



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
Open Seat	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**

January 13, 2020  
6:00 p.m.  
City Council Chambers  
401 Whitney Blvd., Belvidere, Illinois

Call to Order – Mayor Mike Chamberlain.

Roll Call:

Public Comment:

Public Forum:

Reports of Officers, Boards, and Special Committees:

1. Building, Planning & Zoning, Unfinished Business: None.  
(A) Ord. #480H - An Ordinance Granting a Special Use to Amend a Planned Development within the PI, Planned Industrial District (1050 ECS Way).
2. Building, Planning & Zoning, New Business: None.

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3. Public Works, Unfinished Business: None.
4. Public Works, New Business:
  - (A) Proposed 2020 MFT Street Maintenance Program.
5. Other:
  - (A) PSB Email Consolidation.
  - (B) Cannabis & Cannabis Tax.
6. Adjournment:

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 1/8/2020  
**Re:** 2020 MFT Street Maintenance Program

The City's annual MFT Street Maintenance Program will be expanding due to the City's share of the gas tax increase recently instituted by the State. We are projecting an additional annual allotment of \$420,000, based on the increases received to date.

The following is the proposed MFT Street Maintenance Program for 2020:

## Arterial & Collector Street Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
South State Street	Logan	US 20	5	21,956 SY	5,200 LF
South Appleton Road	Locust	US 20	1	29,622 SY	5,670 LF

## Residential Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
10 <sup>th</sup> Ave	5 <sup>th</sup> St	End	1	1,711 SY	770 LF
W 5 <sup>th</sup> St	7 <sup>th</sup> Ave	Columbia	1	3,667 SY	1,500 LF
W 9 <sup>th</sup> St	14 <sup>th</sup> Ave	End	1	3,733 SY	1,200 LF
Strawberry Lane	Jackson	Harrison	2	1,022 SY	460 LF
W Marshall St	State	Strawberry	2	1,822 SY	820 LF
Oakley St	Harrison	End	2	1,711 SY	770 LF
King St	Lincoln	End	2	2,738 SY	1,120 LF
E Locust St	Main	Gilman	3	2,756 SY	1,240 LF
E 3 <sup>rd</sup> St	East	Adams	3	1,244 SY	560 LF
Washington St	2 <sup>nd</sup> St	5 <sup>th</sup> St	3	1,667 SY	750 LF
Adams St	3 <sup>rd</sup> St	5 <sup>th</sup> St	3	1,178 SY	530 LF
Jefferson St	2 <sup>nd</sup> St	4 <sup>th</sup> St	3	1,436 SY	380 LF
East Ave	Logan	Willow	3	3,178 SY	1,100 LF
Fairview St	Lincoln	North	4	2,371 SY	970 LF
Webster St	Lincoln	Boone	4	4,911 SY	1,300 LF
Davis Dr	Highline	Van Epps	4	5,133 SY	1,540 LF
W 5 <sup>th</sup> St	Pearl	5 <sup>th</sup> Ave	5	3,360 SY	1,260 LF
E 7 <sup>th</sup> St	State	Fremont	5	2,056 SY	925 LF
Chrysler Dr	Pearl	End	5	9,200 SY	3,450 LF

Current MFT regulations require that ADA compliant sidewalk returns at all intersections of the streets being overlaid must be in place or installed in conjunction with the overlay project.

There is \$935,000 budgeted in MFT for the Street Maintenance Program.

# Memo

**To:** Mayor and City Council  
**From:** Mike Drella  
**cc:** City Clerk  
**Date:** January 3, 2020  
**Re:** PSB Email Consolidation

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In the recent discussion regarding moving our phone systems to the PSB phone systems, I mentioned that we were also looking at moving all IT related services to the PSB IT Department. This may still be a medium term goal for all IT support as a cost analysis so far shows moderate to significant cost savings with a significant boost in capability and redundancy. However, immediate attention is necessary for email support.

The City currently maintains four virtual servers on a single hardware server (what everyone thinks of as an actual server). Two servers handle our phone system, one is for email and one is our "domain server" which handles all documents user authorization etc. Our email server will no longer be supported after this spring and must be replaced. Unfortunately, to replace the email server requires replacing the entire hardware server with a cost exceeding \$13,000.00. This does not include user "cals" which are the user licenses and must be paid regardless of how our email is handled.

Complicating the issue, to handle our own email we must maintain spam and other threat protection. That license expires on January 20, 2020 with an annual renewal cost of \$2,634. Also, the current email configuration does not really comply with best practices for FOIA and local records retention as it is not archived (backed up) and is not easily searchable in the event of a FOIA request. The cost of an archiver is approximately \$13,000.00.

As such, the total cost to retain our hosted email is \$13,000.00 and if we wish to obtain an archiver (which we should utilize) it would be approximately \$26,000.00. Obviously, if we retain our own non-email servers at some point we would have to replace the hardware, but that would be in the future. The ongoing annual cost to maintain our own email after the initial \$26,000.00 is at least \$2,634.

We researched two other options. Option one is to move to a hosted solution through Microsoft. The annualized price is \$15 per month per user. We have approximately 45 City Hall, Public Works and other users. The annualized cost is \$8,100.00. We were quoted a cost of approximately \$10,000.00 to migrate the current email to the Microsoft cloud.

The second, and much more cost effective option, is to migrate our email to the PSB email server. Our approximate annualized cost would be \$840.00 per year which includes the cost of using an email archiver which is searchable and would assist in FOIA requests. Essentially we would get the full value of our own email server with archiver for a fraction of the cost.

We will need to establish an intergovernmental agreement to flesh out all details of the relationship. However, given the timing of the expiration of our current threat software I recommend immediately approving the migration of our email system to the PSB.

In the near future we will come forward with a proposal for an intergovernmental agreement that will potentially include utilizing the PSB for all IT services.

**RECOMMENDED MOTION:** Approve the migration of the City Hall email system, which covers public works and some public safety users as well, to the PSB email system. The City will pay approximately 25% of the cost of a message archiver, spam filter and depreciation for new hardware (approximately \$840.00 per year) as well as the cost of user licenses (which we have to pay anyway).

# Memo

**To:** Mayor and City Council  
**From:** Mike Drella  
**cc:** City Clerk  
**Date:** January 9, 2020  
**Re:** Cannabis Tax

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Attached is a proposed code amendment establishing a tax on the sale of Cannabis in the City of Belvidere. As we informed you previously, this amendment would come back in early 2020 in conjunction with a zoning text amendment regulating the Cannabis industry in the City of Belvidere. That text amendment is scheduled for a hearing before the Planning and Zoning Commission on January 14, 2020 with a first reading before the City Council on January 20, 2020. We are introducing the amendment now so that it can be forwarded in ordinance form to the January 20, 2020 City Council meeting for first reading and follow the same path as the zoning text amendment.

**RECOMMENDED MOTION:** Motion to forward the Municipal Cannabis Retailer's Occupation Tax, as introduced, to the full City Council in ordinance form.

## ARTICLE XI. – MUNICIPAL CANNABIS RETAILERS' OCCUPATION TAX

### Sec. 106-400. – Tax Imposed; Rate.

- (a) A tax is hereby imposed upon all persons engaged in the business of selling cannabis, other than cannabis purchased under the Compassionate Use of Medical Cannabis Pilot Program Act, at retail in the City of Belvidere (the City) at the rate of 3% of the gross receipts from these sales made in the course of business.
- (b) The imposition of this tax is in accordance with the provisions of sections 8-11-23, of the Illinois Municipal Code (65 ILCS 5/8-11-23).

### Sec. 106-401. – Collection of tax by retailers.

- (a) The tax imposed by this Ordinance shall be remitted by such retailer to the Illinois Department of Revenue (Department). Any tax required to be collected pursuant to or as authorized by this Ordinance and any such tax collected by such retailer and required to be remitted to the Department shall constitute a debt owed by the retailer to the State of Illinois. Retailers may reimburse themselves for their seller's tax liability hereunder by separately stating that tax as an additional charge, which charge may be stated in combination, in a single amount, with any State tax that sellers are required to collect.
- (b) The taxes hereby imposed, and all civil penalties that may be assessed as an incident thereto, shall be collected and enforced by the Department. The Department shall have full power to administer and enforce the provisions of this Article.

### Sec. 106-402. – Severability.

If any provision of this Article (or its enabling ordinance), or the application of any provision of this Article (or its enabling ordinance), is held unconstitutional or otherwise invalid, such occurrence shall not affect the other provisions of this Article, or their application, that can be given effect without the unconstitutional or invalid provision or its application. Each unconstitutional or invalid provision, or application of such provision, is severable, unless otherwise provided by this Article.