



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

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Alderman Tom Porter,	1 st Ward	F&P Vice Chairman, City-County
Alderman Daniel Snow,	2 nd Ward	BPZ Chairman, City-County Chairman
Alderman Michael Borowicz,	2 nd Ward	Public Safety Vice Chairman, City-County
Alderman Wendy Frank,	3 rd Ward	City-County Vice Co Chairman
Alderman Thomas Ratcliffe,	3 rd Ward	F&P 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
November 13, 2017
6:00 p.m.
City Council Chambers
401 Whitney Boulevard
Belvidere, Illinois

Call to Order: Mayor Chamberlain

Roll Call: Present: Absent:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Building, Planning & Zoning, Unfinished Business: None.
2. Building, Planning & Zoning, New Business: None.
3. Public Works, Unfinished Business: None.

4. Public Works, New Business:

- (A) ComEd Street Light LED Replacement Grant Application.
- (B) IDOT Storm Water Detention.
- (C) Corporate Parkway Restricted Parking.
- (D) Whitman Street Parking – Jackson to Boone.
- (E) Fitness Court.
- (F) Well #8 Generator Construction.

5. Other:

- (A) Business Registration.
- (B) Executive Session to discuss Purchase or lease of real property pursuant to section 2 (c) (5) of the Open Meetings Act.
- (C) Ordinance Authorizing the Acquisition of an Easement for Sanitary Sewer Purposes.
- (D) Storm Water Detention Easement Acquisition.

6. Adjournment:

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 11/2/2017
Re: ComEd Street Light LED Replacement Grant Application

Commonwealth Edison has taken over the incentive program from the Illinois Department of Commerce and Economic Opportunity for projects that increase the energy efficiency of local governments. Included in the program is the replacement and upgrading of street lighting.

We currently have 179 of our own cobra-head style street lights that would qualify for the incentive by upgrading to LED. The total cost of the upgrade is \$64,798.00 with a qualified incentive of \$48,598.00, for a net cost to the city of \$16,200.00. The current lights are 400 watt high pressure sodium and the equivalent wattage of the replacement LED's is 165 watts. The city's net cost would be paid for from the Street Light Repair and Maintenance Line Item #01-5-330-6022. If approved for funding, this work would be done by Street Department employees and the project would be completed by March 31, 2018.

I would recommend submitting the application for the ComEd Incentive Grant to upgrade the City-owned overhead street lights.

BELVIDERE PUBLIC WORKS

401 Whitney Boulevard

Belvidere, IL 61008

Phone 815-544-9256

Fax: 815-544-4255

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: August 7, 2017
Re: IDOT Storm Water Detention

We have met with the IDOT District 2 Hydraulics Engineer regarding the possibility of locating storm water detention facilities on State right-of-way along the US Route 20 corridor. The attached map highlights the proposed areas, which includes the Bellwood detention, the Dawngate detention and detention on the former Chrysler Drive frontage road. IDOT has requested a preliminary design and drainage calculations for their review and approval prior to moving forward.

Attached is a proposal from CES, Inc., to complete the work necessary to provide the information required by IDOT. If approved by IDOT, the design information will be included in Baxter & Woodman's model of the south side storm sewer system.

I would recommend approval of the proposal from CES, Inc., at a cost not-to-exceed \$9,520.00, for the IDOT storm water detention areas. This work will be paid for from capital funds.



C.E.S. Inc. – Main Office
700 West Locust Street
Belvidere, Illinois 61008
Phone: (815) 547-8435
Fax: (815) 544-0421

C.E.S. dba Survey-Tech
104 A Maple Court
Rochelle, IL 61068
Phone: (815) 562-8771
Fax: (815) 562-6555

Kevin.Bunge@civilideas.com

WORK AUTHORIZATION

Date: November 2, 2017

Subject: **Base Mapping for potential ponds in IDOT ROW at Route 20 and East Ave.
+ Preliminary Pond Design and Calculations**

Requested: City of Belvidere – Brent Anderson, Director of Public Works

General scope of work to be completed:

The limits of the Study Area described in #1 thru #5 and #7 below are indicated on the attached exhibit. #6 is a separate exhibit for illustrative purposes only.

Scope of Mapping Work:

- 1) ROW map of the area as depicted on IDOT ROW strip maps and as verified via ROW markers in the field. Parcel lines perpendicular to IDOT ROW to be approximated via field evidence and GIS overlays. (\$1,100)
- 2) Topographic survey of the entire study area, to include roads, ground elevations and storm sewer rims, inverts and sizes. Not to include improvements within the paved areas that will not be impacted by the potential ponds such as handholes, striping and signalization. (\$2,350)
- 3) Obtain approximate utility locations as providing via mapping obtained thru a JULIE "Design Locate", but not to include physically located JULIE data at this time. (\$500)
- 4) A map depicting the information referenced in #1 thru #3 above. (\$1,670)
- 5) Analysis and review of the potential for detention ponds in the subject area. (\$1,800)
- 6) An exhibit utilizing available LIDAR contours to depict the entire drainage basin(s) upstream of the Bellwood and High School ponds. (No Fee – included in above)
- 7) Preliminary Engineering Design (including calculations) of "IDOT" pond(s) within limits. (\$2,100)

The final product of this study will be an existing conditions plan/map of the subject area, an analysis of feasibility of creating ponds in the subject area and preliminary engineering design of same.

Not included in the quoted fees: Design Engineering; Specifications; Bid Documents; Quantities and Opinion of Cost; Utility relocations, extensions, or abandonments; Easements (temporary, construction, or permanent); Permit Applications; Revisions due to changes in the scope or limits of project after our work has commenced; Application fees to any agency; Construction staking or observation or testing; Negotiations with property owners for easement or access rights; IDOT negotiations or permitting.

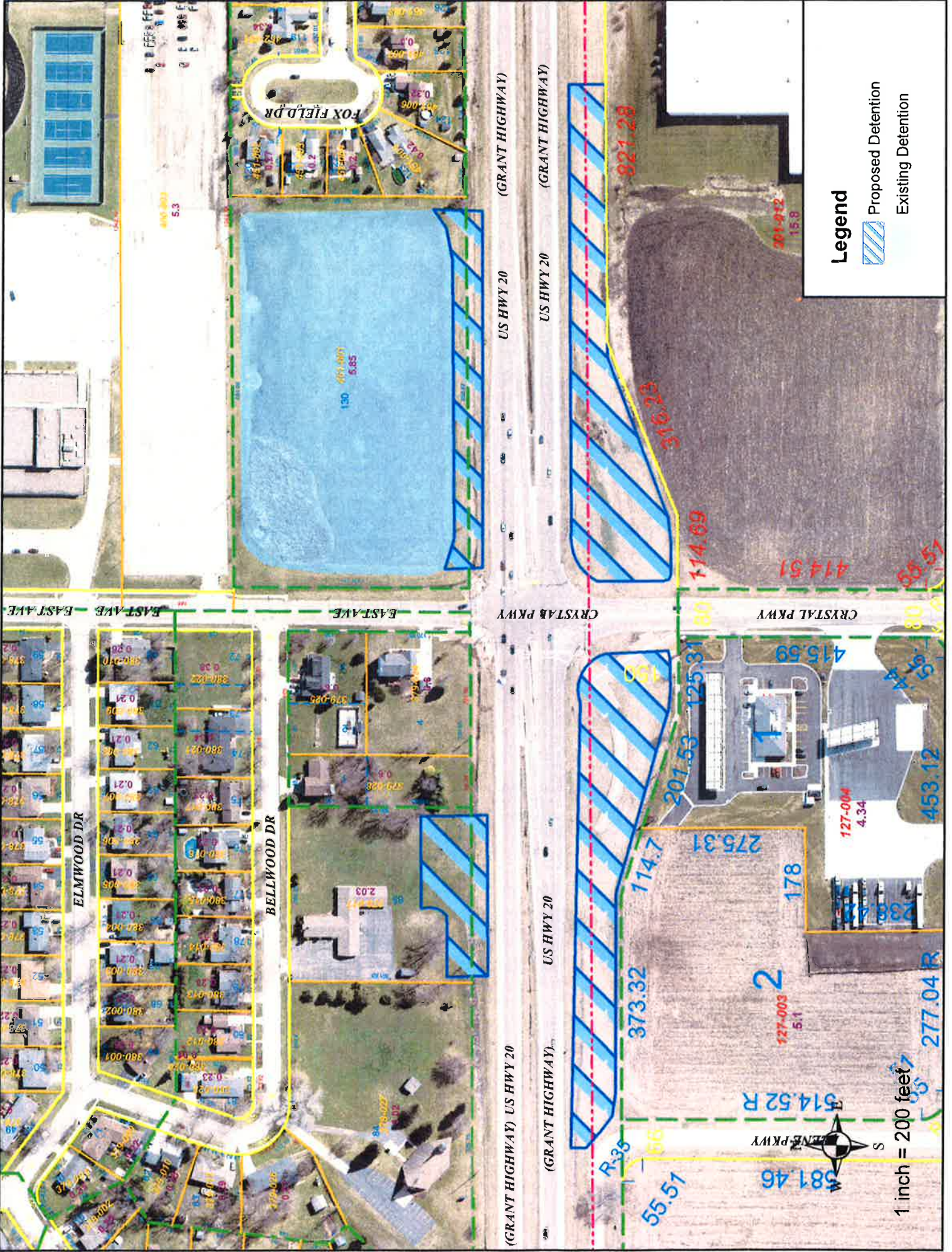
Approval of Quote and Authorization to proceed (Owner/Client)

Date

Printed Name (Owner/Client)

Title

Organization (Owner/Client)



Legend

-  Proposed Detention
-  Existing Detention



1 inch = 200 feet

EAST AVE - EAST AVE

ELMWOOD DR

BELLWOOD DR

FOX FIELD DR

(GRANT HIGHWAY) US HWY 20

(GRANT HIGHWAY) US HWY 20

CRYSTAL PKWY

US HWY 20

(GRANT HIGHWAY)

(GRANT HIGHWAY) US HWY 20

CRYSTAL PKWY

ELMWOOD PKWY

821.28

316.23

114.69

180

150

114.7

373.32

201.53

125.31

275.31

178

514.52 R

581.46

55.51

127-004
4.34

221-972
15.8

414.51

453.12

277.04 R

514.52 R

581.46

277.04 R

MEMO

BELVIDERE PUBLIC WORKS

401 Whitney Boulevard

Belvidere, IL 61008

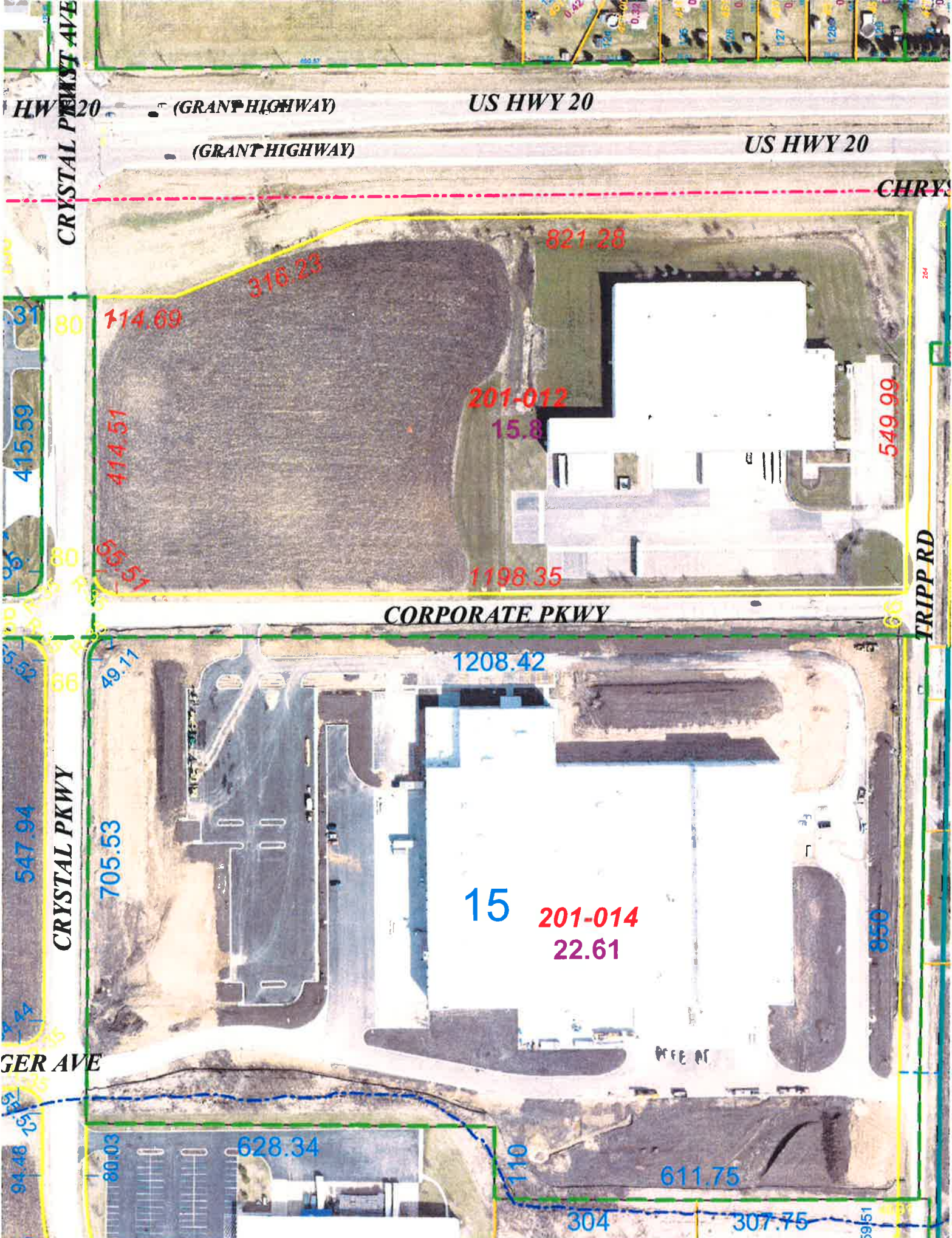
Phone 815-544-9256

Fax: 815-544-4255

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: November 2, 2017
Re: Corporate Parkway Restricted Parking

We have received a request to consider restricting on-street parking on Corporate Parkway from Crystal Parkway to Tripp Road. Corporate Parkway has a pavement width of 32' from back of curb to back of curb.

With the increased traffic from the new Magna facility, I would recommend that parking be restricted on the south side of Corporate Parkway, from Crystal Parkway to Tripp Road, as that is the side that the fire hydrants are located on.



HWY 20

(GRANT HIGHWAY)

US HWY 20

(GRANT HIGHWAY)

US HWY 20

CHRY...

CRYSTAL PKWY AVE

80

114.69

316.23

821.28

201-012

15.8

414.51

415.59

549.99

1198.35

CORPORATE PKWY

80

151.59

1208.42

15

201-014

22.61

705.53

547.94

350

GER AVE

80.03

628.34

110

611.75

304

307.75

3951

TRIPP RD



STOP



MEMO

BELVIDERE PUBLIC WORKS

401 Whitney Boulevard

Belvidere, IL 61008

Phone 815-544-9256

Fax: 815-544-4255

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: November 2, 2017
Re: Whitman Street Parking – Jackson to Boone

We have received a request to consider restricting on-street parking on Whitman Street from Jackson Street to Boone Street. Review of that section of Whitman Street indicates the following:

Pavement:

Curb & gutter with a pavement width of 34 feet from back of curb to back of curb. Parking allowed on both sides of the road with 21 spots available on the east side and 20 spots available on the west side.

Traffic Volume:

Based on IDOT's current Traffic Volume Map, Whitman Street has an ADT of

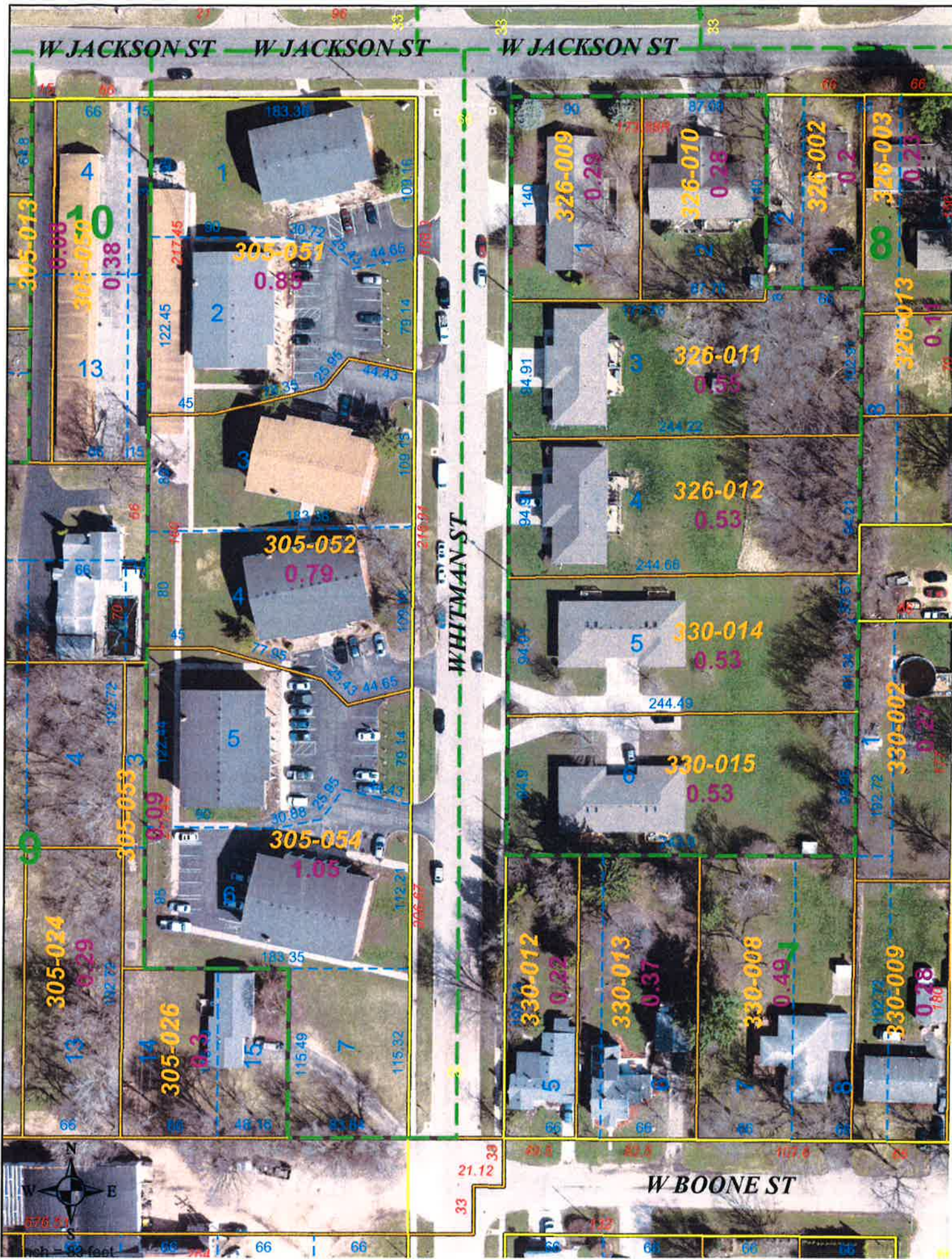
Accident History:

Police Department records indicate four accidents since 2013:

2017 1 2016 0 2015 2 2014 0 2013 1

Conclusion:

Based on our current regulations, on street parking is permitted on both sides of Whitman Street. If consideration is given to restricting the on-street parking, I would recommend that parking be restricted on the west side of the roadway as that is the side that the fire hydrants are located. If parking is restricted to one side only, you can expect that the speed of the traffic in this area will increase due to the appearance of a wider pavement.



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Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: August 7, 2017
Re: Fitness Court

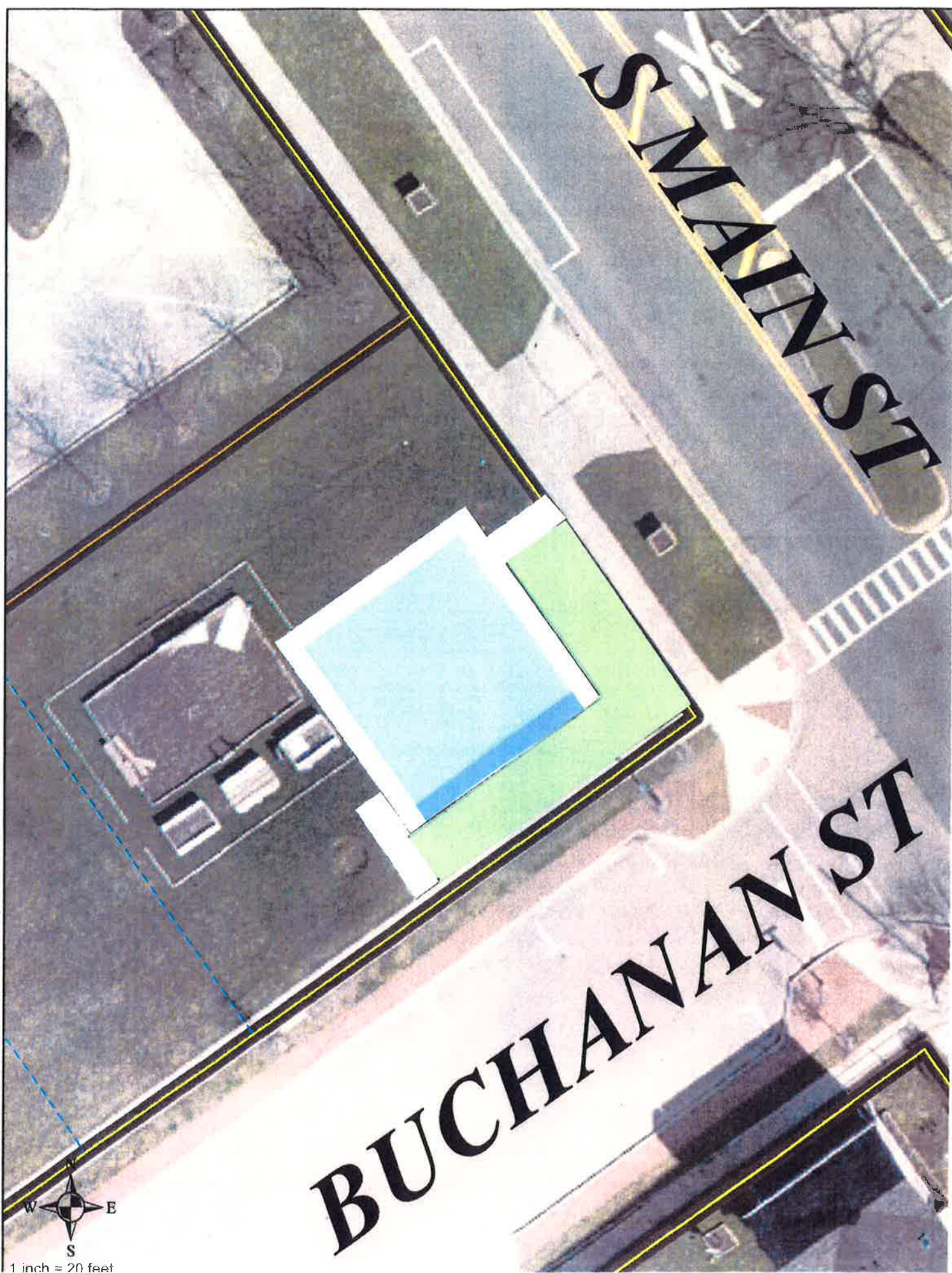
The direct expenses for the City of Belvidere to provide the aggregate base, concrete slab, sidewalk access and landscaping for the Fitness Court is approximately \$30,000. This cost will be included in the FY '19 Public Benefit Fund budget and will be in addition to the \$10,000 Fit Radio Grant and the \$80,000 OSF Healthcare Foundation Grant. The site preferred by the primary sponsor of this project is across from City Hall at the corner of Buchanan and Main as shown on the attached exhibit.


If approved, this project will be constructed in the summer of 2018. Prior to the start of construction, additional funding opportunities will be explored to possibly reduce the City's direct expenses.

This facility would be covered by our current liability policy with the IML RMA at no additional cost.

S MAIN ST

BUCHANAN ST



W  E
S
1 inch = 20 feet

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 11/8/2017
Re: Well #8 Generator Construction – Construction Engineering Work Order

The plans and specifications have been completed for the construction of the Well #8 standby generator and automatic transfer switch. The estimated construction cost is \$435,000. Attached to this memo is a work order from Baxter & Woodman for construction engineering services required to complete the Well #8 generator construction at a cost not-to-exceed \$12,750.00.

I would recommend approval of the work order from Baxter & Woodman, in the amount not-to-exceed \$12,750.00, for construction engineering services required to complete the Well #8 generator construction. This work will be paid for from the Water Plant Depreciation Fund.

**CITY OF BELVIDERE, ILLINOIS
WELL NO. 8 – GENERATOR ADDITION
BIDDING AND CONSTRUCTION RELATED ENGINEERING SERVICES
WORK ORDER**

ENGINEERS' PROJECT NO. 170316.60

Project Description:

The Project consists of adding a natural gas generator at the Well No. 8 facility that includes a reinforced concrete pad with necessary utility connections, integration of an automatic transfer switch into the existing MCC. The Project is described in more detail in Attachment A of this Work Order.

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. A detailed scope of services listing for this Project is provided in Attachment B of this Work Order.

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 Engineers' fee shall be computed on the basis of their standard hourly billing rates for actual work time performed plus reimbursement of out-of-pocket expenses including travel, which in total will not exceed \$12,750.

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

By: Jay D. Groth

Title: Regional Manager

Date: November 7, 2017

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

By: _____

Title: _____

Date: _____

Additional Comments and Conditions: The Project does not include integration of the generator into existing SCADA system, which will be done by others, through an allowance, which is part of the Contractor's bid price.

Project Description

The Project consists of adding a generator at the Well No. 8 facility that will include a natural gas powered electrical generation unit in a skin-tight enclosure, anchored to a reinforced concrete pad with necessary utility connections, including integration of an automatic transfer switch into the existing MCC.

The Project does not include the following items:

1. Supervisory Control and Data Acquisition (SCADA) integration, which will be bid as an allowance with the General Contractors bid price.
2. Any special funding paperwork.

Scope of Services

The following scope of services details the anticipated tasks to successfully complete this Project.

BIDDING SERVICES

1. **ASSISTANCE DURING BIDDING** – Assist the City in solicitation of construction bids from as many qualified bidders as possible, attend the pre-bid conference, tabulate bid proposal information provided by City to Engineer from bid opening attended by City staff, summarize the bid information received, and submit recommendations for the award of construction contract.

CONSTRUCTION RELATED SERVICES

1. Act as the Owner's representative with duties, responsibilities and limitations of authority as assigned in the construction contract documents.
2. **PROJECT INITIATION**
 - Prepare Award Letter, Agreement, Contract Documents, Performance/Payment Bonds, and Notice to Proceed.
 - Review Contractor insurance documents.
 - Attend and prepare agenda and minutes for the preconstruction conference, and review the Contractor's proposed construction schedule and list of subcontractors.
3. **CONSTRUCTION ADMINISTRATION**
 - Shop drawing and submittal review by Engineer shall apply only to the items in the submissions and only for the purpose of assessing, if upon installation or incorporation in the Project, they are generally consistent with the construction documents. Owner agrees that the contractor is solely responsible for the submissions (regardless of the format in which provided, i.e. hard copy or electronic transmission) and for compliance with the contract documents. Owner further agrees that the Engineer's review and action in relation to these submissions shall not constitute the provision of means, methods, techniques, sequencing or procedures of construction or extend to safety programs or precautions. Engineer's consideration of a component does not constitute acceptance of the assembled item.
 - Review construction record drawings for completeness prior to submission to CADD.
 - Prepare construction contract change orders and work directives when authorized by the Owner.

- Review the Contractor's requests for payments as construction work progresses, and advise the Owner of amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- Research and prepare written response by Engineer to request for information from the Owner and Contractor.

4. FIELD OBSERVATION

- Engineer/Resident Project Representative will visit construction site up to four times (for a total of 6 on-site hours) as deemed necessary by the Engineer, to assist the Contractor with interpretation of the Drawings and Specifications, to observe in general if the Contractor's work is in conformity with the Final Design Documents, and to monitor the Contractor's progress as related to the Construction Contract date of completion.
- Through standard, reasonable means, Engineer will become generally familiar with observable completed work. If the Engineer observes completed work that is inconsistent with the construction documents, that information shall be communicated to the contractor and Owner to address. Engineer shall not supervise, direct, control, or have charge or authority over any contractor's work, nor shall the Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the site, nor for any failure of any contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform the work in accordance with the contract documents, which contractor is solely responsible for its errors, omissions, and failure to carry out the work. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or any other person, (except Engineer's own agents, employees, and consultants) at the site or otherwise furnishing or performing any work; or for any decision made regarding the contract documents, or any application, interpretation, or clarification, of the contract documents, other than those made by the Engineer.
- Part-Time Field Observation provides that the Engineer will make intermittent site visits to observe the progress and quality of Contractor's executed Work. Part-Time Field Observation does not guarantee the Engineer will observe or comment on work completed by the contractor at times the Resident Project Representative is not present on site. Such visits and observations by the Resident Project Representative, if any, are not intended to be exhaustive or to extend to every aspect of Contractor's Work in progress or to involve detailed inspections of Contractor's Work in progress beyond the responsibilities specifically assigned to

Engineer in this Agreement and the Contract Documents, but rather are to be limited to spot checking, selective sampling, and similar methods of general observation of the Work based on Engineer's exercise of professional judgment as assisted by the Resident Project Representative, if any.

- Provide the necessary base lines, benchmarks, and reference points to enable the Contractor to proceed with the work.
- Keep a daily record of the Contractor's work on those days that the Engineers are at the construction site including notations on the nature and cost of any extra work, and provide weekly reports to the Owner of the construction progress and working days charged against the Contractor's time for completion.

5. PROJECT CLOSEOUT

- Provide construction inspection services when notified by the Contractor that the Project is complete as part of the Field Observation visits. Prepare written list of deficiencies during final completion inspections.
- Review the Contractor's written guarantees and issue a Certificate of Completion for the Project by the Owner.
- Review the Contractor's requests for final payment, and advise the Owner of the amounts due and payable to the Contractor in accordance with the terms of the construction contract documents.
- Prepare construction record drawings which show field measured dimensions of the completed work which the Engineers consider significant and provide the Owner with CD or electronic copy within ninety (90) days of the Project completion.

ESTIMATED MANHOUR AND FEE SUMMARY

Scope Item	Hours	Fee
Bidding Services	14	\$2,000
Construction Related Services	71	\$10,750
TOTAL SERVICES	85	\$12,750