



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

Alderman Natalie Mulhall	Chairman Building
Alderman Sandra Gramkowski	Vice-Chairman Building
Alderman Wendy Frank	Chairman Finance and Personnel
Alderman Ric Brereton	Vice -Chairman Finance and Personnel
Alderman Mike McGee	Chairman Planning & Zoning
Alderman Tom Porter	Vice-Chairman Planning & Zoning
Alderman Matthew Fleury	Chairman Public Safety
Alderman John Albertini	Vice-Chairman Public Safety
Alderman Daniel Snow	Chairman Public Works
Alderman Marsha Freeman	Vice-Chairman Public Works

AGENDA

September 25, 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 – Fire & Police Commission New Rules.
- (C) Fire Department – Update.
- (D) Fire Department – Closure of State Street Request.
- (E) Fire Department – Sale of 2002 American LaFrance.
- (F) Fire Department – Memorandum of Understanding for Pool/Acquired Structure Training.
- (G) Fire Department – Open Burning.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

- (A) Finance Department – Update.
- (B) Amendment – IGA for Community Law Enforcement Officer (CLEO).

5. Other:

- (A) Hometown Christmas Event – Street Closure.
- (B) Appointment of Steve Pierce to the IDA Public Library Board of Trustees.

6. Adjournment:



BELVIDERE
POLICE

Matthew Wallace
Deputy Chief—Investigations

Shane Woody
Chief of Police

Daniel Smaha
Deputy Chief—Patrol

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

Date: September 25, 2023

To: Mayor Morris and City Council

From: Chief Shane Woody

Re: Authorizing the City of Belvidere Fire and Police Commission to Adopt New Rules Creating a Continuous Eligibility Register for Entry Level Police Officers and Other Pre-Hiring Rules

The Belvidere Police Department has experienced an 80-90% reduction in entry level police officer applicants over the last 5-10 years. In an attempt to keep our testing process efficient and take advantage of the changes in technology we have worked with the Fire and Police Commission, Fire and Police Commission's attorney, and City Attorney Drella to draft language that will create a more efficient, more economical, more flexible, and more convenient testing process.

The Belvidere Police Department is requesting the utilization of Home Rule authority to adopt new rules as outlined in the attached ordinance.

Motion: To approve the Ordinance Authorizing the City of Belvidere Fire and Police Commission to Adopt New Rules Creating a Continuous Eligibility Roster and Other Pre-Hiring Rules as attached to the Chief's memo of September 25, 2023.

ORDINANCE #
AN ORDINANCE AUTHORIZING
THE CITY OF BELVIDERE FIRE AND POLICE COMMISSION
TO ADOPT NEW RULES CREATING A CONTINUOUS ELIGIBILITY REGISTER
FOR POLICE OFFICER CANDIDATES AND OTHER PRE-HIRING RULES

WHEREAS, the City of Belvidere, Boone County, Illinois (the City) is a home rule municipality under Article VII, Section 6 of the 1970 Constitution of the State of Illinois (the Illinois Constitution); and

WHEREAS, the City of Belvidere Fire and Police Commission (F&PC), in accordance with Division 2.1 of Article 10 of the Illinois Municipal Code (the Act), is charged with appointing, disciplining and terminating all members of the City of Belvidere Police Department below the rank of Deputy Chief; and

WHEREAS, the F&PC is empowered by the Act to adopt rules and procedures pertaining to its governance and activities; and

WHEREAS, the Act provides for the creation of an eligibility register of qualified police officer candidates which lists expire after two (2) years or until they are exhausted; and

WHEREAS, the City of Belvidere and the F&PC have found it increasingly difficult to attract sufficient numbers of qualified candidates to apply for the position of police officer resulting in rapid exhaustion of eligibility registers and needlessly increasing the costs to the City of Belvidere in maintaining a register of eligible police officer candidates; and

WHEREAS, the Corporate Authorities of the City of Belvidere find that creation of a continuous eligibility register by which individuals could be placed upon the register for up to two (2) years and providing for continuous testing potential would decrease the City of Belvidere's costs in maintaining an eligibility register while at the same time expanding the potential base of qualified police officer applicants; and

WHEREAS, the Corporate Authorities of the City of Belvidere further find that it is in the City's best interest to allow the F&PC to appoint a police officer from among the top three (3) candidates on the continuous eligibility roster as it will protect the interests of candidates who tested earlier in relation to those who test at a later date and will preserve the F&PC's ability to ensure that the candidate they view as the most qualified is appointed as a police officer.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Belvidere as follows:

SECTION 1: The foregoing recitals are incorporated herein by this reference.

SECTION 2: Notwithstanding anything to the contrary in the Act, or in any other statute of the State of Illinois, the F&PC is hereby empowered to adopt rules and procedures that it deems expedient:

a) allowing for the creation of a continuous eligibility register for police officer candidates by which a qualified candidate who successfully completes a written examination and a prescreening interview will be placed upon the eligibility register for a period not to exceed two (2) years.

b) Placement upon the eligibility register shall be determined by a ranked scoring of the written examination and prescreening interview plus any applied preference points provided for by the Act or the F&PC.

SECTION 3: Notwithstanding anything to the contrary in the Act, or in any other statute of the State of Illinois, the F&PC is further authorized to adopt rules and procedures allowing the F&PC to appoint any candidate who is among the top three (3) candidates on the continuous eligibility roster to the position of police officer, subject to successful passing of all other requirements for appointment, including, but not limited to, psychological and physical examination.

SECTION 4: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 5: This Ordinance shall be in full force and effect from and after its passage and publication in pamphlet form as required by law.

Voting Aye: .
Voting Nay: .
Absent: .

APPROVED:

Mayor

ATTEST:

City Clerk Sarah Turnipseed

(SEAL)

Passed:
Approved:
Published:



**BELVIDERE
FIRE
DEPARTMENT**

**123 S. State St.
Belvidere, IL 61008**

From the Office of the Fire Chief

(815)544-2242

Fax (815)544-2278

Memorandum

From:	Chief Schadle	Today's Date:	September 18, 2023
To:	Mayor and Council	Subject:	Closure of State St.

Dear Mayor and Council,

As we have done for the past 4 years, we are requesting to close State Street at the north end of the bridge to Leonard Ct. on Sunday, October 8th, from 12:15-4:15. We will work with the Street Department to place hard barricades.

This will provide for the safety for those attending the Fire Department Open House, a place to land the medical helicopter (State Street Bridge), and provide a larger area to display fire department assets.

I respectfully request the following motion:

Motion to close State Street at the north end of the bridge to Leonard Ct. on Sunday, October 2nd, from 12:15-4:15.

Respectfully Submitted,

Chief Shawn Schadle



**BELVIDERE
FIRE
DEPARTMENT**

**123 S. State St.
Belvidere, IL 61008**

From the Office of the Fire Chief

(815)544-2242

Fax (815)544-2278

Memorandum

From:	Chief Schadle	Today's Date:	07/24/2023
To:	Mayor and Council	Subject:	Sale of 2002 American LaFrance

Dear Mayor and Council,

You may recall our 2002 American LaFrance fire engine catastrophically failed in November of 2022. Since then, we have removed all of the equipment and usable parts. The street department has swapped out anything they believed had value. The engine is complete, but not drivable.

We are requesting authorization to sell the engine whole or as scrap. Lt. Swanson is in the process of researching our options to determine which will net us the most funds.

Therefore I request the following motion:

Motion to authorize the sale of the 2002 American LaFrance by any legal means.

Respectfully Submitted,

Chief Shawn Schadle



**BELVIDERE
FIRE
DEPARTMENT**

**123 S. State St.
Belvidere, IL 61008**

From the Office of the Fire Chief

(815)544-2242

Fax (815)544-2278

Memorandum

From:	Chief Schadle	Today's Date:	07/24/2023
To:	Mayor and Council	Subject:	Collections Agencies

Dear Mayor and Council,

The Park District's William Grady Pool and associated structures are going to be demolished. This has created another training opportunity for the department. Lt. Tangye, attorney Drella, and Park District Coordinator Jen Jacky have been working to create a Memorandum of Understanding (MOU) to allow for this training to take place.

Attached you will find the agreement in draft form. Jen is working it through Park District legal review and it may be amended. It should be in final form for council action next week.

If not and there are any material changes I will bring it back before the council for approval. If there are only minor changes, I will have it reviewed by City Attorney Drella for his approval prior to signing.

Therefore I request the following motion:

Motion to approve and authorize the Fire Chief to execute the Memorandum of Understanding for Pool/Acquired Structure Training between the City and the Belvidere Park District.

Respectfully Submitted,

Chief Shawn Schadle

MEMORANDUM OF UNDERSTANDING FOR POOL/ACQUIRED STRUCTURE TRAINING

This Memorandum of Understanding is made this ___ day of _____, 2023 by and between the Belvidere Park District (hereafter, "Park District") and the City of Belvidere (hereafter, "City") for the City's Fire Dept.'s use of William Grady Pool and related structures (hereafter, the "Pool") to conduct training exercises on [insert date(s)].

1. In consideration for permitting the Fire Dept. to conduct training exercises in and about the Pool, the City understands and agrees that it is solely responsible for determining whether conditions are safe and appropriate for any activities and exercises contemplated by the Fire Dept. The City further understands and agrees that the Park District makes no representations whatsoever about the safety or suitability of Park District property for conducting such activities and exercises.

2. The City recognizes and acknowledges that there are certain risks of physical injury to persons conducting water rescue activities and training exercises and the City voluntarily agrees to assume the full risk of any and all injuries, damages or loss, regardless of severity, arising out of any and all activities contemplated by this agreement. The City further agrees to waive and relinquish all claims the City may have (or accrue to the City) as a result of conducting any activity upon Park District property, including, but not limited to water rescue exercises and activities at the Pool.

3. The City is solely responsible for identifying any potential condition(s) that may pose any danger to any person participating or assisting in any exercise or activity contemplated by this agreement. The Fire Dept. shall ensure that precautions will be taken to see that Fire Dept.'s operations do not interfere with or cause unreasonable risks for the activities of patrons or Park District staff.

4. The City further understands and agrees that the Fire Dept. is solely responsible for supervising and/or life guarding the Pool during the Fire Dept.'s use of the Pool.

5. The City agrees to protect, indemnify, save, defend, and hold harmless the Park District, including its officers, officials, employees, agents and volunteers (collectively "Park District") from and against any and all liabilities, obligations, claims, damages, causes of action, costs and expenses, (including reasonable attorney fees) which the Park District may become obligated by reason of any accident or injury (including death by drowning) arising indirectly or directly in connection with or under this agreement;

6. In the event that the City purchases insurance from an insurance company, it shall keep in force at all times during the term of this agreement Commercial General Liability Insurance specifically including bodily injury, fire legal liability, personal injury and property damage limits of not less than \$3,000,000 per occurrence, written on an occurrence basis and at all times naming the Park District, its public officials, employees, volunteers and agents as additional insured.

In the event that the City is self-insured, member of an intergovernmental pool or provides for its risk financing by a means other than commercial insurance, it shall keep in force at all times during the term of this agreement, General Liability coverage specifically including bodily injury, fire legal liability, personal injury and property damage limits of not less than \$3,000,000 per occurrence provided on an occurrence basis and at all times specifically extending that coverage to Park district, its public officials, employees, volunteers, and agents as additional insured.

The City's insurance coverage shall be primary insurance as respects the Park District, its officers, officials, employees, volunteers, and agents. Any insurance or self-insurance maintained by the Park District, its officers, officials, employees, volunteer or agents shall be excess of the Fire Dept.'s insurance and shall not contribute with it.

City of Belvidere
By its duly authorized representative

Date: _____

Belvidere Park District

Date: _____

Memo

To: Mayor and City Council

From: Mike Drella

CC:

Date: 9/19/2023

Re: Open Burning

The City currently allows open burning pursuant to section 74-215 of the City Code. This provision was amended several years ago to specifically allow fire pits which were previously prohibited.

At the request of the Mayor and Fire Chief I have prepared new amendments Section 74-215 to address some safety concerns as well as quality of life concerns that have arisen. First, the amendment requires that any open burning (fire pit or bonfire) be attended at all times by an adult. Second, the amendment allows the Fire Department to make a determination as to whether an open burn is prohibited under the ordinance or if it is being administered in such a way as to constitute an immediate public nuisance (e.g., excessive smoke impacting neighbors) and potentially extinguish the fire. Finally, the amendment clarifies that no outdoor burning is permitted within twenty-five feet (25') of another structure or ten feet (10') of any lot line

Recommended Motion: Motion to amend Section 74-215(b)(2) and (b)(3) to require that all fires be supervised by an adult, to amend section 74-215(b) to add a new subsection (7) allowing the fire department to extinguish nuisance fires or fires which violate the City Code and amend 74-215(c) to prohibit outdoor burning within twenty-five feet (25') of any structure or ten feet (10') of any lot line.

Sec. 74-215. Outdoor burning.

- (a) No person or entity shall cause, suffer, allow or permit outdoor burning of refuse, trade waste, salvage waste, agricultural waste, yard waste (e.g., weeds, leaves, grass and brush) or other combustible material except as specifically allowed herein.
- (b) Permitted outdoor burning. The following forms of outdoor burning are allowed within the city:
- (1) Outdoor burning in connection with the preparation of food which is performed within a grill or enclosed stove or fireplace.
 - (2) The burning of wood, suitable for an indoor fireplace (and specifically excluding yard waste, leaves, weeds, grass, refuse and any other waste product), in a commercially available outdoor fire pit or fireplace (hereinafter fire pit) where the burning area of the fire pit is suspended above ground level, the width or diameter of the burning area of the fire pit is not more than 30 inches and where the fire pit includes a permanent or removable cover designed to limit the dispersal of embers or ash. When feasible, the cover shall be used when the fire pit is in use. A fire permitted under this subsection shall, at all times, be immediately attended by a person of at least 18 years of age. Such person shall be in immediate proximity of the fire and may not leave the direct vicinity. Entering or remaining within any structure shall be prima facie evidence that the fire is unattended.
 - (3) Bonfires solely for the purposes of ceremonial occasions provided such fires are not unattended and have approval of the fire chief or his appointed designee. A fire permitted under this subsection shall, at all times, be immediately attended by a person of at least 18 years of age. Such person shall be in immediate proximity of the fire and may not leave the direct vicinity. Entering or remaining within any structure shall be prima facie evidence that the fire is unattended.
 - (4) Fires set for purpose of training public or private firefighting personnel, with the approval of the fire chief or his appointed designee.
 - (5) Fires set or required by a public officer for the abatement of nuisances and which are necessary in carrying out public health functions, with the approval of the fire chief or his appointed designee.
 - (6) Fires set or required by a public officer for the control of grasses and weeds.
 - (7) The Fire Department is authorized to order the extinction, or to extinguish, any fire under this provision in the event the Fire Department finds that the fire violates this section or that it constitutes an immediate nuisance to surrounding properties. A fire shall constitute a nuisance if it creates bothersome smoke or dangerous flames or sparks.
- (c) When outdoor burning is permitted as set forth above, it shall be unlawful to build or light any fire so close to any building or other structure as to endanger the building or structure, or on any street, or sidewalk pavement. No outdoor burning shall occur within twenty-five feet (25') of any structure or within ten feet (10') of any lot line
- (d) Penalties. Any person or entity who sets or tends any fire violating this section and any person who owns or leases the real property upon which a fire violating this section is set shall each be liable for such violation. Any person or entity violating this section shall be fined in accordance with section 1-9 of this Code.



MEMORANDUM

To: Council Members
Clinton Morris, Mayor

From: Shannon Hansen, Budget & Finance Officer

Date: September 21, 2023

Re: Intergovernmental Agreement for a Community Law Enforcement Officer (CLEO)

In early 2021, the City of Belvidere entered into an Intergovernmental Agreement (IGA) with the County of Boone and the Boone County Health Department to provide a full-time officer to assist in coordinating the identification, management, and outreach to potential clients and the community through the Comprehensive Opioid, Stimulant, and Substance Abuse Program Grant (COSSAP Grant).

The program has evolved since its inception three years ago. As such, we are recommending an amendment to the agreement as follows:

Section 5 – Compensation.

- a. At the time the IGA was executed, compensation and the rate at which the City is reimbursed was based on a Step 1, or entry level, officer. The proposed modification allows for the reimbursement of the full salary plus benefits of the actual officer in the position.
- b. An application to extend the grant has been submitted and includes up to 20 hours of overtime per year subject to approval of the Deputy Chief. The addition of this language will apply only if the COSSAP Grant is extended.
- c. The grant extension also includes reimbursement of 12.5% of the supervising Deputy Chief's full salary plus benefits. The addition of this language will apply only if the COSSAP Grant is extended.



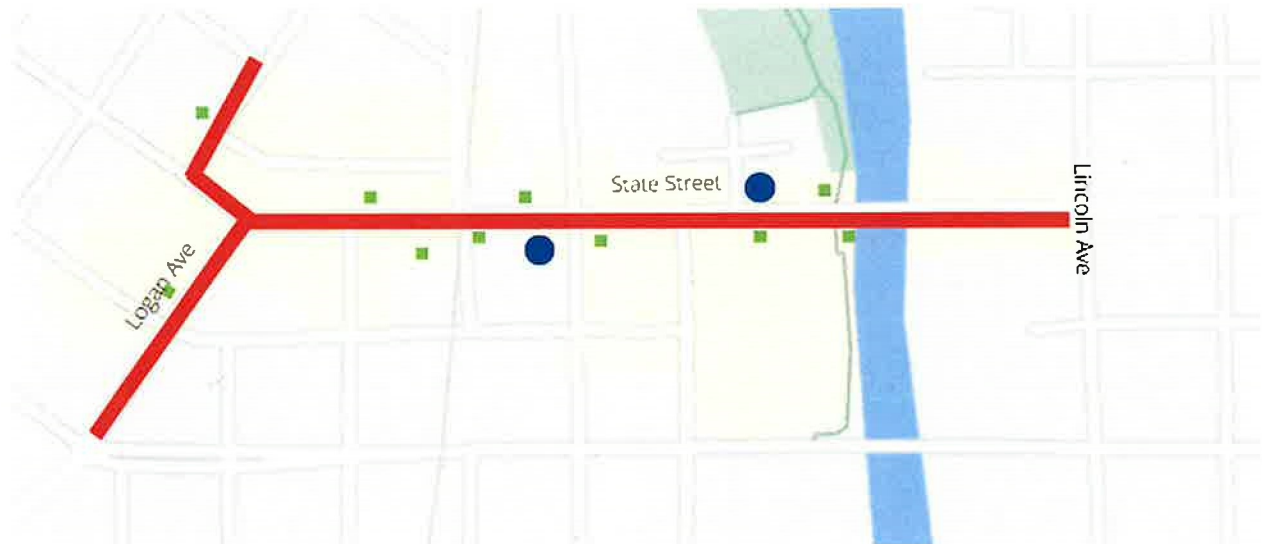
September 12, 2023

Belvidere Area Chamber of Commerce
404 S State Street
Belvidere, IL 61008
(815) 544-4357
To whom it may concern,

We are writing this correspondence to request temporary street closure for an upcoming event. Friday, December 1, from 4-9 PM we are holding the annual Hometown Christmas event. Last year this event was very well received by the community with nearly 12,000 guests in our downtown area. The purpose of this event is to bring customer traffic to downtown businesses while also offering a fun event to Belvidere citizens. The request for temporary closure is to ensure the safety of the pedestrians participating in this event.

Our request is to temporarily close State St. from Lincoln Avenue to 1st Street., as well as Logan Ave between State St. and Main St. and 1st street from State to Garfield Ave. (please see the image below) on Friday, December 1, 2023, between 3 PM and 10 PM.

We are also requesting large trash receptacles be placed in 10 locations along this path. Those locations are indicated on the map below with a green square. The blue circles indicate locations where we will have rented port-a-potties for the event.



Thank you for your consideration of this matter.

Respectfully,

Amy Nord, Executive Director

Lee Revels, Director of Marketing and Member Support

Memo

To: City Council

From: Clint Morris

cc:

Date: September 21, 2023

Re: Appointment of Steve Pierce to the Board of Library Trustees of the City of Belvidere

I offer my appointment, for the Council's consideration and approval, of Steve Pierce to the Board of Library Trustees of the City of Belvidere. The appointment is to fill a current vacancy on the Board which term will expire on July 1, 2025.

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