

CITY OF LINCOLN
COMMITTEE OF THE WHOLE MEETING
AGENDA
OCTOBER 24, 2023
CITY HALL COUNCIL CHAMBERS
7:00PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Participation**
- 4. Alice Roate – Logan County Tourism 2023 3rd Quarter Report**
- 5. Request to Permit: Lincoln’s Annual Christmas Parade Thursday, December 7, 2023.**
- 6. Lift Station Alarms.**
- 7. M&R Reconciliation for Fiscal year 2022-2023.**
- 8. PC 2023-04 Request for Special use Permit at 602 Woodlawn Road.**
- 9. PC 2023-05 Request for Special Use Permit at 624 Woodlawn Road.**
- 10. Announcements**
- 11. Executive Session 2 (C) 1 Personnel**
- 12. Adjournment**
- 13. Upcoming Meetings:** City Council Meeting: Monday, November 6, 2023 at 7:00 PM
Committee of the Whole Meeting: Tuesday, November 14, 2023 at 7:00 PM



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

Logan County Tourism Bureau 2023 3rd Quarter Report

Board of Directors

President: Melanie Blankenship	Tracy Welch- (<i>ex officio</i>)
Vice President: Gail Sasse	Emily Davenport
Treasurer: Neal Patel	Jim Wessbecher
Secretary: Molly Pickering	Steve Parrott
	Sam Downs
	Olivia Partlow
	Rick Hoefle
	Stacie Wachtel
	Ron Keller

- **Financials**
 - Hotel/Motel Tax Income (95%) 7/2023, 8/2023 & 9/2023- **\$55,101.74**
 - Hotel/Motel Tax 2023 Quarter 3 revenue is **down 13%** compared to 2022 Quarter 3 revenue.
- **Grants Received**
 - Illinois Department of Commerce & Economic Opportunity LCTB Grant July 2023 – June 2024 - **\$39,779.00**
 - Illinois Tourism Attractions & Festivals Grant - **\$25,187.00**
 - Route 66 Grant Program - **\$29,320.00**
- **Advertising Efforts**
 - **Digital Marketing continued for July 2023 – June 2024** – Pre-roll, CTV, YouTube, Facebook, Streaming Audio, WMBD/WYZZ News Rotator.
 - **The Depot and The Mill are official stops in the Route 66 Passport-** (<https://www.route66navigation.com/passport>). We had **393** people with Tourism related inquiries (via in person/phone/web) at the Depot and **112** of those were visitors with Route 66 Passports.
- **The Mill Museum**
 - We received **513** visitors to the Mill from July-September; **110** of these visitors had a Route 66 Passport
 - The Mill Museum is open Tuesday – Saturday, 12:00pm – 4:00pm.
- **Events**
 - Set up informational booths at the Logan County Fair and the Illinois State Fair. Handed out materials about Balloons Over 66, the Railsplitter Festival, and Logan County
 - Balloons Over 66 Weekend

Financials attached – Account Balances as of September 30, 2023

Logan County Tourism Bureau

Balance Sheet

As of September 30, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10000 Savings	89,540.67
10001 Main Checking	92,827.71
10002 Lincoln Initiative Checking	4,331.34
10003 The Mill Checking	4,568.09
10004 Balloons Over 66 Checking	0.00
Total Bank Accounts	\$191,267.81
Other Current Assets	
12000 Petty Cash (Depot)	50.00
12001 Petty Cash (Mill)	310.00
150001 Inventory- Mill & Depot	5,588.82
Total Other Current Assets	\$5,948.82
Total Current Assets	\$197,216.63
TOTAL ASSETS	\$197,216.63
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
20000 Payroll Liabilities	
20001 FWT FICA Medicare Payable	12,735.24
20002 SWT Payable	2,939.96
Total 20000 Payroll Liabilities	15,675.20
Total Other Current Liabilities	\$15,675.20
Total Current Liabilities	\$15,675.20
Total Liabilities	\$15,675.20
Equity	
30000 Opening Balance Equity	215,588.95
31000 Net Assets	5,526.82
Net Revenue	-39,574.34
Total Equity	\$181,541.43
TOTAL LIABILITIES AND EQUITY	\$197,216.63

OCT 12 2023

THE CITY OF LINCOLN

Date Received _____

REQUEST TO PERMIT EVENT WITH STREET CLOSURE RECEIVED

Must Have Council Approval

Date(s) of Event: December 7th, 2023 A copy of this form must be available at the Event!

Please describe below your request for use of City Property.

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

Lincoln's Annual Christmas Parade. Multiple participants will be bringing floats, trucks, other vehicles, and some will be walking.

Location of Event Property: (Address Utilized Space) Downtown Lincoln

Items occupying street space utilized: Parade floats, vehicles, people

Date(s) and time(s) for usage of Property: Dec. 7th 5:30pm - 8:00pm

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

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

If closed, which streets and blocks? See attached sheet

Closed from 5:30 a.m./(p.m.) until 8:00 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: Logan County Tourism Bureau

Contact Name: Alice Koate Email: director@destinationlogancounty.il.com

Address: 101 N Chicago Street Lincoln, IL 62656 Signature: Alice Koate

Phone: Business: 217-732-8087 Cell: _____

APPROVED: (signatures)

Police Department: Joseph H. Meister

Mayor: [Signature]

Fire Department: [Signature]

Vote: Council Approval _____ Years _____ Days

Street Department: Walt Jansen

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.

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: October 24, 2023

RE: Lift Station Alarm Systems

Background

Due to the decommissioning of the hard copper telephone network in Lincoln the Lift Station alarm system will no longer function. This will require the implementation of a new alarm system.

Analysis/Discussion:

The alarm system that is proposed in the quote will have more functionality than is currently available. Currently the only alarms that lift stations are able to send is a common alarm with no detail. The new system will have the ability to individualize alarms, and prioritize them. It will also be able to give us the wet well status, pump running status, and power failure alarms. All of this will be accessible via remote application by the on-call operator.

Fiscal Impact:

Expense \$79,948.00 from the "50-7200-7860 Capital Expense - Equipment" line item. This includes a 10% contingency for integration.

COW Recommendation:

Place "Lift Station Alarm Systems" on the November 6th voting session in an amount not to exceed \$79,948.00.

Council Recommendation:

Approve "Lift Station Alarm Systems" for the purchase, installation, and implementation of a new lift station alarm system in an amount not to exceed \$79,948.00

CITY COUNCIL

FIRST WARD
STEVE PARROTT
ROBIN McCLALLEN

SECOND WARD
DAVID SANDERS
SAM DOWNS

THIRD WARD
KEVIN BATEMAN
WANDA ROHLFS

FOURTH WARD
RHONDA O'DONOGHUE
CRAIG EIMER



Quotation

October 6, 2023

To: Andrew Bowns
Company: City of Lincoln
Phone:
Fax:

From: Robert C. Britton
Phone: 309.353.5376
Fax: 309.353.1372
Email: Robert@go-bea.com

SCOPE OF WORK: Install Mission Control Cellular Monitoring and Reporting System at 10 Liftstations.

We propose installing a Mission Control Cellular Monitoring and Reporting System at 10 Liftstations – Burwell, Jefferson, Lincolnwood, Mayfair, Palmer, Pulaski, Singleton, South Plant, Union and Zion. We will setup and commission the system to monitor and report on status of the Liftstations. Controls will be installed in or near existing enclosures.

We will be monitoring the following at **Burwell, Jefferson, Lincolnwood, Mayfair, Palmer, Pulaski, Singleton, South Plant, and Zion Liftstations:**

- | | |
|---------------------|-----------------------------------|
| 1- Power Fail | 5- Low Level Alarm |
| 2- Pump 1 Fail | 6- Pump 1 pump Starts and Runtime |
| 3- Pump 2 Fail | 7- Pump 2 pump Starts and Runtime |
| 4- High Level Alarm | |

There will be one (1) available inputs for expansion.

Additional monitoring can be provided for the following with additional hardware (Analog Duplicator) and extra cost:

- 1- Tank Level Trending

We will be monitoring the following at **Union Street Liftstation:**

- | | |
|-----------------------------------|--|
| 1- Power Fail | 10- Pump 2 pump Starts and Runtime |
| 2- Pump 1 Fail | 11- Pump 3 pump Starts and Runtime |
| 3- Pump 2 Fail | 12- Pump 4 pump Starts and Runtime |
| 4- Pump 3 Fail | 13- Pump 5 pump Starts and Runtime |
| 5- Pump 4 Fail | 14- Transducer Fail Alarm |
| 6- Pump 5 Fail | 15- Transfer Switch on Generator Alarm |
| 7- High Level Alarm | 16- Liftstation Level |
| 8- Low Level Alarm | 17- Liftstation Total Flow |
| 9- Pump 1 pump Starts and Runtime | 18- Remote Alarm Reset Function |

There will be two (2) available inputs for expansion.

Training on how to use the new system and how to run reports will be provided.

Mission Control will be prepaid for 1 year of service.

NOTICE Quantity Discount from Manufacturer.

QUOTATION PRICE: \$ 72,680.00

Prices:

- Valid for 30 days from date of this quote/proposal
- This quotation does not include the repair or replacing of existing electrical equipment or components, or other existing equipment found to be damaged or missing during installation.
- Price includes labor and travel time.
- All Quotes are subject to progressive invoicing.
- Sales Tax is not included but may be applicable.
- Warranty Statement on last page of this document applies to this document.

This quotation respectfully submitted by:

Robert C. Britton

PO Box 872
Pekin, Illinois 61554

WARRANTY OF MATERIALS AND SERVICES

This warranty applies to all service and materials quoted and/or accomplished as "time and materials".

If within one (1) year from project completion, products supplied and installed by Britton Electronics & Automation, Inc. of Pekin, Illinois fail due to a defect in material or workmanship, we will repair if possible or replace. Replacement materials will carry the remainder of the one (1) year warranty.

If within one (1) year from project completion, software programs written by Britton Electronics & Automation, Inc. of Pekin, Illinois do not perform as specified, we will adjust to meet those specifications as circumstances allow. All warranties are limited to the capacity of the materials and equipment supplied and environment which they are subjected. Equipment and programs cannot be expected to perform beyond their capacity. This warranty applies only to the original purchaser, residing in the U.S. or Canada, and is not transferable.

BRITTON ELECTRONICS & AUTOMATION, INC. OF PEKIN, ILLINOIS WILL NOT BE LIABLE FOR INCIDENTAL OR CONSEQUENTIAL DAMAGES TO PURCHASER, OR ANY OTHER PARTY, FOR ANY LOSS, DAMAGE, INJURY OR EXPENSE OF ANY KIND OR NATURE CAUSED DIRECTLY OR INDIRECTLY BY THE PRODUCTS OR THE FAILURE OF THE PRODUCTS TO OPERATE PROPERLY.

THIS WARRANTY IS IN LIEU OF ALL OTHER EXPRESS OR IMPLIED WARRANTIES. ALL IMPLIED WARRANTIES, INCLUDING THE WARRANTY OF MERCHANTABILITY AND THE WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY MODIFIED TO EXIST ONLY AS CONTAINED IN THIS LIMITED WARRANTY, AND SHALL BE OF THE SAME DURATION AS THE WARRANTY PERIOD STATED ABOVE.

The warranty does not apply to: (a) damage caused by accident, abuse, in handling, dropping; (b) acts of God; (c) units which have been subject to unauthorized repair, opened, taken apart or otherwise modified; (d) units not used in accordance with directions; (e) damages exceeding the cost of the product; (f) depreciated or loss of charge time; (g) the finish on any portion of the product, such as surface scratches and/or weathering, as this is considered normal wear and tear.

No payment, partial or whole, of the original quoted amount or additional work shall be withheld for any reason relating to warranty unless mutually agreed upon in writing prior to acceptance of the original quotation. All payments shall be subject to the "TERMS AND CONDITIONS OF SALE" statement on the back of each invoice, partial or whole. Failure to comply with these "TERMS AND CONDITIONS OF SALE" will void the above stated warranty.

BRITTON ELECTRONICS & AUTOMATION, INC. OF PEKIN, ILLINOIS



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: October 24, 2023

RE: M&R Reconciliation for Fiscal Year 2022-2023

Background

The previous year of M&R expenditures at the sewer plant need to be reconciled with the actual expenses of operating the facility.

Analysis/Discussion:

Fiscal Year 2022-2023 saw M&R expenses of \$103,730.61. This exceeds the contracted amount of \$82,518.36 by \$21,212.25. The total overspend of the M&R account for this fiscal year is \$21,212.25.

All receipts have been submitted to the City Clerk, just as in prior years.

Fiscal Impact:

Expense \$21,212.25 from the "50-7200-5202 Repairs/Maint-Equip" line item. This will reconcile 2022-2023 year budgets.

COW Recommendation:

Place "M&R Reconciliation for Fiscal Year 2022-2023" on the November 6th voting session in an amount not to exceed \$21,212.25.

Council Recommendation:

Approve "M&R Reconciliation for Fiscal Year 2022-2023" to reconcile the previous fiscal year M&R expenses for operation of the wastewater plant in an amount not to exceed \$21,212.25.

CITY COUNCIL

FIRST WARD
STEVE PARROTT
ROBIN McCLALLEN

SECOND WARD
DAVID SANDERS
SAM DOWNS

THIRD WARD
KEVIN BATEMAN
WANDA ROHLFS

FOURTH WARD
RHONDA O'DONOGHUE
CRAIG EIMER

MEMORANDUM

TO: Mayor Tracy Welch and Members of the City Council

FROM: Wes Woodhall, Building and Safety Official

DATE: October 24th, 2023

RE: PC 2023-04. Request for Special Use Permit at 602 Woodlawn Rd.

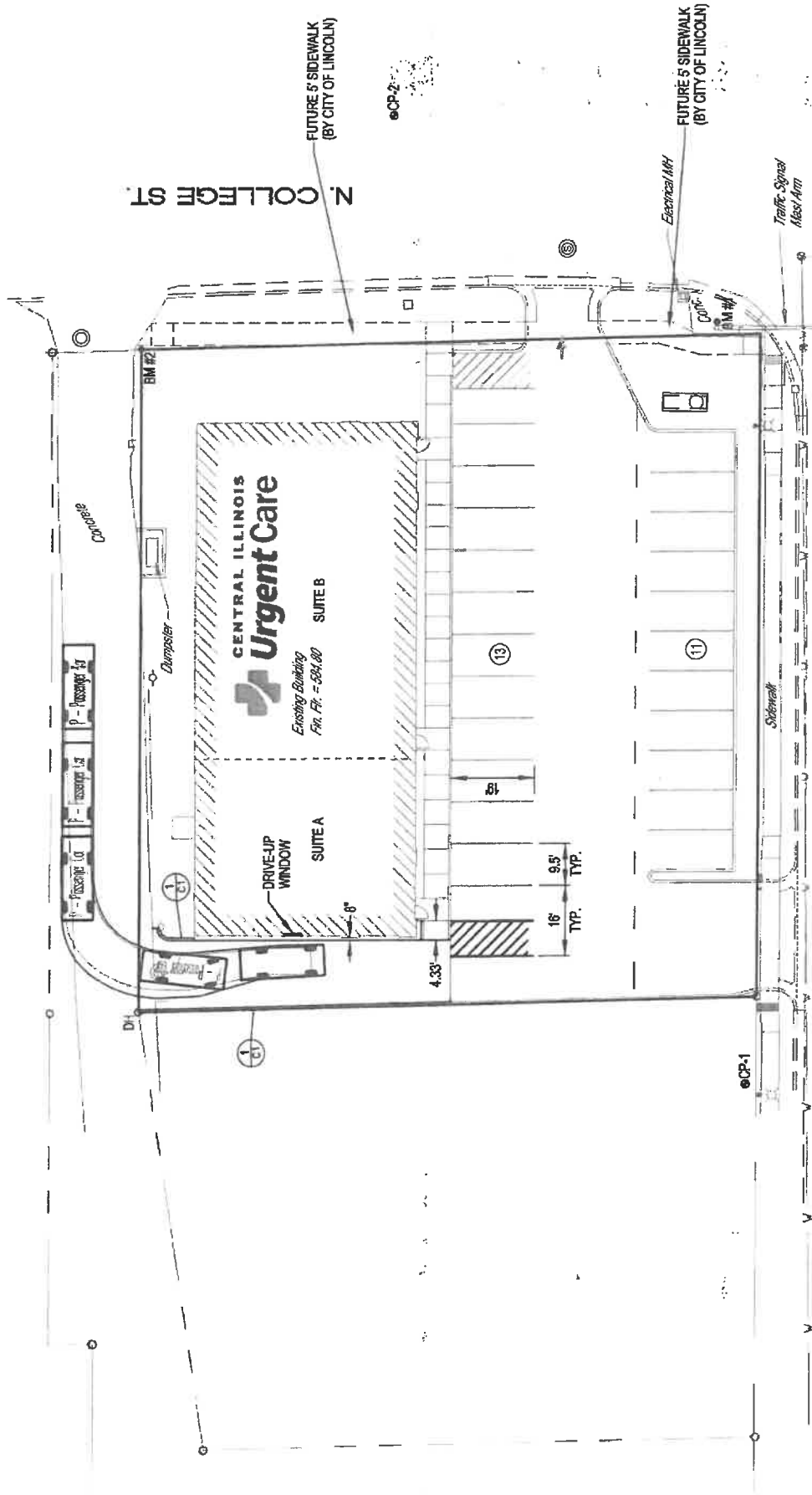
Background: The Building and Safety Department received a request to provide a Special Use Permit for the allowance of a Drive-Thru operation in conjunction with soon to be occupied suite of a new stand-alone structure, recently constructed at the above noted property.

Analysis/Discussion: A public planning commission meeting was held on October 12th, 2023 in the City Hall Council Chambers. All public notices and certified mailings were completed per statute by Building and Safety Department staff. Public comments on the request were satisfactorily discussed and addressed. The Planning Commission unanimously approved the request for the allowance of the installation of a drive-thru at the location as noted on the attached site plan. This approval was contingent on providing an ingress/egress easement agreement with regards to the private alley to the north of this property. Staff has received this recorded and legally binding agreement and is satisfied that planning commission requests have been met. Due to sensitive/private information contained in the document, it was not provided publicly. Council approval will allow for the construction and creation of a new business in the City of Lincoln.

COW Recommendation: Place on Committee of the Whole agenda for discussion of request.

Fiscal Impact: There will be no negative financial impact to the City of Lincoln.

Council Recommendation: Approve Special Use request per plan commission recommendation.



WOODLAWN RD. / RT 121

N. COLLEGE ST.

FUTURE 5' SIDEWALK
(BY CITY OF LINCOLN)

FUTURE 5' SIDEWALK
(BY CITY OF LINCOLN)

CENTRAL ILLINOIS
Urgent Care
SUITE B
Existing Building
Fin. Ftr. = 5/24/80

DRIVE-UP WINDOW
SUITE A

OP-1

OP-2

Easement/MH

Traffic Signal
Absol. Arm

BM 12

BM 11

Message 10

Message 12

Message 14

Dumpster

8'

4.33'

16' TYP.

9.5' TYP.

8'

13

11

10

D1

Stairwell

Curb

Driveway

MEMORANDUM

TO: Mayor Tracy Welch and Members of the City Council

FROM: Wes Woodhall, Building and Safety Official

DATE: October 24th, 2023

RE: PC 2023-05, Request for Special Use Permit at 624 Woodlawn Rd.

Background: The Building and Safety Department received a request to provide a Special Use Permit for the allowance of a Drive-Thru operation in conjunction with a new stand-alone structure to be located at the above noted property.

Analysis/Discussion: A public planning commission meeting was held on October 12th, 2023 in the City Hall Council Chambers. All public notices and certified mailings were completed per statute by Building and Safety Department staff. Public comments on the request were focused on the location of the drive-thru window. Requirements indicate that the window should not be placed on a street-facing side of a structure (State St.). Concerns included the window itself facing the north thereby encroaching on residential properties as well as egress traffic being funneled on to State St., rather than Woodlawn Rd.

After discussion, the Planning Commission approved the request by majority for the allowance of the installation of a drive-thru at the location as noted on the attached site plan (west side of building).

COW Recommendation: Place on Committee of the Whole agenda for discussion of request.

Fiscal Impact: There will be no negative financial impact to the City of Lincoln.

Council Recommendation: Approve Special Use request per plan commission recommendation.

