

State of Illinois) SS
Belvidere, Illinois)

BELVIDERE CITY COUNCIL
REGULAR MEETING
AGENDA

March 6, 2017

Convened in the Council Chambers, 401 Whitney Blvd, Belvidere IL at 7:00 p.m.
Mayor Chamberlain presiding.

(1) Roll Call:

(2) Pledge of Allegiance:

Invocation: Mayor Chamberlain.

(3) Public Comment: (Please register with the City Clerk):

(4) Approval of minutes of the regular meeting of the Belvidere City Council of
February 20, 2017; as presented.

(5) Public Hearing:

(6) Special Messages and Proclamations:

(7) Approval of Expenditures: None.

(8) Committee Reports and Minutes of City Officers:

(A) Belvidere Police Department Overtime Report of February 14, 2017
through February 27, 2017.

(B) Belvidere Fire Department Overtime Reports of February 15, 2017
through February 28, 2017.

(C) Monthly Report of Community Development/Planning Department for
February 2017.

(D) Monthly Report of Building Department Revenues for February 2017.

(E) Minutes of Committee of the Whole – Public Safety and Finance and
Personnel of February 27, 2017.

(9) Unfinished Business:

(A) Ord. #334H – 2nd Reading: An Ordinance Granting a Special Use Permit to
Allow Indoor Commercial Entertainment (Bar and Grill with Video Gaming)
within the CB, Central Business District (126 South State Street).

- (B) Ord. #335H – 2nd Reading: An Ordinance Granting a Special Use Permit to Allow Indoor Commercial Entertainment (Bar/Tavern with Video Gaming) within the GB, General Business District (1927 North State Street).
- (C) Ord. #336H – 2nd Reading: An Ordinance Amending Chapter 150, Zoning Ordinance of the Municipal Code (Shooting Ranges – Planned Business and General Business Permitted Uses).
- (D) Ord. #337H – 2nd Reading: An Ordinance Granting a Special Use Permit to Allow an Indoor Shooting Range within the GB, General Business District (465-485 Southtowne Drive).

(10) New Business:

Motions forwarded from Committee of the Whole – Public Safety and Finance and Personnel of February 27, 2017.

Motions – Chairman Crawford:

- (A) Motion to approve DJH Masonry in the amount of \$28,960 for tuck pointing at Station #1.
- (B) Motion to approve the low bid from Ayres Associates in the amount of \$15,500 for the 3” resolution digital ortho photos to update our GIS system. This work will be paid for from Water and Sewer Depreciation Funds.

(11) Adjournment:

State of Illinois SS
Belvidere, Illinois

**Belvidere City Council
Regular Session
Minutes**

Date: February 20, 2017

Convened in the Belvidere City Council Chambers, 401 Whitney Blvd, Belvidere Illinois at 7 p.m.

Mayor Chamberlain presiding:

- (1) Roll Call: Present: D. Arevalo, R. Brooks, J. Sanders, G. Crawford,
W. Frank, T. Ratcliffe, D. Snow and C. Stevens.
Absent: C. Morris and M. Sanderson.

Other staff members in attendance:

Building Director Lesa Morelock, Public Works Director Brent Anderson,
Treasurer Ric Brereton, Community Development Planner Gina DelRose,
Fire Chief Hyser, Police Chief Noble, City Attorney Drella and City Clerk Arco.

- (2) Pledge of Allegiance:
Invocation: Mayor Chamberlain:

(3) Public Comment:

(4) Approval of Minutes:

- (A) Approval of minutes of the regular meeting of the Belvidere City Council of February 6, 2017; as presented.

Motion by Ald. Crawford, 2nd by Ald. Ratcliffe to approve the minutes of the regular meeting of the Belvidere City Council of February 6, 2017. Roll Call Vote: 8/0 in favor. Ayes: Arevalo, Brooks, Sanders, Crawford, Frank, Ratcliffe, Snow and Stevens. Nays: None. Motion carried.

(5) Public Hearing: None.

(6) Special Messages and Proclamations: None.

(7) Approval of Expenditures: General & Special Fund Expenditures: \$1,218,177.93
Water & Sewer Fund Expenditures: \$ 902,975.60

Motion by Ald. Snow, 2nd by Ald. Arevalo to approve General & Special Fund Expenditures in the amount of \$1,218,177.93. Roll Call Vote: 8/0 in favor. Ayes: Brooks, Sanders, Crawford, Frank, Ratcliffe, Snow, Stevens and Arevalo. Nays: None. Motion carried.

Motion by Ald. Crawford, 2nd by Ald. Sanders to approve the Water & Sewer Fund Expenditures in the amount of \$902,975.60. Roll Call Vote: 8/0 in favor. Ayes: Sanders, Crawford, Frank, Ratcliffe, Snow, Stevens, Arevalo and Brooks. Nays: None. Motion carried.

(8) Committee Reports & Minutes of City Officers:

- (A) Belvidere Police Department Overtime Report of January 31, 2017 through February 13, 2017.
- (B) Belvidere Fire Department Overtime Report of January 25, 2017; January 27, 2017 and February 1, 2017 through February 14, 2017.
- (C) Monthly Treasurer's Report of January 2017.
- (D) Monthly General Fund Report of January 2017.
- (E) Monthly Water/Sewer Fund Report of January 2017.
- (F) Monthly Report of Community Development/Planning of January 2017.
- (G) Monthly Report of Building Department Revenues of January 2017.
- (H) Minutes of City-County Coordinating Committee of February 8, 2017.
- (I) Minutes of Planning and Zoning Commission of February 14, 2017.

Let the record show these reports and minutes were read and placed on file.

- (J) Minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of February 13, 2017.

Motion by Ald. Arevalo, 2nd by Ald. Snow to approve the minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of February 13, 2017. Roll Call Vote: 7/0/1 in favor. Ayes: Frank, Ratcliffe, Snow, Stevens, Arevalo, Brooks, Sanders. Nays: None. Abstain: Crawford. Motion carried.

(9) Unfinished Business:

- (A) Ord. #332H – 2nd Reading: An Ordinance Authorizing the Sale of Certain Personal Property (Police Department Vehicles).

Motion by Ald. Snow, 2nd by Ald. Crawford to pass Ord. #332H. Roll Call Vote: 8/0 in favor. Ayes: Frank, Ratcliffe, Snow, Stevens, Arevalo, Brooks, Sanders and Crawford. Nays: None. Motion carried.

- (B) Ord. #333H – 2nd Reading: An Ordinance Amending Division 5, Removal of Vehicles of Article IV, Chapter 110 of the City of Belvidere Municipal Code.

Motion by Ald. Sanders, 2nd by Ald. Arevalo to pass Ord. #333H. Roll Call Vote: 8/0 in favor. Ayes: Ratcliffe, Snow, Stevens, Arevalo, Brooks, Sanders, Crawford and Frank. Nays: None. Motion carried.

(10) New Business:

- (A) Ord. #334H – 1st Reading: An Ordinance Granting a Special Use Permit to Allow Indoor Commercial Entertainment (Bar and Grill with Video Gaming) within the CB, Central Business District (126 South State Street).
- (B) Ord. #335H – 1st Reading: An Ordinance Granting a Special Use Permit to Allow Indoor Commercial Entertainment (Bar/Tavern with Video Gaming) within the GB, General Business District (1927 North State Street).
- (C) Ord. #336H – 1st Reading: An Ordinance Amending Chapter 150, Zoning Ordinance of the Municipal Code (Shooting Ranges – Planned Business and General Business Permitted Uses).
- (D) Ord. #337H – 1st Reading: An Ordinance Granting a Special Use Permit to Allow an Indoor Shooting Range within the GB, General Business District (465-485 Southtowne Drive).
- (E) Res. #2054-2017: A Resolution Accepting the Dedication of Right of Way, Tripp Road.

Motion by Ald. Arevalo, 2nd by Ald. Frank to adopt Res. #2054-2017. Roll Call Vote: 8/0 in favor. Ayes: Snow, Stevens, Arevalo, Brooks, Sanders, Crawford, Frank and Ratcliffe. Nays: None. Motion carried.

- (F) Res. #2055-2017: A Resolution Authorizing the Execution of an Incidental Take and Implementing Agreement with the Illinois Department of Natural Resources.

Motion by Ald. Snow, 2nd by Ald. Ratcliffe to adopt Res. #2055-2017. Roll Call Vote: 8/0 in favor. Ayes: Stevens, Arevalo, Brooks, Sanders, Crawford, Frank, Ratcliffe and Snow. Nays: None. Motion carried.

- (G) Res. #2056-2017: A Resolution Authorizing the Execution of an Intergovernmental Agreement for Mutual Aid and Assistance – Public Works.

Motion by Ald. Crawford, 2nd by Ald. Frank to adopt Res. #2056-2017: Roll Call Vote: 8/0 in favor. Ayes: Arevalo, Brooks, Sanders, Crawford, Frank, Ratcliffe, Snow and Stevens. Nays: None. Motion carried.

Motions of City-County Coordinating Committee of February 8, 2017.

- (A) Motion to approve the TRC invoice #217004 in the amount of \$2,319.25 with a 50-/50 split between the City and the County. Roll Call Vote: 8/0 in favor. Ayes: Brooks, Sanders, Crawford, Frank, Ratcliffe, Snow, Stevens, and Arevalo. Nays: None. Motion carried.
- (B) Motion to approve the Rock River Environmental invoice #16794689 in the amount of \$2,443.10 with a 50/50 split between the City and the County. Roll Call Vote: 8/0 in favor. Ayes: Sanders, Crawford, Frank, Ratcliffe, Snow, Stevens, Arevalo and Brooks. Nays: None. Motion carried.
- (C) Motion to approve the PDC Laboratories invoice #852426S in the amount of \$8,266.94 with a 50/50 split between the City and County. Roll Call Vote: 8/0 in favor. Ayes: Crawford, Frank, Ratcliffe, Snow, Stevens, Arevalo, Brooks and Sanders. Nays: None. Motion carried.
- (D) Motion to approve expenditure for the landfill gas system in the amount of \$3,000 with a 50/50 split between the City and County. Roll Call Vote: 8/0 in favor. Ayes: Frank, Ratcliffe, Snow, Stevens, Arevalo, Brooks, Sanders and Crawford. Nays: None. Motion carried.

Motions forwarded from Committee of the Whole – Building, Planning and Zoning and Public Works of February 13, 2017.

- (A) Motion to approve the request for a 60 day extension on recording of Plat #3 of Sager Corporate Park. Roll Call Vote: 8/0 in favor. Ayes: Ratcliffe, Snow, Stevens, Arevalo, Brooks, Sanders, Crawford and Frank. Nays: None. Motion carried.
- (B) Motion to approve a credit of sanitary sewer charges attributed to the leak of \$1,849.92 for the November bill and \$98.40 for the January bill for a total revised bill for the two billing cycles of \$1,333.92. The owner of 121 Biester Drive has paid \$406.44 since the leak occurred, leaving a current balance of \$927.48. Roll Call Vote: 8/0 in favor. Ayes: Snow, Stevens, Arevalo, Brooks, Sanders, Crawford, Frank and Ratcliffe. Nays: None. Motion carried.
- (C) Motion to approve Habitat for Humanity reimburse the City for direct expenses, estimated to be \$925 for the water and sanitary sewer service stubs for the address of 320 Gilman Street. Roll Call Vote: 8/0 in favor. Ayes: Stevens, Arevalo, Brooks, Sanders, Crawford, Frank, Ratcliffe and Snow. Nays: None. Motion carried.

(D) Motion to approve the construction services amendment from Baxter & Woodman in an amount not-to-exceed \$49,179 for the rehabilitation of the primary digester at the WWTP. This work will be paid for from the Sewer Equipment Replacement Fund. Roll Call Vote: 8/0 in favor. Ayes: Arevalo, Brooks, Sanders, Crawford, Frank, Ratcliffe, Snow and Stevens. Nays: None. Motion carried.

(E) Motion to approve the memo dated February 8, 2017 from Public Works Director Brent Anderson for the 2017 MFT Street Maintenance Program. Roll Call Vote: 8/0 in favor. Ayes: Brooks, Sanders, Crawford, Frank, Ratcliffe, Snow, Stevens and Arevalo. Nays: None. Motion carried.

(F) Motion to approve participating in the multi-jurisdictional pavement marking contract with our portion of the cost, estimated at \$60,000 to be paid from the Public Benefit Fund. Roll Call Vote: 8/0 in favor. Ayes: Sanders, Crawford, Frank, Ratcliffe, Snow, Stevens, Arevalo and Brooks. Nays: None. Motion carried.

(11) Adjournment:

Motion by Ald. Crawford, 2nd by Ald. Stevens to adjourn the meeting at 7:22 p.m. Aye voice vote carried. Motion carried.

_____ Mayor

Attest:

_____ City Clerk

BELVIDERE

Community Development Department Planning Department

401 Whitney Boulevard, Suite 300, Belvidere, Illinois, 61008 (815) 547-7177 FAX (815) 547-0789

February 2017 Monthly Report

Number	Project	Description	Processed
Belvidere Projects			
4	Cases: February	Elsie's Place, SU, 274 Meadow Street	11/30/2016
		Olson, SU, 1927 North State Street	12/22/2016
		Southtown Ventures, TA	01/10/2017
		Southtown Ventures, SU, 465-485 Southtowne Drive	01/10/2017
4	Cases: March	Anderson, RZ, Hurlbut and Kishwaukee	01/18/2017
		City, TA, multiple code clean up	02/09/2017
		Anderson, SU, Hurlbut and Kishwaukee	02/10/2017
		Caldwell, SU, 300 South Main Street	02/14/2017
0	Annexation	None	
0	Temporary Uses	None	
3	Site Plans (New/Revised)	2040 North State Street, Tom & Jerry's	2/9/20017
		3915 Morreim Drive, FCA	02/10/2017
		675 Corporate Parkway, Magna	02/22/2017
1	Final Inspection	775 Logistics Drive	02/21/2017
2	Downtown Overlay Review	207 North State Street, Glamour Nails, Sign	02/17/2017
		454 South State Street, Country Financial, Façade	02/17/2017
	Belvidere Historic Preservation Commission	Met with the Lakota Group to begin the 10 Year Historic Plan. The Commission finalized recipients of the 2017 Historic Preservation Awards.	
	Heritage Days	Met with organization team and began planning the 2017 festival	
2	Prepared Zoning Verification Letters	1407-1409 Maryland Court	02/10/2017
		1201 North State Street	02/22/2017
0	Issued Address Letters		
Poplar Grove Projects			
0	Cases: February	None	
0	Cases: March	None	
0	Issued Address Letters	None	
4	Recorder's Office	Scanned Plats: E-mail, Print and/or Burn	

Planning Monthly Report Cont.

30 Other Department
0 General Public

Planning Department Current Duties

Close out completed planning case files

Respond to all FOIA requests

Work with 911, Fire Department and Post Office to verify all addresses in the City

Assist Growth Dimensions with requested data

Meetings and phone calls with developers regarding potential development

Phone calls/walk-ins for questions regarding zoning, floodplain, development, etc.

Prepare minutes, agendas and packets for various committees, commissions, boards

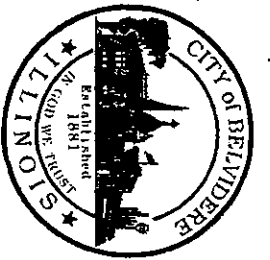
Prepare deposits and purchase orders for bill payments

Continue meeting with RMAP regarding planning activities

***Ben Rohr, Land Use Planner for RMAP has started working in City Hall on Tuesdays and Thursday

*** Attending IDOT conference in Rock Falls

*** Began Planning for the APA Ambassador Program



City of Belvidere

Building Department Revenues

February, 2017



Total Permits Issued	45	
Total Value of Construction		\$1,927,280.00
Building Fees	44	\$6,897.00
Electric Permit Fees	8	\$722.50
Plumbing Permit Fees	7	\$6,085.00
HVAC Permit Fees	7	\$435.00
Insulation Permit Fees	1	\$30.00
Plan Review Fees	4	\$1,582.75
Zoning Review Fees	8	\$125.00
Pool Permit Fees	0	\$0.00
Sign Permit Fees	3	\$205.00
Fence Permit Fees	4	\$60.00
SW, DW, & GR Fees	2	\$127.50
Total Permit Income		\$16,269.75
Enterprise Zone Discount	9	\$10,623.75
Total Permit Fees	45	\$26,893.50
Break Down of Commercial vs. Residential Income		
Commercial / Industrial Income	21	\$12,647.75
Residential Income	24	\$3,622.00
Value		
Multi Family	0	\$0.00
Single Family Residence	0	\$0.00
Commercial / Industrial	21	\$1,730,144.00
Other Residential	24	\$197,136.00

City of Belvidere Building Department - Deposit Report February, 2017

Date	Building Fee	Electric Fee	Plumbing Fee	HVAC Fee	Ins. Fee	Review Fee	Zoning Rev. Fee	Pool Fee	Sign Fee	Fence Fee	SW & DW Fee	Amount Paid	EZ Discount	Total Fee	Retinspect Fee	Code Enf.	Electric Cert.	Total Deposit
12/01/2017	\$665.00			\$65.00		\$68.75						\$998.75	\$523.75	\$1,522.50		\$300.00		\$1,298.75
12/02/2017	\$125.00	\$75.00										\$200.00		\$200.00				\$200.00
12/03/2017	\$540.00											\$540.00		\$540.00		\$100.00		\$640.00
12/06/2017	\$25.00		\$65.00									\$90.00		\$90.00				\$90.00
12/07/2017	\$12.50		\$2,177.50									\$2,190.00	\$2,190.00	\$4,380.00				\$2,190.00
12/08/2017	\$25.00		\$65.00									\$90.00		\$90.00				\$90.00
12/09/2017	\$177.50		\$3,387.50									\$3,565.00	\$3,400.00	\$6,965.00				\$3,565.00
12/13/2017	\$662.00	\$75.00		\$12.00								\$749.00		\$749.00				\$749.00
12/14/2017	\$2,187.50	\$157.50	\$325.00	\$258.00	\$30.00	\$1,045.25	\$20.00			\$15.00	\$127.50	\$4,165.75	\$2,993.75	\$7,159.50				\$4,165.75
12/15/2017	\$280.00								\$180.00			\$280.00		\$280.00				\$280.00
12/16/2017	\$190.00								\$420.00			\$420.00		\$420.00				\$420.00
12/20/2017	\$637.50	\$385.00	\$65.00	\$40.00		\$468.75	\$10.00		\$15.00	\$15.00		\$1,821.25	\$1,516.25	\$3,337.50				\$1,821.25
12/21/2017	\$165.00						\$25.00		\$25.00			\$215.00		\$215.00				\$215.00
12/23/2017	\$435.00						\$10.00		\$15.00	\$15.00		\$460.00		\$460.00				\$460.00
12/27/2017	\$145.00			\$60.00			\$10.00		\$15.00	\$15.00		\$230.00		\$230.00		\$500.00		\$730.00
12/28/2017	\$225.00	\$30.00										\$255.00		\$255.00			\$50.00	\$305.00
SUM:	\$6,897.00	\$722.50	\$6,066.00	\$438.00	\$30.00	\$1,582.75	\$125.00	\$0.00	\$205.00	\$60.00	\$127.50	\$16,269.75	\$10,623.75	\$26,893.50	\$0.00	\$900.00	\$50.00	\$17,219.75

NOTE: Fees do Not Reflect EZ discount, Only Amount Paid.

Total Deposit \$17,219.75

Minutes
Committee of the Whole
Public Safety and Finance and Personnel
February 27, 2017 6:00 p.m.

Call to Order - Mayor Chamberlain.

Aldermen Present: D. Arevalo, J. Sanders, T. Ratcliffe,
M. Sanderson and D. Snow.

Aldermen Absent: R. Brooks, G. Crawford, W. Frank,
C. Morris and C. Stevens.

Alderman Frank arrived at 6:05 p.m.

Also in attendance: Treasurer Ric Brereton, Budget and
Finance Director Becky Tobin, Public Works Director Brent
Anderson, Fire Chief Hyser, Police Chief Noble, Deputy
Chief Woody and City Clerk Arco.

Public Comment: None.

Public Forum: None.

Reports of Officers, Boards and Special Committees:

Fire Chief Hyser read a letter from a resident thanking the
fire department for their care during an EMS call.

Mayor Chamberlain reminded council of the Tornado
Remembrance to be held Friday, April 21, 2017.

1. Public Safety, Unfinished Business: None.

2. Public Safety, New Business:

(A) Fire Station #1 - Tuck Pointing.

Motion by Ald. Sanderson, 2nd by Ald. Sanders to approve
DJH Masonry in the amount of \$28,960 for tuck pointing at
Station #1. Aye voice vote carried. Motion carried.

(B) Police Department Annual Report presented by
Police Chief Noble and Deputy Chief Woody.

3. Finance and Personnel, Unfinished Business: None.

4. Finance and Personnel, New Business:

- (A) FY18 Budget - General Administration, Capital and Salaries reported by Budget and Finance Director Becky Tobin.

5. Other:

- (A) Review of Digital Aerial Ortho Photo Proposals.

Motion by Ald. Snow, 2nd by Ald. Sanderson to approve the low bid from Ayres Associates in the amount of \$15,500 for the 3" resolution digital ortho photos to update our GIS system. This work will be paid for from Water and Sewer Depreciation Funds. Aye voice vote carried. Motion carried.

6. Adjournment:

Motion by Ald. Snow, 2nd by Ald. Sanderson to adjourn meeting at 7:40 p.m. Aye voice vote carried. Motion carried.

_____ Mayor

Attest: _____ City Clerk