

State of Illinois) SS  
Belvidere, Illinois)

BELVIDERE CITY COUNCIL  
REGULAR MEETING  
AGENDA

February 3, 2020

Convened in the Council Chambers, 401 Whitney Blvd, Belvidere IL at 7:00 p.m.  
Mayor Chamberlain presiding.

- (1) Roll Call:
- (2) Pledge of Allegiance:  
Invocation:
- (3) Public Comment: (Please register with the City Clerk):
- (4) Approval of Minutes:
  - (A) Approval of minutes of the regular meeting of the Belvidere City Council of January 21, 2020; as presented.
- (5) Public Hearing:
- (6) Special Messages and Proclamations:
  - (A) Recognition of retired City Clerk Shauna Arco.
- (7) Approval of Expenditures: None.
- (8) Committee Reports and Minutes of City Officers:
  - (A) Minutes of Committee of the Whole – Public Safety and Finance and Personnel of January 27, 2020.
- (9) Unfinished Business:
  - (A) Ord. #481H – 2<sup>nd</sup> Reading: An Ordinance Amending Chapter 150, Zoning Ordinance, of the Municipal Code (Section 150.013 Definitions, Sections 150.105(C)(4)-150.105(C)(9) Planned Business, General Business, Central Business, Planned Industrial, General Industrial and Heavy Industrial Districts land uses, Section 150.204(D) Commercial Land Uses and Appendix C: Land Use Summary Chart. Specifically, the amendments are in regards to Adult-use Cannabis dispensaries and cultivation centers.
  - (B) Ord. #482H – 2<sup>nd</sup> Reading: An Ordinance Granting a Special Use to Allow In-Vehicle Sales or Service (Automatic Car Wash) Within the GB, General Business District (1125 North State Street).

(C) Ord. #483H – 2<sup>nd</sup> Reading: An Ordinance Amending Chapter 106, Taxation, of the Belvidere Municipal Code to Add a New Article XI, Municipal Cannabis Retailers Occupation Tax.

(D) Motion to approve city attorney drafting an ordinance for gas use tax and an agreement with NICOR to collect tax. Tabled October 7, 2019.

(10) New Business:

(A) Resolution #2103-2020 - A Resolution Changing the Appointment of IMRF Authorized Agent.

(B) Resolution #2104-2020 - A Resolution Authorizing the Execution of a Letter of Credit with Midland States Bank Guaranteeing Payment to Philadelphia Insurance Company.

(C) Resolution #2105-2020 - A Resolution Authorizing Certain Annual Parades for 2020.

Motions forwarded from Committee of the Whole – Public Safety and Finance and Personnel of January 27, 2020.

Motions of Public Safety – Chairman Crawford:

(A) Motion to accept the donation of \$3,250.00 from the Walmart Corporation for the funding of the 3 Mobil Food Pantries.

Motions of Finance and Personnel – Chairman Ratcliffe:

(B) Motion to consent and approve the appointment of Daniel Arevalo as Alderman for the Ward 2 of the City of Belvidere to fill the vacancy created by the resignation of Michael Borowicz.

(C) Swearing in of Daniel Arevalo as Alderman for Ward 2.

(11) Adjournment:

State of Illinois) SS  
Belvidere, Illinois)

BELVIDERE CITY COUNCIL  
REGULAR MEETING  
MINUTES

Date: January 21, 2020

Convened in the Belvidere Council Chambers, 401 Whitney Blvd, Belvidere Illinois  
at 7:00 p.m.

Call to order by Mayor Chamberlain.

(1) Roll Call: Present: R. Brereton, G. Crawford, W. Frank, M. Freeman,  
M. McGee, T. Porter, T. Ratcliffe, D. Snow and C. Stevens.  
Absent: None.

Other staff members in attendance:

Budget and Finance Director Becky Tobin, Director of Buildings Kip Countryman,  
Community Development Planner Gina DelRose, Public Works Director Brent  
Anderson, Fire Chief Hyser, Police Chief Woody, City Attorney Drella and City Clerk  
Turnipseed.

(2) Pledge of Allegiance:  
Invocation:

(3) Public Comment: None.

(4) Approval of Minutes:

(A) Approval of minutes of the regular meeting of the Belvidere City Council of  
January 6, 2020; as presented.

Motion by Ald. Porter, 2<sup>nd</sup> by Ald. Snow to approve the minutes of the regular meeting of  
the Belvidere City Council of January 6, 2020. Roll Call Vote: 9/0 in favor. Ayes:  
Brereton, Crawford, Frank, Freeman, McGee, Porter, Ratcliffe, Snow and Stevens. Nays:  
None. Motion carried.

(B) Approval of minutes of the special meeting of the Belvidere City Council of  
January 13, 2020; as presented.

Motion by Ald. Ratcliffe, 2<sup>nd</sup> by Ald. Snow to approve the minutes of the special meeting  
of the Belvidere City Council of January 13, 2020. Roll Call Vote: 9/0 in favor. Ayes:  
Crawford, Frank, Freeman, McGee, Porter, Ratcliffe, Snow, Stevens and Brereton. Nays:  
None. Motion carried.

(5) Public Hearing: None.

(6) Special Messages and Proclamations: None.

(7) Approval of Expenditures: General & Special Fund Expenditures: \$1,445,034.04  
Water & Sewer Fund Expenditures: \$ 467,629.72

Motion by Ald. McGee, 2<sup>nd</sup> by Ald. Crawford to approve the General & Special Fund Expenditures in the amount of \$1,445,034.04. Roll Call Vote: 9/0 in favor. Ayes: Frank, Freeman, McGee, Porter, Ratcliffe, Snow, Stevens, Brereton and Crawford. Nays: None. Motion carried.

Motion by Ald. Crawford, 2<sup>nd</sup> by Ald. Snow to approve the Water & Sewer Fund Expenditures in the amount of \$467,629.72. Roll Call Vote: 9/0 in favor. Ayes: Freeman, McGee, Porter, Ratcliffe, Snow, Stevens, Brereton, Crawford and Frank. Nays: None. Motion carried.

(8) Committee Reports and Minutes of City Officers:

- (A) Monthly Report of Community Development Department/Planning Department for December 2019.
- (B) Monthly Report of Building Department Revenues, Residential Building Permits and Case Reports for December 2019.
- (C) Yearly Report of Building Department Revenues, Residential Building Permits and Case Reports for CY 2019.
- (D) Monthly General Fund Report for December 2019.
- (E) Monthly Water/Sewer Fund Report December 2019.
- (F) Monthly Treasurer Report for December 2019.
- (G) Minutes of Planning and Zoning Commission of January 14, 2020.

Let the record show these reports and minutes were placed on file.

- (H) Minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of January 13, 2020.

Motion by Ald. Frank, 2<sup>nd</sup> by Ald. Snow to approve the minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of January 13, 2020. Roll Call Vote: 9/0 in favor. Ayes: McGee, Porter, Ratcliffe, Snow, Stevens, Brereton, Crawford, Frank and Freeman. Nays: None. Motion carried.

(9) Unfinished Business:

- (A) Motion to approve city attorney drafting an ordinance for gas use tax and an agreement with NICOR to collect tax. Tabled October 7, 2019.

(10) New Business:

- (A) Ord. #481H – 1<sup>st</sup> Reading: An Ordinance Amending Chapter 150, Zoning Ordinance, of the Municipal Code (Section 150.013 Definitions, Sections 150.105(C)(4)-150.105(C)(9) Planned Business, General Business, Central Business, Planned Industrial, General Industrial and Heavy Industrial Districts land uses, Section 150.204(D) Commercial Land Uses and Appendix C: Land Use Summary Chart. Specifically, the amendments are in regards to Adult-use Cannabis dispensaries and cultivation centers.
- (B) Ord. #482H – 1<sup>st</sup> Reading: An Ordinance Granting a Special Use to Allow In-Vehicle Sales or Service (Automatic Car Wash) Within the GB, General Business District (1125 North State Street).
- (C) Ord. #483H – 1<sup>st</sup> Reading: An Ordinance Amending Chapter 106, Taxation, of the Belvidere Municipal Code to Add a New Article XI, Municipal Cannabis Retailers Occupation Tax.

Let the record show Ord. #481H, #482H and #483H were placed on file for first reading.

Motions forwarded from Committee of the Whole – Building, Planning and Zoning and Public Works of January 13, 2020.

- (A) Motion to approve the migration of the City Hall email system to the PSB email system with the city paying 25% of the cost of a message archiver, spam filter and other necessary hardware as well as 100% of user licenses. Roll Call Vote: 9/0 in favor. Ayes: Porter, Ratcliffe, Snow, Stevens, Brereton, Crawford, Frank, Freeman and McGee. **Motion carried.**
- (B) Motion to forward the Municipal Cannabis Retailer’s Occupation Tax, as introduced, to the full City Council in ordinance form. Roll Call Vote: 9/0 in favor. Ayes: Ratcliffe, Snow, Stevens, Brereton, Crawford, Frank, Freeman, McGee and Porter. **Motion Carried.**

(11) Adjournment:

Motion by Ald. Crawford, 2<sup>nd</sup> by Ald. Porter to adjourn meeting at 7:11p.m. Aye voice vote carried. Motion carried.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

Minutes  
Committee of the Whole  
Public Safety and Finance and Personnel  
January 27, 2020 6:00 p.m.

Call to Order = Mayor Mike Chamberlain:

Aldermen Present: R. Brereton, G. Crawford, W. Frank,  
M. Freeman, M. McGee, T. Porter,  
T. Ratcliffe, D. Snow and  
C. Stevens.

Alderman Absent: **None.**

Also in attendance:

Public Works Director Brent Anderson, Budget and Finance  
Director Becky Tobin, Director of Buildings Kip Countryman,  
Community Development Planner Gina DelRose, Fire Chief  
Hyser, Fire Captain Schadle, Police Chief Woody, Deputy  
Police Chief Wallace, City Attorney Drella and City Clerk  
Turnipseed.

Public Comment: **None.**

Public Forum: Mayor Chamberlain thanked the Public Works  
Department for their hard work in snow  
removal over the weekend.

1. Public Safety, Unfinished Business: **None.**

2. Public Safety, New Business:

(A) Donation to the Police Department from Walmart  
Corporation.

Motion by Ald. Crawford, 2<sup>nd</sup> by Ald. Porter to approve  
accepting the \$3,250.00 donation from Walmart Corporation  
for the funding of the 3 Mobil Food Pantries. Aye voice  
vote carried. Motion carried.

(B) Police Department FY21 Budget Presentation by  
Police Chief Woody and Deputy Police Chief  
Wallace.

(C) Fire Department FY21 Budget Presentation by Fire Chief Hyser and Fire Captain Schadle.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

(A) Appointment of Daniel Arevalo for Ward #2 Alderman.

Motion by Ald. Crawford, 2<sup>nd</sup> by Ald. Snow to appoint Daniel Arevalo for Ward #2 Alderman. Aye voice vote carried. Nay vote from Ald. Stevens. Motion carried.

(B) Resolution Changing the Appointment of IMRF Authorized Agent.

Motion by Ald. Snow, 2<sup>nd</sup> by Ald. Porter to forward to city council the Resolution Changing the Appointment of IMRF Authorized Agent. Aye voice vote carried. Motion carried.

(C) Resolution Authorizing Execution of a Letter of Credit with Midland States Bank Guaranteeing Payment to Philadelphia Insurance Company.

Motion by Ald. Snow, 2<sup>nd</sup> by Ald. Crawford to forward to city council the Resolution Authorizing the Execution of a Letter of Credit with Midland States Bank Guaranteeing Payment to Philadelphia Insurance Company. Aye voice vote carried. Motion carried.

5. Other:

(A) Local Nuisance Ordinances - for discussion only.

(B) Ordinance #481H - An Ordinance Amending Chapter 150, Zoning Ordinance, of the Municipal Code (Section 150.013 Definitions, Sections 150.105(C)(4)-150.105(C)(9) Planned Business, General Business, Central Business, Planned Industrial, General Industrial and Heavy Industrial Districts land uses, Section 150.204(D) Commercial Land Uses and Appendix C: Land Use Summary Chart. Specifically, the amendments are in regards to Adult-use Cannabis dispensaries and cultivation centers - for discussion only.

(C) Resolution Authorizing Certain Annual Parades for  
2020.

Motion by Ald. Crawford, 2<sup>nd</sup> by Ald. Frank to forward to  
city council the Resolution Authorizing Certain Annual  
Parades for 2020. Aye voice vote carried. Motion carried.

Adjournment:

Motion by Ald. Crawford, 2<sup>nd</sup> by Ald. Porter to adjourn  
meeting at 8:18 p.m. Aye voice vote carried. Motion  
carried.

\_\_\_\_\_ Mayor

Attest: \_\_\_\_\_ City Clerk



**RESOLUTION #2103-2020:**

**A RESOLUTION CHANGING THE APPOINTMENT  
OF IMRF AUTHORIZED AGENT**

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

Section 1: City Clerk, Sarah Turnipseed is hereby appointed as the Illinois Retirement Fund Authorized Agent for the City of Belvidere, Illinois. The appointment of Shauna Arco as the registered agent is hereby repealed due to her retirement.

Section 2: The appointment is effective nunc pro tunc to January 6, 2020, the date Sarah Turnipseed was appointed as City Clerk.

Ayes:

Nays:

Absent:

Date Approved:

By: \_\_\_\_\_  
Michael W. Chamberlain, Mayor

Attest: \_\_\_\_\_  
Sarah Turnipseed, City Clerk

RESOLUTION #2104-2020:  
A RESOLUTION AUTHORIZING  
THE EXECUTION OF A LETTER OF CREDIT  
WITH MIDLAND STATES BANK  
GUARANTEEING PAYMENT TO PHILADELPHIA  
INSURANCE COMPANY

IT IS THEREFORE RESOLVED, by the Mayor and City Council of the City of Belvidere as follows:

- 1) The Corporate Authorities of the City of Belvidere hereby approve the Letter of Credit from Midland States Bank attached hereto as Exhibit A.
- 2) Mayor Mike Chamberlain is hereby authorized to execute and City Clerk Sarah Turnipseed is authorized to attest the attached Letter of Credit.

Approved:

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Mayor

Attest:

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City Clerk

Ayes:  
Nays:  
Absent:  
Approved:



Irrevocable Letter of Credit #9072451805

Dated: February 12, 2020

Expiration Date: February 12, 2021

Beneficiary: Philadelphia Insurance Company  
Attn: Account Service  
1 Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004

Applicant: City of Belvidere  
401 Whitney Blvd.  
Belvidere, IL 61008

To Whom It May Concern:

We hereby authorize you to draw on the Midland States Bank, 600 S. State St., Belvidere, IL 61008, for the account of City of Belvidere, 401 Whitney Blvd., Belvidere, IL 61008.

For any sum or sums not exceeding the aggregate total, U.S. Thirty Thousand Dollars & 00/100 (\$30,000.00) by your drafts at sight on issuer.

Under the following terms:

Drafts must be drawn and presented at our office no later than February 12, 2021.

Each draft drawn hereunder must bear upon the face, "Drawn under Letter of Credit #9072451805 of Midland States Bank, Belvidere, Illinois".

We hereby agree with the drawer, endorsers and bona fide holders of all drafts under and in accordance with the terms of this letter of credit that such drafts will be duly honored on presentation to the drawee.

This Letter of Credit is neither transferable nor assignable without the expressed written consent of the issuing bank. Except so far as otherwise expressly stated, the Letter of Credit is subject to Uniform Customs and Practice for Documentary Credits, 1993 Revision, International Chamber of Commerce, Publication No. 600.

Sincerely,

Jennifer L. Horner  
Commercial Portfolio Manager  
Midland States Bank

**Resolution #2105-2020:**

**A RESOLUTION AUTHORIZING CERTAIN ANNUAL PARADES FOR 2020**

WHEREAS, the City of Belvidere allowed certain organizations to conduct parades on city streets in 2019, and

WHEREAS, the City Council finds it to be in the best interest of the City to allow the same parades in 2020,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BELVIDERE, ILLINOIS AS FOLLOWS:

**SECTION 1:** That the Mayor and City Council of the City of Belvidere approve the annual parades as set forth in Exhibit A, which is incorporated herein by reference.

**SECTION 2:** That the Mayor is authorized to approve amendments to the parade routes and the times and dates of the parades.

**SECTION 3:** The Police, Fire, and Public Works Departments are directed to provide such parade assistance as the Mayor directs.

Ayes:

Nays:

Absent:

Date Approved:

Approved:

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

ANNUAL PARADES  
EXHIBIT A

**EVENT:** **GOOD FRIDAY**  
**SPONSOR:** Members of St James Church  
**ROUTE:** Assembles on Church Street right on Main Street right Buchanan Street right on Warren Avenue and ending at Church Street.

**EVENT:** **MEMORIAL DAY**  
**SPONSOR:** Veteran's Memorial Commission  
**ROUTE:** Assembles at City Lot #5, proceeds West on Pleasant to State St. Brief ceremony at State Street Bridge.

**EVENT:** **4<sup>TH</sup> OF JULY/HERITAGE DAY CELEBRATION**  
**SPONSOR:** Heritage Day Committee  
**ROUTE:** Assembles at Whitney Blvd, proceeds to South State Street, heading north to Harrison Avenue.

**EVENT:** **HOMECOMING PARADE**  
**SPONSOR:** Belvidere High School  
**ROUTE:** Assembles at the Community Building and proceeds South on Pearl Street to 6<sup>th</sup> Street, East on 6<sup>th</sup> Street to East Avenue to High School.

**EVENT:** **HOMECOMING PARADE**  
**SPONSOR:** Belvidere North High School  
**ROUTE:** Assembles at the corner of Buchanan Street and Main Street and proceeds north on Main Street ending at West Street.

**EVENT:** **ANNUAL HALLOWEEN PARADE**  
**SPONSOR:** IOU Club  
**ROUTE:** Assembles on North State Street between Perry and Boone and proceeds to the Community Building.

**EVENT:** **VETERAN'S DAY PARADE**  
**SPONSOR:** Veteran's Memorial Commission  
**ROUTE:** Assembles at State Street and Lincoln Avenue, March to WWII Memorial in Belvidere Park then to VFW for ceremony.

**EVENT:** **CHRISTMAS PARADE**  
**SPONSOR:** Belvidere Park District  
**ROUTE:** North of Ida Public Library proceed south on State Street ending at Community Building.