



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

Alderman Clayton Stevens	Vice Chairman Public Works
Alderman Tom Porter	Chairman Building, Planning & Zoning
Alderman Daniel Snow	Co-Chairman City-County
Alderman Michael Borowicz	Vice Chairman Finance and Personnel
Alderman Wendy Frank	Vice Co-Chairman City-County
Alderman Thomas Ratcliffe	Chairman Finance and Personnel
Alderman George Crawford	Chairman Public Safety
Alderman Mike McGee	Vice Chairman Building, Planning & Zoning
Alderman Marsha Freeman	Chairman Public Works
Alderman Ric Brereton	Vice Chairman Public Safety

AGENDA

Tuesday, May 28, 2019

6:00 p.m.

City Council Chambers

401 Whitney Boulevard, Belvidere, Illinois

Call to Order – Mayor Mike Chamberlain:

Roll Call: Present: Absent:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Public Safety, Unfinished Business: None.
2. Public Safety, New Business:
 - (A) Police - Perryville Pet Hospital Donation – for information only.
 - (B) Police – Vacation/Holiday Time Carry-Over.
3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

- (A) Impact Fees Review.
- (B) ADP Payroll System.

5. Other:

- (A) Sanitary Sewer Manhole Rehabilitation Bid Tabulation – Tabled April 22, 2019
- (B) WWTP Sludge Thickening Project – Construction Services.
- (C) WWTP Sludge Thickening Project – Change Order #3 – FINAL
- (D) ComEd Indoor Lighting Incentives – Street Department Garages
- (E) CASA - Block Party Request.
- (F) Executive Session to discuss 2 (c) (11) Litigation, either pending or imminent.
- (G) Resolution Approving an Extension for Expiration of a Special Use (Ord. #273H) Pursuant to Section 150.904 (K) of the City of Belvidere Municipal Code.

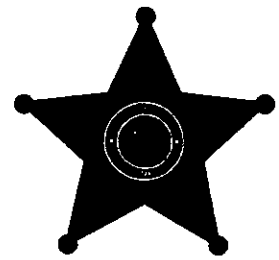
6. Adjournment:

Belvidere Police Department

Shane Woody - Chief of Police

Matthew Wallace - Deputy Chief, Investigations

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 Chamberlain and City Council

FROM: Chief Shane Woody

DATE: May 21, 2019

RE: Vacation/Holiday Time Carry-Over

During the past fiscal year, Sergeant Dan Smaha attended the Northwestern 10-Week School of Police Staff & Command. Classes were held for two weeks each month beginning February 4 and will conclude on June 14, 2019.

In addition to his required attendance at this training, the operational demands and supervision of the Detective Division prevented him from using all of his vacation/holiday hours. I am, therefore, requesting that Sergeant Smaha be allowed to carry over the 67 hours of unused vacation/holiday time from FY19 to FY20.

Motion: To authorize Sergeant Dan Smaha to carry over 67.0 hours of unused vacation/holiday time, as shown above, from FY 19 and use it in FY 20.

SW/sd

Land/Cash (Impact Fee) Ordinances or Resolutions

1	972F	07/03/95	
2	7G	04/17/96	Paradise Village
3	110G	04/07/97	
4	173G	11/17/97	
5	174G	11/17/97	changes Exhibit "A"
6	223G	07/21/98	adopting an "annexation code"
7	Res 719-2000	01/17/01	adds Police and Fire
8	440G	10/17/01	adds library
9	599G	12/15/03	increases City's from \$835 to \$1,328.20
10	609G	03/25/04	changes land values for CUSD, BPD, BCCD
11	Res 2006-916	01/17/06	increases City's from \$1,328.20 to \$1,532.49
12	Res. 946-2007	03/05/07	increase City's from \$1,532.49 to \$1,812.64
13	Res. 980-2008	04/21/08	increases City's from \$1,812.64 to \$2,050.81

City of Belvidere - Land / Cash Fees for residential annexations after May 1, 2008
 (and some previous annexations without Schedule B)

Resolution Ordinance
 980-2008 #440G
 04/21/2008 10/17/2001
 Per Ordinance 609G passed 3/15/04

Type of Unit	Belvidere Township Park		Boone County Conservation District		Belvidere City of Belvidere		Ida Public Library		Total
	CUSD #100	District	District	District	with 10%	of	Library		
Detached - Single Family	2 bedroom	739.20	1,512.75	501.02	2,050.81	80.00	4,883.78		
	3 bedroom	2,903.20	2,174.25	720.11	2,050.81	80.00	7,928.37		
	4 bedroom	4,094.86	2,823.00	934.98	2,050.81	80.00	9,983.65		
	5 bedroom	3,776.00	2,827.50	936.47	2,050.81	80.00	9,670.78		

Attached - Single family									
1 bedroom	251.20	894.75	296.34	2,050.81	80.00	3,573.10			
2 bedroom	686.40	1,492.50	494.32	2,050.81	80.00	4,804.03			
3 bedroom	1,311.20	1,794.00	594.17	2,050.81	80.00	5,830.18			
4 bedroom	2,615.20	2,358.75	781.22	2,050.81	80.00	7,885.98			

Apartments									
Efficiency	16.00	1,318.50	436.69	2,050.81	80.00	3,902.00			
1 bedroom	16.00	1,318.50	436.69	2,050.81	80.00	3,902.00			
2 bedroom	700.80	1,435.50	475.44	2,050.81	80.00	4,742.55			
3 bedroom	1,901.60	2,289.75	758.37	2,050.81	80.00	7,080.53			

Mobile Home Park									
1 / 2 bedroom	358.94	780.45	124.89	2,050.81	80.00	3,395.09			
3 / 4 bedroom	685.65	938.11	150.12	2,050.81	80.00	3,904.69			

Date: May 1, 2008

To: Building Department

From: Pat Chamberlin

Re: Land/cash schedule

NOTE: This letter supercedes the one dated March 21, 2007

COMMERCIAL / INDUSTRIAL

On May 3, 2004 the above referenced annexation was approved at the second reading. This annexation will always pay the fees that are in effect at the time a building permit is issued.

Therefore, below is the schedule of fees that will be in effect as of May 1, 2007.

<u>Amount per Unit</u>	<u>TOTAL</u>
for City:	
Police	812.20
Fire	716.14
Public Works	336.03
Administration (10%)	186.44
City Total	<u>2,050.81</u>
for Ida Public Library	80.00
TOTAL PER UNIT	<u>2,130.81</u>

City of Belvidere Payroll System Cost Comparison

Based on 150 Employees	ADP	PayCor
<u>Option 1</u> Payroll Time and Attendance Affordable Care Act (ACA) Onboarding (new employees) Employee Self-Service (ADP) W-2s	\$14,440 No Implementation Fee	\$18,075 \$2,500 Implementation Fee
<u>Option 2</u> Option 1 + HR Module Employee access check stubs, W-2s Track training, performance reviews Company communications	NA	\$22,575 \$3,000 Implementation Fee
<u>Option 3</u> Option 1 and 2 + Benefits Module: Enhanced HR Benefits Administration Document Cloud	\$21,000 \$1,000 Implementation Fee	\$26,173 \$4,875 Implementation Fee

Recommendation to approve purchasing Workforce Now Payroll Solutions, Workforce Now HCM Solutions, and Year End Forms from ADP (option 3). The cost is to be split between General Fund, Water/Sewer, and the Library based on the number of employees that they have.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 5/22/2019
Re: WWTP Sludge Thickening Project – Construction Services

Attached to this memo is a request from Baxter & Woodman for additional compensation for construction services for the Sludge Thickening Project at the WWTP. The original work order for construction services for this project was \$155,000 which is ten percent of the original construction contract for this project of \$1,545,000. The final construction cost including the three change orders is \$1,639,498.00. Baxter & Woodman's request is in the amount of \$9,350.00 for additional services required by the changes to the construction contract. The budget for this project was \$2,100,000.

I would recommend approval of the Construction Services Work Order Amendment in the amount of \$9,350.00 for the WWTP Sludge Thickening Project. This work will be paid for from the Sewer Depreciation Fund.

May 6, 2019

Mr. Brent Anderson
Director of Public Works
401 Whitney Blvd.
Belvidere, IL 61008-3710

ADDITIONAL CONSTRUCTION ENGINEERING SERVICES

Subject: City of Belvidere - Wastewater Treatment Plant Sludge Thickening Improvements

Dear Mr. Anderson

As you are aware, during the course of the Sludge Thickening Project, Baxter & Woodman provided additional Construction Engineering Services as necessary to manage and observe several unforeseen conditions and changes in the scope of the work as, requested by the City of Belvidere.

As discussed, Baxter & Woodman attempted to provide these additional services under the original Construction Services Agreement budget, but unfortunately we find that we cannot accomplish this task.

The following breakdown represents the tabulation of additional services provided for the City of Belvidere by Baxter & Woodman:

Project Management				
• Engineer Tech V -	36.00Hours	\$145.00/Hour		\$5,220.00
Construction Observation				
• Engineer Tech IV -	15.00Hours	\$130.00/Hour		\$1,950.00
CAD Record Drawings				
• Engineer Tech IV -	16.00Hours	\$120.00/Hour		\$1,920.00
Reimbursable Expenses/Travel/Postage				<u>\$ 260.00</u>
			TOTAL THIS ITEM	\$9,350.00

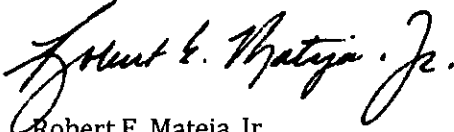
Baxter & Woodman respectfully requests the City's consideration for issuance of an amendment to our original Construction Services Agreement, in the amount of *nine thousand three hundred and fifty dollars (\$9,350)* for the additional project-related engineering services.

Per recent discussions with the Contractor, we expect the outstanding weather-related activities to be completed as soon as the weather cooperates, and the Project completed and closed shortly afterward.

Should you have any questions, please do not hesitate to contact me at (815) 444-3270.

Sincerely,

BAXTER & WOODMAN, INC.
CONSULTING ENGINEERS



Robert E. Mateja, Jr.

REM:rem

Encl.

C/ via E-mail: Gerald Groth, P.E., Baxter & Woodman
Brent Perz, P.E., Baxter & Woodman

I:\Crystal Lake\BELVD\160545-Thick Cent Imp\60-Construction\Additional Construction Services\Additional Construction Services
2019-04-26.docx

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 5/22/2019
Re: WWTP Sludge Thickening Project – Change Order #3 - FINAL

Attached to this memo is a copy of Change Order #3 for the Sludge Thickening Project at the WWTP. The change order represents an increase to the contract in the amount of \$8,844.00. The original contract amount for this project was \$1,545,000.00. Total cost of change orders to date is \$94,498.00, an increase of 6%. The change order includes extras for items that were not anticipated during the design phase of this project. The budget for this project was \$2,100,000. This project is substantially complete with final completion expected in the next couple of weeks depending on the weather.

I would recommend approval of Change Order #3 for the WWTP Sludge Thickening Project in the amount of \$8,844.00. This work is being paid for from the Sewer Depreciation Fund.

CHANGE ORDER NO. 3

You are directed to make the following changes in the Contract Documents:

PROJECT:	Wastewater Treatment Plant Sludge Thickening Improvements	DATE OF ISSUANCE:	May 22, 2019
OWNER:	City of Belvidere, Illinois	ENGINEER:	Baxter & Woodman, Inc.
CONTRACTOR:	Mechanical Incorporated	ENGINEER's Project No.	160545.60

Description:

1. Defined as Request for Proposal No. 014 - Provide for an adjustment to the Contract Amount for additional costs associated with providing additional selective demolition of the existing floor slab adjacent to existing piping, and demolition of uncharted concrete encasements of the existing under slab drain piping.
Proposed Costs for this Item..... ADD \$2,773.00
Proposed Time Extension for this Item.....No Change

2. Defined as Request for Proposal No. 018 - Provide for an adjustment to the Contract Amount for credited costs associated with the elimination of the incoming electrical feed to the new motor control center.
Proposed Costs for this Item..... CREDIT (\$2,290.00)
Proposed Time Extension for this Item.....No Change

3. Defined as Request for Proposal No. 019 - Provide for an adjustment to the Contract Amount for credited costs associated with the elimination of the exterior concrete aprons at both new rolling doors.
Proposed Costs for this Item..... CREDIT (\$2,159.00)
Proposed Time Extension for this Item.....No Change

4. Defined as Request for Proposal No. 020 - Provide for an adjustment to the Contract Amount for additional costs associated with replacing the existing surge protection device, in lieu of relocating the device.
Proposed Costs for this Item..... ADD \$2,290.00
Proposed Time Extension for this Item.....No Change

5. Defined as Request for Proposal No. 021 - Provide for an adjustment to the Contract Amount for additional costs associated with the mechanical work to troubleshoot the sludge system pressure issues, and removal and replacement of the sludge pump isolation rings, pressure switches, and gauges.
Proposed Costs for this Item..... ADD \$8,230.00
Proposed Time Extension for this Item.....No Change

6. Provide for an adjustment to the Contract Time for the delay in the Work experienced by the Contractor, but beyond the Contractor's control.
Proposed Costs for this Item..... NOT APPLICABLE
Proposed Time Extension for this Item.....ADD Maximum Two Hundred Fifteen (215) Calendar Days

CHANGE ORDER NO. 3

City of Belvidere, Illinois

Wastewater Treatment Plant - Sludge Thickening Improvements

Purpose of Change Order:

1. Defined as Request for Proposal No. 014 - During the confirmation of fabrication details for the discharge chute for each of the two (2) centrifuges, the engineering division of the centrifuge manufacturer, Centrisys, noted cake pressure sensors would be provided in each of the two (2) discharge chutes. Centrisys recommended these sensors to provide the Village the best operation and protection in the event of a cake pumping fault. While Centrisys provided the two (2) sensors at no additional costs to the project, the additional conduit and wire required to integrate the sensors with the controls was not included in the original scope of the Project's work.
2. Defined as Request for Proposal No. 018 -- During the course of construction, it was discovered that the existing electrical feed intended to serve the new motor control center was not of the same grounded-type service required to accommodate the new electrical gear and motor control center. Therefore, the City provided a new dedicated electrical service to the new motor control center with their own subcontracted electrician, in a more cost and time effective manner than offered by the Contractor.
3. Defined as Request for Proposal No. 019 -- At the time the concrete apron was ready to be placed on the north side of the Thickener Building, the City made a decision to revise the apron size and relationship to the adjacent pavement, to increase accessibility and maintenance for the Village's operational personnel. The City opted to have this work performed with their own subcontracted forces at Similarly, the concrete apron on the south side was
4. Defined as Request for Proposal No. 020 -- Prior to relocating the existing power surge protection device from the existing electrical service gear to the new motor control center, as specified, it was noted that the existing surge protection device was old and likely in need of replacement in the near future. To save costs for the labor with imminent replacement, the City agreed to replace the device as part of the Work.
5. Defined as Request for Proposal No. 021 -- During the start-up of the Centrifuges, the sludge system presented unexpected and abnormal high pressures that exceeded the design pressure calculations, causing the sludge pumping equipment to shut down on over-pressure. Extensive troubleshooting of the sludge system and work on the existing sludge piping ultimately resulted in raising the system pressure set points and replacement of gauges, switches, and isolation rings to allow the system to operate above the designed pressures.
6. During the performance of the Work, several unforeseen conditions surfaced, requiring the Contractor to incorporate additional work into their schedule, thus delaying both the Contract Substantial Completion and Completion Dates. Because these unforeseen conditions presented delays beyond the Contractor's control, an extension of the Contract Times was granted.

Attachments:

1. Contractor's Change Proposal No. 014, issued by Mechanical Incorporated, dated January 28, 2019.
2. Contractor's Change Proposal No. 018, issued by Mechanical Incorporated, dated December 5, 2018.
3. Contractor's Change Proposal No. 019, issued by Mechanical Incorporated, dated December 5, 2018.
4. Contractor's Change Proposal No. 020, issued by Mechanical Incorporated, dated October 16, 2018.
5. Contractor's Change Proposal No. 021, issued by Mechanical Incorporated, dated January 29, 2019.

CHANGE ORDER NO. 3

City of Belvidere, Illinois
Wastewater Treatment Plant - Sludge Thickening Improvements

CHANGE IN CONTRACT PRICE:

Original Contract Price: \$1,545,000.00

Previous Change Orders: \$85,654.00

Current Contract Price: \$1,630,654.00

Net Increase of This Change Order: \$8,844.00

Contract Price With This Change Order: \$1,639,498.00

CHANGE IN CONTRACT TIME:

Original Contract Time:
Substantial Completion: September 13, 2018
Completion: November 12, 2018

Change From Previous Change Orders:
Substantial Completion: 33 Days
Completion: 33 Days

Current Contract Time:
Substantial Completion: October 16, 2018
Completion: December 16, 2018

Net Increase of this Change Order:
Substantial Completion: 29 Days
Completion: 181 Days

Contract Time With This Change Order:
Substantial Completion: November 22, 2018
Completion: June 14, 2019

NOTE: USE ANYTIME THE CHANGE ORDER EXCEEDS \$10,000 ± OR 30 DAYS EXTENSION.

Pursuant to 720 ILCS 5/33E-9, (1) the circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed, (2) the change is germane to the original contract as signed, and (3) the change order is in the best interest of the City of Belvidere, Illinois.

PREPARED BY:

BAXTER & WOODMAN, INC.

By: Robert E. Mateja, Jr.
Robert E. Mateja, Jr.
Construction Project Manager

APPROVED:

CITY OF BELVIDERE

By: _____
Michael Chamberlain
Mayor

ACCEPTED:

MECHANICAL INCORPORATED

By: _____
Gary Statfield
Vice-President

RECOMMENDED BY:

By: Gerald Groth
Gerald Groth, P.E.
Client Manager

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 5/21/2019
Re: ComEd Indoor Lighting Incentives – Street Department Garages

Commonwealth Edison is currently offering an incentive program for upgrading indoor lighting to LED. We have two buildings at the Street Department that qualify for the incentive by upgrading to LED. The total cost of the upgrade is \$14,986.00 with a qualified incentive of \$5,257.50, for a net cost to the city of \$9,728.50. The current lights are a variety of styles and wattages. The wattage of the replacement LED's ranges from 75 to 160 watts, with an expected reduction in energy consumption greater than 50%. The city's net cost will be paid for from the Street Department Building Maintenance Line Item #01-5-310-6010. If approved for funding, this work would be done by R & R Electric.

I would recommend approval of the proposal from R & R Electric for the LED lighting upgrade at the Street Department, subject to receiving the ComEd incentive for indoor lighting, for a net cost to the City of \$9,782.50.

City of Belvidere • Illinois

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

BLOCK PARTY REQUEST FORM Street Closure Required

Requested by: Boone County CASA - Dr Derek Prado
Address: 1st St, State → Pearl
Date of Block Party: 8/24/19
Time of Block Party: 11-3
Estimated number of
Individuals participating: see below

Description of Planned Activities:

Cars for CASA Car Show @ Community Bldg
- car show
- food trucks
- vendors
- kids activities
- DJ

The undersigned hereby acknowledges, understands and agrees to the following: If this request is authorized by the Belvidere City Council it is the responsibility of participants to place from and return street barricades to the terrace.

Furthermore, section 10-40 of the Belvidere Code of Ordinances prohibits use of alcoholic liquor on any public street or sidewalk. This ordinance states "it shall be unlawful to any person to consume alcoholic liquor or to have any alcoholic liquor in his possession...on any public street, sidewalk, etc." This ordinance applies to block parties.


Signature of Resident

8/13/19
Date

RESOLUTION #:
A RESOLUTION APPROVING AN EXTENSION FOR
EXPIRATION OF A SPECIAL USE (ORD. 273H)
PURSUANT TO SECTION 150.904(K)
OF THE CITY OF BELVIDERE MUNICIPAL CODE

WHEREAS, Jamal Chaudhary (Chaudhary), as owner of certain real property commonly known as 600 Logan Ave. Belvidere, IL (the Property) filed a request for approval of a special use planned development to allow the expansion and renovation of a gas station at that location; and

WHEREAS, Chaudhary has now completed construction of the planned development as required by the Ordinance and is eligible to receive an Occupancy Permit as required by the City's Zoning Code; and

WHEREAS, Chaudhary requested an extension of time within which to complete construction of the planned development pursuant to Section 150.904(K) of the City of Belvidere Municipal Code; and

WHEREAS, the City Council of the City of Belvidere finds that it is in the best interest of the City to grant an extension of the special use planned development as it will allow Mr. Chaudhary to operate his business in conformance with City Ordinances and State laws which will provide a service to the community and create tax revenues.

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

- 1) The foregoing recitals are hereby incorporated by this reference.
- 2) Pursuant to Section 150.904(K) of the City of Belvidere Municipal Code, the period within which to obtain an occupancy permit for the planned development special use, approved by Ordinance 273H, is extended through June 10, 2019, nunc-pro-tunc from September 30, 2018.

Adopted by the Belvidere City Council of the City of Belvidere, Illinois this day of June, 2019.

Approved: _____
Mayor

Attest: _____
City Clerk