



*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**

**June 24, 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 - Purchase Architectural Bollards & Mounting Receivers.
  - (B) Police – Proposal for Plastering at the Annex.
  - (C) Fire – Carryover Vacation.
  - (D) Fire – Country Financial Donation – YMCA AED

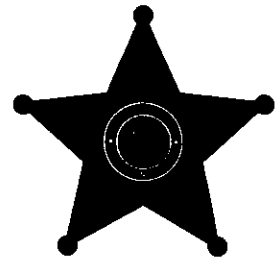
3. Finance & Personnel, Unfinished Business: None.
4. Finance & Personnel, New Business:
  - (A) Mosquito Control.
  - (B) Aldermen Pay – by attendance.
5. Other:
  - (A) Sanitary Sewer Manhole Rehabilitation Bid Tabulation – tabled April 22, 2019.
6. Adjournment:

# Belvidere Police Department

Shane Woody - Chief of Police

Matthew Wallace - Deputy Chief, Investigations

Patrick Gardner - Deputy Chief, Patrol



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615 N. Main Street • Belvidere, IL 61008 • Phone 815-544-9626 • Fax 815-544-9603 • [www.ci.belvidere.il.us](http://www.ci.belvidere.il.us)

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**TO: Mayor Chamberlain and City Council**

**FROM: Chief Shane Woody**

A handwritten signature in black ink, appearing to be 'SW' with a flourish.

**DATE: June 17, 2019**

**RE: Authorization to Purchase Architectural Bollards & Mounting Receivers**

The Belvidere Police Department is requesting authorization to purchase 20 Architectural Bollards and 20 Removable Mounting Receivers with hinged lids. As shown on the attached quote from Reliance Foundry, the total cost would be \$10,826.31.

This equipment will provide physical and visual barriers to prevent vehicle access to pedestrian only areas. These will assist in diverting traffic and will provide safety and protection to pedestrians and buildings. We would utilize these for parades and other community events.

This purchase would be paid for with funds from the Capital Fund as budgeted.

**Motion: To authorize the purchase 20 R-7902 Architectural Bollards and 20 Removable Mounting Receivers from Reliance Foundry at a total cost of \$10,826.31, using funds from the Capital Fund.**

SW/sd



**Toll Free:** 1-877-789-3245  
**Fax:** 604-590-8875

**Phone:** 604-547-0460  
**Email:** info@reliance-foundry.com

#207 - 6450 148th Street, Surrey, British Columbia, Canada V3S-7G7  
 www.reliance-foundry.com

**Quote Prepared For:**

Belvidere Police Dept  
 Belvidere IL 61008  
 United States

**Shipping Destination:**

Belvidere Police Dept  
 Belvidere IL 61008  
 United States

**Delivery: Commercial**

**Date**                      **Quote Expires**                      **Quote Number**  
 6/6/2019                      7/6/2019                      **52588 Rev 1**

<b>Prepared by</b>	<b>Phone</b>	<b>Email</b>	<b>Terms</b>	<b>Currency</b>
Zaynah Astar	604-592-4335	<a href="mailto:zaynah@reliance-foundry.com">zaynah@reliance-foundry.com</a>	TBA	U.S. Dollar
<b>Customer Quote Reference</b>	<b>Lead Time Estimate</b>	<b>Transit Time Estimate</b>	<b>Incoterms 2010</b>	<b>Ship Via</b>
	4 Days	5-7 Business Days	DDP Delivered Duty Paid	Prepaid

Quan	Item	Price	Tax Code	Amount
20	<b>R-7902 Black</b>  Architectural Bollard, Model R-7902, 36" high x 4.3" OD, with or without reflective tape Material: A36 Steel, Powder Coated Textured Black  Options: Reflective Tape: None Selected  Material: Steel A36 Country of Origin: China	\$192.00	Exempt	\$3,840.00
20	<b>Removable Mounting Receiver w/Hinged Lid - 4 In - Steel</b>  Hardware for Removable R-7901-R (7900/8900) Pipe Bollard Receiver with Hinged Lid Material: Galvanized Steel c/w 316 Stainless Steel Top & Hinged Lid  **Pad Lock is NOT supplied, but is available for an additional \$15.00 for Solid Brass** (keyed alike)  Kit Includes: Receiver, Cover & Lid, Flat Head Countersunk Screws, Installation Instructions		Exempt	\$4,480.00
	<b>Subtotal Subject to USTR Tariffs</b>		Exempt	\$8,320.00
	Office of the United States Representative (USTR) tariffs are subject to change at short notice			
	<b>USTR 2019 Tariff 25%</b>	25%	Exempt	\$2,080.00
	May 10, 2019 Office of the United States Trade Representative (USTR) tariff @ 25%			
	Note: This tariff increase to 25% could be a short-term negotiations ploy, and may be rescinded at any time.			
1	<b>Cartage &amp; Freight</b>  Cartage & freight charges for standard commercial delivery. (See terms attached)	\$426.31	Exempt	\$426.31



Credit Card Authorization Form

**Total**                      \$10,826.31



Toll Free: 1-877-789-3245  
 Fax: 604-590-8875

Phone: 604-547-0460  
 Email: info@reliance-foundry.com

#207 - 6450 148th Street, Surrey, British Columbia, Canada V3S-7G7  
 www.reliance-foundry.com

## Terms and Conditions

Acceptance of this quote is subject to Reliance Foundry's Standard Terms and Conditions available online:  
<http://www.reliance-foundry.com/company/terms-and-conditions>

As stipulated in the Standard Terms and Conditions, please note the following:

TAXES	
USA / International Customers:	Prices do NOT include any applicable state sales or use tax. Any applicable state taxes must be assessed and paid by the Customer directly to the relevant state authority.

SHIPPING	
Commercial (standard)	Standard shipping requires a dock or forklift to safely unload products upon delivery. Additional freight options are available—but these must be arranged prior to shipment and may incur additional costs. Contact Reliance Foundry's Sales Department for additional details.
Residential (optional)	Residential delivery includes a 24-hour advance delivery confirmation and curbside offloading at destination. The customer is responsible for any additional transport of goods at site of delivery.

INCOTERMS 2010	
DDP Delivered Duty Paid	Shipment is quoted Delivered Duty Paid (DDP) under Incoterms 2010: The seller bears all the costs and risks involved in bringing the goods to the place of destination and has an obligation to clear the goods not only for export but also for import, to pay any duty for both export and import and to carry out all customs formalities. Alternative terms must be arranged prior to shipment.

**ORDER ACCEPTANCE:** "I / We accept your price quote as above. Please place our order for the above materials, and confirm details in writing as soon as possible."

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

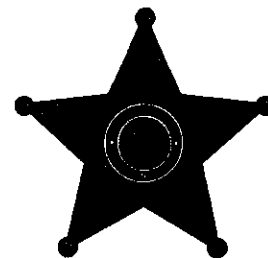
Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

# Belvidere Police Department

Shane Woody - Chief of Police

Matthew Wallace - Deputy Chief, Investigations

Patrick Gardner - Deputy Chief, Patrol



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TO: Mayor Chamberlain and City Council

FROM: Chief Shane Woody

DATE: June 18, 2019

RE: Proposal for Plastering at the Annex

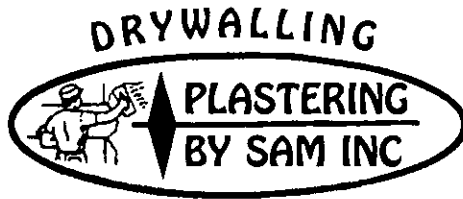
As shown on the attached, nine companies were contacted for bids for plastering work in the Annex at 330 E. Menominee Street. Only three companies, Plastering by Sam, Dunrite Plastering and Gordon Johnson Plastering responded and inspected the Annex. Dunrite Plastering and Gordon Johnson Plastering did not, however, submit bids for consideration.

Attached is a proposal from Plastering by Sam Inc. for \$9,927.50. Service would include boarding walls where built, patching other areas, bonding and skim coating ceilings and installing dura rock and plaster in the bath/shower area.

**Motion: To waive the bidding process and approve the proposal from Plastering by Sam, in the amount of \$9,927.50, for the plastering work at the Annex at 330 E. Menominee Street. This work will be paid for from the Police Department Capital Fund Line Item.**

SWsd

SAM BURNS  
874-8308



QUALITY AT THE RIGHT PRICE

815-874-8308

MENOMONIE ST  
Belvidere IL

Date 3/14/19

Page of

Reference  
815 547 6017

### PROPOSAL

We are pleased to submit the following quotation for your consideration:

DESCRIPTION	UNIT PRICE
Bid is 2 BOARD WALLS where BUILT Fix & Patch OTHER AREAS - Bond & SKIM COAT CEILINGS - Sand finish Blend in AS GOOD AS POSSIBLE - OTHER AREAS - Bath. SHOWER AREA. DUPE ROCK. -	\$927.50
Scrap. Builders Responsibility - Painting Also	
Delivery	F.O.B.
Terms:	

**IMPORTANT**

**ALL TYPES OF PLASTERING \* STUCCO & REPAIR**

This estimate is subject to acceptance within 10 days. Orders placed cannot be delayed or canceled except on terms that will indemnify us against loss. Delivery promises are contingent upon receipt of raw materials, strikes, changes, accidents or other causes beyond our control. This estimate is subject to change, if changes are made in materials or finish. In the event of default, Purchaser agrees to pay all expenses of collection incurred by Plastering by Sam, Inc., including, but not limited to, reasonable attorney's fees.

Respectfully Submitted

By: 

Payment DOE. when plastering is Complete!

**Belvidere Police Department  
Interdepartmental Memorandum**

**Date:** 06-05-19  
**To:** Deputy Chief Wallace  
**From:** Sgt Martin R Gorsuch  
**Re:** Annex

DC Wallace,

In reference to plaster bids for the annex, I made attempts to contact the following plaster companies.

- 1-22-19 Jacks CustomPlastering 815/979-0647, left message.
- 1-22-19 Dispensa Plastering 815/494-8176, left message.
- 1-22-19 LS Drywall 608/289-0589, left message.
- 3-7-19 Jack Krevel Plastering 815/633-7492, left message.
- 3-7-19 Dispensa Plastering 815/494-8176, left message.
- 3-7-19 Crown Plastering 815/543-4170, left message.
- 3-7-19 Dunrite Plastering & Remodeling, 815/540-9519, left message.
- 3-7-19 Gordan Johnson Plastering 815/765-3458, left message.
- 3-7-19 Plastering By Sam 815/874-8308, left message.

Dunrite Pastering, Gordan Johnson Plastering and Plastering by Sam all called back and set up appointments to give us bids. They all showed up. I gave them your Email address ([wallace@belviderepolice.com](mailto:wallace@belviderepolice.com)) and advised them to send the estimate to you.

Again, I feel we did our due diligence in trying to get bids for the plastering.

I recommend we go ahead with the bid we received.

Respectfully,



Sgt Martin R Gorsuch





**BELVIDERE  
FIRE  
DEPARTMENT**

123 S. State St.  
Belvidere, IL 61008

Fire Chief and Administration Offices  
(815)544-2242  
Fax (815)544-2278

# Memo...

<b>From:</b>	Chief Hyser	<b>Today's Date:</b>	May 30, 2019
<b>To:</b>	Shauna Arco	<b>Effective Date:</b>	June 24, 2019
<b>Subject:</b>	Agenda Items for Committee of the Whole - June 24, 2019		

## Carry over vacation time

The following Fire Department member will have to carryover vacation days into the new fiscal year due to reasons beyond his control.

<u>Name</u>	<u>Carryover</u>	<u>Reason</u>
Joe Erber	3 Shifts (72 hours)	Erber started on November 26, 2018 and was in training when he earned his 3 vacation days and was unable to use them.
Adrian Trujillo	1 Shift (24 hours)	Adrian started on January 11, 2019 and earned one vacation day in fiscal 2019. He also was in training and unable to use his vacation day.

Respectfully,

*Chief Al Hyser*



**BELVIDERE  
FIRE  
DEPARTMENT**

123 S. State St.  
Belvidere, IL 61008

Fire Chief and Administration  
Offices

(815)544-2242

# Memo...

<b>From:</b>	Chief Hyser	<b>Today's Date:</b>	June 19, 2019
<b>To:</b>	City Clerk Arco	<b>Meeting Date:</b>	June 24, 2019
<b>Subject:</b>	Committee of the Whole Meeting – Grant Money		

The Belvidere Fire Department was awarded a check in the amount of \$3,000 of grant money with a verbal agreement that we would help make a purchase of an AED along with AED equipment for the YMCA and the balance is ours to use as an EMS Grant. I am asking the Council to approve this donation.

The check would be applied towards the EMS account as that is where the expense will come out of line item #01-5-220-6824.

*Chief Al Hyser*



**Belvidere Fire Department**  
 123 S State ST  
 815-544-2242  
 Belvidere, IL 61008

Invoice No. 001817  
 Invoice Date 06/24/2019  
 Please pay by 06/24/2019

Tuesday June 18, 2019

Grants/Gifts Country Financial Bloomington IL 61704	** Please remit payment to the above address. Please reference invoice number and project name on your remittance.
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Quantity	Item	Unit Price	Extended Price
1.00	GRANT Grant money for EMS Defibrillator for the YMCA; Balance is a grant to the BFD.	\$3,000.00	\$3,000.00

VERIFY THE AUTHENTICITY OF THIS MULTI-TONE SECURITY DOCUMENT. CHECK BACKGROUND AREA CHANGES COLOR GRADUALLY FROM TOP TO BOTTOM.



**CC Services, Inc.**

1711 GE Road, Bloomington, IL 61704-2286

The Northern Trust Company  
 Chicago, IL  
 Payable Through  
 Oakbrook Terrace, IL

70-2382  
719

CHECK NO. **2076673**

DATE ISSUED  
5/08/19

PAY Three thousand and 00/100 Dollars

\$\*\*\*\*\*3,000.00

NOT VALID AFTER 180 DAYS

PAY TO  
THE ORDER  
OF

**CITY OF BELVIDERE**

401 WHITNEY BLVD  
 BELVIDERE IL 61008

*Alan Dodds*  
 AUTHORIZED SIGNATURE

*[Signature]*  
 AUTHORIZED SIGNATURE

⑈ 2076673⑈ ⑆ 071923828⑆ 30141173⑈

Invoice Total	\$3,000.00
Payments Applied	\$0.00
<b>Balance Due</b>	<b>\$3,000.00</b>

Due Upon Receipt

Municipalities Mosquito Control  
Belvidere Area

<b>Cities that do provide service:</b>	<b>Service Used:</b>
Cherry Valley	Clarke
Elgin	Clarke
Freeport	Clarke
Loves Park	Clarke
Machesney Park	Clarke
Rochelle	City provides service
Roscoe	Clarke
St. Charles	Clarke
Woodstock	Clarke

Clarke Mosquito Service      Jack Thennisch      847-904-5927    Estimate Attached

<b>Cities that do not provide service:</b>	<b>* Prior Service</b>
Dekalb	
Harvard	
Marengo	
Poplar Grove*	Mosquito Joes
Rockford	
Rockton*	Clarke
Winnebago	



**Clarke Environmental Mosquito Management, Inc.,  
Professional Services Outline for 2019  
City of Belvidere  
Environmental Mosquito Management Program**

**Part I. General Service**

- A. Aerial Survey and Geographic Information System (GIS) Mapping
- B. Computer System and Record Keeping Database
- C. Public Relations and Educational Brochures
- D. Mosquito Hotline Citizen Response – (800) 942-2555
- E. Comprehensive Insurance Coverage naming the City of Belvidere additionally insured
- F. Program Consulting and Quality Control Staff
- G. Monthly Operational Reports, Periodic Advisories, and Annual Report
- H. Regulatory compliance on local, state, and federal levels

**Part IV. Adult Control**

- A. Adulticiding in Residential Areas:
  - 1. Community-wide truck ULV treatments of all streets with Duet, Biomist® or synthetic pyrethroid insecticide at \$8,125.00 per treatment as requested by the City.
- B. Adulticiding Operational Procedures
  - 1. Notification of community contact.
  - 2. Weather limit monitoring and compliance.
  - 3. Notification of residents on Clarke Call Notification List.
  - 4. ULV particle size evaluation.
  - 5. Insecticide dosage and quality control analysis.

**\*\*NPDES Permit:** A National Pollutant Discharge Elimination System (NPDES) permit is necessary for the execution of the work for mosquito control effective October 31, 2011. Any additional costs associated with activities and/or services that may be required by Clarke in order to comply with an NPDES permit are not included in this proposal.

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**For City of Belvidere:**

Sign Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**For Clarke Environmental Mosquito Management, Inc.:**

Name: Jack Thennisch Title: Control Consultant Date: 6/18/2019  
Jack Thennisch



**Clarke Environmental Mosquito Management, Inc.,  
Client Authorization for 2019 Addendum  
City of Belvidere  
Environmental Mosquito Management Program**

**Administrative Information:**

**Invoices should be sent to:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail \_\_\_\_\_  
Purchase Order Number: \_\_\_\_\_ County: \_\_\_\_\_

**\*\*In an effort to be more sustainable, we ask that you provide us with an  
Email address that the invoices should be sent to.\*\***

**Treatment Address (if different from above):** County: \_\_\_\_\_

Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

**Contact Person for City of Belvidere:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Alternate Contact Person for City of Belvidere:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

**Please sign and return a copy of the complete contract for our files to:**

Clarke Environmental Mosquito Management, Inc., Attn: Jack Thennisch  
675 Sidwell Ct. St Charles, IL 60174 or Fax at (630) 443-3070

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 4/16/2019  
**Re:** Sanitary Sewer Manhole Rehabilitation Bid Tabulation

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The following bids were opened today for the Sanitary Sewer Manhole Rehabilitation Project:

- |  |              |
|--|--------------|
| 1. RMS Utility Services<br>72 East Street<br>Crystal Lake, IL 60014                  | \$94,062.00  |
| 2. Stenstrom Excavation & Blacktop Group<br>2422 Center Street<br>Rockford, IL 61108 | \$144,930.00 |
| 3. N-TRAK Group, LLC<br>1523 Windsor Road<br>Loves Park, IL 61111                    | \$281,133.32 |

The budget includes \$100,000 for this work.

I would recommend approval of the low bid from RMS Utility Services., in the amount of \$94,062.00, for the Sanitary Sewer Manhole Rehabilitation Project. This work will be paid for from Sewer Line Item #61-5-820-6040.

*Tabled  
April 22, 2019*