



*City Council*  
**COMMITTEE OF THE WHOLE**  
*City of Belvidere, Illinois*

Alderman Clayton Stevens,	1 <sup>st</sup> Ward	Public Works Vice Chairman
Alderman Tom Porter,	1 <sup>st</sup> Ward	F&P Vice Chairman, City-County
Alderman Daniel Snow,	2 <sup>nd</sup> Ward	BPZ Chairman, City-County Chairman
Alderman Michael Borowicz,	2 <sup>nd</sup> Ward	Public Safety Vice Chairman, City-County
Alderman Wendy Frank,	3 <sup>rd</sup> Ward	City-County Vice Co Chairman
Alderman Thomas Ratcliffe,	3 <sup>rd</sup> Ward	F&P Chairman
Alderman Ronald Brooks,	4 <sup>th</sup> Ward	Public Works Chairman
Alderman George Crawford,	4 <sup>th</sup> Ward	Public Safety Chairman
Alderman Mark Sanderson,	5 <sup>th</sup> Ward	BPZ Vice Chairman
Alderman Marsha Freeman,	5 <sup>th</sup> Ward	City-County Coordinating Committee

**AGENDA**

**January 8, 2018**

**6:00 p.m.**

**City Council Chambers  
401 Whitney Boulevard  
Belvidere, Illinois**

Call to Order: Mayor Chamberlain

Roll Call: Present: Absent:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

Police Chief Noble badge presentation to Officer Cameron Worley.

1. Building, Planning & Zoning, Unfinished Business: None.

2. Building, Planning & Zoning, New Business:

(A) J.I. Corporation – 600 Logan Avenue.

(B) The Lakota Group – 10-year Historic Preservation Plan.

3. Public Works, Unfinished Business:

4. Public Works, New Business:

(A) Well #7 Chemical Treatment.

(B) 2018 MFT Street Maintenance Program.

5. Other:

(A) Debt Collection Agreement.

(B) Discussion of Budget Presentation.

(C) Executive Session to discuss 2 (c) (11) Litigation, either pending or imminent and 2 (c) (21) Review of Executive Session Minutes.

(D) Robert Larson – 515 Calgary Way.

A motion to approve reimbursing \$32,890.94 for damages caused by sewer backup at 515 Calgary Way – tabled on December 11, 2017.

6. Adjournment:

December 22, 2017

FROM:

Jamal Chaudary,

On behalf of J.I Corporation.

To:

Planning Department,

City of Belvidere. Illinois

Ref: Extension of Special Use for alteration/building of Gas Station at 600 Logan Ave. Belvidere, Illinois.

I am writing to request an extension to the Special Use granted to J.I. Corporation, for modifications and building of gas station at 600 Logan Ave. Belvidere, Illinois.

The request is being made because the building project has been delayed due to financial and contractual issues.

Sincerely,



Jamal Chaudhary

For J.I Corporation

Section Three >>

# **Implementation**

# Implementation Matrix

The matrix on the following pages summarizes recommended implementation phasing for each of the key initiatives identified in the 10-Year Historic Preservation Plan.

**Goal #1: Continue active efforts in identifying and documenting Belvidere heritage as a basis for future preservation efforts.**

POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
<p><b>Policy #1.1:</b> Support, fund and implement initiatives that document Belvidere's heritage resources, including buildings, sites, structures and objects throughout the community.</p>	<p><b>Recommendation #1.1:</b> Prioritize new areas in Belvidere for future survey and inventory activities.</p>	<p>Ongoing</p>	<p>High</p>	<p>HPC, BCMOH, Other Parties</p>
	<ul style="list-style-type: none"> <li>Survey Area 1 - North Courthouse Square</li> </ul>	<p>1 - 3 Years</p>	<p>High</p>	<p>HPC, BCMOH, Other Partners</p>
	<ul style="list-style-type: none"> <li>Survey Area 2 - Northwest Kishwaukee Street - West Lincoln Avenue Neighborhood</li> </ul>	<p>7 - 10 Years</p>	<p>High</p>	<p>HPC, BCMOH, Other Partners</p>
	<ul style="list-style-type: none"> <li>Survey Area 3 - Allen Street - 5th Street Neighborhood</li> </ul>	<p>4-10 Years</p>	<p>Medium</p>	<p>HPC, BCMOH, Other Partners</p>

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POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
	<ul style="list-style-type: none"> <li>Survey Area 4 - Pearl Street - East Avenue Neighborhood</li> </ul>	4-10 Years	Medium	HPC, BCMOH, Other Parties
	<ul style="list-style-type: none"> <li>Survey Area 5 - Logan Boulevard - Pleasant Street Neighborhood</li> </ul>	4-7 Years	Medium	HPC, BCMOH, Other Partners
	<ul style="list-style-type: none"> <li>Survey Area 6 - Pearl Street - 6th Street Neighborhood</li> </ul>	4-10 Years	Low	HPC, BCMOH, Other Partners
	<ul style="list-style-type: none"> <li>Survey Area 7 - Andrews Drive - Channing Avenue Neighborhood</li> </ul>	4-10 Years	Low	HPC, BCMOH, Other Partners
	<p><b>Recommendation #1.2:</b> Use internet and Geographic Information-System-based technologies for future survey and documentation activities.</p>	Ongoing	High	HPC, COB, BC
	<p><b>Recommendation #1.3:</b> Create new GIS layers that include all levels of historic significance determined through survey projects.</p>	Ongoing	High	HPC, COB, BC

POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
	<b>Recommendation #1.4:</b> Conduct oral history projects for the National Sewing Machine Company complex and other important aspects of Belvidere's historical development.	Ongoing	Medium	HPC, BCMOH
	<b>Recommendation #1.5:</b> Conduct or sponsor a community archaeological assessment.	4-10 Years	Low	HPC, BCMOH, Other Partners
	<b>Recommendation #1.6:</b> Conduct additional context research related to Belvidere's vernacular architecture types and ethnic groups.	Ongoing	Medium	HPC, BCMOH, Other Partners
<b>Policy #1.2:</b> Register and designate significant architectural and historical resources and districts as identified through survey and documentation activities.	<b>Recommendation #1.7:</b> Prepare an annual study list of potential landmarks and districts.	Ongoing	High	HPC
	<b>Recommendation #1.8:</b> Pursue a National Register nomination for the Belvidere Old Town neighborhood.	1-3 Years	High	HPC, Other Partners

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POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
	<b>Recommendation #1.9:</b> Designate the Courthouse Square and East Lincoln Avenue as Local Historic Districts.	1-3 Years	Medium	HPC, Other Partners
	<b>Recommendation #1.10:</b> Expand the West Hurlbut Avenue Local Historic District.	1-3 Years	High	HPC, Other Parties
	<b>Recommendation #1.11:</b> Document and landmark Belvidere's pre-fabricated housing types.	1-3 Years	Low	HPC, Other Partners
	<b>Recommendation #1.12:</b> Register important publicly-owned historic buildings, structures, and objects.	Ongoing	High	HPC, COB, Other Partners



**Goal #2: Review and enhance preservation program administration.**

POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
<p><b>Policy #2.1:</b> Review and update the historic preservation ordinance and other regulatory tools to advance community preservation planning goals.</p>	<p><b>Recommendation #2.1:</b> Update the Belvidere Historic Preservation Ordinance.</p>	<p>1-3 Years</p>	<p>High</p>	<p>COB, HPC</p>
	<p><b>Recommendation #2.2:</b> Reconstitute the Downtown Design Overlay District as a Local Historic District.</p>	<p>1-3 Years</p>	<p>High</p>	<p>COB, HPC, Other Partners</p>
<p><b>Policy #2.2:</b> Consider and adopt new tools that support and encourage preservation of important historic resources.</p>	<p><b>Recommendation #2.3:</b> Develop a comprehensive design guideline manual.</p>	<p>1-3 Years</p>	<p>High</p>	<p>COB, HPC</p>
	<p><b>Recommendation #2.4:</b> Establish a Neighborhood Conservation District program.</p>	<p>4-7 Years</p>	<p>Medium</p>	<p>COB, HPC, Other Partners</p>
<p><b>Policy #2.3:</b> Improve historic preservation commission operations and develop local preservation leadership.</p>	<p><b>Recommendation #2.5:</b> Adopt internal rules and procedures for Historic Preservation Commission operations.</p>	<p>1-3 Years</p>	<p>High</p>	<p>HPC</p>

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POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
	<b>Recommendation #2.6:</b> Actively recruit new members to the Historic Preservation Commission.	Ongoing	High	HPC, COB, Other Partners
	<b>Recommendation #2.7:</b> Orient incoming historic preservation commission members to commission operations.	Ongoing	High	HPC
	<b>Recommendation #2.8:</b> Provide opportunities for the ongoing training and education of Historic Preservation Commission members.	Ongoing	High	HPC
	<b>Recommendation #2.9:</b> Maintain the City of Belvidere's Certified Local Government status.	Ongoing	High	HPC, COB
	<b>Recommendation #2.10:</b> Establish a budget for publications and community outreach.	Ongoing	Medium	HPC, COB, Other Partners
	<b>Recommendation #2.11:</b> Benchmark Historical Preservation Commission operations and accomplishments.	Ongoing	High	HPC, COB
	<b>Recommendation #2.12:</b> Designate a preservation specialist among City building inspectors.	1-3 Years	High	HPC, COB
	<b>Recommendation #2.13:</b> Utilize GIS technologies to track vacant and deteriorating historic properties.	1-3 Years	Medium	HPC, COB, BC

**Goal #3: Facilitate reinvestment and revitalization of Belvidere's historic buildings and neighborhoods.**

POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
<p><b>Policy #3.1:</b> Establish incentive programs to address a range of community preservation needs.</p>	<p><b>Recommendation #3.1:</b> Re-establish a Façade Grant Improvement Program.</p>	<p>1-3 Years</p>	<p>High</p>	<p>COB, HPC, Other Partners</p>
	<p><b>Recommendation #3.2:</b> Offer fee waivers and other incentives to encourage building stabilization, adaptive use, and upper-floor development.</p>	<p>1-3 Years</p>	<p>Medium</p>	<p>COB, HPC, Other Partners</p>
	<p><b>Recommendation #3.3:</b> Provide design assistance to downtown property and business owners.</p>	<p>1-3 Years</p>	<p>High</p>	<p>COB, HPC, Other Partners</p>
	<p><b>Recommendation #3.4:</b> Re-establish a Downtown Tax-Increment Financing District.</p>	<p>4-7 Years</p>	<p>High</p>	<p>COB</p>
	<p><b>Recommendation #3.5:</b> Maintain the Historic Preservation Commission's small grant program for housing rehabilitation.</p>	<p>Ongoing</p>	<p>High</p>	<p>COB, HPC, Other Partners</p>
	<p><b>Recommendation #3.6:</b> Create a Downtown Venture Fund.</p>	<p>4-10 Years</p>	<p>Medium</p>	<p>COB, Other Partners</p>

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POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
	<b>Recommendation #3.7:</b> Explore creation of a historic preservation revolving fund.	4-10 Years	Medium	HPC, COB, Other Partners
	<b>Recommendation #3.8:</b> Advocate the expansion of the Illinois Historic Preservation Tax Credit program.	Ongoing	Medium	HPC, COB, Other Partners
<b>Policy #3.2:</b> Support and build the community's capacity to implement preservation-based revitalization and development initiatives.	<b>Recommendation #3.9:</b> Re-establish a Downtown Belvidere revitalization program.	1-3 Years	High	HPC, COB, Other Partners
	<b>Recommendation #3.10:</b> Pursue organized efforts at promoting historic home rehabilitation and neighborhood revitalization.	Ongoing	High	HPC, COB, BC, Other Partners
	<b>Recommendation #3.11:</b> Consider alternative financing and intervention mechanisms for the National Sewing Machine Complex rehabilitation.	Ongoing	1-3 Years	HPC, COB, Other Partners
<b>Policy #3.3:</b> Integrate historic preservation within future community planning and development initiatives.	<b>Recommendation #3.12:</b> Conduct surveys or add preservation elements to future district or neighborhood plans.	Ongoing	Low	HPC, COB, Other Partners

**POLICY FOR  
DECISION MAKERS**

RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
<b>Recommendation #3.13:</b> Consider historic preservation in other City departmental planning initiatives.	Ongoing	High	HPC, COB
<b>Recommendation #3.14:</b> Review zoning and parking requirements in Local Historic Districts.	1-3 Years	High	COB, HPC
<b>Recommendation #3.15:</b> Focus capital improvements in Local Historic Districts.	Ongoing	Medium	COB
<b>Recommendation #3.16:</b> Maintain a list of threatened, vacant and deteriorating historic properties.	Ongoing	High	HPC, COB
<b>Recommendation #3.17:</b> Prepare a hazard mitigation with a historic preservation element.	1-3 Years	Medium	HPC, COB, Other Partners

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**Goal #4: Promote the awareness and increased public understanding of historic preservation benefits through ongoing education and advocacy efforts.**

POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
<p><b>Policy #4.1:</b> Invest in technologies to enhance accessibility to information regarding Belvidere's heritage.</p>	<p><b>Recommendation #4.1:</b> Create an Internet portal for Belvidere survey data.</p>	1-3 Years	Medium	COB, HPC, BC
	<p><b>Recommendation #4.2:</b> Write and publish a post-survey book or publication.</p>	4-10 Years	Low	HPC, BCMOH, Other Partners
	<p><b>Recommendation #4.3:</b> Create a "crowdsourced" Belvidere history website.</p>	1-3 Years	Low	HPC, BCMOH, Other Partners
	<p><b>Recommendation #4.4:</b> Develop an internet-accessible database for headstones in the Belvidere Cemetery.</p>	4-10 Years	Medium	HPC, BCMOH, Other Partners
	<p><b>Recommendation #4.5:</b> Create online versions of brochures, materials and other historic preservation information.</p>	Ongoing	Medium	HPC, Other Partners
	<p><b>Recommendation #4.6:</b> Create an interpretive program for Belvidere historic resources.</p>	4-10 Years	Medium	HPC, BCAC, BCMOH, Other Partners

POLICY FOR DECISION MAKERS	RECOMMENDATIONS	IMPLEMENTATION TIMELINE	PRIORITY SCALE	PARTIES
<b>Policy #4.2:</b> Support and invest in ongoing outreach and preservation education activities.	<b>Recommendation #4.7:</b> Conduct a regular Downtown property owners workshop.	Ongoing	Medium	HPC, Other Partners
	<b>Recommendation #4.8:</b> Provide training to local realtors and bankers.	Ongoing	Medium	HPC, Other Partners
	<b>Recommendation #4.9:</b> Enhance Boone County Museum of History lecture series and open houses with preservation content.	Ongoing	Medium	BCMOH, Other Partners
	<b>Recommendation #4.10:</b> Conduct an annual "State of Historic Preservation" address and report.	Ongoing	Medium	HPC, Other Partners
	<b>Recommendation #4.11:</b> Create toolkits for researching historic properties and other preservation topics.	1-3 Years	Medium	HPC, BCMOH, Other Partners
	<b>Recommendation #4.12:</b> Involve local senior citizens in public education efforts.	Ongoing	Medium	HPC, BCMOH, Other Partners

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# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 12/28/2017  
**Re:** 2018 MFT Street Maintenance Program

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The following is the proposed MFT Street Maintenance Program for this year:

**Arterial & Collector Street Overlays:**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
Newburg Road	Ipsen	Shaw	1	8,167 SY	2,625 LF

**Residential Overlays:**

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
West 4 <sup>th</sup> Street	10 <sup>th</sup> Ave	Columbia	1	1,333 SY	875 LF
Distillery Road	Bus 20	River Run	2	15,067 SY	5,650 LF
Gateway Center Dr	Chrysler	Farmington Way	3	10,000 SY	2,250 LF
Willow Street	Warren	End	3	3,520 SY	1,320 LF
East 2 <sup>nd</sup> Street	Fremont	Caswell	3	778 SY	200 LF
Van Buren Street	Lincoln	Menomonie	4	7,511 SY	1,690 LF
Blaine Street	Madison	Jackson	4	2,334 SY	1,050 LF
Bennett Street	Lincoln	Madison	4	1,334 SY	600 LF
Glen Elms Drive	Fremont	Whitney	5	3,422 SY	1,100 LF
Elmwood Drive	East	Glen Elms	5	2,707 SY	870 LF
CedarDale Drive	Elmwood	Bellwood	5	933 SY	300 LF

Current MFT regulations require that ADA compliant sidewalk returns at all intersections of the streets being overlaid must be in place or installed in conjunction with the overlay project.

There is \$500,000 budgeted in MFT for the Street Maintenance Program.





## **Parties:**

City of Belvidere, IL ("Client"), with its principal office at 401 Whitney Blvd, Belvidere, IL 61008 and Credit Collection Partners ("CCP"), with its principal office at 905 West Spresser Street, Taylorville, IL 62568.

## **Recitals:**

Whereas, Illinois Statute 65 ILCS 5/1-2-1 allows Client to "retain attorneys and private collection agents for the purpose of collecting any default in payment of any fine or penalty or installment of that fine or penalty. Any fees or costs incurred by the municipality with respect to attorneys or private collection agents retained by the municipal attorney under this Section shall be charged to the offender."

## **Description of Services:**

CCP will provide the following services for Client including but not limited to:

- Letter/Notice mailings
- Inbound/Outbound calling support
- Consumer Skiptracing
- Phone call recording
- Settlement strategy consultation & execution
- Litigation support
- Web Portal access to data, reporting, new account placement, etc.

## **Compliance:**

CCP will comply with all FAIR DEBT COLLECTION PRACTICES ACT (FDCPA), FAIR CREDIT REPORTING ACT (FCRA), and TELEPHONE CONSUMER PROTECTION ACT (TCPA) regulations when performing the above services.

CCP will produce monthly statements that indicate the amount paid for each account as well as the balance remaining where applicable. CCP is licensed by the State of Illinois (License #: 017000262) and will obtain sufficient additional licensing/credentialing as needed prior to pursuing certain recovery efforts.

Client's data will be stored safely and securely at the datacenters Amazon Web Services (<https://aws.amazon.com>) via our software partner, Interprose Inc. ([www.interprose.com](http://www.interprose.com)). Interprose is SAS70 compliant, SSAE-16 compliant, HIPAA, and PCI-DSS compliant. Client's data is backed-up in real-time to ensure business continuity in the event of a disaster.

## **Client acknowledgements:**

Client acknowledges that account information such as balance and phone number data is valid, accurate, and enforceable at the time of account turnover. Client acknowledges that they have evidence of binding debt contracts with those customers turned over to CCP. Client acknowledges that those accounts turned over to CCP are not actively disputed by the consumer. Client will allow CCP to endorse check payments written to Client but received by CCP.

## **Compensation and Fees:**

CCP will charge Client a fee ("Fee") on all monies collected. This Fee will equal 30% of the amount placed for collection and will be added to the principal balance of each account submitted to CCP.

CCP will submit collected funds to Client in the form of a check or ACH on monthly basis, less the collection Fee.

All accounts that have paid Client directly after being turned over to CCP are subject to the collection Fee as CCP collection efforts have likely been performed. Client is responsible for promptly notifying CCP of these "direct payments" either via email, by phone, or by client portal (preferred). Client also agrees to remit a check to CCP on a monthly basis for all "direct payment" activity *if after* receiving the monthly settlement statement indicating that payment is due.

Client is exempt from all expenses incurred by CCP during the debt recovery process including but not limited to postage, telephony, skip tracing, technology, & legal fees.

**Indemnification:**

CCP shall indemnify and hold Client harmless from liability resulting from the negligent acts or omissions of CCP, its agents or employees pertaining to the activities to be carried out pursuant to the obligations of this Agreement; provided, however, that CCP shall not hold Client harmless from claims arising out of the negligence or willful malfeasance of Client, its officers, agents, or employees, or any person or entity not subject to CCP's supervision or control.

Client shall indemnify and hold CCP and employees harmless from any liability or loss resulting from judgments or claims against them arising from activities originating from Client, its subsidiaries, and/or employees.

**Term:**

This contract will be for a period of 1 (one) year commencing on the effective date. The contract will automatically renew for successive 1 (one) year periods. Either party may terminate this contract for any reason so long as it is done in writing. Either party may terminate this contract for any reason with 60 days written notice. Either party can renegotiate the terms of the contact at the renewal date.

**City of Belvidere, IL**

**Credit Collection Partners**

Name (Printed):

Name (Printed):

Title:

Title:

Signature:

Signature:

Phone #:

Phone #:

Email:

Email:

Date (effective):

Date:

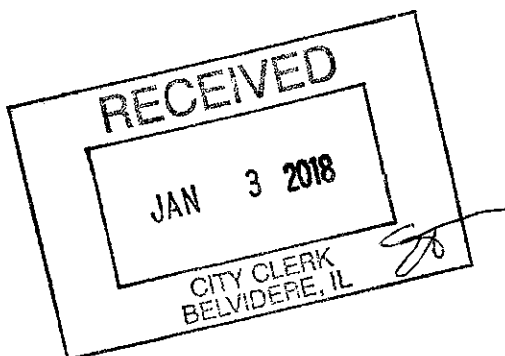
To: Mayor Chamberlain and the City Council

Re: Presentation of the Budget

Date: 01-03-2018

I have been talking to other Aldermen and we are dissatisfied with the way that the budget is being presented to the Council. The detailed line items are projected onto a screen for 30 seconds or less. There is no time to think about or remember where to find the line item later. This may be easier for the financial director, but it gives the Council Members very little time to think about an individual line item and form any questions about them. If you wish to address any one line item you have to remember where it is and what you were questioning about it. If every Council Member does not have a computer at the meeting then we have to wait and rely on the budget director to project it on to a screen. There are Member of the City Council that do not own a computer at home. Since each line item is being shown for 30 seconds or less, I believe that many things are being over looked. I prefer a binder with the line items on a page so I can mark the page and write notes on them as we did in the past. I want my own copy of the budget so I can mark it with the changes so I do not have to rely on getting a final copy of the budget to vote on and not having it because it is in someone's desk to hand out after the vote.

I am requesting that the way the Budget is presented to the City Council be placed on the January 8, 2018 agenda for discussion.



Ward One Alderman

A handwritten signature in black ink, appearing to read "Clayton Stevens".

Clayton Stevens