



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

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

AGENDA

August 27, 2018

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:

Pam Lopez-Fettes -Growth Dimensions Plaque Presentation for Investors.

1. Public Safety, Unfinished Business: None.
2. Public Safety, New Business:
 - (A) Recognition of Officer Mears completion of probationary period.
 - (B) Intergovernmental Agreement for Police Services.
3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:
 - (A) Printer Maintenance Program.
 - (B) Credit Card Payouts.

5. Other:
 - (A) Legal Age Required for Sale of Alcohol.
 - (B) Well #4 VFD and Well #5 Soft Start.
 - (C) Well #7 – Bid Tabulation.
 - (D) Enforcement of advertising signs in the right-of-way.
 - (E) Executive Session to discuss Collective Bargaining Matters pursuant to 2 (c) 2 – Fire Officers.

6. Adjournment:

INTERGOVERNMENTAL AGREEMENT FOR
POLICE SERVICES

- WHEREAS, the City of Belvidere (the City) and the Boone County Conservation District (the District) are Illinois units of local government; and
- WHEREAS, the City and the District each have the authority, under Illinois statutes, to create and maintain police forces; and
- WHEREAS, the City has created and maintains a police department (the Department) which enforces State Statutes as well as City ordinances; and
- WHEREAS, the District has the authority to enact ordinances, including ordinances criminalizing certain actions; and
- WHEREAS, Section 10 of Article 7 of the 1970 Constitution of the State of Illinois and the Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) empower units of local government to contract among themselves to share services and exercise, combine or transfer any powers not prohibited by law; and
- WHEREAS, the District wishes to obtain police protection within its jurisdiction to enforce District ordinances, City ordinances and State statutes and wishes the City to provide a police officer for those purposes; and
- WHEREAS, the City wishes to provide such police services to the District.

NOW, THEREFORE In Consideration of the mutual covenants herein contained and other good and valuable consideration, the sufficiency of which is hereby acknowledged, the City and District agree as follows:

- 1) The foregoing recitals are incorporated herein by this reference.
- 2) City Obligations:
 - a. The City agrees to provide sworn police officers to patrol District properties located within the corporate limits of the City from May 1 through August 31. The number of hours an officer is assigned to patrol conservation district properties shall be established by the District and the Department based upon the District's budget and officer availability.
 - b. The City shall provide supervision of the Officers through existing supervisory personnel.

- c. Officers may enforce State statutes, City Ordinances, District ordinances and such other laws and regulations which may be properly enforced by any of these jurisdictions.
- d. Officers will be available for court appearances related to the prosecution of District ordinance offenses on an as needed basis.
- e. An Officer's primary duty, while assigned to the District, will be the patrol of District properties within the City, the Officer may also be utilized by the City for other purposes (i.e. back up of other Officers, response to emergency calls etc.).
- f. The City shall maintain general supervisory control over Officers, including, but not limited to, assignment of patrol areas, setting of work hours and training. The City will use its best efforts to meet the District's reasonable requests regarding patrol and work hours. The City and District shall coordinate exact coverage hours.
- g. The City agrees to indemnify and defend the District for any damage or claim arising out of or related to any action or failure to act of a City Officer which is not in any way related to the District.

3) District's Obligations:

- a. The District hereby authorizes the City of Belvidere Police Department and its officers (the Department) to enforce State Statutes, City ordinances, District ordinances and any other applicable laws or regulations on District property or property falling within the District's jurisdiction. The Department is authorized to make arrests and issue Citations in the District's name and/or the City's name and under State Statutes.
- b. The District agrees to pay assigned officers' regular rate of pay for all hours assigned to provide law enforcement services on District property under this Agreement. In the event an assignment requires overtime pay for an officer, the District will pay the overtime rate for that officer.
- c. The District agrees that any fee, funds or property which would be provided an arresting agency for arrests, such as the \$100.00 fee pursuant to 625 ILCS 5/11-501(j) and fees awarded pursuant to 720 ILCS 550/12 shall be paid to or become the property of the Department. However, the fine imposed by a Court for District Ordinance violations, exclusive of the statutory assessments and fees as described above, shall be paid to the District.

- d. The District agrees that it shall bear the responsibility of indemnifying the Officer as required by 65 ILCS 5/1-4-6.
- e. The District further agrees to hold harmless, indemnify, defend and reimburse the City, its officials, officers, employees and agents for any actions, activities or failure to act by the Officer which are in any way related to the District and/or the activities under this Agreement. The foregoing indemnity shall not apply where the Officer is engaged in law enforcement activities for the City which are unrelated to the District.
- f. If the District fails to fulfill any obligation of this Agreement, including but not limited to a failure to reimburse the City for the Officer's compensation, the City may withdraw the Officer from patrol of District Property. This remedy is not intended to the limit the City's ability to terminate the Agreement.

4) Termination:

- a. Either party may terminate this Agreement upon 60 days written notice to the other. However, any termination of the Agreement shall not terminate the District's obligation to reimburse the City for Officer compensation or other benefits as set forth above which accrue prior to termination. Further, termination shall not terminate the District's obligation to indemnify the City or the Officer for any act or failure to act which accrues as set forth above nor the City's obligation to indemnify the District, pursuant to Section 2(g) above, for any action or claim which accrues prior to termination . Claims shall be deemed to accrue as of the date of injury or loss regardless of when the claim is actually made upon the City or District.

DATE: _____.


By: THE CITY OF BELVIDERE

By: THE BOONE COUNTY
CONSERVATION DISTRICT

By: _____
Michael W. Chamberlain
Mayor

By: 
Its President

Attest: _____
Shauna Arco
Clerk

Attest: 



3/9/2018

Proposal for

City of Belvidere

Prepared by:

Michael Rohr | Technology Advisor

815.847.5418

Michael.Rohr@Marconet.com

taking technology further

MANAGED SERVICES
CLOUD SERVICES
BUSINESS IT SERVICES
CARRIER SERVICES
COPIERS & PRINTERS



marconet.com



Printers/MFPs

GOLD	PLATINUM
<i>*Printers & MFPs</i>	<i>**Printers & MFPs</i>

Supplies

Toner Included (MICR Separate Pool)	Yes	Yes
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Service

Travel Time	Yes	Yes
Replacement Labor	Yes	Yes
Basic Reporting Functions (Print Tracker)	Yes	Yes
Part Replacement Included	Yes	Yes

Support

Support Desk Services (M-F, 7:30 a.m. - 5:00 p.m. CST)	Yes	Yes
Semi-Annual Business Review	Yes	Yes
Application Support	No	Yes
<ul style="list-style-type: none"> ▪ Sharpdesk ▪ PC Fax Drivers ▪ EFI Command Workstation – EFI Remote Scan ▪ Marco Installed Meter ▪ Monitoring Software 		

Hardware

Printer Replacement	Yes	Yes
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*Customer owns the equipment

**Equipment is financed through Marco

Current Situation

Monthly Device Summary

▪ B/W Device Total Monthly Volume	8,103
▪ Color Device Total Monthly Volume.....	1,046
Number of Printers/Unique Models.....	13/10

Monthly Financial Summary

▪ Supplies - Supplied By Customer	\$433.93/Monthly
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Current Challenges

Current Challenges include the cost of OEM Toner for aging devices being stored and supplied by the customer. The costs associated with the customer's current situation does not include any service, parts, labor, or printer replacements.

Client Objectives

1. Cost Effective Service on Existing Equipment
 - Marco provides itemized monthly invoices for improved departmental tracking and accountability of all print related expenses to ensure accurate budgeting and management of services
 - Marco provides service to existing Lexmark LaserJet printers that includes not only the toner needed, but also Service, Parts, and Labor on each covered device.
 - Marco provides printer replacement for covered devices. This allows the customer to have the peace of mind knowing that if a covered device fails and cannot be repaired, then Marco will replace the device.
2. Stabilize toner levels
 - Marco's auto toner alerting can provide a blanket alerting threshold across all devices or a customized threshold for lower/higher utilizing devices which will eliminate have too much or too little toner on hand
 - All toners are shipped with specific device information and internal naming so that you know exactly where each toner is intended to go. The location naming is customizable based on location needs.
 - Backup toners are available with a call or email to our Client Services department

Recommendation

60 Month Managed Print Services Agreement	\$279.48 per Month
▪ Includes 8,103 Black and White Prints	\$0.019 per print*
▪ Includes 1,046 Color Prints	\$0.12 per print*

*Overages will be billed at the same rate.

Printers Included

▪ HP Laserjet 1160	Shift Commander/Fire Station 1	SN: CNB1F03145
▪ HP Laserjet 4100	Leah’s Office/Dir. Of Buildings	SN: USBNJ08213
▪ HP Color LJ Pro M252dw	Investigations/Police Department	SN: VNB3F29337
▪ HP Color LJ Pro M452dn	Dep Chief Wallace/Police Department	SN: VNB3M37104
▪ HP Laserjet 4100	Drug Unit/Police Department	SN: S4601A06270
▪ HP LJ Enterprise M506	Administration/Police Department	SN: PHBGR48701
▪ HP LJ Pro 200 Color M251nw	Sandy’s Office/Police Department	SN: CND1H00705
▪ HP LJ Pro 400 M402dne	Chief’s Office/ Police Department	SN: PHGFD27285
▪ HP Laserjet 4100	Reception/Finance	SN: USBND11220
▪ HP Laserjet M402n	Shauna’s Office/City Clerk	SN: PHBHC90075
▪ HP Laserjet 4100 Series	Sue’s Office/City Clerk	SN: USBNH12605
▪ HP Laserjet M203-M206	City Attorney’s Office	SN: VNB3B87410
▪ HP Color LJ Pro MFP M277dw	Drug Unit 2/Police Department	SN: VNB8H7X8TB

Total Monthly Savings **\$154.45 per Month**

Program Advantages / Why Marco

Program Advantages

- Automated Supply Delivery
- Remote Support Desk Assistance & On-site Technician Repairs
- Printer Replacement
- Certified Marco resources for software, driver and network printing issues
- One vendor for all printer-related needs
- Next business day toner shipping for all orders placed by 3:00 p.m.
- Backup toner supplies are provided at no up-front charge free up cash flow for other purchases or business expenses

Why Marco?

- Certified Managed Print Services experts with over 40,000 printers under contract
- HP authorized service provider
- Dealer of the Year, imageSource Perfect Image – 2016
- Excellence in Customer Engagement, imageSource Perfect Image – 2016
- Top 501 Managed Services Providers, MSP Mentor – 2015
- Outstanding IT Services Provider, imageSource – 2013

Accepted by: _____ Date: _____

By signing this proposal, you are authorizing Marco Technologies, LLC to order, install and invoice the above listed equipment.

ADDENDUM TO EQUIPMENT MAINTENANCE AGREEMENT

This Addendum is incorporated by reference and made part of that certain Equipment Maintenance Agreement dated _____ by and between Marco Technologies, LLC ("Marco") and City of Belvidere ("Customer") ("Agreement").

For good and valuable consideration the sufficiency of which is hereby acknowledged, Marco and Customer agree as follows:

1. Notwithstanding anything to the contrary in the Agreement, the customer and Marco agree that the service contract termination date may be accelerated at the customer's request and subject to termination after 24 months from contract start date.

Marco Technologies, LLC

By: _____

Title: _____

Date: _____

Company Name

By: _____

Title: _____

Date: _____

To: Mayor Chamberlain, City Clerk and the City Council

Re: Credit Card Payouts

Date: 08-21-2018

I have been looking at the monthly payout, the Corporate Payment System heading on many payouts disturbs me. When I asked about what it meant and was told that it is for credit card charges. If I wanted to find out what they were for, whom had spent it, on what and where. I had to come into the Clerk's Office and ask to see them. It is my opinion that if someone has a City of Belvidere credit card or asks to be reimbursed of any type of payment that it should be listed in the payables. It should be listed by the name of the card holder, where it was spent, the reason it was spent and the amount charged. If anyone who has a City credit card does not want an item listed that was charged to a City card then they should not have charged.

I am requesting that the way that credit card charges are presented to the City Council be placed on the August 27th, 2018 agenda for discussion.



Ward One Alderman

A handwritten signature in black ink, appearing to read "Clayton Stevens".

Clayton Stevens

The Shortline, Inc.

**118 Buchanan Street
Belvidere, IL 61008**

City of Belvidere
401 Whitney Blvd.
Belvidere, IL 61008

RE: Legal Age Required for the Sale of Alcohol

The Shortline, Inc. operates a local food establishment that serves alcohol.

We have had issues with staffing our restaurant and one of the contributing factors is the City's policy that our cashier's be 21 years old to sell and handle alcohol purchases.

It is our understanding from the State's website (illinois.gov) that the State of Illinois standard for this same work, the sale and handling of alcohol purchases in a restaurant, is only 18 years old.

We feel that if the City were to use this standard instead of their current policy, we would have a larger pool of prospective employees from which to fill our vacancies.

We respectfully request that the City consider a change to this policy to mirror the State's requirements.

Sincerely,



Russell L. Caldwell

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 8/22/2018
Re: Well #4 VFD, Well #5 Soft Start

The existing soft start at Well #5 needs to be replaced. We need to replace the existing soft start at Well #4 with a variable frequency drive (VFD) in order to eliminate water hammering. We have received the following proposals to install a new VFD at Well #4 and install the soft start from Well #4 at Well #5:

- | | |
|--|-------------|
| 1. Engel Electric Company
1514 W 4 th St
Sterling, IL 61081 | \$25,808.00 |
| 2. The Morse Group
1390 Gateway Blvd
Beloit, WI 53511 | \$35,450.00 |

Both firms have successfully completed projects for us in the past and are familiar with our facilities.

I would recommend approval of the proposal from Engel Electric, in the amount of \$25,808.00, to complete the installation of a new VFD at Well #4 and install the soft start from Well #4 at Well #5. This work will be paid for from Line Item #61-1790, Water Depreciation.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: August 23, 2018
Re: Well #7 Chemical Treatment

Well #7 had a positive bacteria result on our monthly raw water sample for December 2017. We completed two rounds of chemical treatment with the pump assembly remaining in place and the well was put back online in May. In June, we had a positive bacteria result on our monthly raw water sample and the follow up sample. Another water sample was sent to Water Systems Engineering for a complete well profile.

Water Systems Engineering has completed their testing and their analysis indicated an excessive biological population. They recommend an extensive disinfection effort using balanced cleaning chemistries and mechanical agitation to remove the resident populations identified.

We have received the following bids for the chemical treatment of Well #7, based on the recommendations of Water Systems Engineering:

- | | |
|--|--------------|
| 1. Municipal Well & Pump
1212 Starbeck Drive
Waupun, Wisconsin 53963 | \$162,330.00 |
| 2. Great Lakes Water Resources
1127 Plainfield Road
Joliet, IL 60435 | \$187,097.50 |
| 3. Cahoy Pump Service
202 West Howard Street
Durand, IL 61024 | \$190,969.00 |
| 4. Water Well Solutions Illinois Division
710 Herra Street
Elburn, IL 60119 | \$204,466.00 |
| 5. Layne Christensen Company
721 West Illinois Avenue
Aurora, Illinois 60506 | \$223,696.00 |

I would recommend approval of the low bid from Municipal Well & Pump for the chemical treatment and disinfection of Well #7, in the amount of \$162,330.00. This work will be paid for from the Water System Depreciation Account (#61-1790).