

CITY OF LINCOLN
COMMITTEE OF THE WHOLE MEETING
AGENDA
MAY 27, 2025
CITY HALL COUNCIL CHAMBERS
700 BROADWAY STREET
6:00 PM

- 1. Call to Order**
- 2. Pledge of Allegiance**
- 3. Public Participation**
- 4. Oath of Office – Fire Chief Aaron Ty Johnson**
- 5. Approval of extending Engineering Service with Crawford, Murphy & Tilly from 5/1/2025 – 4/30/2029.**
- 6. Crawford, Murphy & Tilly Work Order No. 15 Curb & Sidewalk Program 2025/2026.**
- 7. Crawford, Murphy & Tilly Work Order No. 13 Campus View Drive Planning and Engineering.**
- 8. Letter of Understanding.**
- 9. Heartland Bank Credit Card Limit Increase.**
- 10. Renewal of Certificate of Deposit in the General Fund.**
- 11. Request to Permit: Juneteenth June19, 2025 Bounce House, Vendors, Children Activities.**
- 12. Non-Union Positions for Potential Change.**
- 13. Ordinance Creating 1-6-10 of the Lincoln City Code titled “Code of Conduct”**
- 14. Salary Compensation Study Proposal.**
- 15. Announcements**
- 16. Possible Executive Session**
- 17. Adjournment**
- 18. City Council Meeting Monday, June 2, 2025 at 6:00 PM**
Committee of the Whole Meeting: Tuesday, June 10, 2025 at 6:00 PM

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:	
City of Lincoln	Crawford, Murphy & Tilly, Inc.
By: _____	By: _____
Title: <u>Mayor</u>	Title: <u>Vice President</u>
Date: _____	Date: _____
Notice To Proceed Date: _____	CMT Project No. 23005152.15
<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

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.

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?

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

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

11am - 7:00 pm - for Pekin 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.

MEMORANDUM

TO: City Council
FROM: John A. Hoblit
MEETING DATE: May 27, 2025
RE: Non-Union Positions For Potential Change

Background

At the last voting meeting the City Council voted to amend 1-23-3 and 1-25-3 to make the positions exist in perpetuity instead of with the term of the mayor. The City Council requested that I look into other positions within the City Code that could be changed as well. I have found the following positions that could use change:

1. Sewer Clerk
2. Administrative Assistant
3. Code Enforcement Officer
4. Public Works Director

In addition, there is a section within Title I that deals with Civil Service. If the Council can recall we repealed the civil service commission and said commission was eliminated in Title II. I would state that we move to remove 1-16 and reserve it for a new potential position we would create.

Fiscal Impact

None

COW Recommendation

Discussion on changing positions from running with the term of the mayor to exist in perpetuity

MEMORANDUM

TO: Mayor and City Council Members
FROM: Alderwoman O'Donoghue and Alderman Sanders
MEETING DATE: May 27th, 2025
RE: Ordinance Creating 1-6-10 of the Lincoln City Code titled "Code of Conduct"

Background:

The City Council has long enjoyed its members being able to conduct themselves in a manner expected of elected officials. It is in the best interests of the citizens of the City of Lincoln that their elected officials act in a manner that is befitting of an elected official. This request is an attempt to codify a Code of Conduct to ensure its members behave in the manner that is expected of them.

Council Recommendation:

Place this on the Regular City Council meeting agenda for June 2, 2025.



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

respiritu@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



RACHEL SKAGGS



Rachel Skaggs is a Senior Vice President with GovHR USA and has over 10 years of experience in local government management. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled multiple human resources functions.

Rachel Skaggs has over 10 years of experience in local government management in Illinois, including the Village of Montgomery, Village of Schaumburg and the City of Princeton. She has managed substantial capital and general budgets, developed utility policies, improved economic development initiatives, and handled all human resources tasks.

Rachel is a native of Walnut, Illinois and a graduate of Bureau Valley High School. She possesses a Master's Degree in Public Administration from Northern Illinois University in DeKalb, Illinois.

Rachel served as the City Manager for Princeton from 2015 – 2019. Princeton is an active City located two hours west of Chicago on Interstate 80. Princeton is unique in that it provides all their own city services including electric, water, sewer, garbage, cemeteries, and a city-owned hospital (one of two left in the State of Illinois). For a town of 7,800 people the City has a budget of over \$25 million. The community is known for its significant historic buildings, with two downtown districts placed on the National Register of Historic Places. During Rachel's tenure for the City of Princeton she completed numerous projects, including creating utility policies, developing operating and capital budgets, streamlining human resource operations, consolidating utility billing, refinancing debt and successfully negotiating multiple union contracts.

Prior to her time with the City of Princeton, Rachel served as the management analyst for the Village of Schaumburg and for the Village of Montgomery. During her time as management analyst she was responsible for human resources tasks, capital improvement planning, budgets, special events, and community outreach.

Rachel is passionate about community engagement, diversity inclusion and volunteerism. Rachel has co-authored two articles that focus on women in government and the history behind the low number of women in executive level positions in local government. Throughout her tenure as a City Manager, Rachel developed committees and commissions to help lead the City forward and to increase community engagement and volunteerism. Rachel believes that cities and towns all over can succeed with community interaction, citizen involvement, diversity inclusion and trust.

PROFESSIONAL EDUCATION

- Master of Public Administration, Northern Illinois University
- Bachelor of Arts - English and Political Science, Northern Illinois University

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Presentation on Females in Local Government, ICMA Conference, Phoenix, Arizona (2012)
The Legacy Project
ILCMA
- Public Management Magazine article "Women Leading Government" co-authored with Heidi Voorhees
- Public Voices XIII No. 2. article "Advancing Women in Local Government: The Case in Illinois" co-authored with Dr. Kimberly Nelson

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association
- Illinois City/County Management Association
- Illinois Public Employer Labor Relations Association
- The Legacy Project
- Princeton Rotary Club

PROFESSIONAL BACKGROUND

- | | |
|--|-------------|
| • City Manager, Princeton, IL | 2015 - 2019 |
| • Management Analyst, Village of Schaumburg, IL | 2012 - 2015 |
| • Management Analyst/HR Manager, Village of Montgomery, IL | 2009 - 2012 |





ALICE BIESZCZAT



Alice Bieszczat is a Human Resources Specialist with GovHR USA, and brings over 20 years of experience spanning the private, non-profit and public sectors to the organization.

Ms. Bieszczat has provided human resources consulting services for both Voorhees Associates and the PAR Group, as well as non-profit consulting services for clients including the Ann & Robert H. Lurie Children's Hospital of Chicago, the North Shore Senior Center, Aurora Healthcare and the Archdiocese of Milwaukee. Her most recent consulting assignments for GovHR USA have included Classification and Compensation Studies in Wisconsin, Indiana, Iowa, Illinois, Massachusetts and Michigan.

Ms. Bieszczat also worked for the Chaddick Institute of Metropolitan Development at DePaul University. During her tenure there she helped implement programs advancing the field of urban planning and design review for municipalities in metropolitan Chicago. Her research on transportation innovations was published in the Transportation Research Journal and featured in national media such as the New York Times, Atlantic Cities and Planning Magazine. She has lectured on transportation innovations in conference, seminar and university settings. At Lurie Children's Hospital of Chicago, Ms. Bieszczat led the Foundation Gifts team in securing leadership gifts to support its community-based outreach programs and the construction of its new facility in downtown Chicago. Ms. Bieszczat began her career in telephony. As a Radio Frequency Engineer for Sprint Cellular and Alltel, she partnered with local maintenance technician teams to plan, design, implement and optimize cellular phone networks nationwide.

PROFESSIONAL EDUCATION

- Master's in Public Service Management, DePaul University, IL
- Bachelor of Science in Mathematics, DePaul University, IL

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Published research on transportation innovations in Transportation Research Journal and Transport Policy
- Lecturer on Transportation Innovations

PROFESSIONAL CONSULTING

- Aurora Healthcare and the Archdiocese of Milwaukee
- Ann & Robert H. Lurie Children's Hospital of Chicago
- North Shore Senior Center
- Logan Square Neighborhood Association

PROFESSIONAL BACKGROUND

More Than 20 Years of Experience in Private, Non-Profit and Public Sectors

- | | | |
|---|-------|----------------|
| • GovHR USA/Voorhees Associates | 2008; | 2012 – Present |
| • Chaddick Institute of Metropolitan Development at DePaul University, IL | | 2009 – 2012 |
| • Lurie Children's Hospital of Chicago | | 2005 – 2008 |
| • American Diabetes Association | | 2004 – 2005 |
| • Accelerated Fundraising Solutions | | 2000 – 2003 |
| • Sprint Cellular/Alltel | | 1996 – 2000 |





KATY YEE



Katy brings over 25 years of experience in multiple public sector settings, focusing on human resources and administrative management. Katy's human resources areas of concentration have included organizational development, compensation, recruitment and retention and training and staff development.

The cornerstone of Katy's career is with DuPage County Government and the DuPage County Health Department. At those organizations, she coordinated and participated in several agency-wide compensation studies utilizing and applying the Korn-Ferry (formally Hay Group) methodology. While working in public health, as Director of Organizational Development, Katy was directly responsible for the areas of quality improvement, compliance, and accreditation. In addition, she led agency wide initiatives focused on integrating services and improving client access to care. Some of these initiatives included: redesigning client intake processes, supporting the implementation of an electronic medical record and ensuring compliance with ACA requirements.

Most recently, she worked with Elgin Community College and the Forest Preserve District of Kane County. Both of these opportunities highlight Katy's ability to engage and contribute to organizational effectiveness in a variety of public sector settings. Her broad depth of knowledge, professionalism, and approachable style have enabled her to build relationships at all levels within each organization and provide relevant, practical and valuable human resources support.

Katy's philosophy on human resources and organizational development has always been that of a "business partner", she truly enjoys working on solutions that help to support the operational needs of the organization.

PROFESSIONAL EDUCATION

- Bachelor of Arts degree in Urban Studies from Elmhurst College
- Certificate in Marketing Analytics from Udacity

MEMBERSHIPS AND AFFILIATIONS

- Society for Human Resources (SHRM)
- Illinois Park and Recreation Association (IPRA)

PROFESSIONAL TRAINING

- SHRM-CP certified through the Society for Human Resources
- Certified Time Management Trainer
- Advanced Project Management

PROFESSIONAL BACKGROUND

Over 29 Years of Local Government Experience

- Forest Preserve District of Kane County, Geneva, IL
Director of Human Resources
- Elgin Community College, Elgin, IL
Director of Compensation and Talent Acquisition
- DuPage County Health Department, Wheaton, IL
Director of Organizational Development
Human Resources Manager
- DuPage County Government
Interim Director of Human Resources
Human Resources Manager
Human Resources Supervisor
Human Resources Generalist and Recruitment Specialist





STATEMENT OF WORK

Prepared for

City of Lincoln, Illinois

Description of Services

MorganHR (MHR) will provide compensation consulting services as described and agreed to by Nova-Tech Engineering (the "Client"). The services include compensation structure review, performance plan alignment, incentive plan alignment, and job description audit. The goal is to prepare the Client for continued growth while aligning compensation structures with organizational strategy and compliance requirements.

MHR's Service Delivery Goals

- Deliver recommendations, tools, processes, and guidelines to ensure competitive employee compensation
- Align expectations and rewards with the Client's overall strategy
- Ensure that decisions are consistent, compliant, and fair
- Simplify processes, educate stakeholders, and increase transparency
- Ensure the Client's satisfaction with final deliverables that meet expectations

Scope

The scope of services is defined by the Client's workforce profile and public sector requirements:

Client Workforce Profile

Category	Details
Total Employees	Approximately 9 full-time employees (U.S. only, one state), all non-union
Job Structure	Approximately 9 unique job titles/roles requiring evaluation and alignment
Executive Profiles	Not in scope for this engagement
Sales Plans	Not in scope for this engagement
Incentive Plans	Not in scope for this engagement

Market Data

- Peer municipality data gathered by the Client through direct requests to comparable municipalities (approximately 5-7)
- MorganHR's proprietary public sector compensation data
- Publicly available compensation surveys relevant to municipal positions

Systems Integration

- No specialized systems integration required
- Deliverables will be provided in standard formats (Excel, Word, PDF)

Deliverables

A team of consultants assigned and overseen by MHR will perform these Services. The requisite stakeholder interviews and respective work schedules will be outlined and finalized with the Client's designated project stakeholders.

Peer Municipality Analysis via FOIA

This initiative focuses on gathering competitive market data from peer municipalities through proper FOIA (Freedom of Information Act) requests to ensure accurate benchmarking.

Key Actions and Deliverables:

- Peer Selection: Assist the Client in identifying 5-7 comparable municipalities based on population, budget, geographic proximity, and other relevant factors.
- FOIA Request Management: Provide templates and guidance for the Client to request necessary compensation data from selected peer municipalities.
- Data Compilation: Compile and standardize received data into a consistent format for analysis.
- Comparative Analysis: Analyze peer municipality compensation practices, including base pay, benefits, and total compensation.

Market Evaluation and Benchmarking

This component ensures the Client's compensation is competitive with similar municipalities and aligned with public sector standards.

Key Actions and Deliverables:

- Position Analysis: Evaluate each position based on responsibilities, required qualifications, and impact.
- Market Pricing: Benchmark each position against peer municipality data and other relevant public sector sources.
- Compensation Gap Analysis: Identify positions that may be under- or over-compensated relative to the market.

- Geographic Context: Analyze how local economic factors impact compensation requirements.

Compensation Structure Development

We will develop a compensation structure that is equitable, competitive, and administratively sustainable for a small municipality.

Key Actions and Deliverables:

- Pay Grade Development: Create appropriate pay grades that accommodate all 9 positions.
- Salary Range Construction: Develop salary ranges with appropriate minimums, midpoints, and maximums.
- Implementation Guidelines: Provide clear guidelines for moving employees into the new structure.
- Budget Impact Analysis: Calculate the financial impact of implementing market-aligned compensation.

Compensation Audit Report

We will deliver a comprehensive report summarizing all findings and recommendations.

Key Actions and Deliverables:

- Executive Summary: Provide a concise overview of key findings and recommendations.
- Detailed Analysis: Document all analysis, methodologies, and data sources.
- Implementation Roadmap: Outline steps for implementing recommendations.
- Presentation Materials: Create materials for presenting findings to the Board/Council.

Phase/milestone	Timing	Key activities
Pre-project	By [date]	Receive employee census data (required to begin project)
Project initiation and planning	Weeks 1	Kick-off meeting Finalize peer municipality selection Prepare data request templates for Client use
Data Gathering	Weeks 2-4	Client submits requests to peer municipalities Collect initial responses MHR provides support for follow-up requests Compile the received data MHR begins analysis of publicly available data
Market Analysis	Week 2	Complete analysis as peer data is received Analyze market data Benchmark all positions Identify compensation gaps
Milestone 1 – Peer Data Compilation & Market Analysis	End of Week 4	Complete compilation of peer municipality data and market data Present initial market analysis based on public data Review preliminary peer data received to date Adjust strategy based on data collection progress
Structure Development	Weeks 5	Develop pay grades and ranges Create implementation guidelines Analyze budget impact
Milestone 2 – Draft Recommendations	End of Week 5	Present draft structure and recommendations Gather Client feedback
Policy Development	Week 6	Develop compensation policy Create administrative procedures

		Finalize implementation roadmap
Final Report	End of Week 6	Compile comprehensive audit report Prepare presentation materials Finalize all deliverables
Milestone 3 – Project closure	TBD – Board Mtg	Present final report and recommendations Provide implementation guidance

Note: The timeline accounts for potential variability in receiving peer municipality data. The project schedule will be adjusted as needed based on data availability.

Project Management

MHR will track the progress and report, in reasonable detail, the status weekly to the client's internal project lead to ensure the hours billed and Services completed stay on time and within the estimated fees. The project plan and dates will be set during the kick-off meeting. The actual start date depends on receiving client data and related information.

MHR will schedule stakeholder management activities and create respective materials, and the inner project lead will review/edit as needed to ensure cultural and leadership relevancy.

To avoid pitfalls and mitigate risk, MHR will control stakeholder management. MHR concludes:

- The client's stakeholders are aware of this initiative and have at least a current neutral level of support or are directly in favor of this project.
- The desired market survey data will be purchased or made available by the Client.
- Current employee census data from the HCM system is easily and readily available.
- Existing job descriptions or other job content are readily available or can be easily collected.
- Partnering with MHR, the Client will identify employee impact and ensure that the project plan effectively incorporates respective change management communications.

Project Management

MHR will track progress and report the status, in reasonable detail, weekly to the client's internal project lead to ensure the hours being billed and Services completed stay on time and within the estimated fees. The project plan and specific dates will be finalized during the kick-off meeting. MHR will schedule stakeholder management activities and create respective materials, and the internal project lead will review/edit as needed to ensure cultural and leadership relevancy.

To avoid pitfalls and mitigate risk, MHR will manage stakeholder engagement based on the following assumptions:

- The client's stakeholders are aware of this initiative and have at least a neutral level of support or are directly in favor of this project
- The desired market survey data will be purchased or made available by the Client
- Current employee census data from the HCM system is easily and readily available
- Existing job descriptions or other job content are readily available or can be easily collected
- Partnering with MHR, the Client will identify employee impact and ensure that the project plan effectively incorporates respective change management communications

Administrative Process

Engagements may occasionally extend beyond the initially discussed scope or timeframe. MHR reserves the right to rotate and assign consultants to complete these projects with prior written

notice to the Client.

Any changes to the project scope, services, deliverables, or timeline will require a formal Change Authorization executed by both parties. This document will define and authorize any further costs associated with the requested changes.

Although not anticipated, any out-of-pocket expenses (including transportation, hotels, per diems, etc.) will be billed at the actual cost in compliance with the Client's travel policies. Travel expenses exceeding \$5,000 require the Client's prior written approval.

Client Role And Responsibilities

The Client shall be responsible for directing and approving the quality of the work product of the MHR personnel. The Client shall also be responsible for providing MHR with access to all individuals and tools necessary for MHR to perform the Services. The Client will partner with MHR to facilitate essential stakeholder reviews, change management plans, and internal communication delivery. Furthermore, the Client shall obtain all consents from third parties required to permit and authorize such access. The Client shall indemnify MHR against any claims arising from the Client's failure to receive such consent.

Master Services Agreement

This Statement of Work is governed by the Master Services Agreement between MorganHR and Nova-Tech Engineering. If no Master Services Agreement exists when signing this Statement of Work, a Master Services Agreement will be provided for execution before project initiation.

Reference: [MSA document number or date if existing]

Professional Fees & Expenses

Consulting

Service Level	Hourly Rate	Estimated Hours	Subtotal
Principal Consultant	\$400/hour	10 hours	\$4,000
Senior Consultant	\$275/hour	18 hours	\$4,950
Consultant	\$175/hour	26 hours	\$4,550
Consulting Subtotal		54 hours	\$13,500

FOIA Request Management

Service	Fee	Quantity	Subtotal
FOIA Request preparation and Management	\$175 per request	n/a (Client Request)	n/a
FOIA Filing Fees	At cost/Estimated \$350	n/a	n/a
FOIA Request Subtotal			n/a

Total Project Investment

Category	Amount	Notes
Consulting Services	\$13,500	
FOIA Request Management	n/a	
Anticipated Total Cost	\$13,500	Total not to exceed 15% without prior written approval of Client

Note: FOIA filing fees may vary by municipality. The estimated amount is based on typical fees, but actual costs will be billed.

Payment Terms

Payment will be structured as follows:

- 25% due upon project initiation (\$3,375)
- 50% due upon completion of Milestone 2 (\$6,750)
- 25% due upon project completion (\$3,375)

Invoices will be sent electronically at each milestone. Payment terms are Net 30 days from invoice date. Any expenses, including FOIA filing fees, will be invoiced with the next milestone payment after they are incurred.

All services are performed on a time and material basis and should not be considered a fixed-price contract. MHR does not guarantee any estimates, though we will make every reasonable effort to complete the work within the estimated hours.

Project Extension and Termination

Project Extension

If the project extends beyond the initially estimated timeline or scope due to circumstances not controlled by MHR (such as delayed FOIA responses), the following will apply:

- MHR will notify the Client in writing when 80% of the estimated hours have been utilized
- MHR and the Client will review remaining deliverables and determine if additional hours are required
- Any additional hours will be billed at the rates specified in this Statement of Work
- A formal Change Authorization will be required for extensions exceeding 15% of the original estimated cost

Early Termination

Either party may terminate this engagement with 14 days' written notice. In the event of early termination:

- The Client will be invoiced only for services rendered up to the effective termination date
- MHR will deliver all completed and in-progress deliverables to the Client
- The Client will pay for all services rendered and expenses incurred through the termination date

Conclusion

We appreciate the opportunity to serve you. Please indicate your agreement by signing and returning a copy of this Statement of Work to MHR. Upon receipt of this document, a Master Services Agreement will be sent to secure our partnership.

Acknowledged and Accepted:
City of Lincoln, Illinois
Authorized Signature:
Printed Name / Title / Date:

