



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

March 27, 2023
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) Police Department - City of Belvidere & District 100 Reporting and Surveillance Access IGA.
 - (C) Fire Department - Update.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:
 - (A) Finance Department - Update.
 - (B) Appointment of Jenny Tillema to the Ida Public Library Board.
 - (C) Appointment of Paige Ansley to the Ida Public Library Board.

5. Other:
 - (A) Public Works - 2023 Sidewalk Replacement Program Bid Tabulation.
 - (B) Public Works - 2023 Tree Program Bid Tabulation.
 - (C) Public Works - 2023 Landscape Maintenance Bid Tabulation.
 - (D) Public Works - 2023 Mowing Program Bid Tabulation.
 - (E) Public Works - Source Water Protection Plan – Engineering Proposal.
 - (F) Public Works - Resolution for Improvement Under the Illinois Highway Code for Newburg Road from Irene Road to Shawn Road.
 - (G) Belvidere Area Chamber of Commerce Street Closures Request for 2023 Buchanan Street Strolls.
 - (H) Executive Session to discuss Purchase or Lease of Real Property pursuant to Section 2(c)(5) of the Open Meeting Act.

6. Adjournment:



BELVIDERE
POLICE

Matthew Wallace
Deputy Chief—Investigations

Shane Woody
Chief of Police

Patrick Gardner
Deputy Chief—Patrol

615 N. Main Street - Belvidere, IL 61008 - Phone: 815-544-9626 - Fax: 815-544-9603 - www.ci.belvidere.il.us

TO: Mayor Morris and City Council

FROM: Chief Shane Woody

DATE: March 27, 2023

RE: City of Belvidere & District 100 Reporting and Surveillance Access IGA

In your packets you have, for your review, the proposed Intergovernmental Agreement between the City of Belvidere Police Department (Department) and Board of Education of Belvidere Community Unit School District 100 (District).

This IGA will address and allow information sharing between the Department and the District that may otherwise be regulated and restricted under the Illinois Juvenile Court Act or the Family Education and Privacy Act (FERPA).

In addition to regulated information sharing the District agrees to share access of live security camera feeds to its buildings in the event of a health or safety emergency to the Departments officers responding to such emergency.

Upon approval of the IGA it will remain effective and in full force, unless terminated by either party upon thirty (30) days' prior written notice.

Motion: Approve the Reporting and Surveillance Access Intergovernmental Agreement between the City of Belvidere Police Department and Board of Education of Belvidere Community Unit School District 100.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF BELVIDERE POLICE DEPARTMENT AND
BELVIDERE COMMUNITY UNIT SCHOOL DISTRICT 100
REGARDING RECIPROCAL REPORTING AND SURVEILLANCE SYSTEM ACCESS**

THIS AGREEMENT is between the CITY OF BELVIDERE POLICE DEPARTMENT, Boone County, Illinois, a Municipal Corporation in the State of Illinois ("BPD") and the BOARD OF EDUCATION OF BELVIDERE COMMUNITY UNIT SCHOOL DISTRICT 100, Boone, DeKalb and McHenry Counties, Illinois, an Illinois Public School District ("School District"), and is established and maintained under the authority of Sections 10-20.14 (105 ILCS 5/10-20.14) and 22-20 (105 ILCS 5/22-20) of the Illinois School Code and in compliance with Section 6(a) of the Illinois School Student Records Act (105 ILCS 10/6) and Sections 1-7 (705 ILCS 405/1-7) and 5-905 (705 ILCS 405/5-905) of the Juvenile Court Act of 1987, all as may hereafter be amended; and under Article VII, Section 10 of the Constitution of the State of Illinois and the Intergovernmental Cooperation Act, 5 ILCS 220/1 *et seq.*, which provide for the execution of agreements and implementation of cooperative ventures between public agencies within the State of Illinois.

NOW, THEREFORE, in consideration of the mutual promises herein contained, and in furtherance of the purposes of promoting safety, security, and order for the staff, students, and the school community, it is hereby agreed by and between the School District and the BPD as follows:

1. Reciprocal Reporting Guidelines.

- a. The School District's Superintendent or designee and the BPD Police Chief or designee are hereby authorized and directed to prepare and implement guidelines for reciprocal reporting under the School Code and as otherwise appropriate for the benefit and safety of the School District's students and staff and the local community ("Guidelines"). The first set of Guidelines shall be adopted by the School District's Superintendent and the BPD Police Chief in substantially the same form as the Guidelines attached as Exhibit A hereto, but such guidelines may be modified with notice to and agreement of both Parties. The School District's Superintendent and the BPD Police Chief, or their designees, will meet to facilitate and review implementation of the Guidelines as often as necessary, but at least annually during the first quarter of the school year.

2. Camera Access.

- a. The School District will provide access to its live security camera feeds to its buildings in the event of a health or safety emergency. Access is strictly to allow BPD tactical forces to become familiar with current conditions that underlie the health or safety emergency in the School District's buildings. In the event BPD must access the School District's live security camera feed, after such access and in no event more than 48 hours later, the BPD

will notify the School District and provide an explanation of the health or safety emergency that required the BPD to access the live security camera feed.

The parties' Information Technology staff will coordinate in advance to ensure the technology described in this section is enabled and fully functional for law enforcement purposes as established in this section, and that appropriate training is provided as needed.

3. General Terms.

- a. Term and Termination. This Agreement shall commence on the Effective Date, as set forth below, and shall remain in full force and effect, unless terminated by either Party upon thirty (30) days' prior written notice to the other or upon the mutual consent and agreement of the Parties.
- b. Relationship of the Parties. Nothing in this Agreement shall be construed to consider any party, or its respective employees or agents, as the agents or employees of the other party. Nothing contained in or done pursuant to this Agreement shall be construed as creating a partnership, agency, joint employer, or joint venture relationship between the BPD and the School District. No party shall become bound, with respect to third parties, by any representation, act or omission of the other party. This Agreement is for the benefit of the contracting parties only and is not intended to raise or acknowledge any duty regarding conduct or other form of liability as to third parties.
- c. Compliance with All Laws. The BPD and the School District shall at all times observe and comply with the laws, ordinances, regulations, and codes of the Federal, State, County and other local governmental agencies which may in any manner affect the performance of this Agreement.
- d. Amendments and Modifications. This Agreement may be modified or amended from time to time; provided, however, that no such amendment or modification shall be effective unless reduced to writing and duly signed by an authorized representative of the parties.
- e. Indemnification. To the fullest extent permitted by law, the School District agrees to indemnify and hold harmless the BPD, its officers, officials, agents, volunteers, employees, and their successors and assigns, in their individual and official capacities (the "BPD Indemnified Parties") from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost and expense, including without limitation, reasonable attorneys' fees and litigation costs, incurred by the BPD Indemnified Parties arising out of any activity of the School District in performance of this Agreement, or any act or omission of the School District or of any employee, agent, contractor, or volunteer of the School District (the "School Indemnitors"), but only to the

extent caused in whole or in part by any negligent or willful and wanton act or omission of the School Indemnitors.

To the fullest extent permitted by law, the BPD agrees to indemnify and hold harmless the School District, its Board and its members, employees, volunteers, agents, their successors, and assigns, in their individual and official capacities (the "School Indemnified Parties") from and against any and all liabilities, loss, claim, demand, lien, damage, penalty, fine, interest, cost and expense, including without limitation, reasonable attorneys' fees and litigation costs, incurred by the School Indemnified Parties arising out of any activity of the BPD in performance of this Agreement, or any act or omission of the BPD or of any employee, agent, contractor or volunteer of the BPD (the "BPD Indemnitors"), but only to the extent caused in whole or in part by any negligent or willful and wanton act or omission of the BPD Indemnitors.

- f. Requests and Cooperation Not Limited. Nothing in this Agreement shall limit or restrict the right of school personnel to request police assistance/services or to cooperate in law enforcement investigations.
- g. Effective Date. This Agreement shall be deemed dated and become effective on the date the last of the parties signs as set forth below the signature of their duly authorized representatives.

CITY OF BELVIDERE POLICE DEPARTMENT
Boone County, Illinois

THE BOARD OF EDUCATION OF
BELVIDERE COMMUNITY UNIT
SCHOOL DISTRICT 100, Boone, DeKalb
and McHenry Counties, Illinois

By: _____

DocuSigned by:
By: Allison Reid-Nilsson
President, Board of Education

ATTEST:

ATTEST:

By: _____

DocuSigned by:
By: Andy Allen
Secretary, Board of Education

Date: _____

Date: March 20, 2023

EXHIBIT A

**GUIDELINES FOR RECIPROCAL REPORTING AND COOPERATION
BETWEEN THE CITY OF BELVIDERE POLICE DEPARTMENT AND
BELVIDERE COMMUNITY UNIT SCHOOL DISTRICT 100**

The following Guidelines are intended to meet the requirements of the Juvenile Court Act, the Illinois School Student Records Act and Sections 1020.14 and 22-20 of the Illinois School Code, to reduce juvenile crime and to increase school safety by promoting the exchange of appropriate information between the police and school officials.

I. General Cooperation

- A. The Superintendent will designate "School Officials" and the Police Chief will designate "Police Officials" who will have responsibility for implementing these Guidelines, including receiving and providing information. The School Officials and Police Officials shall provide each other, at the start of each new school year and updated as necessary, with their regular and emergency telephone numbers, mobile numbers and e-mail addresses.
- B. School Officials and Police Officials will meet to facilitate and review implementation of these Guidelines at least once during the first quarter of each school year and thereafter as often as necessary.

II. Reporting of Student Criminal Activity

A. By the School District to Police Officials

1. School Officials may report any alleged or suspected criminal activity committed by a student enrolled in School District 100 to Police Officials. In accordance with the Illinois School Code and the Illinois School Reporting of Drug Violations Act, 105 ILCS 5/10-27.1, 27.1A, 27.1B and 105 ILCS 127/1, School Officials are required to and will report the following incidents involving a student enrolled in School District 100 to Police Officials:

- Any written complaint of a battery committed against any school employee.
- A verified incident involving drugs on school property, within 1,000 feet of the school or on a school bus.
- A firearm on school property or on a school bus – firearm is defined as any device, by whatever name known, which is designed to expel a projectile or projectiles by the action of an explosion, expansion of gas or escape of gas; excluding, however, paint ball, bb guns, spring gun, pneumatic gun.

When a report may be required of both the Superintendent and Principal, a single report from one or the other shall meet the duty to report.

- 2. Where violence or other activity poses an imminent threat to the safety of students or community members, the information will be shared as soon as possible; otherwise, the information will be shared within 2 business days after the information becomes known to School Officials.
- 3. Written information regarding student activities reported under this Agreement may be shared with Police Officials if: (a) it relates to an immediate threat to the safety of School District students or community members; (b) specific written parental consent is provided; (c) a court of proper jurisdiction orders the release; or (d) as provided for in Section 6(a)(6.5) of the Illinois School

Student Records Act (*see* Section II.A.4.).

4. In accordance with Section 6(a)(6.5) of the Illinois School Student Records Act, and consistent with Section III.C. of these Guidelines, the School District may release school student records or information to juvenile authorities when necessary for the discharge of their official duties upon a request for information prior to adjudication of the student and if certified in writing that the information will not be disclosed to any other party except as provided under law or order of court. "Juvenile authorities" include probation officers, law enforcement officers and prosecutors, and others (including Police Officials).

B. By Police Officials to the School District

1. Police Officials will report to School Officials the same type of information referenced in Section A above, within the same time frames, where the activity by students or others might reasonably be a threat to others on school grounds or at school activities, unless such disclosure could jeopardize an ongoing investigation or safety.
2. As currently provided by Section 1-7(A)(8)(A) of the Juvenile Court Act, Police Officials will share law enforcement records with School Officials related the following offenses or suspected offenses (to be modified as such Section is amended from time to time) with respect to a minor enrolled in the School District who has been taken into custody or arrested when Police Officials believe that there is an imminent threat of physical harm to students, school personnel, or others present in the school or on school grounds:
 - a. any violation of Article 24 of the Criminal Code of 1961 or the Criminal Code of 2012;
 - b. a violation of the Illinois Controlled Substances Act;
 - c. a violation of the Cannabis Control Act;
 - d. a forcible felony as defined in Section 2-8 of the Criminal Code of 1961 or the Criminal Code of 2012;
 - e. a violation of the Methamphetamine Control and Community Protection Act;
 - f. a violation of Section 1-2 of the Harassing and Obscene Communications Act;
 - g. a violation of the Hazing Act; or
 - h. a violation of Section 12-1, 12-2, 12-3, 12-3.05, 12-3.1, 12-3.2, 12-3.4, 12-3.5, 12-5, 12 7.3, 12-7.4, 12-7.5, 25-1, or 25-5 of the Criminal Code of 1961 or the Criminal Code of 2012 (bodily harm and mob action).
3. Police Officials will share information with School Officials concerning a student who is the subject of a current police investigation that is directly related to school safety. Such information shall only be shared verbally. An investigation means an official, systemic inquiry by law enforcement into actual or suspected criminal activity.
4. As required by Section 22-20, as amended from time to time, of the Illinois School Code, Police Officials shall report to School Officials whenever a student is detained for proceedings under the Juvenile Court Act or for any criminal offense or any violation of a municipal or County ordinance. The report shall include the basis for the detention, the circumstances surrounding the detention, and the status of the proceedings. Police Officials shall periodically update the report as significant stages of the proceedings occur and with the disposition of the matter.
5. Pursuant to Section 5-905(2.5) of the Juvenile Court Act, Police Officials may report to School Officials the identity of the victim of certain specified offenses in an effort to prevent foreseeable future violence.

6. Information shared by Police Officials to School Officials shall be used solely to aid in the proper rehabilitation of the student and to protect the safety of students and employees in the schools.

III. Confidentiality and Records

- A. Content of Criminal Activity Information. All criminal activity information shall include the names of all involved persons, including District students and minors, except in cases where the name of the victim is protected under the Rights of Crime Victims and Witnesses Act, 725 ILCS 120/1, *et seq.*, as amended, or other applicable law.
- B. Confidentiality of Law Enforcement Records and Criminal Activity Information. Any law enforcement records subject to disclosure under these Guidelines shall not be disclosed or made available in any form to any person or agency other than as set forth in these Guidelines or as authorized by law. Police Officials and School Officials shall develop procedures to ensure such non-disclosure of criminal activity information (including to other employees except those with a demonstrable professional and privileged interest in receiving such information in order to take appropriate action), except as may be authorized by law or set forth in these Guidelines.
- C. Illinois School Student Records Act. This Section III and these Guidelines are intended to satisfy Section 6(a)(6.5) of the Illinois School Student Records Act, which authorizes a school district to release student records to law enforcement officers when necessary for the discharge of their official duties prior to adjudication of the student and upon written certification that the information disclosed by the school will not be disclosed to any other party, except as provided by law or order of court.
- D. Not Educational or School Records. School Officials shall follow State and Federal laws regarding student records. Consistent with Section 10/2(d) of the Illinois School Student Records Act, reports of Police Officials working in a school shall be deemed the reports of a law enforcement professional and shall not be considered a student record. For purposes of the Family Educational Rights and Privacy Act of 1974, 20 U.S.C. 1232(g), Police Officials designated to work with the School District pursuant to these Guidelines shall be considered a law enforcement unit of the school such that the records created by Police Officials for the purpose of law enforcement shall not be considered educational records. The information derived from law enforcement records shall be kept separate from and shall not become a part of the official school record of the student and shall not be a public record pursuant to Section 1-7(A)(8)(A) of the Juvenile Court Act.
- E. Freedom of Information Act. Records in the possession of the School District and/or BPD related to this Agreement may be subject to the Illinois Freedom of Information Act ("FOIA"), 5 ILCS 140/5-1 *et seq.*; 5 ILCS 140/7(2). If the School District or BPD receives a FOIA request for any School District digital images or records created or maintained pursuant to this Agreement, the receiving Party shall immediately notify the other Party and shall immediately provide any such records requested in order to timely respond to any FOIA request received. The School District or BPD will review all such records to determine whether FOIA exemptions apply before disclosing the records, such that information properly exempt as proprietary or prohibited from release by other laws or exempt for other reasons will not be released.



Library Board of Trustees Application

The Ida Public Library is currently seeking Library Board trustees. If you are interested in serving on the Board, please fill out the application below.

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 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 Mindy Long, Library Director, at 815-544-3838 or mindy@idapubliclibrary.org

Date 12/13/22

Name Jerry Tiller Address _____ *Must reside in Belvidere

Phone _____ Email _____

Why are you interested in serving on the Library Board of Trustees? *As a lifelong resident of Belvidere, the library has always been one of my favorite places. I love that it is central in our community and would love to be a part of its future.*

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

I typically visit the library monthly. I occasionally visit the Cherry Valley Library.

Continued

Please share your opinion on the importance of libraries. I love to read and want everyone to have that opportunity! It's also important that information and educational resources be available to everyone at no cost.

What challenges do you think our library faces? I think there could be a challenge of technology drawing people's attention to phones instead of books. I also imagine it is costly for a library to continually upgrade their own technology and resources.

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

I have been fortunate enough to work in our community for 25 yrs. at State Farm. I very much enjoy working with people and being involved in the happenings of Belvidere. My work has taught me the value of building relationships and the art of listening.

How long have you lived in Belvidere?

We lived in Belvidere my whole life.

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

I'm a mom of 3 adult girls. I work full time at a local office and am also a caregiver to aging parents.

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 currently serve on the lay leadership team of First United Methodist Church and am also part of a newly formed cohort working towards connecting with our community.

Please add any other information you would like to share.

I can't imagine our town without Uda!

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

Applicant Signature Jenny Tillman



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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 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 Mindy Long, Library Director, at 815-544-3838 or mindy@idapubliclibrary.org

Date: January 20, 2023

Name: Paige Ansley

Address _____

Must reside in Belvidere

Phone _____

Email _____

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

I have a passion for reading, a deep appreciation for libraries and a desire to give back to my community.

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

Our family visits the Ida Public Library at least monthly. When my kids were younger, we enjoyed the NSLD Love's Park programs (evening storytime was a favorite.)

Continued

Please share your opinion on the importance of libraries.

Libraries are important community hubs. They provide low- (or no-) cost resources for entertainment, education, professional development and communities. They also a hub of information, preserving history and truth.

What challenges do you think our library faces?

Funding. Taxes aren't "fun" for anyone, but I truly believe that if people understood how much the Library contributed to our community, they would believe that the Library's budget was worth every penny.

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

I worked as both the Literacy Specialist and the Community Systems Development Specialist for the YWCA Northwest IL, encouraging literacy with families and in childcare settings, and connecting community programs to best serve the community.

How long have you lived in Belvidere?

5+ years.

I moved to Belvidere in early 2017 and purchased a home here in 2021.

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

I am a working, single mom to 2 kids in the District 100 system.

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?

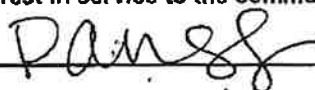
No; however, I work for Rockford Township and regularly attend Board Meeting as a representative for my office.

Please add any other information you would like to share.

I appreciate your consideration.

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

Applicant Signature





January 20, 2023

Paige Ansley

RE: Letter of Recommendation

To Whom It May Concern:

It is my pleasure to write this letter in support of your consideration of Paige Ansley as a potential Ida Public Library Trustee. I believe that Paige has the personality and skill set to be very successful in many positions in her community, but also recognize and appreciate her desire to serve in this volunteer position on the Library Board of Trustees.

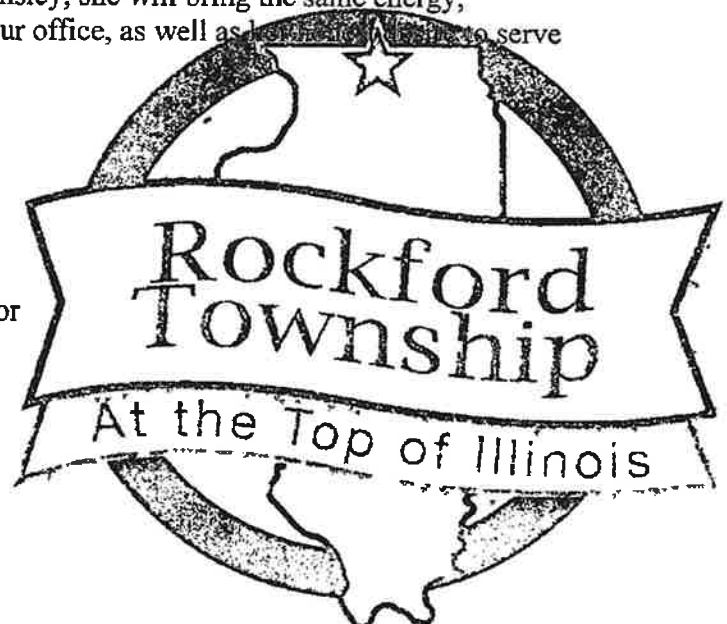
I have known and worked with Paige for over six years. We met when she applied for a position in my office and she has served as an executive assistant/office administrator for the Rockford Township Assessor's Office ever since. She has fantastic communication skills (with peers, the public and with partner offices) and has a reputation of thorough professionalism. Paige often represents our office during our bi-monthly Rockford Township Board Meeting(s) and works as a partner to both the Rockford Township Fiscal Manager and myself, the Elected Official, during Levy and Budget time.

I am confident that if you appoint Paige Ansley, she will bring the same energy, commitment and drive that she brings to our office, as well as her desire to serve her community.

Respectfully,

Ken Crowley

Ken Crowley, Assessor
Rockford Township | Office of the Assessor
KenCrowley@rockfordtownshipil.gov



Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 3/21/2023
Re: 2023 Sidewalk Replacement Program

The following bids were received for the City's annual sidewalk replacement program:

Bidder	Amount
1.. Stenstrom Excavation & Blacktop Group 2422 Center Street Rockford, IL 61108	\$163,230.00
2. Globe Construction 1781 W Armitage Ct Addison, IL 60101	\$163,487.75
3. Campos Construction 1201 12 th Street Rockford, IL 61104	\$234,275.00
4. Alliance Contractors Inc. 1166 Lake Avenue Woodstock, IL 60098	\$498,558.75

I would recommend approval of the low bid from Stenstrom Excavation and Blacktop Group, in the amount of \$163,230.00, for the City's annual sidewalk program. The unit prices are \$11.00/sf for removal and replacement of 4" sidewalk and \$10.80/sf for removal and replacement of 6" sidewalk. This work will be paid for from Line Item #01-5-310-6003 and Line Item #41-5-110-7900.

2022 unit prices: \$8.10/sf for 4" and \$7.10/sf for 6"
2021 unit prices: \$8.15/sf for 4" and \$7.20/sf for 6"
2020 unit prices: \$8.73/sf for 4" and \$7.50/sf for 6"
2019 unit prices: \$10.45/sf for 4" and \$8.800/sf for 6"
2018 unit prices: \$11.00/sf for 4" and \$16.00/sf for 6"

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 3/21/2023
Re: 2023 Tree Program Bid Tabulation

The following bids were received for the 2023 Tree Work Program:

- 1. Minnihan's Tree Service LLC \$52,600.00
2785 Garden Prairie Road
Garden Prairie, IL 61038

- 2. Trees "R" Us, Inc \$54,588.00
P.O. Box 6014
Wauconda, IL 60084

- 3. Tree Care Enterprises, Inc. \$73,400.00
5563 Kilburn Avenue
Rockford, IL 61101

I would recommend approval of the low bid from Minnihan's Tree Service, in the amount of \$52,600.00, for tree work from May 1, 2023 to April 30, 2024 for the City of Belvidere.

The unit prices for this contract are as follows:

	2023	2022	2021
1. Tree Removal (6" to 15" Dia)	\$17.00/InDia	\$17.00/In Dia	\$18.00/In Dia
2. Tree Removal (Over 15" Dia)	\$34.00/InDia	\$30.50/In Dia	\$31.00/In Dia
3. Stump Grinding	\$7.00/InDia	\$7.00/In Dia	\$9.00/In Dia

This work will be paid for from Forestry Funds. The budget for this work is \$40,000.00.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 3/21/2023
Re: Landscape Maintenance Bid Tabulation

The following bids were opened today for the 2023 landscape maintenance program:

- | | |
|--|-------------|
| 1. Nico's Landscaping
2706 Winfield Lane
Belvidere, IL 61008 | \$22,690.00 |
| 2. Lawn Maintenance Services
3344 Garden Prairie Road
Garden Prairie, IL 61038 | \$23,105.00 |
| 3. LawnCare by Walter, Inc.
31745 North Alleghany Road
Grayslake, Illinois 60030 | \$28,246.00 |

I would recommend approval of the low bid from Nico's Landscaping, in the amount of \$22,690.00, for the 2023 landscape maintenance program. This work will be paid for from Street Department Line Items #01-5-310-6002 and #01-5-310-6826.

2022 Price: \$21,775.00
2021 Price: \$23,404.98
2020 Price: \$23,705.00
2019 Price: \$23,721.00
2018 Price: \$20,416.00

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 3/21/2023
Re: 2023 Mowing Program – Bid Tabulation

The following bids were received for the mowing of Water Department properties, Public Works properties and the Farmington Ponds:

- | | |
|---|---|
| 1. Nico's Landscaping
2706 Winfield Lane
Belvidere, IL 61008 | Water: \$470.00 per mowing, \$800.00 herbicide
Public Works: \$850.00 per mowing, \$2,160.00 herbicide
Ponds: \$250.00 per mowing, \$960.00 herbicide |
| 2. LawnCare by Walter, Inc.
1515 S Meridian Rd
Rockford, IL 61102 | Water: \$520.00 per mowing, \$984.00 herbicide
Public Works: \$900.00 per mowing, \$2,388.00 herbicide
Ponds: \$310.00 per mowing, \$1,200.00 herbicide |

Based on review of the bids, I would recommend the following:

Approval of the low bid from Nico's Landscaping, in the amount of \$470.00 per mowing, for the mowing of Water Department Sites. This work will be paid from Water Department Line Item #61-5-810-6040.

2022: \$420.00 per mowing
2021: \$350.00 per mowing
2020: \$285.00 per mowing
2019: \$380.00 per mowing

Approval of the low bid from Nico's Landscaping, in the amount of \$850.00 per mowing, for the mowing of the Public Works Sites. This work will be paid from Street Department Line Item #01-5-310-6002.

2022: \$800.00 per mowing
2021: \$720.00 per mowing
2020: \$520.00 per mowing
2019: \$480.00 per mowing

Approval of the low bid from Nico's Landscaping, in the amount of \$250.00 per mowing, for the Farmington Ponds. This work will be paid from the Farmington Pond Maintenance Fund.

2022: \$225.00 per mowing
2021: \$225.00 per mowing
2020: \$225.00 per mowing
2019: \$270.00 per mowing

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 3/21/2023
Re: Source Water Protection Plan – Engineering Proposal

The IEPA is requiring all public water supplies to complete a Source Water Protection Plan and the plan must be submitted to the IEPA by July 26, 2023. The Source Water Protection Plan is required to include a vision statement, source water assessment and action plan. Attached to this memo is a proposal from Strand Associates for the engineering services required to complete the plan at a cost not-to-exceed \$18,850.00.

I would recommend approval of the proposal from Strand Associates, in the amount not-to-exceed \$18,850.00, to complete the Source Water Protection Plan. This work will be paid for from the Water Line Item #61-1780, Connection Fees.



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

March 21, 2023

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

Re: Source Water Protection Plan

Dear Brent,

The State of Illinois requires that all communities that supply groundwater or surface water as a primary or emergency source of drinking water complete a Source Water Protection Plan (SWPP). The SWPP is required to include a vision statement, source water assessment, and action plan. The City of Belvidere needs to submit a SWPP to the Illinois Environmental Protection Agency (IEPA) by July 26, 2023.

We proposed the following scope of services and fee for completing the SWPP. We will include all existing water supply wells as well as the proposed Well No. 11 in the SWPP.

Scope of Services

- Attend a virtual kickoff meeting with the City.
- Review existing raw and finished water quality data available from the City and online databases.
- Review current resources used to protect the City's water supply wells.
- Review known sources of contamination.
- Review existing source water assessment data available from the IEPA.
- Conduct a site visit to each water supply well and surrounding areas to review possible sources of contamination.
- Prepare a pollution source inventory map and table to define locations of known sources of contamination within 1,000 feet of each well. This will include data available from the IEPA's source water assessment, site reconnaissance, and desktop review.
- Prepare a draft SWPP report and submit to the City for review. The report will be prepared in accordance with the *Illinois Administrative Code Title 35, Part 604, Subpart C*, with guidance from the *American Water Works Association (AWWA) G300-14 standard*, and *AWWA Manual of Water Supply Practices M21*. The report will include the following required sections:
 - Vision Plan
 - Source Water Assessment
 - Action Plan
- Meet with the City to discuss the draft report.
- Finalize the SWPP report and submit to the City and the IEPA.

Fee

Our estimated not-to-exceed fee for the above scope of services is \$18,850.

Mr. Brent Anderson
City of Belvidere
Page 2
March 21, 2023

Schedule

We have availability to begin this project immediately upon execution of an engineering services agreement. The SWPP report will be complete by July 15, 2023.

Please call 608-251-4843 with any questions.

Sincerely,

STRAND ASSOCIATES, INC.®



Michael J. Forslund, P.E.

Enclosure

c: Kevin Fricke, Assistant Director of Public Works

9901.971/MJF:mah



Is this project a bondable capital improvement?

Yes No

Resolution Type	Resolution Number	Section Number
Original	2023-12	23-00117-00-RS

BE IT RESOLVED, by the Council _____ of the City _____

of Belvidere _____ Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by Contract _____

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Newburg Road	1.43	FAU 5009	Irene Road	Shaw Road

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Design Engineering and construction for milling of the existing bituminous surface of Newburg Road, bituminous overlay and shoulder paving

2. That there is hereby appropriated the sum of Four-hundred Fifty Thousand Dollars (\$450,000.00) for the improvement of said section from the Local Public Agency's allotment of Motor Fuel Tax funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Sarah Turnipseed _____ City _____ Clerk in and for said City _____

of Belvidere _____ in the State aforesaid, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council _____ of Belvidere _____ at a meeting held on April 03, 2023 _____

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 4th day of April, 2023 _____

(SEAL, if required by the LPA)

Clerk Signature & Date

Approved Regional Engineer Signature & Date Department of Transportation



Belvidere Area Chamber of Commerce
404 S. State St.
Belvidere, IL 61008

3/21/2023

City of Belvidere
401 Whitney Blvd.
Belvidere, IL 61008

RE: Buchanan Street Strolls

Dear Mayor Morris and Council Members,

We are excited to announce our 2023 Buchanan Street Stroll dates and would like to request the following street closure dates/times.

Sunday, June 4, 2023

Event time 1:00pm-5:00pm

Partial closure of Whitney Blvd and full closure of Buchanan St. from State St. to Main Street

We have adjusted the layout of the event to keep both municipal parking lots open.

Sunday, July 23, 2023

Event time 1:00pm-5:00pm

Partial closure of Whitney Blvd and full closure of Buchanan St. from State St. to Main Street

We have adjusted the layout of the event to keep both municipal parking lots open

Sunday, August 20, 2023

Event time 1:00pm-8:00pm

Partial closure of Whitney Blvd and full closure of Buchanan St. from State St. to Main Street from 1-5pm.

We are including the CASA car show with this Stroll, and they would like to park the cars in both municipal lots. We would like to extend the celebration that evening to 8:00pm to celebrate La Costa Bora's Anniversary. Vendors, live music, and a tent for food will be on Buchanan for that extended time.

At 5:00pm the street department can open all areas back up for traffic except Buchanan St. between South State Street and Whitney Blvd. at each end. These cement barricades can be picked up on Monday morning to avoid the street dept. employees waiting around to pick them up.

Sincerely

A handwritten signature in black ink, appearing to read 'Amy Nord', is written over a light blue horizontal line.

Amy Nord
Executive Director