



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

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

AGENDA

January 8, 2024
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:

- (A) Appointment of Shannon Hansen to the Fire Pension Board.
- (B) Appointment of Shannon Hansen to the Police Pension Board.
- (C) RFP for Solid Waste Collection.

1. Building, Planning & Zoning, Unfinished Business: None.
2. Building, Planning & Zoning, New Business:
 - A. Building Department – Update.
 - B. Planning & Zoning Department – Update.
3. Public Works, Unfinished Business: None.
4. Public Works, New Business:
 - A. Public Works Department – Update.
 - B. 6th Street Low Flow Channel – Construction Services.
 - C. WWTP Thickening Centrifuge Repair.
5. Other:
 - A. Resolution Authorizing Execution of a Letter of Credit with Midland States Bank Guaranteeing Payment to Philadelphia Insurance Company.
 - B. Region 1 Planning Council – Data Services Consultant.
 - C. Position of City Administrator – Ald. Snow memo of Nov. 15, 2023.
 - D. Elected Official Salaries – Ald. Snow memo of Nov. 15, 2023.
6. Adjournment:

Memo

To: Aldermen and Fire Pension Board
From: Mayor Clinton Morris
cc: City Clerk
Date: January 3, 2024
Re: Appointment of Shannon Hansen to the Fire Pension Board

Please be advised, I have appointed Shannon Hansen to the Fire Pension Board pursuant to section 4-121 of the Illinois Pension Code (40 ILCS 5/4-121). Ms. Hansen's appointment for a full three (3) year term.

Memo

To: Aldermen and Police Pension Board
From: Mayor Clinton Morris
cc: City Clerk
Date: January 3, 2024
Re: Appointment of Shannon Hansen to the Police Pension Board

Please be advised, I have appointed Shannon Hansen to the Police Pension Board pursuant to section 3-128 of the Illinois Pension Code (40 ILCS 5/3-128). Ms. Hansen's appointment is to fulfill Mr. Jack Barne's term of office and for a further two (2) year term, said two (2) year term commencing May 14, 2024. Mr. Barnes resigned his position recently.

Memo

To: Mayor and City Council
From: Mike Drella
cc: City Clerk
Date: January 3, 2024
Re: RFP for Solid Waste Collection

As the Council previously directed, we are issuing the attached Request for Proposals for residential garbage collection within the City of Belvidere. Once we receive proposals from interested waste hauling companies, we will forward the results to the City Council for further discussion and direction.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/2/2024
Re: 6th Street Low Flow Channel – Construction Services

Martam Construction has been awarded the contract for the 6th Street Low Flow Channel Project in the amount of \$283,485.09. Attached to this memo is a proposal from CES for construction services on a time and material basis with a not-to-exceed cost of \$18,000.00 (6.3% of the contract cost) for this project.

I would recommend approval of the construction services proposal from CES, in an amount not-to-exceed \$18,000.00, for the 6th Street Low Flow Channel Project. This work will be paid for from Line Item #01-5-751-8058.



700 West Locust Street
Belvidere, Illinois 61008
Phone: (815) 547-8435
Fax: (815) 544-0421
Kevin.Bunqe@Civilideas.com

December 11, 2023

Mr. Brent Anderson
Director of Public Works
City of Belvidere
401 Whitney boulevard #200
Belvidere, IL 61008

SUBJECT: Proposal for Construction Engineering Services
6th Street Low Flow Channel

Dear Brent:

C.E.S. Inc. is pleased to submit this proposal for Construction Engineering services for the Belvidere 6th Street Low Flow Channel project. The proposal has been prepared in accordance with our recent telephone conversation, or experience on previous phases of the project and our knowledge of the project area.

Project Understanding

C.E.S. Inc. has completed plans for the "6th Street Low Flow Channel" project, which have been approved by relevant agencies and the project has been awarded to Martam Construction.

The City of Belvidere now desires to retain C.E.S. Inc. to provide Construction Engineering services for the proposed pond improvements described above. C.E.S. Inc. will provide construction observation services, construction administration including pay request and change order review, staking of improvements and record drawings.

Scope of Services

C.E.S. Inc. will provide construction phase services in accordance with the following work plan:

1. Meetings/Coordination – Meet with contractor and City of Belvidere staff, and others as required, throughout the project duration to review progress and discuss relevant issues.
2. Construction Observation – This task involves on-site observation of contractor operations to ensure conformance with the contract documents. It is our intention to provide full-time observation including a resident engineer throughout the project duration.

Construction Observation tasks will include:

- 2.1. Serving as the City's liaison with the Contractor primarily through the Contractor's superintendent, public/private utilities and various jurisdictional agencies.
- 2.2. Relay public concerns, and answer questions from the public and property owners.
- 2.3. Daily review and inspection of erosion control items. Provide IEPA NPDES inspection reports.

- 2.4. Maintain a database of names, addresses and telephone numbers of subcontractors, contractors, suppliers, and utility companies and other agencies involved with the project.
 - 2.5. Alert the Contractor's field superintendent when un-approved materials or equipment or methods are being used and advise the City.
 - 2.6. Prepare Final "Punchlist."
3. Material Testing – None
 4. Construction Staking – Setting of stakes for site grading and storm sewer/structure construction as required.
 5. Documentation – Documentation services shall include tracking of actual quantities and record keeping including inspector's daily reports, quantity certifications, and weekly progress reports. We will utilize IDOT forms and procedures.
 6. Construction Administration – Review of Contractor's monthly pay requests and lien waivers, and change order recommendations and review.
 7. Record Drawings – Upon final completion, as-built record drawings will be prepared based on field survey completed by C.E.S. Inc. These drawings will show actual constructed conditions including storm sewer, structure rim and invert elevations, channel grading and any changes to the proposed improvements as detailed in the contract plans. One set of record drawings will be provided to the City in printed and electronic formats.

Fees

Fees for the engineering services described are to be billed on a time and material basis with a not-to-exceed cap of \$18,000 (6% of the \$300,000 cost). Our 2024 Rate Structure is attached to this proposal.

We appreciate the opportunity to provide this information and we trust that it meets with your approval. If acceptable, please execute this proposal where indicated below. Receipt of an executed copy of this proposal will serve as authorization to proceed with the work.

If you have any questions, please contact me at 815-547-8435 or Kevin.Bunge@Civilideas.com.

Very truly yours,
C.E.S. Inc.

Kevin C. Bunge, P.E.
President

JM

Attachments/Enclosure

Exhibit 1

Acceptance & Authorization Form – December 11, 2023 Proposal
Construction Engineering Services - 6th Street Low Flow Channel

C.E.S. Inc.

City of Belvidere

Authorized Signature

Authorized Signature

Kevin C. Bunge, President

Printed Name and Title

Printed Name and Title

700 West Locust Street
Belvidere, Illinois 61008
815-547-8435

Date



GENERAL CONDITIONS & TERMS

ARTICLE 1 - SCOPE OF SERVICES TO BE PROVIDED BY CLIENT

The Client will furnish items and perform those services for fulfillment of the contract as follows:

- 1) Readily available paper and digital copies (in AutoCad format) of any services provided by others and necessary for the completion of the Engineer's work including but not limited to boundary surveys, topographical surveys, easements surveys, adjacent land information, land plan, soils report and any other relevant data.
- 2) Title Policy and/or Legal Description of subject property.
- 3) Copies of all correspondence regarding this project with any agency, consultant and/or individual.
- 4) Access to the property via 4-wheel drive pickup truck for investigational purposes.

ARTICLE 2 - SCOPE OF SERVICES TO BE PROVIDED BY ENGINEER

The Engineer shall perform those Engineering Services for the fulfillment of the contract as identified in the proposal letter attached hereto and made a part thereof of this contract. C.E.S. Inc. will perform the required work as described in the "Contract" within a reasonable time frame. As with this type of work and the variable "unknowns" that may or may not exist, C.E.S. Inc. can not be held responsible for delays in the progress of a project due to unforeseen circumstances such as: delays or requests from clients, review agencies or authorities, changes in the scope of the project, soil conditions, etc.

ARTICLE 3 - COMPENSATION AND METHOD OF PAYMENT

The amounts payable under this contract shall be billed on a time and material basis as indicated in the proposal letter. An estimate of the fee is provided for information only. Engineer shall prepare and submit to the Client, no more frequently than once per month, an invoice and a progress report stating the percent completion of the work accomplished during the billing period. The invoice and progress report shall contain sufficient detail such that the billing can be reviewed for compliance with both the work schedule and fee schedule. C.E.S. Inc. requires full payment of invoices within 15 days of the invoice date. Interest will be charged at the rate of 1.75% per month on invoices that become past due. Lack of payment within the stated time frame will result in a lien being filed against the property and work will be stopped and will not resume until payment in full has been made including any interest charges that may have been incurred. Furthermore an additional retainer may be required before work resumes. C.E.S. Inc. will not be responsible for delays in a project because of a "Work Stoppage" due to lack of payment from clients.

ARTICLE 4 - PROGRESS

The Engineer shall, from time to time during the progress of the work, confer with the Client. The Engineer shall prepare and present such information as may be pertinent and necessary, or as may be requested by the Client, in order to evaluate features of the work. At the request of the Client or the Engineer, conferences shall be held at the Engineer's office. These conferences shall also include an evaluation of the Engineer's services and work when requested by the Client. Should the Client determine that the progress in production of the work does not satisfy the work schedule, the Client will review the work schedule with the Engineer to determine corrective action needed. The Engineer shall promptly advise the Client in writing of events which have a significant impact upon the progress of work, including: problems, delays, or adverse conditions which will materially affect the ability to attain contract objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project work units by established time periods. This disclosure will be accompanied by a statement of the action taken, or contemplated, and any Client assistance needed to resolve the situation. Favorable developments or events which would enable meeting the work schedule goals sooner than anticipated shall also be communicated.

ARTICLE 5 - SUSPENSION

The Client may suspend the work, but not terminate the contract, by giving written notice a minimum of thirty (30) calendar days prior to the date of suspension. The thirty (30) day notice may be waived if approved in writing by both parties. The work will be reinstated and resumed in full force and effect within sixty (60) calendar days of receipt of written notice from the Client to resume the work. The sixty (60) day notice may be waived if approved in writing by both parties.

ARTICLE 6 - ADDITIONAL WORK

If the Engineer determines that any work it has been directed to perform is beyond the scope of this agreement and constitutes extra work, it shall promptly notify the Client in writing. In the event the Client agrees that such work constitutes extra work, the Client shall so advise the Engineer and a supplemental agreement may be executed, as provided in Article 8 - Supplemental Agreements. The Engineer shall not perform any additional work or incur any additional costs prior to the execution, by both parties, of a supplemental agreement. The Client shall not be responsible for actions by the Engineer or any costs incurred by the Engineer relating to additional work not directly associated with the performance of the work authorized in this contract or as amended.

ARTICLE 7 - CHANGES IN WORK

If the Client finds it necessary to request changes to previously completed work or parts thereof which involve changes to the original scope of services or character of work under the contract, the Engineer shall make such revisions if requested and as directed by the Client. This will be considered additional work and paid for as specified under Article 6 - Additional Work. The Engineer shall make such revisions to the work to correct errors appearing therein. No additional compensation will be paid for the correction of errors.

ARTICLE 8 - SUPPLEMENTAL AGREEMENTS

The terms of this contract may be modified by supplemental agreement if the Client determines that there has been a significant change in the scope, complexity, or character of the service to be performed, or the duration of the work. No claim for extra work done or materials furnished shall be made by the Engineer until full execution of the supplemental agreement and authorization to proceed is issued by the Client.

ARTICLE 9 - DATA OWNERSHIP

All data, basic sketches, charts, calculations, plans, specifications, and other documents created or collected under the terms of this contract are the exclusive property of the Engineer. All documents prepared by the Engineer and all documents furnished to the Engineer by the Client shall be the property of the Engineer. The Client, at its own expense, may retain copies of such documents or any other data which it has furnished the Engineer under this contract.

ARTICLE 10 - PERSONNEL, EQUIPMENT AND MATERIAL

The Engineer shall furnish and maintain, at its own expense, office space for the performance of all services, and adequate and sufficient personnel and equipment to perform the services as required. All employees of the Engineer shall have such knowledge and experience as will enable them to perform the duties assigned to them. The Engineer certifies that it presently has adequate qualified personnel in its employment for performance of the services required under this contract.

ARTICLE 11 - SUBCONTRACTING

The Engineer shall not assign, subcontract or transfer any portion of the work under this contract without prior written approval of the Client. All subcontracts shall include the provisions required in this contract and shall be approved as to form, in writing, by the Client prior to work being performed under the subcontract.

ARTICLE 12 - EVALUATION OF WORK

The Client and its authorized representatives shall have the right at all reasonable times to review or otherwise evaluate the work performed or being performed hereunder and the premises in which it is being performed. If a review or evaluation is being made on the premises of the Engineer or a subcontractor, the Engineer shall provide and require its subcontractor to provide all reasonable facilities and assistance for the safety and convenience of the Client representatives in the performance of their duties.

ARTICLE 13 - SUBMITTAL OF REPORTS

All applicable study reports shall be submitted in preliminary form for review by the Client before a final report is issued. Where applicable, the Client's comments on the Engineer's preliminary report shall be addressed in the final documents.

ARTICLE 14 - COMPUTER DOCUMENTS AND INFORMATION EXCHANGE

All computer files must be compatible with the Engineer's computer systems without conversion or modifications and must plot consistent with any reproducible plots submitted. All plots and graphics media provided by the Client shall be delivered to the Engineer.

ARTICLE 15 - VIOLATION OF CONTRACT TERMS / BREACH OF CONTRACT

Violation of the contract terms or breach of contract by the Client shall be grounds for termination of the contract and any increased cost arising from the Client's default, breach of contract, or violation of contract terms shall be paid by the Client. This agreement shall not be considered as specifying the exclusive remedy for any default, but all remedies existing at law and in equity may be availed of by either party and shall be cumulative.

ARTICLE 16 - TERMINATION

This contract may be terminated by any of the following conditions:

- By mutual agreement and consent, in writing, of both parties;
- By the Client, by notice in writing to the Engineer as a consequence of failure by the Engineer to perform the services set forth herein in a satisfactory manner;
- By either party, upon the failure of the other party to fulfill its obligations as set forth herein;
- By the Client, for reasons of its own and not subject to the mutual consent of the Engineer upon not less than thirty (30) calendar days written notice to the Engineer; and
- By written notice from the Client upon satisfactory completion of all services and obligations described herein.

Should the Client terminate this contract as herein provided, no fees other than fees due and payable at the time of termination shall thereafter be paid to the Engineer. Compensation for work at termination will be based on a percentage of the work completed at that time.

ARTICLE 17 - COMPLIANCE WITH LAWS

The Engineer shall comply with all applicable Federal, State, and local laws, statutes, codes, ordinances, rules, regulations, and the orders and decrees of any court, administrative bodies or tribunals, in any manner affecting the performance of this contract, including, without limitation, worker's compensation laws, minimum salary and wage statutes and regulations, and licensing laws and regulations. When required, the Engineer shall furnish the Client with satisfactory proof of its compliance.

ARTICLE 18 - ENGINEER'S RESPONSIBILITY

The Engineer shall be responsible for the accuracy of its work and shall promptly make necessary revisions or corrections resulting from its errors, omissions, or negligent acts without compensation. The Engineer will not be relieved of the responsibility for subsequent correction of any such errors or omissions or for clarification of any ambiguities until after the construction phase of the project has been completed.

ARTICLE 19 - ENGINEER'S SEAL

The responsible Engineer shall sign, seal, and date all appropriate engineering submissions in accordance with the rules of the State Board of Registration for Professional Engineers.

ARTICLE 20 - RETENTION, AVAILABILITY OF RECORDS AND AUDIT REQUIREMENTS

The Engineer shall maintain all books, documents, papers, and shall make such materials available at its office during the contract period and for one (1) year from the date of final payment under this contract. The Client or any of its duly authorized representatives shall have access during normal business hours to any and all books, documents, papers, and records (not including financial) of the Engineer which are directly pertinent to this contract for the purpose of making examinations, and for checking the amount of work performed by the Engineer.

ARTICLE 21 - INSURANCE

The Engineer shall obtain and maintain insurance in the limits of liability for each of the types of insurance coverage identified as follows: Workers' Compensation, in the amount of the statutory obligations imposed under the Workers' Compensation Law. Commercial General Liability, in limits of liability not less than one million dollars (\$1,000,000) combined single limit each occurrence and in the aggregate for bodily injury and property damage. Business Automobile Policy, in limits of liability not less than two hundred fifty thousand dollars (\$250,000) each person for bodily injury, and one hundred thousand dollars (\$100,000) each occurrence for property damage. Professional Liability in limits of one million dollars (\$1,000,000) each occurrence and in the aggregate. The Engineer shall furnish proof of insurance by means of a completed Certificate of Insurance Form. The Engineer will be considered in breach of contract should the Engineer fail to maintain the required insurance coverage during the contract period of this contract.

ARTICLE 22 - SUCCESSORS AND ASSIGNS

The Engineer and the Client do hereby bind themselves, their successors, executors, administrators, and assigns to each other party of this agreement and to the successors, executors, administrators, and assigns of such other party in respect to all covenants of this contract. The Engineer shall not assign, subcontract, or transfer its interest in this contract without the prior written consent of the Client.

ARTICLE 23 - SEVERABILITY

In the event any one or more of the provisions contained in this contract, for any reason, shall be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof. This contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

ARTICLE 24 - PRIOR CONTRACT SUPERSEDED

This contract constitutes the sole agreement of the parties hereto and supersedes any prior understandings or written or oral contracts between the parties respecting the subject matters defined herein.

ARTICLE 25 - NOTICES

All notices to either party by the other, required under this contract, shall be personally delivered or mailed to such party at the following respective address:

CLIENT
 City of Belvidere – Public Works Department.
 401 Whitney Boulevard #200
 Belvidere, Illinois 61008
 Attn: Brent Anderson

ENGINEER
 C.E.S Inc.
 700 W. Locust Street
 Belvidere, IL 61008
 Attn: Kevin C. Bunge, P.E.



700 West Locust Street
 Belvidere, Illinois 61008
 Phone: (815) 547-8435
 Fax: (815) 544-0421
 Kevin.Bunge@Civilideas.com

Design, Survey and Construction Services
 2024 Charge-Out Rates

Rates effective January 1, 2024 through December 31, 2024

(Prevailing Wage not included)

	<u>Hourly</u>
Principal Engineer (P.E.)	\$185.00
Professional Land Surveyor 1 (P.L.S.)	\$155.00
Professional Land Surveyor 2 (P.L.S.)	\$120.00
Senior Engineer 1 (P.E.)	\$152.00
Senior Engineer 2 (P.E.)	\$141.00
Staff Engineer (E.I.T.)	\$125.00
Project Designer	\$104.00
Two man Survey Crew	\$168.00
Three Man Survey Crew	\$220.00
GPS/Robotics Usage (One person)	\$126.00
Survey Technician / Crew Leader	\$102.00
Rod person / Staking Technician	\$66.00
Construction Observation	\$107.00
AutoCAD Draftsman 1	\$102.00
AutoCAD Draftsman 2	\$90.00
AutoCAD Draftsman 3	\$80.00
Civil Intern 1	\$89.00
Civil Intern 2	\$73.00
Administrative Support 1	\$80.00
Administrative Support 2	\$60.00
	<u>Each</u>
Hub or Lath (materials only)	\$1.50
Mileage	\$1.00
Plots / Copies (24" x 36" Black & White)	\$3.00
Plots / Copies (24" x 36" Mylar)	\$18.00
Plots / Copies (Color - PER SF)	\$7.50
Mailings	Cost + 15%
Reimbursables including subcontractors	Cost + 10%

These hourly rates and mileage apply door-to-door and from jobsite to jobsite, if applicable, unless noted on quote that travel and mileage are included.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 1/2/2024
Re: WWTP Thickening Centrifuge Repair

One of our two Centrisys thickening centrifuges at the WWTP needs to be repaired. The cost estimate from Centrisys to make the repairs to the THK200 Rotating Assembly is \$40,900.00.

I would recommend approval of the proposal from Centrisys for factory repairs to the thickening centrifuge at the WWTP at a cost not-to-exceed \$40,900.00. This work will be paid for from the Sewer Depreciation Account.

A motion to waive the bidding process will be required as the cost for the repairs exceeds \$20,000.



City of Belvidere, IL
 Attn: Nick Steiner
 2001 Newburg Rd.
 Belvidere, IL 61008

REPAIR ESTIMATE OF THK200 ROTATING ASSEMBLY

O-13821

CENTRIFUGE REPAIR PRICING – MINOR

1. Dismantle, clean and inspect
2. Provide report with digital pictures
3. Replace bearings and seals
4. Hi-speed balance bowl
5. Hi-speed balance scroll
6. Reassemble

Total	\$ 18,800.00
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CENTRIFUGE REPAIR PRICING – MAJOR

1. Dismantle, clean and inspect
2. Provide report with digital pictures
3. Replace bearings and seals
4. Replace worn/missing tiles (up to 40 tiles)
5. Replace broken nozzles
6. Repair flights
7. Repair feedchamber wear
8. Hi-speed balance bowl
9. Hi-speed balance scroll
10. Reassemble

Total	\$ 38,900.00
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ESTIMATED SHIPPING

1. Shipping to and from site

Total	\$ 2,000.00
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TERMS:

Validity:	Valid for 30 days. Centrisys reserves the right to adjust this estimate
Terms:	Net 30
Delivery:	3-8 weeks ARO
FOB:	Kenosha, WI
Warranty:	6 months on repaired/replaced parts
Quote Prepared By:	George Kueppers
Dated:	12-13-2023
Sent to:	Nick Steiner
E-mail Address:	nsteiner@ci.belvidere.il.us

RESOLUTION #2024-1
A RESOLUTION AUTHORIZING
THE EXECUTION OF A LETTER OF CREDIT
WITH MIDLAND STATES BANK
GUARANTEEING PAYMENT TO PHILADELPHIA
INSURANCE COMPANY

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

- 1) The Corporate Authorities of the City of Belvidere hereby approve a Letter of Credit from Midland States Bank attached hereto as Exhibit A.
- 2) Mayor Clinton Morris is hereby authorized to execute and City Clerk Sarah Turnipseed is authorized to attest the Letter of Credit.

Approved:

Mayor

Attest:

City Clerk

Ayes: Mulhall, Porter, Prather, Snow, Stevens, Fleury and Frank.
Nays: None.
Absent: Brereton, Freeman and McGee.
Approved: January 18, 2023.



Irrevocable Letter of Credit #9072451805

Dated: February 10, 2024

Expiration Date: February 10, 2025

Beneficiary: Philadelphia Insurance Company
Attn: Account Service
1 Bala Plaza, Suite 100
Bala Cynwyd, PA 19004

Applicant: City of Belvidere
401 Whitney Blvd.
Belvidere, IL 61008

To Whom It May Concern:

We hereby authorize you to draw on the Midland States Bank, 600 S. State St., Belvidere, IL 61008, for the account of City of Belvidere, 401 Whitney Blvd., Belvidere, IL 61008.

For any sum or sums not exceeding the aggregate total, U.S. Thirty Thousand Dollars & 00/100 (\$30,000.00) by your drafts at sight on issuer.

Under the following terms:

Drafts must be drawn and presented at our office no later than February 10, 2025.

Each draft drawn hereunder must bear upon the face, "Drawn under Letter of Credit #9072451805 of Midland States Bank, Belvidere, Illinois".

We hereby agree with the drawer, endorsers and bona fide holders of all drafts under and in accordance with the terms of this letter of credit that such drafts will be duly honored on presentation to the drawee.

This Letter of Credit is neither transferable nor assignable without the expressed written consent of the issuing bank. Except so far as otherwise expressly stated, the Letter of Credit is subject to Uniform Customs and Practice for Documentary Credits, 1993 Revision, International Chamber of Commerce, Publication No. 600.

Sincerely,

Robert Opperman
Market President
Midland States Bank

Clint Morris

From: DAN SNOW
Sent: Wednesday, November 15, 2023 8:20 PM
To: Sarah Turnipseed; Clint Morris; Mike Drella
Cc: dan snow
Subject: agenda items (mayor's pay/position, clerk pay) 11-15-2023 8pm

This message originated from an **External Source**. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

I would like these three items place on the next COW meeting.

- 1) making mayor's elected position part time, and hire full-time administrator
- 2) reduce mayor's pay if part time (to say \$40k per year) or increase pay to 3% above highest paid salary employee (typically a department head or Drella's), assuming mayor position stays as full time (aka administrator).
- 3) I believe city clerk salary should be raises \$10k per year (as a starting point of conversation) clerk position long overdue for amount of work & responsibility.

(these could be put on agenda as a wide/broad topic so several motions could be generated, if conversation should evolve into Treasurer and alderman positions get discussed....I am not looking to increase alderman pay, but treasurer position should be addressed as well)

The thought behind mayor position is to potentially get a better pool of candidates. (those people who can't dedicate time for as a fulltime administrator for the city or as full-time mayor, make it worth giving up a current position/career).

thanks for your consideration on this/these matters.....alderman Dan Snow ward-2