

State of Illinois) SS
Belvidere, Illinois)

BELVIDERE CITY COUNCIL
REGULAR MEETING
AGENDA

November 6, 2023

Convened in the Council Chambers, 401 Whitney Blvd, Belvidere IL at 6:00 p.m.

(1) Roll Call:

(2) Pledge of Allegiance:
Invocation:

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

(4) Approval of Minutes:

(A) Approval of Minutes of the regular meeting of the Belvidere City Council of October 16, 2023; as presented.

(5) Public Hearing: None.

(6) Special Messages and Proclamations:

(A) Announcement of Estimated Tax Levy for Tax Year 2023.

(7) Approval of Expenditures: None.

(8) Committee Reports and Minutes of City Officers:

(A) Approval of Minutes of Committee of the Whole – Public Safety and Finance and Personnel of October 23, 2023; as presented.

(9) Unfinished Business:

(A) Ord. #649H – 2nd Reading: An Ordinance Granting a Special Use to Allow a Planned Development within the GB, General Business District. (1901 North State Street).

(10) New Business:

(A) Res. #2023-25 – A Resolution Approving a Purchase Card Policy and Procedures Manual.

(B) Motion to Waive referral to Committee pursuant to Section 2-88 with respect to a motion to close Menomonie Street for a food drive.

(C) Motion to authorize the closing of E. Menominee Street from North State St. to Hancock St. on November 16, 2023 from 3:00 p.m. to 6 p.m. to give away Thanksgiving meals to the community.

Motions forwarded from Committee of the Whole – Public Safety, Finance & Personnel of October 23, 2023.

Motions of Public Safety – Chairman Matthew Fleury:

- (A) Motion to approve the purchase of a Brinc Lemur 2 Drone package at a cost of \$23,197.00 to be taken from the Capital Fund Line Item.
- (B) Motion to approve the grant agreement between the State of Illinois Department of Transportation and City of Belvidere for FY24 and accept \$29,850.00 in grant funding for traffic enforcement.
- (C) Motion to accept the donation from Metro Paramedic Services in the amount of \$1,740.00 to be used to purchase Vials of Life.

Motions of Finance and Personnel – Chairman Wendy Frank:

- (D) Motion to approve the fiscal year ending April 30, 2023, audit as presented by Sikich.
- (E) Motion to approve the 2024 IML Risk Management Association Annual Renewal.

Motions of Public Works – Chairman Dan Snow:

- (F) Motion to approve the low base bid from Martam Construction, Inc. in the amount of \$283,485.09, for the 6th Street Low Flow Channel Project. This work will be paid for from Line Item #01-5-751-8058.

(11) Adjournment:

State of Illinois) SS
Belvidere, Illinois)

BELVIDERE CITY COUNCIL
REGULAR MEETING
MINUTES

Date: October 16, 2023

Convened in the Belvidere Council Chambers, 401 Whitney Blvd, Belvidere Illinois
at 6:00 p.m.

Call to order by Mayor Morris.

(1) Roll Call: Present: J. Albertini, R. Brereton, W. Frank, S. Gramkowski, M. McGee,
N. Mulhall and D. Snow.

Absent: M. Fleury, M. Freeman and T. Porter.

Other staff members in attendance:

Public Works Director Brent Anderson, Fire Chief Shawn Schadle, Police Deputy Chief
Matt Wallace, Director of Buildings Kip Countryman, Community Development Planner
Gina DelRose, Budget and Finance Officer Shannon Hansen, City Attorney Mike Drella
and City Clerk Sarah Turnipseed.

(2) Pledge of Allegiance:

Invocation: Mayor Morris.

Ald. Matt Fleury arrived at 6:03p.m.

(3) Public Comment:

- (A) Wendy LaFauce, President of Friends of the Ida Public Library spoke
about the organization and donations.
- (B) Mayor Morris reported the City of Belvidere now has a new website.
- (C) Mayor Morris reported on Murphy's opening.
- (D) Mayor Morris reported on status of Irene Road.

(4) Approval of Minutes:

- (A) Approval of minutes of the regular meeting of the Belvidere City Council of
October 2, 2023; as presented.

Motion by Ald. McGee, 2nd by Ald. Mulhall to approve the minutes of the regular
meeting of the Belvidere City Council of October 2, 2023. Aye voice vote carried.
Motion carried.

(5) Public Hearing: None.

(6) Special Messages and Proclamations:

(A) Report of Growth Dimensions by Executive Director Pam Lopez-Fettes.

(B) Report of IDA Public Library by Board Member James Lee.

(7) Approval of Expenditures: General & Special Fund Expenditures: \$3,912,511.53
Water & Sewer Fund Expenditures: \$ 811,305.90

Motion by Ald. Mulhall, 2nd by Ald. Snow to approve the General & Special Fund Expenditures in the amount of \$3,912,511.53. Roll Call Vote: 8/0 in favor. Ayes: Albertini, Brereton, Fleury, Frank, Gramkowski, McGee, Mulhall and Snow. Nays: None. Motion carried.

Motion by Ald. Albertini, 2nd by Ald. McGee to approve the Water & Sewer Fund Expenditures in the amount of \$811,305.90. Roll Call Vote: 8/0 in favor. Ayes: Brereton, Fleury, Frank, Gramkowski, McGee, Mulhall, Snow and Albertini. Nays: None. Motion carried.

(8) Committee Reports and Minutes of City Officers:

(A) Monthly Report of Belvidere Police Department Overtime Pay for September 2023.

(B) Monthly Report of Belvidere Fire Department Overtime Pay for September 2023.

(C) Monthly Report of Community Development Department/Planning Department for September 2023.

(D) Monthly Report of Building Department Revenues, Residential Building Permits, Commercial Permits and Case Reports for September 2023.

(E) Monthly General Fund Report for September 2023.

(F) Monthly Water/Sewer Fund Report September 2023.

(G) Monthly CD Investments for September 2023.

(H) Minutes of Planning and Zoning Commission October 10, 2023.

Let the record show these reports were placed on file.

(I) Minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of October 9, 2023.

Motion by Ald. Mulhall, 2nd by Ald. Fleury to approve the minutes of Committee of the Whole – Building, Planning and Zoning and Public Works of October 9, 2023. Aye voice vote carried. Motion carried.

(9) Unfinished Business:

- (A) Ord. #646H – 2nd Reading: An Ordinance Authorizing the City of Belvidere Fire & Police Commission to Adopt New Rules Creating a Continuous Eligibility Register for Police Officer Candidates and other Pre-Hiring Rules.

Motion by Ald. Snow, 2nd by Ald. Gramkowski to pass Ord. #646H. Roll Call Vote: 8/0 in favor. Ayes: Fleury, Frank, Gramkowski, McGee, Mulhall, Snow, Albertini and Brereton. Nays: None. Motion carried.

- (B) Ord. #647H – 2nd Reading: An Ordinance Authorizing the Sale of Certain Personal Property (2002 American LaFrance Fire Engine).

Motion by Ald. Frank, 2nd by Ald. Fleury to pass Ord. #647H. Roll Call Vote: 8/0 in favor. Ayes: Frank, Gramkowski, McGee, Mulhall, Snow, Albertini, Brereton and Fleury. Nays: None. Motion carried.

- (C) Ord. #648H – 2nd Reading: An Ordinance Amending Section 74-215 of the City of Belvidere Municipal Code Relating to Outdoor Burning.

Motion by Ald. Albertini, 2nd by Ald. Snow to pass Ord. #648H. Roll Call Vote: 8/0 in favor. Ayes: Gramkowski, McGee, Mulhall, Snow, Albertini, Brereton, Fleury and Frank. Nays: None. Motion carried.

(10) New Business:

- (A) Ord. #649H – 1st Reading: An Ordinance Granting a Special Use to Allow a Planned Development Within the GB, General Business District. (1901 North State Street)

Let the record show Ordinance #649H was placed on file for first reading.

- (B) Res. #2023-24 – A Resolution Granting Authority to Submit the Local Limits Evaluation to USEPA.

Motion by Ald. Albertini, 2nd by Ald. Snow to adopt Res. #2023-24. Roll Call Vote: 8/0 in favor. Ayes: McGee, Mulhall, Snow, Albertini, Brereton, Fleury, Frank and Gramkowski. Nays: None. Motion carried.

Motions forwarded from Committee of the Whole – Building, Planning and Zoning and Public Works of October 9, 2023.

- (A) Motion to approve the proposal from ARC Design Resources, in an amount not-to-exceed \$119,700.00, to complete the design engineering and construction services for the Parking Lot #7 Expansion and Enhancement Project. This work will be paid for from grant funds and capital funds.

Roll Call Vote: 7/1 in favor. Ayes: Mulhall, Snow, Albertini, Fleury, Frank, Gramkowski and McGee. Nays: Brereton. Motion carried.

(B) Motion to approve the Change in Plans for the MFT Overlay Project in the net amount of \$92,574.80. This cost will be paid for from IDOT MFT Fund Line Item #10-5-310-6000. Roll Call Vote: 7/1 in favor. Ayes: Snow, Albertini, Fleury, Frank, Gramkowski, McGee and Mulhall. Nays: Brereton. Motion carried.

(C) Motion to approve the Water Facility Easement and Maintenance Agreement between the City of Belvidere and Scannell Properties and authorize the Mayor to sign the Agreement. Roll Call Vote: 8/0 in favor. Ayes: Albertini, Brereton, Fleury, Frank, Gramkowski, McGee, Mulhall and Snow. Nays: None. Motion carried.

(11) Adjournment:

Motion by Ald. Frank, 2nd by Ald. Albertini to adjourn meeting at 6:46p.m. Aye voice vote carried. Motion carried.

Mayor

Attest:

City Clerk



MEMORANDUM

To: Council Members
Clinton Morris, Mayor

From: Shannon Hansen, Budget & Finance Officer

Date: November 1, 2023

Re: FY24 Tax Levy

As you know, a tax levy must be passed by the last Tuesday in December. The attached Announcement of Estimated Tax Levy is the first step in that process.

The two figures contained in the first paragraph are: (1) the City's estimate which represents no increase from the current levy; and (2) that of the Ida Public Library which includes the increase presented to you at the October 23 Committee of the Whole meeting. Again, this is just the first step in the process; Council will have an opportunity to discuss various scenarios and determine amounts beginning at the November 27 Committee meeting.

I recommend a motion to approve the estimated tax levy of \$6,045,231 as presented by the Finance Director.

Announcement of Estimated Tax Levy for Tax Year 2023

The estimated amount of the tax levy needed to finance the various City needs and activities is \$5,233,131 with an additional \$812,100 for the operations of the Ida Public Library.

To confirm and record this announcement, the following motion is recommended:

"Motion to approve the estimated tax levy of \$6,045,231 as announced by the Finance Director."

Please note:

This will all come back in ordinance form.

Per the Truth in Taxation Act: At least 20 days prior to the passage of the tax levy ordinance, the municipality's corporate authorities must estimate the amount of the tax levy. This estimate should be announced at a meeting of the corporate authorities and should be approved by a majority of the corporate authorities.

Announcement of estimated levy	November 13, 2023
Planned 1st reading of the tax levy ordinance	December 4, 2023
Public hearing of the levy ordinance	December 18, 2023
2nd reading and passage of the tax levy ordinance	December 18, 2023

Minutes
Committee of the Whole
Public Safety and Finance and Personnel
October 23, 2023
6:00 p.m.

Date: October 23, 2023

Convened in the Belvidere Council Chambers, 401 Whitney Blvd., Belvidere, Illinois at 6:00p.m.

Call to Order – City Clerk Sarah Turnipseed:

Roll Call:

Present: J. Albertini, R. Brereton, M. Fleury, W. Frank, S. Gramkowski,
N. Mulhall and D. Snow.

Absent: M. Freeman, M. McGee and T. Porter.

Other staff members in attendance:

Public Works Director Brent Anderson, Budget and Finance Officer Shannon Hansen, Police Chief Shane Woody, Police Deputy Chief Matt Wallace, Fire Lt. Nic Thornton, City Attorney Mike Drella and City Clerk Sarah Turnipseed.

Election of Temporary Chair:

Motion by Ald. Mulhall, 2nd by Ald. Gramkowski to approve Ald. Dan Snow as Temporary Chair for the October 23, 2023, Committee of the Whole Meeting. Roll Call Vote: 7/0 in favor. Ayes: Albertini, Brereton, Fleury, Frank, Gramkowski, Mulhall and Snow. Nays: None. Motion carried.

Public Comment: None.

Public Forum: None.

Reports of Officers, Boards, and Special Committees:

1. Public Safety, Unfinished Business: None.
2. Public Safety, New Business:

(A) Police Department – Update.

Police Chief Shane Woody presented an update.

(B) Police Department – AAIM Award Presentation.

Police Chief Shane Woody and Art Krenzer of Alliance Against Intoxicated Motorist (AAIM) recognized Police Officers Korn and Danielak for their D.U.I. enforcements/arrests.

(C) Police Department – Recognition of Matthew Davis successfully completing probation.

Police Chief Shane Woody issued Officer Matthew Davis Badge #423 and congratulated him for successfully completing his 18-month probation period.

(D) Police Department – Purchase of Brinc Lemur 2 Drone.

Motion by Ald. Albertini, 2nd by Ald. Mulhall to approve the purchase of a Brinc Lemur 2 Drone package at a cost of \$23,197.00 to be taken from the Capital Fund Line Item. Discussion took place concerning drone and training. Aye voice vote carried. Motion carried.

(E) Police Department – Grant Agreement between IDOT and City of Belvidere.

Motion by Ald. Mulhall, 2nd by Ald. Albertini to approve the grant agreement between the State of Illinois Department of Transportation and City of Belvidere for FY24 and accept \$29,850.00 in grant funding for traffic enforcement. Discussion took place concerning funds. Aye voice vote carried. Motion carried.

(F) Fire Department – Update.

Fire Lt. Nic Thornton presented an update.

(G) Fire Department – Vial of Life Donation.

Motion by Ald. Albertini, 2nd by Ald. Frank to accept the donation from Metro Paramedic Services in the amount of \$1,740.00 to be used to purchase Vials of Life. Discussion took place concerning when Vials of Life will be available. Aye voice vote carried. Motion carried.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

(A) Finance Department – Update.

Budget and Finance Officer Shannon Hansen presented an update.

(B) Sikich LLP Audit Review.

Sikich Audit Presentation by Nick Bava. Discussion took place concerning audit. Motion by Ald. Albertini, 2nd by Ald. Mulhall to approve the fiscal year ending April 30, 2023, audit as presented by Sikich. Aye voice vote carried. Motion carried.

(C) 2024 IML Risk Management Association Annual Renewal.

Motion by Ald. Mulhall, 2nd by Ald. Gramkowski to approve the 2024 IML Risk Management Association Annual Renewal. Aye voice vote carried. Motion carried.

(D) Purchase Card Policy.

Motion by Ald. Albertini, 2nd by Ald. Mulhall to approve the amended City of Belvidere Purchase Card Policy and Procedures Manual as presented. Discussion took place regarding purchase cards. Aye voice vote carried. Motion carried.

(E) Tax Levy Request.

Discussion took place concerning levy for pensions. No action taken.

5. Other:

(A) Public Works – 6th Street Low Flow Channel – Bid Tabulation.

Motion by Ald. Mulhall, 2nd by Ald. Albertini to approve the low base bid from Martam Construction, Inc. in the amount of \$283,485.09, for the 6th Street Low Flow Channel Project. This work will be paid for from Line Item #01-5-751-8058. Aye voice vote carried. Motion carried.

6. Adjournment:

Motion by Ald. Albertini, 2nd by Ald. Gramkowski to adjourn meeting at 6:53p.m. Aye voice carried. Motion carried.

_____ Mayor

Attest: _____ City Clerk

ORDINANCE NO. 649H

**AN ORDINANCE GRANTING A SPECIAL USE
TO ALLOW A PLANNED DEVELOPMENT
WITHIN THE GB, GENERAL BUSINESS DISTRICT
(1901 North State Street)**

WHEREAS, The City of Belvidere has adopted Chapter 150, Zoning Ordinance in accordance with the provisions of Illinois Compiled Statutes to regulate the use of land and to specify the minimum requirements for improvements on land in the City of Belvidere; and

WHEREAS, Special Uses are certain municipal or private uses that due to their physical or operational characteristics may pose a threat to the value, use and enjoyment of adjoining property; are reviewed on a case by case basis; and are permitted only by permission of the Belvidere City Council; and,

WHEREAS, The applicant, Kelley Williamson Co., 1132 Harrison Avenue, Rockford, IL 61104 on behalf of the property owner, Poon & Le, LLC, 1925 N. State Street, Belvidere, IL 61008 has petitioned the City for a Special Use to permit a planned development at 1901 North State Street; and

WHEREAS, after due notice by publication pursuant to the Illinois State Statutes, the City of Belvidere Planning and Zoning Commission held a public hearing on October 10, 2023 concerning the proposed Special Use; and,

WHEREAS, the City of Belvidere Planning and Zoning Commission having examined the application and having considered the evidence, both oral and documentary and being fully advised about the premises did make findings of fact and a recommendation; and,

WHEREAS, the corporate authorities of the City considered the findings of fact and concur with the recommendation of the Planning and Zoning Commission,

NOW THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BELVIDERE, BOONE COUNTY, ILLINOIS, AS FOLLOWS:

Section 1. The foregoing recitals are incorporated herein by this reference.

Section 2. That a Special Use in the GB, General Business District for a planned development on the property depicted in Attachment A and legally described as:

Part of the Southeast Quarter of Section 22, Township 44 North, Range 3 East of the Third Principal Meridian, bounded and described as follows, to-wit: Commencing at a point on the East line of said Quarter Section which bears South 00 degrees -23' -20" West, 1363.01 feet from the Northeast corner of said Quarter Section; thence South 29 degrees – 09'-12" West, 68.58 feet to the point of beginning of the following described premises, to wit; thence South 29 degrees-09'-12" West, 158.29 feet to the centerline of Business Route 20; thence North 57 degrees – 50'-11" West, along the centerline of said Business Route 20, a distance of 167.62 feet; thence North 32 degrees – 16'-19" East, 200.64 feet; thence South 57 degrees – 49'-36" East, 132.58 feet; then South 00 degrees – 23'-20" West, 50.04 feet to the point of beginning. Subject to the rights of the public over any part thereof taken, used or dedicated for public roadway purposes. Situated in the Count of Boone and State of Illinois. Part of PIN: 05-22-426-034

is hereby approved, subject to the following conditions:

1. The Planned Development shall be in substantial conformance with the ALTA Survey dated July 2023 unless otherwise noted.
2. The planned development is granting only the following flexible standards: Section 150.105(C)(5)(G)(1)(B) reducing the required landscape surface ratio from 15% to zero; Section 150.105(C)(5)(G)(2)(C) reducing the required 20-foot front yard setback to 10.2 feet and Section 150.105(C)(5)(G)(2)(C) reducing the required 5-foot paved surface setback to zero

Section 3. That the premises shall be used in accordance with and subject to the applicable provisions of the Zoning Ordinance of the City of Belvidere and shall not be used except as may otherwise be expressly authorized by the applicable law and the special use.

Section 4. That acceptance of any of the benefits of this Special Use shall be deemed acceptance of all the terms and conditions set forth herein.

Section 5. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 6. 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 7. This ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form as provided by law.

PASSED by the City Council of the City of Belvidere this ____ day of _____, 2023.

APPROVED by the Mayor of the City of Belvidere this ____ day of _____, 2023.

Clinton Morris, Mayor

ATTEST:

Sarah Turnipseed, City Clerk

Ayes: ____ Nays: ____ Absent: ____

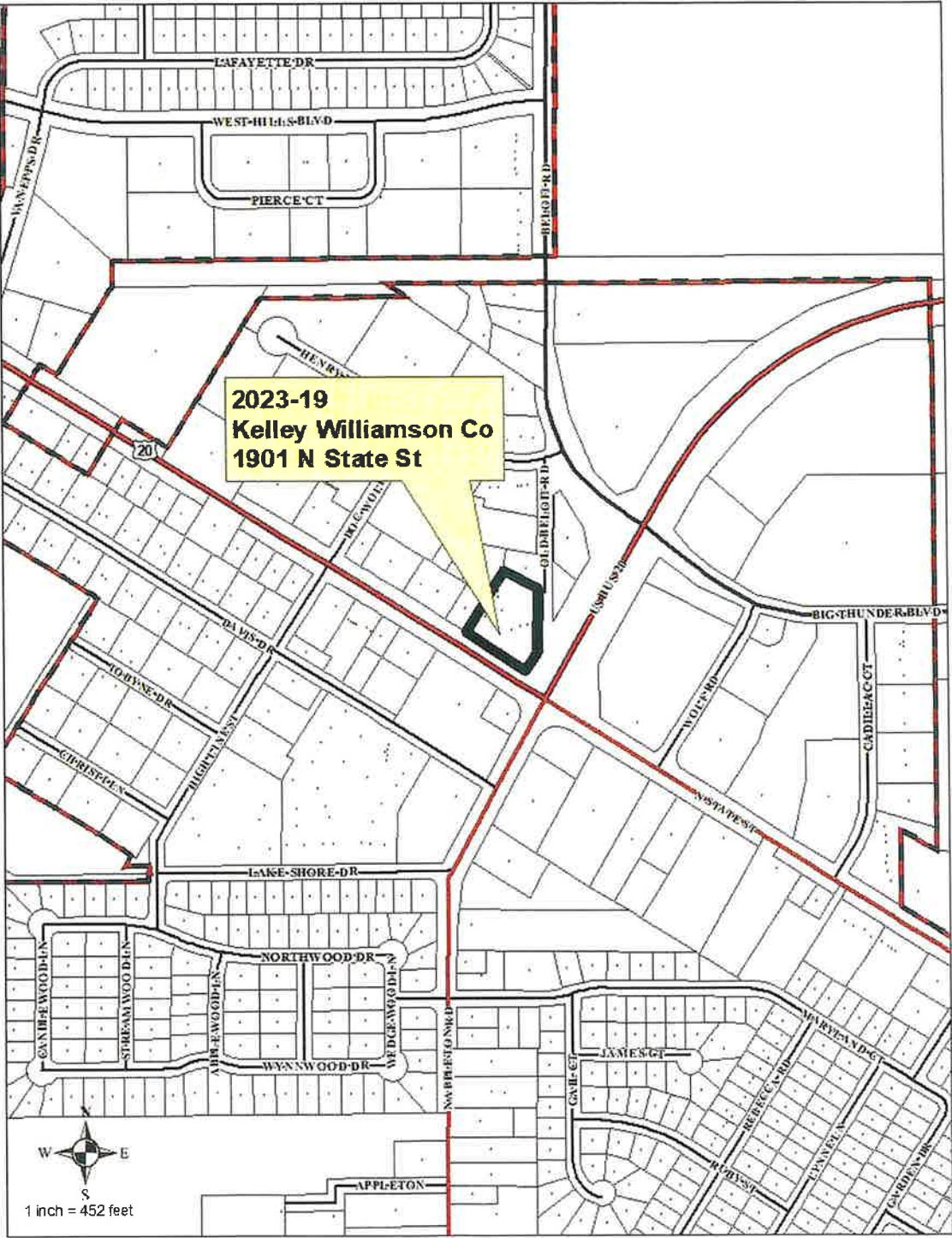
City Council Members Voting Aye: ____

City Council Members Voting Nay: ____

Date Published:

Sponsor: _____

ATTACHMENT A



RESOLUTION # 2023-25
A RESOLUTION APPROVING
A PURCHASE CARD POLICY AND PROCEDURES MANUAL

IT IS THEREFORE RESOLVED, by the Mayor and City Council of the City of Belvidere as follows:

- 1) The Attached Purchase Policy and Procedures Manual is approved.

Adopted by the City Council of the City of Belvidere, Illinois, this day of November, 2023.

Approved:

.

Mayor

Attest:

City Clerk

Ayes: .

Nays:

Absent: .

Approved:

J:\Draft Ordinances\Pcard Authorization.doc

City of Belvidere
Purchase Card Policy and Procedures Manual

I. Introduction

Purchase Cards may be issued to Department Heads, Departments, and certain employees in the discretion of the Mayor. Purchase Cards shall only be used for City business and in accordance with this Policy. Misuse of a Purchase Card is subject to discipline up to and including termination. All Purchase Cards are issued at the request of the City of Belvidere and card usage will be audited and may be rescinded at any time. **You are responsible for all usage and purchases for the card(s) assigned to you.**

The Finance Director is responsible for implementing the Purchase Card program for the City of Belvidere and is the primary representative to the Purchase Card issuer. The Finance Director is responsible for card issuance, card cancellation, and communicating to the Purchase Card issuer. The Mayor or Finance Director may revoke the Purchase Card at any time and for any reason, or for no reason at all.

This manual provides the guidelines under which you may utilize your Purchase Card. Please read it carefully. Your signature on the Cardholder Form indicates that you understand the intent of the program and agree to adhere to the guidelines established for the program. For the departments with a generic Purchase Card (ex: Police Department, Fire Department, and Public Works Department), the Department Head is responsible for signing the agreement.

Recordkeeping is essential to ensure the success of this program. This is not an extraordinary requirement since standard reimbursement policies require the retention of all receipts.

Finally, remember each time you use the Purchase Card, you are expending City of Belvidere funds and decreasing your available budget.

After you have read this manual and understand the outlined procedures, please complete and sign the Cardholder Form and return it to the Finance Director. You must indicate your City of Belvidere mailing address and email address to receive statements and correspondence related to the program.

Once you have received your card, it can be activated by calling Client Services at 800-344-5696 or online at <https://www.access-online.com>. To set up an account online, the Organization Short Name is CTYBEL, and click Register Online. Enter the account number from your credit card and the expiration date (month and year).

Always keep the Purchase Card in a safe place. Although the Purchase Card is issued in your name, it is the property of the City of Belvidere and is only to be used for City of Belvidere purchases as defined in this manual.

II. General Information

- The Purchase Card may be used at any merchant that accepts Visa credit cards.
- The Purchase Card is not to be used for personal purchases.
- You are responsible for the security of your card and any transactions made against the card. The Purchase Card is issued in your name and it will be assumed that any purchases made against the Purchase Card will have been made by you. For the departments with a generic Purchase Card (ex: Police Department, Fire Department, and Public Works Department), the Department Head will be responsible for overseeing and approving the purchases on the card.
- Use of the Purchase Card not in accordance with the guidelines established for this program will result in revocation of the card, and potential discipline up to and including termination.
- The appropriate department budget is reduced by each transaction.
- Original, itemized receipts, a copy of your monthly statement (printed from Elan Online Website), and a completed P-Card Transaction Sheet should be forwarded to the Department Head. The Department Head shall verify with their signature that all information is accurate and that all proper documentation is attached to the completed P-Card Transaction Sheet. The information and P-Card Transaction Sheet shall be turned into the Clerk's Office by the due date for that month's payables.

Receipts that show only the dollar amount of the transaction without a detailed description of what was purchased are not acceptable.

Acceptable Card Purchases. The following information provides examples of purchases that are appropriate for the Purchase Card:

- Purchases of a small dollar amount;
- Fuel when not available from the City's fueling station;
- Approved supplies;

- Approved conference/seminar registrations;
- Approved travel/conference expenses;
- Hardware store items;
- Other miscellaneous items that apply to your program and budget.

Unacceptable Card Purchases. The following items are examples of inappropriate purchases. It is not an exhaustive list.

- Alcoholic beverages/tobacco;
- Lottery tickets;
- Cash advances;
- Gift certificates/gift cards;
- Any form of gambling; and
- Any purchase of personal items.

This list is not intended to be all-inclusive. If you have specific questions, please call the Finance Director for assistance. In the event of an unintentional or improper use of a Purchase Card, or any other non-compliance with this policy, the cardholder shall immediately notify the Department Head and the Mayor.

III. Program Restrictions

Each Purchase Card has been assigned a monthly credit limit of \$2,500 and a per transaction limit of \$1,000 unless otherwise noted. All requests for changes to the above limits must first be approved by the Department Head and then by the Mayor.

The Purchase Card will be accepted for purchases of generally approved City of Belvidere commodities. Businesses and services determined not to offer products commonly accepted for City of Belvidere use have been blocked from accepting the Purchase Card.

If your card is declined by a merchant and you feel the decline should not have occurred, contact Client Services at 800-344-5696 within 24 hours.

IV. Returns and Credits

The following guidelines should be used when returning an item.

- If an item needs returning, you should send the item back to the merchant in the manner agreed upon.

- Returns of materials to merchants must be handled as credits and treated as separate transactions, not as exchanges or combined with other purchases.
- A separate transaction must be placed to re-order the correct item.
- Cash refunds are not allowed.
- Obtain a Return Authorization Number and provide it to the Clerk's Office.

V. Reconciliation and Payment

A single invoice covering all of the City of Belvidere Purchase Cards will be paid each month by the City of Belvidere. You should not directly pay any invoice. The Purchase Card does not impact your personal credit rating in any way.

It is required that you retain original, itemized receipts for all goods purchased. If you purchase via phone, internet or mail, require the merchant to include a receipt with the goods when the product is shipped to you. If that is not possible, you must obtain a packing slip when the shipment is received to document the purchase.

Every cardholder will be able to review their statement online at any time once the cardholder sets up their account online. Original receipts, a copy of your monthly statement (printed from the website), and a completed P-Card Transaction Sheet must be turned in and received by the Deputy Clerk by the due date for that month's payables.

The cardholder must keep a transaction log of all receipts and statements. The log serves to remind cardholders of transactions and assists in reconciliation of the monthly statements. A periodic audit will be conducted of card activity, retention of receipts, and signed monthly statements.

VI. When Your Records Do Not Agree with Your Monthly Statement

There may be an occasion when you find items on your transaction log that do not correlate with your retained receipts or the monthly cardholder statement. Reconciliation of your monthly statement is very important to determine if you made a particular transaction, if the amount of the transaction is correct, or if there is a quality or service issue.

Your first recourse is to contact the merchant involved to resolve the error. If the merchant agrees an error has been made, your account should be credited. Highlight the transaction in question on your statement as a reminder that the item is still pending resolution. Be sure to check that the credit is received on your next monthly statement.

If you are unable to resolve the issue directly with the merchant, contact the Client Services at 800-344-5696. When calling be sure you have detailed information regarding the dispute. State that you would like to dispute a charge on your Purchase Card. You are required by law to submit the information in writing to initiate a claims dispute with Elan.

Any charge you wish to dispute must be identified in writing within 30 days of the statement date to Elan. The Finance Director, Mayor, and your Department Head shall be immediately notified of any dispute and a copy of any written dispute shall be provided to those individuals.

You are responsible for the transactions identified on your statement. When an audit is conducted on your account, you must be able to produce receipts that a City of Belvidere approved transaction occurred. If an error is discovered, you are responsible to show that the error or dispute resolution process has been followed.

VII. Lost or Stolen Cards

The Purchase Card is the property of the City of Belvidere and should be secured just as you would secure your personal credit cards. If your card is lost or stolen, contact Client Services at 800-344-5696 immediately and also notify the Finance Director and Mayor. When calling customer service, be prepared to provide the last four numbers of the City's FEIN number.

Upon notifying Elan, the card will be deactivated immediately. If the card is reported lost or stolen and is later used, the merchant will decline it. Prompt action in these circumstances is very important in order to reduce the City of Belvidere's liability for fraudulent charges.

VIII. Sales Tax

Merchants are usually required by taxing authorities to include sales tax when goods are purchased. The amount is dependent on a variety of factors, including the state and city where you are purchasing the goods.

Purchases of items by public governments for their use are generally exempt from sales tax.

It is the cardholder's responsibility to notify the merchant that the City of Belvidere is tax-exempt. If a copy of the tax-exempt form is needed, please contact the Finance Director or City Clerk. Please note that use of the City's tax-exempt status for personal gain is grounds for discipline and may constitute a crime.

IX. Summary

The City of Belvidere's Purchase Card program is an opportunity to reduce paperwork, expedite the purchasing process at the department level and reduce the City of Belvidere's administrative expenses. The Purchase Card process will allow the City of Belvidere to realize significant savings in administrative processing costs while providing a customer friendly, efficient, and effective method to buy low dollar value goods and services.

Exercise good judgement and act within your authorized budget when using your card. The Purchase Card is issued in your name and all activity will be assumed to have been incurred by you. We ask you to maintain simple but accurate records and receipts for auditing purposes.

The City of Belvidere is working to continually improve the way business is conducted and your feedback is critical to achieving that goal. Your use of a Purchase Card for appropriate purchases can help the City of Belvidere achieve significant savings by decreasing the amount of checks we process each month.

If you have any questions about the program or need additional information, please contact the Finance Director.

Cardholder Form

Visa Card applicants need to acquire authorization from the Finance Director or Department Head to apply for the Purchase Card.

User Information:

Location: _____ Phone Number: _____

Location Address: _____

Applicant's Name: _____ Email Address: _____

Monthly Limit: \$ _____

Reason for Request: _____

I agree to review and sign the monthly Visa Purchase Card statements issued to the above applicant. If the applicant's employment with the City of Belvidere is terminated, I agree to notify the Finance Director immediately.

Supervisor/Dept. Head Name: _____

Supervisor/Dept. Head Signature: _____

Authorized By:

I hereby grant the above-mentioned Applicant authorization to apply for, and use, the City of Belvidere Visa Purchase Card.

Name: _____

Signature: _____

Title: Mayor

Date: _____

Acknowledgement of Receipt of the Visa Purchase Card

I acknowledge that, on the date indicated below, I received my Purchase Card. I have previously received a copy of the procedure manual explaining the use and responsibilities of the Purchase Card. I understand that:

- The Purchase Card is a cost-effective method for the purchase and payment of small dollar material transactions and is limited to \$2,500 per month.
- The Purchase Card is to be used solely for business purchases; not personal purchases.
- I am responsible for reconciling monthly statements and maintaining accurate accounting records.
- Should my employment with the City of Belvidere terminate, I am responsible for returning the Purchase Card to the Finance Director.

Employee Signature: _____

Employee Name (Print): _____

Date: _____

Please return this form to the Finance Director

Cardholder Misuse Report
(to be completed by the Supervisor or Department Head)

Date: _____

Location: _____

Description of Misuse: _____

Action Taken: _____

Recommendation: _____

Submitted by: _____

Telephone Number: _____

Please return this form to the Finance Director



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: 11/6/2023
To: Mayor Morris and City Council
From: Chief Shane Woody
Re: Request to close Menominee Street

The Belvidere Police Department's Community Policing Division will be sponsoring a Feed the Need initiative where we will be handing out food for the Thanksgiving holiday.

Upon your approval the food drive will be held on E. Menominee between N. State St. and Hancock St. on 11/16/2023 from 3 p.m. – 6 p.m.

Motion: to waive referral to Committee pursuant to section 2-88 with respect to a motion to close Menomonie Street for a food drive.

Motion: Authorize the closing of E. Menominee Street from North State St. to Hancock St. on November 16, 2023 from 3:00 p.m. to 6 p.m. to give away Thanksgiving meals to the community.