



City Council
COMMITTEE OF THE WHOLE
City of Belvidere, Illinois

Aldersperson Clayton Stevens	Chairman Building
Aldersperson John Albertini	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 Matthew Fleury	Vice-Chairman Planning & Zoning
Aldersperson Rory Peterson	Chairman Public Safety
Aldersperson Jerry Hoiness	Vice-Chairman Public Safety
Aldersperson Sandra Gramkowski	Chairman Public Works
Aldersperson Chris Montalbano	Vice-Chairman Public Works

AGENDA

August 11, 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. Building, Planning & Zoning, Unfinished Business: None.
2. Building, Planning & Zoning, New Business:
 - A. Building Department – Update.
 - B. Planning Department – Update.
3. Public Works, Unfinished Business: None.
4. Public Works, New Business:
 - A. Public Works Department – Update.
 - B. Parking Lot #7 Expansion and Enhancement Grant Projects – Request for Additional Design & Construction Engineering Funding.
 - C. Motion to forward to City Council a Resolution Approving a Joint Funding Agreement Between the City of Belvidere and the Illinois Department of Transportation (IDOT) for Parking Lot #7 Improvements.
 - D. Manhole Adjustment Project Phase 2 – Bid Tabulation.
 - E. Allen Street Detention Pond – Bid Tabulation – IEPA GIGO Grant.
5. Other, Unfinished Business: None.
6. Other, New Business:
 - A. First Due Renewal.
 - B. Motion to Accept Donation for Belvidere K9 Program.
7. Adjournment:

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 8/5/2025
Re: Parking Lot #7 Expansion and Enhancement Grant Projects – Request for Additional Design & Construction Engineering Funding

The City of Belvidere has received a Federal TAP Grant and a State of Illinois DCEO Grant for the reconstruction of Municipal Parking Lot #7. We have an agreement with ARC Design Resources, in an amount not-to-exceed \$119,700.00, to complete the topographic and boundary survey, project development report and ESR, construction plans and permits, electrical design, construction staking and construction management required to complete this project. The agreement was approved on October 16, 2023 with the anticipation that construction would take place in 2024. Currently this project is on track for a January 2026 bid letting with construction to be completed during the 2026 construction season. Due to this time delay and additional requirements from the Federal Government, ARC Design Resources has requested an additional \$30,000 be added to their contract. A copy of their request which outlines the additional work items is attached.

I would recommend approval of the change order from ARC Design Resources, in an amount not-to-exceed \$30,000.00, for additional 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.

July 15, 2025

Mr. Brent Anderson
Public Works Director
City of Belvidere
Via **EMAIL**

**RE: Parking Lot 7 project
Additional scope items /
change order**

Dear Brent,

We were pleased recently to return approximately \$15,000 in unspent fees from the Logan Avenue project back to the City. We value your support of our company and strive to do the best we can for the City and its residents.

You are aware through casual conversations that our work effort for the Parking Lot 7 project has exceeded expectations. A summary of additional scope items follows below:

- Time delay from proposal date to work process. Proposal was created in summer 2023 work proposed design in 2023 and construction in 2024. Due to grant funding approval delays, the bulk of design has occurred in 2025 with construction for 2026. The cost increase due to salary adjustments comes to \$8,500, per our original proposal estimate.
- Additional effort for IDOT coordination for Project Development Report (PDR). Late in the process, IDOT changed their Project Development Report format and had us revise our paperwork to conform. Our original budget for this work was 40 hours, but the time expended to secure IDOT approval was over 80 hours and the expense to revise the report format exceeded our budget by \$3,800.
- Individual permit required from Illinois DNR and correspondence relating to that effort was an unknown. It was assumed the project would qualify for a statewide permit needing little review and coordination. The cost for this work was \$4,800.
- Individual permit from Corps of Engineers. Our project was transferred from Rock Island District to Memphis District due to staffing. The reviewer was helpful, but required additional calculations not anticipated. Of note, the local Corps approved our project across the river without comment. Cost of that work was \$2,800 to secure permit.
- Public information meeting and exhibit preparation for same was required by the State for project design approval. Our cost for preparation of the necessary exhibits and meeting attendance was \$1,700.
- Supplemental survey work and design scope expansion, primarily along State Street but other revisions once the project was well under way. cost of additional survey and design work \$8,400.

Our current contract with you dates to 2023 in the amount of \$119,700. At present time, our design effort exceeds our budgeted amounts significantly. I have been holding the overage until the finish line of the project was in sight. I would like to request a change to the contract for \$30,000 to cover additional survey design, and time delays. Also, I want to note that this project was set up with a DCEO component and ITEP component, so two agreements, using IDOT BLR 05530 were issued. If needed, we can work on a change in that format, to either funding source. As of now, the DCEO funding source had the bulk of the fees.

Please consider approving this change request at your next City council meeting and, assuming approval, advise on the desired format to proceed with paperwork. Should you have any questions, please contact me at your convenience.

Sincerely,



Jeffrey S. Linkenheld, P.E.

RESOLUTION No: _____

A Resolution for:

Section No: 23-00118-00-LS

Job No.: C-92-061-24

Project No.: R2EB(090)

WHEREAS, the City of Belvidere is proposing to construct a scenic overlook on the Kishwaukee River, including sidewalk, overlook and landscaping, parking lot, canoe launch and pier; and

WHEREAS, the above stated improvement will necessitate the use of funding provided through the Illinois Department of Transportation (IDOT); and the City of Belvidere; and

WHEREAS, the use of these funds requires a joint funding agreement (AGREEMENT) with IDOT; and

WHEREAS, the improvement requires matching funds; and

NOW, THEREFORE, be it resolved by the City Council of the City of Belvidere:

Section 1: The City Council of the City of Belvidere hereby appropriates \$630,000.00 or as much as may be needed to match the required funding to complete the proposed improvement from Capital Line Item #41-5-110-8031 and furthermore agree to pass a supplemental resolution if necessary to appropriate additional funds for completion of the project.

Section 2: The Mayor is hereby authorized to execute an AGREEMENT with IDOT for the above-mentioned project.

Section 3: This resolution will become Attachment 3 of the AGREEMENT.

Section 4: The City Clerk of Belvidere is directed to transmit 4 (four) copies of the AGREEMENT and Resolution to IDOT District 2 Bureau of Local Roads and Streets.

I, _____, City Clerk in and for Belvidere Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the forgoing to be a true, perfect and complete copy of the resolution approved by the City Council at its meeting on the ____ day of _____, 20____.

IN TESTIMONY WHEREOF; I have unto set my hand and seal, at my office, this ____ day of _____, 20____.

(seal)

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 7/29/2025
Re: Manhole Adjustment Project Phase 2 – Bid Tabulation

The following bids were opened for the Manhole Adjustment Project:

- | | |
|---|--------------|
| 1. Schroeder Asphalt Services, Inc.
P.O. Box 831
Huntley, IL 60142 | \$239,460.00 |
| 2. N-Trak Group, LLC
1523 Windsor Road
Loves Park, IL 61111 | \$244,200.00 |
| 3. O'Brien Civil Works, Inc
2963 W Mud Creek Rd
Mt Morris, IL 61054 | \$327,420.00 |
| 4. DPI Construction, Inc
630 Main St
Pecatonica, IL 61063 | \$366,654.00 |
| 5. Alliance Contractors, Inc.
1166 Lake Ave
Woodstock, IL 60098 | \$391,711.27 |
| 5. IHC Construction Companies, LLC
385 Airport Rd Suite 100
Elgin, IL 60123 | \$644,564.00 |

The budget for this project is \$300,000.00, including engineering and inspection.

I would recommend approval of the low bid from Schroeder Asphalt Services, Inc., in the amount of \$239,460.00 for the Manhole Adjustment Project Phase 2. This work will be paid for from Capital Funds.

Memo

To: Mayor and City Council
From: Brent Anderson, Director of Public Works
Date: 8/6/2025
Re: Allen Street Detention Pond – Bid Tabulation – IEPA GIGO Grant

The following bids were opened for the construction of the Allen Street Detention Pond Project:

- | | |
|---|----------------|
| 1. N-Trak Group, LLC
1523 Windsor Road
Loves Park, IL 61111 | \$ 869,992.71 |
| 2. Martin & Company
P.O. Box 443
Oregon, IL 61061 | \$1,197,402.10 |
| 3. Northern Illinois Service Co
4781 Sandy Hollow Road
Rockford, IL 61109 | \$1,367,222.30 |
| 4. Martam Construction Inc
1200 Gasket Drive
Elgin, IL 60120 | \$1,439,197.35 |
| 5. Fischer Excavating, Inc
1567 Heine Road
Freeport, IL 61032 | \$1,735,608.10 |

The Engineer's Estimate for this project was \$1,200,000.00.

I would recommend approval of the low bid from N-Trak Group, in the amount of \$869,992.71, for the Allen Street Detention Pond Project. This work will be paid for from IEPA GIGO Grant Funds and Capital Funds.



**BELVIDERE
FIRE
DEPARTMENT**

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

MEMORANDUM

08/06/2025

To: Mayor and Council
From: Chief Shawn Schadle
Subject: First Due Renewal

The Belvidere Fire Department's annual renewal for the First Due platform is due, with this year's price at **\$16,131.25**—lower than last year's cost of **\$17,214.75**. First Due is a cloud-based software suite that supports our department by managing critical functions such as incident reporting (NFIRS), occupancy and pre-incident planning, fire inspections, investigations, personnel records, equipment and asset tracking, responder communications, CAD integration, and regulatory compliance. The platform centralizes these diverse operations, helping us maintain accuracy, efficiency, and seamless reporting.

This is a budgeted expense. No other bids were sought for this renewal, due to the exceptionally high cost of transitioning away from First Due. While alternative providers offer similar pricing, the extensive time, labor, and fees required to transfer data, rebuild inspection and investigation forms, migrate inventory and maintenance records, reestablish personnel files, and reconnect essential integrations—such as medical billing and CAD—would be prohibitive. This reality was well understood and factored into our decision when we transitioned to First Due in 2022. Our past experience also shows that data cannot always be fully transferred, requiring us to maintain legacy systems for historical records. Having already invested countless hours into system integrations, particularly CAD, it is neither practical nor cost-effective to start over. For these reasons, renewal remains the most reliable and fiscally responsible choice for the department.

Recommended Motion

Motion to approve the renewal of the First Due software for the Belvidere Fire Department at a cost of \$16,131.25 to be paid for by line item 01-05-220-7020.

Respectfully,

Shawn Schadle
Chief Belvidere Fire Department



INVOICE

Bill To

Belvidere Fire Department (IL)
123 S State St
Belvidere IL 61008
United States

Ship To

Belvidere Fire Department (IL)
123 S State St
Belvidere IL 61008
United States

Invoice #

3364

Date

07/15/2025

Due Date

08/14/2025

Terms

Net 30

Term (Months)

12.0

P.O. Number

Qty	Date	Item	Amount
1	07/15/2025	Occupancy Management & Pre-Incident Planning Manage Occupancies, Pre-Incident Mapping, ArcGIS Maps, Fire Systems, Hazardous Material, and Contacts.	\$2,199.49
1	07/15/2025	Inspections Field Inspections, Configurable Checklists, Violation Management, Virtual Inspections, Inspections Scheduler, and Integrated Pre-Incident Planning.	\$3,357.11
1	07/15/2025	Investigations Organize, analyze and document investigations, keeping case information secure and separated from, but integrated with other modules.	\$0.00
1	07/15/2025	Invoicing Invoice Management, Bulk Mailing, Billing Report and Customizable Fee Schedules.	\$868.22
1	07/15/2025	Incident Reporting - NFIRS NFIRS Incident Documentation, State and Federal Compliance with automated submission.	\$3,588.64
1	07/15/2025	Personnel Management Store, Manage and Access Employee Records including demographic data, certifications and employment information.	\$578.81
1	07/15/2025	Events & Activities Create Events, View Global Activity Log, and Access Global Calendar.	\$578.81
1	07/15/2025	Assets & Inventory Assets, vehicles, equipment and inventory management, assets and equipment checks, and work order management.	\$1,389.15
1	07/15/2025	Responder Web Responder dashboard and Responder iOS/Android App with notifications, statusing and routing.	\$2,373.13
1	07/15/2025	CAD Integration (Other) Receive CAD Data to support First Due Responder and Incident Reporting modules via sFTP, XML, or API.	\$2,083.73
1	07/15/2025	Kno2 Standard Subscription Direct messaging and Unlimited Cloud faxing to deliver PCRs to hospital.	\$1,058.40
1	07/15/2025	One-Time Credit One-Time Credit as advised	\$(1,944.24)

Payment Instructions

USD Wire/ACH - Bank: Wells Fargo Bank - Account Number: 4192384907 - Routing Number: 121000248

CAD Wire - Bank: Wells Fargo Bank - Account Number: 3330004515 - Wells Fargo SWIFT BIC: WFBUS6A - Intermediary SWIFT BIC: BOFMCAM2

Check - Check Payable To: Locality Media Inc. dba First Due - Remit to: PO Box 782840 Philadelphia, PA 19178-2840

accounting@firstdue.com



For subscription renewal period 7/15/2025 - 7/14/2026

Subtotal	USD \$16,131.25
Tax	USD \$0.00
Total	USD \$16,131.25
Balance Due	USD \$16,131.25

Payment Instructions

USD Wire/ACH - Bank: Wells Fargo Bank - Account Number: 4192384907 - Routing Number: 121000248

CAD Wire - Bank: Wells Fargo Bank - Account Number: 3330004515 - Wells Fargo SWIFT BIC: WFBUS6A - Intermediary SWIFT BIC: BOFMCAM2

Check - Check Payable To: Locality Media Inc. dba First Due - Remit to: PO Box 782840 Philadelphia, PA 19178-2840

accounting@firstdue.com



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

TO: Mayor Morris and City Council
FROM: Chief Shane Woody
DATE: August 11, 2025
RE: Motion to Accept Donation

The Belvidere Police Department requests that the council accept a check from Vetcor Professional Practices LLC, DBA Dogwood Pet Hospital, check #830394, in the amount of \$3,494.25.

The check is intended for the Belvidere Police Department K9 program to help pay for vests or other equipment as needed now or in the future.

Motion: To accept a check from Vetcor Professional Practices LLC, DBA Dogwood Pet Hospital, check #830394, in the amount of \$3,494.25 for the Belvidere K9 program.