

**CITY OF LINCOLN**  
**COMMITTEE OF THE WHOLE MEETING**  
**AGENDA**  
**JULY 9, 2024**  
**CITY HALL COUNCIL CHAMBERS**  
**700 BROADWAY STREET**  
**6:00 PM**

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Participation**
- 4. Engineering Services Crawford, Murphy & Tilley Work Order No. 10.**
- 5. Ordinance Adopting Amendment #2 to Appropriation Ordinance City of Lincoln May 1, 2023 – April 30, 2024.**
- 6. Ordinance Adopting Appropriations for F.Y. 2024/2025.**
- 7. Establishing a Limit for Video Gaming Licenses.**
- 8. Announcements**
- 9. Possible Executive Session**
- 10. Adjournment**
- 11. Upcoming Meetings:** City Council Meeting: Monday, July 15, 2024 at 6:00 PM  
Committee of the Whole Meeting: Tuesday, July 23, 2024 at 6:00 PM

## MEMORANDUM

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

**FROM:** Walt Landers, Street Superintendent

**MEETING**

**DATE:** July 9, 2024

**RE:** Engineering Services CMT Work Order No 10

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**Background**

Engineering services for the 2024 Curb & Sidewalk Project

**Analysis/Discussion**

Provide planning, design, and construction engineering services to aid the City in administering their 2024 Curb & Sidewalk Program.

**Fiscal Impact**

\$33,000.00 from Street & Alley Engineering 60-3600-7855

**COW Recommendation**

Approve CMT Work Order No.10, and place it on the July 15, 2024, Regular City Council agenda.

**Council Recommendation:**

Approve CMT Work Order No. 10 for engineering service for the 2024 Curb & Sidewalk Project

**City of Lincoln**  
**Engineering Services Work Order**  
**CMT WORK ORDER No. 10**

**Date:** 06/28/2024

**Name:** 2024 Curb & Sidewalk Program

**Project Description:** Provide planning, design, and construction engineering services to aide the City in administering their 2024 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 12/31/2024.

**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:**

**City of Lincoln**

**Crawford, Murphy & Tilly, Inc.**

By: \_\_\_\_\_ By: \_\_\_\_\_

Title: Mayor Title: Vice President

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

Notice To Proceed Date:

CMT Project No. 23005152.10

*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**  
**2024 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 2024 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 2024-2025 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**  
**2024 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

ORDINANCE NO. 2024-\_\_\_\_\_

ORDINANCE ADOPTING AMENDMENT #2 TO APPROPRIATION ORDINANCE

CITY OF LINCOLN

May 1, 2023 - April 30, 2024

WHEREAS, the City Council has directed the Corporate Authorities to prepare an Appropriation Ordinance; and

WHEREAS, the Corporate Authorities worked diligently in the preparation of The Appropriation Ordinance for the fiscal year beginning May 1, 2023 and ending April 30, 2024; and

WHEREAS, the City Council desires to limit the spending of the City according to those items as set forth in the Working Appropriation Ordinance unless approved by the Council; and

WHEREAS, the total Budget expenditures and Appropriation expenditures for the fiscal year beginning May 1, 2023 and ending April 30, 2024 will not be exceeded as a result of the Appropriation changes described herein;

NOW THEREFORE, it is hereby resolved that the amendments within the Appropriation, as proposed by the Corporate Authorities on July , 2024, as attached and incorporated herein, are hereby adopted as a spending limit for the items contained therein and before expenditures shall be made in excess for items not contained therein, it shall be necessary to apply to the City Council for a modification of the Appropriation Ordinance. This Ordinance shall be in effect the \_\_\_\_\_ day of July, A. D. 2024.

This Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

**Amendment To Appropriations Ordinance  
Fiscal Year 2023-2024**

<u>Amount:</u>	<u>Transfer From:</u>	<u>Transfer To:</u>
\$ 12,600.00	02-0018-8387 Liability Insurance	02-0018-8389 Insurance-Property
\$ 23,000.00	02-0018-8388 Worker's Comp.	02-0018-8390 Compensable Claims
\$ 66,500.00	02-0806-4013 F.D.-Salaries/Monthly	02-0806-4018 F.D.-Salaries/O.T.
\$ 1,467.00	02-1400-5212 Bldg. & Grounds-Repairs/Bldg.	02-14000-5202 Bldg. & Grounds-Repairs& Maint./Equip.
\$ 891.00	02-3000-8414 Econ. Planning & Dev./CEDs	02-3000-8605 Econ. Planning & Dev./Spec. Proj. & Ev.
\$ 28.00	02-3606-4016 St. & Alleys./Salaries-P.T.	02-3606-4017 St. & Alleys/Salaries-Clerical
<u>Amount:</u>	<u>Revenue:</u>	<u>Expenditures:</u>
\$ 1,500.00	02-0001-3721 Donations Held In Escrow	02-0604-6442 Donation Expenditures
<u>Amount:</u>	<u>Transfer From:</u>	<u>Transfer To:</u>
\$ 12.00	02-0254-4014 Mayor/Council-Salaries/Sec..	02-0254-4017 Mayor/Council-Salaries-Clerical
\$ 114.00	02-0254-8520 Mayor/Council-Public Relations.	02-0254-8402 Mayor/Council-Dues/Donations
\$ 48.00	02-0254-6436 Mayor/Council-Public Comm.	02-0254-8474 Mayor/Council-Telephone, etc.
\$ 10.00	02-0254-6436 Mayor/Council-Public. Comm.	02-0254-8410 Mayor/Council-Postage
\$ 122.00	02-0206-8420 City Treasurer-Travel & Trng.	02-0206-8402 City Treasurer-Dues/Publications
\$ 25.00	02-0234-4015 Police & Fire Comm. Salaries	02-0234-4014 Civil Service Comm. Salaries
\$ 1,351.00	02-0604-6439 Contingencies-Software Maint.	02-0604-5414 Contingencies-Copier-J.U.L.I.E. Fees
\$ 101.00	02-0224-5102 Bldg. & Zoning-Supplies.	02-0224-8474 Bldg. & Zoning-Telephone
\$ 76.00	02-0224-8402 Bldg. & Zoning-Postage	02-0224-5404 Bldg. & Zoning-Vehicle Repairs
\$ 860.00	02-3704-4075 HSA Benefit-Employees	02-3704-4077 HSA Benefit-Worker's Comp.

<u>Amount:</u>	<u>Transfer From:</u>	<u>Transfer To:</u>
\$ 256.00	43-1200-8866 Bldg. & Grounds-Bond Expend.	43-1200-8862 P.D. Equip.-Bond Expend.
\$ 393.00	43-1400-8866 Bldg. & Grounds-Bond Expend.	43-0800-8863 F.D. Equip-Bond Expend.
\$ 378.00	43-0200-8865 Tech. & Equip. -Bond Expend.	43-1200-8862 P.D. Equip.-Bond Expend.
\$ 1,235.00	50-7004-8342 Sewer Acct. & Admin./Filing Fees	50-7004-6435 Sewer Acct. & Admin./Contract. Services
\$ 2,476.00	50-7200-7860 Sewer Plant-Cap.Exp./Equip.	50-7200-8385 Sewer Plant-Flood Insurance
\$ 21,228.00	50-7200-7860 Sewer Plant-Cap.Ep./Equip.	50-7200-8302 Sewer Plant-Wastewater Facility/Elect.
\$ 8,814.00	50-7400-5116 Sewer Coll. Sys./Supplies	50-7400-5214 Sewer Coll. System/Repairs & Maint.

**Additional Revenue:**

\$ 21,031.00 02-0009-9967  
Loan From Sewer O. & M.

**Additional Expense:**

02-0604-6482  
Landfill Clean-up

<u>Amount:</u>	<u>Transfer From:</u>	<u>Transfer To:</u>
\$ 90,064.00	56-0007 Loan Principal & Int. Payment	56-0007-8853 Union St. Loan Interest Payment
\$ 560,936.00	56-0007 Loan Principal & Int. Payment	56-0007-8862 CSO Loan Principal Payment
\$ 91,761.00	56-0007 Loan Principal & Int. Payment	56-0007-8863 CSO Loan Interest Payment
\$ 3,810.00	70-3600-7850 Street Dept. Payments	70-3600-7860 Street Dept. Vehicles
\$ 27,797.00	74-0000-8620 Firemen's Pension-Prof. Fees	70-0000-8660 Firemen's Pension Fund/Pension Payments
\$ 11,410.00	76-0000-8620 Police Pension-Prof. Fees	76-0000-8660 Police Pension Fund/Pension Payments

**Additional Revenue:**

\$ 114,241.00 81-0001  
ARPA Grant

**Additional Expense:**

81-0000-8524  
ARPA Fund-Parks

<u>Amount:</u>	<u>Transfer From:</u>	<u>Transfer To:</u>
\$ 22,869.00	81-000-8528 ARPA Chgo. St. Demo.	81-0000-8525 ARPA Fund-Dog Park
\$ 172.00	81-0000-8528 ARPA-Chgo. St. Demo.	81-0000-8526 ARPA Fund-Elevator Improvements



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

Ald. Parrott \_\_\_\_\_  
Ald. Downs \_\_\_\_\_  
Ald. Rohlfis \_\_\_\_\_  
Ald. O' Donaghue \_\_\_\_\_

Ald. McClallen \_\_\_\_\_  
Ald. Sanders \_\_\_\_\_  
Ald. Bateman \_\_\_\_\_  
Ald. Eimer \_\_\_\_\_

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

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

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

Abstentions: \_\_\_\_\_

Passed and approved this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

City of Lincoln,

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

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

ATTEST; \_\_\_\_\_ (SEAL)

Peggy S. Bateman, City Clerk  
City of Lincoln,  
Logan County, Illinois

**MEMORANDUM**

**TO:** Mayor and City Council Members  
**FROM:** Liquor Commission  
**MEETING DATE:** July 9, 2024  
**RE:** Establishing a Limit for Video Gaming Licenses

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**Background:**

Several years ago, the Mayor received a lot of feedback about video gaming. This included the moral aspects as well as the impacts on the perceived image of the community. As a result, the Mayor did research into the number of terminals that were in operation in the city. At that time there were 240 video gaming terminals. The Mayor then decided that he would not sign any new liquor licenses w/video gaming until the number of terminals were drastically reduced. The number currently stands at 200.

**Analysis/Discussion**

Although the Mayor has chosen not to sign any new video gaming licenses this topic is one of frustration for all parties involved because there is nothing in the code that establishes a limit for video gaming terminals. As such, the Liquor Commission respectfully asks the City Council to amend Chapter 3-3 Mechanical Amusement Devices, of the Lincoln city code, to establish a limit for video gaming terminals. Based on progress made to reduce the number of video gaming terminals to date, and the number of video gaming terminals in communities comparable in population, the Liquor Commission would recommend establishing a limit of no more than 175 video gaming terminals to start with. Here is a list of comparable municipalities by population and the number of Video Gaming Terminals (VGTs) for each:

<u>Municipality</u>	<u>Population</u> <sup>1</sup>	<u>VGTs</u> <sup>2</sup>
Canton	13,054	72
Chatham	14,466	57
Effingham	12,209	207
Kewanee	12,229	138
Lincoln	13,084	200
Macomb	14,857	63
Rantoul	12,122	80

<sup>1</sup> Reference: United States Census Bureau as of 2022

<sup>2</sup> Reference: Illinois Gaming Board report for May 2024

**COW Recommendation**

Place this item on the Regular City Council Meeting agenda for July 15, 2024

**Council Recommendation:**

Approve the recommendation of the Liquor Commission as presented.