



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 Clayton Stevens	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

April 22, 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) Pam Lopez-Fettes – Growth Dimensions.

1. Public Safety, Unfinished Business: None.

2. Public Safety, New Business:

(A) Police Department – Update.

(B) Police Department – Holiday Time Carry Over Request.

(C) Fire Department – Update.

(D) Fire Department – Vacation Time Carry Over Request.

(E) Fire Department – Lexipol Services Proposal.

3. Finance & Personnel, Unfinished Business: None.

4. Finance & Personnel, New Business:

(A) Finance Department – Update.

(B) American Rescue Plan Act Funds – Engine Rebuild of Fire Engine 102.

(C) Accept Grant Award from U.S. Dept. of Transportation Federal Railroad Administration.

5. Other:

(A) Public Works – 2024 MFT Street Maintenance Program for 2024.

(B) Public Works – NIMEC – Street Light Bids.

(C) Public Works – ComEd Indoor Lighting Incentives – Water Dept. Office Lights.

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

TO: Mayor Morris and City Council
FROM: Chief Shane Woody 
DATE: April 16, 2024
RE: Holiday Time Carry-Over Request

Officer Jesus Lara-Parra and Officer Ashley Hauser were hired on August 18, 2023 and attended the 16-week Basic Law Enforcement training at Sauk Valley Community College from August 21 – December 8, 2023. Both officers then began their Field Training which they will complete at the end of April.

Due to their required attendance, they have not been able to use their accumulated holiday time. I am requesting that these hours be carried over into FY25.

Motion: To authorize the carryover of unused holiday time in FY24 to FY25 as shown below:

Officer Ashley Hauser	108.0 hours
Officer Jesus Lara-Parra	92.25 hours

SW/sd



**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:	04/22/2024
To:	Mayor and Council	Subject:	Vacation Carryover

Dear Mayor and Members of the City Council,

I am writing to formally request the approval for a carryover of two vacation days each for Probationary Firefighter (PFF) Herrera and PFF Jankowski. Due to the structure of their vacation accrual, which is based on holidays worked throughout the year, both firefighters have earned these days. Unfortunately, due to the constraints of our vacation scheduling calendar, they were unable to utilize these days within the current year.

Requested Motion:

Motion to approve the carryover of two vacation days each for Probationary Firefighter Herrera and Probationary Firefighter Jankowski.

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:	04/17/2024
To:	Mayor and Council	Subject:	Lexipol

Dear Mayor and Council,

Standard Operating Procedures and Policies are a key to success for any organization, but in emergency services they are essential. Clear expectations combined with regular training can help reduce significant risks that can affect both life safety and quality of service.

We need help with our policies. We have a limited number of policies and procedures in place; and writing or updating policies is very time consuming. Majority of the most critical policies are in place, but they have not been updated on a regular basis. Response guidelines and laws change rapidly, necessitating constant changes to policies and guidelines.

Standard operating procedures (SOPs) help ensure safe, consistent, efficient and predictable responses to various types of incidents. Lack of such frameworks can lead to inefficiencies in using resources, managing personnel, and deploying equipment and add increased risks to any incident.

Additionally, updated policies based on best practices can reduce legal and financial liability. Operating without well-documented and legally compliant policies increases the likelihood of actions that could lead to litigation against the department.

Lastly, effective policies can improve morale and professionalism. Members knowing that they are operating efficiently according to best practices improves outcomes and therefore morale.

Lexipol offers a solution to this problem. Lexipol is a service used by numerous fire agencies in IL and throughout the USA.

Lexipol offers the following:

- Customized policy manual based on best practices legally and operationally
- Daily Training Bulletins
- Regular policy updates
- Web-Based delivery platform and mobile app
- Reports
- Fire Procedures based on best practices

(see the next page)



**BELVIDERE
FIRE
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The recurring annual cost for this service is \$11,458.90. The one time implementation fees are \$7,595.25. The total is \$19,054.15.

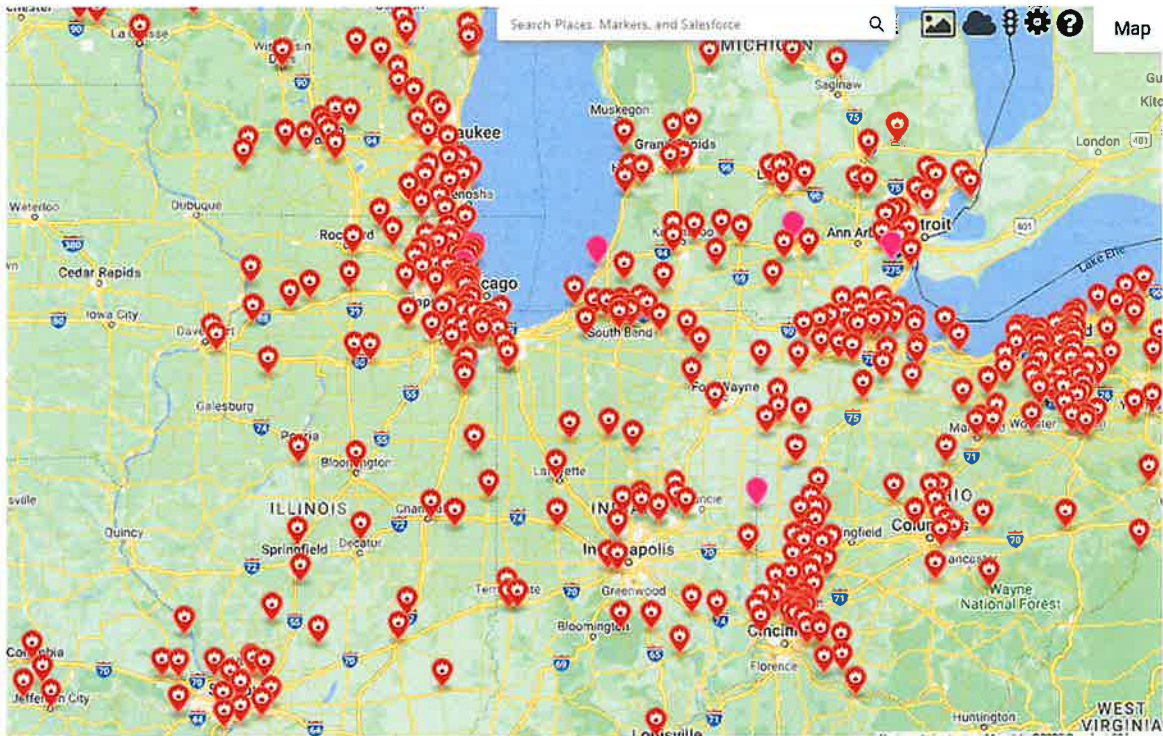
Therefore I request the following motion:

Motion to authorize the agreement for Lexipol Services outlined in Quote Q-76070-2 for \$19,054.15 paid out of FY25 line item 01-05-220-7020.

Respectfully Submitted,

Chief Shawn Schadle

Lexipol Fire Policy Customers by Area Map and References



Illinois References:

- **Waukegan FD**, DC Brett Stickels, brett.stickels@waukeganil.gov, (847) 247-5410
- **Glenview FD**, DC Mike Rutowski, mrutowski@glenview.il.us, (847) 904-4130
- **Elmhurst FD**, Chief Dick Dufort, dick.dufort@elmhurst.org, (630) 530-3090
- **Moline FD**, Chief Steve Regenwether, sregenwether@moline.il.us, (309) 524-2256



SOLUTIONS PROPOSAL



PREPARED FOR:

Belvidere Fire Department
Chief Shawn Schadle
sschadle@belviderefire.com
(815) 544-2735

PREPARED BY:

Nicole Falconer
nfalconer@lexipol.com
(949) 226-8080

2611 Internet Blvd, Ste 100
Frisco, Texas 75034
(844) 312-9500
www.lexipol.com

Executive Summary

Public safety agencies and local government organizations today face challenges of keeping personnel safe and healthy, reducing risk and maintaining a positive reputation. Add to that the dynamically changing legislative landscape and evolving best practices, and even the most progressive, forward-thinking departments can struggle to keep up.

Lexipol's solutions are designed to save you time and money while protecting your personnel and your community. Our team consists of professionals with expertise in public safety law, policy, state and federal accreditation, training, mental and physical wellness and grants. We continually monitor changes and trends in legislation, case law and best practices and use this knowledge to create policies, training, wellness resources and funding services that minimize risk and help you effectively serve your community.

THE LEXIPOL ADVANTAGE

Lexipol was founded by public safety experts who saw a need for a better, safer way to run a public safety agency. Since the company launch in 2003, Lexipol has grown to form an entire risk management solution for public safety and local government. Today, we serve more than 10,000 agencies and municipalities and 2 million public safety and government professionals with a range of informational and technological solutions to meet the challenges facing these dynamic industries. In addition to providing policy management, accreditation, online training, wellness resources, and grant assistance, we provide 24/7 industry news and analysis through the digital communities Police1, FireRescue1, Corrections1, EMS1 and Gov1.

Our customers choose Lexipol to make an investment in the safety and security of their personnel, their agencies and their communities. We help agencies address issues that create substantial risk, including:

- Inconsistent and outdated policies
- Lack of technology to easily update and issue policies and training electronically
- Unchecked mental health needs of staff
- Difficulty keeping up with new and changing legislation and practices
- Inability to produce policy acknowledgment and training documentation
- Unfamiliarity of city legal resources with the intricacies of public safety law
- The need to secure grant funding for critical equipment, infrastructure and personnel

Lexipol is backed by the expertise of 440 employees with more than 2,075 years of combined experience in constitutional law, civil rights, ADA and discrimination, mental health, psychology, labor negotiations, Internal Affairs, use of force, hazmat, instructional design, federal and state grants and a whole lot more. That means no more trying to figure out policy, achieve accreditation, develop training or wellness content, or secure funding on your own. You can draw on the experience of our dedicated team members who have researched, taught and lived these issues.

We look forward to working with Belvidere Fire Department to address your unique challenges.

Annual Fire Policy Subscription

Policy Manual

Constitutionally sound, up-to-date policies are the foundation for consistent, safe public safety operations and are key to reducing risk and enhancing personnel and community safety. Lexipol's comprehensive policy manual covers all aspects of your agency's operations.

- More than 155 policies researched and written by public safety attorneys and subject matter experts
- Policies based on State and federal laws and regulations as well as nationwide best practices
- Content customized to reflect your agency's terminology and structure

Daily Training Bulletins (DTBs)

Even the best policy manual lacks effectiveness if it's not backed by training. Lexipol's Daily Training Bulletins are designed to help your personnel learn and apply your agency's policy content through 2-minute training exercises.

- Scenario-based training ties policy to real-world applications
- Understanding and retention of policy content is improved via a singular focus on one distinct aspect of the policy
- Each Daily Training Bulletin concludes with a question that confirms the user understood the training objective
- Daily Training Bulletins can be completed via computers or from smartphones, tablets or other mobile devices
- Reports show completion of Daily Training Bulletins by agency member and topic

Policy Updates

Lexipol's legal and content development teams continuously review state and federal laws and regulations, court decisions and evolving best practices. When needed, we create new and updated policies and provide them to your agency, making it simple and efficient to keep your policy content up to date.

- Updates delivered to you through Lexipol's web-based content delivery platform
- Changes presented in side-by-side comparison against existing policy so you can easily identify modifications/improvements
- Your agency can accept, reject or customize each update

Web-Based Delivery Platform and Mobile App (Knowledge Management System)

Lexipol's online content delivery platform, called KMS, provides secure storage and easy access to all your policy and training content, and our KMS mobile app facilitates staff use of policies and training completion.

- Ability to edit and customize content to reflect your agency's mission and philosophy
- Efficient distribution of policies, updates and training to staff
- Archival and easy retrieval of all versions of your agency's policy manual
- Mobile app provides in-the-field access to policy and training materials

Reports

Lexipol's Knowledge Management System provides intuitive reporting capabilities and easy-to-read reports that enhance command staff meetings and strategic planning.

- Track and report when your personnel have acknowledged policies and policy updates
- Produce reports showing completion of Daily Training Bulletins
- Sort reports by agency member, topic and other subgroups (e.g., shift, assignment)
- Reduce the time your supervisors spend verifying policy acknowledgement and training completion

Supplemental Publication Service

Lexipol's Supplemental Publication Service (SPS) streamlines the storage of your agency's content, giving you one place to access procedures, guidelines, general orders, training guides or secondary policy manuals.

- Electronically links department-specific procedural or supplemental content to your policy manual
- Provides electronic issuance and tracking for your agency's procedural or supplemental content
- Allows you to create Daily Training Bulletins against your procedural content
- Designed for standard operating guidelines, procedures, general orders or field guides

Fire Procedures

Clear and accessible procedures are imperative to ensure safe, effective and consistent emergency response and personnel interactions. Lexipol's fire procedures, based on national best practices, give you critical operational and administrative procedures as well as a template to build on.

- More than 35 best practice procedures designed to support safe and effective operations
- Tactical procedures address the operations most often cited as contributing to firefighter injury or death as well as the most common call types
- Administrative procedures address the areas of highest legal liability as well as best practices for organizational success
- Scenario-based training reinforces live training
- Mobile-friendly decision trees and checklists prevent essential steps from being missed

One-Time-Cost Policy Implementation

Standard Policy Cross-Reference

Making the transition to Lexipol starts with understanding how your agency's current policy content compares with Lexipol's master policy content. Our Standard Policy Cross-Reference service provides a logical method to distinguishing between the two.

- Analysis of your existing policies and procedures to identify content similar to Lexipol's state specific master content, as well as content unique to your jurisdiction and not covered within the Lexipol manual
- Your existing policies returned with annotations and tips to integrate into the Lexipol master content
- One-on-one review with your agency to discuss the cross-reference report

Implementation Policy Tier I: High-Risk Policies

Benefit from our proven, systematic approach to implementing policies. Tier I represents about 20% of the manual, including foundational policies necessary to provide structure and authority to your policy manual, as well as policies addressing high-risk, low-frequency and high-risk, high-frequency incidents. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Implementation Policy Tier II: High-Liability Policies

Benefit from our proven, systematic approach to implementing policies. Tier II represents about 20% of the manual, including policies that relate to common day-to-day calls for service that have a higher level of potential liability. You'll receive one-on-one collaborative assistance to help you review, customize and adopt the policies efficiently and effectively.

Proposal

Prepared By: Nicole Falconer
 Phone: (949) 226-8080
 Email: nfalconer@lexipol.com

Quote #: Q-76070-2
 Date: 1/10/2024
 Valid Through: 6/14/2024

Overview

Lexipol empowers first responders and public servants to best meet the needs of their residents safely and responsibly. We are the experts in policy, training and wellness support, committed to improving the quality of life for all community members. Our solutions include state-specific policies, online learning, behavioral health resources, funding assistance, and industry news and information offered through the websites Police1, FireRescue1, EMS1 and Corrections1. Lexipol serves more than 2 million public safety and government professionals in over 10,000 agencies and municipalities. The services proposed below are designed to meet your agency's specific goals and needs.

Annual Fire Policy Subscription, and One-time-cost Implementation (X-ref, Tiers I & II Implementation)

QTY	DESCRIPTION	UNIT PRICE	DISC	DISC AMT	EXTENDED
1	Annual Fire Policy Manual & Daily Training Bulletins w/Supplemental Publication Service w/Fire Operations Procedures (12 Months)	USD 12,062.00	5%	USD 603.10	USD 11,458.90
	Annual Subscription Line Items Total			USD 603.10	USD 11,458.90
1	Fire Standard Policy Cross-Reference	USD 2,468.00	5%	USD 123.40	USD 2,344.60
1	Fire Tier I Implementation	USD 2,648.00	5%	USD 132.40	USD 2,515.60
1	Fire Tier II Implementation	USD 2,879.00	5%	USD 143.95	USD 2,735.05
	One-Time-Cost Line Items Total			USD 399.75	USD 7,595.25
				USD 1,002.85	USD 19,054.15
	Fire Policy Subscription, X-ref, Tiers I & II Implementation Discount: Fire				USD 1,002.85
	Policy Subscription, X-ref, Tiers I & II Implementation TOTAL:				USD 19,054.15

Fire pricing is based on 28 Fire Authorized Staff.

Discount Notes

5% Sourcewell discount - City is a member.

Notes

Policy Cross Reference based on 200 pages of content.



MEMORANDUM

To: City Council and Mayor Clinton Morris

From: Shannon Hansen, Budget & Finance Officer

Date: April 10, 2024

Re: American Rescue Plan Act Funds

To date, Council has approved ARPA funds to be used for the following eligible projects:

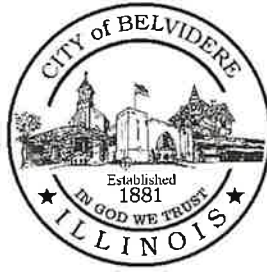
1. Southwest Tower Rehabilitation	\$ 600,000.00
2. Primary Clarifier Upgrades	\$ 700,000.00
3. Primary Clarifier Upgrades	\$ 816,000.00
4. Purchase of a 2022 Pierce Saber Pumper	<u>\$ 245,465.26</u>
	\$2,361,465.26

Recently Engine 102, a 2017 Alexis, experienced a loss of power and subsequent engine failure as a result of dust in the engine caused by a faulty K&N air filter. An overhaul of the engine is needed at an estimated cost of \$35,188.86.

To date the City has not earmarked the remaining ARPA funds. Given the necessity and urgency of the engine repair, coupled with the fact this one single repair would leave insufficient funds for vehicle annual testing and routine maintenance for FY25, I recommend ARPA funds be used to repair Engine 102 and to purchase a 3-year/150,000-mile warranty.

Recommended Motion:

Motion to approve the use of \$35,188.86 of ARPA funds in FY25 for costs associated with the engine rebuild of Fire Engine 102 and \$1,800.00 for a 3-year/150,000-mile warranty.



MEMORANDUM

To: Council Members and Mayor Clinton Morris

From: Shannon Hansen, Budget & Finance Officer

Sh

Date: April 16, 2024

Re: Motions to Accept Grant Award

The City of Belvidere applied for, and has been awarded, a grant in the amount of \$1,666,279.00 for design and engineering work necessary for the construction of a grade separation structure over two existing railroad crossings along South Appleton Road between US Route 20 and Newburg Road/Locust Street. This project provides economic development, traffic safety, and environmental benefits for the City of Belvidere. The projected cost of the project is \$2.6 million and the City is awaiting a determination on a second grant application submitted for the remainder of the funds. This grant requires a match of \$520,000.00 from the City. However, if the City is awarded the second grant, those funds will be used to cover the match requirement.

Funds for this grant were allocated to the City with the assistance of Congressman Bill Foster.

Recommended Motion:

Motion to accept grant funds from the U.S. Department of Transportation Federal Railroad Administration in the amount of \$1,666,279.00 to be used for design and engineering work necessary for the construction of a grade separation structure on South Appleton Road and to authorize the Mayor and Finance Director to execute any documentation necessary to facilitate the receipt of grant funds.

401 Whitney Boulevard
 Belvidere, IL 61008
 815-544-9256
 banderson@ci.belvidere.il.us

Public Works Department

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 4/3/2024
Re: 2024 MFT Street Maintenance Program

The following is the proposed MFT Street Maintenance Program for 2024:

Arterial & Collector Street Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
Newburg Road	Irene Road	Bridge	1&2	21,377 SY	7,260 LF

Residential Overlays:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Ward</u>	<u>Quantity</u>	<u>Distance</u>
7th Ave	W 6th St	W 12th St	1	8,594 SY	2,275 LF
Allen St	5th Ave	Columbia Ave	1	6,570 SY	2,190 LF
Royal Ave	Newburg Rd	Clines Ford St	2	6,417 SY	1,925 LF
Farmers National Dr	E 6th St	National Sewing Ave	3	2,454 SY	650 LF
National Sewing Ave	Farmers National Dr	Baltic Mill Dr	3	5,285 SY	1,400 LF
Baltic Mill	E 6th St	National Sewing Ave	3	1,982 SY	525 LF
Rivebend Ln	Bonus Ave	End	4	1,922 SY	418 LF
Taylor Ridge	Lawrenceville Rd	Indian Dancer Trl	4	14,181 SY	3,840 LF
Doc Wolf Dr	N State St	Henry Luckow Ln	4	2,376 SY	610 LF
Garfield Ave	W 8th St	W 9th St	5	1,691 SY	610 LF
Fox Field Dr	Perrsons Pkwy	End	5	7,571 SY	2,465 LF

Current MFT regulations require that ADA compliant sidewalk returns at all intersections of the streets being overlaid must be in place or installed in conjunction with the overlay project. There is \$575,000 budgeted in MFT for the Street Maintenance Program, not including the Newburg Road Resurfacing grant project.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 4/15/2024
Re: NIMEC – Street Light Bids

The NIMEC group bid for street lighting will be held on Tuesday, May 21st. The City has two accounts that are included in this bid:

Account #1233105024 - R/23 Street Lights
Account #0713154057 – R/25 Street Lights

Bids will be received from AEP, Constellation, Dynegy, MC Squared Energy and Direct Energy. Pricing will be provided for one, two and three year terms. In order to accept a bid, we will need to execute the winning supplier's agreement on the day of the bid.

I would recommend authorizing the Mayor to sign the supplier's agreement for electricity for the above referenced accounts on the day of the bid opening. The electricity will be paid for from Line Item #01-5-330-6310.

Resolution #2024-___

A RESOLUTION AUTHORIZING THE MAYOR TO ENTER INTO A CONTRACT FOR THE PURCHASE OF ELECTRICITY FROM THE LOWEST COST ELECTRICITY PROVIDER FOR THE PURPOSE OF STREET LIGHTING THROUGH THE NORTHERN ILLINOIS MUNICIPAL ELECTRIC COLLABORATIVE BID PROCESS

WHEREAS, the City of Belvidere (City) has previously joined the Northern Illinois Municipal Collaborative (NIMEC) for the purpose of procuring electricity through a cooperative pool in order to receive a more competitive bid price on electricity. NIMEC's membership consists of 16+ northern Illinois governmental organizations.

WHEREAS, the City, through its participation in the NIMEC bid process, has previously entered into contracts with the lowest bidder for electricity for the City's street lighting.

WHEREAS, ComEd no longer offers a fixed rate for larger street light accounts, only smaller sized accounts. ComEd prices larger sized accounts on a floating market rate that changes every hour. It is not possible to predict those rates for the following twelve (12) months, as they are dependent upon weather, usage, and other market factors. Fixed rates for medium and large sized accounts are only available from suppliers other than ComEd.

WHEREAS, because commodity pricing is volatile, the Mayor will need to have the authority to sign a contract with the electricity provider which is deemed most favorable for the City on the same day that bids are presented by NIMEC and determine if the desired contract should be for a one (1), two (2), or three (3) year term.

NOW, THEREFORE, BE IT RESOLVED, that in light of the time constraints applicable to the acceptance of a competitive bid for a supply of electricity, once the bids are received by NIMEC the Mayor is hereby authorized to sign the contract with the lowest bidder, with City staff being hereby directed to place said contract on the first available City Council meeting following the execution thereof by the City for ratification by the City Council.

Presented to City Council of the City of Belvidere, Illinois this 22nd day of April, 2024.

Passed by City Council of the City of Belvidere, Illinois on May 6, 2024.

Mayor Clinton Morris

ATTEST:

Sarah Turnipseed, City Clerk

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 4/9/2024
Re: ComEd Indoor Lighting Incentives – Water Department Office Lights

Commonwealth Edison is currently offering an incentive program for upgrading indoor lighting to LED. The Water Department Office qualifies for this incentive and has received a reservation of funds. The total cost of the upgrade is \$9,080.00 with a qualified incentive of \$4,153.80, for a net cost to the city of \$4,926.20. The current lights are a variety of styles and wattages. The wattage of the replacement LEDs are 38 watts per fixture, with an expected reduction in energy consumption greater than 80%. The city's net cost will be paid for from Water Line Item #61-5-810-6010 and Sewer Line Item #61-5-830-6000. This work would be completed by Helm Electric.

I would recommend approval of the proposal from Helm Electric for the LED lighting upgrade at the Water Department Office, subject to receiving the ComEd incentive for indoor lighting, for a net cost to the City of \$4,926.20.