



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

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

AGENDA

January 14, 2019

6:00 p.m.

City Council Chambers, 401 Whitney Blvd. Belvidere, Illinois

Call to Order: Mayor Chamberlain.

Roll Call:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Building, Planning & Zoning, Unfinished Business:
 - (A) Ord. #435H -An Ordinance Amending Chapter 150, Zoning Ordinance of the Municipal Code (Private Residential Coop).
2. Building, Planning & Zoning, New Business: None.
3. Public Works, Unfinished Business: None.

4. Public Works, New Business:

- (A) Jerry Rowe – Parking Lot.
- (B) WWTP Low Interest Loan Project Update – Water & Sewer Rate Review.
- (C) Southwest Trunk Sanitary Sewer Extension – Route Survey.
- (D) Southeast Trunk Sanitary Sewer Revisions.
- (E) Sanitary Sewer Manhole Rehabilitation Project.
- (F) Request for Letter – of- Credit Reduction – Sager Plat #3
- (G) 2019 IDOT Bridge Inspections.
- (H) Camera Installation – Intersection of Beloit Road and Business 20.
- (I) 2019 MFT Street Overlay Program.
- (J) Storm Water Utility Feasibility Study.
- (K) Noble Way – Portion of Menominee Street Renamed.
- (L) Leaf Burning Ordinance.

5. Adjournment:



Rally Appraisal, L.L.C.

Rockford Office • 129 S Phelps Ave, Ste 800 • Rockford, IL 61108

Beloit Office • 400 E Grand Ave, Ste 308 • Beloit, WI 53511

Courtney Prentice, Manager

Jesse Weston

Grant Romine

Mark Hopwood

David Love

David Passmore, MAI

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Beloit Tel: (608) 313-5739

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Email: beloit@rallyappraisal.com

January 10, 2019

Ms. Becky Tobin, Budget/Finance Officer
City of Belvidere
401 Whitney Blvd
Belvidere, IL 61008

RE: Parcels #05-26-434-016 & -017 & -018 & -019 on East Lincoln Avenue, Belvidere, Illinois

Dear Ms. Tobin:

As requested, the above referenced property has been personally inspected and appraised. The report type is an appraisal report. The purpose of the appraisal report was to conclude an opinion of the market value of the fee simple estate as of December 11, 2018. This value will assist in a potential purchase of the CBD Parking Lot by the City of Belvidere. The subject has no formal address so is identified in this report as 1XX because it is in the 100 block of East Lincoln Avenue. The appraisal report is prepared for the client and intended user, City of Belvidere. This appraisal is not intended for any other use or for use by others. The value estimate in this report is for the real estate only.

This Appraisal Report is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice. As such, it may only present summary discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the opinion of value. Additional supporting documentation concerning the data, reasoning, and analyses may be retained in file.

Compensation for completing this assignment is not contingent upon the development or reporting of a predetermined value or direction in value that favors the cause of the client, the amount of the value opinion, the attainment of a stipulated result, or the occurrence of a subsequent event directly related to the intended use of this appraisal.

This transmittal letter and certification of appraisal precede the **Appraisal Report** further describing the subject property and containing the reasoning and pertinent data leading to the opinion of value. Your attention is directed to the "General Underlying Assumptions" and "Limiting Conditions" which are considered usual for this type assignment and have been included at the beginning of the report.

This letter must remain attached to the report in order for the value opinion set forth to be considered valid.

I certify that, to the best of my knowledge and belief:

- The statements of fact contained in this report are true and correct.
- The reported analyses, opinions, and conclusions are limited only by the reported assumptions and limiting conditions, and represents my personal, impartial, and unbiased professional analyses, opinions, and conclusions.
- I have no present or prospective interest in the property that is the subject of this report, and no personal interest or bias with respect to the parties involved.
- I have no bias with respect to the property that is the subject of this report or to the parties involved with this assignment.
- My engagement in this assignment was not contingent upon developing or reporting predetermined results.
- The reported analyses, opinions and conclusions were developed, and this report has been prepared in conformity with the requirements of the Code of Professional Ethics and Standards of the Professional Appraisal Practice of the Appraisal Institute.
- The reported analyses, opinions, and conclusions were developed, and this report has been prepared, in conformity with the Uniform Standards of Professional Appraisal practice and FIRREA.
- Courtney R. Prentice made a personal inspection of the property that is the subject of this report.
- David W. Love provided significant assistance in the collection, analysis & verification of data for this assignment. David Love also provided significant assistance in the development and report writing of this appraisal.
- The use of this report is subject to the requirements of the Appraisal Institute relating to review by its duly authorized representatives.
- As of the date of this report, Courtney R. Prentice has completed the Standards and Ethics Education Requirements for Candidates of the Appraisal Institute.
- I have not provided services regarding the subject property in the prior three years, as an appraiser or in a related capacity.

The estimated fee simple market value of the fee simple interest in the subject property as of December 11, 2018 is \$88,000 (Eighty Eight Thousand Dollars).

**EIGHTY EIGHT THOUSAND DOLLARS
\$88,000**

Sincerely,



Courtney R. Prentice
Certified General Real Estate Appraiser, IL 553.002529
Certified General Appraiser, WI 2205-10

SUMMARY OF SALIENT DATA

Date of Inspection: December 11, 2018

Site Size: 56,428 SF (1.30 Acres) – WinGIS Aerial Maps

Type of Property: CBD Parking Lot

Improvements 924 SF wood frame garage built in 1940 on PIN -016 (old, fair condition)

Flood Map Information:
Map Reference #: 17007C0114C
Zone: X - outside the flood zone
Date of Map: 02/18/2011

Zoning: CB – Central Business District

Highest and Best Use:
(As Vacant): Commercial uses as allowed by zoning
(As Improved): The current use as a CBD Parking Lot

Exposure Period: 24 to 36 Months

Effective Date of Market Value: December 11, 2018

Property Rights Appraised: Fee Simple Interest

Site Value	Not processed
Cost Approach	Not processed
Sales Comparison Approach	\$88,000
Income Approach	Not processed
Reconciled Value	\$88,000

SCOPE OF REPORT

Intended Use and User and Effective Date of Value:

The scope of the appraisal encompasses the necessary research and analysis to prepare a report in accordance with the intended use, the Standards of Professional Practice of the Appraisal Institute, and the Uniform Standards of Professional Appraisal Practice of The Appraisal Foundation.

This appraisal is prepared for the City of Belvidere to estimate market value for a potential purchase of the property. This appraisal report represents my analysis and conclusion of the estimated as-is market value of the fee simple interest in the subject property as of the date of the inspection, which occurred on December 11, 2018.

Appraisal Process and Inspection:

The property was inspected on December 11, 2018. The photographs included in this report were taken on December 11, 2018. The appraiser inspected the subject property. The property measurements were based on assessor records.

In developing approaches to value, the market data was collected from the assessor's office files, other appraisers, realtors, or persons knowledgeable to the subject property and marketplace. Attempts were made to confirm sales data with at least one of the parties involved in the transaction.

Regional, city, county and neighborhood data were based upon information available from the city, county and regional sources.

Information about the subject property was obtained by inspecting the interior and exterior of the property, interviews, and public records.

In estimating the highest and best use of the property, an analysis was made of data compiled in the steps noted above. In addition, a study of the market in the subject area has been made to determine the economic feasibility of the subject property.

The subject is an existing CBD Parking Lot with site improvements of an older wood frame garage, pavement and four pole lights. Most investors would not consider the cost approach a reliable estimate of value because the age and significant amount of depreciation that makes this approach less reliable. The cost approach is not being developed in this report.

The sales comparison approach is the most relevant indication of market value. There are sufficient market sales data available that a reliable market value estimate is supported through adjusting comparable sales.

The subject property is a CBD Parking lot that has sat empty for years just east of State Street. No expense data was available and the property does not generate income. Due to the lack of income and expense data available, the income approach is not being developed in this report.

The appraiser is not a building or environmental inspector. An inspection was made of the visible areas at the time of the inspection. The site is assumed to be stable and free of any environmental contamination, the building improvements are assumed to be sound, and there are no encroachments by the subject property or on the subject property unless otherwise stated in this report.

The appraiser is not qualified to:

- Make a determination whether or not the subject property meets current ADA guidelines
- Detect if the subject contains any environmental contamination
- Survey the subject property to verify actual size or to make a determination as to whether or not the subject property encroaches on another property or another property is encroaching on the subject property

If there is any question regarding any of these issues it is the responsibility of the client to obtain verification from qualified sources.

Type of Report and Definition of Value:

The following appraisal will contain a value as defined below.

Leased Fee Estate: An ownership interest held by a landlord with the rights of use and occupancy conveyed by lease to others. The rights of the lessor (the leased fee owner) and the leased fee are specified by contract terms contained within the lease.

Fee Simple Estate: Absolute ownership unencumbered by any other interest or estate, subject only to the limitation imposed by the government powers of taxation, eminent domain, police power, and escheat.

In this report, I have been asked to estimate the value of the **Fee Simple Interest** in the subject property *As Is*.

Assignment Conditions:

The appraisal assignment is based on the assumptions/conditions outlined below. Pursuant to the requirement within Uniform Standards of Professional Appraisal Practice (USPAP, 2018-2019 Edition) Standards Rule 2-2 (a) (xi), it is stated here that the use of these extraordinary assumptions and/or hypothetical conditions may affect the assignment results.

Hypothetical Condition: a condition directly related to a specific assignment, which is contrary to what exists but is used for the purpose of analysis.

Comment: Hypothetical conditions are contrary to known facts about physical, legal, or economic characteristics of the subject property; or about conditions external to the property, such as market conditions or trends; or about the integrity of data used in an analysis.

- The appraiser is not making any hypothetical conditions in this appraisal report.

Extraordinary Assumption: an assignment-specific assumption as of the effective date regarding uncertain information used in an analysis which, if found to be false, could alter the appraiser's opinions and conclusions.

Comment: Extraordinary assumptions presume as fact otherwise uncertain information about physical, legal, or economic characteristics of the subject property; or about conditions external to the property such as market conditions or trends; or about the integrity of data used in an analysis.

The appraiser is making the following extraordinary assumptions:

- The information provided to the appraiser by the client, owner, or agent is true, complete, and not misleading.
- The subject property meets or exceeds all state and local code requirements.
- The subject property has a valid occupancy or use permit for the current use.
- The subject site is stable and suitable to support the existing improvements. The subject property has been through the Illinois EPA Remediation Program and was issued an Environmental No Further Remedial Letter in 2007, recorded in Boone County in 2008. It is attached in the addenda of this report.

Physical Characteristics are NOT Assignment Results.

DEFINITION OF MARKET VALUE:

Market value, as herein used, is defined as follows:

The most probable price which a property should bring in a competitive and open market under all conditions requisite to a fair sale, the buyer and seller each acting prudently and knowledgeably, and assuming the price is not affected by undue stimulus. Implicit in this definition is the consummation of a sale as of a specified date and the passing of title from seller to buyer under conditions whereby:

- 1) Buyer and seller are typically motivated;
- 2) Both parties are well informed or well advised, and acting in what they consider their own best interests;
- 3) A reasonable time is allowed for exposure in the open market;
- 4) Payment is made in terms of cash in U.S. dollars or in terms of financial arrangements comparable thereto; and
- 5) The price represents the normal consideration for the property sold unaffected by special or creative financing or sales concessions granted by anyone associated with the sale. ¹

[Code Federal Regulations, Title XII, Part 34.42 (FIRREA)]

COMPETENCY PROVISION

Courtney R. Prentice is a Certified General Real Property Appraiser currently certified by the States of Illinois and Wisconsin and has been appraising residential real estate since 1999. Mr. Prentice has been appraising commercial real estate since 2012.

Mr. Prentice is a graduate from Western Illinois University with a bachelor's degree in Psychology and has taken numerous appraisal courses through the Appraisal Institute. Mr. Prentice entered the Appraisal Institute Candidate for Dual Designation Program in 2014.

The appraiser has performed appraisals on this type of property and a variety of other property types similar to the subject property. A list of qualifications is in the addendum section of this report.

Estimated Marketing Time: 24 to 36 months

Market data indicates the anticipated marketing time for the subject is **24 to 36 months**. This is based on historical marketing periods of other similar properties that have sold in this market and other similar market areas. However, the list price and the marketing effort are paramount to getting a sale within the indicated marketing time. Properties which are over-priced often experience extended marketing times.

Exposure Time: is defined as "the estimated length of time the property interest being appraised would have been offered on the market prior to the hypothetical consummation of a sale at market value on the effective date of the appraisal; a retrospective estimate based upon an analysis of past events assuming a competitive and open market. Exposure time is always presumed to occur prior to the effective date of the appraisal....It is noted that the overall concept of reasonable exposure encompasses not only adequate, sufficient, and reasonable time but also adequate, sufficient, and reasonable effort.²

In case of the subject, exposure time is determined between **24 to 36 months**.

² *Uniform Standards of Professional Appraisal Practices & Advisory Opinions*, Appraisal Standards Board, The Appraisal Foundation, 2018-19.
Rally Appraisal, L.L.C.

APPRAISAL³:

(noun) the act or process of developing an opinion of value; an opinion of value.
(adjective) of or pertaining to appraising and related functions such as appraisal practice or appraisal services.

TYPE OF REPORT:

According to the Uniform Standards of Professional Appraisal Practice, Standards Rule 2-2, an appraisal report must be prepared under one the following two options: Appraisal Report or Restricted Appraisal Report. These two report types are described as follows:

Appraisal Report:

Should contain a summary of all information significant to the solution of the appraisal problem. "Summarize" is the distinguishing term related to the Appraisal Report.

Restricted Appraisal Report:

Should contain a brief statement of information significant to the solution of the appraisal problem. "State" is the distinguishing term related to the Restricted Appraisal Report.

This is an **Appraisal Report**, which is intended to comply with the reporting requirements set forth under Standards Rule 2-2(a) of the Uniform Standards of Professional Appraisal Practice (USPAP) for an Appraisal Report. As such, it presents only summary discussions of the data, reasoning, and analyses that were used in the appraisal process to develop the appraiser's opinion of value. Supporting documentation concerning data, reasoning, and analyses is retained in the appraiser's files. The depth of discussion contained in this report is specific to the needs of the client and for the intended use as stated in the scope of work. The appraiser is not responsible for unauthorized use of this report.

³ *Uniform Standards of Professional Appraisal Practice and Advisory Opinions, 2018-19 Edition*, Appraisal Standards Board, The Appraisal Foundation, page 3.
Rally Appraisal, L.L.C.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: January 3, 2019
Re: IEPA Loan Assistance Program – WWTP Facilities – Funding Source

The Facility Planning Report for Capital Improvements that is required for Water Pollution Control Loan Program funding has been submitted to IEPA and we have received preliminary approval for our project (#L173623).

Our project includes the rehabilitation of the secondary digester and improvements to the pump room in the main equipment building at an estimated cost of \$4,710,000. Plans and Specifications for the project are scheduled to be completed in March with bidding in April and contract award in July. Estimated project completion is August of 2020.

The required dedicated source of revenue for the IEPA Wastewater Facilities Loan will include a sanitary sewer rate increase of \$0.12/hcf. This increase will raise our sewer use fee from \$2.46/hcf to \$2.58/hcf (4.8%). For the typical residential family of four using 10,400 cubic feet per year, a \$0.12/hcf rate increase will result in an additional annual cost of \$12.48. The rate increase would need to be effective on May 1, 2019 in order to fund the first payment in 2020. The final payment amount will be based on the awarded contract cost for this project.

I would recommend approval of the \$0.12/hcf increase in the sanitary sewer user rate required to obtain a Water Pollution Control Loan Agreement for the WWTP Facilities Improvement Project.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/4/2019
Re: Water Rate Review – FY '20 Budget

The initial Water Department budget submitted to the Finance Manager and Mayor shows a deficit of \$12,601.00. Review of annual water usage indicates a decline of 300,000 gallons per day from 2014 to the present, which I believe represents the effects of water conservation efforts by our residents and industries. The last water rate increase was Ordinance 86H, passed on December 6, 2010.

Between conservation and inflation, I feel that a water rate increase will be required as part of the FY '20 budget. Every \$0.01 increase generates about \$10,000 in revenue. Therefore, we would be looking at a \$0.02/hcf increase based on the preliminary FY '20 budget.

For the typical residential family of four using 10,400 cubic feet per year, a \$0.02/hcf water rate increase would equal an additional cost of \$2.08 per year.

A final review of our water rates will be done prior to adoption of the FY '20 Water Department budget.

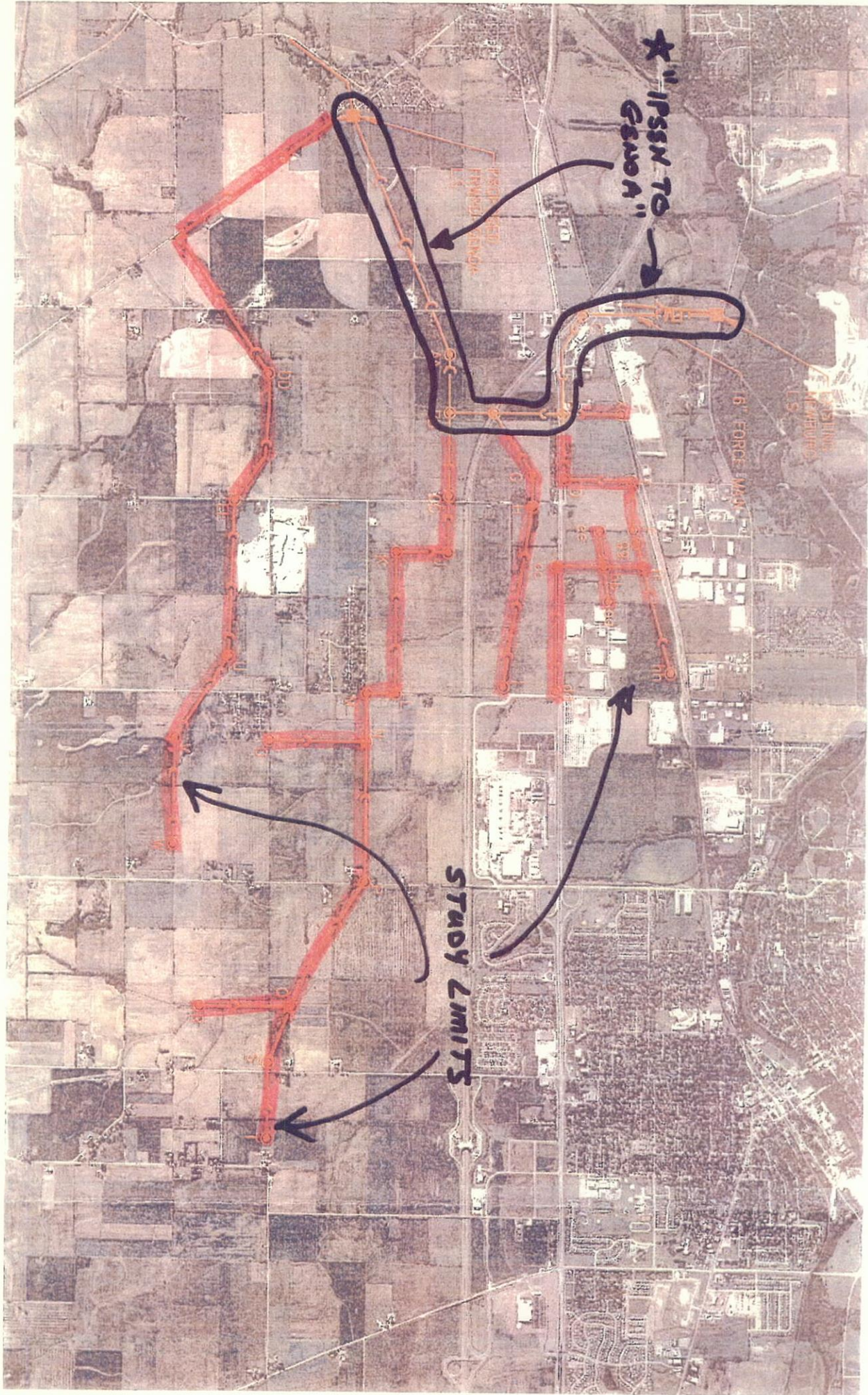
Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/7/2019
Re: Southwest Sanitary Sewer Study
Hackey Creek Trunk Sewer and Genoa/Cherry Valley Road Lift Station
Preliminary Engineering - Easements

We currently have an agreement in place with the Rock River Water Reclamation District for the treatment of wastewater from the southwest FPA, including the Irene Road interchange. Baxter and Woodman completed the feasibility study for this service area, including the attached routing map.

The next step in the process of this project is to complete the preliminary engineering and surveying work required to determine the final routing of the sanitary sewer mains and the location of the proposed lift station. The work will include easement documents for that portion of the trunk line from Ipsen Road to the proposed lift station along Genoa/Cherry Valley Road.

Attached is a work authorization from CES, Inc, in the lump sum amount of \$35,450.00, to complete this work. The work will be paid for from Line Item #61-5-820-6190. I would recommend approval of the work authorization from CES.



* IPSN TO
GSWA

STUDY LIMITS

IPSN
GSWA

16' FORCE MAJ

EXISTING
MEMBERS
L.S.

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C.E.S. Inc. – Main Office
 700 West Locust Street
 Belvidere, Illinois 61008
 Phone: (815) 547-8435
 Fax: (815) 544-0421

C.E.S. dba Survey-Tech
 104 A Maple Court
 Rochelle, IL 61068
 Phone: (815) 562-8771
 Fax: (815) 562-6555

Kevin.Bunge@Civilideas.com

WORK AUTHORIZATION

Date: November 13, 2018

Subject: Southwest Sanitary Sewer Study and Easements

Requested by: City of Belvidere – Brent Anderson

Prepare an update to and advancement of the prior study including:

- an updated and refined routing map of pipes 12" and larger;
- flow projections based on land use assumptions provided by the City;
- sizing and slopes for piping to accommodate the projected flow;
- preliminary sizing and siting for a lift station near Genoa Road;
- preliminary sewer profiles based on LIDAR data (+/- 1');
- research existing mapping for SHPO or IDNR impacts and request clearances{*};
- preliminary analysis of easements needed with exhibits (16 +/-), including length and width, for City review with land owners {*};
- final sanitary sewer easement documents (16 +/-) including plats and legal descriptions {*};
- preliminary opinion of probable cost of the trunk and lift station {*};
- 24 hours of field work to confirm culverts, ditches, channel and swale crossings where LIDAR is questionable {*};
- 12 hours of field work to set markers on easement center lines for review by land owners {*};

* = Ipsen to Genoa only

Not included in the quoted fees:

Final Engineering; Topography to support Final Engineering; Permit applications (any); Revisions due to changes in the scope or limits of project after our work has commenced; Application fees to any agency; Soil Borings; Wetland or Historical studies; Construction Phase services.

See attached Project Exhibit and fee schedule for T&M rates and reimbursables.

Fees: Lump sum of \$ 35,450.00

Approval of Quote and Authorization to proceed (Owner/Client)	Date
Michael Chamberlain	Mayor
Printed Name (Owner/Client)	Title
City of Belvidere	
Organization (Owner/Client)	

Please deliver, mail, e-mail, or fax completed Work Authorization to C.E.S. Inc. at
Kevin.Bunge@civilideas.com



C.E.S. Inc. – Main Office
700 West Locust Street
Belvidere, Illinois 61008
Phone: (815) 547-8435
Fax: (815) 544-0421

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Kevin.Bunge@civilideas.com

City of Belvidere, Illinois Design, Survey and Construction Services 2018 Rate Structure

Rates effective January 1, 2018 through December 31, 2018

Principal Engineer (P.E.)	\$ 143.00/hr.
Professional Land Surveyor (P.L.S.)	\$ 125.00/hr.
Senior Engineer (P.E.)	\$ 117.00/hr.
Staff Engineer (E.I.T.)	\$ 97.00/hr.
Survey Technician (S.I.T.)	\$ 82.00/hr.
Rodperson / Staking Technician	\$ 56.00/hr.
GPS Usage (One person)	\$ 98.00/hr.
Construction Observation	\$ 77.00/hr.
AutoCAD Draftsman	\$ 87.00/hr.
Administrative Support	\$ 46.00/hr.
Mileage	\$.70/mile
Plots / Copies (24" x 36" Black & White)	\$ 3.00/ea
Plots / Copies (24" x 36" Mylar)	\$ 18.00/ea
Mailings	Cost plus 15%
Reimbursable	Cost plus 10%

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/7/2019
Re: Southeast Sanitary Sewer Study Update
Preliminary Engineering

The original concept plan for the Southeast Trunk Sanitary Sewer Extension, completed in the early 90's, called for a single lift station located in the Wycliffe Subdivision to handle the entire service area. During their review and design work for the updates to the Wycliffe Lift Station that they are currently working on, CES has determined that a second lift station, located further west in the service area, would be a more practical solution for the long term conveyance of sanitary sewer within the Southeast Sanitary Sewer service area. The second lift station would eliminate the need for a sump pit of over 40 feet in depth at the Wycliffe Lift Station and also minimize the depth of the sanitary sewer line along the river and MIG-DeWane landfill. These changes will make the construction of this line much more economical and the long term maintenance of the facilities more practical.

Attached is a work authorization from CES, Inc to complete the preliminary engineering for the updates to the Southeast Sanitary Sewer Study. I would recommend approval of the work authorization from CES, Inc, in the lump sum amount of \$22,950.00. This work will be paid for from Line Item #61-5-820-6190.

ULTIMATE SERVICE AREA BOUNDARY

IMMEDIATE SERVICE AREA

AGRICULTURAL & GREEN SPACE

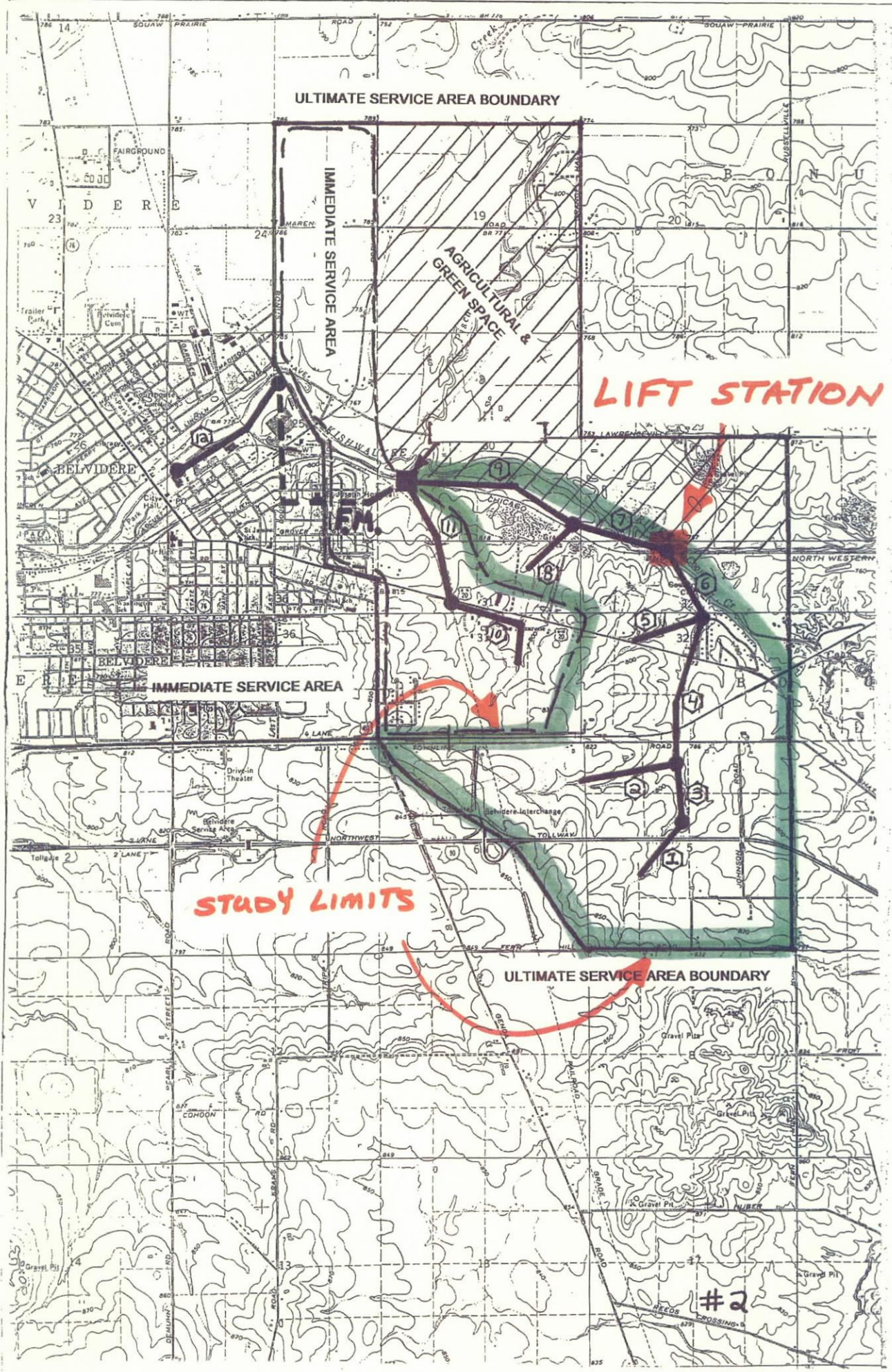
LIFT STATION

IMMEDIATE SERVICE AREA

STUDY LIMITS

ULTIMATE SERVICE AREA BOUNDARY

#2





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Phone: (815) 562-8771
Fax: (815) 562-6555

Kevin.Bunge@CivlIdeas.com

WORK AUTHORIZATION

Date: November 13, 2018

Subject: Southeast Sanitary Sewer Study Update

Requested by: City of Belvidere – Brent Anderson

Prepare an update to and advancement of the prior study including:

- an updated and refined routing map of pipes 12" and larger;
- flow projections based on land use assumptions provided by the City;
- sizing and slopes for piping to accommodate the projected flow;
- preliminary sizing and siting for a lift station near Bel-Mar;
- preliminary routing of forcemain connection to Wycliffe;
- 16 hours of GPS field work to confirm channel and swale crossings where LIDAR is questionable;
- preliminary sewer and forcemain profiles based on LIDAR data (+/- 1');
- preliminary analysis of easements needed, including length and width;
- preliminary opinion of probable cost of the trunk, lift station and forcemain;

Not included in the quoted fees:

Final Engineering; Easement plats or documents; Permit applications (any); Revisions due to changes in the scope or limits of project after our work has commenced; Application fees to any agency; Soil Borings; Construction Phase services.

See attached Exhibits for project limits and a fee schedule for T&M rates.

Fees: Lump sum of \$ 22,950.00

Approval of Quote and Authorization to proceed (Owner/Client)

Date

Michael Chamberlain

Mayor

Printed Name (Owner/Client)

Title

City of Belvidere

Organization (Owner/Client)

Please deliver, mail, e-mail, or fax completed Work Authorization to C.E.S. Inc. at
Kevin.Bunge@civlideas.com



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City of Belvidere, Illinois Design, Survey and Construction Services 2018 Rate Structure

Rates effective January 1, 2018 through December 31, 2018

Principal Engineer (P.E.)	\$ 143.00/hr.
Professional Land Surveyor (P.L.S.)	\$ 125.00/hr.
Senior Engineer (P.E.)	\$ 117.00/hr.
Staff Engineer (E.I.T.)	\$ 97.00/hr.
Survey Technician (S.I.T.)	\$ 82.00/hr.
Rodperson / Staking Technician	\$ 56.00/hr.
GPS Usage (One person)	\$ 98.00/hr.
Construction Observation	\$ 77.00/hr.
AutoCAD Draftsman	\$ 87.00/hr.
Administrative Support	\$ 46.00/hr.
Mileage	\$.70/mile
Plots / Copies (24" x 36" Black & White)	\$ 3.00/ea
Plots / Copies (24" x 36" Mylar)	\$ 18.00/ea
Mailings	Cost plus 15%
Reimbursable	Cost plus 10%

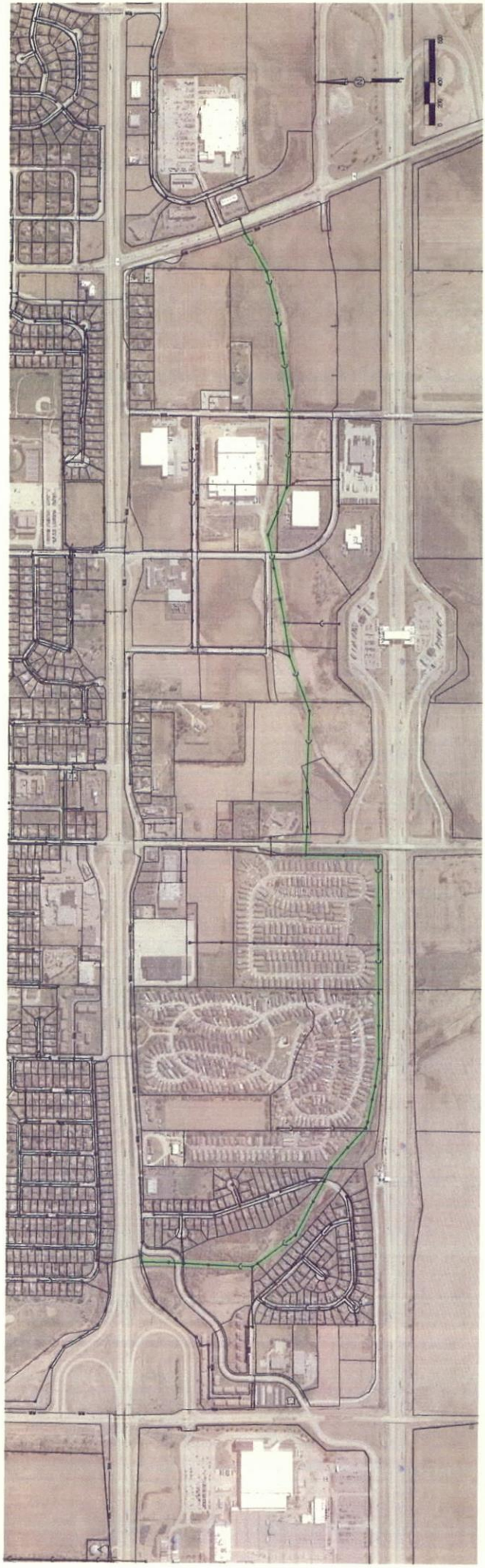
Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/4/2019
Re: Sanitary Sewer Manhole Rehabilitation Project - Engineering

The current sewer budget includes \$100,000 for the rehabilitation of sanitary sewer lines and manholes to eliminate infiltration into our sanitary sewer system. We have identified 41 manholes on a segment of trunk sanitary sewer line from Genoa Road to US Route 20 that are in need of rehabilitation.

Attached is the lump sum proposal from CES, in the amount of \$9,300.00, to complete the plans, specifications and bidding documents for this project.

I would recommend approval of the proposal from CES, in the amount of \$9,300.00, to complete the design engineering for this project. This work will be paid for from the sewer line item #61-5-820-6040.





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WORK AUTHORIZATION

Date: December 12, 2018

Subject: South Sewer Trunk – MANHOLE REHAB

Requested by: City of Belvidere – Brent Anderson

Prepare details, specs and bidding documents for I/I rehabilitation of approximately 41 manholes as indicated via green highlighting on the attached exhibit. Services covered by this quote will terminate at the time that Bids are opened.

Inspect each manhole for signs of infiltration at the chimney, barrel joints and pipe penetration joints. Design details and write specs to cover the rehabilitation needed at each manhole individually and include a bid item for casting replacement if warranted or necessary.

Note – some manholes are buried in the berm south of the trailer park; the City will be responsible for exposing those manholes for inspection if it is decided to do so. Alternatively, assumptions can be made about the rehab needed at those manholes and the exposure excavation can be part of the work to be bid.

The City will insure that C.E.S. Inc. has access to the manholes for the inspection work. If necessary, the City will also be responsible for obtaining rights for the awarded contractor to access the manholes with suitable equipment.

Assumptions for budgeting: 35 manholes to be power grouted at the pipe penetration joints @ \$1,400 each; 30 manholes to have chimney seals installed at \$700 each; 25 manholes to be power grouted at the barrel section joints at \$ 1,000 each; total PRELIMINARY CONSTRUCTION BUDGET = \$95,000. This budget is VERY preliminary and based on no field investigation to date.

Not included in the quoted fees:

Trunk sewer line analysis or rehab design; Final Engineering; Easement plats or documents; Permit applications (any); Revisions due to changes in the scope or limits of project after our work has commenced; Application fees to any agency; Soil Borings; Construction Phase services.

See attached Exhibits for project limits and a fee schedule for T&M rates.

Fees: Lump sum design services = \$ 9,300

Approval of Quote and Authorization to proceed (Owner/Client)

Date

Michael Chamberlain

Mayor

Printed Name (Owner/Client)

Title

City of Belvidere

Organization (Owner/Client)

Please deliver, mail, e-mail, or fax completed Work Authorization to C.E.S. Inc. at
Kevin.Bunge@civlideas.com



C.E.S. Inc. – Main Office
700 West Locust Street
Belvidere, Illinois 61008
Phone: (815) 547-8435
Fax: (815) 544-0421

C.E.S. dba Survey-Tech
104 A Maple Court
Rochelle, IL 61068
Phone: (815) 562-8771
Fax: (815) 562-6555

Kevin.Bunge@civildesign.com

**City of Belvidere, Illinois
Design, Survey and Construction Services
2018 Rate Structure**

Rates effective January 1, 2018 through December 31, 2018

Principal Engineer (P.E.)	\$ 143.00/hr.
Professional Land Surveyor (P.L.S.)	\$ 125.00/hr.
Senior Engineer (P.E.)	\$ 117.00/hr.
Staff Engineer (E.I.T.)	\$ 97.00/hr.
Survey Technician (S.I.T.)	\$ 82.00/hr.
Rodperson / Staking Technician	\$ 56.00/hr.
GPS Usage (One person)	\$ 98.00/hr.
Construction Observation	\$ 77.00/hr.
AutoCAD Draftsman	\$ 87.00/hr.
Administrative Support	\$ 46.00/hr.
Mileage	\$.70/mile
Plots / Copies (24" x 36" Black & White)	\$ 3.00/ea
Plots / Copies (24" x 36" Mylar)	\$ 18.00/ea
Mailings	Cost plus 15%
Reimbursable	Cost plus 10%

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/7/2019
Re: Request for Letter-of-Credit Reduction – Sager Plat #3

Becknell Industrial has requested their one-time reduction in the letter-of-credit for Plat #3 of Sager Corporate Park. Based on their engineer's latest estimate and a review of the construction completed to date, I would recommend that the original letter-of-credit in the amount of \$654,567.51 may be reduced to \$163,642.00. The reduced amount represents 25% of the original amount, which must remain in place until all of the public improvements have been completed and accepted by the City.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/7/2019
Re: Biennial Bridge Inspections

Our NBIS biennial bridge inspections are due this year. The inspections will be completed by Hampton, Lenzini & Renwick, our IDOT approved bridge manager. The inspections will include the following structures:

State Street	(SN 004-0019)
Newburg Road	(SN 004-3013)
Squaw Prairie Road	(SN 004-3039)
Main Street	(SN 004-7002)
Appleton Road, South	(SN 004-7003)
Appleton Road, North	(SN 004-7004)

The cost of the inspections is on a time and material basis, not-to-exceed \$8,600. This work will be paid for from Line Item #01-5-360-6140 Engineering Services.

HAMPTON, LENZINI, AND RENWICK, INC.



Civil Engineering ▪ Structural Engineering ▪ Environmental Services ▪ Land Surveying

December 10, 2018

Mr. Brent Anderson, Director
Department of Public Works
210 Whitney Street
Belvidere, Illinois 61008

Re: Proposal for Engineering Services
2019 NBIS Bridge Safety Inspections

Dear Mr. Anderson:

We have prepared this letter to serve as the agreement between the City of Belvidere (Client) and Hampton, Lenzini and Renwick, Inc. (HLR) (Consultant) to provide engineering services for the inspection of six bridges in the City of Belvidere. The scope of our services will be as follows:

1. Complete condition inspection of these bridges under the jurisdiction of Belvidere eligible for NBIS inventory inspection. These shall be completed in accordance with the National Bridge Inspection Standards and the Illinois Department of Transportation Structure Information and Procedure Manual. The structures that require inspection include:

State Street over Kishwaukee River	SN 004-0019
Newberg Road over Kishwaukee River	SN 004-3013
Squaw Prairie Road over Beaver Creek	SN 004-3039
Main Street over Kishwaukee River	SN 004-7002
South Appleton Road over Kishwaukee River	SN 004-7003
South Appleton Road over Kishwaukee River	SN 004-7004

2. Complete an inspection of all underwater elements of the structures by probing from the surface. This proposal does not include underwater structural divers. These divers would only be necessary if the condition of the underwater elements is determined to need additional evaluation.
3. Submit to the City and IDOT two copies of the following for each structure inspected:
 - a. IDOT Routine Inspection Report, BBS-BIR-1 with photos
 - b. Load Rating calculations with recommended posting limits, if necessary.
 - c. Recommendations for maintenance level repairs.
 - d. Complete Bridge File Checklists for IDOT.

The inspections will be completed in June, 2019. The reports will be completed and delivered by August 1, 2019.

The Client will provide and operate a boat for underside inspection of the State Street and Main Street bridges.

COMPENSATION

Billing Terms

For services provided, HLR will be compensated at the following hourly rates. The upper limit of compensation will not exceed \$8,600.00.

Grade Classification of Employee

HLR 2019 Hourly Rate

380 Shepard Drive
Elgin, Illinois 60123-7010
Tel. 847.697.6700
Fax 847.697.6753

3085 Stevenson Drive, Suite 201
Springfield, Illinois 62703
Tel. 217.546.3400
Fax 217.546.8116

6825 Hobson Valley Drive, Suite 302
Woodridge, Illinois 60517
Tel. 847.697.6700
Fax 847.697.6753

323 W. Third Street, P.O. Box 160
Mt. Carmel, Illinois 62863
Tel. 618.262.8651
Fax 618.263.3327

Mr. Brent Anderson
City of Belvidere
December 10, 2018

Principal	\$210.00
Engineer 6	170.00
Engineer 5	152.00
Engineer 4	145.00
Engineer 3	125.00
Engineer 2	105.00
Engineer 1	85.00
Structural 2	187.00
Structural 1	150.00
Technician 3	122.00
Technician 2	105.00
Technician 1	75.00
Intern/ Temp	45.00
Land Acquisition	122.00
Survey 2	125.00
Survey 1	100.00
Environmental 2	130.00
Environmental 1	70.00
Administration 2	122.00
Administration 1	62.00

The hourly rate itemized above shall be effective the date the parties hereunto entering this AGREEMENT have affixed their hands and seals and shall remain in effect until December 31, 2019. In the event services of the ENGINEER extend beyond December 31, 2019, the hourly rates will be adjusted yearly to compensate for increases or decreases in the salary structure of the ENGINEER that are in effect at that time. The stated upper limit of compensation will remain in effect.

GENERAL TERMS AND CONDITIONS

Changed Conditions

If, during the term of this Agreement, circumstances or conditions that were not originally contemplated by or known to the Consultant are revealed, to the extent that they affect the scope of services, compensation, schedule, allocation of risks, or other material terms of this Agreement, the Consultant may call for renegotiation of appropriate portions of this Agreement. The Consultant shall notify the Client of the changed conditions necessitating renegotiation, and the Consultant and the Client shall promptly and in good faith enter into renegotiation of this Agreement to address the changed conditions. If terms cannot be agreed to, the parties agree that either party has the absolute right to terminate this Agreement, in accordance with the Termination provision hereof.

Indemnification

The Consultant agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Client, its officers, directors, and employees (collectively, Client) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Consultant's negligent performance of professional services under this Agreement and that of its subconsultants or anyone for whom the Consultant is legally liable.

The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and subconsultants (collectively, Consultant) against all damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, to the extent caused by the Client's negligent acts in connection with the Project and the acts of its contractors, subcontractors, or consultants, or anyone for whom the Client is legally liable.

Neither the Client nor the Consultant shall be obligated to indemnify the other party in any manner whatsoever for the other party's own negligence.

Mr. Brent Anderson
City of Belvidere
December 10, 2018

Right of Entry

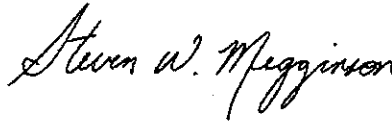
The Client shall provide for the Consultant's right to enter the property owned by the Client and/or others in order for the Consultant to fulfill the Scope of Services included hereunder. Although the Consultant will exercise reasonable care in performing its services, the Client understands that use of testing or other equipment may unavoidably cause some damage, the correction of which is not part of this Agreement. The Client agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Consultant, its officers, directors, employees, and subconsultants (collectively, Consultant) against any damages, liabilities, or costs, including reasonable attorneys' fees and defense costs, arising or allegedly arising from procedures associated with testing or investigative activities or connected in any way with the discovery of hazardous materials or suspected hazardous materials on the property.

Standard of Care

In providing services under this Agreement, the Consultant will endeavor to perform in a manner consistent with that degree of care and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances.

If this agreement meets with your approval, please sign and date where indicated and return one (1) copy for our file. If you have any questions about any of the above, please call me at 217-546-3400.

Sincerely,
HAMPTON, LENZINI AND RENWICK, INC.



By:

Steven Megginson
Vice President

ACCEPTANCE

The terms and conditions of this letter agreement are hereby accepted by the City of Belvidere for the inspection services set forth above.

By _____

Title _____

_____ Date

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/7/2019
Re: Business 20 & Beloit Road Intersection – Camera Detection Upgrade

The existing detector loops need to be replaced at the intersection of Business 20 and Beloit Road. I am recommending that the existing loops be replaced with a camera detection system. We have received the following proposals to complete this work:

William Charles Electric 833 Featherstone Road Rockford, IL 61107	\$34,980.00
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Engel Electric Co 1514 West 4 th Street Sterling, IL 61081	\$35,328.00
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I would recommend approval of the proposal from William Charles Electric, in the amount of \$34,980.00, to install camera detection equipment at the intersection of Business 20 and Beloit Road. IDOT will reimburse the City for 50% of the total cost (\$17,490.00). This work will be paid for from Line Item #01-5-330-6022.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/3/2019
Re: 2019 MFT Street Maintenance Program

The following is the proposed MFT Street Maintenance Program for 2019:

Arterial & Collector Street Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
North State Street	Madison	Fairgrounds	2&4	14,133 SY	2,650 LF
Pearl Street	Pleasant	6 th	5	11,500 SY	2,875 LF

Residential Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
Ipsen Road	Newburg	RR tracks	1	9,067 SY	3,400 LF
Nevin Court	9 th Ave	End	1	1,689 SY	475 LF
Bancroft Place	9 th Ave	End	1	1,689 SY	475 LF
O'Connell Court	7 th Ave	End	1	756 SY	200 LF
Dalbigne Street	Harrison	End	2	1,822 SY	820 LF
Merrill Court	Jackson	End	2	1,884 SY	530 LF
Franklin Street	Lincoln	Boone	2	1,978 SY	890 LF
Buchanan Street	Warren	Douglas	3	2,689 SY	1,100 LF
Beacon Drive	Nettie	Andrews	3	7,367 SY	2,210 LF
Helen Street	Logan	Grover	3	1,267 SY	570 LF
West Hurlbut Ave	State	Lincoln	4	10,422 SY	2,345 LF
East Boone Street	Webster	McKinley	4	2,240 SY	840 LF
First Street	State	Pearl	5	2,889 SY	650 LF
West 8 th Street	Pearl	5 th Ave	5	2,800 SY	1,260 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 \$650,000 budgeted in MFT for the Street Maintenance Program.

**REQUEST FOR
STATEMENT OF INTEREST/STATEMENT OF QUALIFICATIONS**

To

Complete a Storm Water Utility Feasibility Study for the City of Belvidere

The City of Belvidere desires to retain a consulting engineer to complete a storm water utility feasibility study to provide a dedicated funding source for the management of storm water runoff in order to promote the health, safety and general welfare of the citizens of Belvidere.

The information that follows will identify the services which will be included in this request. We are asking that you identify the project personnel to be involved with this project and their qualifications as well as your current schedule of hourly rates for personnel. Also indicate the location of the office in which the personnel assigned to the project are located, the approximate time it takes to travel to Belvidere from that office and when the charges for work on this project begin and end. Include information on similar projects over the previous five years with client references.

The attached Storm Water Management Questionnaire is to be completed and included in your submittal.

If your firm is interested in working with the City on this project, please submit six copies of the requested information by no later than 10:00 AM on Wednesday, February 6, 2019 to:

Department of Public Works
401 Whitney Boulevard
Belvidere, Illinois 61008
Attn: Brent Anderson

Items that may be included in the Scope of Services for this project is as follows:

1. Program description, assessment and policy development.
2. Develop cost structure for operation, maintenance and development.
3. Review and evaluation of available funding methodologies.
4. Cost/rate modeling including equivalent residential unit (eru) calculations.
5. Review billing options, policies and integration with existing system.
6. Develop a plan for public education and outreach.
7. Final report.

The City will review and evaluate the statements received and conduct interviews with one or more of the firms based on those evaluations. At the conclusion of the selection process, the City will negotiate the final scope of work, terms and conditions of a contract with the recommended firm. Based on those negotiations, the contract will be presented to the City Council for final approval.

BACKGROUND

Belvidere is the county seat of Boone County with a population of 25,585 covering 12.703 square miles of land. Storm water management is overseen by the Public Works Department and funded by the City's general revenues. Annual operation and maintenance budget for the existing storm sewer facilities is \$30,000. The storm sewer infrastructure includes over 400,000 lineal feet of storm sewers ranging in size from 12" to 72", over 40 detention areas with 74 outfalls to the Kishwaukee River.

Management of the current storm water program includes the following:

- 1. Storm sewer pipe, manhole and inlet inspection, cleaning, repair and/or replacement.**
- 2. Detention facility maintenance.**
- 3. Ditch grading and mowing.**
- 4. Annual outfall inspections.**
- 5. Maintain and update storm sewer system GIS mapping.**
- 6. Plan review and inspection of new construction.**
- 7. Resident drainage concerns and flooding issues.**
- 8. Compliance with State and Federal storm water regulations.**

Belvidere must comply with Phase II of the National Pollutant Discharge Elimination System (NPDES) Storm Water Program that is administered by the Illinois Environmental Protection Agency (IEPA). The NPDES Phase II permit is issued by the IEPA to the City every five years and applies to all storm water discharges within the City's boundaries.

STORM WATER UTILITY QUESTIONNAIRE

- 1. How many storm water utility feasibility studies has your firm completed?**

- 2. How many storm water utility feasibility studies has your project manager completed?**

- 3. How many storm water utilities has your firm assisted in developing?**

- 4. How many storm water utilities has your project manager assisted in developing?**

- 5. How many storm water utility fee calculations has your firm completed?**

- 6. How many storm water utility ordinances has your firm developed?**

- 7. Does your firm have in-house GIS capability in ARC GIS Desktop 10.5.1 format?**

- 8. Does your firm have in-house public relations staff? Please describe:**

RESOLUTION

A RESOLUTION PERMANENTLY DEDICATING A PORTION OF MENOMONIE STREET AS “NOBLE WAY”

WHEREAS, Jan Noble served as the Police Chief for the City of Belvidere Police Department from November 20, 1995 to February 28, 2018; and

WHEREAS, during his tenure, Chief Jan Noble led the Belvidere Police Department with distinction helping to mold the department into one of the best trained and most efficient police agencies in Illinois while at the same time developing positive relationships in the community; and

WHEREAS, Chief Jan Noble oversaw the creation and implementation of community policing strategies and the creation a Volunteers in Police organization to enlist the cooperation of the community and ensure transparency in police operations; and

WHEREAS, while creating positive community relationships, Chief Jan Noble also led the Belvidere Police Department in fighting the scourges of crime by joining and assigning officers to the DEA task force and implementing a Gang Unit to combat criminal activities; and

WHEREAS, for many years Chief Jan Noble was the longest serving police chief within the State of Illinois.

IT IS THEREFORE RESOLVED BY THE MAYOR AND CITY COUNCIL FOR THE CITY OF BELVIDERE AS FOLLOWS:

- Section 1: The Belvidere City Council and the Citizens of Belvidere acknowledge that our Community is blessed to have brave men and women serving in the Belvidere Police Department to serve and protect all who reside, work and transit through this great City.
- Section 2: The Mayor and City Council also acknowledge the service and tireless leadership of Chief Jan Noble as he led the modernization of the Belvidere Police Department for the protracted period of 23 years. The Corporate Authorities of the City of Belvidere hereby re-dedicate Menomonie Street between Main St. and Hancock St. with the honorary name “Noble Way”.
- Section 3: The Director of Public Works is directed to install and maintain honorary signs on Menomonie Street reflecting the honorary name “Noble Way” as a reflection of our Community’s gratitude for the dedicated service of Police Chief Jan Noble.

Ayes:

Nays:

Absent:

Date Approved:

By: _____
Michael W. Chamberlain, Mayor

Attest: _____
Shauna Arco, City Clerk

ORDINANCE NO. 898G

AN ORDINANCE AMENDING SECTION 74-215,
OUTDOOR BURNING

BE IT ORDAINED by the Mayor and City Council of the City of Belvidere, Boone County, Illinois, as follows:

SECTION 1: Section 74-215 is hereby amended to read as follows:

Sec. 74-215. Outdoor burning.

- (a) No person or entity shall cause, suffer, allow or permit outdoor burning of refuse, trade waste, salvage waste, agricultural waste, yard waste (e.g. weeds, leaves, grass and brush) or other combustible material except as specifically allowed herein.
- (b) Permitted Outdoor Burning. The following forms of outdoor burning are allowed within the City:
 - (1) Outdoor burning in connection with the preparation of food which is performed within a grill or enclosed stove or fireplace.
 - (2) The burning of wood, suitable for an indoor fireplace (and specifically excluding yard waste, leaves, weeds, grass, refuse and any other waste product), in a commercially available outdoor fire pit or fireplace (hereinafter fire pit) where the burning area of the fire pit is suspended above ground level, the width or diameter of the burning area of the fire pit is not more than thirty (30) inches and where the fire pit includes a permanent or removable cover designed to limit the dispersal of embers or ash. When feasible, the cover shall be used when the fire pit is in use.
 - (3) Bonfires solely for the purposes of ceremonial occasions provided such fires are not unattended and have approval of the fire chief or his appointed designee.
 - (4) Fires set for purpose of training public or private firefighting personnel, with the approval of the fire chief or his appointed designee.
 - (5) Fires set or required by a public officer for the abatement of nuisances and which are necessary in carrying out public health functions, with the approval of the fire chief or his appointed designee.
 - (6) Fires set or required by a public officer for the control of grasses and weeds.

- (c) When outdoor burning is permitted as set forth above, it shall be unlawful to build or light any fire so close to any building or other structure as to endanger the building or structure, or on any street, or sidewalk pavement.
- (d) *Penalties.* Any person or entity who sets or tends any fire violating this Section and any person who owns or leases the real property upon which a fire violating this Section is set shall each be liable for such violation. Any person or entity violating this Section shall be fined in accordance with Section 1-9 of this Code.

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form as required by law which publication is hereby authorized.

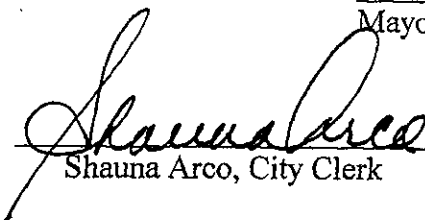
Voting Aye: Fabish, Marks, Pendzinski, Racz, Sanderson, Schultz, Crawford, Deckert.
Voting Nay: None
Abstain: None
Absent: Wise and Chamberlain.

APPROVED:



Mayor Frederic C. Brereton

ATTEST:


Shauna Arco, City Clerk

(SEAL)

Passed: June 18, 2007
Approved: June 19, 2007
Published: June 19, 2007