

State of Illinois) SS
Belvidere, Illinois)

BELVIDERE CITY COUNCIL
REGULAR MEETING
AGENDA

May 6, 2019

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
April 15, 2019; as presented.

(5) Public Hearing:

(6) Special Messages and Proclamations:

- (A) Recognition of Aldermen Brooks and Sanderson.
- (B) Oaths of Office for Newly Elected Officials.
- (C) Proclamation for Motorcycle Awareness Month.

(7) Approval of Expenditures: None.

(8) Committee Reports and Minutes of City Officers:

- (A) Belvidere Police Department Overtime Report of April 9, 2019 through
April 22, 2019.
- (B) Belvidere Fire Department Overtime Report of April 5, 2019 and
April 10, 2019 through April 23, 2019.
- (C) Minutes of Committee of the Whole – Public Safety and Finance and
Personnel of April 22, 2019.

(9) Unfinished Business:

- (A) Ord. #451H – 2nd Reading: An Ordinance Authorizing the Sale of Certain
Personal Property (Public Works 2007 Ford Pickup Truck).

(B) Ord. #452H – 2nd Reading: An Ordinance Annexing Certain Territory Owned by the City of Belvidere located at High Line Street and Lake Shore Drive to the City of Belvidere, Boone County, Illinois.

(C) Ord. #453H – 2nd Reading: An Ordinance Amending Chapter 150, Zoning Ordinance of the Municipal Code (Exterior Commercial Vehicle and Equipment Storage in Office and Commercial Districts, Temporary Signs, Freestanding Signs Table, Buildings Signs Table, Permitted Building and Freestanding Sign by Type and Zoning District Table, Mobile Home Park Residential Development, Appendix C Land Use Summary Chart, Neighborhood Office District, Planned Office District, Neighborhood Business District, Planned Business District, General Business District, Planned Industrial District, General Industrial District, Heavy Industrial District).

(10) New Business:

(A) Res. #2097-2019: A Resolution Creating the City of Belvidere Downtown Façade Grant Program.

Motions forwarded from Committee of the Whole – Public Safety and Finance and Personnel of April 22, 2019. Finance motions presented by Chairman Ratcliffe or Vice Chairman Porter.

(A) Motion to waive the bidding process for SCBA Air Packs.

(B) Motion to approve the purchase of 18 MSA G1 SCBA air packs and 32 G1 masks for \$86,480 (which is budgeted for FY20 Capital Expense).

(C) Motion to approve the Public Work's Construction of the shelter and pad at a cost not to exceed \$10,000 and authorize acquisition of the other items identified on the General Mills Park Shelter Construction Project spreadsheet.

(D) Motion to approve waiving the Building and Zoning fees in the amount of \$871 for Habitat for Humanity.

(E) Motion to approve the low bid from Rock Road Companies, in the amount of \$533,691.36 for the 2019 MFT Street Overlay Program, subject to IDOT approval. This work will be paid for from MFT Funds.

(F) Motion to approve the low bid from Countryman Inc. in the amount of \$11,291.10 for the 2019 MFT Thermoplastic Pavement Striping Project, subject to IDOT approval. This work will be paid for from MFT Funds.

(11) Executive Session to discuss pending litigation pursuant to 2 (c) (11) of the Open Meetings Act.

(12) Adjournment:

State of Illinois SS
Belvidere, Illinois

**Belvidere City Council
Regular Session
Minutes**

Date: April 15, 2019

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

Call to order by Mayor Chamberlain.

(1) Roll Call: Present: G. Crawford, W. Frank, M. Freeman, T. Porter, T. Ratcliffe,
M. Sanderson, D. Snow and C. Stevens.
Absent: M. Borowicz and R. Brooks.

Other staff members in attendance:

Budget and Finance Director Becky Tobin, Director of Buildings Kip Countryman,
City Treasurer Thornton, Public Works Director Brent Anderson, Fire Chief Hyser,
Police Chief Woody, City Attorney Drella and City Clerk Arco.

(2) Pledge of Allegiance:
Invocation:

(3) Public Comment:

(4) Approval of Minutes:

(A) Approval of minutes of the regular meeting of the Belvidere City Council of
April 1, 2019; as presented.

Motion by Ald. Ratcliffe, 2nd by Ald. Porter to approve the minutes of the regular
meeting of the Belvidere City Council of April 1, 2019. Roll Call Vote: 8/0 in favor.
Ayes: Crawford, Frank, Freeman, Porter, Ratcliffe, Sanderson, Snow and Stevens.
Nays: None. Motion carried.

(5) Public Hearing: None.

Alderman Borowicz arrived at 7:02 p.m.

(6) Special Messages:

(A) Mayor Chamberlain read a Comcast Cares Day Proclamation.

(7) Approval of Expenditures: General & Special Fund Expenditures: \$1,254,411.52
Water & Sewer Fund Expenditures: \$ 354,980.06

Motion by Ald. Snow, 2nd by Ald. Crawford to approve the General & Special Fund Expenditures in the amount of \$1,254,411.52. Roll Call Vote: 9/0 in favor.
Ayes: Frank, Freeman, Porter, Ratcliffe, Sanderson, Snow, Stevens, Borowicz and Crawford. Nays: None. Motion carried.

Motion by Ald. Sanderson, 2nd by Ald. Porter to approve the Water & Sewer Fund Expenditures in the amount of \$354,980.06. Roll Call Vote: 9/0 in favor.
Ayes: Freeman, Porter, Ratcliffe, Sanderson, Snow, Stevens, Borowicz, Crawford and Frank. Nays: None. Motion carried.

(8) Committee Reports & Minutes of City Officers:

- (A) Belvidere Police Department Overtime Report of March 26, 2019 through April 8, 2019.
- (B) Belvidere Fire Department Overtime Report of March 27, 2019 through April 9, 2019.
- (C) Monthly Treasurer's Report of March 2019.
- (D) Monthly General Fund Report of March 2019.
- (E) Monthly Water/Sewer Fund Report of March 2019.
- (F) Monthly Building Department Revenues/Activity of March 2019.
- (G) Monthly Community Development/Planning Department Report of March 2019.
- (H) Minutes of City-County Coordinating Committee of March 13, 2019.
- (I) Minutes of Planning and Zoning Commission of April 9, 2019.

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

- (J) Minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of April 8, 2019.

Motion by Ald. Crawford, 2nd by Ald. Ratcliffe to approve the minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of April 8, 2019. Roll Call Vote: 9/0 in favor. Ayes: Porter, Ratcliffe, Sanderson, Snow, Stevens, Borowicz, Crawford, Frank and Freeman. Nays: None. Motion carried.

(9) Unfinished Business:

- (A) Ord. #443H – 2nd Reading: An Ordinance Amending Section 114-404 (b) of the Belvidere Municipal Code to Modify Sewer Rates.

Tabled February 4, 2019.

Motion by Ald. Snow, 2nd by Ald. Sanderson to remove Ord. #443H from the table.
Roll Call Vote: 9/0 in favor. Ayes: Ratcliffe, Sanderson, Snow, Stevens, Borowicz, Crawford, Frank, Freeman and Porter. Nays: None. Motion carried.

Motion by Ald. Snow, 2nd by Ald. Borowicz to pass Ord. #443H. Roll Call Vote: 0/9 in favor. Ayes: None. Nays: Sanderson, Snow, Stevens, Borowicz, Crawford, Frank, Freeman, Porter and Ratcliffe. Motion lost.

(10) New Business:

- (A) Ord. #451H – 1st Reading: An Ordinance Authorizing the Sale of Certain Personal Property (Public Works 2007 Ford Pickup Truck).
- (B) Ord. #452H – 1st Reading: An Ordinance Annexing Certain Territory Owned by the City of Belvidere located at High Line Street and Lake Shore Drive to the City of Belvidere, Boone County, Illinois.
- (C) Ord. #453H – 1st Reading: An Ordinance Amending Chapter 150, Zoning Ordinance of the Municipal Code (Exterior Commercial Vehicle and Equipment Storage in Office and Commercial Districts, Temporary Signs, Freestanding Signs Table, Buildings Signs Table, Permitted Building and Freestanding Sign by Type and Zoning District Table, Mobile Home Park Residential Development, Appendix C Land Use Summary Chart, Neighborhood Office District, Planned Office District, Neighborhood Business District, Planned Business District, General Business District, Planned Industrial District, General Industrial District, Heavy Industrial District).

Let the record show Ordinances #451H, #452H and #453H were placed on file for first reading.

- (D) Res. #2096-2019: A Resolution Approving the City of Belvidere Enforcement Response Plan.

Motion by Ald. Frank, 2nd by Ald. Borowicz to approve Res. #2096-2019.
Roll Call Vote: 9/0 in favor. Ayes: Snow, Stevens, Borowicz, Crawford, Frank, Freeman, Porter, Ratcliffe and Sanderson. Nays: None. Motion carried.

Motions of City-County Coordinating Committee of March 13, 2019.

- (A) Motion to approve the Courthouse basement antenna amplifier from Installation Services Inc. in the amount of \$14,250 invoice #5893 with a 50/50 split between the City and County. Roll Call Vote: 9/0 in favor.
Ayes: Stevens, Borowicz, Crawford, Frank, Freeman, Porter, Ratcliffe, Sanderson and Snow. Nays: Freeman. Motion carried.
- (B) Motion to approve TRC invoice #343025 in the amount of \$8,692.33 with a 50/50 split with the City and County. Roll Call Vote: 9/0 in favor.
Ayes: Borowicz, Crawford, Frank, Freeman, Porter, Ratcliffe, Sanderson, Snow and Stevens. Nays: None. Motion carried.
- (C) Motion to approve Nijman Franzetti invoice #16439 in the amount of \$490 with a 50/50 split with the City and County. Roll Call Vote: 9/0 in favor.
Ayes: Crawford, Frank, Freeman, Porter, Ratcliffe, Sanderson, Snow, Stevens and Borowicz. Nays: None. Motion carried.

Motions of Building, Planning and Zoning and Public Works of April 8, 2019.

- (A) Motion to consent and approve the appointment of Mr. Carl Gnewuch to the Belvidere Planning and Zoning Commission for a five-year term, ending in May 2024. Roll Call Vote: 9/0 in favor. Ayes: Frank, Freeman, Porter, Ratcliffe, Sanderson, Snow, Stevens, Borowicz and Crawford. Nays: None. Motion carried.
- (B) Motion to consent and approve the appointment of Mr. David Kummerow and Ms. Alexandra Omiotek to the Belvidere Historic Preservation Commission for a three-year term, ending in May 2022. Roll Call Vote: 9/0 in favor.
Ayes: Freeman, Porter, Ratcliffe, Sanderson, Snow, Stevens, Borowicz, Crawford and Frank. Nays: None. Motion carried.
- (C) Motion to approve the water and sewer connection fees and meter fees be waived and that Habitat for Humanity reimburse the City for direct expenses for the installation of a sanitary sewer service and water service to the property line of 621 East Locust Street. Roll Call Vote: 9/0 in favor.
Ayes: Porter, Ratcliffe, Sanderson, Snow, Stevens, Borowicz, Crawford, Frank and Freeman. Nays: None. Motion carried.

(D) Motion to approve the purchase of a new 2019 Ford F250 pickup truck with utility box through the Illinois State Bid at a cost of \$32,455. The truck will be paid for from the remaining \$18,000 in the current Water Department Capital Budget for Equipment Replacement and \$14,455 from the Water Depreciation Account. Roll Call Vote: 9/0 in favor. Ayes: Ratcliffe, Sanderson, Snow, Stevens, Borowicz, Crawford, Frank, Freeman and Porter. Nays: None. Motion carried.

(E) Motion to authorize the purchase of two (2) Motorola Starcom 21 APX 7/800 MHZ Model 2 Portable Radios at \$3,514.29 each; for a total cost of \$7,028.58 using funds budgeted in the Equipment line item 01-5-210-8200 for the purchase of portable radios. Roll Call Vote: 9/0 in favor. Ayes: Sanderson, Snow, Stevens, Borowicz, Crawford, Frank, Freeman, Porter and Ratcliffe. Nays: None. Motion carried.

(11) Adjournment:

Motion by Ald. Sanderson, 2nd by Ald. Crawford to adjourn the meeting at 7:43 p.m. Aye voice vote carried. Motion carried.

_____ Mayor

Attest: _____ City Clerk



Proclamation

MOTORCYCLE AWARENESS MONTH

- WHEREAS,** safety is the highest priority for the highways and streets of our City and State; and
- WHEREAS,** the great State of Illinois is proud to be a national leader in motorcycle safety, education and awareness; and
- WHEREAS,** motorcycles are a common and economical means of transportation that reduces fuel consumption and road wear, and contributes in a significant way to the relief of traffic and parking congestion; and
- WHEREAS,** it is especially meaningful that the citizens of our city and state be aware of motorcycles on the roadways and recognize the importance of motorcycle safety; and
- WHEREAS,** the members of A.B.A.T.E. of Illinois, Inc. (A Brotherhood Aimed Toward Education), continually promote motorcycle safety education and awareness in high school drivers' education programs and to the general public in our City and State, presenting motorcycle awareness programs to over 120,000 participants in Illinois over the past five years; and
- WHEREAS,** all motorcyclists should join A.B.A.T.E. of Illinois, Inc. in actively promoting the safe operation of motorcycles as well as promoting motorcycle safety, education, awareness and respect of the citizens of our City and State; and
- WHEREAS,** the motorcyclists of Illinois have contributed extensive volunteerism and money to national and community charitable organizations; and
- WHEREAS,** during the month of May, all roadway users should unite in the safe sharing of roadways within the City of Belvidere and throughout the great State of Illinois;

NOW, THEREFORE, I, Mike Chamberlain, Mayor of the City of Belvidere, in the great State of Illinois, in recognition of 32 years of A.B.A.T.E. of Illinois, Inc., and over 301,000 registered motorcyclists, statewide, and in recognition of the continued role Illinois serves as a leader in motorcycle safety, education and awareness, do hereby proclaim the month of May, this year 2019 as

"MOTORCYCLE AWARENESS MONTH"

in the City of Belvidere, and urge all motorists to join in an effort to improve safety and awareness on our roadways.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Belvidere to be affixed this 6th day of May, 2019.

Mike Chamberlain
Mayor of Belvidere



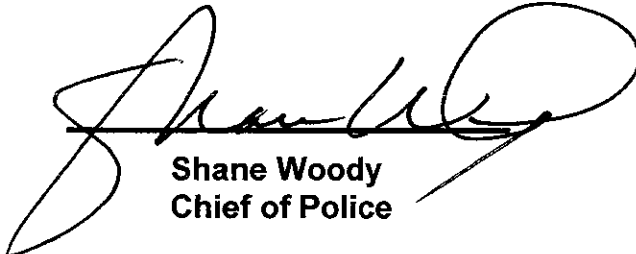
Belvidere Police Department Payroll Report

Dept: 1790

4/23/2019

For Overtime Incurred between 4/9/19 and 4/22/19

Last Name:	Employee ID:	Total Hours:	Total Overtime Pay:
Ball	00739	13	\$724.04
Berillo	00941	14	\$636.93
Bird	00793	9	\$501.26
Blankenship	00729	3	\$167.09
Davenport	00935	15	\$682.43
Derry	00816	10	\$556.95
Garcia	00988	6	\$252.45
King	00868	12	\$668.34
Kirk	00888	16	\$825.60
Korn	00989	0.75	\$31.56
Mears	10050	1	\$40.95
Parker,B	00686	10	\$556.95
Schutz	00812	6.5	\$362.02
Washburn	00784	7.5	\$467.89
Worley	00992	14	\$589.05
Zapf	00934	9	\$427.14
Totals:		146.75	\$7,490.62



Shane Woody
Chief of Police

Belvidere Fire Department

Overtime Report

Date Between {04/05/2019} And {04/05/2019} and

Staff ID = "00969"

Activity Type

Hours Wkd

Date	Time	Incident	Pay Type		Hrs Paid	Pay
00969		Tangye, Travis N				
04/05/2019	08:00		OT TROT Training not		8.00	257.68
			Staff Member Totals:		8.00	257.68
			All Staff Member Totals:		8.00	257.68

Types: F=Fire, M=EMS/Medical, R=Rescue, O=Other

Belvidere Fire Department
Overtime Report
Date Between {04/10/2019} And {04/23/2019}

Date	Time	Incident	Pay Type	Activity Type	Hours Wkd	Hrs Paid	Pay
00866	Beck, Mark E						
04/13/2019	07:30		OT	CPRI C.P.R. Instruction	3.50	3.50	135.69
				Staff Member Totals:	3.50	3.50	135.69
00787	Cunningham, Chad L						
04/23/2019	07:00		OT	SCS Shift Coverage for Sick	24.00	24.00	1069.92
				Staff Member Totals:	24.00	24.00	1069.92
00971	Heiser, Bradley Donald						
04/10/2019	18:00		OT	TRTM TEMS Training	3.00	3.00	96.63
				Staff Member Totals:	3.00	3.00	96.63
00828	Letourneau, Chris R						
04/11/2019	19:00		OT	MEM Mabas Div. 8 Meeting	1.50	2.00	88.72
				Staff Member Totals:	1.50	2.00	88.72
00767	Loudenbeck, Matt F						
04/22/2019	07:00		OT	TRF Fire Training	24.00	24.00	925.92
				Staff Member Totals:	24.00	24.00	925.92
00993	Mead, Stephen C.						
04/10/2019	09:00		OT	TREP Initial Paramedic	1.67	2.00	58.90
04/15/2019	09:00		OT	TREP Initial Paramedic	7.00	7.00	206.15
04/19/2019	07:30		OT	TREP Initial Paramedic	9.75	9.75	287.13
04/22/2019	09:00		OT	TREP Initial Paramedic	7.00	7.00	206.15
				Staff Member Totals:	25.42	25.75	758.33
00755	Oates, Joshua A						
04/20/2019	07:00		OT	TRTM TEMS Training	5.00	5.00	191.95
				Staff Member Totals:	5.00	5.00	191.95
00958	Pavlatos, Gregory R						
04/20/2019	07:00		OT	TRTM TEMS Training	5.00	5.00	159.45
				Staff Member Totals:	5.00	5.00	159.45
00852	Schadle, Shawn W						
04/16/2019	12:05		OT	ADD Administrative Duties	1.00	2.00	93.04
04/19/2019	07:00		OT	CRO Shift Carry Over	1.50	1.50	69.78
04/19/2019	10:30		OT	ADD Administrative Duties	3.00	3.00	139.56
				Staff Member Totals:	5.50	6.50	302.38
00969	Tangye, Travis N						
04/18/2019	13:30		OT	IN Inspection Bureau	3.00	3.00	96.63
				Staff Member Totals:	3.00	3.00	96.63
00556	Wilcox, Craig A						
04/14/2019	07:00		OT	SCV Shift Coverage for	24.00	24.00	1069.92
04/18/2019	13:30		OT	IN Inspection Bureau	2.00	2.00	89.16

Belvidere Fire Department
Overtime Report
Date Between {04/10/2019} And {04/23/2019}

Date	Time	Incident	Pay Type	Activity Type	Hours Wkd	Hrs Paid	Pay
00556		Wilcox, Craig A					
				Staff Member Totals:	26.00	26.00	1159.08
01002		Winnie, Todd					
04/17/2019	07:00		OT	TREP Initial Paramedic	9.50	9.50	267.33
				Staff Member Totals:	9.50	9.50	267.33
00629		Zumbragel, Mark J					
04/21/2019	07:00		OT	SCV Shift Coverage for	24.00	24.00	1116.48
				Staff Member Totals:	24.00	24.00	1116.48
				All Staff Member Totals:	159.42	161.25	6,368.52

Types: F=Fire, M=EMS/Medical, R=Rescue, O=Other

Minutes
Committee of the Whole
Public Safety and Finance and Personnel
April 22, 2019 6:00 p.m.

Call to Order - Mayor Mike Chamberlain:

Aldermen Present: G. Crawford, W. Frank, M. Freeman,
 T. Porter, M. Sanderson, D. Snow and
 C. Stevens.

Alderman Absent: M. Borowicz, R. Brooks and
 T. Ratcliffe.

Also in attendance:

Budget and Finance Director Becky Tobin, Director of Buildings Kip Countryman, Public Works Director Brent Anderson, City Treasurer Thornton, Fire Chief Hyser, Police Chief Woody, City Attorney Drella and Assistant Clerk Sarah Turnipseed.

Public Comment:

Jennifer Tobin-Tinch spoke regarding HOPEfest Relay for Life of Boone and Winnebago Counties.

Public Forum: None.

Reports of Officers, Boards and Special Committees:

1. Public Safety, Unfinished Business: None.

2. Public Safety, New Business:

 (A) Fire Department - SCBA Air Packs.

Motion by Ald. Crawford, 2nd by Ald. Porter to approve the purchase of 18 MSA G1 SCBA air packs and 32 G1 masks for \$86,480 (which is a budgeted FY20 Capital Expense).
Aye voice vote carried. Motion carried.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

- (A) Azavar Update - for information only.
- (B) General Mills Park.

Motion by Ald. Snow, 2nd by Ald. Crawford to approve the Public Work's Construction of the shelter and pad at a cost not to exceed \$10,000 and authorize acquisition of the other items identified on the General Mills Park Shelter Construction Project spreadsheet. Aye voice vote carried. Alderman Sanderson voted Nay. Motion carried.

- (C) Downtown Façade Program.

Motion by Ald. Snow, 2nd by Ald. Crawford to approve forwarding A Resolution Creating the City of Belvidere Downtown Façade Grant Program. Aye voice vote carried. Motion carried.

5. Other:

- (A) Habitat for Humanity - Permit Fees.

Motion by Ald. Sanderson, 2nd by Ald. Crawford to approve waiving the Building and Zoning fees in the amount of \$871 for Habitat for Humanity. Aye voice vote carried. Motion carried.

- (B) Sanitary Sewer Manhole Rehabilitation Bid Tabulation.

Motion by Ald. Crawford, 2nd by Ald. Porter to table the Sanitary Sewer Manhole Rehabilitation Bid Tabulation. Aye voice vote carried. Motion carried.

- (C) MFT Street Overlay Bid Tabulation.

Motion by Ald. Snow, 2nd by Ald. Sanderson to approve the low bid from Rock Road Companies, in the amount of \$533,691.36 for the 2019 MFT Street Overlay Program, subject to IDOT approval. This work will be paid for from MFT Funds. Aye voice vote carried. Motion carried.

(D) 2019 MFT Thermoplastic Pavement Striping Bid
Tabulation.

Motion by Ald. Sanderson, 2nd by Ald. Crawford to approve the low bid from Countryman Inc. in the amount of \$11,291.10 for the 2019 MFT Thermoplastic Pavement Striping Project, subject to IDOT approval. This work will be paid for from MFT Funds. Aye voice vote carried. Motion carried.

6. Adjournment:

Motion by Ald. Sanderson, 2nd by Ald. Crawford to adjourn at 6:26 p.m. Aye voice vote carried. Motion carried.

_____ Mayor

Attest: _____ City Clerk

RESOLUTION #2097-2019:

**A RESOLUTION CREATING THE
CITY OF BELVIDERE DOWNTOWN FAÇADE GRANT PROGRAM**

WHEREAS, the Corporate Authorities of the City of Belvidere find that a vibrant, clean and attractive downtown area is vital to the public good in that it provides a place where residents desire to congregate to shop and recreate as well as creating revenue for the City of Belvidere and attracts new businesses to the area; and

WHEREAS, attractive and well maintained building facades within the business and downtown districts of the City are essential to promoting the growth and viability of the downtown area; and

WHEREAS, the Corporate Authorities wish to promote the maintenance of building facades in the downtown area to ensure its continued vitality and promote the general welfare.

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

- Section 1: The Corporate Authorities of the City of Belvidere approve the Downtown Façade Improvement Grant Program which is attached hereto as Exhibit A and incorporated herein.
- Section 2: No Grant shall be issued under the Downtown Façade Improvement Grant Program without prior approval of the specific grant by the City Council and execution of an approved Downtown Façade Improvement Grant Program Agreement. The Façade Improvement Grant Program, in any given fiscal year, is specifically dependent upon funding in that fiscal year.
- Section 3: The Downtown Façade Improvement Grant Program, all grants issued thereunder and all recipients of a Downtown Façade Grant shall comply with Division 2, Grant Recipients, of Article VI, Finance of Chapter 2 of the City of Belvidere Municipal Code.

Ayes:
Nays:
Absent:

Date Approved:

By: _____
Michael W. Chamberlain, Mayor

Attest: _____
Shauna Arco, City Clerk

City of Belvidere
Downtown Façade Improvement Grant Program

Overview:

The Downtown Façade Improvement Grant Program is designed to enhance the overall appearance and image of Belvidere's Downtown Historic Districts. The City of Belvidere will provide matching grants to encourage façade improvements of storefronts in the downtown area. Under the program, building/business owners are eligible for up to the lesser of 50% of the actual façade improvement costs, or the maximum amount allowed by the Belvidere City Council. If more applications are received than current funds will allow, the City reserves the right to prioritize the applications or prorate the funds awarded on the basis of the location of the project, the extent of the work, the level of funding, and the relative impact of the proposed improvements on the area.

Preference is given to those projects where the existing structure reveals:

- Superior design, materials, or workmanship;
- Historic materials, design or workmanship; or
- Where the project will facilitate the restoration or reconstruction of a façade that is more compatible with the character of the building and surrounding streetscape, but does not change the footprint of the building.

General Requirements:

- A property owner or tenant may be eligible for a 50/50 match up to \$5,000 (please see attached list as to what is eligible for grant reimbursement). Façades wider than 50 feet may apply for up to \$7,500. No project will be approved without the written approval of the owner of the property. Maximum reimbursements may vary from year to year depending on funding by the City Council.
- Each building is eligible for 1 grant reimbursement every 3 years.
- Grant funds may only be used for exterior façade improvements. No interior work. Grant funds may not be approved or used for items that are easily removed from the building.
- Grant funds may only be allocated for commercial properties that are (i) in a National Register District; (ii) are a National Register and/or Local Landmark within the CB, Central Business District or (iii) all other downtown areas as documented on the attached map.
- Any work done to a locally landmarked building must obtain a certificate of appropriateness from the Historic Preservation Commission
- Any projects receiving grant funds must be reviewed by Planning Staff and the Historic Preservation Commission (following Ch. 58 of the Municipal Code) with final approval by City Council. All grants are subject to funding in any given year by the City Council.
- All local and state building and fire codes in addition to zoning regulations must be adhered to.
- Eligible properties must be located within the Downtown Façade Grant Area depicted on the map attached hereto.

Examples of Eligible Projects:

- *Ingress/Egress Doors* (exterior)- installation, repair and replacement of doors and hardware to provide public access, or where current doors do not meet the building, Americans With Disabilities Act, or fire codes or it will improve the overall appearance of the building.
- *Painting*- painting of the exterior surface of the buildings
- *Shutters and Awnings*- repair, replacement or addition of exterior shutters and awnings
- *Signs*- repair of existing non-temporary signs, excluding murals
- *Stairs, Porches, Railings, Exits*- repair and replacement or installation of exterior stairs, porches, railings and exit facilities.
- *Walls*- repair and rebuilding of exterior walls, including: cleaning, sealing, tuck pointing, painting, etc.
- *Cornices*- repair or construction of cornices in order to replicate building's original façade.
- *Roofs*- repair and reroofing, where the effects of the repair will be visible from a public street or public parking lot (In general, sloping roofs would qualify, flat roofs would not)
- *Walkways*- privately owned sidewalks, pavers, plazas, and other permanent improvements designed primarily for pedestrian use
- *Windows*- replacement windows must be the same size of original opening and same aesthetic style of the original windows.
- *Lighting*- installation, repair and replacement of lighting mounted on a building that illuminates the façade or signage. All lighting must comply with the City of Belvidere Municipal Code.
- *Removal of inappropriate features*- such as siding and modern awnings that are not similar to the aesthetic design of the original structure.
- **Project Costs**- All approved fees shall be reimbursed after completion of a project and after submittal and approval of all relevant invoices by City Staff. Example of eligible project costs are:
 - Design professional fees
 - Actual Construction Costs
 - Architectural or structural engineering services for façade improvements (see Reimbursement of Payments for more details)

Examples of Non-Eligible projects:

- Liquor License fee rebate
- Building Permit fees and related costs
- Project Costs that are not specifically called out previously
- Extermination of insects, rodents, vermin or other pests

- Title reports and legal fees
- Acquisition of land or buildings
- Refinance existing debt
- HVAC systems
- Any interior work on a structure
- Any work that is not visible from a public right-of-way or parking area.
- Any exterior appurtenance that is deemed easily removable (excluding those specifically listed as previously as eligible)
- Sweat equity
- Working capital for business
- Resurfacing of parking lots
- Landscaping
- Painting of masonry that was not previously painted
- New additions
- Decks and fences (Unless previously existed)
- Any work commenced prior to approval of any grant and execution of the grant agreement.

Application:

Please see attached.

Agreement:

Please see attached.

Commencement of Work:

After the Agreement is approved by the City, an applicant shall obtain all necessary building permits and approvals and begin the work.

Completion of Work:

All improvements must be complete within 180 calendar days after the Agreement is approved. Upon written request and good cause shown, the City may grant one extension of up to an additional 180 days. Good cause for an extension shall include: delays caused by acts of god, riots, unusual weather delays, labor strike and unanticipated unavailability of necessary materials. If the work is not completed within 180 days (or such extension as approved by the City), the City's obligation to reimburse the owner or tenant for the project terminates.

Upon completion of the façade improvements, the funding recipient must schedule a final inspection and submit the paperwork, including but not limited to all relevant receipts for reimbursement. Project costs/expenditures are subject to audit by the City.

Alterations:

The property owner and tenant shall be responsible for maintaining all reimbursed improvements in the same condition as approved in the final inspection, without

alteration for five (5) years unless approved by the Planning Staff and the Historic Preservation Commission.

Reimbursement of Payments:

Upon completion of work, the owner or tenant must submit copies of all architect's invoices, contractor's statements, invoices, and proof of payment to the Planning Department as evidence that the owner or tenant has paid all parties involved. Payment will be authorized after completion and inspection of all work items as originally approved and receipt of all of the required documents. If the applicant is doing his/her own labor, funding will be reimbursed only for material costs.

If costs exceed the original estimates, the property owner or tenant will be responsible for the full amount of the excess. The City cannot reimburse more than the total amount specified in the Agreement. Any work commenced prior to City approval and signing of the Grant will not be eligible for reimbursement funding.

Architectural Services may be reimbursed, at the sole discretion of the City as follows:

- Concept Plans and cost estimate prepared before approval of Façade Improvement Agreement.
- Architectural construction drawings and specifications for the approved improvement to the extent required by the City Building Department, prepared after City approval of an Agreement.
- Construction supervision conducted after City approval of the Agreement.

Changes to the previously approved work must be approved by Planning Staff and the Historic Preservation Commission prior to any expenditure of any funds or they will not be reimbursed.

Reimbursement grants are subject to Federal and State taxes, and are reported to the Internal Revenue Service on Form 1099. Recipient will be required to provide a Taxpayer ID number or Social Security Number as part of the Façade Improvement Program award. Please contact a tax advisor for liability information.

Non-Discrimination Statement:

The City shall implement and administer the Downtown Façade Improvement Grant Program and shall review all applications for a Downtown Façade Improvement Grant in a manner that does not discriminate based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status or political beliefs.