 p.m. for the All Church Picnic.

6. Ordinances and Resolutions

- A. Ordinance Amending 1-24-3, 1-27-3, & 1-28-2 Of the Lincoln City Code
- B. Ordinance Removing 1-21 Of the Lincoln City Code.
- C. Ordinance Creating Section 1-6-10 of the City Code entitled "Code of Conduct"

7. Bids

8. Reports

- A. City Treasurer's Report for May, 2025 Revised/Final
- B. City Treasurer's Report for the Fire Pension Fund for F.Y. 2024-2025
- C. City Treasurer's Report for the Police Pension Fund for F.Y. 2024-2025

9. New Business/Communication

- A. Approval of Contract for Engineering Services with Crawford, Murphy & Tilley for the period from May 1, 2025 through April 30, 2029.
- B. Approval of Crawford, Murphy & Tilley Work Order No. 15 for the Curb & Sidewalk Program for F.Y. 2025-2026 in an amount not to exceed \$33,000.00.
- C. Approval of Crawford, Murphy & Tilley Work Order No. 13 for planning and design engineering for the Sewer Project on Campus View Drive in an amount not to exceed \$100,000.00.
- D. Approval of Letter of Understanding between Open Arms Fellowship and the City of Lincoln.
- E. Approval of an increase in the spending limit for City Clerk Peggy S. Bateman for the Heartland Bank Credit Card to the amount of \$5,000.00.
- F. Approval of the renewal of Certificate of Deposit for a term of six months at an interest rate of 4.1% with United Community Bank.
- G. Approval of Agreement with Gove HR USA, LLC for a Salary Compensation Study in an amount not to exceed \$10,000.00.

10. Announcements

11. Possible Executive Session

12. 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@lincoln.il.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, April 29, 2025

The Committee of the Whole Meeting of the City Council of Lincoln was called to order by Mayor Tracy Welch at 6:06 p.m., with proper notice given. City Clerk Peggy Bateman called roll.

Present:

Alderwoman Robin McClallen, Ward 1
Alderman Steve Parrott, Ward 1
Alderman David Sanders, Ward 2
Alderman Sam Downs, Ward 2
Alderman Kevin Bateman, Ward 3
Alderman Dennis Clemons, Ward 3
Alderman Stan Anderson, Ward 4

Staff Present:

Peggy Bateman, City Clerk
Chuck Conzo, City Treasurer
John Hoblit, City Attorney
Walt Landers, Streets Superintendent
Wes Woodhall, Building and Safety Officer
Ty Johnson, Fire Chief
Joe Meister, Police Chief

Absent:

Alderwoman Rhonda O'Donoghue, Ward 4

Remote:

Andrew Bowns, Veolia Water, Project Manager

Presiding:

Mayor Tracy Welch

Public Comment:

There is no one present for public comment.

Proclamation – The LMH Market Day

Mayor Welch read the Proclamation to the Council.
This item will be placed on the consent agenda.

Request to Permit: Lincoln Fire Fighters Local 3092 5K Run/Walk Saturday, May 17, 2025

This item will be placed on the regular agenda.

Veolia CPI Increase

Mr. Bowns explained the CPI increase. This will not affect sewer bills. If there is a rate increase on sewer bills, it's due to the water usage.
This item will be placed on the regular agenda.

Mayoral Appointment of Robert Coombs to the Zoning Board of Appeals

This item will be placed on the regular agenda.

Announcements:

Video was cutting out, could not understand.

Adjournment:

There being no further discussion to come before the City Council of Lincoln, Alderman Bateman motioned to adjourn, seconded by Alderman Downs. All were in favor. Mayor Welch adjourned the meeting at 6:36 p.m.

Respectfully Submitted By:

Charity Hutchison, Recording Secretary

REGULAR CITY COUNCIL MEETING

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

Monday, May 5, 2025

The Regular Meeting of the City Council of Lincoln was called to order by Mayor Welch at 6:00 pm, with proper notice given. City Clerk Peggy Bateman called roll.

Present:

Alderwoman Robin McClallen, Ward 1
Alderman Steve Parrott, Ward 1
Alderman David Sanders, Ward 2
Alderman Sam Downs, Ward 2
Alderman Kevin Bateman, Ward 3
Vacant, Ward 3
Alderman Stan Anderson, Ward 4
Alderwoman Rhonda O'Donoghue, Ward 4

Staff Present:

Peggy Bateman, City Clerk
Chuck Conzo, City Treasurer
John Hoblit, City Attorney
Ty Johnson, Fire Chief
Walt Landers, Streets Superintendent
Joe Meister, Police Chief

Remotely:

Andrew Bowns, Veolia Water, Project Manager

Absent:

Wes Woodhall, Building and Safety Officer

Presiding:

Tracy Welch, Mayor

Swearing in of Elected Officials

Mayor Tracy Welch (4 year term)
City Clerk Peggy Bateman (4 year term)
City Treasurer Charles N Conzo (4 year term)
Alderman Ward 1 Steve Parrott (4 year term)
Alderman Ward 2 Sam Downs (4 year term)
Alderman Ward 3 Dennis Clemons Sr. (4 year term)
Alderwoman Ward 4 Rhonda O'Donoghue (4 year term)
Alderman Ward 2 David Sanders (2 year term)

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 April 21, 2025 Regular City Council Meeting.

C. Request from Lincoln Firefighter's Local 3092 to close various City Streets on Saturday, May 17, 2025 from 7:30am until 10:30am for the Local 3092 5K Run/Walk.

D. Approval of Amendment to request from Lincoln Community High School to close street on Saturday, May 3, 2025 from 3:30pm until 5pm for the Grand March.

Alderwoman O'Donoghue made the motion to approve, Alderman Sanders seconded. Mayor Welch called for discussion, there being none, City Clerk Bateman called roll.

Yeas: (7) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (1) Alderman Dennis Clemons

New Business/Communications:

A. Approval of Mayoral Proclamation 2025-516 of May 2025 as LMH Market Month in honor of the 10th season of the LMH Market.

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

Yeas: (7) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (1) Alderman Dennis Clemons

B. Approval of contracted CPI increase for Veolia for operation of the Sewer System of the City of Lincoln for FY 2025/2026.

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

Yeas: (7) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (1) Alderman Dennis Clemons

C. Advise and Consent to the Mayoral appointment of Robert Coombs to the Zoning Board of Appeals.

Alderwoman O'Donoghue 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, Alderwoman Rhonda O'Donoghue, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (1) Alderman Dennis Clemons

Announcements:

- 2024 Amtrak Statistics – 18,240 on and off riders went through the Lincoln Depot.
 - Race Night is Thursday night
 - Castle Manor Drive is reopened
 - Repairs are done at Railsplitter Ave
 - 1300 Block of Kankakee St is closed for sewer repair
-

Adjournment:

There being no further discussion to come before the City Council of Lincoln, Alderman Downs motioned to adjourn, seconded by Alderman Parrott. Mayor Welch adjourned the meeting at 6:28 p.m.

Respectfully Submitted By:

Charity Hutchison, Recording Secretary

COMMITTEE OF THE WHOLE MEETING

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

Tuesday, May 13, 2025

The Committee of the Whole Meeting of the City Council of Lincoln was called to order by Mayor Tracy Welch at 6:05 p.m., with proper notice given. City Clerk Peggy Bateman called roll.

Present:

Alderman Steve Parrott, Ward 1
Alderman David Sanders, Ward 2
Alderman Sam Downs, Ward 2
Alderman Kevin Bateman, Ward 3
Alderman Dennis Clemons, Ward 3
Alderman Stan Anderson, Ward 4
Alderwoman Rhonda O'Donoghue, Ward 4

Staff Present:

Peggy Bateman, City Clerk
Chuck Conzo, City Treasurer
John Hoblit, City Attorney
Walt Landers, Streets Superintendent
Wes Woodhall, Building and Safety Officer
Ty Johnson, Fire Chief
Joe Meister, Police Chief
Andrew Bowns, Veolia Water, Project Manager

Absent:

Alderwoman Robin McClallen, Ward 1

Presiding:

Mayor Tracy Welch

Public Comment:

There is no one present for public comment.

Oath of Office – Police Officer Nathaniel Brandt Police Officer Jonathan Carter

Tourism Consultant Contract

Scott McCoy of McCoyCORE USA LLC introduced himself to the council.
Discussion was had covering the budget for Mr. McCoy.
This item will be placed on the regular agenda.

Request to Permit – LCHS Homecoming Parade Friday, September 19, 2025

This item will be placed on the consent agenda.

Mayoral Reappointment of Department Heads

Mayor Welch is satisfied with the current department heads and has no intention of bringing forward replacements.

This will be added to the regular agenda as four separate items.

Purchase of a Newer Large Bucket Truck

The 2002 bucket truck did not pass inspection. Repairs would range in price from \$30,000-\$80,000 which exceeds the value of the truck. Mr. Landers is requesting a not to exceed \$120,000 cost for the purchase of a new bucket truck.

This item will be placed on the regular agenda.

Appointment of Evelyn Aiken to the Police Records & Property Clerk

This item will be placed on the regular agenda.

Appointment of Kirstin Rawlins to the position of Administrative Assistant to the Police Chief

This item will be placed on the regular agenda.

Recommendation of Amendment to Ordinances 1-23-3 and 1-25-3

Police Chief Meister reviewed these ordinances and the ordinance of the Administrative Assistant to the Council and would like the same language used that gives job stability to his employees as it does the Administrative Assist to the Council.

City Attorney Hoblit shared the state statute that apply to this topic and it states there is no term limit and can be removed at any time by the Mayor. State statute overrides a city ordinance.

Chief Meister then asked if the wording could be changed to the following....

The Administrative Assistant term exists in perpetuity unless the Administrative Assistant resigns from office or is removed by the City Council by a majority vote of all members authorized by law.

This item will be placed on the regular agenda.

Approval of Ground Mount Solar Array – 203 Madigan Dr.

This array is for the property behind El Mazatlan. El Mazatlan asked for a reduction in fence height since it is an open field. The Committee recommends the project to the council with an 8 foot fence.

This item will be added to the regular agenda.

Lincoln Park District Fire Works Display Donation

This item will be placed on the regular agenda.

2025-2026 MFT Maintenance Program Resolution

This resolution gives the city authorization to spend MFT money.

This item will be placed on the regular agenda.

5 year Strategic Plan

Alderwoman O'Donoghue shared the Strategic Plan that she and Alderman Sanders worked on.

The plan focuses on moving the city forward in keeping people informed, having a dedicated grant writer, encouraging the council members to be active and to keep everyone focused.

Mayor Welch asked everyone to review the plan and give feedback to Alderman Sanders and Alderwoman O'Donoghue.

This item will be brought back to a later COW.

Walk on item: Mr. Bowns has a budgeted item to add. It is for sludge, grit, and spoils disposal in the amount of \$160,000.00.
This item will be placed on the regular agenda.

Announcements:

- Local 3092 5K run is this Friday.
- 3rd Fridays is this week – theme is Get your kicks for Route 66 – need 4 more volunteers
- Coffee with the Mayor this Saturday at Guest House
- Ribbon Cut: LMH Market at 7:45am
- Ribbon Cut: Lincoln Mural
- 5th St project update: over the final hurdle, hoping to get on the IDOT letting schedule soon
- Electronics Recycling: filled 4 semis, over 900 visitors.
- City Cleanup will be on May 17th from 8-4
- It is National Police Week
- Curb collapse on the corner of Kickapoo/Pulaski. Be careful if walking in the area.

Executive Session 2C2 Collective Bargaining & 2C11 Litigation:

There being no further announcements to come before the council, Alderman Downs made the motion to move into Executive Session, seconded by Alderwoman O'Donoghue. All were in favor.

The Council recessed from the Committee of the Whole meeting at 7:40pm in order to enter Executive Session. Mayor Welch announced there may be city business conducted upon reconvening.

Return from Executive Session:

The council reconvened from Executive Session at 9:09pm in order to reconvene the Committee of the Whole meeting. Roll call was taken.

Present:

Alderman Steve Parrott, Ward 1
Alderman David Sanders, Ward 2
Alderman Sam Downs, Ward 2
Alderman Kevin Bateman, Ward 3
Alderman Dennis Clemons, Ward 3
Alderman Stan Anderson, Ward 4
Alderwoman Rhonda O'Donoghue, Ward 4

Absent:

Alderwoman Robin McClallen, Ward 1

Adjournment:

There being no further discussion to come before the City Council of Lincoln, Alderman Bateman motioned to adjourn, seconded by Alderwoman O'Donoghue. All were in favor. Mayor Welch adjourned the meeting at 9:10p.m.

Respectfully Submitted By:

Charity Hutchison, Recording Secretary

REGULAR CITY COUNCIL MEETING

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

Monday, May 19, 2025

The Regular Meeting of the City Council of Lincoln was called to order by Mayor Welch at 6:01pm, with proper notice given. City Clerk Peggy Bateman called roll.

Present:

Alderwoman Robin McClallen, Ward 1
Alderman Steve Parrott, Ward 1
Alderman David Sanders, Ward 2
Alderman Sam Downs, Ward 2
Alderman Kevin Bateman, Ward 3
Alderman Dennis Clemons, Ward 3
Alderman Stan Anderson, Ward 4
Alderwoman Rhonda O'Donoghue, Ward 4

Staff Present:

Peggy Bateman, City Clerk
John Hoblit, City Attorney
Walt Landers, Streets Superintendent
Joe Meister, Police Chief
Todd Koehler, Fire Caption
Chuck Conzo, City Treasurer
Wes Woodhall, Building and Safety Officer

Remotely:

Andrew Bowns, Veolia Water, Project Manager

Absent:

Ty Johnson, Fire Chief

Presiding:

Tracy Welch, Mayor

The council held a moment of silence for Jim Levi, a previous Alderman.

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 April 7, 2025 Regular City Council Meeting, April 15, 2025 Committee of the Whole Meeting, April 21, 2025 Public Hearing Meeting

C. Approval of request from LCHS Student Government to permit the closing of Wyatt Ave from LCHS to Kickapoo Street, and Kickapoo Street from Wyatt Ave to the Courthouse Square and Broadway Street, McLean Street and Pulaski Street around the Square on Friday, September 19, 2025 from 2:15pm until 3:30pm for the LCHS Homecoming Parade.

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

Yeas: (7) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (1) Alderman Stan Anderson

Absent: (0)

Ordinances and Resolutions:

A. Ordinance 2025-1046 amending Ordinance 1-23-3 and 1-25-3 of the City Code.

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

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

B. Resolution 2025-517 authorizing expenditures for the Motor Fuel Tax Maintenance Program for FY 2025/2026.

Alderman Sanders made the motion to approve, Alderwoman O'Donoghue seconded. Mayor Welch called for discussion, there being none, City Clerk Bateman called roll.

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

Reports:

A. City Treasurer's Report for April 2025

General Fund – down about \$500,000 from last year

Non-Home Rule Sales Tax – down slightly

Income Tax – increase in the month of March, Overall up \$22,000

Municipal Sales Tax – down slightly

Replacement Tax – down considerably

Motor Fuel Tax – gone up again

Video Gaming – almost exactly from a year ago

B. City Clerk's Report for April 2025

\$215,178.25 was received in sewer payments in April 2025. \$20,665.20 was received from both prisons.

C. Department Head Reports for April 2025

New Business/Communications:

A. Approval of contract between Scott McCoy of McCoyCORE USA LLC and the City of Lincoln for Tourism consulting in the amount of \$45,000.00 per year.

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

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

B. Advise and Consent to the Mayoral Appointment of Aaron (Ty) Johnson as Fire Chief. (Oath of Office) *Chief Johnson will be sworn in at a later date.*

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

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

C. Advise and Consent to the Mayoral Appointment of Joe Meister as Police Chief. (Oath of Office)

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

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

D. Advise and Consent to the Mayoral Appointment of Walt Landers at Street Superintendent. (Oath of Office)

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

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

E. Advise and Consent to the Mayoral Appointment of Wes Woodhall as Building & Safety Officer. (Oath of Office)

Alderman Anderson made the motion to approve, Alderwoman O'Donoghue seconded. Mayor Welch called for discussion, there being none, City Clerk Bateman called roll.

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

F. Approval of the purchase of a new bucket truck in an amount not to exceed \$120,000.00.

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

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

G. Advise and Consent to the Mayoral Appointment of Kirstin Rawlins to the position of Administrative Assistant to the Chief of Police.

Alderwoman O'Donoghue made the motion to approve, Alderwoman McClellan seconded. Mayor Welch called for discussion, there being none, City Clerk Bateman called roll.

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

H. Advise and Consent to the Mayoral Appointment of Evelyn Aiken to the position of Records and Property Clerk.

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

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

I. Approval of the construction of the Ground Mount Solar Array with 8' fence and opaque fencing on the North and East side at 203 Madigan Dr.

Alderman Anderson made the motion to approve, Alderman Sanders seconded. Mayor Welch called for discussion.

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

J. Approval of donation of \$5,000 to Lincoln Park District for the Independence Day Fireworks Display payable to American Patriot Pyro.

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

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

K. Approval of expenditures for Sludge/Grit/Waste Disposal from Sewer Plants lift station, collections, etc in an amount not to exceed \$160,000.00.

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

Yeas: (8) Alderman Steve Parrott, Alderman Sam Downs, Alderwoman Rhonda O'Donoghue, Alderman Dennis Clemons, Alderman Kevin Bateman, Alderman Stan Anderson, Alderman David Sanders, Alderwoman Robin McClellan

Nays: (0)

Abstain: (0)

Absent: (0)

Announcements:

- Congratulations to the WLB 8th grade girls relay team for winning State.
- New program for the Visually Impaired at the Oasis

Adjournment:

There being no further discussion to come before the City Council of Lincoln, Alderman Downs motioned to adjourn, seconded by Alderman Clemons. Mayor Welch adjourned the meeting at 6:28 p.m.

Respectfully Submitted By:

Charity Hutchison, Recording Secretary

THE CITY OF LINCOLN

Date Received MAY 23 2025

REQUEST TO PERMIT EVENT WITH STREET CLOSURE

Must Have Council Approval

RECEIVED

Date(s) of Event: 6/19/25 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.)

Juneteenth

Location of Event Property: (Address Utilized Space)

Latham Park

Items occupying street space utilized:

Bounce house, vendors, children activities

Date(s) and time(s) for usage of Property:

6/19/25 @ 1 pm - 6 pm

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? N. Kickapoo Street (for safety reasons)

From Kickapoo to McLean
Perkin Street, and N. McLean Street Closed 11AM-7PM

Closed from 11 am a.m./p.m. until 7:00 a.m./p.m. (circle a.m. or p.m.)

11 am - 7:00 pm - for Perkin N. McLean

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: The Hunt For Foundation

Contact Name: Jennifer Hunt

Email: huntforfoundation@gmail.com

Address: P.O. Box 171 Lincoln, IL 62656

Signature:

Phone: Business:

Cell: 443-224-3990

APPROVED: (signatures)

Police Department:

Mayor:

Fire Department:

Vote: Council Approval Years Nays

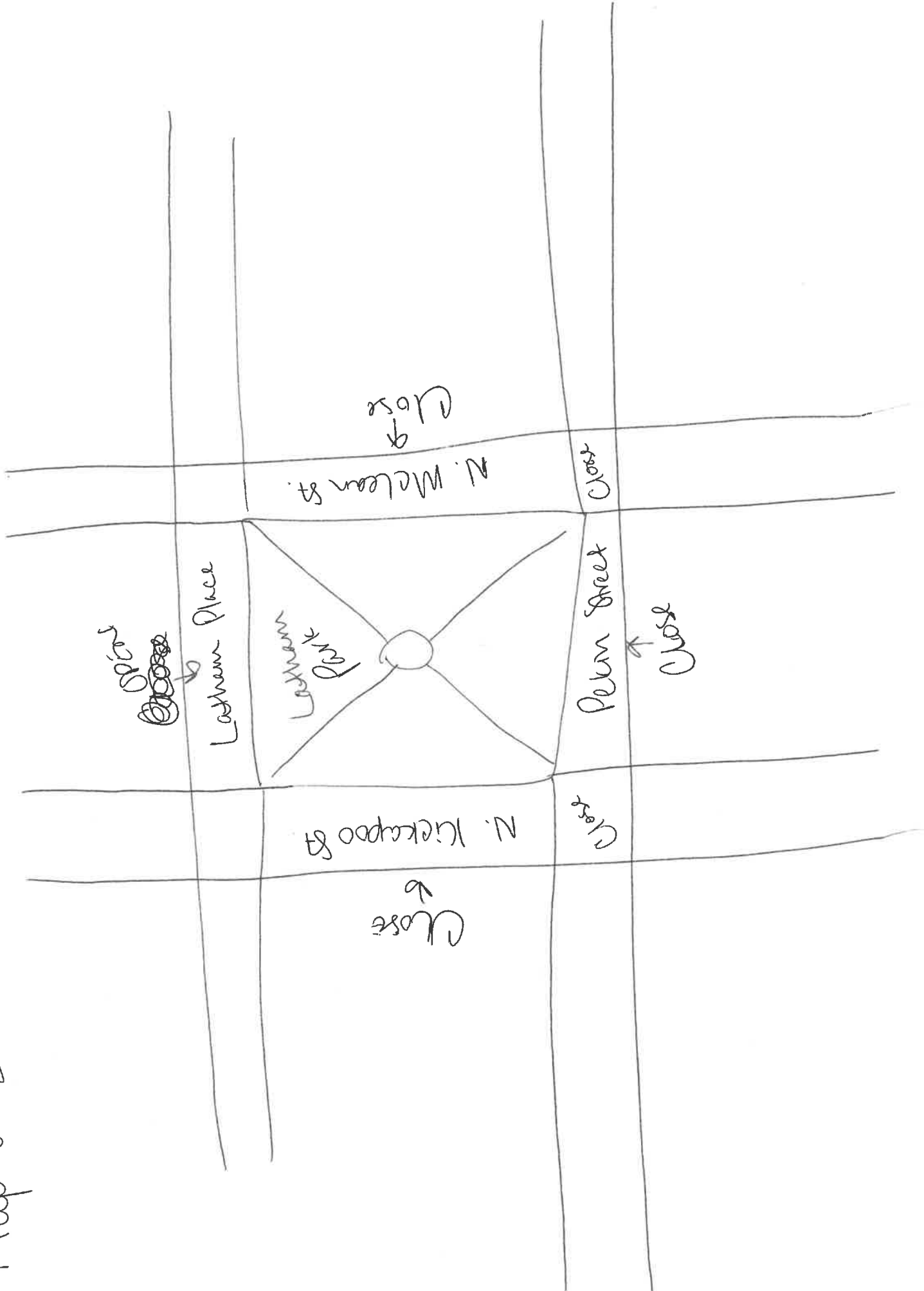
Street Department:

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.

Map of 2025 Sixteenth Festival Road Closure Request





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Country Financial, Brokerage 1705 N. Towanda Avenue Bloomington Illinois 61701	CONTACT NAME: Angela Murphy PHONE (A/C, No, Ext): 866-434-3458 FAX (A/C, No): 866-236-6303 E-MAIL ADDRESS: brokerage@countryfinancial.com PRODUCER CUSTOMER ID:
INSURED Hunt For Foundation DBA: Juneteenth PO Box 171 Lincoln, IL 62656 A Member of the Sports, Leisure & Entertainment RPG	INSURER(S) AFFORDING COVERAGE INSURER A: Markel Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
	NAIC # 38970

COVERAGES**CERTIFICATE NUMBER:** W02996187**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		M1RPG0000000499900	06/19/2025 12:01 AM EDT	06/21/2025 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$1,000,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 PROFESSIONAL LIABILITY BODILY INJURY TO PARTICIPANTS COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NOT PROVIDED WHILE IN HAWAII <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	<input type="checkbox"/> MEDICAL PAYMENTS FOR PARTICIPANTS						PRIMARY MEDICAL EXCESS MEDICAL

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Event Name: Juneteenth; Event Date: 06/19/2025 to 06/20/2025; # of attendees: 500

Event Location: 799 Pekin Street, Lincoln, Illinois 62656

The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

CERTIFICATE HOLDERCity of Lincoln
700 Broadway Street
Lincoln, IL 62656
(Owner/Lessor of Premises)**CANCELLATION****SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

AUTHORIZED REPRESENTATIVE

Coverage is only extended to U.S. events and activities.

**** NOTICE TO TEXAS INSURED:** The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)

City of Lincoln
700 Broadway Street
Lincoln, IL 62656

Named Insured: Hunt For Foundation
DBA: Juneteenth

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

THE CITY OF LINCOLN

Date Received MAY 27 2025

REQUEST TO PERMIT EVENT WITH STREET CLOSURE

Must Have Council Approval

RECEIVED

Date(s) of Event: June 14th 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.)

All church picnic at Lincoln Christian Church. we were hoping to close the roads to make it safer for the kids to come and go.

Location of Event Property: (Address Utilized Space) Lincoln Christian Church

Items occupying street space utilized: Basketball Hoops (myke)

Date(s) and time(s) for usage of Property: June 14th 11-3

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? McLean Street between

Pekin & Delavan and Pekin St. between McLean and Hamilton

Closed from 11 a.m./p.m. until 4:00 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, NO

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

Business/Organization/Sponsor Name: Lincoln Christian Church

Contact Name: Chuck McFadden

Email: chuck.mcfadden@lincolchristian.org

Address: 204 N. McLean

Signature: Chuck McFadden

Phone: Business: 217-732-7618

Cell: 217-737-7429

APPROVED: (signatures)

Police Department: Joseph H. Meister Jr.

Mayor: Tom 25mm

Fire Department: [Signature]

Vote: Council Approval ____ Years ____ Nays

Street Department: [Signature]

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.

Parking
Lot.

Library

X
Pekin

Church

McLean

Park

Police
Room

Board
Room

Cop
Office



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/27/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Pickett Insurance Group PO Box 108 Rochester, IL 62563	CONTACT NAME: Robin Pickett	
	PHONE (A/C, No, Ext): 217-585-9107	FAX (A/C, No): 217-585-4066
INSURED Lincoln Christian Church 204 N McLean St Lincoln, IL 62656	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Brotherhood Mutual Insurance Company	
	INSURER B : QBE Insurance Corporation	
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		
NAIC #		

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			12MLA0393465	08/28/2024	08/28/2025	EACH OCCURRENCE \$ 1,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000				
			MED EXP (Any one person) \$				
			PERSONAL & ADV INJURY \$				
						GENERAL AGGREGATE \$ 3,000,000	
						PRODUCTS - COMP/OP AGG \$ 3,000,000	
							\$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			12MLA0393465	08/28/2024	08/28/2025	COMBINED SINGLE LIMIT (Ea accident) \$
			BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
						\$	
A	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB DED RETENTION \$			12MLA0393465	08/28/2024	08/28/2025	EACH OCCURRENCE \$ 3,000,000
			AGGREGATE \$ 3,000,000				
			\$				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N <input type="checkbox"/>	N / A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
B	Broadened Medical			WHH800079	08/28/2024	08/28/2025	Broadened Medical \$10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Lincoln Christian Church hosting an all church picnic which will require a street closure at Lincoln Christian Church on June 14, 2025 beginning at 11:00 am and ending at 4:00 pm.

CERTIFICATE HOLDER City of Lincoln, Illinois 700 Broadway Street Lincoln, IL 62656	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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ORDINANCE NO.
AN ORDINANCE AMENDING 1-24-3, 1-27-3, & 1-28-2
OF THE LINCOLN CITY CODE

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 _____, 2025,
WITNESSETH:

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

WHEREAS, the CITY OF LINCOLN previously amended the code to allow a certain position to exist in perpetuity until the person is either terminated or they resign; and

WHEREAS, the CITY COUNCIL of the CITY OF LINCOLN desires to amend the positions of sewer clerk, administrative assistant, and code enforcement officer to have the same language; and

WHEREAS, the CITY COUNCIL of the CITY OF LINCOLN desires to change those positions outlined in 1-24-3, 1-27-3, and 1-28-2 be amended to reflect that those positions exist in perpetuity;

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

1. That Title 1 Chapter 24 Part 3 of the Lincoln City Code is hereby amended to have the position exist in perpetuity. (See Exhibit A).
2. That Title 1 Chapter 27 Part 3 is hereby amended to have the position exist in perpetuity. (See Exhibit A).
3. That Title 1 Chapter 28 Part 2 is hereby amended to have the position exist in perpetuity. (See Exhibit A).
4. Effective Date. That this Ordinance is effective immediately upon its passage.

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

Alderman Parrott	_____	Alderwoman McClallen	_____
Alderman Clemmons	_____	Alderman Bateman	_____
Alderwoman O'Donoghue	_____	Alderman Anderson	_____
Alderman Downs	_____	Alderman Sanders	_____

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

Passed and approved this ____ day of _____, 2025.

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

§ 1-24-3 **Tenure Of Office.**

[Ord. 2015-837, 8-17-2015]

- (A) The term of the office of the Sewer Clerk shall ~~be not shorter than for one year nor longer than the term of the City Clerk appointing the Sewer Clerk.~~ exist in perpetuity. The Sewer Clerk may resign from office or may be removed therefrom only in such manner as is provided by the statutes of the state pertaining to the resignation or the removal of the appointed officers.

§ 1-27-3 **Tenure Of Office.**

[Ord. 2021-942, 5-17-2021; amended 12-20-2021 by Ord. No. 2021-964]

- (A) The term of the Administrative Assistant term shall exist in perpetuity. ~~unless the Administrative Assistant resigns from office or is removed by the City Council by a majority vote of all members authorized by law.~~ The Administrative Assistant may resign from office or may be removed therefrom only in such manner as is provided by the statutes of the state pertaining to the resignation or the removal of the appointed officers.

§ 1-28-2**Term of Office.**

[5-20-2024 by Ord. No. 2024-1026]

The term of the office of the Code Enforcement Officer shall ~~be not shorter than for one year nor longer than the term of the Mayor appointing the Code Enforcement Officer.~~ exist in perpetuity. The Code Enforcement Officer may resign from office or may be removed therefrom only in such manner as is provided by the statutes of the state pertaining to the resignation or the removal of the appointed officers.

ORDINANCE NO. _____
AN ORDINANCE REMOVING 1-21
OF THE LINCOLN CITY CODE

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 _____, 2025,
WITNESSETH:

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

WHEREAS, the CITY OF LINCOLN previously created 1-21 'Public Works Director' in 2013 via ordinance 2013-781; and

WHEREAS, the CITY COUNCIL of the CITY OF LINCOLN believes this position to be redundant with other positions in the City (e.x. Streets & Alley Superintendent); and

WHEREAS, the position of Public Works Director has not been filled in quite some time and there has only ever been someone in that position for six months; and

WHEREAS, the CITY COUNCIL of the CITY OF LINCOLN desires to remove 1-21 and reserve it for further use in case a new position/officer is created in the code;

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

1. That Title 1 Chapter 21 Lincoln City Code is hereby deleted and reserved for future use. (See Exhibit A).
2. Effective Date. That this Ordinance is effective immediately upon its passage.

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

Alderman Parrott	_____	Alderwoman McClallen	_____
Alderman Clemmons	_____	Alderman Bateman	_____
Alderwoman O'Donoghue	_____	Alderman Anderson	_____
Alderman Downs	_____	Alderman Sanders	_____

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

Passed and approved this ____ day of _____, 2025.

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

Chapter 1-21 Public Works Director (Reserved)

~~§ 1-21-1 Creation Of Office.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~There is hereby created the office of Public Works Director, an administrative office of the City.~~

~~§ 1-21-2 Appointment Of Public Works Director.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~(A) — The Public Works Director shall be appointed by the Mayor by and with the advice and consent of the City Council. The Public Works Director shall be chosen by the Mayor and said choice shall be considered by the Council solely on the basis of the individual's executive and administrative qualifications with special reference to actual experience in or knowledge of accepted practice in respect to the duties of his office hereinafter set forth and specific professional education for, actual experience in, and knowledge of accepted practice in respect to the position. Such requirements and qualifications are hereby declared to be of a nature as to require technical training or knowledge.~~

~~(B) — During the absence or disability of the Public Works Director, the Mayor, with the advice and the consent of the City Council, may designate some properly qualified person to act as Public Works Director pro tempore to perform the duties of the office.~~

~~§ 1-21-3 Residency Requirement.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~The Public Works Director shall become a resident of the City within one year following the date of appointment, unless this requirement is specifically waived or varied by ordinance or by contract authorized by the City Council, and entered into with the Public Works Director, covering the terms and conditions of residency.~~

~~§ 1-21-4 Tenure Of Office.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~(A) — The term of the office of the Public Works Director shall be not shorter than for one year nor longer than the term of the Mayor appointing the Public Works Director. The Public Works Director may resign from office or may be removed therefrom only in such manner as is provided by the statutes of the state pertaining to the resignation or the removal of the appointed officers.~~

~~(B) — Appointment may be terminated by the Public Works Director upon 30 days' written notice to the Mayor and the City Council prior to such termination. This section shall not preclude the City Council from establishing other employment terms and conditions not inconsistent with the provisions of this chapter or this Code.~~

~~§ 1-21-5 Bond And Oath.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~(A) — Before entering upon the duties of his office, the Public Works Director shall furnish a surety bond in the amount of \$5,000 to be approved by the City Council, said bond to be conditioned on the faithful performance of the Public Works Director's duties. The premium of the bond shall be paid by the City.~~

~~(B) — Before entering upon the duties of his office, the Public Works Director shall take and subscribe the oath prescribed by the statutes of the state in such case provided.~~

~~§ 1-21-6 Compensation.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~The Public Works Director shall receive compensation in such amount and manner as the Council shall fix from time to time.~~

~~§ 1-21-7 Authority And Duties.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~The Public Works Director, subject to the limitations defined in resolutions and ordinances of the City and state statutes, shall report directly to the City Administrator, shall be responsible to the Mayor and the City Council for the proper directing and coordinating of the activities of the department's streets, forestry, sewage collection, fleet maintenance, engineering and building maintenance functions of the City, pursuant to the statutes of the state, the ordinances of the City, and the resolutions, motions, and directives of the corporate authorities with powers and duties as follows:~~

~~(A) — General Duties:~~

- ~~1. — Plan, direct, coordinate and evaluate all operations of the public works department and all activities of full time and part time department personnel.~~
- ~~2. — Define individual position responsibilities and select the employee to fill each position and approve work schedules and assignments.~~
- ~~3. — Handle public works department City personnel administration functions.~~
- ~~4. — Evaluate the work performance of immediate subordinates; promote worker safety awareness among staff; and resolve employee grievances in accordance with the terms of the collective bargaining agreement.~~

- ~~5. — Maintain effective working relationships with various local, county and state agencies.~~
- ~~6. — Direct the development of capital improvement plans and the subsequent construction of public works projects; review engineering plans for private developments; inspect construction of public facilities by private developers.~~
- ~~7. — Oversee the maintenance, management and annual updates of the City of Lincoln's five year capital improvement plan.~~
- ~~8. — Prepare and update short and long range strategic plans to assure the department's contribution to the City's overall plan and strategies; participate in the development of regional plans.~~
- ~~9. — Oversee and supervise construction, maintenance and clearing of all City infrastructures, including streets, sidewalks, alleys and storm sewers and sewers; oversee tree maintenance.~~
- ~~10. — Direct operations of the sewage collection operations; regulate the use of City properties by the various public utilities.~~
- ~~11. — Oversee the maintenance and repair of pumps, wastewater treatment facilities, lift stations and sewer collection lines to assure a safe and proper collection of wastewater effluent.~~
- ~~12. — Direct and participate in the City engineering functions and delegate to functional superintendents the more routine, day to day engineering, maintenance, project scheduling and crew coordination activities.~~
- ~~13. — Oversee contacts with consulting engineering firms and participate in the review and approval of engineering plans and specifications developed for major capital improvements and/or development projects.~~
- ~~14. — Prepare annual departmental budget for submission to the City Administrator; review approved requests for work, materials, contracts and purchases of services and commodities within approved budgetary guidelines.~~
- ~~15. — Serve as a member of the management team, participating in the City's strategic planning efforts and addressing citywide policy and management issues.~~
- ~~16. — Prepare special operating reports for the City Council and/or the City Administrator; review questions and public complaints that affect the department; interact with outside transportation agencies, such as IDOT, regarding planning, maintenance and new construction.~~
- ~~17. — Determine staffing levels needed to fulfill the City's service level expectations.~~
- ~~18. — Perform other duties as required.~~

(B) — Responsibilities To The City Council:

- ~~1. — Attend all meetings of the City Council and be present for all discussions, unless excused by the Mayor or a majority vote of the City Council, but in no case shall the Public Works Director have the right to vote. Assist the Mayor and the City Council as required in the performance of their duties.~~

2. — ~~Keep the Mayor and the City Council regularly informed about the activities of the Public Works Director's office by oral or written report at regular and special meetings of the City Council.~~

~~§ 1-21-8 Officers Not To Interfere With Appointments Or Removals.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~No officer of the City shall dictate the appointment of any person to, or removal from, office by the Public Works Director or by any of the director's subordinates.~~

~~§ 1-21-9 City Council.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~The term "City Council", whenever used herein, refers to the entire City Council, sitting as one body, and not to the individual members thereof. No individual member of the City Council shall have any direct authority over the Public Works Director.~~

~~§ 1-21-10 Amendment.~~
~~{Ord. 2013-781, 6-17-2013}~~

~~The terms of this chapter may only be amended, waived or varied by City Council ordinance or by a contract authorized by the City Council, and entered into with the Public Works Director, covering the terms and conditions of this chapter.~~

ORDINANCE NO. _____
ORDINANCE CREATE 1-6-10 OF THE LINCOLN CITY CODE

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 _____, 2025, WITNESSETH:

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

WHEREAS, the City Council has long enjoyed its members being able to conduct themselves in a manner expected of elected representatives; and

WHEREAS, recently the City of Lincoln has unfortunately not been able to enjoy the behavior expected of elected representatives, and due to this they feel it now necessary to codify it in an attempt to ensure its members behave in a manner that is expected of them; and

WHEREAS, it is in the best interest of the citizens of the City of Lincoln, Logan County, Illinois, that their elected officials act in a manner that is befitting of an elected official;

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

1. That Title I Chapter 6 Part 10 Lincoln City Code titled "Code of Conduct" is hereby created. (See Exhibit A)
2. Effective Date. That this Ordinance is effective immediately upon passage and publication in pamphlet form.

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

Alderman Parrott	_____	Alderwoman McClallen	_____
Alderman Clemmons	_____	Alderman Bateman	_____
Alderwoman O'Donoghue	_____	Alderman Anderson	_____
Alderman Downs	_____	Alderman Sanders	_____

Ayes: _____

Nays: _____

Abstain: _____

Absent: _____

Passed and approved this ____ day of _____, 2025.

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

§ 1-6-10 Code of Conduct

- (A) Aldermen/Alderwomen shall conduct themselves in and out of meetings in a manner expected of an elected official. The elected officials of the City of Lincoln are to conduct themselves within city meetings in a respectful manner that is appropriate and expected of an elected official.
- (B) Demonstrate by word and action the highest standards of ethical conduct and integrity in all public, professional, and personal relationships in order that the member may merit the trust and respect of the elected and appointed officials, employees, and the public.
- (C) Public Confidence. Members should conduct themselves so as to maintain public confidence in their position and profession, the integrity of their local government, and in their responsibility to uphold the public trust. City Council members shall be mindful of how they conduct themselves in the public as their actions are reflective of the City Council as a whole.
- (D) The Alderman/Alderwomen shall conduct themselves on social media in accordance with the above statements as the statements they make on social media reflects on the City Council as a whole.
- (E) An elected official individually does not run a City Department, nor do they report to a City Council member individually. The City Departments need to be able to run and work in a manner that is not disruptive of an elected official interrupting their workflow. City Council members will not show up to job sites unless authorized by the City Department Head. The Aldermen/Alderwoman shall not harass individual employees on their off hours.
- (F) Members of the City Council will undertake efforts to be present at all City Council meetings. Ten (10) or more unexcused absences within a calendar year will create a vacancy as the alderman/alderwoman has abandoned their seat in the City Council.
- (G) Penalty. Violations of this subsection will trigger an investigation by the Ethics Committee. Penalties can include, but are not limited to, a fine of \$500.00 for each infraction, censure, and the recommendation of a stalking/no contact order.

Violations of subsection (F) and for nonpayment of the fine in this subsection can cause removal authorized by state statute.

City of Lincoln
Engineering Services Work Order
CMT WORK ORDER No. 15

Date: 05/21/2025	Name: 2025/2026 Curb & Sidewalk Program								
Project Description: Provide planning, design, and construction engineering services to aide the City in administering their 2025/2026 Curb & Sidewalk Program.									
Services Required: 1. See attached Schedule A									
Time Schedule: Engineer is to proceed immediately with the work to be completed under this Work Order. The work is to be completed by 12/31/2025.									
Compensation: Compensation for the services provided under this Engineering Services Work Order will be in accordance with the provisions of the Master Services Agreement. The compensation for the above services, including reimbursable expenses, will be invoiced monthly as the work is performed on a time and expense basis using a 3.0 multiplier times the direct personnel labor cost. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent. Detailed descriptions of the work performed will be provided on the monthly invoices. The anticipated upper limit of the services under this Work Order will be \$33,000.00, unless authorized by an amended work order.									
Approval and Notice to Proceed: <table style="width: 100%;"><tr><td style="width: 50%;">City of Lincoln</td><td style="width: 50%;">Crawford, Murphy & Tilly, Inc.</td></tr><tr><td>By: _____</td><td>By: _____</td></tr><tr><td>Title: <u>Mayor</u></td><td>Title: <u>Vice President</u></td></tr><tr><td>Date: _____</td><td>Date: _____</td></tr></table> Notice To Proceed Date: _____ CMT Project No. 23005152.15		City of Lincoln	Crawford, Murphy & Tilly, Inc.	By: _____	By: _____	Title: <u>Mayor</u>	Title: <u>Vice President</u>	Date: _____	Date: _____
City of Lincoln	Crawford, Murphy & Tilly, Inc.								
By: _____	By: _____								
Title: <u>Mayor</u>	Title: <u>Vice President</u>								
Date: _____	Date: _____								
<i>Services provided under this Work Order shall be in accordance with the Master Services Agreement for Professional Services dated March 27, 2023, for general engineering services.</i>									

SCHEDULE A
SCOPE OF SERVICES
2025/2026 CURB & SIDEWALK PROGRAM

The Scope of Services listed below are for planning, design, and construction engineering services to assist the City of Lincoln Streets Department in the administration of their 2025/2026 Curb & Sidewalk Program. The engineering services include planning, cost estimating, preparation of bidding documents, bidding services, construction contract administration, and construction observation as further described herein. The Curb & Sidewalk Program will consist of sidewalk removal and replacement, ADA accessible curb ramps, and adjacent curb & gutter removal and replacement at selected locations. The Curb & Sidewalk Program is to be locally funded as provided for in the City's 2025-2026 Budget as approved and amended by the City Council.

1. Planning

- a. Coordinate curb and sidewalk targets with the City's Streets Superintendent
- b. Perform a site visit to take measurements of the target areas
- c. Perform quantity calculations and prepare an Opinion of Probable Construction Costs for the target areas
- d. Review the design assumptions and the Opinion of Probable Construction Costs with the City's Streets Superintendent

2. Preparation of Bidding Documents

- a. Prepare bidding documents in general accordance with Illinois Department of Transportation (IDOT) requirements for locally funded projects to be advertised through the Local Roads Contractor's Bulletin
- b. Documents to include:
 - i. Front-End Contract Documents, Proposal Form, and Schedule of Prices
 - ii. Project Special Provisions
 - iii. Supplemental Specifications, Recurring Special Provisions, and Bureau of Design & Environment Special Provisions
 - iv. State Standard Details, as required
 - v. Summary of Quantities Sheet
 - vi. Project Maps indicating the targeted work areas and types of improvements

3. Bidding Services & Construction Contract Administration

- a. Submit the Notice to Bidders to local contractors through the Local Roads Contractor's Bulletin
- b. Respond to Contractor inquiries
- c. Attend Bid Opening, evaluate the bids, and make a recommendation for award
- d. Coordinate the execution the Contract and Contract Bond with the Contractor upon award of the contract by the City

SCHEDULE A
SCOPE OF SERVICES
2025/2026 CURB & SIDEWALK PROGRAM

4. Construction Observation

- a. Provide part-time Construction Engineering and material documentation for the duration of the construction.
- b. Perform select concrete material testing to verify compliance with project specifications. This work is to be done either through CMT staff or through the use of a subconsultant.
- c. Attend Preconstruction Meeting with the Contractor and the City's Streets Superintendent
- d. Provide part-time observation of the work and the Contractor's operations for general conformance with the project plans and specifications. The Engineer does not guarantee the performance of the contract by the Contractor
- e. Maintain a record of the Contractor's activities during construction.
- f. Review the Contractor's Pay Requests and supporting documentation.
- g. Review Change Order Requests from the Contractor and prepare documentation.
- h. Perform a final inspection with the City's Streets Superintendent and prepare a Punch List of items for the Contractor.
- i. Confirm that Punch List items were addressed.

5. Exclusions

- a. Full-time construction observation. It is assumed that a representative from CMT will be on-site for partial days on the days that the Contractor is working but will not be present for the Contractor's complete workday.
- b. Requirements of any funding sources other than local City funds
- c. Meetings other than with the Contractor and/or City's Streets Superintendent
- d. Construction surveying
- e. As-built record preparation

TRACY WELCH
MAYOR

PEGGY S. BATEMAN
CITY CLERK

CHARLES N. CONZO
CITY TREASURER

JOHN A. HOBLIT
CITY ATTORNEY



CITY OF LINCOLN, ILLINOIS

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

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

To: Mayor and Aldermen of the City of Lincoln

From: Andrew Bowns, Wastewater Project Manager

Meeting Date: May 27, 2025

RE: Campus View Dr. - CMT Work Order 13 - Planning and Engineering

Background

The attached work order will allow CMT to move forward with the planning and design engineering to address sewer on Campus View Dr.

Analysis/Discussion:

This work order will allow expenditures of up to \$100,000.00 for the purposes of planning and then moving directly into design engineering for the new sewer system that will serve Campus View Dr. This work order includes additional planning and design engineering. Construction engineering, once the project goes to bid, will be at an additional cost. Once we are to the point of requiring construction engineering, an amendment will be brought to the Council for discussion and consideration.

Fiscal Impact:

This work order has a cap of \$100,000.00 currently, and will have to be amended once we get to construction engineering. This project has been budgeted for in FY 25-26.

Council Recommendation:

Approve Work Order 13 in an amount not to exceed, unless amended, \$100,000.00 to be expensed from "50-7200-5230 Engineer Contract".

CITY COUNCIL

FIRST WARD
STEVE PARROTT
ROBIN McCLALLEN

SECOND WARD
DAVID SANDERS
SAM DOWNS

THIRD WARD
KEVIN BATEMAN
DENNIS CLEMONS

FOURTH WARD
RHONDA O'DONOGHUE
STAN ANDERSON

City of Lincoln
Engineering Services Work Order
CMT WORK ORDER No. 13

Date: 05/22/2025

Name: Campus View Drive Sewer Study & Design

Project Description: Engineering services to perform a design study with recommendations to provide public sewer access to the 100, 200, and 300 blocks of Campus View Drive. Once an alternative has been selected, CMT will proceed with creating plans, specifications, and bidding documents.

Services Required:

1. See attached Schedule A

Time Schedule:

Field investigations will be coordinated with City's Sewer Superintendent upon execution of the Work Order. The development of the study and alternative selection will follow the field investigations. Contract documents and preparation of the IEPA Construction Permit Application to follow the selection of the alternative. The project can proceed to bidding at the City's direction following the receipt of the IEPA Construction Permit.

Compensation:

Compensation for the services provided under this Engineering Services Work Order will be in accordance with the provisions of the Master Services Agreement. The compensation for the above services, including reimbursable expenses, will be invoiced monthly as the work is performed on a time and expense basis using a 3.0 multiplier times the direct personnel labor cost. Reimbursable direct expenses will be invoiced at cost. Professional or Subconsultant services performed by another firm will be invoiced at cost plus ten percent.

Detailed descriptions of the work performed will be provided on the monthly invoices. The anticipated upper limit of the services under this Work Order will be \$100,000.00, unless authorized by an amended work order.

Approval and Notice to Proceed:

City of Lincoln

Crawford, Murphy & Tilly, Inc.,

By: _____ By: Christine Crites

Title: Mayor Title: Vice President

Date: _____ Date: 5-22-2025

Notice To Proceed Date:

CMT Project No. 23005152.13

Services provided under this Work Order shall be in accordance with the Master Services Agreement for Professional Services dated March 27, 2023 for general engineering services.

SCHEDULE A
SCOPE OF SERVICES
CAMPUS VIEW DRIVE

1. Planning Phase

- a. 100-Block
 - i. Compare pros/cons for sewer main lining versus removal/replacement
 - ii. Permanent and construction easement requirements
 - iii. Homeowner impacts
 - 1. Potential disruption of service/reconnection of laterals
 - 2. Potential construction disturbances
 - 3. Potential cost-share
- b. 200/300-Block
 - i. Compare pros/cons for new sewer main location alternatives
 - ii. Permanent and construction easement requirements
 - iii. Homeowner impacts
 - 1. Potential disruption of service
 - 2. Potential construction disturbances
 - 3. Potential cost-share
- c. Present planning phase findings to the sewer committee

2. Design Phase

- a. Surveying
 - i. Perform topographic surveys along the chosen alternatives
 - ii. Perform boundary surveys for properties along the chosen alternatives
 - iii. Generate preliminary easements plats
- b. Develop preliminary plans, specifications, and bidding documents based upon the chosen alternatives
 - i. Documents to include:
 - 1. Front-End Contract Documents following EDCJC format.
 - 2. Technical specifications
 - 3. Construction plans
- c. Draft and submit an IEPA Construction Permit Application

3. Bidding Phase

- a. Following receipt of the IEPA Permit, advertise for bids at the City's direction
- b. Host a pre-bid meeting with prospective bidders and answer bidder's questions
- c. Host the bid opening, evaluate the bids, and make a recommendation for award
- d. Coordinate the execution of the Contract and Contract Bond with the Contractor upon award of the contract by the City

4. Exclusions

- a. Construction observation. Once under construction, this work order can be amended to include the appropriate scope and fee for construction observation and administration
- b. Requirements of any funding sources other than local City fund

State of Illinois)
) SS.
County of Logan)

LETTER OF UNDERSTANDING
between the
CITY OF LINCOLN
Logan County, A Municipal Corporation
and the
OPEN ARMS FELLOWSHIP

WHEREAS the parties acknowledge that Open Arms Fellowship bought all the land that was owned by Lincoln Christian University, which includes the sewer system installed by Lincoln Christian University; and,

WHEREAS there are a number of residential houses abutting the land now owned by Open Arms Fellowship that utilize the sewer system; and,

WHEREAS the City of Lincoln, at their own expense, will install a new sewer system for the benefit of those residential owners and the City of Lincoln will need a utility easement for the sewer line that will go through property owned by Open Arms Fellowship; and

WHEREAS the City at this point contemplates potentially an 8-inch line with the easement to encompass 15 feet from the center line of the sewer pipe, but the City would still need to do engineering at this point in order to correctly ascertain location and the size of the pipe; and

WHEREAS it is premature to execute an easement, but in order to move forward with the project the City of Lincoln would need assurances from Open Arms Fellowship that once engineering is complete a utility easement will be granted from Open Arms Fellowship to the City of Lincoln for the sewer line running underneath their property;

NOW, THEREFORE, BE IT RESOLVED BY AND BETWEEN THE CITY OF LINCOLN AND OPEN ARMS FELLOWSHIP, THAT THEY AGREE AND APPROVE THE FOLLOWING:

1. That Open Arms Fellowship will grant a utility (sewer) easement for the benefit of the City of Lincoln as mutually agreed upon in writing between Open Arms Fellowship and the City of Lincoln.
2. The City of Lincoln will proceed with engineering within 120 days from the date of this Letter of Understanding and will work with Open Arms Fellowship on the placement of the sewer line. Once said engineering work is completed, Open Arms Fellowship will execute said utility easement as mutually agreed upon by the parties.

Letter of Understanding
[page two]

Dated and approved this _____ day of June, 2025, by the parties' duly authorized and approved representatives:

Tracy Welch
Mayor of the City of Lincoln

Larry Crawford
Pastor Open Arms Fellowship

M E M O R A N D U M

TO: Mayor and Council of the City of Lincoln

FROM: Peggy Bateman, City Clerk

DATE: May 27, 2025

RE: Heartland Bank Credit Card Limit Increase

Analysis/Discussion: February 16, 2021 the Council approved the switching of city credit cards from American Express to Heartland Bank Credit Card. At that time the City Clerk card was only asking for a \$500.00 limit. Due to the City Clerk credit card having been placed on file for automatic charging as in City Domain, Microsoft, Adobe etc. when I need to use it I can't since these charges will be hitting the card, or it is between cycles, and the balance has not been paid yet. I am asking to increase the limit to \$5,000.00, which is the limit of all other departments. For Heartland Bank to increase the limit it requires approved board minutes of council approval.

COW Recommendation: Approve the limit increase of Heartland Bank Credit Card held by City Clerk, Peggy Bateman to \$5,000.00.



LINCOLN, ILLINOIS
PROPOSAL FOR A COMPENSATION STUDY
May 26, 2023

INTRODUCTION

The City of Lincoln is interested in a review of its pay ranges and compensation structure for 9 positions in its current classification plan. It is a pleasure for GovHR USA, LLC ("GovHR") to provide the City with a proposal for these services.

QUALIFICATIONS

GovHR, LLC ("GovHR") is a public-sector management consulting firm specializing in executive recruitment and management consulting. All services are provided solely for public jurisdictions and not-for-profit entities. GovHR provides service to jurisdictions and agencies in a variety of contemporary issues, providing management, financial, and human resources assistance. Over the past ten years, we have conducted more than 150 classification and/or compensation studies. A list of these studies is available on our website at www.govhrusa.com. Without fail, every pay plan recommended by GovHR has been successfully implemented by the client.

GovHR is led by Heidi Voorhees, President, and Joellen Cademartori, Chief Executive Officer. The firm has a total of thirty-five (35) project consultants. If selected to conduct this Study for the City, Senior Vice President Rachel Skaggs will serve as Project Manager. Ms. Skaggs has over 10 years of experience in local government in Illinois; serving most recently as the City Manager of Princeton. Since joining GovHR in 2019, Ms. Skaggs has assisted on more than seventy classification and compensation studies, and served as the project manager for many of these. She will be assisted with data collection and analysis on Lincoln's study by HR Specialists Alice and Katy Yee. Biographies for the project team are attached to this proposal. Ms. Skaggs' contact information is:

Rachel Skaggs, Senior Vice President
GovHR USA, LLC
Rskaggs@govhrusa.com
Telephone: 815-303-2187

PROJECT APPROACH

The City has requested a marketplace comparison of its compensation plan for 9 positions in the organization. The Compensation Study data will allow the City to better understand its competitive pay position and to determine its strengths and weakness relative to the comparable labor market.

GovHR will perform the following steps (listed in the order that the work will be performed). Please note, we have specified those areas where we will need the City's input/assistance.

630 Dundee Road, Suite 225, Northbrook, IL 60062
Local: 847.380.3240 Toll Free: 855.68GovHR (855.684.6847) Fax: 866.401.3100 GovHRUSA.com

EXECUTIVE RECRUITMENT INTERIM STAFFING MANAGEMENT AND HUMAN RESOURCE CONSULTING

Meetings, Salary Survey**DELIVERABLE:** Start Up Documents

- **Study preparation and project meeting (via telephone or video conference call).** Meet with City representatives to discuss study methods, review organization charts, personnel rules and regulations, and the current classification and pay plans. We will seek to determine problem areas, answer questions, and review the scope and schedule of work and the data and assistance GovHR will need from the City. Prior to the meeting, GovHR will require copies of the organization charts for each department, all pay plans, the current personnel manual and any other relevant information related to salaries to make for a more productive initial meeting.

- **Establishing comparables**

DELIVERABLE: Group of Comparable Communities

Working with City staff and using our broad-based cohort methodology, we will determine a logical survey sample of “like” municipalities that impact the compensation market for the City. In selecting public employers, we normally use criteria such as number of employees, population served, EAV, budget size, proximity, etc., the purpose of which is to select jurisdictions that are most comparable to Lincoln.

- **Prepare and send out salary surveys.**

GovHR will design and send out the salary surveys (under City letterhead) to gather salary data for the 9 classifications in the comparable communities. In addition to job titles, brief position descriptions are included in the survey to make sure we are receiving salary data for “like” positions in the comparable communities.

Note: While GovHR will prepare all the materials to be sent out for the salary surveys, we have found that sending out the survey under the client’s letterhead generates a better/faster response from the survey respondents than when it is sent out under our letterhead/name. In addition, the City *may* be asked to make one follow-up contact to those municipalities that do not initially respond to the survey request.

II. Salary Survey Analysis.

DELIVERABLE: Salary Survey Data

DELIVERABLE: New Salary Schedules

The following steps will be included in this component of the Study:

- Tabulate, summarize, and analyze comparative compensation information obtained through the surveys. Our pay tabulations compare the City’s salaries for the surveyed positions with the average minimum and the average maximum of the survey data for each surveyed class, when possible. Data is displayed for each jurisdiction on each class and summarized in an overall table. This data is analyzed to determine the percentage difference between the City’s present pay for each class and the survey data.

The Consultants will work with the City at the initial meeting to determine its policy with respect to compensation (i.e., 50th percentile; 75th percentile, etc.). Once this is determined, the Consultants will use the salary survey data to develop and recommend new salary schedules for

the City's 9 classifications. This process will include a recommendation regarding how employees are inserted into the new plan and how they move through the proposed pay plan (either via a merit system or defined merit increment plan), with recommendations for a specific performance-oriented program with respect to salary advancement through the new salary ranges. The salary schedules will outline what the specific percentages are between ranges and grades. Note: GovHR always recommends that there be a merit component associated with the granting of wage adjustments and a recommendation for this will be included in the City's report.

III. Progress Reports (via email and video/conference calls)

GovHR prides itself on our attention to and communication with our clients as the project proceeds. As such, GovHR will strive to maintain regular contact with the City's representative and to be available to address the Client's questions, concerns and needs.

GovHR will make regular progress reports to the City as requested, particularly at critical points in the Study. Additionally, the Project Manager will meet with the City representative and other key staff to participate in a question-and-answer session and to review the results of the salary evaluation exercise and the proposed new salary schedules.

IV. Draft and Final Report Preparation

DELIVERABLE: Draft and Final Report

A draft report will be prepared by the Consultants and sent electronically to the City that includes:

- an Executive Summary highlighting the overall scope of the Study and the general observations, outcomes and recommendations contained within the Report;
- a summary of all aspects of the Study, including recommendations, methods and guidelines for achieving the overall aspects of the Study as well as recommendations for annual maintenance and review of the new plans;
- pay range options that are consistent with the City's pay policy, outlining the pros and cons of each option;
- recommendations on keeping the plan current, equitable and up to date over the next ten years.
- An implementation plan and cost estimates of implementing the Study's findings and recommendations.

Once the City representatives return review comments, a final report will be prepared and sent to the City.

V. Presentation of Findings (Project Manager)

The Project Manager will make a presentation of findings to the City Council, if desired. The final report will include a procedure manual and appropriate forms for Human Resources staff and/or supervisors to maintain the recommended pay plan(s).

PROPOSED PROJECT TIMELINE

GovHR is available to start this project within four to six weeks of acceptance of its proposal. A Study of this size would normally take approximately 60 - 90 days. The timetable below is contingent upon the timely response from the comparable governmental entities supplying the salary data.

Following is a detailed breakdown of the work schedule:

- Week 1: Meet with City representatives to discuss Study methodology and expectations.
- Week 2: Prepare and distribute salary surveys to comparable public entities.
- Week 4 to 5: Return of salary surveys.
- Week 6 to 7: Analyze data; prepare new compensation plan.
- Week 8: Send draft finding to the City.
- Week 9: Meet with key City representatives to review preliminary findings.
- Week 11: Prepare Draft Report and send to the City.
- Week 12: Get return comments from the City.
- Week 13: Prepare Final Report.
- Week 14: Present Report to City Council.

GovHR is mindful of the Client's desire to have a finished quality product within a reasonable time after initiating a Study of this kind, and we pride ourselves in adhering to this timeframe. Our past clients will confirm our diligence in delivering our report and other deliverables on time.

REFERENCES

Lockport, Illinois

Compensation Study (2023) – 30 positions

Lisa Heglund, Finance Director

815-838-0549, ext. 2109

lheglund@lockport.org

Village of Berkeley, Illinois

Classification and Compensation Study (2022) – 29 positions

Rudy Espiritu, Village Administrator

708-449-8840

respirtu@berkeley.il.us

Village of Lincolnwood, Illinois

Classification and Compensation Study (2022) – 33 positions

Anne Marie Gaura, Village Manager

847-745-4717

agaura@lwd.org

COST PROPOSAL

We estimate the fee for the Compensation Study to be **\$6,300** and will agree to complete the study for this **fixed fee of \$6,300**. Payment will be due as follows: 50% of the professional fees (\$3,150) will be due after the initial project meeting, and the remaining 50% will be billed after the Study is completed. Invoices will be sent to the City and are payable within 30 days of receipt.

<u>Study Phase Breakdown</u>	<u>Hour Breakdown</u>	<u>Cost</u>
I. Meetings, Salary Survey		
Study preparation and project meeting	2 hours	\$300
Establishing comparables	10 hours	\$1,500
Prepare and send out salary surveys	4 hours	\$600
II. Salary Survey Analysis		
Analyzing salary survey data	10 hours	\$1,500
Establishing new salary schedules	4 hours	\$600
III. Meetings with City representatives to Review Survey Data	2 hours	\$300
IV. Draft and Final Report Preparation		
Writing draft report	6 hours	\$900
Final report	2 hours	\$300
V. Presentation of Findings	2 hours	\$300
PROJECT HOUR AND COST TOTAL	42 Hours	\$6,300

OPTIONAL SERVICES/EXPENSES:

Progress Reports – It is customary to have periodic telephone conversations throughout the Study to give progress reports. There will be no charge for these periodic telephone updates.

Site Visits – If the City chooses to have the Consultants make any on-site visits there would be additional cost for travel and related expenses.

Benefits – If the City wants to include a review of benefits in the Study, there would be an additional charge of \$2,700 for the benefits survey and analysis.

Additional Services – any additional services not covered in this Proposal and requested by the City will be billed at the rate of \$150 an hour.

This quote is good for a period of three months, after which prices may increase.

CONCLUDING REMARKS

In closing, GovHR is a public-sector management consulting firm devoted to assisting only public-sector entities. We believe that the team assembled to conduct the proposed study for the City of Lincoln is of the highest caliber and qualifications.

GovHR appreciates your consideration of this proposal and looks forward to the opportunity to work with the City on this important project.

Sincerely,



Judith M. Schmittgens
Corporate Secretary and Compliance Manager

Attachments: Consultant Biographies