

**CITY OF LINCOLN**  
**REGULAR CITY COUNCIL MEETING**  
**AGENDA**  
**JUNE 3, 2024**  
**CITY HALL COUNCIL CHAMBERS**  
**700 BROADWAY STREET**  
**6:00 PM**

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

All items under the Consent Agenda are considered to be routine in nature and/or non-controversial and will be approved by one motion. If anyone wishes to have a separate vote on any item, it will be pulled from the Consent Agenda and voted on separately.

A. Payment of Bills.

B. Approval of March 26, 2024 Committee of the Whole Meeting.

6. **Ordinances and Resolutions**

Ordinance Amending Section 3-10-5 of the Lincoln City Code to set the hours of operation for Solicitors within the City of Lincoln.

7. **Bids**

8. **Reports**

City Treasurer's Monthly Report F.Y. 2023/2024 Revised/Final.

9. **New Business/Communications**

A. Approval of purchase of one (1) New Caterpillar Model D450 GC diesel engine generator in an amount not to exceed \$109,640.00. (Tabled May 20, 2024)

B. Approval of Contractual Agreement between the Lincoln Elementary School District #27 and the City of Lincoln Police Department for a School Resource Officer for the period beginning August 1, 2024 and ending July 31, 2025.

C. Approval of Economic Development Grant to McEntire's Home Appliances for roof replacement at 403 Broadway Street in an amount not to exceed \$7,500.00.

D. Approval of Economic Development Grant to McEntire's Home Appliances for roof replacement at 413 Broadway Street in an amount not to exceed \$7,500.00.

E. Approval of purchase of body cameras and personal tracking devices for the Fire Department in a total amount not to exceed \$28,620.00.

F. Approval of the hiring a part time Code Enforcement Officer with an hourly salary of \$25.00 per hour.

G. Approval of Sewer Rebate Program for Individual Residents.

10. **Announcements**

11. **Possible Executive Session**

12. **Adjournment**

We welcome the participation of persons with disabilities at all City of Lincoln meetings. If auxiliary aid or service is required for most effective participation and communication, please notify the City Clerk's Office at 217-735-2815 or [cityclerk@lincolnil.gov](mailto:cityclerk@lincolnil.gov) no later than 48 hours prior to the meeting time.

**COMMITTEE OF THE WHOLE MEETING**

Lincoln Police Department  
710 5th Street | Lincoln, Illinois

**Tuesday, March 26, 2024**

The Committee of the Whole Meeting of the City Council of Lincoln was called to order by Mayor Tracy Welch at 6:03 p.m., with proper notice given. City Clerk Peggy Bateman called roll.

**Present:**

Alderwoman Robin McClallen, Ward 1  
Alderman Steve Parrott, Ward 1  
Alderman David Sanders, Ward 2  
Alderman Sam Downs, Ward 2  
Alderman Kevin Bateman, Ward 3  
Alderwoman Wanda Lee Rohlf, Ward 3  
Alderman Craig Eimer, Ward 4  
Alderwoman Rhonda O'Donoghue, Ward 4

**Staff Present:**

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

**Absent:**

Wes Woodhall, Building and Safety Officer

**Presiding:**

Mayor Tracy Welch

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**Public Participation:**

Nancy Carter, Bill Cooper, Tim Wood, and Glenda Allison were all present and addressed the Council regarding sewer lines on Campus View Dr.

**Crawford, Murphy & Tilly Work Order #3 amendment, Work Orders #7 & #8.**

Work Order #3 – Mill & Overlay targets carried over from last year due to bidding and work on Tremont Engineering

Work Order #7 – Resurfacing covered under the Rebuild Illinois funding

Work Order #8 – Engineering agreement for Tremont Street. Engineering costs will come out of 2024, work should be done in 2025.

These items will be placed on the regular agenda separately.

**Proposal for Audit Services from Estes, Bridgewater & Ogden for the City of Lincoln for FY 2023/2024 and FY 2024/2025.**

Audit Services for FY 23/24 total \$26,500.00 and for FY 24/25 they total \$27,200.00.

This item will be placed on the regular agenda.

**Economic Development Commission approval for HBC, Hild Brother's Construction and Remodeling LLC 118 N. McLean Street in the amount of \$7,500.00 for structural repairs, tuck pointing, window & door.**

This item will be placed on the regular agenda.

**Proclamation declaring Heartland Bank and Trust's Sangamon Branch officially open April 9, 2024.**

This item will be placed on the regular agenda.

**Proclamation declaring March 2<sup>nd</sup> for this year, and all years to follow, Lady Railer Basketball Day in Lincoln.**

This item will be placed on the regular agenda.

**5<sup>th</sup> Street Road Intergovernmental Agreement.**

This is the agreement that the city has with the county over the last 18 years. The agreement includes funding of approx. \$488,000.00. There is one change...there will no longer be curb and gutter for the area west of Connelley Road. It will instead have aggregate shoulder.

This item will be placed on the regular agenda.

**Leaf Collection Program Analysis & possible purchase of Leaf Vac.**

Mr. Landers put together a lengthy memo for the Council and opened the floor for questions.

Mr. Bowns stated that a Leaf vac would be eligible for purchase with Enterprise sewer funds however he said keep in mind those funds will be tapped for other sewer projects this year.

A Leaf Vac was brought to the Street Dept for a demo. Street Dept staff operated it. A video was taken of the demo and played for the Council.

Discussion was had regarding the expense of labor with the vac vs the current leaf collection. Some agreed the leaf vac would utilize more manpower for longer amount of hours. Some disagreed. The leaf vac would need to operate 90–120 days a year to complete the entire city where now the leaf collection is one day a week for 5-6 weeks.

It was discussed that one machine could not keep up with the size of Lincoln leading to how would the city determine which part of the city would get to utilize this machine and when.

The machine will not be ready until late 2025.

Mr. Landers will get a breakdown of labor cost together and send to the council.

There was not enough interest from the council to add this item to the agenda.

Mayor Welch moved on to other items on the agenda.

**Announcements:**

- Ribbon cut for the new Mel-O-Crème, Boardroom, Copper & Oak this Friday at noon
- Coffee with the Mayor this Saturday at Guest House. Mr. Bowns and Mrs. Rohlfs will also be in attendance.
- There was a memo from GFL explaining a recent bill that some homes received for \$1.90. The memo has been posted to the city Facebook page.
- Mayor Welch encourages everyone to look into Sewer line protection.
- The Parade of Champions is scheduled for April 5<sup>th</sup>.

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**Adjournment:**

There being no further discussion to come before the City Council of Lincoln, Alderman Eimer motioned to adjourn, seconded by Alderman Downs. All were in favor. Mayor Welch adjourned the meeting at 8:00 p.m.

**Respectfully Submitted By:**

Charity Hutchison, Recording Secretary

**ORDINANCE NO.**

AN ORDINANCE AMENDING 3-10-5 OF THE LINCOLN CITY CODE

THIS ORDINANCE is made and adopted by the CITY COUNCIL OF THE CITY OF LINCOLN, LOGAN COUNTY, ILLINOIS, at a regular meeting held in the City Council Chambers in said City on the \_\_\_\_ day of \_\_\_\_\_, 2024,  
WITNESSETH:

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

WHEREAS, the City Council previously passed 2016-846 establishing the hours that solicitors can operate within the City of Lincoln; and

WHEREAS, upon further consideration the City Council believes it would be in the best interests of the citizens of Lincoln if solicitors hours were changed allowing them to operate later into a given day; and

WHEREAS, the City of Lincoln will amend Chapter 3-10-5 of the Lincoln City Code;

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

1. That Title 3 Chapter 10 Part 5 of the Lincoln City Code is hereby amended to change solicitor hours of operation. (See Exhibit A)
2. Effective Date. That this Ordinance is effective immediately upon its passage.

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

Alderman Parrott	_____	Alderwoman McClallen	_____
Alderman Eimer	_____	Alderwoman Rohlf	_____
Alderwoman O'Donoghue	_____	Alderman Bateman	_____
Alderman Downs	_____	Alderman Sanders	_____

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

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

Abstain: \_\_\_\_\_

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

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

CITY OF LINCOLN,

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

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

ATTEST: \_\_\_\_\_ (SEAL)

City Clerk, City of Lincoln,  
Logan County, Illinois

## **EXHIBIT A**

### **§ 3-10-5Hours.**

[Ord. 2016-846, 1-4-2016]

Solicitors shall only operate within the City of Lincoln between the hours of 9:00 a.m. to ~~5:00~~ 7:00 p.m.

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 14, 2024

RE: Blower Building Caterpillar Generator Repair

### Background

The Sewer plant recently had its annual service and inspection completed on the generators at the sewer plant. The generator at the blower building was found to have a failing bearing that has caused the generator to not produce power when needed.

### Analysis/Discussion:

Altorfer Cat performed the annual maintenance on the generators at the site last week. During this inspection and service the blower building generator was found to have a failing bearing causing the generator to not be able to produce power when needed. This generator is a critical piece of infrastructure for the plant. This generator failure will not cause backups within the system, but could affect adequate treatment of the wastewater in a prolonged utility power outage.

### Fiscal Impact:

The repair was not budgeted for this year. It will require the cancellation of a planned purchase. The repair estimate of \$46,427.40 will be accommodated within the line item "50-7200-7860 Capital Expense - Equipment"

### COW Recommendation:

Place "Blower Building Caterpillar Generator Repair" on the May 20th voting session in an amount not to exceed \$51,070.14.

### Council Recommendation:

Approve "Blower Building Caterpillar Generator Repair" in an amount not to exceed \$51,070.14.

#### 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





**LINCOLN WWTP**  
 150 W KICKAPOO ST  
 LINCOLN IL 62656

<b>CUSTOMER NO.</b>	<b>CONTACT</b>	<b>PHONE NO.</b>	<b>FAX NO.</b>	<b>WORK ORDER NO.</b>
317351	ANDREW BOWNS	217 732 4030		
<b>QUOTE NO.</b>	<b>OPP NO.</b>	<b>DATE</b>	<b>Email</b>	
130274	0	5/8/2024		
<b>MAKE</b>	<b>MODEL</b>	<b>SERIAL NO.</b>	<b>UNIT NO.</b>	<b>hours</b>
AA	3456 PKG	0CCB00683		
<b>NOTES</b>				
REBUILD GENERATOR				

**SEGMENT: 01**      REPAIR GENERATOR (1404 )  
 NOTES:

Parts

**Total Parts:**                      0.00

Labor

**Total Labor:**                      17,100.00

Misc

Description	Ext Price
MILEAGE	2,230.20
GENERATOR REBUILD	27,097.20
<b>Total Misc:</b>	<b>29,327.40</b>

**Segment 01 Total:**                      46,427.40

**Total Segments:**                      46,427.40

**TOTAL ESTIMATE (BEFORE TAXES)**                      46,427.40

**NOTES:**

- This estimate will expire 30 days from the estimate date.
- Price excludes Freight Charges, Operating Supplies/EPA Fees and Overtime.
- Sales Taxes where applicable are not included with the above prices.
- Ask about Cat Financial Payment options.
- Caterpillar REMAN parts will be utilized, where applicable.
- Above pricing assumes all REMAN cores will meet Caterpillar Full Core Credit criteria. If cores do not meet the Caterpillar Full Core Credit criteria, additional charges will apply.
- Any additional repairs found during disassembly or testing will be quoted at that time.
- If parts needed on emergency order basis, extra order processing fee and expedited shipping cost may apply.

**ESTIMATED REPAIR TIME:** \_\_\_\_\_ *from start date*  
*"The Signature is an authorization to proceed with the required repair work as described within the quote".*

**Issued PO#** \_\_\_\_\_, **Authorized Name** \_\_\_\_\_ **Please Print.**

**Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ . \_\_\_\_\_  
Signature

Any Questions? Please Call Shawn Glaser at 309-427-1234 ext 4392  
(fax: 309-694-4851 - email: [s.glaser@altorfer.com](mailto:s.glaser@altorfer.com)).

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# SL2\_CSA\_Inspection\_4-0

## PM Checklist

5 1 26 4

Inspection Number	17247436	Unit No	317351
Serial Number	CCB00683	Customer Name	LINCOLN WWTP
Make	CATERPILLAR	Customer Phone	217 732 4030
Model	3456	Work Order	BD65740
Engine Family	GEN	Completed On	5/8/2024 11:58:32 AM
SMU	5086 Hours	Inspector	Nathan Primm
Location	150 W KICKAPOO ST., LINCOLN IL	PDF Generated On	5/8/2024
Coordinates	0, 0, 0		
Technician			

### General Info & Comments

#### General info/Comments

#### Customer Interview & Site Notification

- 1.1 1. Is the unit Serial Number correct? YES
- 1.2 2. Interview the operator and list any known issues. PERFORMED
- 1.3 3. Notify customer and on-site personnel that you are about to disable the genset. (Record the name(s) of person(s) you contacted.) YES  
 Comments: Andrew Bowns
- 1.4 4. Place the genset control in Off/Reset and ensure unit is in safe work mode. YES

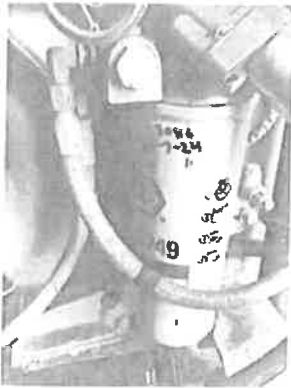
#### Non-Running Checks

- 2.1 1. Change Engine oil & filter(s) NORMAL



- 2.2.2. Change Fuel Filters

YES



- 2.3.3. Check the fluid level for all compartments

NORMAL

- 2.4.4. Verify operation of the fuel level gauge and record fuel level

YES

! Comments: 1/2 tank

- 2.5.5. Are Jacket Water Heater(s) Functioning? Observe and Record Jacket Water Temperature. (Ref Help As Needed)

NORMAL

Comments: 111 degrees

- 2.6.6. Pull fuel sample for visual inspection and photo document for the report

YES

Comments: Fuel sample taken

- 2.7.7. Confirm The Generator Winding Heater(s) Are Functioning

N/A

- 2.8.8. Check battery condition. Record or photo document date code and in-service date.

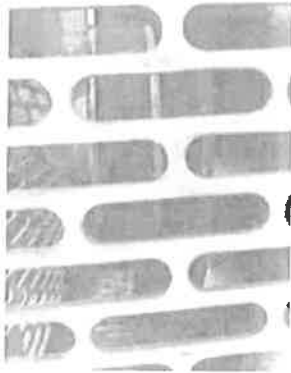
FAIR

Comments: 3 years old 7/21

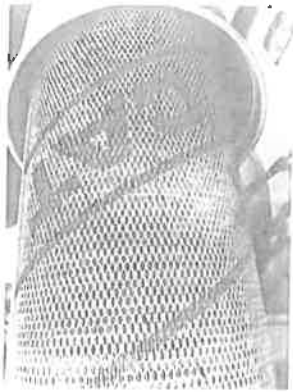
- 2.9 9. Check Battery Charger. Adjust the float rate to match battery \_\_\_\_ type. Record the float rate. (See help file as needed.) NORMAL

: Comments: 28v
- 2.10 10. Battery load test (with load test values) PASS
- 2.11 11. Check condition of the radiator NORMAL
- 2.12 12. Inspect Drive Belts ACTION

Comments: All belts are getting cracked



- 2.13 13. Inspect all Coolant Hoses and Clamps NORMAL
- 2.14 14. Inspect Fuel Supply and Return Lines NORMAL
- 2.15 15. Turbocharger Visual Inspection (Reference help text as needed) NORMAL
- 2.16 16. Check All Air Intake Piping for Damage and Loose Connections NORMAL
- 2.17 17. Inspect Air Filter & Air Filter Restriction Indicator (Reference help text for guidelines.) NORMAL



- **2.18 18. Remove generator covers and inspect wiring, wiring connections, & generator bearing (Reference help as needed.)** *NORMAL*

**Running Checks**

- **3.1 1. Record cranking voltage. Record cranking time to start. (Reference help as needed.)** *NORMAL*

| Comments: 21v

- **3.2 2. Gas unit: Measure and record magnetic pickup cranking & running voltage** *N/A*

**3.3 3. Start & run unit to bring it up to operating temperature. Record the coolant temp. (Reference help as needed.)**

- **3.4 4. Check the function of the battery charging alternator and note any issues. (Ref help file as needed.)** *NORMAL*

| Comments: 26v alternator  
| 26v charger

**3.5 5. Record engine oil pressure at operating temperature. (Refer to SIS WEB for normal pressure ranges.)**

- **3.6 6. SOS Sample Engine Oil-Live (Ref Help File As Needed)** *YES*

- **3.7 7. Coolant SOS Sample - Level II** *YES*

- **3.8 8. Record generator voltage and frequency at operating temperature.** *ACTION*

| Comments: No voltage

- **3.9 9. Test Safeties-SL CSA-4-0 (Ref Help As Needed)** *N/A*

3.10 10. Visual Inspection of Automatic Transfer Switch (ATS) (Reference Help) NORMAL

3.11 11. Was unit ran under load at the end of the service? A

Comments: No voltage

**Inspection Completion**

4.1 1. Reset Service Maintenance Interval (EMCP 3 & EMCP 4 Panels) (Ref Help As Needed) N/A

4.2 2. Wipe Down Unit - Try To Leave Unit Cleaner Than You Found it. YES

4.3 3. Dispose of Used Parts and Fluids In Accordance With Current EPA Regulation YES

4.4 4. Put unit back in auto-start mode (Reference Help For Specifics) NO

Comments: Not operating correct

4.5 5. Notify customer and on-site personnel that the unit is back in service. (List Name(s) Of Person(s) Contacted) NO

Comments: Not in service



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Ref #: 31350426

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### BUDGET PROPOSAL

Date: 5/10/2024

Customer: Lincoln WWTP  
Attention: Andrew Bowns  
Project Name: New Generator

Altorfer Power Systems appreciates your interest in Caterpillar power generation equipment and the opportunity to work with you on this project. This proposal includes Caterpillar generator sets as rated below at 0.8 power factor suitable for standby use. This system includes the standard accessories provided by Caterpillar with optional peripheral equipment and services as identified in this proposal through our interpretation of the project requirements.

Top-level equipment and services offerings provided under this proposal:

ITEM I

One (1) new Caterpillar model D450 GC diesel engine generator set rated at 450 kW standby, 277/480Volt, 3-Phase, 60 Hz, 1800 RPM, with sound attenuated enclosure, 969-gallon fuel tank base, equipped per attached bill of materials. Five-year standard warranty, testing, startup, and training included.

ITEM II

One (1) new Caterpillar model D500 GC diesel engine generator set rated at 500 kW standby, 277/480Volt, 3-Phase, 60 Hz, 1800 RPM, with sound attenuated enclosure, 969-gallon fuel tank base, equipped per attached bill of materials. Five-year standard warranty, testing, startup, and training included.

\*\*\* In stock – Delivery as early as mid-August 2024 – Availability subject to prior sale \*\*\*

Additionally, we have detailed the equipment configuration and services relative to our understanding of these requirements in the body of this document. Please check it for correctness and completeness to be certain that it meets your needs. Please contact us for any clarifications or refinements that may be necessary to meet the scope of the project, as you understand it.

At the conclusion of this proposal, you will find the quoted price and additional commercial related information regarding the terms of this agreement. Thank you for considering Altorfer Power Systems and the opportunity to provide your equipment and service needs. We are firmly committed to providing the best possible support and service during the life cycle of this project.

Sincerely,

Nicholas A. Dunham

Nicholas A. Dunham  
Power Sales Group  
Altorfer / Caterpillar

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Decatur IL • Dix IL • Dubuque IA • Dwight IL • East Peoria IL • Elmhurst IL • Hammond IN • Joliet IL • Oglesby IL  
Rock Falls IL • Rockford IL • Springfield IL • Urbana IL • Wauconda IL • West Branch IA • West Burlington IA





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Ref #: 31350426

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### Standard Equipment Caterpillar

#### FACTORY TESTING AT 0.8 PF

- ✓ Results at full load reported are: engine rpm, frequency, average voltage, line-to-line voltages for all three phases, average current, line currents for all three phases, and observed power--all at 0.8 power factor. Engine rpm, average voltage and line-to-line voltages for all three phases are reported at no load.

#### AIR INLET SYSTEM

- ✓ Air cleaner

#### ENGINE

- ✓ Emission control engine
- ✓ Structural steel base
- ✓ Oil and fuel filter system
- ✓ Critical type silencer system

#### GENERATOR

- ✓ Caterpillar 450kW generator, standby rated, engine mounted and tested at the Caterpillar factory, Class H Insulation, optimal pitch
- ✓ 0.8 Power Factor
- ✓ Voltage Regulator
- ✓ Main Breaker – 800 Amps

#### SUBBASE FUEL TANK

- ✓ UL 142 Listed
- ✓ Conduit Access Stub Up Area
- ✓ Level Indicator, Low Fuel Level Alarm Switch, Fuel in Rupture Basin

#### ENCLOSURE

- ✓ Sound attenuated - Durable weather-resistant finish
- ✓ Exhaust silencing system includes exhaust pipe and rain cap.
- ✓ Internally mounted critical grade silencer
- ✓ Robust/highly corrosion resistant construction
- ✓ Steel Construction
- ✓ Lockable, gasketed doors provide secure access to maintenance items (battery, fuel fill, oil, and coolant)
- ✓ Lube oil and coolant drains piped to exterior of enclosure and terminated with drain valves
- ✓ Radiator guard

#### LUBE SYSTEM

- ✓ Lubricating oil, Oil filter, Oil drain line with valve piped to edge of base

#### MOUNTING SYSTEM

- ✓ Formed steel base
- ✓ Linear vibration isolators between base and engine-generator

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Rock Falls IL • Rockford IL • Springfield IL • Urbana IL • Wauconda IL • West Branch IA • West Burlington IA

Ref #: 31350426

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**STARTING SYSTEM**

- ✓ Battery, Battery Charger, Jacket water heater, Charging alternator

**DIGITAL CONTROL PANEL****Instrumentation**

- ✓ LCD display with adjustable contrast and backlight with auto power off
- ✓ AC metering: Volts 3-phase (L-L & L-N); Amps (per phase & average); Frequency; kW (total & per phase); kVA (total & per phase); kVAr (total & per phase); Power Factor (overall & per phase); kW hours; kVAr hours
- ✓ DC metering: Battery Volts; Engine hours run; Engine Jacket Water Temperature (in °C or °F); Lube oil pressure (in psi, kPa or bar); Engine speed (rpm); Crank attempt counter; Start counter

**Protection**

- ✓ Fail to start shutdown, Low oil pressure shutdown, High engine temperature, Approaching high coolant temperature alarm, Approaching low oil pressure alarm, Not in auto mode alarm, Underspeed/Overspeed, Loss of engine speed detection, Low/High battery voltage, Battery charger failure (if fitted), Under volts, over volts, Under frequency, over frequency, Overcurrent

**Controls**

- ✓ Run key and LED indicator, Auto key and LED indicator, Stop key and LED indicator
- ✓ Lamp test key, Alarm acknowledge key, Menu navigation keys
- ✓ Engine and AC metering shortcut keys, All control module keys have tactile feedback
- ✓ Lock down emergency stop push button. Service interval counter.

**Remote Annunciator (shipped loose) – Qty 1**

- ✓ Each Annunciator includes sixteen (16) LED's for annunciation of alarm conditions and system status.
- ✓ Includes Alarm Horn and Alarm Acknowledge pushbuttons.
- ✓ Meets NFPA 99/110 requirements for remote annunciation on Emergency Standby Generator Systems.
- ✓ Label cards are provided next to each set of LED by to indicate various alarms and events.
- ✓ Designed and Tested to meet stringent Impulse Shock and Operating Vibration requirements

**GOVERNING SYSTEM**

- ✓ Cat Electronic Isochronous Governor. The engine governor shall be an electronic speed control with actuator. Speed droop shall be 0 (isochronous) from no load to full rated load. Steady state frequency regulation shall be +/- 0.25%. Speed shall be sensed by a magnetic pickup off the engine flywheel ring gear.

**GENERAL GENERATOR SET NOTES:**

- ✓ First fill lubricating oil
- ✓ First fill coolant, installed

**TECHNICAL FIELD SERVICE TO INCLUDE:**

Technical Field Service to Include:

Note: Field Services do not include initial fuel fill or replenishment, videotaping, sound measurements, or city permits for load testing on site.



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Ref #: 31350426

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**INSTALLATION AUDIT:**

A pre-start audit is available when time and circumstances permit, to be performed by Altorfer Power Systems Project Manager prior to dispatching our field service technician to perform the equipment startup; to review the site work that has been completed. These services are to be performed during normal business hours, Monday through Friday 7:30 am to 3:30 pm. Additionally, our local project managers are available for consult during the entire life of the project.

**EQUIPMENT STARTUP:**

Time allowed for 1 (one) factory certified technician is based on accessibility, site preparation and safety concerns for both equipment and personal. These services are to be performed during normal business hours, Monday through Friday 7:30 am to 3:30 pm. Additional personal required or revisits as dictated by the site, will require a written request for services with a change order by an authorized person and will be billed at prevailing rates.

**LOAD BANK TESTING**

On-site load bank test utilizing a resistive load bank. Time allowed for 1 (one) factory certified technician is based on accessibility, site preparation and safety concerns for both equipment and personal. Altorfer Power Systems will provide a portable load bank (sized to the generator rating) and 100 feet of power cable. Cable runs greater than 100 (one hundred) feet will be billed at prevailing rates. These services are to be performed during normal business hours, Monday through Friday 7:30 am to 3:30 pm. Additional personal required or revisits as dictated by the site, will require a written request for services with a change order by an authorized person and will be billed at prevailing rates.

**TRAINING:**

The appropriate Altorfer personnel are available to provide a basic/up to one (1) hour training on site on the same trip during the unit has been started up. If more time is required, or additional sessions are required, arrangements can be negotiated.

**WARRANTY:**

Caterpillar warranty applies unless extended service coverage is purchased. Standard manufacturer's warranty applies to all non-Caterpillar equipment. Altorfer will administer all warranty claims during the appropriate warranty period. All other manufacturers warranty is for components only. Labor associated with these claims will be charged accordingly. Copy of warranty statements will be provided at project submittal.

**CUSTOMER VALUE AGREEMENT OFFER:**

Caterpillar equipment is designed and built to provide maximum productivity and operating economy throughout its operating life. Customer Value Agreements (CVA) are high-efficiency tools for managing your Caterpillar equipment to maintain that built-in value and achieve high reliability. CVA's provide access to trained CAT experts with exceptional knowledge about your CAT equipment. Building the right CVA always begins with a careful assessment of your needs and ends with an agreement that provides you with the lowest possible operating cost. The best time to do this is at the beginning of the equipment's service life considered directly after startup and commissioning testing. Altorfer CAT will assess your equipment in its final installed configuration and work with you to create a CVA that best suits your needs at that time. A review of risk mitigation tools, such as extended warranty, training, inspections, load bank testing, fuel/oil/coolant fluids analysis, and remote asset monitoring is also included in this assessment.

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Ref #: 31350426

Page 5 of 6

**AVAILABILITY:**

Determined after approved release. Equipment submittal time is to be negotiated.

**FINANCIAL TERMS:**

Net cash 30 days upon receipt of invoice, with credit approval. Equipment will be invoiced at the contracted amount when ready for shipment. Retainers are not allowed unless previously negotiated and are identified in this proposal. Late charges of 1-1/2% per month will be assessed for late payments and customer will also be responsible for any collection costs and expenses, including reasonable attorney's fees. Equipment storage fees may apply when delivery is not accepted when ready for shipment. Sales tax is **NOT** included in the purchase price and will be charged at the current tax rate, if applicable.

**ADDITIONAL TERMS AND CONDITIONS:**

The scope of supply for this quotation is limited to the equipment and services listed in this proposal. The bill of material herein does not include demolition, removal, terminations, installation, labor, fuel, fuel piping, air ducting, exhaust silencer installation, exhaust piping or electrical wiring between loose items such as engine, control gear, transfer switches, day tanks, battery charger, etc. Coordination studies & relay settings & relay testing services are not included. Permitting not included. The customer is responsible for any and all installation of the above Equipment unless specifically modified by this proposal. All equipment needed to perform any loading or unloading of the Equipment supplied by Altorfer Power Systems is the responsibility of the customer unless specifically modified by this proposal. Unless specifically listed in our bill of material, equipment not indicated is to be supplied by others. We reserve the right to correct any errors or omissions. Customer's signature on this quotation or the issuance of a purchase order or other acknowledgement by customer for the Equipment shall constitute acceptance of this quotation subject only to the terms and conditions set forth herein notwithstanding any terms and conditions contained in any such purchase order or other acknowledgment or communication from the customer which are different from or in addition to the terms and conditions of this quotation. This quotation is subject to any applicable manufacturer's general terms and conditions of sale. Changes to the terms of this quotation may only be made by the express written agreement of Altorfer Power Systems. Altorfer Power Systems shall not be responsible for any consequential, special, indirect or liquidated damages hereunder or for any manufacturer or other delays beyond Altorfer's control. Altorfer Power Systems will not be responsible for any labor or material charges by others associated with the start-up and installation of this equipment unless previously agreed upon, in writing by Altorfer Power Systems. This quotation expires in 30 calendar days or sooner with notice and is subject to prior sale. The prices stated herein are subject to any manufacturer increases if the order is not released for manufacture within 90 calendar days from order date or, if drawings for approval are required, the drawings are not returned and released for manufacture within 30 calendar days of mailing date. For any completed order, scheduled for shipment, that is held, delayed or rescheduled at the request of the Buyer, Seller may, at its sole option, ship to storage, invoice, and transfer title, all at the sole cost and risk of loss of the Buyer. Buyer may terminate or cancel an order by written notice and upon payment of appropriate charges based upon a percentage of the quoted sales price at the stage of completion: 10% hold for approval status and 100% after release for manufacture status.

**EXCEPTIONS & CLARIFICATIONS:**

Quotation is based on generator specification and ATS specifications and drawings provided dated only. If actual job site conditions/local codes require a change in BOM, all such changes will be quoted and billed accordingly.

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Ref #: 31350426

Page 6 of 6

**Total price for these product and services:**

**ITEM I**

One (1) new Caterpillar model D450 GC diesel engine generator set rated at 450 kW standby, 277/480Volt, 3-Phase, 60 Hz, 1800 RPM, with sound attenuated enclosure, 969-gallon fuel tank base, equipped per attached bill of materials. Five-year standard warranty, testing, startup, and training included.

**Budgetary Cost \$109,640.00, (Plus tax) FOB: Jobsite Tailgate**

**ITEM II**

One (1) new Caterpillar model D500 GC diesel engine generator set rated at 500 kW standby, 277/480Volt, 3-Phase, 60 Hz, 1800 RPM, with sound attenuated enclosure, 969-gallon fuel tank base, equipped per attached bill of materials. Five-year standard warranty, testing, startup, and training included.

**Total Cost \$157,420.00 (Plus tax) FOB: Jobsite Tailgate**

\*\*\* In stock – Delivery as early as mid-August 2024 – Availability subject to prior sale \*\*\*

2024 Supply Chain Volatility Note - Altorfer Power Systems continuously strives to reduce costs and optimize productivity whenever possible. Unfortunately, the current volatility of the supply chain has necessitated a price review process that will take place at the time we receive a "release for production" for this project. We will review the cost basis that was used at the time of quotation and if we find our inputs have increased, we will issue a revised proposal before accepting your "release for production".

ACCEPTANCE:

ALTORFER POWER SYSTEMS

\_\_\_\_\_  
(Customer Signature)

\_\_\_\_\_  
Nicholas A. Dunham

Phone: 217.640.0683

DATE: \_\_\_\_\_

Email: [nick.dunham@altorfer.com](mailto:nick.dunham@altorfer.com)

Should you have any questions or comments on this matter, please do not hesitate to contact us. This information is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. No waiver of applicable privilege and/or protection against disclosure is intended. If you are not the intended recipient, you are hereby notified that any use of, dissemination, distribution or copy of this communication is strictly prohibited. If you receive this communication in error, please notify us immediately by telephone so that we can arrange return of the original message to us at no cost to you. Once equipment is delivered and installed, service requires two weeks' notice to schedule startup and load bank testing.

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Rock Falls IL • Rockford IL • Springfield IL • Urbana IL • Wauconda IL • West Branch IA • West Burlington IA

Lincoln Police Department and Lincoln Elementary School District #27  
School Resource Officer  
Contractual Agreement

THIS AGREEMENT is entered in this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by and in between the City of Lincoln, Lincoln Police Department (hereinafter referred to as “LPD”) and Lincoln Elementary School District #27 (hereinafter referred to as “School District”).

For and in consideration of the mutual promises, terms, covenants, and conditions set forth herein, the parties agree as follows:

**1. Purpose.** This agreement establishes and delineates the mission of the School Resource Officer Program, herein after to as the SRO Program, as a joint cooperative effort. The agreement formalizes relationships between the participating entities in order to foster an efficient and cohesive program that will build a positive relationship between Police Officers and the youth of our community, help ensure the safety of school students, in addition to reducing crime committed by juveniles and young adults.

**2. Mission.** The mission of the SRO Program is the reduction and prevention of the school related violence and crime committed by juveniles and young adults. This is accomplished by assigning a Lincoln Police Officer as a SRO to the School District on a permanent basis. The SRO Program accomplishes this mission by creating and maintaining safe, secure and orderly learning environments for students, teachers and staff. The SRO will establish trusting channels of communication with students, parents and teachers. The SRO will serve as a positive role model to instill in students good moral standards, good judgment, respect for other students and a sincere concern for the school community. The SRO will promote citizen awareness of the law to enable students to become better informed and effective citizens, empowering students with the knowledge of law enforcement efforts and obligations regarding enforcement as well as consequences for violations of the law.

**3. Organizational Structure.**

**A. Composition.** The SRO (School Resource Officer) Program will consist of one (1) full-time Lincoln Police Officer who is an Illinois Training and Standards Board Certified Police Officer and meets all requirements as set forth by LPD Policies and Procedures.

**B. Supervision.** The day-by-day operational and administrative control of the SRO Program will be the responsibility of the Lincoln Police Department in cooperation with School District administrators. Responsibility for the conduct of the SRO personnel, both personally and professionally, shall remain with the Lincoln Police Department. The School Resource Unit is assigned to the Administrative Division of LPD.

On a daily basis, the School Resource Officer will collaborate with school and district administration on many issues, including the disposition of various situations they may

encounter. The SRO will report to the school's administrators; however their ultimate responsibility is to carry out their duties as police officers, as expressed and interpreted through the Lincoln Police chain of command.

- C. Employee Status.** LPD and the assigned officer shall have the status of an independent contractor with respect to the School District for purposes of this Agreement. The officer assigned to the School District shall be considered to be an employee of the LPD and shall be subject to its control and supervision. The assigned officer will be subject to current procedures in effect for certified police officers. The parties agree that no person supplied by the School District to accomplish the goals of this Agreement is a LPD employee and that no right under LPD employment, retirement, or personnel rules accrue to such person, and the parties agree that no person supplied by LPD to accomplish the goals of this Agreement is a School District employee and that no rights under school district employee, retirement, or personnel rules accrue to such person.

#### **4. Procedures.**

- A. Concept.** The SRO Program shall utilize the SRO Triad concept as set forth by NASRO (National Association of School Resource Officers). The SRO Triad concept generally means that the officers assigned to the program are law enforcement officers, law-related counselors and instructors for law enforcement topics. SROs are first and foremost law enforcement officers for the responsibilities of a police officer and shall remain at all times under the control, through the chain of command, of LPD. All acts of commission or omission shall conform to LPD Policy and Procedures. SROs are enforcement officers in regards to criminal matters only and not enforcers of school regulations. SROs are not school disciplinarians and should not assume this role.

The SRO will report directly to LPD supervisor in connection with the assignment of law enforcement instruction and normal law enforcement duties. The SRO is not a formal counselor, and will not act as such, however, they are to be used as law-related resources to assist students, faculty, staff, and all persons involved with the School District.

The SRO is to be used as an instructor of law enforcement topics, and will provide instruction when the School District requests it under the supervision of a certified teacher. The SRO can instruct on a variety of law enforcement subjects to students and staff, including alcohol and drug education. The SRO may use this instruction to build rapport between the students and the staff while under the supervision of a certified teacher.

- B. Duties.** Lincoln Police Department responsibilities of the SRO will include, but not be limited to:

1. To enforce criminal law and protect the students, staff and public at large against criminal activity;

2. Provide information concerning questions about law enforcement topics to students and staff;
3. Speak to students on a variety of law enforcement related topics including, but not limited to, narcotics, safety, public relations, occupational training, leadership and life skills when the School District requests it under supervision of a certified teacher;
4. Coordinate investigation procedures between Police and school administrators;
5. Provide law-enforcement issue related counseling to students, staff and faculty as needed;
6. Provide interior and exterior security recommendations;
7. Facilitate school safety drills as required by law;
8. Handle initial police reports of crime committed on school grounds;
9. Take law enforcement action on criminal matters when appropriate;
10. Wear an approved police uniform at all times or other apparel approved by LPD;
11. Attend school special events as assigned by LPD

**C. Enforcement.** Although the SRO has been placed in formal educational environment, they are not relieved of the official duties as an enforcement officer. Decisions to intervene formally will be made when it is necessary to prevent a criminal act or a criminal act has been discovered. Citations may be issued and/or arrests may be made when appropriate and in accordance with police department standard operating procedures.

## **5. Equipment and Working Conditions.**

**A. LPD Responsibilities.** LPD shall provide one (1) SRO officer who has or shall be trained as a school resource officer. Each officer shall be a fully equipped non-probationary Lincoln Police Officer in good standing.

**B. School District Responsibility.** The school District shall provide the SRO the following materials and facilities, which are deemed necessary to the performance of the SROs duties:

1. The SRO shall be provided a full time office that is air-conditioned, heated, properly lighted, and private, which shall contain a telephone and broadband networking lines, large enough for four persons to sit comfortably, which may be used for general business purposes;
2. A location for files and records, which can be properly locked and secured;
3. A desk with drawers, 4 chairs, and filing cabinet;
4. Access to and encouragement of classroom participation by the SRO;
5. Opportunity for the SRO to address teachers and school administrators about the SRO **Program**, goals and objectives.

**C. Reporting of Serious Crimes.** If an investigation uncovers evidence of serious crime as defined in state law or federal law, the school official shall notify the SRO, the student's parent/guardian, and the appropriate school personnel.



**6. Time and Place of Performance.** LPD will endeavor to have the SRO available for duty at the assigned school each day that school is in session during the regular school year. LPD is not required to furnish substitute officers on days when the regular SRO is absent due to authorized leave, Police Department training requirements, or as serious situations arise. LPD will provide a substitute officer for the SRO when there is an available officer, at the Chief of Police's discretion. The Chief of Police at all times maintains the authority to assign an officer to other duties, whether on a temporary basis or a permanent basis.

**7. Evaluation.** It is mutually agreed that the School District shall evaluate annually the SRO program and the performance of the SRO with forms developed jointly by the parties. The evaluation shall be shared with the Chief of Police. It is further understood that the School District evaluation of the officer is advisory only and that LPD retains the final authority to evaluate the performance of the SRO. The SRO will provide a monthly activity report to the School District and Chief of Police prior to the School District Board monthly meeting.

**8. Reimbursement.** The School District shall reimburse the Lincoln Police Department for the partial cost of one (1) officer for the program. Accordingly, the cost set forth herein is the total cost to be paid by the District and is not calculated on an hourly basis or actual time basis but for the program as a whole.

The School District shall pay an annual cost of **\$42,600.00** (half of cost of an officer) for the 2024-2025 school years. The payments may be made payable in twelve monthly installments in the amount of **\$3,550.00** or in full at the end of this agreement. Those payments will be sent to the City Clerk of Lincoln, 700 Broadway, Lincoln, IL. 62656. Annual costs covers half for health insurance, liability insurance, and workman compensation insurance. LPD will be responsible for any overtime costs.


**9. Insurance and Indemnification.** LPD agrees to hold the School District, its agents and employees free, harmless and indemnified from and against, any and all claims, suits or causes of actions, arising from or in any way, out of the performance of the duties of the SRO officers. The School District agrees to the extent allowed by law to hold LPD, its agents and employees free, harmless and indemnified from and against, any and all claims, suits or causes of actions arising from or in any way of the performance of School District employees.

**10. School Records and Non-Disclosure.** LPD and the School District recognize that the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, et. seq.) ("FERPA") and the Illinois School Student Records Act (105 ILCS 10 et. seq.) ("ISSRA") impose substantial limitations upon the circumstances under which student record information may be disclosed to persons who are not the student's parents/guardians or employees of the School District. This Agreement shall be construed only so as to permit lawful disclosure by the School District of student record information to police officers assigned to the District by LPD. In accordance with ISSRA, the SRO will be trained and certified by the Illinois Training and Standards Board as a Juvenile Officer whose assignment and official duty as SRO includes the investigation and disposition of crimes and offenses that may have been committed by juvenile offenders. The SRO shall abide by all applicable laws, regulations and rules concerning restrictions on disclosure and re-disclosure of

student record information pursuant to ISSRA and FERPA, and the School District shall not violate or direct the SRO to violate ISSRA, FERPA or School District rules regarding disclosure and re-disclosure. In addition to the rules, regulations, policies and operating procedures of LPD and the City, the SRO, LPD and the City shall abide by the applicable rules, regulations, policies and procedures of the School District regarding disclosure of school student record information pursuant to FERPA and ISSRA, expressly including the Reciprocal Reporting guidelines established pursuant to Section 10-20.14 of the School Code (105 ILCS 5/10-20.14).

**11. Terms of the Agreement.** The term of the agreement is one year (1) year commencing on the 1<sup>st</sup> day of August, 2024, ending on 31<sup>st</sup> day of July, 2025.

Lincoln Elementary School District #27

By:   
President, Board of Education

ATTEST:  
  
Secretary, Board of Education

City of Lincoln

\_\_\_\_\_  
Mayor

ATTEST:  
\_\_\_\_\_  
City Clerk

## MEMORANDUM

**TO:** Mayor and City Council Members

**FROM:** Ashley Metelko, Administrative Assistant

**MEETING DATE:** May 28, 2024

**RE:** Economic Development Commission Grant Approvals

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**Background:**

On May 17, 2024, the Economic Development Grant Commission met and approved the following applications:

**STRUCTURAL GRANTS:**

**1. McEntire Home Appliance – 403 Broadway St.**

- Roof replacement.

- Amount requested \$7,500.00

**Amount approved by Economic Development Commission on May 17, 2024: \$7,500.00**

**2. McEntire Home Appliance – 413 Broadway St.**

- Roof replacement.

- Amount requested \$7,500.00

**Amount approved by Economic Development Commission on May 17, 2024: \$7,500.00**

**Council Recommendation:** Place on Regular City Council Meeting Agenda for June 3, 2024.

## MEMORANDUM

**TO:** Mayor and City Council Members

**FROM:** Fire Chief Aaron T Johnson

**MEETING DATE:** May 28, 2024

**RE:** Approval of Body Camera/Personal Tracking Devices

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**Background:**

Ascent Integrated Tech has developed and released a tracking device module that does not rely on GPS, allowing it to work inside of a structure. These device modules use multiple technologies for instant 3D point mapping and location. This 3D mapping combines laser, video, thermal, satellite imaging, and many more features that gives the incident commander a 2D and 3D image on a computer tablet that shows where the firefighters are within any building. This technology is a breakthrough in the fire service, allowing members to be located at all times inside of a structure fire. Interior firefighting operations in zero visibility environments are extremely dangerous. Disorientation is a leading cause of firefighter injury and death. The modules will show immediate location in the event a firefighter becomes lost, trapped, injured, or needs assistance with a civilian rescue. I, along with many department members have met with the company founders and have had hands on training using the new devices on two different occasions. I personally believe this is the greatest safety advancement in the fire service in decades and will eventually become standard, the same as police body cameras. Lincoln Fire Department has been invited into the “early adopter program”. This allows Lincoln Fire Department immediate access to these potentially lifesaving devices while also allowing Lincoln Fire Department to be a contributing member towards the future development of the final product by working directly with the engineering department.

**Cost:**

I am requesting \$12,600 for two tracking modules. These funds have already been budgeted for. These will be for each member of our initial entry team on fires. The cost includes six wrist wearables that track multiple vital signs of the wearers at all times, a computer tablet, and cloud storage/access for any after action reports, data monitoring, or incident reconstruction. This is for a contract period of two years (2024-2026). The early adopter program allows 100% of all costs to be used towards the future release of the final tracking product in 2026, should the council approve to do so at that time. While this request is only for funds to utilize this program for 2024 - 2026, the future cost savings are substantial.

Cost savings example: In 2026, the ascent platform contract will be up for renewal. In 2026, the cost of a 5 years renewal (2026-2031) is \$33,000. Should the council want to continue with the program in 2026, Lincoln Fire Department will receive two brand new units. This cost will drop to \$16,020 due to all the discounts for being an early adopter. Total cost over seven years would be \$28,620. This is a breakdown of approximately \$340 per month over the entire program.

**Council Recommendation:**

Approve the purchase of devices.

2024 - 2026

March 25th, 2024

Paul Couston, CEO  
Ascent Integrated Tech  
300 N Elizabeth Street  
Chicago, IL 60607



**ASCENT**  
Integrated Tech

### Proposal for the Early Adopter Program

Dear Ascent Integrated Tech,

I am Aaron Johnson, Fire Chief (“Buyer”) of **Lincoln Fire Department**, and I want to secure my department’s access to the Early Adopter Program for the Ascent Platform™, subject to the terms of this proposal (“**Proposal**”), which is hereby incorporated herein (collectively, the “**Agreement**”).

Product	Units	Price	Term	Total
<b>Ascent Module™</b> Includes 1 module for location tracking and 3 wearables for health monitoring.	2	\$5,000	1st year	\$10,000
<b>Shield Portal™</b> Includes access to the software for real-time information and Ascent Chief Portal™ for after action reports and data monitoring.	2	\$1,300	2nd year (optional)	\$2,600
<b>Total Contract Value</b>				<b>\$12,600</b>

We are confident that the Ascent Platform™ will be a game-changer for your department's ability to increase firefighter safety and accountability. We look forward to the continued partnership and as a thank you for being an early adopter, your department is eligible for **exclusive benefits**.

#### Early Adopter Program Program Benefits:

<b>Membership Match</b>	<b>5th Year Free</b>
A discount will be applied to a future purchase order in the amount of this contract value.	This covers the 5th year of platform access at no charge to you.
<b>Influence Development</b>	<b>Recognition</b>
You are given a unique opportunity to provide feedback and feature suggestions to our engineering team to influence future iterations of the platform.	Ascent Integrated Tech will use your name, image, and likeness in marketing campaigns to promote your progressive approach to fire safety.

Sincerely,

\_\_\_\_\_  
Fire Chief

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

2026 - 2031

March 25th, 2024

Paul Couston, CEO  
Ascent Integrated Tech  
300 N Elizabeth Street  
Chicago, IL 60607



**ASCENT**  
Integrated Tech

### Proposal for the Ascent Platform™

Dear Ascent Integrated Tech,

I am Aaron Johnson, Fire Chief (“Buyer”) of **Lincoln Fire Department**, and I want to secure my department’s access to the Ascent Platform™, subject to the terms of this proposal (“**Proposal**”), which is hereby incorporated herein (collectively, the “**Agreement**”).

Product	Units	Price	Total
<b>Ascent Module™</b> Includes 1 module for location tracking and 3 wearables for health monitoring.	2	\$10,000/unit	\$20,000
<b>Shield Portal™</b> Includes access to the software for real-time information and Ascent Chief Portal™ for after action reports and data monitoring.	2	\$1,300/year	\$2,600
<b>Contract Value</b>			<b>\$33,000</b>
<b>Discounts</b>		)	
<b>Early Adopter Membership Match</b>		(\$12,600)	
<b>5th Year of Shield Portal™</b>		(\$2,600)	
<b>Upfront Payment</b>		(\$1,780)	
<b>Total Contract Value</b>			<b>\$16,020</b>

The Ascent Platform™ will ensure the safety of each firefighter and provide invaluable data on the wellness of my department. Allowing our incident commanders to make more informed decisions with our resources while on the scene of an active incident.

- **Ascent Module™** - One (1) module includes three (3) wearables. Wearables are to be worn by each individual and not shared. Modules are to be worn by anyone who’s location you want monitored.
- **Payment Schedule** - Contract will be paid upfront to ensure the 10% discount. If not, the contract is payable over five (5) years at a cost of **\$3,560/year** beginning on product delivery.
- **Refund** - This contract can be canceled within the first 30 days for a full refund.
- **Contract Length** - The contract length is for five (5) years and begins on the date of product delivery.

Sincerely,

\_\_\_\_\_

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

\_\_\_\_\_, Fire Chief

# 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: May 28<sup>th</sup>, 2024**

## **Re: Hiring of Code Enforcement Officer and Compensation**

### **Background**

The Lincoln Police Department seeks to fill the newly created position of Code Enforcement Officer to enhance the quality of life for the citizens of Lincoln by enforcement of our ordinances/code. Many of the duties of the Code Enforcement Officer were previously addressed by sworn police officers, which uses resources that should be better dedicated to crime prevention, interdiction and investigation. This newly created position will allow a non-sworn employee to investigate ordinance violations, issue citations and prepare reports while allowing sworn employees to focus their efforts on combating criminal activity.

### **Analysis/Discussion**

After council discussion, learning that the creation of the position of Code Enforcement Officer was found to be desirable by the Council, the position was created on May 20<sup>th</sup>. This position falls under the supervision of the Police Department and must be filled by Mayoral appointment, with advice and consent of the Council, after the recommendation of an appointee by the Chief of Police.

Lincoln Police Sergeant Jason Lucas will retire from his position as a sworn employee of the Department, after 23 years of service to our community. Sergeant Lucas has been an asset to the Department, and will retire with an unblemished disciplinary record. He has shown great interest in the position and I recommend his appointment. Sergeant Lucas has the training and invaluable experience, having served a long career in the City of Lincoln, that makes him an excellent candidate for the position.

### **Fiscal Impact**

I presented a recommendation to the budget committee, in preparation to fill the Code Enforcement Officer position, which the council approved, allocating \$31,500 in Line Item #02-1206-4019 for the Code Enforcement Officer salary. This number is based on a 3 day work week, or 24 hours per week, earning \$25 dollars per hour.

# LINCOLN POLICE DEPARTMENT

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CHIEF OF POLICE  
JOSEPH MEISTER



DEPUTY CHIEF OF POLICE  
MATTHEW COMSTOCK

## **COW Recommendation**

Place on Council's June 3<sup>rd</sup>, 2024 Voting Agenda to approve the appointment of Jason Lucas to the position of Code Enforcement Officer.

Sincerely & Respectfully,

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



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 28, 2024

RE: Sewer Rebate Program - Individual Resident Benefit

### Background

A homeowner's lateral is intended to be for their sole benefit. Homeowner's laterals are currently governed locally by several ordinances, but the one most applicative to this program and discussion is 7-7-4-5; which states "All costs and expense incident to the installation, maintenance and connection of the building sewer shall be borne by the owner. The owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by the installation or maintenance of a building sewer. The owner of any property shall be responsible to bear all costs and expenses in maintaining the individual sewer to the connection to the City sewer line."

### Analysis/Discussion:

These costs can be difficult for homeowners to bear. This program would alleviate some of the burden from the homeowner without the City incurring additional liability through a change to an existing ordinance. Attached to this memo are what the program guidelines would be, as well as, the form in which a resident could request a sewer rebate when they are doing a total lateral replacement from their foundation to the tap. The program as presented would cover costs up to 50% of a replacement up to \$5,000.00 per event. Each property would be eligible for 1 rebate within a 20 year timeframe.

### Fiscal Impact:

This program, as presented, has a maximum potential cost of \$250,000.00 per fiscal year, including the first year. I am requesting a program review prior to budgeting for the next fiscal year every year this program would be funded during the normal budgeting process. This review would give the Council the discretion to increase or decrease funding based on program participation and available funds in the sewer enterprise fund. This program is currently not budgeted for and would have to be addressed during appropriations for the current year.

### COW Recommendation:

Place "Sewer Rebate Program" on the June 3<sup>rd</sup> voting session in an amount not to exceed \$250,000.00.

#### 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

**TRACY WELCH**  
*MAYOR*

**PEGGY S. BATEMAN**  
*CITY CLERK*

**CHARLES N. CONZO**  
*CITY TREASURER*

**JOHN A. HOBLIT**  
*CITY ATTORNEY*

*Council Recommendation:*

Approve "Sewer Rebate Program" in an amount not to exceed \$250,000.00.

CITY COUNCIL

FIRST WARD  
STEVE PARROTT  
O'DONOGHUE  
ROBIN McCLALLEN

SECOND WARD  
DAVID SANDERS  
SAM DOWNS

THIRD WARD  
KEVIN BATEMAN  
WANDA ROHLFS

FOURTH WARD  
RHONDA  
CRAIG EIMER

## Residential Sewer Rebate Program

### ***Program Benefits:***

50% of the total replacement cost up to \$5,000 for a total lateral replacement from a new or reused tap, of applicable material, to the foundation. The program will be funded during the normal budgeting process. The program will operate on the City's annual budget timeline of May 1<sup>st</sup> to April 30<sup>th</sup> yearly. The program will operate on a first come first serve basis. If the budgeted amount for this program is exhausted in any given year, no additional rebate requests will be granted until the following budget year. All rebate requests received after the budgeted amount is exhausted in a given year will not be eligible for participation the following year for work completed in any prior years, excepting a one month grace period for work completed in April of any given year, and rebate request submittal in the May following the April of the prior budget year.

### ***Program Requirements/Stipulations:***

1. All applicable City ordinances must be followed for the lateral replacement. Including, but not limited to, backfill requirements, street break permits, dirt break permits, and sewer permits.
2. Only 1 rebate shall be granted per property within a 20 year time period.
3. You are required to solicit 3 bids from licensed plumbers. The scope/work of each estimate must be similar in scope. In the event 3 bids are solicited, but not received, you may provide written documentation of the attempt to solicit the missing bid. In no case shall a rebate be granted with only 1 estimate received.
4. You are required to replace the existing lateral with one of the following materials:

SCH 40 or greater PVC

SDR 35 or greater PVC

All other materials must have written prior approval, before use, from the Sewer Department. Please call the Sewer Department at 217-732-4030 to discuss.

If an existing lateral has a portion; which has already been replaced with one of the 2 above materials, and the plumber feels that the section is able to be reused, it may. The final product must be of the listed materials above from the foundation to the tap, including the tap.

5. The homeowner shall provide the following with their rebate request form:

The 3 estimates offered to the homeowner

Total linear feet from foundation to tap

Size of the line

Construction materials

Pictures of the new install before backfill from the tap to the foundation

Rough drawing of the installation on an aerial map

Cancelled check or other acceptable means of proof that the work performed is paid in full

6. The property participating in the program must have an individual lateral from foundation to tap; with no other property tied into it.
7. The work must be completed in the budget year that the rebate request is received. Assuming funds are still available, a grace period of 1 month extending through May of the following budget year, rebate requests will be accepted for the prior year.
8. Only the property owner may request a rebate.
9. Only property owners with no outstanding balances/debt/judgement with the City of Lincoln are eligible for rebate requests. If an owner has an outstanding balance/debt/judgement to the City, it shall be City Council discretion that approves or denies their request. This must be presented during public participation on the first Committee of the Whole meeting after submission of the rebate request.
10. A "Residential Sewer Rebate Request" form must be submitted by the property owner with all required data and attachments to be granted a rebate.



CITY OF LINCOLN  
217-732-4030

## Sewer Department

150 W. Kickapoo St.  
Lincoln, IL 62656

### Residential Sewer Rebate Request

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

Site Address: \_\_\_\_\_

Site Owner: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

Rebate Request: \$ _____
Request No.: _____
Date Issued: _____
Amount Issued: \$ _____

**PLEASE PRINT OR TYPE ALL INFORMATION AND COMPLETE ALL ITEMS**

Total length of the lateral from foundation to tap? \_\_\_\_\_ Ft.

What size is the lateral? \_\_\_\_\_ Ft.

What type of piping was used?    SCH 40+    SDR 35+    OTHER

If "Other", what was the type? \_\_\_\_\_

- Attach 3 separate estimates from licensed plumbers
- Attach pictures of the new lateral installation
- Attach a rough drawing of the lateral on an aerial map
- Attach documentation showing that the invoice has been paid in full for the lateral replacement

### Approvals Granted:

Department	Date:	Name:	Signature
Building & Safety			
Clerk			
Sewer			