



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

Alderman Clinton Morris, 1st Ward

Alderman Daniel Snow 2nd Ward

Co-Chairman, City/County Coordinating

Alderman Thomas Ratcliffe, 3rd Ward

Chairman, Finance and Personnel

Vice Chairman Building, Planning and Zoning

Alderman George Crawford, 4th Ward

Chairman, Public Safety

Alderman John Sanders, 5th Ward

Chairman Building, Planning and Zoning

Alderman Clayton Stevens, 1st Ward

Vice Co-Chairman, City/County Coordinating

Alderman Daniel Arevalo, 2nd Ward

Vice Chairman, Public Safety

Alderman Wendy Frank, 3rd Ward

Vice Chairman, Finance and Personnel

Alderman Ronald Brooks, 4th Ward

Chairman Public Works

Alderman Mark Sanderson, 5th Ward

Vice Chairman, Public Works

AGENDA

February 22, 2016

6:00 p.m.

City Council Chambers

401 Whitney Boulevard

Belvidere, Illinois

Call to Order – Mayor Mike Chamberlain:

Roll Call: Present: Absent:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

Lt Brian Harbison – Firefighter Recognition – Medical Call at Road Ranger.

Lt Craig Wilcox – Fire Company Introductions – Shift C.

Budget and Finance Director Becky Tobin – Audit Services.

1. Public Safety, Unfinished Business: None.

2. Public Safety, New Business:

(A) Police Department 2015 Annual Report.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

(A) Appointment to the Library Board.

(B) Replacement of City Hall Rooftop Unit.

(C) Budgets – General Administration, Capital and Salaries.

5. Other:

(A) Historic Preservation CLG Grant Application.

(B) 2016 MFT Street Maintenance Program – Revised.

(C) Planning Department – Termination of Agreement by County Board and funding of position for City Planner.

6. Adjournment:

Belvidere City Council meetings are now broadcast live on the internet @ www.bnnsradio.com

City of Belvidere · Illinois

City Hall: 401 Whitney Blvd. Suite 100
Belvidere, Illinois 61008-3710
(815) 544-2612 • Fax (815) 544-3060

February 15, 2016

To: Mayor and Aldermen
From: Becky Tobin, Budget/Finance Officer
Re: **Audit Services**

Dear Mayor and Aldermen:

Per the Council's authorization, I solicited proposals for Audit Services. The proposal covers Audit Services for FY 2016, 2017, and 2018 for the City as well as Police and Fire Pensions. I received four (4) proposals from different audit firms. Please see the attached results. Our current Auditor, Lauterbach & Amen, submitted a proposal and although they are the lowest cost, along with Wipfli LLP; I would like to go a different direction.

At this time I am requesting that the City select Sikich LLP to provide Audit Services to the City for the next three years. I realize that they are not the lowest quote but I have found their personal touch and understanding the importance of face-to-face contact to be well worth the extra \$3,960 (over 3 years). Having an office right in Rockford makes them and their services much more accessible to me and the City. They hold trainings and seminars locally which makes it much easier for me to attend without taking up my entire day like it does traveling to the suburbs. They are willing and able to come over to the City and help me with anything without adding additional costs that other audit firms traveling a farther distance would need to charge. Their customer service is top notch.

I will also note that selecting Sikich will still save the City money over the FY 2015 audit. The City paid \$30,100 for audit services this year (including the police and fire pension funds). The cost for the FY 16 Audit with Sikich would be \$28,500.

I recommend approval of the Audit Proposal from Sikich LLP for fiscal years 2016, 2017, and 2018.

Audit Services Proposal Results 2016

Audit Firm	City Audit Cost FY 2016	City Audit Cost FY 2017	City Audit Cost FY 2018	Total 3 years	Office Location
Lauterbach & Amen	\$19,700	\$20,150	\$20,600	\$60,450	Warrenville, IL
Sikich	\$22,500	\$22,950	\$23,400	\$68,850	Rockford, IL
WIPFLi	\$24,000	\$24,250	\$24,500	\$72,750	Rockford, IL
Baker Tilly	\$22,750	\$23,430	\$24,130	\$70,310	Oakbrook, IL

*The City spent \$22,900 on the FY 15 City Audit.

	Pension Audit Cost FY 2016	Pension Audit Cost FY 2017	Pension Audit Cost FY 2018	Total 3 years
Lauterbach & Amen (Reilly Penner, and Benton)	\$7,400	\$7,600	\$7,800	\$22,800
Sikich	\$6,000	\$6,120	\$6,240	\$18,360
WIPFLi	\$3,500	\$3,500	\$3,500	\$10,500
Baker Tilly	\$7,000	\$7,220	\$7,440	\$21,660

* The City spent \$7,200 on the FY 15 pension audits from Reilly, Penner, and Benton LLP. Lauterbach & Amen do the financial statements for the pension funds so they are not able to do the Audit. The cost from Reilly assumes a \$200 increase per year which is consistent with their current pricing structure.

Totals (all 3 years of contract)

Lauterbach & Amen	\$83,250
Wipfli	\$83,250
Sikich	\$87,210
Baker Tilly	\$91,970

BELVIDERE, ILLINOIS

Established 1881

22 February 2016

Honorable Councilmen –

I am pleased to share my appointment of Renee L. Keeney and James J. Holich to the Library Board vacancies. Each brings an accomplished skill set to their new positions. Their admirable academic achievements, coupled with desire for community involvement, make them excellent board candidates.

The appointments are effective immediately.

Respectfully yours,

Mayor Mike Chamberlain

MIKE CHAMBERLAIN, MAYOR

401 WHITNEY BLVD. SUITE 100 • BELVIDERE, IL 61008 • PHONE: 815/544-2612 • EMAIL: MAYOR@CI.BELVIDERE.IL.US

Renee' L. Keeney
2506 W. Farmington Ct
Belvidere, IL 61008
815-298-9500
dzrn94@msn.com

Mayor Chamberlain and the Ida Public Library Board.

I'm writing in response to an email I received about the recent vacancy on the library board, and I would like to be considered for the position.

I have been a resident of Belvidere for almost 14 years. I am also married and have three sons, ages 13, 16, and 17. I currently work at Crusader Community Health in our town, as a Certified Nurse Midwife, providing comprehensive women's healthcare to women in Belvidere and the surrounding towns. I just started my third year with Crusader and love my work. I was thrilled to be able to join their organization, because it allows me to give back to, and promote the health and well being, of those in my community.

I received my Bachelors of Science in Nursing at Truman University, a liberal arts and sciences university in Kirksville, MO. After practicing as a labor and delivery registered nurse for 13 years, I decided to continue my education. I attended Marquette University in Milwaukee for four years, and that is where I received my Masters of Science in Nursing degree, and certification in nurse midwifery. While attending Marquette, I was also inducted into Sigma Theta Tau, the international honors society for nursing professionals.

Prior to attending graduate school, I was an active volunteer in my sons' elementary school, Meehan. I tried to be present and available to help in their classrooms and field trips, as most parents do, but I also became involved in the Meehan PTO. I chaired the fundraising committee for a number of years, and I also served as president of the PTO for 2 years. I have many great memories of the time I spent supporting the teachers and students of Meehan. I also made some great friends there. It was also a lot of hard work and frustration at times, but I would absolutely do it again!

Now, to answer some of your questions as to why I feel I'm qualified or want to be on the board. My experience with the Meehan PTO taught me Robert's Rules of Order, how to organize, fundraise, bring people together to run events, etcetera. Along with my PTO service, my daily experience as a Crusader midwife; working with the public, people from many ethnic backgrounds, and socioeconomic groups, helps me to see things from perspectives other than my own. I know that not everyone has the same opportunities, but the library is key to helping create opportunities for everyone. I have a great understanding and appreciation of the importance of literacy. Maintaining the Ida Public Library is critical sustaining and growing our community. In addition to all of this, I have always been an avid reader, as are my sons. A good book is better than

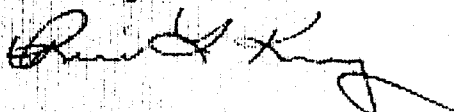
any movie or television show. It can also be my downfall, because once I start reading, housework, cooking, and everything else goes by the wayside!

My education and professional background provides me with extensive research and computer experience. Technology does not intimidate me. I'm continually learning to incorporate in more into my professional and personal life to help me be more efficient and educated. Additionally, I am proficient in Spanish, and eventually hope to be able to become involved with ESL education programs.

The email I received, did not mention what the time commitment would be, but it is something that I could work into my schedule. If I am considered for the position, it would have to be discussed prior to me making my decision.

I hope my qualifications are suited to what you are looking for in a board member. Please call or email me if there is any more information that would be helpful in making your decision, and I look forward to hearing from you soon.

Best Regards,



Renee Keeney



Mayor Michael Chamberlain

City of Belvidere Illinois

401 Whitney Street

Belvidere, Illinois 61008

I would like to submit my name in consideration for the position of Ida Public Library Board Member.

I am retired, and have B.A. in English Literature cum Laude from DePaul University (1973). I am retired as a project engineer for General Electric. I have served most of my time with them internationally alternating between the U. S. and my assignments. I have built and started up factories in Mexico, India, China, and Thailand. I have conducted business in most Asian countries and Mexico. The project budgets were valued from several to 20 million dollars. I hold 5 U.S. process patents and one Singaporean patent.

I also served a five year tool and die apprenticeship accredited by the U.S. Department of Labor completed and certified in 1965.

After retirement, I had my own consulting business for a while and taught at inner city schools in Fort Wayne, Indiana. I have held officer positions in several local amateur radio clubs, and have supervised the design and volunteer installation of a telegraphy exhibit at the Midway Village Museum.

My current hobbies include photography, amateur radio operation and the manufacture of model steam engines. I have my own radio station and machine shop.

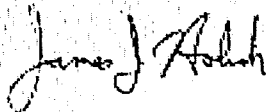
I am an avid reader (3/4 books per week). I am computer literate in Microsoft and graphic programs.

Curriculum Vitae and references are available upon request. I am also available for interviews.

Thank you in advance for your consideration.

Sincerely,

James J. Holich



315 Beacon Drive

Belvidere, Illinois 61038

779-552-8796 Home

260-433-0219 Cell

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 2/18/2016
Re: Replacement of City Hall Rooftop Unit

As you know, the Council Chambers was recently without heat. Repairs have been made, but the technician indicated that the heat exchanger needs to be replaced. The existing 25 ton unit is 18 years old. The cost for the heat exchanger is approximately one-third of the cost of an entire new unit. Due to its age and current condition, replacement of the entire unit is recommended.

We have received the following proposals for replacement of the existing 25 ton rooftop unit, complete:

- | | |
|---|-------------|
| 1. Miller Engineering Company
1616 S Main St
Rockford, IL 61102 | \$18,872.00 |
| 2. Fleming Heating & Air Conditioning, Inc.
402 Buchanan Street
Belvidere, IL 61008 | \$24,544.00 |
| 2. Ace Heating & Air Conditioning, Inc.
881 Ivy Oaks Drive
Caledonia, IL 61011 | \$29,894.00 |

I would recommend approval of the proposal from Miller Engineering, in the amount of \$18872.00, to replace the 25 ton rooftop unit at City Hall. The cost of this work will be paid for from water, sewer and general funds as follows:

Water Line Item #61-5-810-6040	\$6,000.00
Sewer Line Item #61-5-820-6010	\$6,000.00
General Fund Line Item #01-5-110-6010	\$6,872.00

BELVIDERE - BOONE COUNTY PLANNING DEPARTMENT

401 Whitney Boulevard, Suite 300, Belvidere, Illinois, 61008 815 544-5271 FAX 815 547-9214

DATE: January 17, 2016

TO: Honorable Mayor Chamberlain
Belvidere City Council Members

FROM: Kathy J. Miller, AICP, Interim Planning Director *KJM*

RE: FY 2016 Certified Local Government Grant
For Historic Preservation Plan

The Historic Preservation Commission wishes to apply for funding to assist in securing professional consulting services for a Historic Preservation Plan that develops effective action strategies for Belvidere's historic preservation activities for the next decade. The purpose of the plan is to identify and assess the community's resources and current preservation activities; encourage community visioning for the development of plan strategies and to develop a final plan highlighting community short and long range goals with implementation strategies for historic preservation activities for the next decade.

The Certified Local Government Grant is a 70/30 matching federal grant administered by the Illinois Historic Preservation Agency. The total cost of the project is planned at \$30,000; grant funding would be \$21,000; the local match from the Historic Preservation budget is \$9,000. The submittal is due in February 2016 and if awarded, the notification will be announced in April 2016. A draft of the grant is attached.

Recommendation:

The staff recommends a motion to approve the submittal of the grant application for \$21,000 to develop a historic preservation plan with implementation strategies for the next decade.

ILLINOIS HISTORIC PRESERVATION AGENCY
APPLICATION FOR CLG MATCHING GRANT, FY 2016
POSTMARK DUE DATE IS FEBRUARY 29, 2016

1. PROJECT DESCRIPTION – Brief Working Title An integrated strategy for Belvidere’s historic preservation activities for the next decade.	2. PROJECT PERIOD Deadline for FINAL Reporting and Expenditures is AUGUST 31, 2017
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3. TYPE OF PROJECT <input checked="" type="checkbox"/> Planning <input type="checkbox"/> Public Education <input type="checkbox"/> National Register <input type="checkbox"/> Survey	4. PROJECT COST Total Project <u>\$30,000.00</u> 70% <u>\$21,000.00</u> / 30% <u>\$9,000.00</u>
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5. APPLICANT INFORMATION

Community Name **City of Belvidere**

Street Address **401 Whitney Boulevard**

City **Belvidere** Zip **61008** County **Boone**

Local Grantee Contact **Kathy J. Miller; Becky Tobin** Telephone **815 547-8644**

Email **kjmiller28@hotmail.com; btobin@ci.belvidere.il.us**

U.S. Congressional District(s) **16** IL Senate **35**

State Representative District(s) **69**

6. SCOPE OF WORK – Provide a detailed work program, explain how it meets local planning priorities, and demonstrate local support. (attach pages as needed)

See Attached

7. PROJECT PERSONNEL (please attach resumes)

Project Supervisor **Kathy J. Miller;**

Other Project Personnel (if applicable) **Becky Tobin**

8. PROJECT DOCUMENTS (attach pages as needed for National Register, Survey and Assessment Projects)

9. PROJECT BUDGET DETAIL - Estimated Budget Detail

Item	Cost	Vendor	Quantity	Size	Additional Costs
Publishing	\$500				
Advertising	\$2000				
Travel	\$1000				
Printing	\$500				
Consultant	\$25,000				

10. FUNDING RESOURCES (Shows 70% / 30% breakout)

Source	Amount
CLG GRANT AWARD	<u>\$ 21,000.00</u>
LOCAL MATCH CASH	<u>\$ 9,000.00</u>
LOCAL MATCH VOLUNTEER HOURS	\$ _____
LOCAL MATCH DONATED IN KIND	\$ _____
PROJECT FUNDING Total	\$ 30,000.00

11. PROJECT TIMELINE -- must include task calendar and project benchmarks. (attach pages as needed)
See Attached

12. SIGNATURE OF AUTHORIZED REPRESENTATIVE OF CERTIFIED LOCAL GOVERNMENT

Signature _____

Printed Name and Title **Kathy J. Miller, AICP, Interim Planning Director**

Date _____

RETURN APPLICATIONS TO:

**ILLINOIS HISTORIC PRESERVATION AGENCY
PRESERVATION SERVICES DIVISION
1 OLD STATE CAPITOL PLAZA
SPRINGFIELD, ILLINOIS 62701
Attention: Rachel Leibowitz, 2016 CLG Grant Application**

6. SCOPE OF WORK

City of Belvidere—Historic Preservation Plan

The City of Belvidere and the Historic Preservation Commission would like to secure professional consulting services to develop a Historic Preservation Plan that develops effective action strategies for Belvidere's historic preservation activities for the next decade. The purpose of the plan is to identify and assess the community's resources and current preservation activities; encourage community visioning for the development of plan strategies and to develop a final plan highlighting community goals with long range goals and implementation strategies for historic preservation activities for the next decade. Economic development through historic preservation is an established goal of the community as stated in the Boone County Comprehensive Plan, through other community plans and implemented through the Belvidere Zoning Ordinance and the Belvidere Historic Preservation Commission annual work program.

The preservation of Belvidere's Downtown and the surrounding neighborhoods is a priority established for the community as stated in the Boone County Comprehensive Plan undated in 2006 on page 72:

This new Plan strongly emphasizes the desirability of true mixed-use development in the Downtown area, including a heavy emphasis on general, elite riverfront, and senior housing convenient to specialty shopping, personal services, and cultural and recreational amenities. The continued use and support of the City's Main Street program is strongly advised. The City and Main Street program should consider the employment of a downtown revitalization/implementation specialist to forward their planning objectives in this most-important and unique existing development area in the County.

The Boone County Comprehensive Plan also called for the development of sub-area plans as stated on page 73:

In the near-term future, the City should consider the development and adoption of more detailed planning for several key sub-areas within this central area. Most importantly, a detailed plan is needed for the central Downtown area from the Community Center northwestward to the Bypass and from the Kishwaukee River southeastward to the State Street/Logan Avenue intersection.

Within this smaller central Downtown planning area, this detailed Plan should make strong recommendations for the redevelopment of the industrial riverfront on the Kishwaukee River (including comprehensive clean-up and redevelopment of the salvage yard and foundry areas) a new passenger rail stop—probably on the northeast side of the Downtown near Main Street—and for the rail corridor southwest of the Downtown. Detailed redevelopment implementation strategies for these three areas should be used to forward and elaborate the adopted aesthetic and recreational plans for the Downtown area.

Any new historic preservation goals and strategies should be incorporated into the Boone County Comprehensive Plan.

A new Zoning Ordinance was adopted for the City of Belvidere in March of 2006 that adopted the Downtown Overlay Districts for Downtown Belvidere. The district is intended to implement the urban design recommendations of the Comprehensive Plan by preserving and enhancing the historical quality of the downtown and by attaining a consistent visually-pleasing image for the downtown area. The district is designed to forward both aesthetic and economic objectives

of the city by controlling the site design and appearance of development within the district in a manner that is consistent with sound land use, urban design and economic revitalization principles. The overlay section requires review for better implementation strategies. Although the planning department and the zoning enforcement department work together to enforce the downtown district guidelines, it is difficult to attain compliance with the district guidelines. Many improper building changes occur over the weekends without plan review or building permits.

In 2012, The Downtown Strategic Plan was completed for Downtown Belvidere with the strategic concepts as stated on page seven:

Establishing community-oriented destinations to bring residents Downtown frequently for a variety of civic cultural and social activities; Preserving the historic charm and uniqueness of Downtown Belvidere through continued use, reuse and renovation of historic buildings and by encouraging compatible redevelopment; Concentrating retail, dining and personal services in the Downtown Core flanked by compatible business uses, institutions and housing; Adaptive reuse of the National Sewing Center Company Warehouse District and Riverfront as an extension of the Downtown to serve as a magnet for local and regional tourism and to provide a critical mass of downtown housing.

As part of the Downtown Strategic Plan, a historic context was developed, downtown buildings were surveyed, two downtown national register historic districts were created and concept building renovation designs were created for one downtown block and for the industrial district adjacent to downtown. An implementation strategy to complete all the identified goals of the Downtown Strategic Plan is needed.

The Belvidere Historic Preservation Commission has identified areas of the original town of Belvidere for intensive survey in the future. The entire priority area for intensive survey is the ten blocks north of the Kishwaukee River; the six blocks east and west of State Street on the north and the ten blocks south of the Kishwaukee River and the five blocks west of State Street; and six blocks south of the Kishwaukee River and the six blocks east of State Street. The north portion of the survey area contains approximately 375 acres with around 1100 sites; the south area is approximately 264 acres with 800 sites. It is estimated that the entire identified survey area will take fifteen to twenty years to complete.

The Court House Square Phase I project (located adjacent to the North State Street survey area) was surveyed and documented in 2014. The seventy-acre tract yielded 150 survey documents including monuments in Big Thunder Park. The historic context completed as part of the project highlighted the settlement patterns between the north and south survey areas especially due to the railroad coming to Belvidere. The consultants identified one possible National Register Historic District encompassing a large portion of the survey area (112 contributing and 19 non-contributing structures), two possible local historic districts and 17 properties worthy of local historic landmark listing. The Court House Square Phase II area is located east of the Phase I project and includes the blocks east of Hancock Street to Gardner Street between Lincoln Avenue and Marshall Street. The Phase II area contains about 52 acres and approximately 150 sites. The survey work for this area began in January of 2016. A plan for establishing the identified landmarks and historic district is needed as well as a plan for continuing survey in the identified areas.

The Belvidere Historic Preservation commission was established by the same ordinance that developed a process for the designation of landmarks and historic districts as well as a process to review certificates of appropriateness for exterior design changes. The historic preservation ordinance was amended in 2010 and 2014. The requirements of the preservation ordinance and the Certified Local Government Agreement with the Illinois Historic Preservation Agency

establish the elements of the Preservation Commission's Annual Work Plan. These elements include Administrative (administer preservation ordinance, administer Certified Local Government Agreement with IHPA, apply for and administer Certified Local Government Grants); Identification and Designation (survey areas in the city that could be appropriate for district/landmark designation, encourage owners to landmark properties, initiate national register designations); Education and Promotion (commission training--attend state conference and/or workshops, hold tours of current landmarks and historic district; Preservation Awareness (hold various events during preservation month, at Hometown Christmas and other times to call attention to the significance of preservation); and Recognition (annual awards program recognizing outstanding preservation efforts). The work program should be reviewed and revised according to the suggested initiatives of the preservation plan.

It is estimated that the Historic Preservation will cost approximately \$30,000 to complete; thirty percent (\$9,000) will be paid through the City of Belvidere's general fund for the Historic Preservation Commission and seventy percent (\$21,000) will be paid through a Certified Local Government Grant (if funding is awarded). It is estimated that the plan will take fifty to fifty-five weeks to complete.

11. PROJECT TIMELINE

week 1	Prepare, publish and mail RFP
week 6	Receive and review proposals
week 7	Select candidates and schedule consultant interviews
week 8	Hold Interviews and select consultant
week 10	Review project details and desired outcomes with consultant; begin project
week 11-16	Research existing community plans, regulatory ordinances, and historic resource
week 22	Identify steering committee members and stakeholders; develop planning process
week 23	Develop project meeting schedule and publicity plan; publish hearing notices
week 24	Hold steering committee meeting
week 25-29	Hold public meetings, visioning sessions
week 30-40	Develop preliminary plan goals and objectives
week 41	Review plan with staff, steering committee stake holders
week 42-45	Hold additional public meetings to review plan development
week 46-49	Complete Final plan and implementation strategies
week 50-54	Present completed plan to staff, steering committee, stake holders, City Council
week 54-60	Submittal of completion report and grant close out

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 2/10/2016
Re: 2016 MFT Street Maintenance Program - Revised

The following is the revised 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>
Appleton Road	Locust	Lincoln	2&4	7,467 SY	1,400 LF
Farmington Way	US 20	Logan Ave	3	12,844 SY	3,400 LF
South Main Street	Logan	RR tracks	3	4,400 SY	900 LF

Residential Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
5 th Avenue	6 th St	8 th St	1&5	1,502 SY	520 LF
8 th Avenue	6 th St	7 th Ave	1	3,702 SY	1,190 LF
10 th Avenue	6 th St	9 th St	1	2,956 SY	950 LF
Caswell St	Pleasant	Locust	3	982 SY	260 LF
Nebraska St	Pleasant	Locust	3	982 SY	260 LF
Conlin Ct	Bonus	Taylor Ridge	4	4,333 SY	1,300 LF
E Menomonie St	Gardner	Blaine	4	587 SY	240 LF
Highland St	East	Fremont	5	2,900 SY	870 LF
E 4 th St	East	Prospect	5	2,356 SY	1,060 LF

Current 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 \$400,000 budgeted in MFT for the Street Maintenance Program.