



*City Council*  
**COMMITTEE OF THE WHOLE**  
*City of Belvidere, Illinois*

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

**AGENDA**  
**May 14, 2018**  
**6:00 p.m.**  
**City Council Chambers**  
**401 Whitney Boulevard**  
**Belvidere, Illinois**

Call to Order: City Clerk Arco

Roll Call: Present: Absent:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

Election of Mayor Pro Tem

1. Building, Planning & Zoning, Unfinished Business: None.
2. Building, Planning & Zoning, New Business:
  - (A) Building Department Vehicle Purchase.

3. Public Works, Unfinished Business: None.
4. Public Works, New Business:
  - (A) End Loader Purchase – Street Department.
  - (B) 1 Ton Dump Truck Purchase – Water Department.
  - (C) Vehicle Transfer from Building Department to Water Department.
  - (D) MFT Overlay Bid Tabulation.
  - (E) MFT Thermoplastic Pavement Markings Bid Tabulation.
  - (F) WWTP Boiler Replacement Bid Tabulation.
  - (G) Water Storage Facility Inspections.
  - (H) WWTP Loan Assistance Program – Baxter & Woodman.
  - (I) Sale/Vacation of Right-of-Way – Buchanan Street Alley.
5. Other:
  - (A) St James Catholic Church – Corpus Christi Procession on June 3, 2018.
  - (B) Library Board Appointment of Nancy Razon.
  - (C) Resolution Authorizing Participation in the Abandoned Residential Property Municipal Relief Program.
6. Adjournment:

RETAIL BUYER'S ORDER



1800 N. STATE STREET BELVIDERE, IL 61008  
TELEPHONE 815-544-2138

"World's Second Oldest Ford Dealer"

DATE 05/01/18

PURCHASER LICENSE  
 TRANSFER LICENSE

RES. PHONE (815) 544-2612	LICENSE NO.
BUS. PHONE (815) 298-6414	DECAL NO.

#1 PURCHASER'S NAME CITY OF BELVIDERE DATE OF BIRTH \_\_\_\_\_ DRIVER'S LICENSE NO. \_\_\_\_\_

#2 PURCHASER'S NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ DRIVER'S LICENSE NO. \_\_\_\_\_

ADDRESS 401 WHITNEY BLVD CITY BELVIDERE STATE IL ZIP 61008-0000

Ryan

NEW  USED  DEMO  CAR  TRUCK

YEAR 2015	MAKE FORD	MODEL EDGE	BODY TYPE 4DR SE AWD	COLOR SILVER
SERIAL NO. 2FMTK4G98FBC11047		STOCK P139581	MILEAGE 24,960	TO BE DELIVERED ON OR ABOUT
ADDITIONS OR CHANGES		EQUIPMENT SALE PRICE		22,500.00
				N/A
				N/A
AMOUNT OF LIEN			<b>TOTAL</b>	22,500.00
LIENHOLDER			USED CAR ALLOWANCE	N/A
			SUB TOTAL	22,500.00
<u>USED VEHICLE TRADED IN AND OR OTHER CREDITS</u>			DOCUMENTARY FEE	N/A
YEAR	MAKE	MODEL	TAXABLE BALANCE	22,500.00
BODY TYPE	COLOR		SALES TAX 6-1/4%	N/A
SERIAL NO.			LUXURY TAX	N/A
BAL OWED	GOOD TIL	VERIFIED BY	REBATE	N/A
BALANCE OWED TO			ADDITIONAL REBATES	
ADDRESS		ACCOUNT NO.	LICENSE PLATES OR TRANSFER	95.00
			EXTENDED SERVICE PLAN	N/A
<small>ALL WARRANTIES, IF ANY, BY A MANUFACTURER OR SUPPLIER OTHER THAN DEALER ARE THEIRS, NOT DEALER'S, AND ONLY SUCH MANUFACTURER OR OTHER SUPPLIER SHALL BE LIABLE FOR PERFORMANCE UNDER SUCH WARRANTIES, UNLESS DEALER FURNISHES BUYER WITH A SEPARATE WRITTEN WARRANTY OR SERVICE CONTRACT MADE BY DEALER ON ITS OWN BEHALF. DEALER HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE (A) ON ALL GOODS AND SERVICES SOLD BY DEALER (B) ON ALL USED VEHICLES WHICH ARE HEREBY SOLD "AS IS" — NOT EXPRESSLY WARRANTED OR GUARANTEED.</small>			PAY OFF DUE ON TRADE	N/A
			CASH BALANCE DUE	22,595.00
			DEPOSIT	N/A
This contract is not assignable and not cancellable and all terms and conditions of this sale are contained on this and reverse side and the terms on the reverse side of this order are as much a part of the agreement as if written on this side and no other verbal understanding or promises whatsoever are a part of this agreement. The customer certifies that he is 18 years of age or over and warrants that he is the true and lawful owner of the car traded in and that it is free of all encumbrances whatsoever except as noted above. The undersigned purchaser acknowledges receipt of a copy of this order executed herewith. In addition, purchaser authorizes seller to secure all information from any source to determine credit worthiness of purchaser.			CASH ON DELIVERY	
			AMOUNT FINANCED	22,595.00
			PURCHASER X _____	
			SALESMAN'S NAME _____	
			_____ FINANCE MANAGER	



### EDGE

2015 FORD EDGE-SE AWD  
5-PASSENGER  
2.0L I4 ECOBOOST ENGINE  
6-SPD AUTOMATIC TRANS  
EXTERIOR: INGOT SILVER METALLIC  
INTERIOR: EBONY CLOTH  
VIN: 2FMTK4G98FBC11047

### EQUIPMENT

#### FUNCTIONAL

- 6-SPEED SELECTSHIFT TRANS
- AM/FM SINGLE CD/MP3, 6SPKR
- CRUISE CONTROL
- DOME LAMP & MAP LIGHTS
- EASY-FUEL CAPLESS FILLER
- HILL START ASSIST
- MEDIA HUB WITH AUX INPUT

#### INTERIOR

- 1-TOUCH UP/DOWN DRIVER WIN
- 6-WAY MANUAL DRIVER/4-WAY MANUAL PASSENGER SEATS
- 60/40 SPLIT FOLD REAR SEAT
- A/C W/MANUAL CLIMATE CONTROL, SINGLE ZONE
- CLOTH SEATING SURFACES
- CUPHOLDERS - 8
- DUAL ILLUM VANITY MIRRORS
- FLOORMATS-1ST AND 2ND ROW
- GLOBAL OPEN WINDOWS
- LEATHER SHIFT KNOB
- OVERHEAD CONSOLE W/STORAGE
- TILT/TELESCOPE STR COLUMN

- BLACK BELTLINE MOLDING
- DOOR HANDLES - BODY COLOR
- DUAL EXHAUST TIPS
- GRILLE - PAINTED BRIGHT
- INTEGRATED SPOTTER MIRRORS
- LED TAIL LAMPS
- MANUAL FOLD POWER MIRRORS
- PRIVACY GLASS
- PROJECTOR BEAM HALOGEN HEADLAMPS
- REAR SPOILER, BODY COLOR

#### SAFETY/SECURITY

- ADVANCETRAC WITH RSC
- AIRBAGS - DUAL STAGE FRONT
- AIRBAGS - FRONT SEAT MOUNTED SIDE IMPACT
- AIRBAGS - SAFETY CANOPY
- AUTOLAMP/RAINLAMP
- LATCH CHILD SAFETY SYSTEM
- SOS POST CRASH ALERT SYS
- TIRE PRESSURE MONITOR SYS

#### INCLUDED ON THIS VEHICLE

EQUIPMENT GROUP 100A

#### OPTIONAL EQUIPMENT

- 245/60R18 A/S TIRES

#### EXTERIOR

- 18" PAINTED ALUM WHEELS

\*THE VEHICLE DESCRIBED ABOVE IS A USED VEHICLE. THE EQUIPMENT DESCRIBED REPRESENTS FACTORY-INSTALLED ITEMS AT FINAL ASSEMBLY. NEITHER FORD NOR ITS SUBSIDIARIES ARE RESPONSIBLE FOR MISSING, DAMAGED, CONVERTED OR DEALER-INSTALLED EQUIPMENT. NOTE: TOTAL VEHICLE AND OPTIONS PRICE IS FROM THE ORIGINAL NEW VEHICLE WINDOW LABEL AND MAY NOT INCLUDE EQUIPMENT PACKAGE DISCOUNTS AND/OR DESTINATION AND DELIVERY CHARGES.

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 5/7/2018  
**Re:** Replacement of Street Department 1974 Cat End Loader

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The current budget includes \$160,000 in the Capital Fund to purchase a new end loader for the Street Department to replace our 1974 Cat end loader.

We have received the following proposals for a new end loader:

Alta Equipment Company 209 E Corning Avenue Peotone, IL 60468	2018 Volvo L45H	\$110,500.00
Patten Tractor Company 5055 South Main Street Rockford, IL 61102	2018 Caterpillar 918M	\$122,050.00
West Side Tractor Sales Co 3110 Prairie Road Rockford, IL 61102	2018 John Deere 344L	\$123,411.62
Miller-Bradford & Risberg, Inc 3737 11 <sup>th</sup> Street Rockford, IL 61109	2018 Case 521G	\$125,800.00

I would recommend approval of the proposal from Alta Equipment to purchase a 2018 Volvo L45H End Loader at a cost of \$110,500.00. This vehicle will be paid for from the Capital Fund.



Volvo Construction Equipment

# L45H, L50H

Volvo Wheel Loaders 8.6-9.9 t / 19,114-21,958 lb 98-117 hp



# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 5/7/2018  
**Re:** Purchase of 1 Ton Dump Truck - Water Department

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The current budget includes \$100,000 in the Water & Sewer Department to purchase a new 1 Ton Dump Truck.

We have received the following pricing for this new vehicle:

Landmark Ford 2401 Prairie Crossing Drive Springfield, Illinois 62711	2019 Ford F550 Cab & Chassis <u>Illinois State Bid Contract #PSD4018300</u>	\$45,656.00
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I would recommend purchasing a 2019 Ford F550 Cab & Chassis from Landmark Ford through the Illinois State Bid Program at a cost of \$45,656.00. This vehicle will be paid for from Line Item #61-1750.

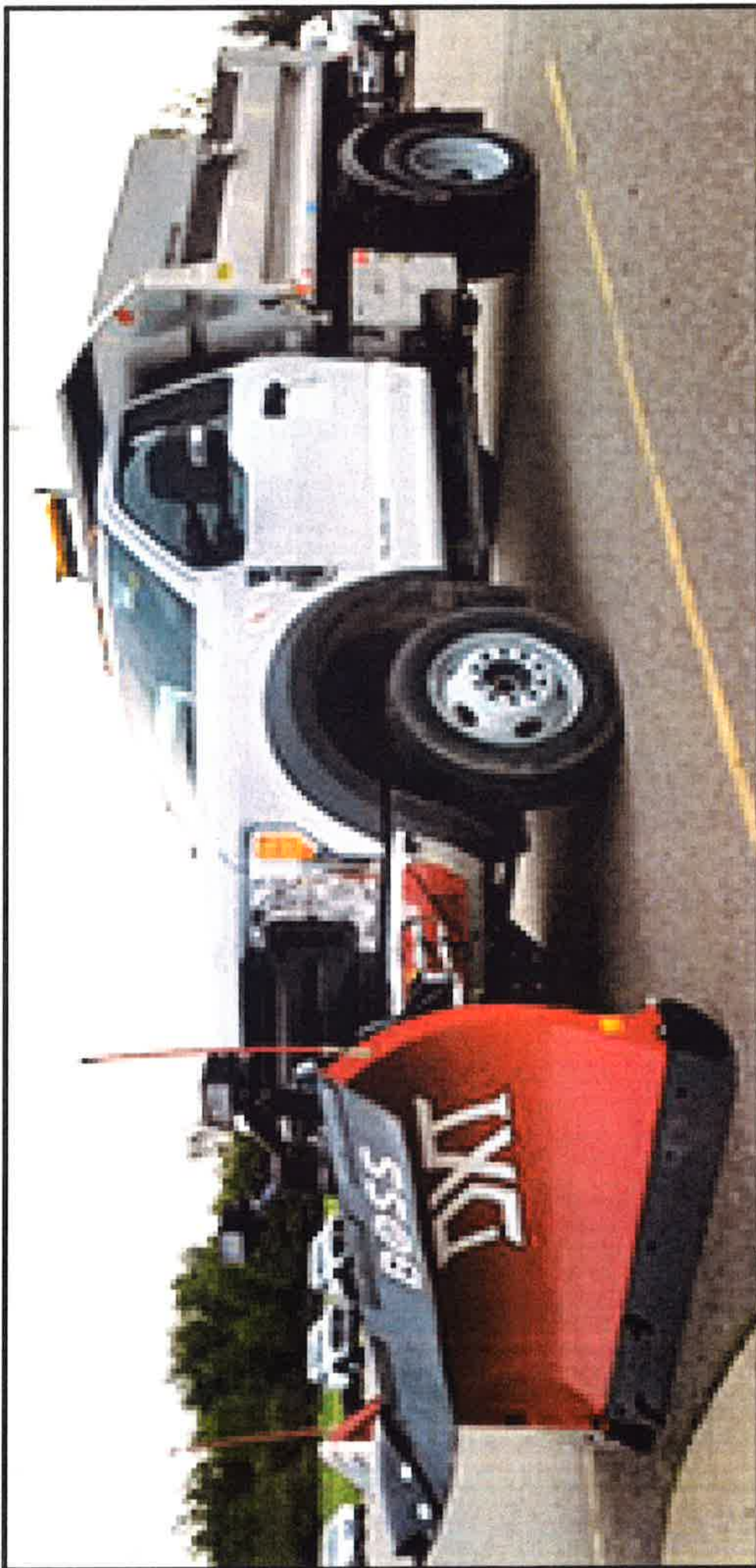
## SNOW REMOVAL EQUIPMENT (Dump box, plow, spreader, hydraulics and warning lights)

Monroe Truck Equipment 1051 W 7 <sup>th</sup> St Monroe, WI 53566	\$36,340.00
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Bonnell Industries Inc 1385 Franklin Grove Rd Dixon, IL 61021	\$38,735.00
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I would recommend approval of the low bid from Monroe Truck Equipment in the amount of \$36,340 for the purchase and installation of the snow removal equipment for the Ford F550 Dump Truck. This equipment will be paid for from Line Item #61-1750.

The total cost for this new vehicle will be \$81,996.00.





# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 5/8/2018  
**Re:** Vehicle Transfer – Building Department to Water Department

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The Building Department is replacing their 2001 Chevy Tahoe with a newer vehicle. The Water Department vehicle fleet currently includes a 2006 Dodge Charger (former police car). The Tahoe would be better utilized in the Water Department than the Charger.

I would recommend transferring the 2001 Chevy Tahoe from the Building Department to the Water Department and authorizing the sale of the 2006 Dodge Charger. The proceeds from the sale of the Charger would be credited back to the general fund.

# MEMO

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Subject:** MFT Street Overlay Bid Tabulation  
**Date:** May 9, 2018

The following bids were opened today for the 2018 MFT Street Overlay Program:

- |   |              |
|---|--------------|
| 1. William Charles Construction Co<br>5290 Nimtz Road<br>Loves Park, IL 61111 | \$375,279.80 |
| 2. Rock Road Companies<br>P.O. Box 1779<br>Janesville, WI 53547               | \$383,986.00 |

The engineer's estimate for this work was \$449,500.00.

I would recommend approval of the low bid from William Charles Construction, in the amount of \$375,279.80, for the 2018 MFT Street Overlay Program, subject to IDOT approval. This work will be paid for from MFT Funds.

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 5/9/2018  
**Re:** 2018 MFT Thermoplastic Pavement Striping Bid Tabulation

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The following bids were opened today for the 2018 MFT Thermoplastic Pavement Striping Contract:

- |   |             |
|---|-------------|
| 1. Countryman, Inc.<br>P.O. Box 2302<br>Loves Park, IL 61131                | \$8,390.40  |
| 2. Precision Pavement Markings<br>P.O. Box 705<br>Elgin, IL 60121           | \$11,245.05 |
| 3. Superior Road Striping<br>1980 N Hawthorne Ave<br>Melrose Park, IL 60160 | \$12,118.25 |
| 4. Marking Specialists Corp<br>P.O. Box 745<br>Arlington Heights, IL 60005  | \$13,336.25 |

The estimate for this work was \$13,656.25.

I would recommend approval of the low bid from Countryman, Inc., in the amount of \$8,390.40, for the 2018 MFT Thermoplastic Pavement Striping Project, subject to IDOT approval. This work will be paid for from MFT Funds.

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 5/8/2018  
**Re:** WWTP Main Equipment Building Boiler Replacement- Bid Tabulation

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The following bids were received for the replacement of the 1986 Bryan Flex Tube boiler that provides the heat in the main equipment building at the WWTP:

- |  |              |
|--|--------------|
| 1. Ceroni Piping<br>7770 Ceroni Road<br>Cherry Valley, IL 61016        | \$53,813.00  |
| 2. Area Mechanical<br>821 1 <sup>st</sup> Avenue<br>Rockford, IL 61104 | \$73,097.00  |
| 3. Mechanical, Inc.<br>2279 Yellow Creek Road<br>Freeport, IL 61032    | \$103,400.00 |

The two lowest bids did not include a bid guaranty as required by the bid specifications. However, the specifications also provide that the owner can waive technicalities.

Therefore, I would recommend waiving the bid deficiencies and approve the low bid from Ceroni Piping, in the amount of \$53,813.00, for the boiler replacement in the main equipment building at the WWTP. This work will be paid for from Sewer Line Item #61-5-820-6010.

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 5/8/2018  
**Re:** Water Tower Inspections – Engineering Services Proposal

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The current budget includes \$16,000 to complete detailed inspections of the following elevated tanks and ground storage reservoirs:

- 300,000 gallon legged elevated tank (Well #6)
- 300,000 gallon legged elevated tank (Well #7)
- 500,000 gallon spheroid elevated tank (Southwest Tower)
- 435,000 ground-level reservoir (Well #3)
- 1,500,000 gallon bolted steel ground-level reservoir (Well #8)

Attached to this memo is a proposal from Strand Associates to complete the inspections and provide detailed assessments of each facility including cost estimates for recommended improvements.

I would recommend approval of the proposal from Strand Associates, in the lump-sum amount of \$15,950.00, to complete detailed inspections of our elevated tanks and ground storage reservoirs. This work will be paid for from the Water Plant Depreciation Fund.



Strand Associates, Inc.<sup>c</sup>  
910 West Wingra Drive  
Madison, WI 53715  
(P) 608-251-4843  
(F) 608-251-8655

March 6, 2018

Mr. Brent Anderson  
City of Belvidere  
401 Whitney Boulevard  
Belvidere, IL 61008

Re: Water Storage Facility Inspections

Dear Brent,

It was nice catching up with you last week. Thank you for your time. During our conversation, you mentioned the City budgeted for inspections of each water storage facility this year. This letter proposal includes a scope of services describing our typical approach to water tower and ground level reservoir inspections. We complete many storage facility inspections each year and pride ourselves on the level of detail that goes into the inspections and the usefulness of the inspection reports.

Tank inspections should go beyond visual observation and brief summary reports. Our inspection reports provide detailed assessments and line item costs that are used for accurate budgeting of tank improvements. Enclosed are two example inspection reports that reflect the level of effort and final deliverables we intend to provide to Belvidere.

#### Scope of Services

The following tasks will be provided for the elevated tank and reservoir inspections.

- The following storage facilities will be inspected.
  - 300,000-gallon legged elevated tank (Well No. 6)
  - 300,000-gallon legged elevated tank (Well No. 7)
  - 500-000-gallon spheroid elevated tank (Southwest Tank)
  - 435,000-gallon ground-level reservoir (Main Plant)
  - 1,500,000-gallon, bolted steel, ground-level reservoir (Well No. 8)
- Mobilize to each site with trained inspection personnel and equipment. Equipment will include fall protection and confined space devices, where appropriate, cameras, and coating thickness gauges. We anticipate each elevated tank will be inspected on separate days. If possible, we will inspect one ground-level reservoir on the same day as one of the elevated tanks.
- We understand the City will fully drain the tanks and reservoirs for observation. We recommend the City hire a tank cleaning contractor to remove all sediment prior to our site visits. We will coordinate our visits with the tank cleaning contractor's schedule.
- Review existing tank records, including painting history and past inspection reports.
- Evaluate the general condition of the tanks and reservoirs through visual inspection of the structure, components, accessories, and coatings. This will include a review of the visible portion of footings, associated piping and appurtenances, and the site.
- For the reservoir at the main plant, evaluate the condition of the concrete and steel components based on visual observation. For the bolted steel reservoir, the condition of the interior glass lining will be evaluated, along with exterior finish.

Mr. Brent Anderson  
City of Belvidere  
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March 6, 2018

- Evaluate tank exterior and interior coatings. The condition of the existing coatings will be evaluated through the use of adhesion tests, paint thickness measurements, and visual observations.
- Take coating samples on the exterior and interior wet portions of the tank, as necessary, and submit coating samples to an independent laboratory for analysis of lead, chromium, and cadmium. The results of these analyses will be summarized in the evaluation reports and the impact of any metals will be discussed.
- We have experience with alternative coating options that may benefit the City. We will discuss various coatings and other options available to repaint the interior and exterior surfaces.
- Discuss the need for containment shrouding, along with associated costs.
- Observe the condition of manways, hatches, ladders, vents, platforms, and accessories.
- Identify repairs that may be required on the tanks and reservoirs. Our analysis will include recommendations for improvements or repairs intended to fix known problems and to bring each facility up to present-day standards. Each recommended improvement will be presented along with an opinion of probable implementation cost.
- Prepare a separate observation report for each tank. Reports will provide the findings, recommendations of needed maintenance, and photos taken during the field observations. Report discussion will include estimates of remaining useful life of existing tank coatings and opinions of probable cost for needed repairs, maintenance, and repainting. We will submit two copies of each report to the City.

#### **City's Responsibilities**

We ask that the City provide the following to assist our staff with the inspections.

- Previous storage facility inspection reports, if any, since the last repainting or maintenance activities
- Access into each tank and reservoir, including all manways and vaults
- The tanks and reservoirs drained, cleaned, and ready for observation
- One person on-site during the inspections

#### **Project Experience and Personnel**

We provide water storage facility observations and reports for many communities throughout the upper Midwest. The enclosed brochure describes our experience with storage facility evaluation and maintenance.

Michael J. Forslund, P.E., will serve as the Project Manager, lead engineer, and will be the City's point-of-contact. Mike is a professional engineer in the State of Illinois and has more than 17 years of experience. Mike has been involved with design, construction observation, and quality control of numerous tank styles and sizes, including Belvidere's Southwest Elevated Tank. Mike has been involved with the inspection of dozens of water storage facilities and the design and observation of many tank repainting and maintenance projects over the years.

Nate Ewanowski, E.I.T., will assist Mike with the inspections and reports. Nate is the newest member of our group and has already gained experience with tank climbing and storage facility evaluation since joining our firm 2 years ago.

Mr. Brent Anderson  
City of Belvidere  
Page 3  
March 6, 2018

**Compensation**

Fees for services will be provided on a lump-sum basis for a total fee of \$15,950.

**Project Schedule**

We have availability to begin the storage facility inspections whenever the facilities are ready for access. We will work with the City to coordinate the timing of the facility outages, cleaning operations, and our inspection efforts.

Thank you for the opportunity. We place a high value on our relationship with the City of Belvidere and look forward to assisting you with these storage facility inspections.

Sincerely,

STRAND ASSOCIATES, INC.®

A handwritten signature in black ink, appearing to read "Michael Forslund". The signature is written in a cursive style with a large, stylized initial "M".

Michael J. Forslund, P.E.



# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** May 9, 2018  
**Re:** IEPA Loan Assistance Program – WWTP Facilities

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The five year capital program portion of our current budget included applying for an IEPA Wastewater Facilities Loan in order to complete the rehabilitation of the secondary digester and the installation of UV disinfection at our WWTP.

We have three sluice gates in the main equipment building that are currently inoperable and need to be replaced. In order to replace these gates, the incoming flow to the WWTP will have to be bypass pumped. Having the bypass pumps in place would be the ideal time to update and/or replace the raw sewage pumps and associated valves and equipment in the pump room of the main equipment building that were originally installed in 1985.

I would recommend that we forego the UV disinfection installation at this time and include the improvements to the pump room in the main equipment building as part of the IEPA Loan Assistance Program Project.

The budgeting opinion of probable cost for the secondary digester rehab/pump room improvements is \$4,710,000 (copy attached). The IEPA Loan Program interest rate is 1.76% for a period of 20 years. The Loan Program also includes principle forgiveness for qualifying local agencies. Belvidere qualifies for a 15% principal forgiveness. The estimated loan amount and annual payment would be as follows:

Project Cost:	\$4,710,000
Principal Forgiveness (15%):	(\$ 706,500)
Loan Amount:	\$4,003,500

<u>Loan Amount</u>	<u>Term, Years</u>	<u>Interest Rate</u>	<u>Annual Payment</u>
\$4,003,500	20	1.76%	\$239,207

The IEPA requires a dedicated source of revenue to guarantee repayment of the loan. Our final payment on the West Hills Bond Issue will be February of 2020. Utilizing \$150,000 of those funds along with a sanitary sewer rate increase of \$0.12/hcf will provide our dedicated source of revenue for this project. For the typical residential family of four using 10,400 cubic feet per year, a \$0.12/hcf rate increase would result in an additional annual cost of \$12.48. The estimated project completion is Spring of 2020. 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.

Attached to this memo is a Work Order from Baxter Woodman to complete the Facility Planning Report for Capital Improvements that is required for Water Pollution Control Loan

Program funding and the design engineering for the secondary digester rehabilitation/pump room improvements loan program project at a cost not-to-exceed \$263,000.

I would recommend approval of the work order from Baxter & Woodman, in an amount not-to-exceed \$263,000, for the secondary digester rehabilitation/pump room improvements IEPA Loan Program project. This work will be paid for from Sewer Depreciation Funds.

Date: 5/4/2018

**City of Belvidere**  
**WWTP Improvements Secondary Digester & Raw Sewage Pump Imp.**  
**Budgeting Opinion of Probable Cost**

Item	Quantity	Budget
General Conditions		\$150,000
Sitework		\$20,000
Demolition		\$50,000
Piping & Valves (20" Gate Valve w/ motor operator in MH)		\$30,000
Temporary Pumping and Piping		\$100,000
<b>Structure</b>		
Anaerobic Digester Building		
Structure Rehab		\$20,000
Paint		\$50,000
Main Equipment Building		
Structure Rehab		\$20,000
Paint		\$50,000
<b>Equipment</b>		
Anaerobic Digester Building		
Secondary Digester Mixers	2	\$300,000
Stairs, Supports & Handrails	2	\$80,000
Secondary Digester Cover (Gas Holder)		\$400,000
Sludge Pumps	2	\$80,000
Sludge Grinder	2	\$60,000
Centrifuge Feed Pump	2	\$80,000
Valve & Pipe Replacement		\$180,000
Waste Gas Burner & Safety Equipment		\$250,000
HVAC		\$50,000
Main Equipment Building		
Raw Sewage Pumps	4	\$320,000
Stn. Stl. Hydraulic Gates	10	\$100,000
16" Gate Valves	4	\$60,000
14" Check Valves	4	\$50,000
14" Gate Valves	4	\$50,000
12" Butterfly Valves	6	\$60,000
18" Gate Valve	1	\$20,000
12" Magnetic Flow Meter	3	\$20,000
		<b><u>2018 \$\$</u></b>
Subtotal		\$2,650,000
Electrical & Instrumentation	16%	\$420,000
Subtotal		\$3,070,000
Overhead, Profit, Bonds, & Insurance	12%	<u>\$370,000</u>
<b>Construction Cost</b>		<b>\$3,440,000</b>
Contingency	20%	<u>\$690,000</u>
<b>Construction Cost w/ Contingency</b>		<b>\$4,130,000</b>
Design		\$248,000
Construction Services	7%	\$290,000
Legal & Administrative	1%	\$41,300
<b>Capital Cost</b>		<b>\$4,710,000</b>

**CITY OF BELVIDERE, ILLINOIS  
WASTEWATER TREATMENT PLANT IMPROVEMENTS  
DESIGN ENGINEERING SERVICES  
WORK ORDER**

**ENGINEERS' PROJECT No. 180436.40**

**Project Description:**

This Project consists of preparing a Facility Planning Report for capital improvements at the City's WWTP to be eligible for funding by the Water Pollution Control Loan Program (WPCLP) administered by the Illinois Environmental Protection Agency (IEPA). The Project also consists of designing cover and equipment replacement for the secondary digester, and replacing four raw sewage pumps, valves and gates in the Main Equipment Building. The Project is more specifically described in Attachment A of this Work Order.

**Engineering Services:**

The general provisions of this contract are enumerated in the Professional Engineering Services Agreement between the City and Engineers dated Sept 22, 2009. A detailed scope of services for this Project is listed in Attachment B of this Work Order.

**Compensation:**

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated September 22, 2009. The Engineers' fee shall be computed on the basis of their hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel costs, which total amount will be a not to exceed amount of \$263,000.

Submitted by: **Baxter & Woodman, Inc.**

By: \_\_\_\_\_

*Daryl W. Walsh*

Title: Executive Vice President

Date: May 7, 2018

Approved by: **City of Belvidere, Illinois**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Additional Comments and Conditions:**

### **Project Description**

This Project consists of preparing a Facility Planning Report for capital improvements at the City's WWTP to be eligible for funding by the Water Pollution Control Loan Program (WPCLP) administered by the Illinois Environmental Protection Agency (IEPA). Projects funded with IEPA Loan funds in 2018 will have a term of 20 years, with an interest rate of approximately 1.76%. The City has identified the following projects that could be funded with an IEPA Loan:

- Replacement of the Raw Sewage Pumps, valves and gates in the Main Equipment Building.
- Secondary Anaerobic Digester Cover and Equipment Replacement

The Project will also include the design for replacing the secondary digester cover at the City's Wastewater Treatment Plant (WWTP). The cover was originally installed in 1987 and has been in service since that time. The design will also include a mixing system for the Secondary Digester, replacement of digester gas piping in the Secondary Digester, replacement of two digester pumps, replacement of two sludge grinders, replacement of two centrifuge feed pumps and replacement of the waste gas burner and gas safety equipment for the secondary digester. The digester improvements include replacing the HVAC and lights in the Anaerobic Digester Building. The design also consists of replacing four raw sewage pumps, valves and gates in the Main Equipment Building. The improvements include replacing the lights in the Main Equipment Building – Pump Room.

The design does not include modifications to the existing boiler/heat exchangers and hot water system in the Anaerobic Digester Building.

### **Scope of Services**

The following scope of services details the anticipated tasks necessary to successfully complete this Project.

#### **PRELIMINARY DESIGN SERVICES**

1. PROJECT ADMINISTRATION & MEETINGS – Confer with the City’s Director of Public Works, and his staff, from time to time, to clarify and define the general scope, extent, and character of the Project. Plan, schedule, and control the activities that must be performed to complete the Project. These activities include, but are not limited to, budget, schedule, and scope.
2. DESIGN CONCEPTS
  - A. GENERAL
    1. Obtain and review information relevant to the Project.
    2. Determine general design requirements including applicable codes and permits. Prepare a design criteria summary.
  - B. PROCESS AND EQUIPMENT
    1. The existing gas mixing system will be replaced with the recommended mixing system from the facility planning report.
    2. The gas piping in the Secondary Digester will be replaced.
    3. The waste gas burner and gas safety equipment will be replaced.
    4. The Secondary Digester (gas holder) cover will be replaced.
    5. The sludge pumps (recirculation) will be replaced.
    6. The sludge grinders will be replaced.
    7. The centrifuge feed pumps will be replaced.
    8. The HVAC system and lights in the Anaerobic Digester Building will be replaced.
    9. The interior Anaerobic Digester Building walls, floors, ceiling, pipes and valves will be repainted.

10. The Project does not include modifications to the existing boiler/heat exchangers and hot water system in the Anaerobic Digester Building.
11. The four raw sewage pumps in the Main Equipment Building - Pump Room will be replaced.
12. The raw sewage valves (4 - 16 Gate Valves, 4 - 14" Check Valves, 4 - 14" Gate Valves, 3 - 12" Butterfly Valves, 3 - Butterfly Valves with motor operator, and 1 - 18" Gate Valve) in the Main Equipment Building - Pump Room will be replaced.
13. The 20" Gate Valve with valve box buried adjacent to the Main Equipment Building will be replaced. The new valve will be located in the valve vault and have a motor operator.
14. The three raw sewage flow meters in the Main Equipment Building - Pump Room will be replaced.
15. The lights in the Main Equipment Building - Pump Room will be replaced.
16. The seven sluice Gates and three stop gates in the Main Equipment Building - Grit and Screen Channels in the will be replaced.

### **3. SITE INFORMATION**

- A. **EXISTING CONDITIONS/IN-HOUSE REVIEW** - Review existing plans and reports.
- B. **TOPOGRAPHIC SURVEY** - Perform topographic survey of the project limits at the wastewater treatment plant site to develop base sheets for project drawings. Obtain data or records indicating locations of underground utilities.
- C. **GEOTECHNICAL SERVICES COORDINATION** - There will be no geotechnical investigation for this Project.
- D. **WETLANDS DELINEATION FIELD WORK** - There will be no wetland delineation for this Project because it is not expected to impact any wetlands.
- E. **SUBSURFACE UTILITY EXPLORATION COORDINATION** - There will be no subsurface utility exploration consultant employed for this Project. The City will provide the horizontal and vertical locations of critical underground utilities (if any) that impact the work.

**4. PRELIMINARY DRAWINGS**

- A. Prepare preliminary drawings that indicate the proposed mixing system locations and equipment and piping replacement in the Secondary Digester.
  - B. Prepare preliminary drawings that indicate the proposed raw sewage pump, gates and valve layout and modifications required to the existing pipes.
5. **PRELIMINARY OPINION OF PROBABLE COST** – Prepare a preliminary opinion of the probable total Project cost including construction cost, construction engineering services, contingencies, and, on the basis of information furnished by the City, allowances for legal services, financial consultants, and any administrative services or other costs necessary for completion of the Project.

**DETAILED DESIGN SERVICES**

6. **FINAL DESIGN** – Prepare Design Documents consisting of Drawings showing the general scope, extent, and character of construction work to be furnished and performed by the Contractor(s) selected by the City and Specifications, which will be prepared in conformance with the format of the Construction Specification Institute and IEPA Loan Requirements.
7. **CONSTRUCTION DOCUMENTS** – Prepare for review and approval by the City and its legal counsel the forms of Construction Contract Documents consisting of Advertisement for Bids, Bidder Instructions, Bid Form, Agreement, Performance Bond Form, Payment Bond Form, General Conditions, and Supplementary Conditions, where appropriate, based upon documents prepared by the Engineers Joint Contract Document Committee (EJCDC).
8. **FINAL OPINION OF PROBABLE COST** – Prepare an opinion of probable construction cost based on the Design Documents.



**PERMIT SUBMITTALS**

9. IEPA Construction Permit – Submit the Design Documents to the IEPA for their review and approval for the City to construct and operate the Project.
  - A. Illinois Historical Preservation Agency (IHPA) – Submit documentation to the IHPA.
  - B. Illinois Department of Natural Resources (IDNR) - Submit documentation to the IDNR.
  - C. Coordinate the required City of Belvidere building permits and approvals required during design.

**BIDDING SERVICES**

10. ASSISTANCE DURING BIDDING – Assist the City in solicitation of construction bids from as many qualified bidders as possible, attend pre-bid meeting, attend the bid opening and tabulate bid proposals, make an analysis of the bids, and submit recommendations for the award of construction contract.

**LOAN ASSISTANCE**

11. FACILITY PLAN
  - A. ADMINISTRATION & MEETINGS – Confer with the City's Water/Wastewater Manager, his staff, and project team to ensure the goals of the Project are achieved and to clarify and define the general scope, extent, and character of the Project.
  - B. PROJECT MANAGEMENT - Plan, schedule, and control the activities that must be performed to complete the Project. These activities include but are not limited to budget, schedule, and scope.

**City of Belvidere, Illinois**  
**Wastewater Treatment Plant Improvements**  
**Design Engineering Services**  
**Work Order 180436.40**

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**Attachment B**

- C. BASIS OF DESIGN - Develop a Basis of Design that takes into account the City's design standards and design criteria from the Illinois Recommended Standards for Water Works. A basis of design shall only be submitted for the processes included in the loan funding.
- D. ENVIRONMENTAL IMPACTS – Discuss potential environmental impacts and discussion of measures required during design and construction to mitigate or minimize negative environmental impacts.
- E. OPINION OF PROBABLE COST – Develop an opinion of the probable total project cost including construction, engineering services, contingencies, and, on the basis of information furnished by the City, allowances for legal services, financial consultants, and any administrative services or other costs necessary for completion of the Project.
- F. FACILITY PLANNING REPORT - Prepare a Facility Planning Report in conformance with IEPA requirements. The Report will contain schematic layouts, conceptual design criteria, Basis of Design, exhibits indicating proposed project location, total project cost, and funding and implementation alternatives. Provide three copies of the Facility Planning Report to the City, for review, comments, and approval. Incorporate final comments in the final Project Planning Report.
- G. AGENCY SUBMITTALS – Submit the Project Planning Report to the IEPA for review, comments, and approval. Prepare and send letters to the appropriate agencies, including:
- Illinois Historic Preservation Agency, Preservation Services Division
  - Illinois Department of Natural Resources
- H. Assist with advertising for Public Comments. It is expected that the Project will receive a categorical exclusion as part of the Preliminary Environmental Impact Determination (PEID) performed by the IEPA and a public hearing will not be required. Furnish the City with four copies of the Project Planning Report as approved by the IEPA.

12. LOAN APPLICATION – Assist the City with preparation of an application and supporting documentation for a low-interest loan through the Water Pollution Control Loan Program (WPCLP) administered by IEPA.
  - A. DIVISION OF RESPONSIBILITY – The City and the Engineer will share in the responsibility for preparing the loan application.
    1. The City will prepare and assemble the financial documentation that is required to demonstrate that the City has the ability to pay back the loan. The City will also provide some of the information that is needed for the various forms; information that only the City can access or that can be accessed more easily by the City. The main financial documents are:
      - a) The dedicated source of revenue.
      - b) The user charge ordinance.
      - c) Information on the bond issue or other funds to pay the local share, if any.
      - d) The loan ordinance, which is prepared by the City's attorney.
      - e) The City attorney's legal opinion.
      - f) Financial and compliance audit.
      - g) Any applicable service agreements.
    2. The Engineers will prepare the following:
      - a) Administrative items:
        - (1) Loan Application Form.
        - (2) Financial Information Checklist.
        - (3) Financial Sustainability Plan.
        - (4) Project Completion Schedule.
        - (5) Summary of Construction Costs.
        - (6) Statement regarding access to privately owned individual systems, if applicable.
        - (7) If IEPA issues an updated version of the loan application package, the above items will change accordingly.
      - b) Engineering Items
        - (1) Bidding documents (plans and specifications).

**City of Belvidere, Illinois  
Wastewater Treatment Plant Improvements  
Design Engineering Services  
Work Order 180436.40**

**Attachment B**

- (2) Summary of the participation of Disadvantage Business Enterprises (DBEs), if any, during design.
  - (3) Cost estimate in the bid format.
  - (4) Executed engineering services agreement for construction related work.
- c) Bidding Documentation – Submittal of bid tabulation, low bidder's bid form, and other bidding documentation to IEPA as required to obtain a loan offer.

**ESTIMATED MANHOURL AND FEE SUMMARY**

<b>Scope Item</b>	<b>Hours</b>	<b>Fee</b>
<b>Preliminary Design Services</b>	668	\$79,000
<b>Detailed Design Services</b>	1090	\$129,000
<b>Permit Submittals</b>	40	\$4,000
<b>Bidding Services</b>	154	\$17,000
<b>Loan Assistance</b>	274	\$34,000
<b>TOTAL ALL SERVICES</b>	<b>2226</b>	<b>\$263,000</b>

I:\Crystal Lake\BELVD\180436-WWTP Facility Plan\Contracts\Work\180436.40\_DigesterandRSPWO\_Rev1.doc

# Memo

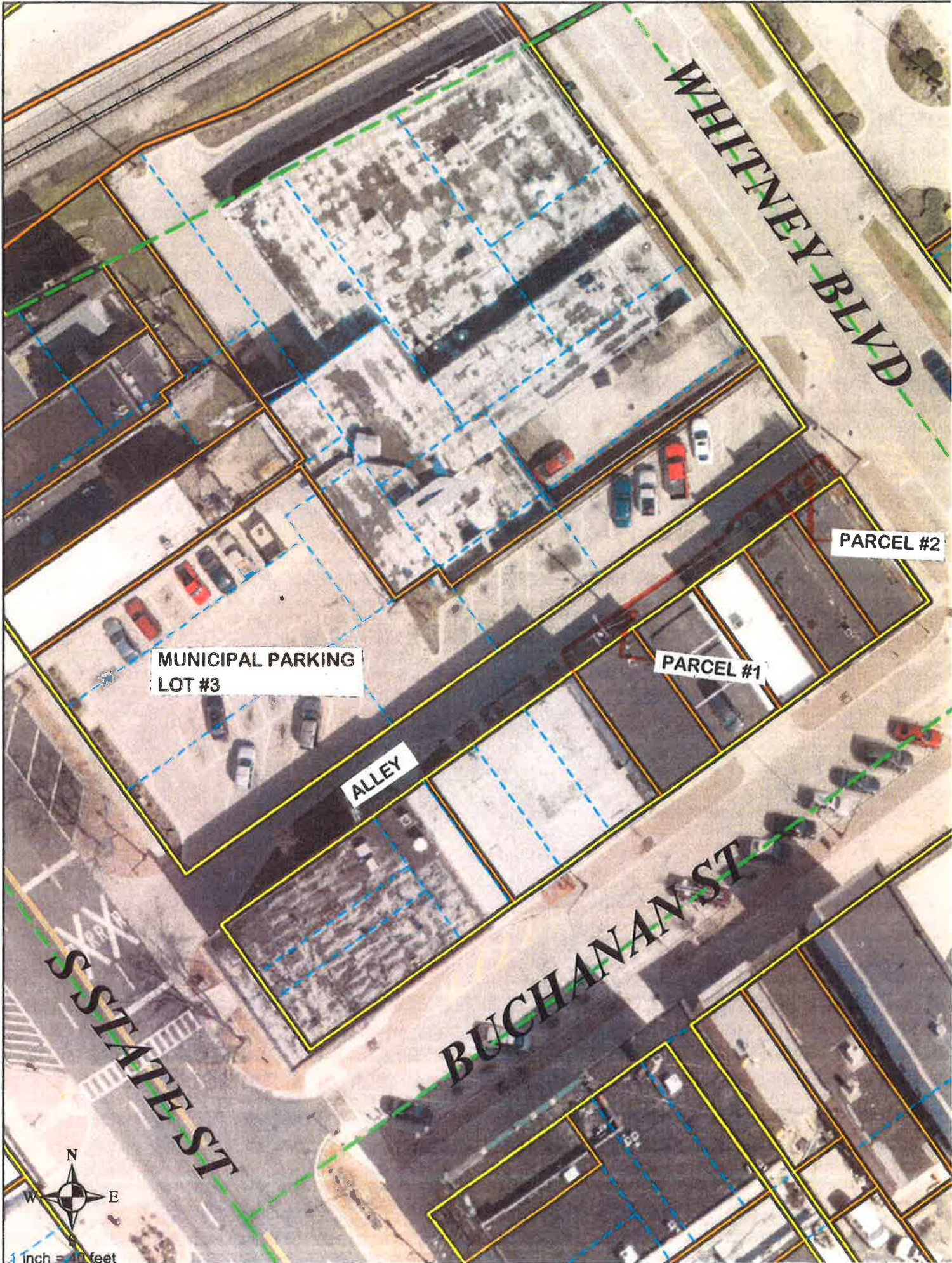
**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 5/9/2018  
**Re:** ROW Vacation/Sale – Buchanan Street Alley

The legal descriptions and appraisal of the alley located on the north side of Buchanan Street have been completed. Alley property adjacent to 124 Buchanan Street is 193.4 square feet. Alley property adjacent to 118-122 Buchanan Street is 685.5 square feet. The appraised value of the alley property is \$3.00 per square foot. The cost for each property is as follows:

<u>Property</u>	<u>Land Value</u>	<u>Appraisal</u>	<u>Legal Description</u>	<u>Total</u>
124 Buchanan St	\$ 580.20	\$132.00	\$187.00	\$ 899.20
118-122 Buchanan St	<u>\$2,056.50</u>	<u>\$468.00</u>	<u>\$663.00</u>	<u>\$3,187.50</u>
	\$2,636.70	\$600.00	\$850.00	\$4,086.70

I would recommend the vacation and sale of 193.4 square feet of alley property adjacent to 124 Buchanan Street at a cost of \$899.20.

I would further recommend the vacation and sale of 685.5 square feet of alley property adjacent to 118-122 Buchanan Street at a cost of \$3,187.50.



WHITNEY BLVD

PARCEL #2

MUNICIPAL PARKING LOT #3

PARCEL #1

ALLEY

S STATE ST

BUCHANAN ST









# City of Belvidere • Illinois

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

## APPLICATION FOR BELVIDERE PARADE PERMIT

To the City Council of the City of Belvidere, Illinois: The sponsor or sponsors named in this application hereby apply to the Belvidere City Council for a permit to hold a parade or procession as specified below. I/we represent that the information stated in this application is true to the best of my/our knowledge, information and belief.

1. Names, ages and addresses of sponsoring persons or group in control, or those responsible for the parade or procession. (Individuals must be 18 or older.)

St. James Catholic Church  
David Baeza  
1118 Pearl St  
Belvidere, IL 61008

2. Date, starting time, and duration of proposed parade or procession.

6/3/2018 Start at 1 PM  
End at 2 PM

3. Purpose of proposed parade or procession.

Corpus Christi Procession - Walking and Singing.

4. Proposed route of parade or procession.

Start at 402 Church St, Turn right on Main St,  
Turn right on Buchanan St, Turn right on Warren Ave,  
Turn right on Church St and End at 402 Church St.

5. Total number of participants expected. 400-500

6. Total number and type of anticipated participating.

--Vehicles (number and type)

(1) Truck

--Floats (number and type)

(1) Float with decorations

--Bands (number and type)

(1) Church choir

--Animals (number and type)

none

--Other parade or procession features (specify number and types)

7. Number of spectators anticipated along route. none

8. Description and locations of related commercial or non-commercial activities.

none

9. Any special traffic, parking, or law enforcement problems anticipated (give details).

none

The sponsoring persons or group understands that they are responsible for the proper conduct of the parade or procession and agree to cooperate with all law enforcement personnel in conducting a safe, orderly and lawful parade or procession. They further understand that they and all participants and spectators will be subject to all applicable statutes, ordinances and official parade regulations.

Any person signing on behalf of a group or corporation represents that he/she is authorized to sign this application on behalf of the entire group or corporation.

Sponsor(s):



By:

St. James Catholic Church

# NANCY RAZON

## WORK EXPERIENCE

### BELVIDERE CSDU #100, BELVIDERE, ILLINOIS

Bilingual Liaison, Aug 2014 - Present

- Review EL student folders to ensure compliance with the State Board of Education in areas of qualifying scores, program placement, and parental notification
- Facilitate parent support groups at the secondary level focusing on academic expectations, literacy, parental involvement and college and career readiness.
- Collaborate with EL Director for the purpose of developing programs and trainings to support non-English speaking parents and students.
- Assist with organizing family meetings and educational classes for program participants. Engage families in the instructional programs.
- Participate in workshops, meetings, community events, etc. for the purpose of receiving and/or presenting information.
- Assist in the preparation of a variety of written materials (newsletters, reports, logs, memos, handouts) for the purpose of documenting activities, providing written reference and/or conveying information to students, staff and parents.
- Establish and maintain lines of communication among students, parents, school and district staff, and the community.

Teacher, Aug 2012 - Aug 2014

- Evaluate and grade students' class work, assignments, and papers.
- Maintain student attendance records, grades, and other required records.
- Adapt teaching methods and instructional materials to meet students' varying needs and interests.
- Establish and enforce rules for behavior and procedures for maintaining order among students.
- Confer with parents or guardians, other teachers, counselors, and administrators to resolve students' behavioral and academic problems.
- Maintain accurate, complete, and correct student records as required by laws, district policies, and administrative regulations.
- Prepare, administer, and grade tests and assignments to evaluate students' progress.
- Prepare materials and classrooms for class activities.
- Instruct through lectures, discussions, and demonstrations in one or more subjects, such as English, mathematics, or social studies.
- Establish clear objectives for all lessons, units, and projects, and communicate these objectives to students.
- Meet or correspond with parents or guardians to discuss children's progress and to determine priorities and resource needs.
- Collaborate with other teachers and administrators in the development, evaluation, and revision of middle school programs.

Assistant Teacher, Aug 2011 - Aug 2012

- Provide extra assistance to students with special needs, such as non-English-speaking students or those with physical and mental disabilities.
- Tutor and assist children individually or in small groups to help them master assignments and to reinforce learning concepts presented by teachers.
- Prepare lesson materials, bulletin board displays, exhibits, equipment, and demonstrations.
- Distribute teaching materials such as textbooks, workbooks, papers, and pencils to students.
- Laminate teaching materials to increase their durability under repeated use.
- Prepare lesson outlines and plans in assigned subject areas and submit outlines to teachers for review.

**FIRST STEP LEARNING, INC., BELVIDERE, ILLINOIS**

Child Care Center Teacher, Jun 2007 - Aug 2011

- Confer with parents and staff to discuss educational activities and policies, and students' behavioral or learning problems.
- Plan, direct, and monitor instructional methods and content of educational, vocational, or student activity programs.
- Direct and coordinate activities of teachers or administrators at daycare centers, schools, public agencies, or institutions.
- Prepare and maintain attendance, activity, planning, accounting, or personnel reports and records for officials and agencies, or direct preparation and maintenance activities.
- Teach classes or courses, or provide direct care to children.
- Write articles, manuals, and other publications, and assist in the distribution of promotional literature about programs and facilities.

**EDUCATION** **NORTHERN ILLINOIS UNIVERSITY, DEKALB, ILLINOIS**  
BA in Education, Dec 2008

**HARPER COLLEGE, PALATINE, ILLINOIS**  
Associates, May 2002

**ADDITIONAL  
SKILLS**

- Fluent speaker, reader, and writer in Spanish
- Great verbal and written communication skills.
- Working knowledge in Microsoft Office including Excel and Powerpoint.
- Able to manage and implement Social Media campaigns.
- Solid organizational skills with the ability to multi-task, work under pressure, coordinate multiple projects simultaneously.
- Enthusiastic, creative and dependable
- Extremely good people skills
- Ability to maintain strict levels of confidentiality in handling sensitive information.
- Flexible, willing to take more responsibility as needed, and devote time necessary to complete deadlines.

RESOLUTION #2076-2018:

A RESOLUTION AUTHORIZING  
PARTICIPATION IN THE ABANDONED RESIDENTIAL  
PROPERTY MUNICIPAL RELIEF PROGRAM

**WHEREAS**, the City Council of the City of Belvidere, an Illinois unit of local government met on \_\_\_\_\_, 2018 and adopted the following Resolutions all of which are in accordance with the laws of the State of Illinois; and

**WHEREAS**, the Illinois Housing Development Authority (the "Authority") has issued to the City of Belvidere that certain Conditional Commitment Letter (together with any amendments thereto, the "Commitment"), pursuant to which the Authority has agreed to issue a grant from the Abandoned Residential Property Municipal Relief Program (the "Program") to the City of Belvidere in an amount not to exceed Forty Thousand and 00/100 Dollars (\$40,000.00) (the "Grant") and the City of Belvidere will use the Grant funds solely and exclusively for eligible activities in connection with Program and for no other purpose; and

**WHEREAS**, the City Council/Village Board/Board of Directors deems it to be in the best interest of the City of Belvidere to accept the Grant;

**THEREFORE, BE IT RESOLVED**, the City Council/Village Board of Directors of City of Belvidere hereby authorizes the acceptance of the Grant; and

**IT IS FURTHER RESOLVED** that the City of Belvidere is authorized to accept the Commitment and enter into a Program Funding Agreement for the Program (the "Agreement") with the Authority wherein the City of Belvidere agrees to perform Program services in return for the Grant; and

**IT IS FURTHER RESOLVED** that the City of Belvidere hereby accepts the Grant, agrees to deliver and/or execute the Commitment and the Agreement and any and all other instruments, certifications and agreements as may be necessary or desirable for the City of Belvidere to perform all of its obligations and duties under the Program (including any amendments, other agreements or supplements); and

**IT IS FURTHER RESOLVED** that the Mayor is authorized to execute, and the Clerk to attest, the Commitment, the Agreement and all other documents and instruments relating to the Grant to be delivered to the Authority in connection with the closing of the Grant and take such further action on behalf of the City of Belvidere as they deem necessary to effectuate the foregoing Resolutions; and

**IT IS FURTHER RESOLVED** that the City of Belvidere hereby ratifies, authorizes, confirms and approves any prior action of the City of Belvidere taken in furtherance of the foregoing Resolutions and any and all documents and instruments previously executed on behalf of the City of Belvidere in connection with the Grant.

Date: \_\_\_\_\_

Approved:

\_\_\_\_\_  
Mayor

Attest:

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

Ayes:

Nays:

Absent:

Approved:

SPONSOR:

**OFFICER'S CERTIFICATE AND  
CERTIFICATE OF INCUMBENCY**

This Officer's Certificate and Certificate of Incumbency (this "Certificate") is being furnished to the Illinois Housing Development Authority (the "Authority") in connection with the grant being made by the Authority to the City of Belvidere, an Illinois unit of local government (the City) in connection with the Abandoned Residential Property Municipal Relief Program:

The undersigned hereby certifies that:

- (a) The undersigned has full power and authority to execute and deliver this Certificate on behalf of the City;
- (b) Attached hereto as **Exhibit A** is a true, correct and complete copy of the Resolutions duly adopted by the City on \_\_\_\_\_, 2018 and such Resolutions have not been amended, rescinded or revoked and remain in full force and effect on the date hereof; and
- (c) The following persons have been duly elected to the positions in the City set opposite their respective names and continue to serve in such positions on the date hereof, and that the signatures opposite their respective names are their genuine signatures:

<u>Name</u>	<u>Position</u>	<u>Signature</u>
<u>Michael W. Chamberlain</u>	Mayor	_____
_____		_____
_____		_____
<u>Shauna Arco</u>	City Clerk	_____

IN WITNESS WHEREOF, the undersigned has executed this Certificate on this \_\_\_\_ day of \_\_\_\_\_, 2018.

\_\_\_\_\_

an Illinois unit of local government

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

***NOTE: You only need to provide specimen signature of officers who will execute documents on behalf of the City or Village***