



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

October 25, 2021
6:00 p.m.
City Council Chambers
401 Whitney Blvd., Belvidere, Illinois

Call to Order:

Roll Call:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Public Safety, Unfinished Business: None.

2. Public Safety, New Business:
 - (A) Police Department – Update.
 - (B) Fire Department – Update.
3. Finance & Personnel, Unfinished Business: None.
4. Finance & Personnel, New Business:
 - (A) Sikich Audit Review.
 - (B) Finance Department – Update.
5. Other:
 - (A) Discussion of Ordinance #550H.
 - (B) Habitat for Humanity waiving of Building and Zoning Permit Fees for 1115 Garfield.
 - (C) Newburg #1 Lift Station Pump Replacement- WWTP.
 - (D) Supplemental Permit for Winter Sludge Application – WWTP.
6. Adjournment:

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 10/20/2021
Re: Newburg #1 Lift Station Pump Replacement - WWTP

One of the two pumps at the Newburg #1 lift station is down and needs to be replaced. We have received a proposal from Thompson-Hopps Pumps, in the amount of \$19,362.00, for a new Weil 2553 replacement pump. Thompson-Hopps is the local Weil distributor.

I would recommend approval of the purchase of a Weil 2553 pump, in the amount of \$19,362.00, from Thompson-Hopps Pumps. This equipment will be paid for from the Sewer Depreciation Fund.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 10/19/2021
Re: Supplemental Permit for Winter Sludge Application - WWTP

The City's IEPA supplemental permit for land application of sludge on snow covered ground has expired and needs to be renewed. Attached to this memo is a proposal from Baxter & Woodman to complete the permit application and provide the required documentation in an amount not-to-exceed \$4,500.00.

I would recommend approval of the engineering services work order from Baxter & Woodman, in an amount not-to-exceed \$4,500.00, to complete the supplemental permit for winter sludge application. This work will be paid for from Line Item #61-5-820-6190.

**CITY OF BELVIDERE, ILLINOIS
SLUDGE LAND APPLICATION PERMIT AMENDMENT
ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT No. 212118.30

Project Description:

The City does not have adequate sludge storage during the winter months, therefore the City's current Land Application of Sewage Sludge needs to be amended to include a provision to allow land application during the winter on snow and ice covered ground. We will provide assistance to prepare the permit application forms and submit to IEPA as soon as possible. The scope of services is outlined in Attachment A.

Engineering Services:

The general provisions of this contract are enumerated in the Professional Engineering Services Agreement between the City and Engineers dated September 22, 2009.

Compensation:

Compensation for the services to be provided under this Work Order will be in accordance with the Engineering Services Agreement dated September 22, 2009. The Owner shall pay the Engineer for the services performed or furnished under Attachment A, based upon the Engineer's standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses, which in total will not exceed \$4,500.

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

By: 

Title: Vice President

Date: October 7, 2021

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

By: _____

Title: _____

Date: _____

Additional Comments and Conditions: None.

SCOPE OF SERVICES

Obtain the following City records to assist with the preparation of the IEPA sludge land permit renewal application:

1. Annual sludge production between November – February.
2. Sludge User Information forms, location map and soils map for each farm where sludge will be land applied during the winter months.
3. Methods for land applying and incorporating the sludge into the ground during when the ground is frozen or ice covered.

Upon receipt of this information:

1. Review and compare sludge user information for each owner where sludge is land applied and confirm plat maps are available for all fields.
2. Complete the IEPA permit application forms for sludge land application. Submit to City for review. Incorporate the City's comments (if any).
3. Prepare a cover letter and submit permit application to IEPA.
4. Subsequent to IEPA review of the permit renewal forms, we will follow-up on comments or additional requirements that IEPA may make or request.

CITY OF BELVIDERE

Community Development



BUILDING DEPARTMENT

PLANNING DEPARTMENT

401 WHITNEY BLVD. SUITE 300 BELVIDERE, IL 61008 * PH (815)547-7177 FAX (815)547-0789

To: Mayor and City Council

From: Kip Countryman, Director of Buildings

Date: 10/19/2021

RE: Habitat for Humanity

Attached is a request from the Habitat for Humanity for the Council's consideration to have the Building and Zoning permit fees waived for the demolition and construction of a new home at 1115 Garfield Ave. City Council has in the past approved this request.

The estimated fees for the permit to be waived will be 880.00.

If the Council is willing to proceed with this project, I would recommend that the Building and Zoning fees be waived for this project as has been done in the past.

**Kip Countryman
Director of Building**



**HABITAT FOR HUMANITY
OF BOONE COUNTY**

October 14, 2021

Mr. Michael Drella, City Attorney
City of Belvidere
401 Whitney Blvd.
Belvidere, Illinois 61008

Re: 1115 Garfield Avenue, Belvidere, IL
05-36-155-011

Dear Mike:

Habitat for Humanity of Boone County has been offered the above property as a gift. We have evaluated the property and obtained a proposal for the demolition and off-site disposal of the single-family residence on the parcel. In its place, Habitat would like to build a single-family home and needs to complete its due diligence to determine if the costs are feasible (in keeping with the mission of serving families falling within low-income guidelines).

We are requesting that the City waive the fees for a demolition permit and, to the extent applicable later, all building, water and sewer connection, and other fees. We understand that Habitat will be responsible for expenses directly incurred by the city (such as cost of materials) even if fee and service cost waivers are approved. This request is in keeping with the City's past practice to facilitate the work for low-income families and enable Habitat to complete the project promptly, within budget. Reference past projects at 407 West Madison Street, 1021 West Fifth Street, and others.

We understand the request for waiver will need to be scheduled for consideration by the City Council. Please keep us informed concerning scheduled dates on which our appearance and input may be beneficial.

Thank you for your consideration and support. We look forward to working with the City to complete another project.

Cordially,
Henry Repay
Board Chairman
Henry@RepayLaw.com

c: Mr. Kip Countryman, Building Director
Mr. Brent Anderson, Public Works Director
The Honorable Clint Morris, Mayor