



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

Alderman Sheryl Prather	Chairman Building
Alderman Natalie Mulhall	Vice-Chairman Building
Alderman Ric Brereton	Chairman Finance and Personnel
Alderman Wendy Frank	Vice -Chairman Finance and Personnel
Alderman Tom Porter	Chairman Planning & Zoning
Alderman Mike McGee	Vice-Chairman Planning & Zoning
Alderman Clayton Stevens	Chairman Public Safety
Alderman Matthew Fleury	Vice-Chairman Public Safety
Alderman Marsha Freeman	Chairman Public Works
Alderman Daniel Snow	Vice-Chairman Public Works

AGENDA

September 13, 2021
6:00 p.m.
City Council Chambers
401 Whitney Blvd., Belvidere, Illinois

Call to Order – Mayor Clinton Morris.

Roll Call:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Public Works, Unfinished Business:
 - A. Stormwater Utility Implementation Phasing.
Tabled August 9, 2021.

Committee of the Whole
September 13, 2021

2. Public Works, New Business:
 - A. Public Works Department – Update.
 - B. PFAS Evaluation for Well #3 and Well #4.
 - C. WWTP De-Watering Centrifuge Upgrade.
 - D. Intergovernmental Agreement for Path Maintenance.

3. Building, Planning & Zoning, Unfinished Business: None

4. Building, Planning & Zoning, New Business:
 - A. Planning & Zoning Department - Update.
 - B. Zoning Code Amendment on Flags.
 - C. Building Department - Update.

5. Other:

6. Adjournment:

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 9/8/2021
Re: PFAS Evaluation for Wells #3 and #4

Attached to this memo is a proposal from Strand Associates to complete the PFAS evaluation for Wells #3 and #4 and the preliminary design for new well #11. Included in their proposal is an outline of the steps needed to apply for State Revolving Fund Loan Assistance for construction of a new well.

I would recommend approval of the proposal from Strand Associates, in the amount of \$49,800.00, to complete the PFAS evaluation for Wells #3 and #4 and the preliminary design for new Well #11. This work will be paid for from the Water Department Line Item #61-1780.



Strand Associates, Inc.[®]
910 West Wingra Drive
Madison, WI 53715
(P) 608.251.4843

August 27, 2021

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

Re: Poly- and Perfluoroalkyl Substances (PFAS) Treatment Evaluation and Well No. 11

Dear Brent,

This letter presents our understanding and approach to addressing the water quality issues facing the City of Belvidere's Well Nos. 3 and 4 and the process for implementing the proposed new Well No. 11.

We understand the City recently sampled each water supply well for PFAS and found detectable levels in Well Nos. 3 and 4 that exceed the minimum reporting level of 2 nanograms per liter (ng/L). The City is also experiencing ongoing problems at Well No. 4 related to positive bacterial tests that are keeping the well out of service until negative test results are obtained. The City wishes to complete an evaluation of options for treating Well Nos. 3 and 4, including an option for abandoning both wells and constructing a new deep aquifer well and well facility.

The City would like to pursue funding through the Illinois Environmental Protection Agency (IEPA) Public Water Supply Loan Program (PWSLP) for the chosen improvements. One of the first steps in the PWSLP process is to prepare a *Project Plan* document in accordance with Illinois Administrative Code 35 Section 662.320(e). For this reason, we suggest the water treatment evaluation and Well No. 11 preliminary design be combined into one document that satisfies the requirements for the project plan. This will keep the information in one document and simplify the loan application process.

We suggest the following scope of services for the project plan and Well No. 11 preliminary and final well design.

Scope of Services

Project Plan – PFAS Evaluation and Well No. 11 Preliminary Design

- Summarize background information, including City population and project location.
- Review and summarize existing water system components, including current well pump capacities.
- Develop a 20-year projection of water demands using methodology similar to the 2012 *Water System Study Update* and City-provided population projections.
- Review water quality information provided by the City, including PFAS results.
- Review the existing Well No. 3 site conditions and space needs for each treatment alternative.
- Review the existing Well No. 4 site conditions and space needs for each treatment alternative.
- Evaluate treatment of Well Nos. 3 and 4 for PFAS removal based on the following three treatment technologies.
 - Granular activated carbon
 - Ion exchange softening
 - Reverse osmosis

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- Develop conceptual design criteria, including process flow schematics and site layouts.
- Review feasibility of centralized treatment in lieu of local treatment.
- Evaluate abandonment of impacted wells, including well decommissioning and demolition of the existing air stripping tower and reservoir at Well No. 3 and the Well No. 4 site.
- Review the impact on water system supply capacity over the planning period of abandoning both wells.
- Develop preliminary design concepts for a new deep sandstone aquifer well and facility. Desired well capacity is 2,000 gallons per minute (gpm).
 - Develop preliminary well design and preliminary construction log.
 - Use existing computerized hydraulic model to simulate operation of the proposed well to develop system head curve and preliminary well pump design.
 - Develop a summary of space needs for systems, including iron filtration and PFAS removal.
 - Develop design concepts for incorporating ultraviolet (UV) disinfection in the Well No. 11 facility.
 - Develop preliminary site plan.
- Provide a topographic survey of the proposed well site. Request underground utility locates prior to survey.
- Assist the City with procurement of geotechnical services for soil borings. The geotechnical consultant will be selected and hired by the City.
- Prepare opinions of probable cost for the PFAS treatment alternatives, well abandonment, and a new well facility.
- Develop estimated loan amounts, including annual loan payments based on opinions of probable cost. City to provide financial arrangements for assuring adequate debt service, operation and maintenance, and a dedicated source of revenue for loan repayment.
- City will provide a description of the existing water rate structure, proposed rate changes.
- Summarize the current PFAS advisories published by the United States Environmental Protection Agency (USEPA), IEPA, and Illinois Department of Public Health.
- Prepare inventory of environmental impacts of chosen alternative, including IEPA Loan Applicant Environmental Checklist.
- Prepare maps showing project location.
- Prepare a draft Project Plan report to satisfy requirements of the IEPA project planning checklist for City review and comment.
- Meet with the City to discuss the report, incorporate findings, and finalize the *Project Plan* report.
- Submit three copies of the project plan to the IEPA Infrastructure Financial Assistance Section.

Well Drilling Design and Bid-Related Services

- Prepare bid documents using *Engineers Joint Contract Documents Committee C 700 Standard General Conditions of the Construction Contract, 2018 edition*, technical specifications, and engineering drawings. The technical specifications will include the construction of one new deep aquifer well anticipated to be minimum 19-inch diameter, 1,500 feet deep, and capable of pumping 2,000 gpm. The drawings will include a site plan showing property lines, contours, and proposed building location and a cross section of the anticipated well construction.
- Submit draft bid documents to City for review and input.
- Prepare pre-bid opinion of probable construction cost (OPCC) for the well drilling project and submit to City.
- Review the draft bid documents with City, incorporate review comments, and submit two copies of the final bid documents to City.
- Submit two copies of drawings and specifications to the IEPA along with applicable construction permit forms for review and approval.

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- Distribute bid documents electronically through QuestCDN, available at www.questcdn.com. Submit *Advertisement to Bid* to City for publishing.
- Prepare addenda and answer questions during bidding.
- Attend bid opening, tabulate and analyze bid results, and assist City in the award of the construction contract.
- Prepare three sets of contract documents for signature.

Well Drilling Construction-Related Services

- Provide contract administration services, including attendance at preconstruction conference, review of contractor's shop drawing submittals, review of contractor's periodic pay requests, attendance at construction progress meetings, periodic site visits, and participation in project closeout.
- Observe test pumping of the well and analyze data to finalize production pump design. Observation will include staking of the well centerline and periodic construction and general observation trips during various stages in the drilling process, including casing installation, grouting, well development, plumbness, and alignment, and final test pumping and water quality tests. A total of eight site visits are included.

State Revolving Fund Loan Assistance

The PWSLP funding cycle operates based on the State of Illinois fiscal year that starts July 1 each year. Funding nomination forms (formerly referred to as pre-application forms) are due March 31 each year for projects to be funded in the next fiscal year. However, project planning documents and the *Funding Nomination Form* can be submitted throughout the year and, if submitted by December 31, projects might be eligible for bypass funds (if available) for the current fiscal year.

The following scope of services is proposed for tasks related to the PWSLP application, assuming the City chooses to pursue a new well to be drilled in 2022.

- Assist City in preparing and submitting the *Funding Nomination Form*.
- Incorporate funding-related forms and language into the bid documents for the well drilling project.
- City will complete the public participation process required as part of the planning approval. This typically requires a public hearing or public notice.
- Assist City in preparing the *PWSLP Loan Application Form*.
- Assist City in preparing the *Bidding Review Certification and Checklist Form* after bids are opened for the well drilling project.

Well Facility Design and Construction

We will prepare a separate agreement for well facility design, bidding, and construction-related services near the conclusion of the well drilling phase when more is known about the water quality and facility needs.

Project Schedule

The enclosed tentative project schedule shows typical timeframes for each phase of the project, including SRF loan deadlines. In general, the schedule shows completion of the project plan and submittal of the *Funding Nomination Form* to the IEPA by December 31, 2021. Well drilling design would start in parallel with the project plan in order to obtain IEPA permit approval prior to bidding the well drilling project in February 2022. Well drilling would be complete in the summer of 2022 with well facility design to follow when water quality information is known. Construction of the well facility would occur in 2023.

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Preliminary Opinion of Probable Cost

While it is difficult to accurately quantify the project costs prior to evaluating the need for treatment, the following costs are presented to provide the City with an ‘order of magnitude’ look at project costs, assuming construction of a new well becomes the chosen option.

Item	Cost Opinion
Well 3 and 4 Abandonment/Demolition	\$50,000
Well No. 11 Drilling	\$800,000
Well No. 11 Facility with Iron Filtration	\$3,500,000
Construction Subtotal	\$4,350,000
25 percent Contingency, Engineering, Legal	\$1,087,500
Total Preliminary OPCC	\$5,437,500

Engineering Fee

We propose the following fees for the project plan and Well No. 11 well drilling phases of the project. We will finalize the scope and fee for the well facility engineering when facility needs are developed during the project plan and well drilling phases.

Task	Fee
Project Plan – PFAS Evaluation and Well No. 11 Preliminary Design	\$49,800
Well Drilling Design and Bid-Related Services	\$25,700
Well Drilling Construction-Related Services	\$21,900
State Revolving Fund Loan Assistance	\$10,600
Total Fee	\$108,000

Please call with any questions regarding this proposal.

Sincerely,

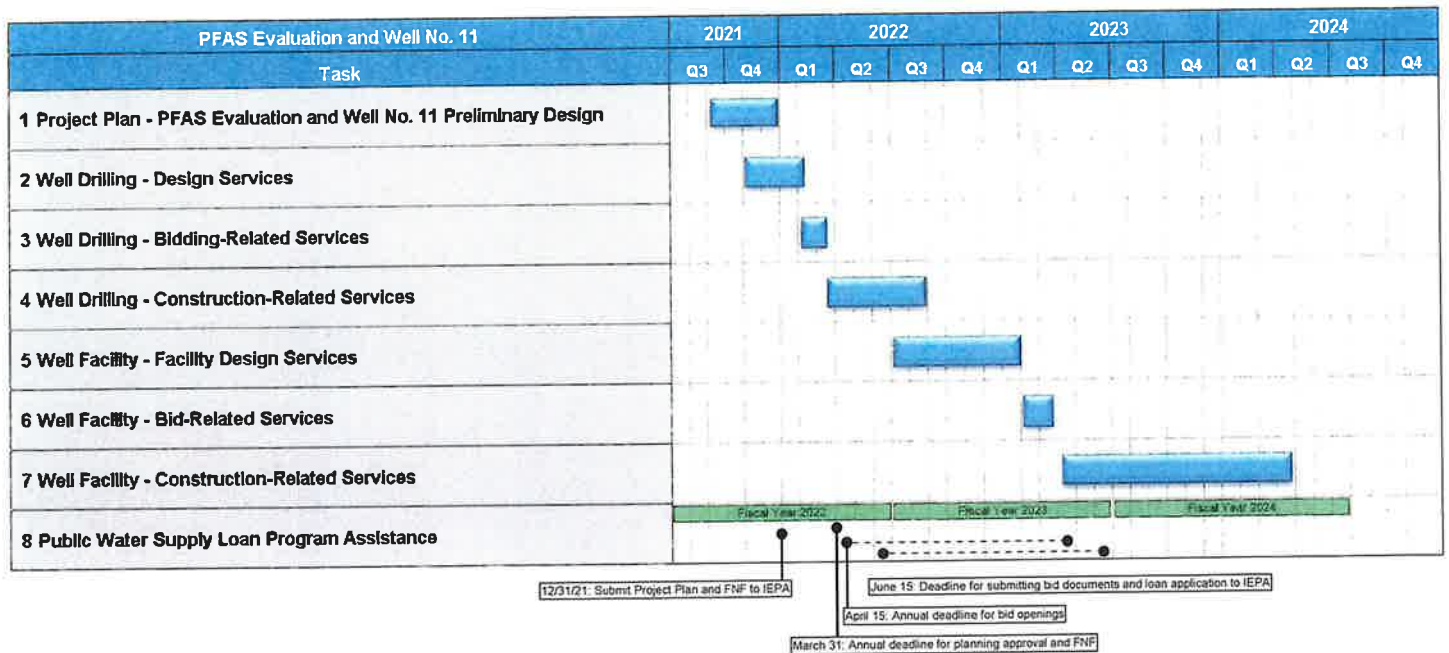
STRAND ASSOCIATES, INC.®



Michael J. Forslund, P.E.

Enclosure

9901.971/MJF:mah



Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 9/7/2021
Re: WWTP De-watering Centrifuge Upgrade

Our Centrisys de-watering centrifuge at the WWTP was installed in 2005 and needs to be updated. In August of 2020, Council approved factory updates at the then estimated cost of \$34,250.00. Due to the effects of the pandemic, this work has been delayed. During the delay, Centrisys notified us that the cost estimate was in error. The original estimate was based on a smaller centrifuge and the sales manager that prepared the estimate was no longer an employee of the company.

A revised cost estimate from Centrisys is attached. The cost of the updates ranges from \$36,000 to \$80,500, depending on what they find when the unit is disassembled. Based on the amount of usage over the fifteen-year period, the cost will probably be on the higher side. The cost to update the control panel is \$10,750.00.

I would recommend approval of the proposal from Centrisys for factory updates to the thickening centrifuge at the WWTP at a cost not-to-exceed \$91,225.00. This work will be paid for from the Sewer Depreciation Account. Due to this unforeseen additional cost, the planned replacement of a pickup truck for the WWTP (\$40,000 budgeted) may be delayed for one year.

A motion to waive the bidding process will be required as the cost for the updates exceeds \$20,000.



Hello,

The previous estimate of \$24,500 given for centrifuge repairs was sent in error by a previous Centrisys sales manager. This amount is for the repair of a smaller unit as the quote states it is for a CS18-4 unit while this plant has a CS21-4HC unit. This quote also does not include a repair estimate for the hydraulic motor (rotodiff), which is recommended to have scheduled maintenance at the same time of the centrifuge.

Our current quote has a repair estimate of \$36,000 for repair of the centrifuge rotating assembly, rotodiff, and site service for removal and installation. All repairs and site service are billed at actual costs and these are only estimates. Our updated quote also includes a cost for scenario in which major repairs would need to be conducted. This would be the case if large amounts of wear/damage are found throughout the unit. In this scenario the repair could cost up to \$80,500 for the same scope. Upon receipt, disassembly, and inspection of the unit we can give a more accurate cost and timeline estimate. No repair work will be conducted without approval. It is generally recommended to budget for the higher cost scenario in case there is significant damage to the unit that needs to be repaired.

In the time since our last quote was given for the panel modifications there have been material cost increases. The updated quote for these changes is \$10,725.

We apologize for the error in communication and we will work to provide you with the best possible service in the future.

Thank you,

Brett Bevers



Attn: Nick Steiner
City of Belvidere
2001 Newburg Road.
Belvidere, IL 61008

REPAIR ESTIMATE OF CS21-4HC CENTRIFUGE and 1071 T F/B ROTODIFF

O-10864

This is the standard repair cost for a CS21-4HC rotating assembly complete:

CENTRIFUGE REPAIR PRICING – MINOR

- 1. Dismantle, clean and inspect
- 2. Provide report with digital pictures
- 3. Replace bearings and seals
- 4. Hi-speed balance bowl
- 5. Hi-speed balance scroll
- 6. Reassemble
- 7. Shipping to and from site

Total	\$ 26,500.00
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BACKDRIVE REPAIR – MINOR

- 1. Dismantle, clean and inspect
- 2. Replace bearings and seals
- 3. Reassemble
- 4. Test

Total	\$ 5,500.00
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SITE SERVICE FOR REMOVAL AND INSTALLATION

- 1. One day on site for each

Total	\$ 4,000.00
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Total Minor Repair	\$ 36,000.00
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CENTRIFUGE REPAIR PRICING – MAJOR

1. Dismantle, clean and inspect
2. Provide report with digital pictures
3. Replace bearings and seals
4. Replace worn/missing tiles (up to 40 tiles)
5. Replace broken nozzles
6. Repair flights
7. Repair feedchamber wear
8. Hi-speed balance bowl
9. Hi-speed balance scroll
10. Reassemble
11. Shipping to and from site

Total	\$ 49,000.00
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BACKDRIVE REPAIR – MAJOR

1. Dismantle, clean and inspect
2. Replace bearings and seals
3. Replace transfer seal
4. Replace cam
5. Replace rotor
6. Reassemble
7. Test

Total	\$ 27,500.00
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SITE SERVICE FOR REMOVAL AND INSTALLATION

- 1. One day on site for each

Total	\$ 4,000.00
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Total Major Repair	\$ 80,500.00
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TERMS:

Validity: Valid for 30 days.
Centrisys reserves the right to adjust this estimate

Terms: Net 30

Delivery: 6-8 weeks ARO

FOB: Kenosha, WI

Warranty: 6 months on repaired/replaced parts

Quote Prepared By: Andres Torres

Dated: 7-19-21

Sent to:

E-mail Address:



Sales Quote

Sales Quote Number: SQ-33466

Centrisys Corporation
9586 58th Place
Kenosha, WI 53144

Sales Quote Date: 8/16/2021	Quote Exp . Date 9/16/2021
Customer ID C000089	Contact
Cust. Phone 815-544-2072	Cust. Fax 815-544-3991
belviderewwtp@yahoo.com	

Sell
To: City of Belvidere
 2001 Newburg Road
 Belvidere, IL 61008
 United States

Ship
To: Belvidere WWTP
 2001 Newburg Road

 Belvidere, IL 61008
 United States

Terms Net 30	Ext Doc No.	Your Reference O-10865	Ship Via FOB Kenosha, WI	Shipping Agent	Shipping Agent Service	Loc Code KENOSHA
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<u>Number</u>	<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Price</u>	<u>Discount</u>		<u>Total Price</u>
					<u>Unit Price</u>	<u>Discount</u>	
CN	Centrisys CS21-4HC Centrifuge Control Panel Modification Includes Lynch Amplifier; Speed Monitor, Measure, Interface; Analog input and output; CVC coverplate Engineering labor for drawing and programming changes 2 days on site for re-wiring and testing. Travel and expenses included	1	Each	10,725.00	10,725.00		10,725.00

Website: www.centrisys.com	Phone: (262)654-6006	Fax: (262)764-8705
Amount Subject to Sales Tax 0.00	Amount Exempt from Sales Tax 10,725.00	Subtotal: 10,725.00
		Invoice Discount: 0.00
		Total Sales Tax: 0.00
		Total: 10,725.00



Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 9/8/2021
Re: Intergovernmental Agreement for Path Maintenance

Boone County and the Boone County Conservation District were awarded \$520,000 in TAP Funds to construct the first phase of the proposed shared use path connection between the City of Belvidere and Village of Poplar Grove to the Long Prairie Trail, which has been identified in both the Bicycle and Pedestrian Plan for the Rockford Metropolitan Area and the Greenways: A Green Infrastructure Plan for Boone and Winnebago County.

The path will connect to the city sidewalk extension included in the Lawrenceville Road and Poplar Grove Road intersection improvement Project (see attached map). IDOT is administering the TAP Funds and is requiring a formal maintenance agreement for this project. Attached to this memo is the proposed maintenance agreement. The City will be responsible for that portion of the sidewalk and right-of-way located within the city limits.

I would recommend approval of the Intergovernmental Agreement among Boone County, Illinois, the City of Belvidere, Illinois and Boone County Conservation District for the maintenance of the South Piskasaw Creek Connection Path and authorize the Mayor to sign the agreement.

Intergovernmental Agreement among Boone County, Illinois, the City of Belvidere, Illinois and Boone County Conservation District for the maintenance of the South Piscasaw Creek Connection (SPCC) Path.

This Agreement (IGA), dated _____, is made by and among Boone County (County), City of Belvidere (City) and the Boone County Conservation District (BCCD).

WHEREAS, the County, City and BCCD are units of local government and exist under the laws of the State of Illinois; and

WHEREAS, Article VII, Section 10 of the 1970 Constitution of the State of Illinois authorizes units of local government to cooperate with each other in order to accomplish common goals and objectives, and to contract to exercise, combine or transfer any power or function not prohibited to them by law or ordinance; and

WHEREAS, the Illinois Intergovernmental Cooperation Act (5 ILCS 220/1 et seq.) authorizes units of local government, to exercise jointly any powers, privilege or authority which may be exercised by a unit of local government individually, and to enter into contracts for the performance of governmental services, activities and undertakings; and

WHEREAS, the County, City and BCCD own real property or have the Rights of Way with the limits of the SPCC Path; and

WHEREAS, the County, City and BCCD desire to create a path as defined with the limits of the SPCC Path to assist pedestrian passage; and

WHEREAS, the proposed location of the SPCC Path is reflected on Exhibit "A" attached hereto and made part of this Agreement: and

WHEREAS, the County, City and BCCD have set forth herein the terms and conditions of their agreement in this Agreement and have duly authorized their respective presiding officers to enter into and execute this Agreement; and

WHEREAS, the parties acknowledge and agree that the individuals who are members of the group constituting the corporate authorities are entering into this Agreement in their corporate capacities as members of such group and shall have no personal liability in their individual capacities.

NOW, THEREFORE, in consideration of the foregoing and of the mutual promises and obligations expressed herein and other good and valuable consideration, the sufficiency, adequacy and receipt of which are hereby acknowledged,

IT IS HEREBY AGREED by and between the parties as follows:

Section 1. Incorporation of Recitals:

The parties agree that the recitals have been incorporated by reference into the rest of the Agreement as if fully set forth herein.

Section 2. Boone County Responsibilities:

The County shall manage the grant received by Region 1 Planning Council of the SPCC path as required by the grantor and other applicable agencies.

The County shall manage the construction and provide the City and BCCD with any scope, funding or schedule changes impacting the project.

The County shall maintain the SPCC path and clear zone in a reasonable manner within the limits of the County Right-of-Way for a period of 15 years after the completion of the path.

Section 3. City of Belvidere Responsibilities:

The City shall maintain the SPCC path (sidewalk) and clear zone in a reasonable manner within the limits of the City Right-of-Way for a period of 15 years after the completion of the path.

Section 4. Boone County Conservation District Responsibilities:

The BCCD shall maintain the SPCC path and clear zone in a reasonable manner within the limits of the real property owned by BCCD and its easement holders for a period of 15 years after the completion of the path.

Section 5. Immunity:

Nothing in this Agreement shall be interpreted to waive any immunities or privileges provided to the County, City and BCCD as units of local government under Illinois statutory or common law, such privileges and immunities being specifically reserved by the County, City or BCCD.

Section 6. Modification of Understanding:

This Agreement contains the entire understanding of the parties with respect to the subject matter hereof and all prior or contemporaneous agreements, understanding, representations and statements, oral or written, are merged herein. This Agreement may be modified only by written instrument executed by the parties.

Section 7. Validity:

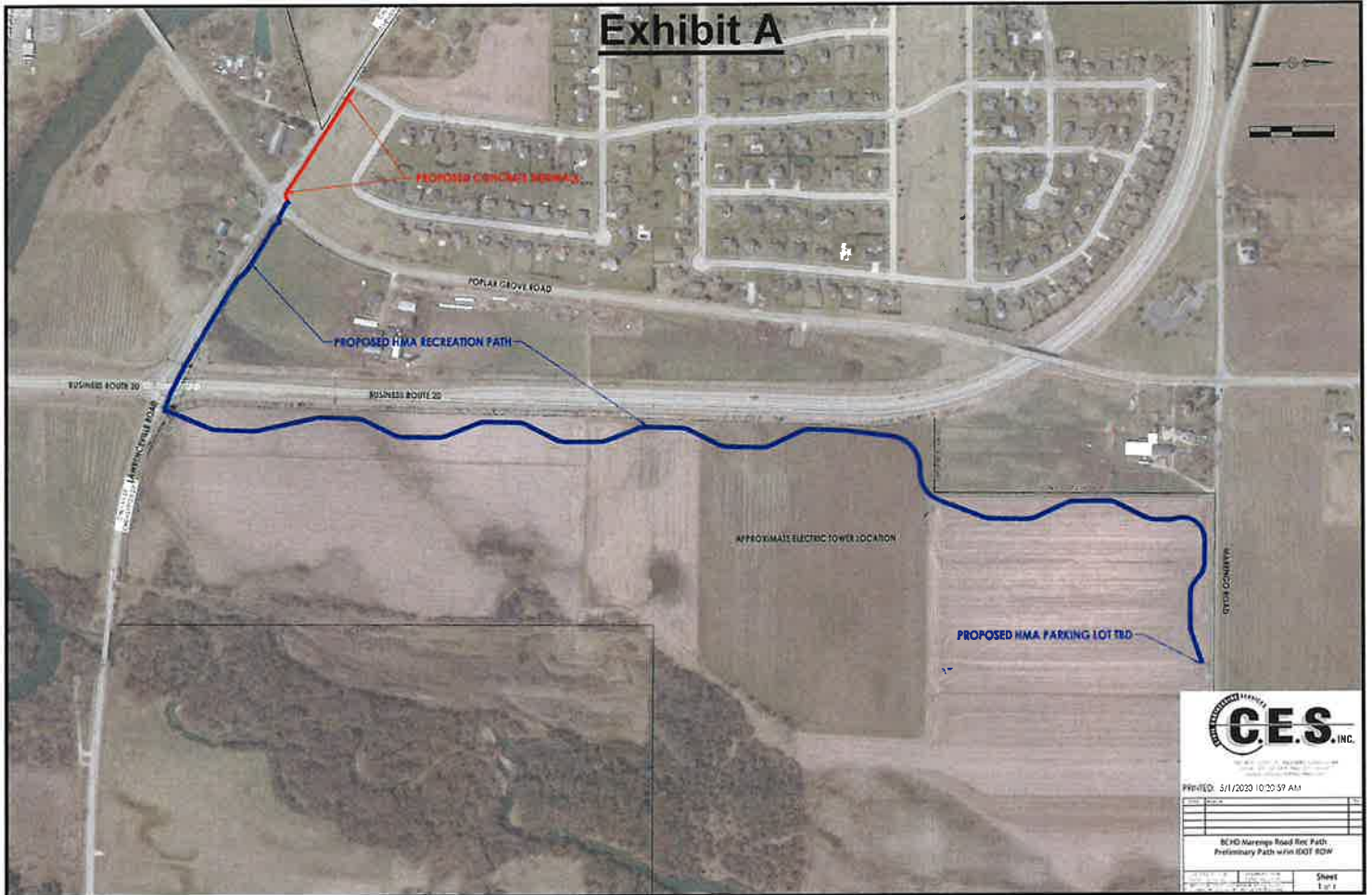
If any provision, clause, word or designation of this Agreement is held to be invalid by any court of competent jurisdiction, such provision, clause, word or designation shall be deemed to be excised from this Agreement and the invalidity thereof shall not affect any other provisions, clause, word or designation contained herein.

IN WITNESS WHEREOF, the parties have executed this Agreement pursuant to the ordinances or resolutions adopted by the proper authorities of the respective parties.

Boone County _____ City of Belvidere _____

Boone County Conservation District _____

Exhibit A



GES INC.

PREPARED: 5/1/2020 10:20:59 AM

DATE	5/1/2020
TIME	10:20:59 AM
PROJECT	SCWD Narempa Road Rec Path
DESCRIPTION	Preliminary Path within EOT ROW
SHEET	1 of 1

Vertical text on the left edge of the map area.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 9/8/2021
Re: Storm Water Utility Implementation Phasing

Council tabled the approval of the Task 2 Outreach portion of the proposal from Fehr-Graham, in an amount not-to-exceed \$37,190.00, regarding the storm water utility implementation phasing. Fehr-Graham, and their sub-consultant, Wood Environment & Infrastructure Solutions, has submitted a further cost breakdown of the Outreach Task, a copy of which is attached. I would recommend completing Items #1, #2, #3 and #5 of Task 2 in order to educate the residents and gather their feedback on the function of a storm water utility prior to the City Council's deliberation on implementing a storm water utility.

The current budget includes \$100,000 for the implementation of a storm water utility for the City of Belvidere. Attached to this memo is a proposal from Fehr-Graham, in an amount not-to-exceed \$95,560.00, for implementing a storm water utility. Their proposal itemizes the costs associated with each of the tasks identified in the implementation plan. The next phase in this process would be public outreach to educate the residents and gather their feedback on the function of a storm water utility prior to the City Council's final decision on implementing a storm water utility.

The current motion to approve the Task 2 Outreach portion of the proposal from Fehr Graham, in an amount not-to-exceed \$37,190.00, needs to be removed from the table. Once removed, I would recommend that the motion be amended to approve Items #1, #2 #3 and #5 of Task 2, included in the proposal by Fehr Graham, in the amount of \$ 13,900.00. This work will be paid for from Line Item #41-5-110-7900.



September 8, 2021

Mr. Brent Anderson
Public Works Director
City of Belvidere
401 Whitney Boulevard
Belvidere, Illinois 61008

**Re: Stormwater Utility Implementation
Civil Engineering Services Proposal**

Dear Mr. Anderson:

Fehr Graham is looking forward to helping the City of Belvidere with the next steps of their consideration of implementing a stormwater utility. The following presents our proposed scope of work and associated fees to complete those next steps.

SCOPE OF PROJECT

The scope of the study will include the following tasks as presented in the Stormwater Utility Feasibility Study report completed for the City of Belvidere.

- Task 1 - Billing System Coordination
- Task 2 - Stormwater Utility Outreach
- Task 3 - Stormwater Utility Enterprise Fund Establishment
- Task 4 - Rate Ordinance Development
- Task 5 - Impervious Surface Database Development
- Task 6 - Master Account File Development
- Task 7 - Credit Program Development
- Task 8 - Program Customer Support

Fehr Graham and its sub-consultant, Wood Environment & Infrastructure Solutions, Inc., will provide services as described in this letter proposal. The objective of the project is to develop a database for stormwater utility billing based on impervious surfaces, communicate with the public and stakeholders, and draft documents necessary to initiate a stormwater utility in the City of Belvidere. The following section is a detailed description of the tasks outlined above.

SCOPE OF SERVICES

Task 1 – Billing System Coordination

The City has indicated it prefers to use its existing water and sewer billing vendor to bill property owners for its stormwater utility. Fehr Graham will coordinate the billing information, gather information on accounts, and provide files to test and initiate stormwater billing with the preferred vendor.

Task 2 – Stormwater Utility Outreach

Fehr Graham will lead public outreach efforts, working with the City of Belvidere to communicate and gather feedback from property owners and stakeholders. Public outreach will include meetings and other venues for communicating information and gathering feedback. Due to the current restrictions on public gatherings and in-person meetings, the following plan incorporates recommended procedures for safe interactions during the COVID-19 pandemic.

1. Newspaper announcement of public outreach - \$600

To kick off the public outreach for the stormwater utility user fee system, an announcement will be placed in Boone County Shopper. The announcement will give a summary of the program and detail upcoming events and the schedule.

2. Public Outreach Meeting #1 - \$7,400

The first public meeting is anticipated to take place in the Community Building. This venue will be set up to safely accommodate all guests and allow for enough space to properly situate City staff, engineers, and the public. Several engineers from Fehr Graham will be present and stationed next to displays that depict the details of the stormwater utility user fee system. It is anticipated that it will take place on a weekday evening and run for two hours. The public will have the chance to approach the engineers and ask questions about the program. The engineers will direct the public to place any comments they want to share on the City's website. The City will have a comment form on their website that will be posted on the day of the public meeting and stay on the website through the public outreach portion of the stormwater utility implementation.

3. City of Belvidere website video and comment form – \$3,800

Since members of the public may not be comfortable attending a meeting in person at this time, a video detailing the program will be posted on the City's website along with the comment form that was previously mentioned. The video will give an overview of the stormwater utility fee structure, associated costs to homeowners, and the benefits of implementing the program. The link for the video and the comment form will stay on the City's website throughout the public outreach phase of the implementation project.

4. Stakeholder Meetings (5 total) - \$7,300

- a. Belvidere Area Chamber of Commerce
- b. FCA Chrysler
- c. Woods Four Seasons
- d. General Mills
- e. Non-Profit Group

Stakeholder meetings will take place in the same venue with the same setup. Stakeholder meetings will consist of outreach to groups within the community. The purpose of these meetings will be to convey information about the stormwater utility as it relates to stakeholders and gather feedback.

5. City Council Meeting - \$2,100

Fehr Graham will present the program details and answer Council members' and other attendee's questions. The purpose is to provide a forum to communicate the function of the stormwater utility, consider program implementation decisions, and create a consensus on the best path for the City before the utility is adopted.

6. Public Outreach Meeting #2 - \$7,400

The second public meeting will take place in the same venue with the same setup. It will provide an opportunity to give an update on the proposed structure of the program and its costs to property owners. Frequently asked questions will be answered during the meeting.

7. City Council Meeting #2 - \$2,100

The second council meeting will be at the end of the implementation phase. This will include a presentation of the stormwater utility user rate program, proposed fee structure, and the ordinance that will need to be passed by the Council in order to implement the stormwater utility.

8. Marketing - \$6,490

Fehr Graham will also provide materials for website updates, City newsletters, and social media posts related to the stormwater utility implementation. Examples of fact sheets that can be hand-outs or mailers are attached to this proposal. This work will be coordinated with the designated point of contact for public outreach within the City of Belvidere.

Task 3 – Stormwater Utility Enterprise Fund Establishment

Fehr Graham will support the City as it creates an enterprise fund and provide industry-standard practices and insight as it relates to stormwater utilities.

Task 4 – Rate Ordinance Development

Fehr Graham will draft the rate ordinance with the City attorney to outline the rate structure, appeals process, credits and incentives, and the enterprise fund. A rate schedule will be provided based on feedback from City officials and the impervious data developed during the implementation phase.

Task 5 – Impervious Surface Database Development

Fehr Graham will create a database for the billing system that will detail the impervious surface areas for all properties within the City that do not contain single-family homes. The most recent aerial photography and lidar data available will be used to digitize impervious areas into shapefiles that can be analyzed to determine individual parcel impervious areas. A database will be kept associating property owners with their respective gross impervious areas on their properties. Some property owners will not be in the billing data based on the City's other utilities, so effort will be required to review the data and include all applicable properties. A long-term maintenance plan for the impervious surface database will be established during the implementation phase.

Task 6 – Master Account File Development

A master account file, or billing database for the stormwater utility, will include data from the impervious surface analysis and organize it in a manner that the billing vendor can use to manage the stormwater utility accounts. This task will include checking records to ensure the impervious database matches billing account owners and adding stormwater utility accounts as applicable. Billing units will be tabulated to the nearest tenth of an equivalent residential unit. The consultant will calculate the applicable fee reductions based on the credit and incentives program. The complete master account file will be provided to the billing entity to test uploading the billing file into the billing program. Once verified, the bill file can be put into the billing system to be tested. The billing vendor will produce sample bills for quality control review and approval will be granted when bills can be produced accurately. Finally, a long term maintenance plan for the master account file will be provided as a part of this task.

Task 7 – Credit Program Development

Fehr Graham will create a credit policy and credit manual based on industry standards and the direction from City officials. Training materials will be provided for City staff and developers as a part of this task. The credit policy will dictate who can apply for credits, how much credit they can get, and how they qualify for credits and incentives. The training materials will include step-by-step instructions, application forms, and information on how the owner retains credits and an appeals process for disputing application determinations. A method for tracking applications and creating a database to supplement the master account file will be provided.

Task 8 – Program Customer Support

Fehr Graham will provide training materials and an on-site review of policies for City staff responsible for responding to property owner inquiries. A frequently asked questions (FAQ) document will be created to provide ongoing guidance for customer support staff.

SCHEDULE

It is anticipated that the stormwater utility fee implementation will be completed in eight to ten months.

EXCLUSIONS

The following items are **not** included in the scope of services proposed here within:

- Ongoing stormwater program administration
- Response to customer billing inquiries
- Impervious surface database management
- Billing system management
- Review of credit or appeal applications

Any of the above services can be performed as an additional cost to the project upon request.

FEES

Based on the information available, we are prepared to provide these services for the following fee per task.

Task 1 - Billing System Coordination	\$2,520
Task 2 - Stormwater Utility Outreach	\$37,190
Task 3 Stormwater Utility Enterprise Fund Establishment	\$2,260
Task 4 Rate Ordinance Development	\$6,850
Task 5 Impervious Surface Database Development	\$20,580
Task 6 Master Account File Development	\$16,260
Task 7 Credit Program Development	\$7,650
Task 8 Program Customer Support	\$2,340
TOTAL	\$95,650

These services will be provided for a fee not to exceed a total of \$95,650. Billing for the project will be monthly and invoiced by Fehr Graham based on percent complete.

AUTHORIZATION

We appreciate the opportunity to provide you with this proposal and trust that the information we have provided is in line with your expectations. Please sign the authorization line below and return a copy to my attention to include this proposed scope and fee in the existing contract (Fehr Graham Project 19-573) and the associated terms and general conditions.

As always, Fehr Graham is willing to commit the necessary resources to this project to provide timely and competent solutions to ensure that this project moves forward. We look forward to working with you on this project. In the interim, should you have any questions regarding this proposal, please feel free to contact us.

Respectfully submitted,



Mick Gronewold, PE
Principal
m Gronewold@fehr-graham.com



Jeffrey W. Macke, PE
Project Manager
j Macke@fehr-graham.com

MWG/JWM:ted

Attachment

Authorization:

_____ **Date:** _____