

**CITY OF LINCOLN**  
**COMMITTEE OF THE WHOLE MEETING**  
**AGENDA**  
**FEBRUARY 13, 2024**  
**CITY HALL COUNCIL CHAMBERS**  
**7:00PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Participation**
- 4. Brennan Elsas – Oath of Office Probationary Fire Fighter**
- 5. Engineering Work Order Number 4**
- 6. Resurfacing Projects 2024**
- 7. Discussion Regarding Code Enforcement Position.**
- 8. Purchase of two (2) Administrative Vehicles.**
- 9. Petition for Annexation of Index Number 08-032-012-00**
- 10. Announcements**
- 11. Possible Executive Session**
- 12. Adjournment**
- 13. Upcoming Meetings:** City Council Meeting: Monday, February 20, 2024 at 7:00 PM  
Committee of the Whole Meeting: Tuesday, February 27, 2024 at 7:00 PM

## MEMORANDUM

**TO:** Mayor and City Council Members  
**FROM:** Aaron T Johnson – Fire Chief  
**MEETING DATE:** Feb 13<sup>th</sup>, 2024  
**RE:** Probationary firefighter swearing in

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**Background:**

We have one new employee that needs sworn in to the position of probationary firefighter.

1. Brennan Elsas

**Council Recommendation:**

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: February 13, 2024

RE: Engineering Work Order Number 4

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Background

I would like to increase the expendable amount on work order 4 from \$20,000.00 to \$60,000.00.

Analysis/Discussion:

We have 4 items that will still need addressed by CMT in this budget year. The renewal of our sewer discharge permit with the IEPA, this is a major undertaking. Developing a plan to add public sewer service to the length of Campus View Dr.; which is currently served by a private sewer system. We also need them to work on two separate property transfer issues. All of these items will require the assistance of CMT's engineers.

Fiscal Impact:

This will amount to a work order increase of \$40,000.00. This will be expensed from 50-7200-7860 Capital Expense - Equipment. It will not create an undue burden on the equipment fund.

COW Recommendation:

Place "Engineering Work Order Number 4" on the February 20th voting session in an amount not to exceed \$60,000.00

Council Recommendation:

Approve "Engineering Work Order Number 4" in an amount not to exceed \$60,000.00.

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



February 5, 2024

Andrew Bowns, City of Lincoln Sewer Superintendent  
City of Lincoln  
700 Broadway Street  
Lincoln, Illinois 62656

**RE: AMENDMENT TO CMT WORK ORDER NO. 4 - GENERAL SEWER ENGINEERING**

Dear Mr. Bowns,

By this letter we respectfully request your concurrence and approval of an amendment to the executed work order dated June 30, 2023 to provide general engineering services in support of the City of Lincoln's Sewer Department. As previously discussed, this amendment will represent an increase of \$40,000 to the total engineering cost of the original, executed work order. The scope of the original work order was non-specific such that CMT could provide on-call assistance to aide you in the operations and management of the City's sewer infrastructure. Based upon our previous discussions, below is a preliminary list that you have requested assistance on for the upcoming year:

- Renewal of the City's NPDES permit for their wastewater treatment plant
- Preliminary engineering study to provide public sewer to Campus View Drive
- Assistance for a property transfer to the City of Lincoln

Please note that neither a detailed scope of services nor a detailed engineering fee estimate were developed for the items listed above. Any fee remaining on the work order will be carried forward to additional assignments at your discretion. Should additional hours be required to expand our scope of services, CMT will respectfully request an increase in the upper limit of the work order.

	Original Amount	Amendment Amount	Amended Contract Amount
Amendment No. 1	\$20,000	\$40,000	\$60,000

Compensation for the services provided under this work order will be in accordance with the provisions of the Master Services Agreement dated March 27, 2023.

**CITY OF LINCOLN**

**CRAWFORD, MURPHY & TILLY, INC.**

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Christina L. Crites – Vice President

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

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

Crawford, Murphy & Tilly

Centered in Value

## MEMORANDUM

**TO:** Mayor and Aldermen of the City of Lincoln

**FROM:** Walt Landers, Street Superintendent

**MEETING**

**DATE:** February 13, 2023

**RE:** 2024 Resurfacing projects

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**Background**

I have been coordinating with CMT to put together the 2024 Resurfacing Program along with the Rebuild Illinois Bond Fund Project. As you may recall there was an attempt to develop a mill and overlay project late in the construction season last year. After consulting with our engineers and others it was decided it wasn't in the best interest of the city to move forward with the project due to timing. Furthermore, CMT performed a preliminary investigation into the Tremont Street Rebuild Illinois project and found that there was a structure within the scope of work that was listed on the National Historic Registry. Unfortunately, this triggers a list of other steps that would need to be completed that would delay the project too long to allow the use of RBI Funds which need to be used by July of 2025.

**Analysis/Discussion**

The following are the recommendations for the 2024 Resurfacing Projects.

**2023 Mill & Overlay Targets**

- Third Street from Decatur to Maple
- Chicago Street from Clinton to Wyatt
- Wyatt Street from Chicago to Kickapoo
- Mclean Street from Decatur to Wyatt

**2024 Mill & Overlay Targets**

- Union Street from the bridge to Lincoln Parkway
- 8th Street from Pine to Union
- Kankakee from Broadway to Peoria

**Additional Target**

An additional target that is included in the 2024 project would be Union Street from Woodlawn north to Brainard's Branch bridge. This target is related to the Union Street lift Station Project.

For more details and cost estimates and funding portions for these projects refer to CMT's Memo that is included in this packet



**To:** Walt Landers, Streets Superintendent  
**From:** Kristin Timmons, PE  
Shane Remmert, PE  
**Date:** January 17, 2024  
**Subject:** 2024 Resurfacing Program & Rebuild IL Funds

The City had previously targeted using Rebuild IL funds for the reconstruction of Tremont Street. IDOT will allow the use of these funds for this project; however, after further investigation, CMT would advise against it due to the home on the southwest corner of Tremont & Ottawa being on the National Historic Registry. Since this is listed as a historic property, during the Environmental Survey Request (ESR) phase of the approval process, IDOT will forward the project on to the State Historic Preservation Office (SHPO). SHPO will then review the potential impacts to the historic property. If they determine that any “contributing elements” to the actual dwelling are adversely affected, this will trigger a Section 106 review that must be approved by both the IDOT and the Federal Highway Administration (FHWA). Depending on their determinations, these potential review hurdles by additional state and federal agencies could take up to 15 to 21 months to complete. As such, we believe that Tremont Street is not a good candidate for using Rebuild IL funds which need to be authorized prior to July 1, 2025.

We have discussed several potential project options with you and completed a cursory review of each. At our last discussion concerning the Rebuild IL funds, it was decided to target using the funds to supplement the City’s 2024 Resurfacing Program to try to stretch the City’s dollars even farther. If acceptable to the Council, we would recommend using a mix of Rebuild IL funds, MFT funds, and City funds for the 2024 Resurfacing Program. As far as Tremont Street is concerned, CMT can begin preliminary engineering design and Agency coordination in 2024 once an engineering agreement is approved by the Council. CMT can develop a phasing plan to complete the project over multiple construction seasons to limit the impact of construction costs to the City’s budget if that is desired.

Following up on our meeting on January 10, 2024, below you will find a summary of the estimated costs for the 2023 Mill & Overlay Targets and the 2024 Mill & Overlay Targets. As a reminder, the 2023 Targets were not bid in the fall of 2023 due to the poor bidding climate and it was decided to bid these along with the 2024 Targets this year to try to create a bigger bidding package for potential bidders. We have also identified which of these targets are best suited for funding using either the Rebuild IL, MFT, and City General Funds. Please note that not all projects are good candidates for using Rebuild IL or MFT funds due to the additional IDOT requirements that come into effect when using those funding sources.

**2023 Mill & Overlay Targets**

- Third Street from Decatur to Maple
- Chicago Street from Clinton to Wyatt
- Wyatt Street from Chicago to Kickapoo
- Mclean Street from Decatur to Wyatt

**2024 Mill & Overlay Targets**

- Union Street from the bridge to Lincoln Parkway
- 8<sup>th</sup> Street from Pine to Union
- Kankakee from Broadway to Peoria

Please also refer to the attached map that shows the potential targets.

As we also discussed at our meeting, it would be advantageous for the City to bid the mill & overlay of Union Street from Woodlawn to the Bridge at the same time as bidding these other projects. It is our understanding that Sewer Enterprise Funds would be used to fund this section of Union Street.

**Targets to be Funded Using Rebuild IL -**

Third Street from Decatur to Maple	\$129,200.00
Chicago Street from Clinton to Wyatt	\$191,000.00
Wyatt Street from Chicago to Kickapoo	\$84,700.00
Mclean Street from Decatur to Wyatt	\$158,500.00
<u>8<sup>th</sup> Street from Pine to Union</u>	<u>\$284,000.00</u>
<b>Estimated Construction Costs</b>	<b>\$847,400.00</b>
Rebuild IL Funds	minus \$529,000.00
Potential Balance to be paid	\$318,400.00

**Targets to be Funded Using Capital Projects Funds & Sewer Enterprise Funds**

Union Street from Woodlawn to the bridge (sewer funds)	\$274,100.00
Union Street from the bridge to Lincoln Parkway	\$266,200.00
<u>Kankakee from Broadway to Peoria</u>	<u>\$281,700.00</u>
<b>Estimated Construction Costs</b>	<b>\$822,000.00</b>
Sewer Enterprise Funds	minus \$274,100.00
Potential Balance to be paid	\$547,900.00

**Note:** Cost estimates were developed using the best available unit prices from 2023 IDOT lettings and estimated quantities. Cost estimates will be revised with the updated unit prices and final quantities prior to issuing bidding documents. CMT will develop engineering fee estimates once the targets and funding methods have been approved by the Council.



### MILL & OVERLAY TARGETS

- 2023 TARGETS
- 2024 TARGETS
- SEWER FUNDS



# LINCOLN POLICE DEPARTMENT

CHIEF OF POLICE  
JOSEPH MEISTER



DEPUTY CHIEF OF POLICE  
MATTHEW COMSTOCK

**To: City of Lincoln Mayor, Tracy Welch & City of Lincoln Council Members**  
**From: Chief of Police, Joseph Meister**  
**Meeting Date February 13<sup>th</sup>, 2024**

**Re: Discussion Regarding Code Enforcement Position**

## **Background**

The Lincoln Police Department receives frequent requests to address City Code violations regarding issues such as derelict vehicles, unregistered vehicles and improperly parked vehicles, trailers and campers. Although these issues are important, they are classified as low priority to the Police Department. Our staffing levels remain low and our call for service burden remains high. What is required of an on-duty Police Officer may take up many hours of his or her workday. When we are not handling a call or writing a report associated with it, my expectation of patrol staff is to conduct criminal interdiction patrol. This type of patrol strategy is geared to deter and detect criminal activity such as narcotics and weapons violations, property crimes and apprehend fugitives from justice.

## **Analysis/Discussion**

Members of the City Council have indicated the appetite for discussion regarding a dedicated Code Enforcement employee. This position would be a civilian position within the Police Department. The employee would be assigned to Code Enforcement only and have the authority to issue Ordinance Violation Citations. This would alleviate the burden on the Building and Safety Officer, who would no longer have to visit sites to investigate minor complaints (trash, weeds, abandoned vehicles, etc.) and send letters to the property owners. It could also expedite the justice process.

## **Fiscal Impact**

To be determined by Council Discussion.

## **COW Recommendation**

No recommendation at this time. Discussion only.

Sincerely & Respectfully,

A handwritten signature in blue ink that reads "Joseph H. Meister Jr." The signature is fluid and cursive.

Chief of Police, Joe Meister #85  
Lincoln, Illinois Police Department

# LINCOLN POLICE DEPARTMENT

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CHIEF OF POLICE  
JOSEPH MEISTER



DEPUTY CHIEF OF POLICE  
MATTHEW COMSTOCK

**To: City of Lincoln Mayor, Tracy Welch & City of Lincoln Council Members**  
**From: Chief of Police, Joseph Meister**  
**Meeting Date February 13<sup>th</sup>, 2024**

## **Re: Purchase of 2 Administrative Vehicles**

### **Background**

The Lincoln Police Department seeks to purchase two vehicles for Administrative Officers. Currently, the Chief and Deputy Chief are each assigned an unmarked Ford Interceptor. These vehicles are equipped with factory police equipment such as lights, sirens and radios. They are also equipped with all-wheel drive. The purchase price for those vehicles was approximately \$47,000 each. Our Detectives are in need of new vehicles. Currently, we only have one vehicle (2018 Chevy Equinox 86,000 miles) that is completely owned by the City of Lincoln, which is assigned to the Criminal Investigations Division.

### **Analysis/Discussion**

In an effort to best utilize our vehicles on hand, and to save the City money, I have elected to transfer the new, unmarked Ford police vehicles to our Detectives. The purchase price of a new vehicles continues to rise and the availability is very low. As Administrative Officers, we do not need all of the equipment that is available to us with the vehicles we are assigned. On the other hand, Detectives are required to be "on-call" and respond from home to incidents at all hours. They are, more often, requested to assist in activities that require the use of police equipment that the Fords are outfitted with.

Both the Deputy Chief and I live within the City limits. We can respond to the station and utilize a patrol vehicle if we need to assist our operational divisions. The purchase of used quality sedans, which we would use to travel to work and meetings in, will save both in the purchase price and likely in fuel consumption.

### **Fiscal Impact**

The Lincoln PD budgeted \$49,626 in Line Item #70-1200-7861, for the purchase of the K9 and for the potential replacement of an old vehicle in case of breakdown. We currently have 8,465 remaining in that line.

The estimated cost of purchasing two used Ford sedans with approximately 60,000 miles is approximately \$32,000. This does not include the subtraction of trade in value for the 2008 Dodge Charger which is no longer in service.

# LINCOLN POLICE DEPARTMENT

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CHIEF OF POLICE  
JOSEPH MEISTER



DEPUTY CHIEF OF POLICE  
MATTHEW COMSTOCK

The remainder of the balance can be satisfied with funds from the Federal Forfeiture Account, relieving tax payers of any additional burden.

## **COW Recommendation**

Place on Council's February 20<sup>th</sup>, 2024 Voting Agenda to approve the purchase of two used sedans, using the remaining funds from Line Item #70-1200-7861, and relying upon forfeited assets to satisfy the remaining balance.

Sincerely & Respectfully,

A handwritten signature in blue ink that reads "Joseph H. Meister Jr." with a stylized flourish at the end.

Chief of Police, Joe Meister #85  
Lincoln, Illinois Police Department