



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

Alderman Sheryl Prather	Chairman Building
Alderman Natalie Mulhall	Vice-Chairman Building
Alderman Ric Brereton	Chairman Finance and Personnel
Alderman Wendy Frank	Vice -Chairman Finance and Personnel
Alderman Tom Porter	Chairman Planning & Zoning
Alderman Mike McGee	Vice-Chairman Planning & Zoning
Alderman Clayton Stevens	Chairman Public Safety
Alderman Matthew Fleury	Vice-Chairman Public Safety
Alderman Marsha Freeman	Chairman Public Works
Alderman Daniel Snow	Vice-Chairman Public Works

AGENDA

April 25, 2022
6:00 p.m.
City Council Chambers
401 Whitney Blvd., Belvidere, Illinois

Call to Order:

Roll Call:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Public Safety, Unfinished Business: None.
2. Public Safety, New Business:
 - (A) Police Department – Update.
 - (B) Police- Purchase of Police Canine and Training.
 - (C) Police - Vacation Time Carry-Over.

(D) Fire Department – Update.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

(A) Finance Department – Update.

(B) National League of Cities Entrepreneurship Program Grant.

(C) Purchasing Guidelines.

5. Other:

(A) Appointment of Bradley R. Anderson to the Planning and Zoning Commission.

(B) Appointment of Shawn Schadle as Fire Chief.

(C) Public Works - Irene Road Realignment Project.

(D) Public Works -2022 MFT Street Maintenance Program.

(E) Dram Shop Insurance.

(F) Executive Session to discuss appointment, employment, compensation, discipline, performance or dismissal of a specific employee or official pursuant to 2(c)(1) and Collective Bargaining Matters pursuant to Section 2(c)(2) of the Open Meeting Act.

6. Adjournment:



BELVIDERE
POLICE

Matthew Wallace
Deputy Chief—Investigations

Shane Woody
Chief of Police

Patrick Gardner
Deputy Chief—Patrol

615 N. Main Street - Belvidere, IL 61008 - Phone: 815-544-9626 - Fax: 815-544-9603 - www.ci.belvidere.il.us

TO: Mayor Morris and City Council
FROM: Chief Shane Woody
DATE: April 25, 2022
RE: Purchase of Police Canine and Training

City Council,

On Monday, March 7, 2022 the City Council approved the acceptance of a \$15,000 donation. The intent of the donation and anticipated use of the funds was to pay for the purchase of a new Department canine and training for the K-9 handler.

Attached you will find a contract and purchase agreement from F.M. K9 for the purchase of a new canine in the amount of \$7000.00.

In addition, you will find an invoice from Cedar Creek Kennels LLC for a 10-week basic handler course in the amount of \$5,500.00.

Motion: To approve the signing of the contract for F.M. K9 as well as expenditures of \$7,000.00 for the purchase of a new canine from F.M. K9 and \$5,500.00 for K9 handler training from Cedar Creek Kennels LLC to be taken from the \$15,000 donation that was approved on March 7, 2022.

F.M. K9

Contract and Purchase Agreement

Seller: F.M. K9

Address: 7563 Pokagon Road, Berrien Center, MI 49102

Phone: 574-326-6108 email: fmk9training@gmail.com

Federal Tax ID: 46-4467442

DUNS: 079343058

Purchaser Name: Belvidere Police Department.

Address: 615 N. Main Stree, Belvidere, Illinois 61008

Phone: 815-544-9626 email:

Canine Warranty:

- Health guarantee: FM K9 will guarantee canines hips, back, spine and elbows from defect or issue, not related to work or training related injuries for two year's from date of purchase.
- The trainability of the dog is guaranteed for one year from the date of purchase. The warranty will not cover poor training techniques used by purchaser/handler, including abuse or neglect or the poor training or methods of other trainers.
- FM K9 offers a one-year satisfaction guarantee of canine from the date of purchase. If not satisfied, FM K9 will replace the canine at no additional cost to the purchaser, which includes the training. Excluding violations of the warranty.

Payment Agreement:

- The purchaser agrees to pay FM K9 the total cost of canine with sixty days from the date the agreement is signed.
 - Price of dual-purpose canine, ~~when purchased with training,~~ \$7,000.00
 - A copy of the agreement signed by the purchaser will be returned to FM K9 before the canine is picked up by the purchaser.
-

Insurance Coverage:

F.M. K9 is a fully insured business; a copy of our insurance is available upon request.



Seller:  **Date:** 04 / 04 / 2022
Michael L McHenry - Owner FM K9

Puchaser: _____ **Date:** ___ / ___ / ___

Printed name: _____

Patrick Gardner

From: Patrick Gardner
Sent: Thursday, April 7, 2022 9:55 AM
To: FM K9
Subject: Re: Contract of purchase of canine, invoice of sales - Clarification Question

Perfect... Thank you!

Patrick Gardner
Deputy Chief - Patrol Operations
Belvidere Police Department
Belvidere, IL
815-544-9626

On Apr 7, 2022, at 8:37 AM, FM K9 <fmk9training@gmail.com> wrote:

This message originated from an **External Source**. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Please strike through the wording when purchased with training

Thank you

Mike

Sent from my iPhone

On Apr 7, 2022, at 08:28, Patrick Gardner <gardner@belviderepolice.com> wrote:

Mike – Thank you for sending the purchase contracts. In reference to the purchase price it states \$7,000 when purchased with training. Do you want us to just strikethrough ~~when purchased with training~~. Last month when we talked on the phone you quoted the \$7,000 with/without the training.

Once confirmed, I will present to Chief Woody the purchase contract for submission, review and approval process through the city council.

We are grateful for our valued partnership. Thank you.

From: David Bird
Sent: Monday, April 4, 2022 8:07 PM
To: Patrick Gardner <gardner@belviderepolice.com>
Subject: Fwd: Contract of purchase of canine, invoice of sales

See below...

Sincerely,

Sergeant David Bird

Belvidere Police Department
615 North Main Street
Belvidere, IL 61008
815-544-9626 (Main)
815-547-6395 (Voicemail)
815-544-9603 (Fax)
bird@belviderepolice.com

Begin forwarded message:

From: FM K9 <fmk9training@gmail.com>
Date: April 4, 2022 at 8:01:07 PM CDT
To: David Bird <bird@belviderepolice.com>
Subject: Contract of purchase of canine, invoice of sales

This message originated from an **External Source**. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Sgt. Bird,

Please find attached a signed copy, with our seal, for the purchase of a dual purpose canine, a copy of the invoice for the purchase from FM K9, both outline warranty and coverage information on the canine. A W9 for finance is also attached.

We appreciate your business and choosing FM K9, if we can do anything else to assist you and the canine program please let us know.

The next class date for FM K9 is April 18, 2022, if you're still seeking a training program, we have two openings left.

Great speaking with you today,

Thanks,

Michael L McHenry
FM K9
email: fmk9training@gmail.com
phone: 574-326-6108

Isah 6:8
*Then I heard the voice of the Lord saying, "Whom shall I send?
And who will go for us?" And I said, "Here am I. Send me!"*

Patrick Gardner

From: David Bird
Sent: Monday, April 11, 2022 1:47 PM
To: Patrick Gardner
Subject: Your invoice was updated (#000111)

See below for what I received Cedar Creek Kennels.

Sincerely,

Sergeant David Bird

Belvidere Police Department
615 North Main Street
Belvidere, IL 61008
815-544-9626 (Main)
815-547-6395 (Voicemail)
815-544-9603 (Fax)
bird@belviderepolice.com

Begin forwarded message:

From: Cedar Creek Kennels LLC <messenger@messaging.squareup.com>
Date: April 11, 2022 at 1:45:42 PM CDT
To: David Bird <bird@belviderepolice.com>
Subject: **[POSSIBLE SPAM] Your invoice was updated (#000111)**
Reply-To: "messenger@messaging.squareup.com"
<CAESQhIoMzQ0XzI3MWQzZTk4LTBIMzYtNGYzMy1iNDhjLWZiNTYwZGVINTg4YhoLYzoyMzg5MDAwOTci
CW1lc3NibmdlcllgyJU19lrFm91inFfwBLHtv+4F5uAfkC2X/6cl+LSwNf8=@reply2.squareup.com>



Cedar Creek Kennels LLC

Invoice Updated

\$5,500.00

Due on May 8, 2022

Pay Invoice

Invoice #000111

April 11, 2022

Customer

Belvidere Police Department

bird@belviderepolice.com

Invoice summary

10 week Basic Handler Course	\$5,500.00
<i>State Narcotic Certification</i>	

Subtotal	\$5,500.00
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Total Due	\$5,500.00
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Cedar Creek Kennels LLC

2186 106TH ST

MONMOUTH, IL 61462-9142 United States

309-734-6528

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BELVIDERE
POLICE

Matthew Wallace
Deputy Chief—Investigations

Shane Woody
Chief of Police

Patrick Gardner
Deputy Chief—Patrol

615 N. Main Street - Belvidere, IL 61008 - Phone: 815-544-9626 - Fax: 815-544-9603 - www.ci.belvidere.il.us

TO: Mayor Morris and City Council
FROM: Chief Shane Woody 
DATE: April 18, 2022
RE: Vacation Time Carry-Over

Officer Sunsette Winsler was hired on August 6, 2021. She attended the 14-week Basic Law Enforcement Academy from September 13 – December 17, 2021. Officer Winsler then began the Field Training Program on December 20, 2021 and she is scheduled to complete Step 4 on May 6, 2022.

Due to her required attendance for the Field Training Program, Officer Winsler was not able to utilize all of her vacation time. She currently has a balance of 103.5 hours which I am requesting she be allowed to carry over into FY23.

Motion: To authorize Officer Sunsette Winsler to carry over 103.5 hours of unused vacation time, as shown above, from FY22 and use it in FY23.

SW/sd



MEMORANDUM

To: City Council

cc: Mayor Clinton Morris

From: Shannon Hansen, Budget & Finance Officer

Date: April 20, 2022

Re: National League of Cities Inclusive Entrepreneurship Program Grant

The City of Belvidere recently partnered with Growth Dimensions to submit an application to the National League of Cities for monies from its City Inclusive Entrepreneurship Program. This is a short-term grant aimed at providing materials, mentorship and outreach to and engagement with Hispanic and Latinix entrepreneurs to start, grow, and sustain their businesses in Belvidere.

Between now and the end of August, Growth Dimensions will partner with the Small Business Development Centers, Rockford Regional Hispanic Chamber of Commerce, and The Workforce Connection to provide materials in English and Spanish and to deliver business education workshops and training in an effort to enhance business opportunities, increase access to capital and position participants to receive grants and loans.

I recommend making a motion to accept \$15,000 in grant funds from the National League of Cities as part of its City Inclusive Entrepreneurship Program as a pass through to Growth Dimensions.

Memo

To: Mayor and City Council
From: Mike Drella
cc: Finance Director
Date: March 1, 2022
Re: Purchasing Guidelines

The City of Belvidere lacks a formal spending policy. Traditionally, we have adhered to a procedure where department heads can spend up to \$1,200 without prior council approval if it is for budgeted expenses. The Mayor historically approved, I believe, up to \$2,500.00 without Council approval, obviously only for budgeted expenses.

There are minutes from old meetings in which a spending policy is discussed, however we have never found a comprehensive policy. One exception is the Chief of Police has authority to spend up to \$20,000 with Mayor approval of funds held in the Seized Asset Fund.

Our audit letter has routinely indicated a need for a formal spending policy. Further, a strict reading of Illinois law requires council approval of all expenditures before any expenditure is made, unless that authority is delegated.

As you can imagine, it is essential for any entity to be able to spend limited amounts on routine purchases, so long as it is a budgeted amount, without prior board/council approval. For example, public works routinely purchases fuel for our vehicles (a budgeted amount) prior to formal City Council approval. The Police Department routinely purchases ammunition and other routine products that are budgeted but without specific prior Council approval for the purchase. Even City Hall routinely purchases clerical supplies including pens, paper etc. without prior Council approval (again they are budgeted amounts). Of course, the Council ultimately approves the purchases, through the bills payable process.

I am attaching a table setting forth various discretionary spending limits of some regional municipalities. You will see the limits are not consistent.

I suggest an amendment to the City of Belvidere Municipal Code allowing each department head to expend up to \$2,500.00, for budgeted expenses only, without prior council approval.

Further, I recommend an amendment that would allow the Mayor to expend up to \$15,000.00 for budgeted items without prior Council approval.

Of course, checks and balances still exist. First, the Mayor is already required to review and approve purchase orders. Second, the Council will still see each of the purchases through the bills payable process.

As such, the proposal does not really modify the current practice. Rather, it formalizes the existing process as an ordinance.

Municipality	Director Authority	Manager / Or other Official Authority	Council Approval Threshold	Competitive Bidding of non-public works contracts	Bidding Threshold	
Machesney Park	2,500	24,999 (1)	25,000	Yes	State Limit 25,000	
Loves Park	5,000	19,999 (2)	20,000 +	No (2)		
Cherry Valley	3,000	3,000				
Freeport	500	5,000 (3)	10,000			
Woodstock		25,000	25,001 (4)			
Algonquin	2,000	30,000				
South Beloit	3,000	7,500				24,999 (5)
Sycamore		5,000				
Naperville		100,000				

- (1) Requires approval of Finance Director and Mayor
- (2) Requires approval of 2 or more of Chair of Finance Committee, City Treasurer and Mayor. When Possible, three quotes.
- (3) The Purchasing Agent can approve up to \$10,000 if three quotes requested.
- (4) In emergencies the Manager may exceed the 25,000 threshold.
- (5) Approval of finance director, commissioner and mayor.

Memo

To: Aldermen and City Clerk
From: Mayor Clinton Morris
cc: City Attorney
Date: April 21, 2022
Re: Appointment of Bradley R. Anderson to the Planning and Zoning Commission

I am offering my appointment of Bradley R. Anderson to the Planning and Zoning Commission. This appointment is to fill the seat of Andrew Racz. The appointment is for the unexpired term ending April 30, 2025.

RECOMMENDED MOTION: Motion to consent to the appointment of Bradley R. Anderson to the Planning and Zoning Commission filling the unexpired term ending April 30, 2026.

Bradley R. Anderson

CHILDHOOD: Born 1957 at Highland Hospital in Belvidere ILL. Raised at 315 West Boone Street

EDUCATION: K -12 Graduated from Belvidere High School in 1976

WORK HISTORY: Started at CamCar in Belvidere in 1975. Worked 40 years all in Production Control Department. Retired as Material Manager in 2015.

FAMILY HISTORY: Married Diane Swanson on August 12, 1978 in Belvidere. We have 2 beautiful children Matthew and Shannon and 1 Wonderful Grandson Dylan. Diane and I were both born and have lived our whole life in Belvidere. We now live on McKinley Ave. in Belvidere.

HOBBIES: I am a Sports Fanatic. I have played them, coached them, and most of all i love to watch sporting events in person or on TV.

I love spending time outdoors with my amazing dog DALLAS.

I LOVE FISHING. To be in a boat on a lake with my wife and family with a fishing pole in my hand is what I call HEAVEN.

Memo

To: Aldermen and City Clerk
From: Mayor Clinton Morris
cc: City Attorney
Date: April 21, 2022
Re: Appointment of Shawn Schadle

In light of the May 15, 2022 retirement of Fire Chief Al Hyser, and in accordance with Chapter 46 of the City of Belvidere Municipal Code, I am appointing Captain Shawn Schadle as Fire Chief. The appointment shall be effective May 16, 2022 .

SHAWN SCHADLE, MBA, CFO

, Belvidere, IL 61008 ·
sschadle@belviderefire.com

Mayor Clint Morris and City Council
City of Belvidere
401 Whitney Blvd
Belvidere, IL 61008

DEAR MAYOR MORRIS AND CITY COUNCIL,

Please consider my application for Fire Chief of the Belvidere Fire Department.
Attached you will find:

- Resume
- Letter of Recommendation (LOR) from Chris Gilman, Administrative Assistant, Belvidere Fire Department.
- LOR from Chief Greg Holmes, Fire Chief, Boone County Fire District 1.
- LOR from Chief Brian Kunce, Fire Chief, Boone County Fire District 2.
- LOR from Chief Dan Zaccard, Fire Chief, Boone County Fire District 3.
- LOR from Lieutenant Pat Malloy, 911 Director of Communications, Boone County Sheriff's Office.
- LOR from Chief Shane Woody, Chief of Police, City of Belvidere.

I know together we can continue ensure the systems, culture, and organizational structures are in place so the Belvidere Fire Department can continue to effectively minimize the impact of emergencies by providing fire and emergency rescue services in a manner bolsters a sense of safety, security, and peace of mind within the community.

I have wholeheartedly served the community of Belvidere for almost 16 years, and will continue to do so. I have celebrated lives saved, and I have mourned lives lost.

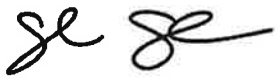
I am aware you all are very busy, and I want to help take a major decision off your to-do list. Hiring the Chief from within and making the decision without delay can ensure a smooth transition of leadership. I can begin work right away. I can help you with negotiations. I understand the effects of changes in the CBA, and I can explain

the whys and the future implications. I believe that I can be an effective mediator and help avoid arbitration and the resulting loss of money and morale, using the allocated \$45,000 to work for the citizens instead of for the attorneys.

I have the support of all the community public safety leaders, the officers within the fire department, and the majority of fire department members.

I look forward to working with you and the council to ensure the community is provided excellent service in their times of greatest need.

Sincerely,

A handwritten signature in black ink, appearing to read 'Shawn Schadle', with a stylized flourish at the end.

Shawn Schadle

Shawn Schadle, MBA, CFO

sschadle@belviderefire.com

Summary

Dedicated servant to Belvidere community with a proven record of service, integrity, leadership, strong relationships, and positive change. Extensive experience with chief level fire department operations including accounting, legal, budgeting, human resources, training management, fire department Standard Operating Guidelines (SOGs), and of course, incident management.

Experience

Captain/Paramedic | Belvidere Fire Department | June 8, 2018 – present

- Commander of B-Shift
- Training Officer
- Pension President
- ETSB 911 Board of Trustees
- Software and Technology Coordinator
- Assisted Chief in all aspects of fire department Chief Officer duties.
- Assisted with ISO, OSFM, and OSHA audits

Lieutenant/Paramedic | Belvidere Fire Department | May 18, 2015 – June 7, 2018

- Public Education and Public Relations Director
- IT and Communications Director
- SOP/SOG Development
- Pension President
- Acting Shift Commander
- Assisted Chief in all aspects of fire department Chief Officer duties.

Firefighter/Paramedic | Belvidere Fire Department | June 5, 2006 - May 17, 2015

- Provided fire and emergency rescue services
- IAFF 1569 Vice President/Negotiations Committee

Formal Education

Chief Fire Officer (CFO) | February 1, 2021 | Illinois Fire Chiefs Association

Master of Business Administration (MBA) specialization in finance | December 21, 2013 | University of Nebraska

Bachelor of Arts | May 6, 2001 | Illinois Wesleyan University

Major Accomplishments

- Drafted and submitted a SAFER grant which provided the city \$308,000 for two firefighters for two years.
- Enhanced safety, accountability, performance, and significantly increased officer assessment scores by creating and implementing an incident command SOG.
- Enhanced department compliance, safety, and performance by developing SOG's related to driving, personal protective equipment, self-contained breathing apparatus, accountability, and rapid intervention teams.
- Increased data and records security, speed, and uptime by updating department server network.
- Streamlined system for public education projects including No Second Grader Left Behind and Open House.
- Developed and implemented a pre-planning system which now has over 400 preplans.
- Streamlined our department electronic communication system and created online department calendars for staffing, scheduling training, and events.
- Significantly reduced pension investment fees, improved compliance, and performance by hiring efficient fund managers and terminating the previously established broker/dealers that had been managing the funds.
- Awarded the Medal of Valor by the Office of the State Fire Marshal (OSFM) for performing three third-floor ladder rescues, finding and rescuing an unconscious child, and assisting with rescuing an unconscious adult at the 2017 Jackson Street Apartment Fire.
- Significantly improved radio communications in Boone County by leading the repeater project through the 911 ETSB.
- Increased department on scene emergency performance by designing and implementing a department training program based on best practices.
- Enhanced fire scene operations countywide by facilitating automatic aid response for confirmed fires and taught standardized initial command training countywide.
- Facilitated multiagency Critical Incident Stress Debriefs to combat first responder PTSD and have assisted other Boone County agencies with debriefs.
- Attended "Command and Control Decision-Making at Multiple Alarm Incidents" at the National Fire Academy in Emmitsburg, Maryland
- Attended "Fireground Command Officer School" at the University of Illinois Fire Service Institute in Champaign, Illinois.

OSFM Certifications

Chief Fire Officer | Fire Department Incident Safety Officer | Training Program Manager | Hazardous Materials Incident Command | Advanced Technician Firefighter | Basic Operations Firefighter | Fire Apparatus Engineer | Fire Officer I | Fire Officer II | Fire Service Instructor I | Fire Service Instructor II | Fire Service Vehicle Operator | Hazardous Materials Awareness | Hazardous Materials Operations | Hazardous Materials Technician A | Hazardous Materials Technician B | Juvenile Firesetter Intervention Specialist | Rope Operations | Technical Rescue Awareness | Vehicle and Machinery Operations

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Belvidere Fire Department

123 S. State St.
Belvidere, IL 61008

Fire Chief & Administration Office:
Phone: 815-544-2242
Fax: 815-544-2278

March 24, 2022

Subject: Character reference for Shawn Schadle

Dear Mayor Morris:

It is my privilege to write this letter about Captain Shawn Schadle, but I have to say I have been struggling with it so as not to sound like he is perfect or too good to be true. I have come to know Captain Schadle during my almost 8 years with the Belvidere Fire Dept.(BFD), and believe me I have been looking for his flaws, and I am proud to say I actually found one, but first things first.

When a person first meets Shawn Schadle they may think he is kind, charismatic, personable, witty and a bit humble and I would agree 100%. On their 2nd or 3rd visit, they may realize that he is also very smart, strong, loyal and hardworking and I would strongly agree with all that. Although I am struggling with the proper words, he is all the above and so much more!

I see a man who is always striving to better himself and his surroundings while keeping up with this fast-paced world we live in. One might think he has not had to deal with any setbacks or curve balls but believe me he has had his share and even with those he goes above and beyond.

I consider myself very fortunate to know Shawn Schadle and I truly believe it would be the BFD's, the City's, and the community's loss if you passed him up for the opportunity to serve as your next fire chief. As talented as this man is some other town would surely snatch him up and that would be to our detriment.

Just to prove how strongly I feel that Shawn Schadle is the right man for the chief position, I am willing to work with him and his flaw that would probably affect me more than most; his penmanship is horrendous. He writes like a doctor!

Sincerely,

A handwritten signature in cursive script that reads 'Christine Gilman'.

Christine Gilman
Administrative Assistant



Boone County Fire Protection District #1

April 5, 2022

Belvidere City Mayor and City Council
401 Whitney Blvd #300
Belvidere, IL 61008

Re: Recommendation for Captain Shawn Schadle

Dear Honorable Mayor and City Council:

I am writing you on behalf of Captain Shawn Schadle. My years in the fire service it has become very apparent of the importance of a higher level of education for Fire Chiefs. Shawn has achieved this with his master's degree in business. Being able to work with the budget for the fire department, understanding it, justifying money for new purchases, being able to sustain long term expenses for new programs. Captain Schadle is prepared for this. Human resources issues, dealing with personal, Federal, and State mandate's, he's been prepared to better understand and handle these issues, more importantly before they become an issue. He has also achieved his Illinois State Chief Fire Officer Certification through the State Fire Marshalls Office. Just this certification sets Captain Schadle apart from other Chiefs. It reinforces his business degree, goes into more specific detail of issues that are delt with in the fire service. Hands on experiences with dealing with the issues.

I've seen firsthand how Shawn has matured with knowledge gained by applying it to his responsibilities for the fire department. Taken program's and making them better for the city, the department and personal. He understands the importance of structure and having key personal in place to better organize and get the most out of an organization.

I know Shawn's family, he is an excellent Father, with good moral character. I look to Captain Shadle for his advice. The Firefighters I see and talk with, have his back, respect him and work well with him.

I would like for you to consider Captain Shawn Schadle for the position of Chief for the City of Belvidere.

Sincerely,

Greg Holmes

A handwritten signature in black ink, appearing to read "Greg Holmes", written over a horizontal line.

Boone County Fire Protection District #1
Capron, IL.



Brian Kunce
Fire Chief
Boone County Fire Protection District #2
1777 Henry Luckow Lane
Belvidere IL 61008
Office 815-544-5623
Station 815-544-3336
Fax 815-544-4682

To: Mayor Morris and City Council

Fr: Chief Brian Kunce

Dt: April 5th, 2022

Re: City of Belvidere Fire Chief position

I am writing this letter on behalf of Shawn Schadle who is currently applying for the Fire Chief position for the City of Belvidere. I have had the honor of working with Mr Schadle since 2019 when I took over the position of Fire Chief for Boone Dist #2. Mr Schadle and I have worked on several projects together, responded to numerous emergency incidents, and attended joint training sessions with one another. One of our great accomplishments was putting together the County Wide automatic aid agreement and County All Call. This alone has proven to be a tremendous asset to the City and County. All of the agencies have come together with faster response times and improved training.

Mr Schadle's love for the fire service has never gone unnoticed. Mr Schadle possess many attributes of a great leader and the work experience to prove his success. In my 40 years in the fire service, I have seen few leaders who show the level of calm determination, skillful teamwork, and sheer energy that I have witnessed from Mr Schadle when faced with a fire and medical emergency.

It is my honor to recommend Mr Schadle for the position of Fire Chief for the City of Belvidere. Having known Mr Schadle, I can guarantee that he is the caliber of great leadership with the type of personal integrity that your organization and citizens need to move into the future. If you have any questions, please feel free to contact me at any time on my cell phone at

Sincerely,

Brian Kunce

Fire Chief

Boone County Fire District #2

NORTH BOONE FIRE DISTRICT #3

305 West Grove Street
Poplar Grove Illinois

Station #1 Phone: 815-765-3366

Station #2 Phone: 815-765-2409

Fax: 815-765-9196

Zaccard

To Whom It May Concern:

This letter contains my observations and opinions of Captain Shawn Schadle of the Belvidere Fire Department. As a Rockford Fire District Chief, I knew who Captain Schadle was, but I had little interaction with him. When I retired from Rockford and became the Boone County Emergency Management Director, I began to have very positive interaction with the Captain. We agree on many fronts such as; training, personnel management and development, fire ground tactics and best use of taxpayer dollars. It was in my early days in this position that I purposed a County-Wide Safety Officer and Captain Schadle was very agreeable and accommodating.

When I became the Chief of North Boone Fire District 3 we began to go to fires together. Captain Schadle's calming poise at emergencies is exactly what those who are mitigating the emergency need. His leadership is steady and appropriate. His concern for his men and the public is what is needed in a chief fire officer. His professionalism is what allows him to work seamlessly with other entities; both fire and non-fire.

We, the firefighters of Boone County, rely on his judgment as one of our representatives on the 911 board. His willingness to serve on this committee shows his desire to make the most of every tax payer dollar. He was instrumental in completing the "One-Tone" we currently use for structure fires anywhere in the county. The One-Tone has been a phenomenal addition to our ability to protect the citizens of Belvidere and of all of Boone County.

When it comes to training, he believes in training as you would respond. It is extremely important to train to shed light on places for improvement. I have watched the training of the Belvidere Fire Department sky rocket under the current Chief and I have every reason to believe this will continue with Shawn Schadle as your next Chief. His men respect him and want to please him. This is the sign of a leader.

Daniel R Zaccard; MBA
Boone County Emergency Management Director
North Boone District 3 Fire Chief

To whom it may concern,

My name is Pat Molloy and I am employed at the Lieutenant of Communications with the Boone County Sheriff's Office. I am writing you in reference to Captain Shawn Schadle of the Belvidere Fire Department.

I have known Shawn for a few years and currently serve with him on the 911 Board. I can honestly say he is one of the easiest people to work with and always brings a positive attitude and outlook to the meetings. He has worked with me extensively in upgrading the Fire radio channel to its current status and we are all on the same page to move the project even further. Shawn's ability to listen to problems, digest them, and then effectively communicate a solution that all members of the 911 Board understand is unique. He does not lose people with the technical terms, instead he breaks it down until the topic is understood.

I personally have lived in the Belvidere area for my entire life. As someone that takes pride in their community and wants the best service possible for my family that lives in Belvidere. I feel that Captain Shawn Schadle would be an incredible addition to the Belvidere Fire Department as their Chief.

Lieutenant Pat Molloy,



Boone County Sheriff's Office

April 1, 2022

Shane Woody
Chief of Police
Belvidere Police Department

To Whom It May Concern,

Since 2018, Shawn Schadle and I have had several conversations regarding our employment with the City of Belvidere; it was at that time that Shawn was a new Captain and I had just been appointed Chief of Police. During our conversations, we have discussed leadership, employee management, problem solving, and critical thinking. I have walked away from our conversations with an impression that Shawn is very intelligent, cares about the people he leads, wants the best for the Belvidere Fire Department, and makes decisions based on facts, not emotion. These are just some of the reasons I would recommend Shawn for the position of Fire Chief for the City of Belvidere.

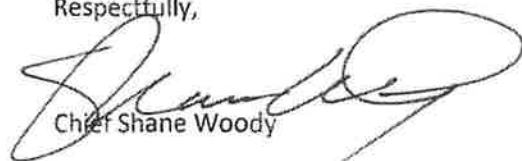
During the last 15 years of employment with the Belvidere Fire Department, Shawn has risen to the rank of Captain due to his drive, tenacity, and ability to lead others. Shawn has proven during the incidents he has handled at every level of command, while with the department, that he has the ability to work with others to accomplish common goals, can assess and evaluate problems, and come to solid solutions based on his training and experience. Additionally, Shawn is willing to analyze his and others' performances to identify opportunities for improvement.

I have personally witnessed Shawn in front of the City Council several times explaining a request for a department need pertaining to department communications, report management, or training. Shawn was articulate, knowledgeable, and able to communicate effectively.

Shawn demonstrates the qualities needed to be an effective leader and will represent the Fire Department and the City of Belvidere professionally. I believe Shawn Schadle has the capacity and willingness to take our Fire Department to the next level and has my highest recommendation.

Please, if anyone has any questions, feel free to contact me at the Belvidere Police Department.

Respectfully,



Chief Shane Woody

Thank you for your consideration.

END

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 4/20/2022
Re: Irene Road Realignment Project

In accordance with the recently completed Interchange Development Feasibility Study the Kelly Farms Subdivision includes the realignment of Irene Road from US 20 to the Union Pacific Railroad right-of-way in order to increase traffic capacity by eliminating the two existing 90 degree turns. The budgetary estimate to complete this project is \$1,050,000. Working with the developer, we have identified the following grant opportunities to fund this project:

1. IDOT EDP Funds – 50% of the cost
2. IDOT TARP Funds – approximately \$50,000 (based on lane miles and intersections)
3. DCEO Grant - \$700,000 (to be used for roadway construction and off-site water main extension)

We have received a proposal from CES, Inc to complete the design engineering for the Irene Road Realignment Project in the amount of \$101,120.00. The design engineering includes roadway plans, intersection design study (IDS) and traffic signal plans (as required by IDOT).

I would recommend approval of the proposal from CES, Inc, in an amount not-to-exceed \$101,120.00, to complete the design engineering for the Irene Road Realignment Project. This work will be paid for from capital funds with reimbursement from grant funds.



C.E.S. Inc. – Main Office
700 West Locust Street
Belvidere, Illinois 61008
Phone: (815) 547-8435
Kevin.Bunge@Civilideas.com

WORK AUTHORIZATION

Date: January 4, 2021

Subject: Irene Road Relocation (RR Trax to Route 20 – 2,500 lf) and IDS and Signal Design

Requested by: City of Belvidere – Brent Anderson

Road Plans - General scope of work to be completed:

Final design plans, specs and contract/bid documents in conformance with City and IDOT requirements. Services include: topographic survey of the new ROW corridor plus 50' on either side; design and drafting of 2,500 lf +/- of a 40' wide urban road section with storm sewer; specifications; bid documents; quantities; Opinion of Cost. Services under this DESIGN contract terminate upon the first bid opening. Preliminary Opinion of Cost (Road only) = \$ 950,000. Contingency = \$100,000

Intersection Design Study (includes KLOA as sub)

Topographic survey, JULIE map request, Intersection capacity calculations, existing and projected peak hour volumes, existing and proposed geometrics, typical pavement marking, required right-of way (if any), represented on 50 scale drawings. Coordination with IDOT is included.

Traffic Signal Plans (if required) (includes KLOA as sub)

Temporary signal plans, preliminary, pre-final and final traffic signal plans, cable plan, phase designation diagram, traffic signal interconnect, loop detector detail and general notes, represented on 50 scale drawings. IDOT special provisions and engineer's opinion of probable cost. Coordination with IDOT is included.

Not Included:

ROW acquisition, easements or boundary survey; changes to the design services due to changes in the alignment after design has commenced; detention analysis or design; soil bores or analysis; traffic study (completed already); sanitary sewer or water design; bidding services; construction observation or staking; construction administration and FEMA/IHPA/IDNR permitting or analysis; anything not specifically listed above as included.

Fees:

- | | |
|------------------------------|----------------------|
| 1) Road Plans | Lump Sum = \$ 72,000 |
| 2) Intersection Design Study | Lump Sum = \$ 11,720 |
| 3) Traffic Signal Plans | Lump Sum = \$ 17,400 |

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

Date

Printed Name (Owner/Client)

Title

Organization (Owner/Client)

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

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 4/11/2022
Re: 2022 MFT Street Maintenance Program

The following is the proposed MFT Street Maintenance Program for 2022:

Arterial & Collector Street Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
E Locust St	State	Whitney	3	1,034 SY	245 LF
Whitney Blvd	Locust	Logan	3	4,729 SY	1,120 LF
Crystal Parkway	US 20	Tripp	5	12,667 SY	3,000 LF

Residential Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
8 th Ave	6 th St	End	1	4,911 SY	1,700 LF
8 th Ave	10 th St	12 th St	1	2,022 SY	700 LF
9 th Ave	10 th St	12 th St	1	1,733 SY	600 LF
10 th Ave	10 th St	12 th St	1	1,733 SY	600 LF
10 th St	7 th Ave	8 th Ave	1	751 SY	300 LF
10 th St	9 th Ave	12 th Ave	1	2,398 SY	830 LF
Ruth Circle	7 th Ave	End	1	1,138 SY	320 LF
Oakbrook Dr	Chrysler	Hazelwood	1	6,000 SY	1,800 LF
W Harrison St	State	Jackson	2	5,773 SY	2,165 LF
Crosby St	Madison	Boone	2	2,000 SY	600 LF
Baker St	Boone	Jackson	2	1,600 SY	600 LF
Carpenter St	Lincoln	End	2	3,236 SY	1,120 LF
Ruby St	Marshall	Harrison	2	720 SY	270 LF
Roosevelt St	Ruby	End	2	2,533 SY	950 LF
Carolyn Ct	Rebecca	Garden	2	1,991 SY	560 LF
W Jackson St	Berylan	John	2	1,493 SY	560 LF
Willow St	Andrews	Channing	3	4,111 SY	1,000 LF
Nettie St	Andrews	Biester	3	3,333 SY	1,000 LF
Grover St	Andrews	Channing	3	3,333 SY	1,000 LF
Biester Dr	Nettie	Logan	3	2,000 SY	600 LF
E 2 nd St	East	Prospect	3	5,049 SY	1,420 LF
E 2 nd St	Caswell	East	3	1,600 SY	600 LF
E Pleasant St	State	Whitney	3	762 SY	245 LF
Wayne St	Boone	Marshall	4	3,467 SY	1,300 LF
E Madison St	Bennett	Bonus	4	3,200 SY	1,200 LF
E Macomb St	Chicago	Van Buren	4	4,347 SY	1,630 LF
E Harrison St	McKinley	Marshall	4	2,467 SY	925 LF
Lawrenceville Rd	Bonus	Taylor Ridge	4	6,422 SY	1,700 LF
E 8 th St	East	Fremont	5	3,000 SY	900 LF

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
Glenwood Dr	East	Fremont	5	3,000 SY	900 LF
Bellwood Dr	East	Cedar Dale	5	2,733 SY	820 LF
W Pleasant St	State	Pearl	5	1,911 SY	430 LF
W 9 th St	Pearl	5 th	5	3,360 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 \$1,100,000 budgeted in MFT for the Street Maintenance Program.

Memo

To: Mayor and City Council
From: Mike Drella
cc:
Date: April 8, 2022
Re: Dram Shop Insurance

Section 10-79 of the City Liquor Code requires all liquor license holders to maintain dram shop liability insurance. The City modified this provision one year ago. Unfortunately, that revision missed a typographical error that was in the original version. \$1,000,000 was mis-typed as \$1,000.

Recommended Motion: Motion to amend section 10-79 as set forth in the attached draft.

Sec. 10-79. Insurance.

No license or permit shall be issued hereunder unless the applicant files with the application an insurance certificate, issued by an insurance company that is authorized to do business in the state, certifying that the applicant, and the owner of the premises housing the establishment from where the liquor will be sold, has in force and effect liquor liability insurance of not less than \$1,000,000.00 per occurrence and general liability insurance in an amount not less than \$1,000,000.00 per occurrence. "Host" insurance shall not satisfy the terms of this section.