



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
Alderman Daniel Arevalo	Vice-Chairman Finance and Personnel
Alderman Wendy Frank	Vice Co-Chairman City-County
Alderman Thomas Ratcliffe	Chairman Finance and Personnel
Alderman Ric Brereton	Chairman Public Safety
Alderman Mike McGee	Vice Chairman Building, Planning & Zoning
Alderman Marsha Freeman	Chairman Public Works
Alderman Matt Fleury	Vice Chairman Public Safety

**AGENDA**

June 22, 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. Public Safety, Unfinished Business: None.
2. Public Safety, New Business:
  - (A) Belvidere Fire Department – Hiring Robert Gunsteen.

(B)Belvidere Police Department – Gordon & Linda Neese Donation.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

(A) Appointments of James Lee and Wendy LaFauce to the IDA Public Library Board.

(B) Appointment of Bonnie Beck to the Community Building Complex Committee.

5. Other:

(A) Revised 2020 MFT Street Maintenance Program – Pandemic Reduction.

(B) Fuel System Software Replacement – Street Department.

6. Adjournment:



**BELVIDERE  
FIRE  
DEPARTMENT**

123 S. State St.  
Belvidere, IL 61008

Fire Chief and Administration Offices

(815)544-2242

Fax (815)544-2278

<b>To:</b>	Mayor Chamberlain & City Council	<b>Today's Date:</b>	June 16, 2020
<b>From:</b>	Chief Hyser	<b>Effective Date:</b>	June 22, 2020
<b>Subject:</b>	<b>Agenda Item for Committee of the Whole</b>		

Candidate Robert Gunsteen has passed a written test, background check, polygraph, and psychological tests. In addition, he was offered a position of employment contingent upon passing his psychological and physical exams. The Department would like to proceed with the process of hiring Robert.

- Gunsteen would be a replacement for Mike Scarpetta who retired on May 2, 2020. He would be filling a preexisting position.
- We have already spent the money on him for the above tests, so the final step is his passing of a physical exam. If we do not hire him prior to July 11, 2020, when our current list expires, then we will have squandered those funds and the Department will then need to hire from the next candidate list which is yet to be finalized.
- Gunsteen is currently working as a Paramedic with a medical transport in Rockford. Additionally, the city would not have to absorb the cost of Paramedic School; a savings of roughly \$30,000

**Motion: To continue the hiring process of Robert Gunsteen.**

*Chief Al Hyser*



**BELVIDERE**  
**POLICE**

*Matthew Wallace*  
*Deputy Chief—Investigations*

*Shane Woody*  
*Chief of Police*

*Patrick Gardner*  
*Deputy Chief—Patrol*

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615 N. Main Street - Belvidere, IL 61008 - Phone: 815-544-9626 - Fax: 815-544-9603 - [www.ci.belvidere.il.us](http://www.ci.belvidere.il.us)

**TO: MAYOR CHAMBERLAIN AND CITY COUNCIL**  
**FROM: CHIEF SHANE WOODY**  
**DATE: JUNE 22, 2020**  
**RE: NOTICE OF DONATION**

Please be advised that the Belvidere Police Department is in receipt of a donation of \$1,500.00 from Gordon and Linda Neese.

Mr. and Mrs. Neese have made annual donations to the Police Department for many years which have provided funding for needed equipment for the Department. I am requesting approval from City Council to accept their donation again this year.

**Motion: To accept the donation of \$1,500.00, check #601856283, from Gordon and Linda Neese.**

**SW/sd**



## Library Board of Trustees

# Application

The Ida Public Library Board of Trustees is seeking applicants to serve on the Library Board of Trustees. If you are interested in serving on the Library Board, please fill out this application and return it to the Library.

### Responsibilities for the Public Library Trustee

To advocate for the library in the community, to oversee the general operation of the library and monitor its effectiveness, to establish policy, to determine the budget, to conduct public relations, and to plan for the future of the library.

### Duties

Attend all board meetings and participate appropriately. Read board minutes and other materials sent out before the board meeting. Be informed about all phases of the library operation. Serve on committees as assigned by the board president. Lend your experience and leadership to the board for the good of the library. Actively participate in workshops and activities. Participate in fundraising activities. Visit the library often and be acquainted with its services by using them. Be an advocate for the library.

### Qualifications

Possess a true sense of the library's enormous importance to the economic, social and educational life of the community. Have an appreciation for the library and a desire to provide the best possible services for the community. Maintain a sensitivity to the political conditions in the community. Must reside in the city of Belvidere.

### Skills, beliefs, abilities:

- The ability to work with people.
- The skill to lead and preside at board meetings.
- The ability to plan.
- The belief in the importance of access to the materials of lifelong independent learning for everyone.
- The ability to communicate effectively.

### Appointments

The trustee is accountable to the taxpayers and the people served by the library. Library Trustees are appointed by the Mayor and confirmed by the City Council. There is no monetary compensation for this position. Trustees serve a three year term and may be eligible to serve multiple terms. The Ida Public Library Board of Trustees meets on the fourth Tuesday of each month at 7:00pm. Special meetings are sometimes called, and committee meetings may be held in addition to Board meetings.

Please direct questions to Ashley Bryant, Library Director, at 815-544-3838 or [ashleyb@idapubliclibrary.org](mailto:ashleyb@idapubliclibrary.org)

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Date April 27, 2020

Name James Lee

Address 1411 W. 9<sup>th</sup> Street, Belvidere, IL 61008

*\*Must reside in Belvidere*

Phone #

Email

**Why are you interested in serving on the Library Board of Trustees?**

I have been an Educator for most of my life. I believe that public libraries provide an important service to the community and help provide support to the educational system. I believe that my experience would be helpful.

**How often do you use the Belvidere Public Library? What other libraries are you familiar with?**

I have a library card and I use the library occasionally. I am familiar with the Chicago Public Library and the Des Plaines Public Library. I have also been familiar with high school and elementary school libraries.

*Continued on reverse*

*Continued*

**Please share your opinion on the importance of libraries.**

I believe that libraries provide an important service to the community. They provide services to a wide range of the population that might otherwise not have these services available to them. These services not only include access to written materials but also electronic materials and services.

**What challenges do you think our library faces?**

Libraries face challenges that relate to having the funds to provide services to the community. They also face challenges in providing information to the community on the types of services available. They should have a good working relationship with both the public and private schools in the community.

**Please describe any experience or expertise you have that you feel would be beneficial to the Board of Trustees.**

I have been a high school history teacher. I have been a high school Curriculum Director. I have been a principal at both the high school and elementary school levels. I am currently on staff at Northern Illinois University as a University Supervisor of Student Teachers in the History Department. I also work as a substitute teacher in District 100. I feel I represent the community.

**How long have you lived in Belvidere?**

We moved here in 1994. We left for five years 2011-2016 for a job down in Georgia. We returned in 2016.

**What segment(s) of the Belvidere community do you feel you represent?** *(Possible examples: retiree, parent of young children, small business owner, etc.)*

I feel I represent senior citizens, retired individuals, the local school system, and the children of the community.

**Do you presently serve in any other appointed position on a Board, Commission or Committee?**

*If yes, what position? If no, do you have previous experience on a Board or Commission?*

No

**Please add any other information you would like to share.**

I have many skills and dispositions that would make me a valuable member of the Library Board. I work well with others, have excellent problem solving skills and believe that it is important to give back to the community.

**Thank you for your interest in service to the community of Belvidere.**

**Applicant Signature**

A handwritten signature in blue ink, appearing to read "James P. Lee", is written over a horizontal line.

Date September 6, 2019

Name Wendy LaFauce

Address 523 Gaynor St, Belvidere IL 61008

*\*Must reside in Belvidere*

Phone \_\_\_\_\_

Email \_\_\_\_\_

**Why are you interested in serving on the Library Board of Trustees?**

I am interested in guiding our library through the transition of lending actual books to books downloaded. Physical libraries will have a more important role to play because a respected library can define what is factual as opposed to finding sites that confirm whatever you already believe on the internet. It can be a home for informational lectures and bring its community together. Our library can be a safe space for students to gather information in the digital age.

**How often do you use the Belvidere Public Library? What other libraries are you familiar with?**

I haven't used it in recent years because most of my time was spent as the sole caregiver for my aunt. As a tutor and teacher, I have used the library as often as 2-3 times a week. I am familiar with the libraries in Belvidere's public K-5 schools. As a teacher at Immanuel Lutheran school, I was responsible for creating my own library science lessons for my last 2 years there.

**Please share your opinion on the importance of libraries**

A meeting place to discuss important ideas.

A safe/unbiased place for students to learn about the world around them.

A place for providing continuing education for people who can't afford other classes.

**What challenges do you think our library faces?**

-Remaining relevant, attracting trained employees to bring the newest "best practices" in library sciences, attract/keep new patrons.

-Persuading taxing bodies to fund the library both in maintaining the physical building, updating technology, & continuing education for staff

**Please describe any experience or expertise you have that you feel would be beneficial to the Board of Trustees.**

While I have been home caring for my aunt, I volunteered working on marketing, fundraising, and social media for a local organization.

**How long have you lived in Belvidere?**

22 or 23 years. I've lost track.

**What segment(s) of the Belvidere community do you feel you represent? (Possible examples: retiree, parent of young children, small business owner, etc.)**

I represent educators because I've worked as a teacher/substitute most of the years since I graduated from Rockford College *summa cum laude* in 2003. As a person with a disability and as a teacher of children with a variety of disabilities, I have learned to create an atmosphere and physical space conducive to learning.

**Do you presently serve in any other appointed position on a Board, Commission or Committee?**

*If yes, what position? If no, do you have previous experience on a Board or Commission?*

*I am currently recording secretary of the Boone County Democratic party. While at Immanuel Lutheran I also served on multiple accreditation committees.*



Please add any other information you would like to share.

I am committed to lifelong learning. A public library is a great source for that learning regardless of a person's current educational level or his/her economic level.

Thank you for your interest in service to the community of Belvidere.

Applicant Signature Wendy LaFauce

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# BELVIDERE, ILLINOIS

Established 1881

June 9, 2020

Ms. Bonnie Beck  
323 S. State Street  
Belvidere, IL 61008

Dear Bonnie:

Please consider this letter as appointment to the Community Building Complex Board. We appreciate your interest in serving our community in this capacity.

I am confident that you will be an asset to the Board of Directors. If you should have any questions or concerns, please feel free to contact my office.

I will be submitting this letter to the City Council for final approval.

Yours truly,

A handwritten signature in blue ink, appearing to be 'M Chamberlain', with a long horizontal flourish extending to the right.

Mike Chamberlain  
Mayor

cc: Community Building Complex Committee

**MIKE CHAMBERLAIN, MAYOR**

401 WHITNEY BLVD. SUITE 100 • BELVIDERE, IL 61008 • PHONE: 815/544-2612 • EMAIL: MAYOR@CI.BELVIDERE.IL.US

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 6/15/2020  
**Re:** Revised 2020 MFT Street Maintenance Program – Pandemic Reduction

Since the beginning of the pandemic, we have had a 25% to 30% reduction in our monthly MFT allotments. A similar reduction of our 2020 street overlays would be warranted. The South Appleton Road overlay is approximately 30% of the 2020 Street Overlay Program

Therefore, I would recommend that the South Appleton Road overlay from Locust Street to US Route 20 be delayed until 2021. The revised budget for MFT overlays will be \$671,000.

The following is the revised 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

## 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.

# Memo

**To:** Mayor & City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** June 15, 2020  
**Re:** Fuel System Software Replacement – Street Department

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Our current fuel system software is not compatible with the Windows 10 operating system and needs to be updated. Attached to this memo is a proposal from Stenstrom Petroleum Services Group for a new FSC 3000 fuel site controller including OPW Phoenix software that will be installed on the fuel management system at the Street Department.

I would recommend approval of the proposal from Stenstrom Petroleum Services Group, in the amount of \$7,685.00, for the fuel system controller and software upgrade. This work will be paid for from Street Department Line Item #01-5-310-8200 (Equipment).



## PROPOSAL

### Customer

City of Belvidere  
515 W Locust Street  
Belvidere, IL 61008

Contact: Dan Anderson [danderson@ci.belvidere.il.us](mailto:danderson@ci.belvidere.il.us) cell: 815-378-2928

March 20, 2020

### SCOPE OF WORK

#### Upgrade existing OPW-FMS K800 fuel management system to work with existing K800 FIT

- Supply and install a new FSC3000 (Fuel Site Controller) in the same location as existing, re-using the Petro-net communications cable to the FIT (Fuel Island Terminal).
- Supply a cable to allow the existing journal printer to connect to the FSC3000.
- Supply and install a program chip in the existing K800 FIT to work with the new FSC3000.
- Supply and work with owner's IT staff to install OPW Phoenix SQL Lite software on owner's PC/Server and to establish communications to the FSC3000. OPW factory phone training is included. Will attempt database conversion. OPW does not guaranty that it will work. If not, owner to perform database entry of drivers and vehicles into new software.
- Configure the system, start-up and test for normal operation.

**Upgrade price: \$7,685**

### ASSUMPTIONS

- No allowance has been made for repairs or upgrades to existing electrical panels, conduits and circuits beyond what is specifically described.
- Does not include any repairs the existing K800 FIT.
- All pumps, dispensing equipment and pulsers must be operating normally.
- Does not include any local permit or contractor license fees.

*Proposal prepared by Steve Trabilisy. Quoted prices valid for 30 days.*

Accepted by:

Company/Organization Name:

Purchase Order:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title