



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 Rory Peterson	Chairman Public Works
Alderman Marsha Freeman	Vice-Chairman Public Works

**AGENDA**

April 28, 2025  
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 – Vacation/Holiday Time Carry Over Request.
  - (C) Fire Department – Update.
  - (D) Fire Department – Vacation Time Carry Over Request.
  - (E) Block Party Request – Ida Public Library.
  - (F) Block Party Request – North Valley Ridge Drive.
3. Finance & Personnel, Unfinished Business: None.
4. Finance & Personnel, New Business: None.
5. Other, Unfinished Business: None.
6. Other, New Business:
  - (A) Illinois Regional Site Readiness Program Grant – DCEO.
7. Adjournment:



**BELVIDERE**  
**POLICE**

*Daniel Smaha*  
*Deputy Chief—Investigations*

*Shane Woody*  
*Chief of Police*

*David Bird*  
*Deputy Chief—Patrol*

---

615 N. Main Street - Belvidere, IL 61008 - Phone: 815-544-9626 - Fax: 815-544-9603 - [www.ci.belvidere.il.us](http://www.ci.belvidere.il.us)

**TO: Mayor Morris and City Council**

**FROM: Chief Shane Woody**

**DATE: April 28, 2025**

**RE: Vacation / Holiday Time Carry-Over Request**

During FY25, several officers, for various reasons, were not able to use all of their vacation/holiday time and are requesting that they be approved to carry these hours over into FY26.

**Motion: To authorize the carryover of unused vacation/holiday time in FY25 to FY26 as shown below:**

Officer Joseph McDermott	12 Hours
Officer Katelyn Lopez	252 Hours
Officer Robert Kozlowski	335 Hours
Officer Austin Smaha	12 Hours

SW/sd



**BELVIDERE  
FIRE  
DEPARTMENT**  
123 S. State St.  
Belvidere, IL 61008

---

**MEMORANDUM**

04/23/2025

**To:** Mayor and Council  
**From:** Chief Shawn Schadle  
**Subject:** Vacation Time Carryover Requests

Dear Mayor and Council,

I am writing to formally request approval for the carryover of vacation time for two employees—Camden Johnson and Cory Mitchell—due to operational circumstances that prevented them from using their earned time within the standard period.

Cory Mitchell had scheduled a vacation day for April 11, 2025. However, he was unable to utilize this time off as planned due to an illness that required him to take sick leave on that date. Because the vacation time was pre-approved and circumstances were beyond his control, we are requesting that this day be carried over for future use.

Camden Johnson earns his final vacation day for the current cycle on his birthday, April 28, 2025. Due to the timing of the accrual, there is not sufficient opportunity to use the day before the end of the vacation year. Therefore, we are also requesting carryover of this single day to ensure Johnson is able to utilize the time he has earned.

Troy Vandebroek was planning to utilize his remaining day prior to the end of the FY as his wife has already passed her due date. If he does not, I request that he is also able to carry it over.

**Recommended motion:**

Motion to carry over one vacation day each for Mitchell, Johnson, and Vandebroek.

Respectfully,

Shawn Schadle  
Chief Belvidere Fire Department



Wednesday, April 23, 2025

## BLOCK PARTY REQUEST FORM

Street Closure Required

### City of Belvidere

401 Whitney Blvd., Belvidere, IL 61008  
2612

(815)544-

**Name:** Mindy Long

**Applicant's Address: (for barricades drop-off and pickup)** 320 N. State St.  
Belvidere, IL, 61008

**Phone Number:** (815) 544-3838

**Email:** mindyl@idapubliclibrary.org

**Date of Block Party/Street Closure:** June 12, 2025

**Time of Block Party:** 4 to 6 pm

**Estimated number of individuals participating:** 200+

**Description of planned activities:** Touch a Truck event with many vehicles to explore

**Street to be blocked:** Madison Street

**From (Street):** N. State Street

**To (Street):** Kishwaukee Street

**I confirm that all residents of the affected area have been notified of the closure and there are no objections:**  Yes

The undersigned hereby acknowledges, understands and agrees to the following: If this request is authorized by the Belvidere City Council it is the responsibility of participants to place from and return street barricades to the terrace.

Furthermore, section 10-40 of the Belvidere Code of Ordinances prohibits use of alcoholic liquor on any public street or sidewalk. This ordinance states "it shall be unlawful to any person to consume alcoholic liquor or to have any alcoholic liquor in his possession...on any public street, sidewalk, etc." This ordinance applies to block parties.

**Signature**



Sunday, April 6, 2025

## BLOCK PARTY REQUEST FORM

Street Closure Required

### City of Belvidere

401 Whitney Blvd., Belvidere, IL 61008  
2612

(815)544-

**Name:** Charity Soles

**Applicant's Address: (for barricades drop-off and pickup)** 4396 N Valley Ridge Dr  
Belvidere, IL, 61008

**Phone Number:**

**Email:**

**Date of Block Party/Street Closure:** 07/04/2025

**Time of Block Party:** 2:30pm - 9:00pm

**Estimated number of individuals participating:** 150

**Description of planned activities:** Blooze Brothers band is playing

**Street to be blocked:** North Valley Ridge Dr

**From (Street):** 4417

**To (Street):** 4386

**I confirm that all residents of the affected area have been notified of the closure and there are no objections:** Yes

The undersigned hereby acknowledges, understands and agrees to the following: If this request is authorized by the Belvidere City Council it is the responsibility of participants to place from and return street barricades to the terrace.

Furthermore, section 10-40 of the Belvidere Code of Ordinances prohibits use of alcoholic liquor on any public street or sidewalk. This ordinance states "it shall be unlawful to any person to consume alcoholic liquor or to have any alcoholic liquor in his possession...on any public street, sidewalk, etc." This ordinance applies to block parties.

**Signature**

# Memo

**To:** Mayor and City Council  
**From:** Brent Anderson, Director of Public Works  
**Date:** 4/23/2025  
**Re:** Illinois Regional Site Readiness Program Grant - DCEO

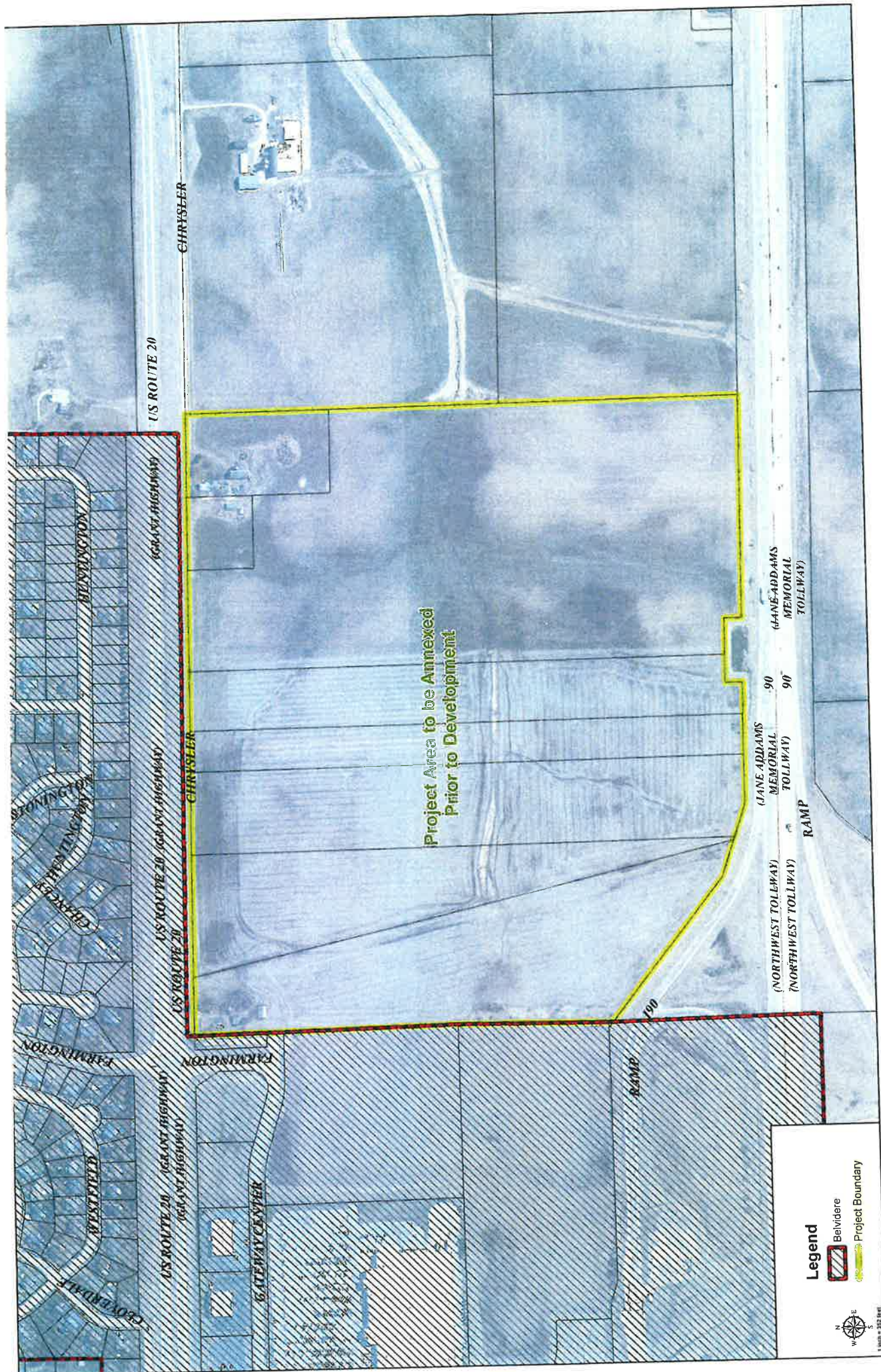
---

The City will be receiving an Illinois DCEO Regional Site Readiness Program Grant in the amount of \$2,974,912.00 for the construction of the extension of Gateway Center Drive east of Farmington Way, water and sanitary sewer main extensions and sanitary sewer lift station to serve 137.92 acres of undeveloped property as shown on the attached map. The total estimated cost of this project is \$3,718,640.00. The local share is \$743,728.00. The property will be subdivided in conjunction with this project and the local share will either be paid for by the developer or the lots created will be subject to a recapture ordinance for the local share of the project cost.



I would recommend a motion to accept the Illinois DCEO Regional Site Readiness Program Grant in the sum of \$2,974,912.00 and authorize the Mayor or his designee to execute all documents necessary to receive the grant including, but not limited to, the grant agreement.


Attached to this memo is a proposal from CES, Inc to complete the final design engineering and bidding documents for the Site Readiness Grant public improvements in the amount of \$190,300.00.

I would recommend approval of the proposal from CES, Inc. to complete the design engineering and bidding documents for the Regional Site Readiness Grant Project, in the amount of \$190,300.00, contingent on receipt of a fully-executed Grant Agreement with the Illinois DCEO. This work will be paid for from Capital Funds.



**Legend**

-  Belvidere
-  Project Boundary

  
 1 inch = 200 feet





C.E.S. Inc. – Main Office  
700 West Locust Street  
Belvidere, Illinois 61008  
Phone: (815) 547-8435  
Fax: (815) 544-0421

C.E.S. dba Survey-Tech  
104 A Maple Court  
Rochelle, IL 61068  
Phone: (815) 562-8771  
Fax: (815) 562-6555

[Kevin.Bunge@Civildideas.com](mailto:Kevin.Bunge@Civildideas.com)

## WORK AUTHORIZATION

**Date:** February 11, 2025

**Subject:** Infrastructure East of Walmart - **Topo Survey and Design Engineering**

**Requested by:** City of Belvidere – Brent Anderson

**General scope of work to be completed:**

C.E.S. Inc. will prepare Construction Plans, Specifications and Bid Documents for the proposed infrastructure (road, sanitary sewer, watermain, forcemain and lift station) as illustrated on the included Exhibit.

Final Design Documents to include: topographic survey, construction plans, specifications, standard details, SHPO and ECOCat clearance requests/updates; summary of quantities; and one bid package including bid and contract documents.

Not included in the quoted fees:

Land Acquisition plats or surveys; Temporary or Construction Easement documents; Revisions due to changes in the scope or limits or alignment of project after our work has commenced; Application fees to any agency; Soil Bores; Construction management, staking or observation; Negotiations with property owners for easement or access rights.

See attached fee schedule for T&M rates and reimbursables.

Soil Borings (recommended) to be subcontracted with City-approved consultant – cost to be passed through to City without markup. Cost is NOT included in lump sum fees.

**Fees:** Lump sum of \$ 190,300  
<6.00% of \$3,233,000 (COB pre-design estimate of construction costs)

\_\_\_\_\_  
Approval of Quote and Authorization to proceed (Owner/Client)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name (Owner/Client)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization (Owner/Client)

Please deliver, mail, e-mail, or fax completed Work Authorization to C.E.S. Inc. at  
[Kevin.Bunge@civildideas.com](mailto:Kevin.Bunge@civildideas.com)